

**Kitsap 911 Executive Committee Meeting of**

**February 27, 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 Dusty Wiley (Chair), Director Gary Simpson, Director Rob Putaansuu, Ken Bagwell, Legal Counsel for Kitsap 911, 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: Strategic Advisory Vice Chair Jim Burchett.

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1300

**Additions to Agenda**: Planning Report and Senate Bill 5272 Status Report

**Public Comment:** None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from January 23, 2019. Motion was seconded by Gary Simpson. Motion Passed**

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

**Director David Ellingson moved approval of A/P 2517 through 2586 Total $749,151.04, Payroll dated 01/16/2019 (special), 01/25/2019, 02/08/2019 and 02/22/2019 Total $907,944.32, Electronic Payment 12/01/18-12/31/18 Total $477.80 Motion was seconded by Director Gary Simpson. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

None

**Discussions and Reports:**

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

Mr. Kirton reported CenturyLink still has not submitted their report and in response to the FCC request for a report, they sent a letter saying they are not the carrier or records Comte is now the carrier. Which is technically true, as it is a transition phase between Comtec and CenturyLink. However, CenturyLink is still being used by all other 911 centers in the state besides Kitsap 911 who has already made the switch. The UTC, State 911 Office and Advisory Committee and the FCC are all pushing back on CenturyLink asking to respond. There were no damages in Kitsap County because of the failure; however, state wide there was one death that occurred due to a delay of getting assistance. There correlation but no proof of causation.

**Finance Report-**

Finance Manager Steve Rogers reported the preliminary presentation for 2019, as a part of Kitsap 911 goal to improve long term planning and multiyear budgeting capital projects there will be some changes to the reports. Most of the changes will occur on the backend. Most notable the alerting line item, which has been miscategorized. Richard said essentially changes are being made on coding in the background and while working through the process things will be lined up differently. The dollar figures are still correct. There will be a finalized report for the Board of Directors meeting. The trends for 2019 are good with revenues coming in slightly ahead, expenditures were heavier for repairs and maintenance, and capital projects due to end of year purchases not paid until January. The 2018 year-end report will be provided at the full board meeting

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported Kitsap 911 is currently seven employees short. There are seven new employees in the academy and started on the 7th of February. There are four employees in law enforcement academy and should be signed off in about six weeks. Three employees here since august will start dispatch academy in May. The next Telecommunicator hiring process will begin on April 8. This will be open for a month.

**Planning Report**

Executive Direct Kirton distributed the 2019 work plan. Kitsap 911 took the strategic plan and then is working with the Strategic Advisory Chiefs to compose a list of initiative/ request to bring back to the Executive Committee to potentially approve. These initiatives will be placed on the website for the Executive Committee to see.

**2019 Work Plan & Goals and Tech Projects Update**

The projects in red are the critical projects. For due dates if there is a solid date it is a firm completion date, if it’s listed as a quarter due date the schedule is still be refined. In the last few years, there was goals for continued improvement process for hiring, training and this year training will have three goals, and there are two goals for hiring. There are five new projects on the list. Technical Systems Manager Brandon Wecker updated on the following projects:

2019-4 ACOM Project-The server cabinets from the vender have been installed, other hardware on side and working with the vender to finalize the interface for Cad and fire toned. Once this is completed, they will coordinate training and schedule the cut over date.

2019-5 Multifactor Authentication-This project is to deploy two-factor authentication to all MCT that have CJIS data access. The potential vendor has been selected and technicians will be rolling out a pilot with Bremerton Police and Fire users.

2019-14 Backup Center- A meeting is schedule for this Friday with the property owner to review the plans and work out lease terms

2019-36 Closest Unit Dispatch-This is where fire units are dispatched using their AVL location instead of a set station order. The pilot is going well with South Kitsap Fire and Rescue and continuing to troubleshoot issues and review events where recommendation did not appear correct. Technicians are working with County GIS to improve the map data and working with CEO, and OPS Chiefs to finalize the universal deployment rules and assumptions. Bainbridge Island Fire who is next to work on deploying is working on identifying any issues with their GPS systems at this time.

2019-32 Alerting Project- This project deploys digital alerting to all fire stations and includes a text to speech. Received responces for details quotes from the finalists and will be having a meeting in March with the stakeholders group to select a vender.

2019-9- Replace DC Plant-This project will replace the old UPS batteries at all tower sites. The project plan is being finalized and expect to begin work shortly.

**March Board Meeting**

The Executive Committee went over the agenda items and added to the agenda a report on the 911 outage and tornado.

**Executive Session to discuss regarding wages**

**START 1335**

**10 Minutes Extension**

**END 1355**

**A motion was made by Director Rob Putaansuu for Ken Bagwell to do a wage survey for the Executive Director and possible the Deputy Director. Motion was Seconded by Director Gary Simpson. Motion passed.**

**Additional Agenda Items-**

None

**Good of the Order:**

SB 5272-Mr. Kirton said the Senate version is now in the rules committee and there is a companion house bill that was passed out of the Finance Committee. Progress on both and deadline are coming up on Friday. If SB 5272 passes it would authorize County’s to enact a 2nd 1/10% of 1%. The next step would be the Kitsap 911 Board of Directors adopt a resolution requesting Kitsap County Commissioners to place it on a ballot.

Feb Snowstorm Debrief- Mr. Kirton reported the call volume was not a high as expected but Public Works were extremely busy. Having the City’s, County and shipyard closed helped the following days with the amount of 911 calls.

**Adjournment 14:10**

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

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