

**Kitsap 911 Executive Committee Meeting of**

**January 23, 2019**

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director David Ellingson, Director Greg Wheeler, Director Bob Muhleman (alternative), 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: Director Dusty Wiley (Chair), Director Gary Simpson, Director Rob Putaansuu, and Strategic Advisory Board Vice Chair Chief Steve Wright.

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1304

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes:**

**Director Greg Wheeler moved to approve the minutes from December 12, 2018. Motion was seconded by Director David Ellingson. One Abstention Motion Passed**

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

**Director Bob Muhleman moved approval of A/P 2436 through 2516 Total $382,167.44, Payroll dated 12/14/2018, 12/28/2018, and 01/11/2019 Total $912,487.16, Electronic Payment 11/30/18-01/11/2019 Total $628.38 Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Ratification of Executed Contract:**

**K911-028 Professional Service Agreement with Ethic Tech-**This consulting company that will provide some map training and analysis on the CAD system

**Director Greg Wheeler made a motion to ratify contract K911-028 with Ethic Tech. Motion was seconded by Bob Muhleman. Motion Passed.**

**Actions:**

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

Executive Director Richard Kirton stated at the last meeting this resolution was approved which adopted the 2019 wage scares. After the meeting we realized the wage scales presented was not the correct wage scales as they did not include the 2% Cola increase. Mr. Kirton distributed the correct spreadsheet. The body of the resolution is correct so the corrected pay scale will now be attached to the resolution.

**Resolution 2019-001 Declaring Certain Personal Property/Capital Equipment as Surplus to the needs of Kitsap 911 and Removal said Property Inventory**

This resolution remove property that are old MCT monitors that are end of life and no longer of use. Kitsap 911 will follow the purchasing policy that governs how to dispose of them.

**Director Greg Wheeler made a motion to adopt Resolution 2019-001. Motion was seconded Director Dusty Wiley. One opposed Director Bob Muhleman. Motion Passed.**

**Discussions and Reports:**

**911 Outage (12/27)-**

Mr. Kirton attended a state meeting in hopes to get information regarding the 911 outage but at this time there is no new information to share. CenturyLink has about two more months to submit their report to the FCC explaining what happened. This occurred at the same time as a larger Centurylink problem. The working assumption is the other problems with the network and regular phone system are related. The root problem is the State is in the process of transitioning from the State network called ESINET to an ESInet provided by a company called COMTEC. 2/3 if the 911 centers have switched to the new network. The way it works is when you pick up any phone cell or landline and dial 911 the service provider sends the call to CenturyLink today and then CenturyLink sends the call to Comtec and then Comtec sends the call to Kitsap 911. Once all 911 centers are cut over then they will start transitioning the carriers. This topic will be on the agenda for the Kitsap 911 Board of Directors meeting so all members can have current updates.

**Finance Report-**

Finance Manager Steve Rogers reported the 2018 year is being closed out and year end reports will be presented at the next meeting. Preliminary reports continue to show revenues and expenditures below projections.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported Kitsap 911 is now fourteen employees short. There are six new employees starting on February 4th and currently interviewing two lateral candidates. There are four employees in law enforcement training now. Kitsap 911 will be starting to do a market analysis and looking at not just 911 centers but other business with comparable job skills. The next hiring will take place in April.

**Goals and Tech Projects Update**

Executive Director Kirton reviewed the Goals and Projects.

Kitsap 911 has a meeting scheduled tomorrow with all technical staff and the leaders to finalize the 2019 work plan.

**Executive Session to discuss Employee Performance**

**START 1330**

**END 1335**

 **No actions were taken**

**Additional Agenda Items-**

None

**Good of the Order:**

Mr. Kirton stated in the first two days of the legislative session they dropped more than 300 bills. One of the bills related to Public Safety Communications SB 5272 that would authorize a second 1/10th of 1% to be voted on. The House Bill should be dropped any day. Senator Hunt is the prime sponsor on 5272. There is a hearing for the bill on the 31st and Mr. Kirton has volunteered to testify.

Bainbridge Island Chief Hammers thanked everyone in the room he has worked with for over the last 5 years. It’s been a wonderful experience and appreciates the professionalism respect and hard work everyone does. These small cities and the Counties could not do it all without the help of each other. Chair Ellingson expressed his appreciation to the Chief for his investment in this County.

**Adjournment 13:42**

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

##  February 13, 2019 from 13:00-15:00 at the Kitsap 911 facility.