

**Kitsap 911 Executive Committee Meeting of**

**March 27, 2019**

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director David Ellingson, Director Dusty Wiley (Chair), Director Gary Simpson, 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 Director Rob Putaansuu, Director Greg Wheeler, and Strategic Advisory Vice Chair Jim Burchett.

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

**Additions to Agenda**:

**Public Comment:** None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from February 27, 2019. Motion was seconded by Gary Simpson. Motion Passed**

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

**Director David Ellingson moved approval of A/P 2587 through 2636 Total $160,098.48, Payroll dated 03/08/2019 Total $346,234.65, Electronic Payment 01/01/19 through 01/31/19 Total $231.41 and 10/05/18-03/08/19 Total $5,050.00. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

None

**Discussions and Reports:**

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

Mr. Kirton reported that an after action report has been received this am. This is a preliminary report and the 911 coordinators across Washington State will provide feedback and a finalized report will be issued. Most of the report is focused on lessons learned and does not deal with cause of outage. Informally it is known that the larger CenturyLink outage and this outage were causes by a failure in the SS7 layer in the network. The computer was basically hoarding all the resources so there was no physical pathway for the calls to go through. The nice thing about the new ESINet is the network is designed to be more self-healing and have a better ability to reroute. Although the network will be more robust, it is modern technology and will be introducing new points for failure. Inevitable we will see more 911 failures going forward and going out for multiple state or whole state. Part of the after action report addresses the statewide planning. Kitsap 911 has 10 digit numbers in place that have been advertised if people cannot get through to 911.

**Finance Report-**

Finance Manager Steve Rogers reviewed the February 2019 report. This year is keeping on track with the budget. The sales tax and excise revenues are coming in right where expected. Other revenues fluctuate slightly and the one user agency fee not received in 2018 was received in February 2019. Expenditures are trending with the budget, below expectations.

The 2018 Finalized report was reviewed. The report was delayed as job codes and expense tracking were reviewed and reclassified accounts payables payments related to capitalized budget and technical projects were completed. The payments were inadvertently being paid out of the operations budget, the budget was not changed. With this completed Mr. Rogers will now begin to prepare the annual financial report for the Washington State Auditor.

Additionally, as of today project 2019-01 is almost completed once it has been reviewed by Executive Director Kirton.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported Kitsap 911 was down seven employees and now is down eight employees. This is due to an employee not making it through the training and had to be let go. There are currently seven employees in the call receiver academy and four people in law enforcement dispatch academy. Three employees are prepared to go to the next law enforcement academy taking place in June. The next Telecommuniocator posting opens on April 8th and a Technical position is currently being recruited.

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

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-4 ACOM Project-This project cutover was completed yesterday morning. Currently wrapping up minor issues and a conference call with the vender later this afternoon.

2019-36 Closest Unit Dispatch-Bainbridge Island run cards are being finished and Kitsap 911 is working with them to see when they can roll them out. Technicians are also working with County GIS to implement some fixes for South Kitsap Fire and Rescue and working on collecting speed data to allow better unit recommendations.

2019-11 Microwave System Improvements (Hansville to Lincoln path) - This project is complete pending Executive Directors approval. The tree has been cut that was blocking the line of site from Hansville to Lincoln. The connection has improved significantly.

2019-14 Backup Center- The owner’s design plans have been reviewed and approved. The owner is now in the process of securing permits.

**Additional Agenda Items-**

Election of the Chair and Vice Chair will take place at the next Executive Committee Meeting.

**Good of the Order:**

Mr. Kirton reported the sale tax bill Senate version passed the Senate and it is now in the House Finance Committee. It is expected to pass out of the Committee. FAQ sheets were dropped off at all of our Representative Offices by Steve Rogers

**Adjournment 13:34**

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

## April 10, 2019 from 13:00-15:00 at the Kitsap 911 facility.