

**Kitsap 911 Executive Committee Meeting of**

**April 11, 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 Gary Simpson, Director Greg Wheeler, Strategic Advisory Board Vice Chair Chief Steve Wright, Strategic Advisory Board Chair Chief Matthew Hamner, Kitsap 911 Attorney Ken Bagwell, Poulsbo City Council Member Abby Garland (Via Conference Call) Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Manager Steve Rogers and Administrative Specialist Stephanie Browning. Absent:

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1300

**Additions to Agenda**: Financial Report

**Public Comment:** None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from March 14, 2018 as modified. Motion was seconded by Director Becky Erickson. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 1877 through 1939 Total $177,991.68 and Payroll dated 03/23/18 and 04/06/18 Total $585,624.70. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Ratification of Executed Contracts:**

None

**Action item:**

**Resolution 2018-002 Revising Purchasing Processes-**

This resolution repeals and replaces Resolution 2017-001 and updates the Purchasing Directive.

On page four Public Works projects were clarified that under 10K single quotes are allowed and Kitsap 911 can use the MRSC roster or an alternative procedure. This was in the policy before but not in the matrix. Also added a similar provision under Goods, Equipment, and Supplies not connected with a Public Works. Mayor Erickson commented that at their last audit anything they purchase over $7500 must have a seal bid process and are beginning to enforce this RCW. Ken Bagwell believes this may only pertains to cities but Mayor Erickson will confirm this information.

**Director Becky Erickson made a motion to approve Resolution 2018-002 Repealing Resolution 2017-001 and Revising Purchasing and Contracting Processes. Motion was seconded by Director David Ellingson. Motion Passed.**

**Discussions and Reports-**

**Staffing Report-**

Deputy Director Jameson-Owens reported since the last meeting one call receiver has resigned and an extra help employee has come back to work as a .75 employee. The floor is currently four telecommunicators short. An Assistant Supervisor has stepped down to focus on school so there are two supervisor positions open. On Monday April 9th, the Telecommunicator Trainee Position posted and will be open until May 11th. This position is being posted all over and for the first time on Instagram. The Operations floor has some current employees doing job shadows with supervisors and assistant supervisors. Interviews and backgrounds have taken place for technical T2 positions. Two candidates will be going onto Directors interviews. Director Erickson commented great job aggressively recruiting.

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

Executive Director Kirton highlighted some of the current project statuses.

\*Multifactor-The state recently changed their rules as far as mobile computers in the car. If the MCT is capable of being taken out of the vehicle, it has to have two-factor authentication. For instance if they are locked in the dock and the officer does not have access to the key then it does not have to have two factor authentication. Essentially every MCT on the law enforcement side will need two-factor authentication. This changed the scope of the project and escaladed the need to get a solution in place. Kitsap 911 is looking at cell phone methods, smart cards, USB dongles, and biometrics fingerprint readers. This will need to be in place before the end of the year and Kitsap 911’s ACCESS audit is this year. The goal is to be completed before the security audit.

\*ASAP to PSAP- This software allows Kitsap 911 to receive alarm calls directly from Alarm Companies. Research phase has been completed and a plan for implementation is being drafted. This project comes with a piece of software called edge frontier, which connects to the CAD database and allows connection to other things to database.

\*Backup Center-Kitsap 911 has met with Department of Community Development (DCD) to discuss permitting requirements (IE storm water, setbacks, etc.) Suggest terms has been sent to the water district and we are waiting for their response. In addition, a site survey was completed last week for the architects.

\*Technology Planning- The stakeholder meetings have been completed and the consultant will sending the preliminary report to Mr. Kirton soon. A presentation will go to the full board along with the budget work-study session.

\*Rapid SOS- This is a software integration that goes with the phone system and allows commercial location technology. This technology tells companies like Uber where you are located. This location technology is more accurate than the 911 technology which is restricted by FCC rules. This all goes back to the FCC rules before there was integrated cellular chips and the technology has changed. Rapid SOS is built into new android phones and with older phones and I phones you will need to download the application called a beacon. The beacon will send Kitsap 911 the location information in addition to the wireless location. This is deployed. The next piece of this is for the phone vender to update the software that will allow the information to transfer.

\*Fire Tone- The rating sheets have been finalized and over the next few weeks vender demos are being scheduled. Kitsap 911 would like to include as many representatives that departments want to send so the demos will be spread out. At least five venders have been identified for demos. A recommendation should coming forward around the end of May.

**Additional Agenda Items-**

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

Financial Manager Steve Rogers presented the March Financial Report. Revenues continue to be above budget, which is consistent with the general market areas. Expenditures were below projections. There are no notable activity or surprises.

**Good of the Order:**

Sheriff Simpson said on May 19th at 10am there will be a dedication for a fallen officer on Illahee road. Staging will be at the fire station.

Mayor Erickson shared that Council Member Abby Garland who is listening via phone is Poulsbo’s newest council member and has a great interest in police and this activity. She will be calling in or joining some of these meetings.

Executive Kirton has met with Bremerton Council Member Daugs and will have meetings scheduled with Bremerton Council Member Huddy and Bainbridge Island Mayor Kol Medina that are all new Board Members. If there are any City Council members, Fire Commissioners that would like a tour, observe and briefing we are happy to host them

Executive Director Kirton was informed that Kitsap 911 was mentioned at the Bainbridge Islands City Council Meeting yesterday. Mr. Kirton will be sending them a letter correcting information that was provided that seems to be information dealing with Department of Emergency Management (DEM). It was stated the we ended an emergency communications program that Kitsap 911 never had.

Mayor Wheeler shared this am a body was found on Warren Ave and no other information has come out.

**Adjournment 13:44**

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

##  April 24, 2018 from 13:00-15:00 at Kitsap 911 located at 911 Carver Street Bremerton WA.