

**Kitsap 911 Executive Committee Meeting of**

**July 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 Rob Puttansuu, Director Gary Simpson, Strategic Advisory Board Chair Chief Matthew Hamner, and Strategic Advisory Board Vice Chair Chief Steve Wright 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 Greg Wheeler

**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 May 23, 2018. Motion was seconded by Director Robert Putaansuu. One abstention. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 2030 through 2133 Total $339,067.35, Payroll dated 05/18/18, 06/01/18, 06/15/18, and 06/29/18 Total $1,144,936.26 and Electronic Payment: Dates 02/03/2017 through 06/25/2018 Total $4,648.93. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

**Director David Ellingson made a motion to ratify contract K911-023 with NEOGOV.**

**Motion was seconded by Director Rob Putaansuu Motion Passed.**

**Resolution 2018-004 Declaring Certain Personal Property as Surplus:**

Resolution 2018-004 is retirement of MCT equipment. There will most likely be another batch of equipment to retire later on. Once removed from inventory they will be sold to recyclers and hard drives are removed and destroyed separately.

**Director David Ellingson made a motion approving Resolution 2018-004 Declaring Certain Personal Property as Surplus. Motion was seconded by Director Gary Simpson Motion Passed**

**2019 Budget**

Mr. Kirton presented the draft documents of the 2019 Budget. Below are some items discussed.

**Revenues:**

*User Fees*- Kitsap 911 is proposing a 2.9% increase to user fees overall. This is 63K increase spread amongst the users. On page seven of the documents are the proposed allocations for each entity. The allocations are based primarily on units of use. There are additional surcharges for ILEADs for Law Enforcement and the Alerting Project for Fire. Executive Director Chair Ellingson commented that sales tax revenue has been running ahead of projections all year do we really need to increase these service fees. Mr. Kirton stated currently the budget is out of balance for expenses. This will be in balances by the time it is presented at the fill Board of Directors. His current recommendation is to increase the user fees and not rely on sales tax revenue to balance the budget. This is the first time the base user fees have been raised in quite a while.

*Sales Tax-* Projecting a 5% increase over 2018. Kitsap 911 is starting to see the sales tax leveling off a bit, no decline. Just the pace at which sales tax is growing. Other entities such as Kitsap County validated they are seeing the same thing.

*Telephone Excise Tax*-Predicting a small increase based on 2018 actuals.

*Contract Revenues*- These figures include Human Society and Bainbridge Island Ambulance. We have not seen any dispatch fees for Bainbridge Island Ambulance.

*Tower Leases-*There are a number of tower leases expiring later this year and early next year so in the process of reaching out to those entities and negotiating new contracts. The current figure is only based on contacts we have in hand.

*Emergency Management-*This revenue is Emergency Managements share of building costs based on a convoluted formula based on square footage and use. The new agreement is currently still in negotiations. Mr. Kirton has had productive meetings with Kitsap County and optimistically hope to have a lease agreement by September. Legal Council Ken Bagwell stated Kitsap County is also very close to having a service agreement.

*WA State Military Department-*This is the state contract and the legislature did give the state the supplemental appropriations until June 2019.

*Investments*- This figure is based on how much money is expected to be in the fund throughout the year.

**Operating Appropriations:**

*Wages, Salaries, Benefits & Labor Costs-* For salaries there is a 6.7% increase that includes a 2% COLA and step increases. With the current contract, the compensation scale was revamped and more steps were added. There are no new positions in this budget but there is a request for a reclassification in the Tech Department moving a position from a T2 to a T4. An information paper will be provided for the Boards presentation. Overall a 7.3% increase.

*Supplies and Services-*The items highlighted in yellow are charges from Kitsap County. The first is GIS charges, there is not a final number and is an estimate. The second for network and security line item is not a good comparison anymore as things folding into this line item in the past are no longer apart of these charges. The figures are actuals for $67,679 for 2018 and 103,060 for 2019 is the numbers received from the county. The 3rd is ILEAD charges and this is an estimate.

Revisions of the 2019 budget documents will be sent out before the Board of Directors Budget Meeting. The technical budget will be presented later this year since the draft of the strategic plan has not been received from the consultant. Mr. Kirton does not want to present a technical budget without a strategic plan.

