

**Kitsap 911 Executive Committee Meeting of**

**November 14, 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, 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, and Administrative Specialist Stephanie Browning. Absent: Director Rob Putaansuu and Director Gary Simpson

**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 October 10, 2018. Motion was seconded by Director Greg Wheeler. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 2311 through 2402 Total $287,661.19, Payroll dated 10/19/18 and 11/02/18 Total $582,209.99, Electronic Payment dates 09/30/18 through 10/25/18 Total $39.52. Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Ratification of Executed Contract:**

**Director Greg Wheeler moved to ratify contract K911-025 Interagency Agreement with Washington Traffic Safety Commission and contract K911-026 City of Bremerton Law Enforcement off Duty Service Agreement. Motion was seconded by Director David Ellingson. Motion Passed.**

**Discussions and Reports:**

**Thurston County Sales Tax Proposal-**

An email was provided in the agenda packet from the Director of Thurston County 911 Center Keith Flewelling with information that they are pursuing Legislative change to the 911 sales tax to allow for 2/10th. If the Legislature approves it would not automatically raise our rates. Kitsap 911 would have to go back to the voters to raise the rate. Thurston County 911 would like to know if other 911 centers support this effort. The bill has been drafted and one of their legislatures is sponsoring it. Discussions took place relative towhat it would look like if Kitsap 911 did this as well. Once the bill number is assigned, Mr. Kirton will provide this information.

**Finance Report-**

Finance Manager Steve Rogers reviewed the budget reports for end of October 2018. He reported revenues continue to look good and as expected. Expenditure are ahead of year to date budget. There were higher fluctuations in expenditures for software but no current risks were reported.

The State Auditors will be attending the next Executive Committee meeting. They will be delivering their audit report. Preliminary Mr. Rogers believe we should be receiving a good report.

 **Staffing Report-**

Deputy Director Jameson-Owens reported there 12 vacant positions. The Telecommuniocator position is posted and will be open until November 19th. To date there are more than 180 applicants. The applicants hired will start in January.

**Goals and Tech Projects Update**

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

\*Technical Plan-The draft plan was sent to the Chiefs and Mr. Kirton will collate the feedback and have the consultant update. This will be ready for Executive Review at the next meeting and presented to the Board in December. If the plan is adopted the next step will be to turn it into a work plan and look at funding strategies.

\*Multifactor Authentication- The technician who is responsible for this project is a reservist and has been deployed. A junior technician is taking the lead on this project while he is gone so it is still on track.

\*Fire Station Alerting- The workgroup recommendations went back to the Chiefs. They reviewed the top three options and narrowed it down to two. We are now asking the two venders to give us design documents. Once those are received, the Chiefs will make a final decision on which product they want. The costs are still as expected.

\*ASAP to PSAP- This interface allows alarm companies to send information electronically and then populates into CAD. The software used for this is called Edge Frontier. The hardware is being configured and once that is completed, we will move forward with implementation. Additionally, South Sound 911 is still interested in doing a CAD to CAD with Kitsap 911 using this software. While there is not a timeline at this point, they are also looking at doing CAD-to-CAD interface with their neighbors to their north and sound. Once Kitsap 911 is closer, they will evaluate where South Sound is with the other agencies.

\*Closest Unit Dispatch-This project uses AVL locations to recommend units for call. South Kitsap Fire and Rescue closest unit dispatch was turned on a few weeks ago; a few problems were identified so it was turned off for a short period. It was reconfigured and turned back on. The Fire OPS group met today and everything is working as directed. The next step will be to start the process with Bainbridge Island Fire in the first few weeks in December.

\*ESI Net Implementation-This project is complete.

\*ACOM Replacement-This project replaces the radio equipment the dispatchers use due to a failing component. Zetron is manufacturing the system and should have it ready for roll out first quarter of next year. They were able to repair a few failing components This is not as critical but there is still the Keyport option if needed.

\*Power Redundancy- Awaiting for one more component and this project will be completed.

\*Replace the UPS- Department of Emergency Management (DEM) has found a grant that looks favorable and they are supporting Kitsap 911 in submitting that grant. The match will be 5%.

\*Gold Mountain Tower- The support beams that were bowing have been replaced and the tower is back to spec.

\*Backup Center- There is no new update.

**Additional Agenda Items-**

None

**Good of the Order:**

Mayor Wheeler thanked Director Kirton for the needle information he had requested in a prior Executive Committee Meeting.

**Adjournment 13:28**

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

##  November 28, 2018 from 13:00-15:00 at the CENCOM facility.