

**Kitsap 911 Executive Committee Meeting of**

**January 24, 2018**

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Strategic Advisory Board Vice Chair Chief Steve Wright, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Human Resource Manager Rachael Taylor and Administrative Specialist Stephanie Browning. Absent: Director Becky Erickson, Director Gary Simpson, Strategic Advisory Board Chair Chief Matthew Hamner

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1352

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from December 13, 2017. Motion was seconded by Director Dusty Wiley. One abstained from Director Greg Wheeler. Motion Passed.**

**Approval of Payment of Claims-Fund 89822:**

**Director David Ellingson moved approval of A/P 1694 through 1771 Total $540,785.72 and Payroll dated 12/14/17, 12/15/17, 12/18/17, 12/29/17 and 01/12/18 Total $694,943.30. Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Ratification of Executed Contracts:**

None

**Action-**

**Election of Chair and Vice Chair-**

The Committee will keep the current Chair and Vice Chair until the next Board of Directors Meeting.

**Resolution 2018-001, Declaring Certain Personal Property Surplus and Authorizing Disposal**

Executive Director Kirton said these are the old MCT and this resolution will take them off the inventory. City of Poulsbo and the Sheriff’s office expressed interest in a few of them but before we can verify there is a use they need to be removed.

**Director David Ellingson made a motion to approve Resolution 2018-001 Declaring Certain Personal Property Surplus and Authorizing Disposal. Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Records Retention Schedule- AVL**

Kitsap 911 currently keeps AVL/GPS records for six years. Primarily because this is the retention on other 911 records but, there also was a legal opinion that there were a variety of exemptions. Since then there have been court cases that say AVL are subject to disclosure with few exemptions. The SAB recommended we reduce it to 30 days but the Executive Director would like to do 90 days and reevaluate.

**Director David Ellingson made a motion to update the records retention to reflect a 90 days AVL records retention. Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Discussions-**

**UPS Failure**

Mr. Kirton explained that UPS stands for Uninterruptable Power supply. It works as commercial power comes into the building and there is a generator in case commercial power dies. Sitting between these two is a UPS system and a transfer switch. These batteries will keep the critical equipment running while the generator turns on, comes up to speed and takes on the power load.

Two weeks ago Kitsap 911 was performing a routine generator load test and in the process of going from commercial power to generator the UPS system caused a power fluctuation in the system, which then caused some non-essential equipment to fail. Kitsap 911 stayed on generator power until we found out why this occurred. Kitsap 911 was on generator until Tues of this week. Then on Tues the UPS vendor told us everything was fixed and looked good. There were 40 simulations where they cycled power to make it fail and it did not. When the actual transfer took place, the UPS failed hard and the facility was completely without power from 1 - 2.5 minutes. In the process, some items in the UPS were destroyed and multiple breakers in the building were tripped. None of the equipment besides one workstation was permanently damaged. The load went to commercial power and UPS went into bypass, meaning it was no longer providing protection for our systems. Kitsap 911 was off the air for radio for 2 minutes, off the phones for 5 minutes and the CAD system was offline for about 30 minutes (the servers and all workstations had to be rebooted after power was restored). Replacement parts were ordered and installed on Thursday. When we attempted to put the UPS online it failed again (no loss of power). New parts were installed Friday but the UPS failed again (no loss of power).

The status today is Kitsap 911 is operating on commercial power, the UPS is online but the generator is isolated. This means if there is a power failure right now we would operate off of batteries until we could manually switch to the generator. The UPS will be tested at one am tomorrow; there will be monitoring equipment on the generator and UPS to look at the phases and place the generator back on line. After the restore, CenturyLink was contacted to get a list of people that attempted to call 911 during the down time. There were two medical calls that were delayed. One call was treated on scene and the other was transported BLS.

**Gold Mountain Tower Braces**

The engineering analysis has come back and there is still capacity on the tower even with the braces being bent. The braces keep the tower ridged, not for structure stability. The replacement of the braces will be incorporated into the work plan as there have been some intermittent microwave problems possibly related to it swaying. But no emergency to get done soon.

Closed Session to discuss Labor Relations

Start: 14:21

End: 14:23

**Reports-**

**Financial Report-** (reports were distributed)

The October reports were reviewed and Administrative Specialist Stephanie Browning distributed the December Financials via email after the meeting. The Revenues continue to be above budget and Expenditures were below budget. The county did not bill for all the information service charges until January and one other expense was not invoiced until January for a total of approx. 200K these were handled as a 13th month. The December financials will include these figures.

 **Staffing Report-**

Deputy Director Jameson-Owens reported we are currently down nine employees on the dispatch floor. Three people left, two of them for medical. The nine people were primarily in the call receiver role, the overtime on the floor is actually lessoning for the dispatchers, which is good. Recently just closed a telecommunicator position and will hire two more employees in March. This will be open again in April to fill more positions. Posting the lateral posting anywhere we can think of. The Financial Manager position has done its second round of interviews and Directors interviews taking place next week. For the Technical Position the candidate accepted today and will start in February.

**2017 Goal and Tech Project Update- (report was emailed after the meeting)**

*Alerting Project-*The goal of this project is to reduce the amount of time it takes from the time we receive a 911 call to when units are in route for fire calls. There were a number of operational changes and continuing to monitor these. On the technical side, two initiatives are being looked at, one to reduce the length of the tones and the other to deploy a digital IP based alerting system at the fire stations. Some preliminary testing on the shorten tone lengths were completed and discussed with the SAB and have a new concept to test as we deploy strategy. An implementation plan draft will be started next week. With the alerting system at the fire station, the fire stakeholders will be asked to come and look at some venders.

*Mobile Responder-* Kitsap 911 is continuing to get the vender to wrap up a few issues on this one.

*Backup Center-* The lease issues are being worked through and there will be a backup center by the end of 2018.

**Additional Agenda Items-**

None

**Good of the Order:**

None

**Adjournment 14:37**

## The next regular meeting of the Kitsap 911 Executive Committee is scheduled on

##  February 14, 2018 from 13:00-15:00 at the CENCOM facility.