

**Kitsap 911 Executive Committee Meeting of**

**October 10, 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 Greg Wheeler, Director Gary Simpson, Executive Director Richard Kirton (via Conference call), Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Human Resource Manager Rachael Taylor, Technical Systems Manager Brandon Wecker (via conference call) and Administrative Specialist Stephanie Browning. Absent: Director Rob Putaansuu, 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 1302

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes:**

**Director Greg Wheeler moved to approve the minutes from September 26, 2018. Motion was seconded by Director Gary Simpson. Motion Passed. One abstention by Director David Ellingson**

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

**Director David Ellingson moved approval of A/P 2252 through 2310 Total $229,484.87, Payroll dated 09/21/18 and 10/05/18 Total $610,346.49, Electronic Payment dates 08/31/2018 through 09/25/2018 Total $70.82. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

None

**Discussions and Reports:**

 **Staffing Report-**

Deputy Director Jameson-Owens reported there are still 10 vacant positions. The next hiring opens up on October 22nd. There will be another recruitment scheduled for next summer which will include appearing several job fairs as well as a final hiring window opening in end of October 2019.

**Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker and Executive Director Kirton reviewed the Goals and Projects.

\*Closest Unit Dispatch-This project uses AVL locations to recommend units for call. The Go/No go meeting was finished last week with South Kitsap Fire and Rescue. It was a go, this week they are training their staff. The pilot is tentatively scheduled to start October 17th. It will run for about two weeks and if things are going great, they will start to look at the next agency. At the last Fire OPS meeting it was discussed that Bainbridge Island will go next.

\*Eventide Backup System- This project increases the storage capacity for audio recordings of 911 calls and radio traffic. The hardware is configured and technicians are working on backing it up. The next step is to continue to back up the data to offsite cloud storage

\*Informer XLM Migration- This is a task from WA State Patrol as a mandate. Their hardware is at the end of life and Kitsap 911 need to update connection to the State to be able to continue to run data. A conference call was done with Kitsap 911 CAD vendor last week and the work is scheduled with a target completion date at the end of November.

\*E911 Initiatives Development- The cut-over was completed at the end of September and we are still working on a few related issues.

\*WSP Link- Director Simpson asked with the WSP link is this something the Police and Sheriff Agencies should be doing as well. Mr. Kirton said if you get the access through Kitsap 911 all be done on Kitsap 911 end if using MCT and if agencies is using the State Patrols web portal then you have been upgraded, He does not believe anyone in our county has a direct connection to the state. If there are any agencies that have a direct connection the State should have already contacted them.

\*Backup Center- The property owner has finished all the analysis on storm water and other requirements. As a part of this analysis, he determined the addition to the building construction would delay the project beyond what Kitsap 911 has communicated as acceptable. He came back with a new proposal for a different building that just needs to be remodeled. Mr. Kirton noted that it is very refreshing to work with someone that is pro-actively working to problem solve and come up with a solution. Kitsap 911 will be moving forward with that option, but will not sign the lease until the remodel is completed.

**Board Makeup-**

Mr. Kirton has not received any additional feedback from the board regarding board makeup. Legal Counsel Ken Bagwell and Mr. Kirton will be reviewing language and have it distributed well within the required timeline and no later than November 4th.

**Additional Agenda Items-**

None

**Good of the Order:**

October 31st Meeting- This meeting will be cancelled, as there are no anticipated action items and some members are out of town.

Director Ellingson asked if there has been any feedback from the State Auditors thus far. Finance Manager Steve Rogers said no feedback so far.

Director Wheeler asked if calls are tracked for needles found in parks or public areas. Mr. Kirton said the calls are received but they are not tracked separately. Director Wheeler is on the Health Board and there are too many needles being dumped in the city and he has already spoken to the Kitsap Health Department regarding their needle exchange program. He is looking for some of the costs for people who are deputized to pick the needles up. Kitsap 911 can run a report on phrases related to syringes in the last 6 months but because we do not classify the events as a “needle event,” this information may be limited. Our reporting could actually under emphasize the problem since not all the calls related to syringes come to 911. These calls are referred to the health department but they do not report back to Kitsap 911 they went and pick up the needles. Director Wheeler would like this information.

**Adjournment 13:24**

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

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