

**Kitsap 911 Executive Committee Meeting of**

**May 23, 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, Kitsap 911 Attorney Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson, Strategic Advisory Board Chair Chief Matthew Hamner, and Strategic Advisory Board Vice Chair Chief Steve Wright

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

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from April 11, 2018. Motion was seconded by Director Dusty Wiley. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 1940 through 2026 Total $442,416.53 and Payroll dated 04/19/18 (special), 04/20/18, 05/04/18, and 05/2018 Total $898,286.68. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

**Director David Ellingson made a motion to ratify contract K911-022 Interlocal Cooperative Purchasing Agreement with Kitsap County. Motion was seconded by Director Greg Wheeler Motion Passed.**

**Resolution 2018-003 Declaring Certain Personal Property as Surplus:**

In the 2018 budget, it was budgeted to purchase one vehicle to replace two older vehicles. The new vehicle has arrived and now Kitsap 911 is ready to remove the vehicles and authorization to dispose.

**Director David Ellingson made a motion approving Resolution 2018-003 Declaring Certain Personal Property as Surplus. Motion was seconded by Director Greg Wheeler. Motion Passed**

**Discussions and Reports-**

**Annual Review of Service Agreement-**

One of Kitsap 911 CALEA requirements is to review the Kitsap 911 Service Agreements annually. The Strategic Advisory Committee (SAB) and Attorney Ken Bagwell have reviewed the agreements and now requesting the Executive Committee to review. The template was provided and every entity has virtually signed the same document with slight changes in a few.

**Director David Ellingson made a motion ratifying the Service Agreement as presented. Motion was seconded by Director Greg Wheeler. Motion Passed.**

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

Financial Manager Steve Rogers presented end of April 2018 Financial Reports. Trending is constant and not experiencing in fluctuation in revenue or expenditures. Revenues are slightly above projections and expenditures at below. There has been some increase variance analysis in the monthly reports. For example, there are three line items that are trending higher in communications, utilities and supplies. Supplies line item is driven by the increase in fuel consumed in January due to power outage and the other two were payments from 2017 that were not received until 2018. They are anomalous and not concerning.

 **Staffing Report-**

Deputy Director Jameson-Owens reported there are six vacant dispatch floor positions. The telecommunicator job posting closed at the beginning of this week and there are 100 applicants. Of the openings, three lateral candidates have been hired. The Technical T8 position is currently being recruited. A temporary technical position was recently hired and started at the beginning of last week. This week interviews are taking place for the Technical Systems Manager. An Assistant Supervisor testing process will be taking place June 26ths to fill supervisor vacancies.

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

Executive Director Kirton introduced Brandon Wecker who is the Acting Technical Services Manager and highlighted the current project statuses.

\*Alerting Project-The analysis for the alerting project has finished and have narrowed down to three venders. Currently working on price quotes.

\*ASAP to PSAP- A quote was received and reviewed from Hexagon the Technical group is moving forward with the quote but will be very diligent with the statement of work.

\*NG911- Bill Main who just resigned was completing these tasked for the last year and now some of the tasks are being transitioned to other employees in the department. The transition is going well but there may be a small delay in this project.

\*Support Address Correction Efforts- Training taking place in-house and documenting the process.

\*Closest Unit Fire- The SAB moved to move forward with the current map as it is and making improvements later. They asked that the Operations Chiefs make the decision on how the move will take place to closest unit dispatch. The Operations Chiefs will then make a recommendation to the SAB to approve or modify. The first meeting with the Operations Chiefs will take place next week to work on the boundary issues and response types to move forward with. There will be a phased or staged deployment.

\*ESNET implementation- Two Kitsap 911 Technical Team members are in Columbia County to assist with their cut over. This cut over has been reported as a success with a few timing issues they are troubleshooting. This gave them experience to prepare for Kitsap 911 cut over. The vender gave Kitsap 911 some free equipment and software upgrades because the esinet the state purchased was different then planned and additional equipment was needed for the phones. Three counties in the state use the same vendor as Kitsap 911. The overall statewide deployment may be delayed, as the cost for other county’s that used a different vender is significant.

\*Mobile Responder Deployment- This is Kitsap 911 Mobile CAD application for Fire and Law Enforcement. There are 26 users signed up and 10 currently using it in the live environment. Currently working through any small issues but is going well.

\*Backup Center-Phase One is on track and the proposed terms and conditions has been received from the Silverdale Water District. These are now being put into a draft lease with execution shortly. Concurrently, the architect is developing the site plan for permitting purposes.

\*Customer Satisfaction Survey-Deputy Director Jameson-Owens has developed survey questions, order the mailers and the first batch of surveys should go out in June. The citizens will be able to respond via online or on paid postage card.

**Board Makeup-**

Commissioner Gelder had requested the Board Makeup be evaluated. Mr. Kirton thinks the Executive Committee should consider, as an interim step is to allow the designated Board Members to appoint a more permanent alternate. With the concurrence of the other groups in that constituency, that member could be the alternate or primary at the Executive Committee Meetings. Director Ellingson suggested that we try these alternatives for a year. Mr. Kirton will work with Ken Bagwell on a bylaw amendment draft that can be introduced at the Board Meeting.

**Board of Directors Meeting (06/05)-**

The next Board of Directors Meeting will be on June 5th. This will be a regular meeting and Mr. Kirton asked the Committee if they would like to add to the agenda. Director Erickson would like to have information and reassurance of the IT Department and what happened.

**Additional Agenda Items-**

None

**Good of the Order:**

APCO International (The professional association for 911) has announced that Kitsap 911 has won 3/5 annual awards. Brandon Wecker is the APCO International Technician of the Year, Jamie Siller is the APCO International Telecommunicator of the Year and Carmen Bower is the APCO International Trainer of the Year. All three employees will be at the next board meeting.

Director Erickson said discussions need to start about getting a new desk for the north end. The call volume has increased and there are discussions of a new music venue being place on the 305 Hwy. Deputy Director Jameson-Owens has completed a radio analysis and it is on Mr. Kirton desk for review. The next step will to take this information to the Strategic Advisory Committee and fold this into the long-range plan.

**Adjournment 13:41**

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

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