

**Kitsap 911 Executive Committee Meeting of**

**May 22, 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 Rob Putaansuu, Director Greg Wheeler, 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 Gary Simpson, Strategic Advisory Board Chair Chief Steve Wright, and Strategic Advisory Vice Chair Jim Burchett.

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

**Additions to Agenda**: None

**Public Comment:** None

**Approval of Minutes:** None

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

**Director David Ellingson moved approval of A/P 2715 through 2760 Total $210,635.34, Payroll dated 04/19/2019, 05/03/2019 and 05/17/2019 Total $918,701.73, Electronic Payment 03/22/2019 through 04/05/2019 Total $700.00. Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

None

**Discussions and Reports:**

**Finance Report-**

Finance Manager Steve Rogers reviewed the April 2019 report. The finances continue to go with our same trend. The revenues are exceeding our year to date goal and meeting budget. Mr. Rogers spoke to the County about expectations for 2020 and this year and it seems Kitsap 911 is right in line with other agencies. Other revenues fluctuated slightly with the receipt of the First Due contract payments from the other fire agencies. This year is keeping on track with the budget. The sales tax and excise revenues are coming in right where expected. Other revenues fluctuated slightly and the one user agency fee not received in 2018 was received in February 2019. Expenditures are trending below budgeted expectations. Mr. Rogers reported as Kitsap 911 was revising internal controls it was noticed that TPSC has been charging us for medical benefits for a terminated employee. TPSC was properly notified of this termination when it occurred. TPSC was notified of the error and they agreed to give a full refund in the form of a credit to the July statement. Because it was a suspected loss of public funds, Kitsap 911 notified the State Auditor’s Office and is waiting to hear back if there is any additionally items. Mr. Kirton added that there was a modification to internal processes related to this discovery.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported Kitsap 911 is down nine, a resignation was just received from a newly hired employee who rejoined the military and is relocating. The hiring for the telecommunicator position closed yesterday. There were 269 applicants and will start testing process and the interviews are taking place in June with the start date of August 5th. The IT position is now filled and the candidate is from Louisiana and moving up here with his family. He will start on June 10th and the IT Department will be fully staffed.

Every year Kitsap 911 does a Succession Planning process when Mrs. Jameson-Owens contacts all employees and does a survey to talk about their plans for Kitsap 911 and a projected time frame of when they might leave or if they are interested in promotion. In the next 1-3 years Kitsap 911 will lose about 15 people, eight to retirement, one will be completed with their degree and will be going onto another field, another is applying with South Sound 911 and the others did not leave a reason. To give a snap shot of how many people will be retiring in the next ten to twelve years, 24 employees are considering, and are eligible for retirement. There will be eight retirements within 1-3 years, 13 within 4-5 years, 15 within 7 years, 19 within 9 years and 24 within 12 years. These are being incorporated in the hiring plans as well as the succession for the key positions within the agency. Mr. Kirton said in the long-range staffing plan, you will see some recommendations in front-loading some of this.

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

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-03 Netmotion Client Software Update- This project is to upgrade the VPN software on all MCT to the latest version. There will be back to back updated starting next week. Bremerton Police will be piloting this update and then the following week it roll out to the rest of the users.

2019-04 ACOM Upgrade- This project upgrades the equipment the dispatchers use to access the radio network. Kitsap 911 is still working with venders to solve this and testing patches before they are applied.

2019-06 Text Discovery – This project allows Kitsap 911 to capture all work related text messages on employee’s cell phones. We are currently involved with a live demo of the software and will provide a recommendation if it meets our needs.

2019-9 Replacing DC Plant at all sites except Gold and Carver- This projects replaced UPS batteries that provides the interim power during an outage until the generator powers up. The plan has been completed for the site order and now working on purchasing options.

2019-13 Equipment Room Cooling- This project replaces the current HVAC system with one that is capable of redundant support with our increased heat load. Currently, there are two chillers that support the room but they have to operate in tandem opposed to having one as a backup. There is an RPP posted for this purchase, a walkthrough have been completed.

2019-14 Backup Center- This is a multiphase project to relocate the current backup center and improve it. The owner had to go back to the structural engineer to have additional analysis done for the permits.

2019-36 Closest Unit Dispatch-This allows Kitsap 911 to dispatch using AVL instead of a set station. Bainbridge Island was scheduled to go live on 05/28 but needed to delay. Once they are ready to go Kitsap 911 will assist them with the 90-day pilot

**June Board of Directors Meeting**

In addition to the regular Board of Directors meeting, there will be a closed session to discuss upcoming negotiations and get from the Directors big picture frame work and the details of authority and delegation that comes back to the Executive Committee. There is a budget Work Study scheduled for July 26th.

Closed Session to discuss Contract Negotiations

Start Time 1319

End Time 1338

**Good of the Order:**

No good of the order

**Adjournment 13:38**

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

## June 12, 2019 from 13:00-15:00 at the Kitsap 911 facility.