

**Kitsap 911 Executive Committee Meeting of**

**November 28, 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 Rob Putaansuu, Director Gary Simpson Strategic Advisory Board Chair Chief Matthew Hamner, Ken Bagwell, Legal Counsel for Kitsap 911, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, and Administrative Specialist Stephanie Browning. Absent: Strategic Advisory Board Vice Chair Chief Steve Wright Guests: Kirsten Anthony, Washington State Auditor, Carol Ehlinger, Washington State Auditor

**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 November 14, 2018. Motion was seconded by Director Dusty Wiley. Abstentions by Director Gary Simpson and Director Rob Putaansuu. Motion Passed.**

**2016/2017 audit results by the State Auditor’s Office:**

Kirsten Anthony from the State Auditor’s Office distributed draft documents of Kitsap 911 audit results for 2016/2017. She thanked the staff for the audit and their assistance was much appreciated. They were all welcoming and friendly through the entire audit. There were two areas the auditors looked at which were accountability and financial statements. For the accountability audit, the areas tested were credit card ecxpenditures, travel expenditures, employee reimbursements, payroll, surplus of equipment and cash receipting. The auditors determined that Kitsap 911 complied with with all State Laws as well as, its own policies and had adequate controls during the year under audit. The State Auditors issued an unmodified opinion and reported the financial statements presented fairly in all material respects; additionally, they did not issue any management comment letters nor did they provide any recommendations. The final audit report will be published on 12/6/2018. The next scheduled audit will be in the fall of 2019, the estimated cost of which will be approximately $15,500 plus travel expenses.

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

**Director David Ellingson moved approval of A/P 2403 through 2413 Total $23,697.55, Payroll dated 11/16/18 Total $291,026.29, Electronic Payment dates 10/31/18 through 11/26/18 Total $136.03. Motion was seconded by Director Robert Putaansuu. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

**Resolution 2018-007 Adopting Salary and Wage Range for Unrepresented Administrative, Management, and Extra-Help Employees-**

This resolution provides a 2% wage adjustment that is consistent with the budget and what is being provided to represented employees.

**Director Rob Putaansuu moved to approve Resolution 2018-007 Adopting Salary and Wage Range for Unrepresented Administrative, Management, and Extra-Help Employees. Motion was seconded by Director David Ellingson. Motion Passed.**

**Long Range Technical Plan**

The Long Range Technical plan was developed with the consultant from Adcomm Engineering. Kitsap 911 will deliver this plan at the December Board of Directors meeting. The next step will be to continue to work with the Chiefs.

**Technical Budget**

Mr. Kirton will be requesting the Board of Directors approve the Technical Budget at the December 4th meeting. The Executive Committee reviewed the budget items that were not approved in September. All projects except those in yellow are carry over projects. The Alerting Project is separately funded by the fire agencies. Finance Manager Steve Rogers will reviewing cash flow and there may be a recommendation later to change the 20% stabilization number. Additionally, funding multiyear projects with a single year budget makes it feel less transparent so Mr. Kirton and Mr. Rogers are bringing forward a better mechanism to track projects for the 2020 budget.

Here are some highlighted projects:

\**Tower Site Update*- A few years ago there was a list of tower site improvements that have been getting completed through the years. There is approx. 250K left to complete such as polishing fuel, improving security. The list of improvements for 2019 will be finalized later.

*\*DC Plant at all sites but Carver and Gold-*There is some equipment still powered via DC battery system. The battery banks have been replaced at Carver Street and Gold Mt Tower but not the other sites. The Batteries at the other sites are due to be replaced, as they are 10-11 years old.

*\*Data Interoperability*- This will allow our users to share information directly through our dispatch center or another dispatch center to the end responders from other jurisdictions. Primarily it allows Kitsap 911 to have situational awareness in what is going on and what unit status are in our neighboring jurisdictions like Pierce County. Sheriff Simpson would like Kitsap 911 to consider doing this for the State Patrol. The 250K gets started with the interface with Pierce County, the advantage to starting with them is they are on the same CAD system.

*\*Radio Interoperability with Mason County*-This would be equipment that will allow Kitsap 911 to patch channels with Mason County. The functionality would be very similar to the TRIS System. If this project is successful, you will see a similar but slightly higher cost prosed for Jefferson County.

**Discussions and Reports:**

 **Staffing Report-**

Executive Director Kirton reported there is one new vacant position from an employee who was on extended medical leave but has since resigned. There are now 13 vacant positions. Deputy Director Maria Jameson-Owens and Human Resource Manager Rachael Taylor are doing in depth analysis on how Kitsap 911 went from fully staffed to several vacant position in a short amount of time. Early analysis are indicting the new sick leave laws are effecting Kitsap 911 staffing with more overtime needed to cover people out sick. They will be looking at new strategies to improve and will have more discussions on this at future meetings.

**Goals and Tech Projects Update**

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

\*2018-04-Multifactor Authentication- This project is on track, the key employees assigned to this project was on deployment for all of November so there is potential for it to be delayed. Currently working with the vender and hope to have the product at Kitsap 911 by the end of the year.

\*2018-05-Fire Station Alerting- The statement of work will be sent out to both venders per directed by SAB. This will help get exact costs to outfit the stations.

\*2018-06a-ASAP to PSAP- This interface allows alarm companies to send information electronically and then populates into CAD. The hardware has been received and working on getting Hexagon and the Monitor Association to work together and be installed.

\*2018-09-Closest Unit Dispatch-This project has been successful with a few minor changes with South Kitsap Fire and Rescue. The next agency Kitsap 911 is working with it Bainbridge Island Fire.

\*2018-11-Equipment Room Cooling-The research has been completed and the follow up work has been added to the technical budget for 2019.

\*2018-18-Text Discovery-There was a demo completed for text disclosures for public records. The company is called telemessage. More information to come.

\*2018-42-ACOM Replacement-This project replaces the radio equipment the dispatchers use due to a failing component. All end user workstations have been received and will be shipped to Zetron. There is an upcoming workshop at Zetron to work on the first steps.

\*2018-43-Power Redundancy- Currently working with Department of Emergency Management on a grant opportunity.

\*2018-1-Backup Center-There is no additional delays and still on track for 1st quarter of 2019.

**December 4th Board Meeting**

The agenda items for the December 4th Board of Directors Meeting were discussed.

**Additional Agenda Items-**

None

**Good of the Order:**

Regarding the Thurston County sales tax proposal, Director Sheriff Simpson stated that the Sheriff’s office is looking for a levy and believes they should strategize these together appropriately. Additionally, he has been asking the commissioners to find suitable funding.

Regarding the cost of the state audit, Director Sheriff Simpson asked if we have the ability to go out and find an auditor or if are we required to use the State Auditor. His concern was over what he perceived to be a high costs and over the use of tax dollars being paid to the State Auditor. He wants it on the record that not having an option to choose an auditor sucks. This is another unfunded mandate and we need to let the legislature know we already pay state taxes and now we are using local taxes for this.

Director David Ellingson congratulated Mr. Kirton and staff on an outstanding audit. Mr. Kirton recognized Finance Manager Steve Rogers for his efforts, as he was not the Financial Manager for any of the period that under audit but rose to the occasion. Kitsap 911 is pleased there were no recommendations.

**Adjournment 14:17**

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

##  December 12, 2018 from 13:00-15:00 at the CENCOM facility.