**Discussions and Reports-**

**Board Makeup**

The Executive Committee and Executive Director Kirton discussed the documents provided. These documents included information from the current Ordinance, Bylaw and Charter. A table was used to show the current makeup of the Board of Directors as it is spelled out in the Charter as well as the minimum request spelled out in the Ordinance. The second table is the current Executive Committee and what the Bylaws say. Mr. Kirton will be draft some language and present at the July Board meeting. Then have everyone bring feedback to the Executive Committee for an official proposal in September

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

Financial Manager Steve Rogers presented end of May 2018 Financial Reports. May had status quo, revenues right in line with budget. Slight fluctuations with annual receipt of Jefferson County tower lease. After discussing sales tax revenue with the County there is a slowing in the cycle and over time this budget to actual may slowly decrease. Expenditures had a slight fluctuation with salaries and benefits. No risks have been identified

Mr. Rogers’s reports when he was auditing historical reports he noticed in some cases labor and industry’s was not being reporting. Since Jan 1st, there was one employee who consistently did not have L&I reported, this was the Executive Director. After research, Mr. Rogers found in Sept. of 2017 there were several things re-done in the accounting software. The Executive Directors employee profile set up was not tagged for L&I which caused the error occurred for reporting. The total impact was $253.00

**Staffing Report-**

Deputy Director Jameson-Owens reported there are six vacant dispatch floor positions. Currently in the process of telecommunicator hiring and directors interviews took place on Tuesday. Seven candidates will go to the next step of the process, which will be hearing tests and drug tests. There was an Assistant Supervisor Assessment center that took place at the end of June and promoting one assistant and having two candidates act in in the role. Still working on filling the Public Safety Systems Analyst position since Brandon Wecker was promoted to Technical Systems Manager.

**September Board Meeting-**

The next Board of Directors meetings is the day after labor day and Mr. Kirton confirmed with the committee that we should keep this date or change it. The Executive Committee stated it is a super Tuesday and they are taking August off so there should be an quorum.

**July Board Meeting Agenda-**

The Board of Directors July meeting will include the 2019 budget presentation, the Board Member Composition, 4th of July Report and Staff Report.

**4th of July Report-**

The staff member who pulls the phone statistics is currently on vacation. Some data have been pulled and looking at preliminary numbers and dispatched event numbers over all the 4th of July seem to show it was a very mellow day. Chief Hamner mentioned that last year there was a plan to handle calls differently and it worked very well for every jurisdiction but Bainbridge Island. This year Chief Hamner came back to Executive Director Kirton and Deputy Director Jameson Owens to do something different. He has received no complaints and expressed his gratitude, as it is hard to satisfy every entity.

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

Executive Director Kirton reviewed the Goals and Projects. The red highlighted items on the report are critical projects and in blue are approaching critical and black are regular. Mr. Kirton and Mr. Wecker reviewed all these projects and have proposal of date changes

\*ASAP to PSAP-This project allows the alarm companies to send calls over the national public safety and into the CAD System. Currently coordination with Kitsap 911, WA State, Hexagon and the alarm company are taking place. There is no set date but process is being made for it to be scheduled.

\*Backup Center- The proposal from the Water District was received and they are proposing to begin charging for the current tower site as well as the new spot of land. The tower site agreement is currently under contract at no costs through 2028 which option to review through 2053. They proposed with execution of backup center the Water District would begin charging for land, the backup center land, plus 20K up front. The analysis of the market is these prices are not in line. A plan B option is being worked on more details to come at next meeting.

\*Alerting Project- Kitsap 911 received initial quotes from three finalists after reviewing the quotes and Kitsap 911 felt more data was need. Technicians took information from one of the Bainbridge Island fires station and asked each vender to give a quote for a full alerting implementation for this fire station. Now there is an apple to apples comparison. The data has been received and Terese Ungren is completing reference checks. A meeting will be scheduled with the workgroups. By next month, there will be a recommendation to the Chiefs.

\*Support Address Correction Efforts- No changes to report.

\*Closest Unit Fire- This project is on track and South Kitsap Fire and Rescue has volunteered its entity as a pilot. Mr. Wecker reported the plan to the Fire Chiefs and the SAB approved moving the plan forward.

\*ESNET implementation- This is the telephone network the 911 centers around the State connect to receive 911 calls. Kitsap 911 is scheduled to cut over in September.

\*Mobile Responder Deployment- Full deployment for fire and basic law enforcement (does not include ability to run plates and names) deployment has been rolled out. There was a soft launch that took place, to evaluate the benefits and drawbacks. So far everyone who has used this have given positive feedback.

\*Customer Satisfaction Survey- post cards will be going out to 911 call users. This is a CALEA accreditation requirement to do a survey.

\*Improve Power Redundancy-Its was identified that the data center was designed with outdated standards as far as power. As servers and power supplies have become more robust Kitsap 911 has not stayed up with that. Currently the technicians are retrofitting all critical systems to make sure we have commercial power, UPS and one other layer of redundancy.

\*ACOM- ACOM is the radio console equipment the dispatchers use. This was budgeted last year and we opted to not spend the money. Since then the vender inform that a critical component of the system is no longer available and Kitsap 911 is now looking at putting this project back on the schedule.

**Additional Agenda Items-**

None

**Good of the Order:**

**Adjournment 14:36**

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

## July 25th, 2018 from 13:00-15:00 at the CENCOM facility.