

**Kitsap 911 Executive Committee Meeting of**

**February 28, 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 Becky Erickson, Director Greg Wheeler, Strategic Advisory Board Chair Chief Matthew Hamner, Strategic Advisory Board Vice Chair Chief Steve Wright, Kitsap 911 Attorney Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson,

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1301

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from January 24, 2018. Motion was seconded by Director Becky Erickson. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 1772 through 1839 Total $623,319.68 and Payroll dated 01/26/18, 02/09/18 and 02/23/18 Total $854,536.66. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contracts:**

None

**Discussions and Reports-**

**UPS Update**

Mr. Kirton reported at the last meeting Kitsap 911 was in the process of troubleshooting the UPS and it was not in normal status. Shortly after that meeting the UPS was repaired and back into normal status. The vender believes everything is fixed. There were a variety of issues, which included a phase alignment, and an issue with cables in the system. Another company will be coming out to look over the UPS and give an analysis. In addition, Kitsap 911 is looking at the feasibility of replacing the UPS system with two smaller UPS units that both are capable of carrying the full load and looking at data center standards since these have been updated since this system was first installed. Looking to add different layers of redundancy. This will all be a part of the long-range plan proposal.

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

The December and January reports were reviewed. Overall revenues came in at 106.5% the surprise was excise tax coming in at 2.5% above budget. This is the first time in a few years that excise taxes weren’t below budget. For expenses, 10.13 million was budgeted and 9.76 was spent. Every subcategory was under spent other than operating salaries ,which came in above budget but under our attrition factor. Mayor Erickson pointed out that January has a substantial amount in repairs and maintenance. Mr. Kirton reported that most of those expenses were annul maintenance fee payments. Kitsap 911 finances are is in good shape at the end of January.

**Staffing Report-**

Deputy Director Jameson-Owens reported as of this Monday a new Financial Manager Steven Rogers will be starting and four new trainees will start their classroom training. The Financial Manager Steven comes from Nordstrom’s where he was a senior accountant and one of the team members for FCC filings, budgets and forecasting. Prior he was a Senior Accountant in Las Vegas. Another recruitment is scheduled to open up on April 9th and the class will start in July. The recruitment that used to take 6 months or longer has been cut down to three and a half months. A new radio technician started two weeks ago, he came with 12 year’s experience from South Sound 911. Interviews will be taking place today and tomorrow for a Technician position and hiring in the next week or two. Overall, the hiring and recruiting is going well.

**2018/2019 Goal and Tech Project Update-**

Mr. Kirton provided some new documents that shows how Kitsap 911 is focused on planning projects. As a part of that he feels Kitsap 911 was overly ambitious with the project plan for this year, the proposed schedule revision shows a lot of the projects will be carried over into 2019 more than originally thought. This full document will not be provided to the Executive Board every month, a summary will. He wanted to show how much overlap of time there is on the projects and it explains why things are spread out the way they are. This schedule allows time to be more nimble, allowing flexibility and more time to complete general maintenance. This year’s focus is on formalizing processes and making sure we are following our planning process all in an effort to improve the on time and on budget.

*SharePoint-*Mayor Erickson asked what is Kitsap 911 going to do with SharePoint. Mr. Kirton explains this includes OneDrive and SharePoint. The SharePoint piece will be limited to collaboration… things like project plans, map rolls and OneDrive will allow us to make our website more accessible for the public.

*Long Range Planning-* Mayor Erickson asked what the status is on looking at an alternative to the County’s services. Mr. Kirton said Kitsap 911 will have a road map by the end of the year and should have a basic road map by the end of budget. Additionally Mayor Erickson expressed her concerns with the County still managing I/Leads as they are notorious of letting their software go until it’s no longer supportive, especially with mission critical software. Chief Hamner said to add to that he believes the CAD system needs to be evaluated. Discussions took place regarding the CAD system.

**March Board Meeting-**

The March Board meetings agenda will include the performance measures report, a presentation from Poulsbo Chief Griffin on fireworks, Election of Chair and Vice Chair . The Executive Committee would like to include a short briefing on the UPS system failure and a brief overview of the agency for new members.

**Additional Agenda Items-**

Chair Wiley said for future meeting cancellations we will try to cancel the Monday before the meeting.

**Good of the Order:**

None

**Adjournment 13:37**

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

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