

**Kitsap 911 Executive Committee Meeting of**

**September 26, 2018**

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

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1302

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes:**

**Director Robert Putannsuu moved to approve the minutes from August 22, 2018. Motion was seconded by Director Greg Wheeler. Motion Passed.**

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

**Director Robert Putannsuu moved approval of A/P 2215 through 2251 Total $105,414.99, Payroll dated 08/24/18 and 09/07/18 Total $590,049.43. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

Director Kirton stated there were none for action today however, Kitsap 911 recently received the Kitsap County Service Agreement and Interlocal Agreement which allows Kitsap 911 to contract with the state to receive a grant. This leaves the agreement regarding the building as the only outstanding issue.

**Adoption of Resolution 2018-006 Washington Family and Medical Leave Program**

This resolution is a new program going into effect from the State in response to Legislation action in 2017 which established statewide family and medical leave programs. This is semi paid medical leave that is administered by the Department of Labor and Industries. Public Employers are required to participate regardless of size. Kitsap 911 will pay a premium to the State every month and employees can file a claim with the State in order to receive the benefit. There is one provision that applies to Public Employees which allows public employers with executed labor agreements to defer when they begin collecting. This resolution would only affect non-represented employees. Kitsap 911 is still working with legal counsel to finalize but believe our labor agreement follows under the exemption and will come back with a resolution for them later. This resolution will allow us to begin withholding non-represented portion employees starting January 1st 2019.

**Director Bob Muhleman made a motion to approve Resolution 2018-006 Washington Family and Medical Leave Program. Motion was seconded by Director Rob Putaansuu. Motion Carried.**

**Discussions and Reports:**

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

Financial Manager Steve Rogers presented end of August 2018 Financial Reports. Trends continue to be similar with Revenues, slightly above budget. There is a fluctuation getting investment income, we are keeping our money in investments longer. Mr. Kirton added that Finance Manager Steve Rogers does an amazing job at investments and knows exactly how long to keep funds in there in order to keep our cash flow. The Expenditures are over a small amount in Operating Salaries and benefits. An email was sent inviting all Board of Directors to our entrance conference with the State Auditor. This is Kitsap 911’s first audit as a Public Authority. We do not anticipate any surprises. There will be an exit conference the Board of Directors will be invited to as well.

 **Staffing Report-**

Deputy Director Jameson-Owens reported there has been one resignation today and a probationary termination. There are currently 10 vacancies. In November there will be training for two call receiver’s to become dispatchers. A planning meeting for our 2019 hiring will be taking place next week.

**Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker and Executive Director Kirton reviewed the Goals and Projects. The red highlighted items on the actual report are critical projects, blue are approaching critical, and black are regular.

\*ESINet-This project connects Kitsap 911 to the State Network. The connection to Kitsap 911 to the State started 11pm on Monday and was completed at 4am on Tuesday. There were some minor issues transferring calls to RDC and queuing but other than that the process went very smooth and Kitsap 911 is on the new ESINet

\*Alerting- Kitsap 911 met with the Stakeholder Group and Alerting Project Team last week and going forward with requested final designs and costs with two vendors. This project timeline will possibly be moved and a new timeline will be presented once a vendor is selected.

\*Closest Unit Dispatch- This project changes the way fire units are recommended based on their location. The prep work has been completed with South Kitsap Fire and Rescue. There is a go no go meeting to review the plans schedule next week. South Kitsap Fire and Rescue will be training their staff until October 15th and Kitsap 911 is tentatively planning to go live on October 17th.

\*Eventide- This project increases the storage capacity for audio recordings of 911 calls and radio traffic. The hardware was received last week and it is currently being configured.

\*ACOM Replacement- The quote was signed and submitted to purchase the hardware from Zetron.

\*Support Address Correction Efforts- This is a collaborative project working with Cities and the County to correct any addressing problems that would prevent 911 call rating based on Geo Spatial. The jurisdictions left with work to be completed are Poulsbo and Bainbridge Island. The States timeline has been pushed out for making this switch.

 \*Backup Center- There may be a lease agreement to discuss next month.

**Board Makeup-**

Mr. Kirton has not received any additional feedback so he will work with Legal Counsel Ken Bagwell to compete a draft.

**Additional Agenda Items-**

None

**Good of the Order:**

Technical Systems Manager Brandon Wecker was recognized by APCO International and then last week Kitsap 911 was notified that he was selected as WA State APCO Technician of the Year. Additionally, Dispatcher Jessica Jablonski was selected as WA State APCO Telecommunicator of the Year for handling a crucial incident.

Director Wheeler asked how others are starting to budget or plan for the MCT upgrade. Next year he would like to start the discussion if they need to start saving or need to start a payment plan. City of Port Orchard does a biannual budget so they will need this information as well. Mr. Kirton stated Kitsap 911 has always advocated for establishing a replacement fund and managing through annual assessment. He noted a few Board Members were opposed to this approach or took a different path. Mr. Kirton will put together an estimate of figures and a proposal for creating an ER&R Fund as a part of the December Technical Budget presentation.

Chief Hamner said a lot of discussion has been taking place to work on a tower in Bainbridge Island. There was recently some citizens down in Lynwood where her husband had a medical issue and no one could call 911, as there was no landline and no cell reception. Luckily, there were two EMT there to assist at the time. Chief Hamner and Chief Teran will be in contact with Executive Director Kirton on this issue.

**Adjournment 13:53**

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

##  October 10, 2018 from 13:00-15:00 at the CENCOM facility.