

**Kitsap 911 Executive Committee Meeting of**

**August 22, 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 Rob Puttansuu, Director Gary Simpson, Director Greg Wheeler, Strategic Advisory Board Vice Chair Chief Steve Wright, Kitsap 911 Attorney Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker and Administrative Specialist Stephanie Browning. Absent: Strategic Advisory Board Chair Chief Matthew Hamner,

**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 July 11, 2018. Motion was seconded by Director Robert Putaansuu. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 2134 through 2214 Total $351,234.03, Payroll dated 07/13/18, 07/27/1818, and 08/10/18 Total $870,899.07. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

None

**Radio Console Upgrade**

In 2015 a replacement for the Zetron Acom system was funding but was deferred since the system was in good working condition and manufacture agreed to continue to maintain it. Kitsap 911 is now in a place where Zetron can no longer get a component necessary called the life ridge. There is only a limited number of spares on hand. This project was going to be proposed for the 2019 budget, however Executive Director Kirton requested authorization to take 600K from the equipment replacement reserve into the technology budget and kick the project off this year.

**Director Greg Wheeler made a motion to recommend approval to move 600K from the Equipment Replacement Reserve into the Technical Budget. Motion was seconded by Director Rob Putaansuu. Motion Carried.**

**Discussions and Reports-**

**ILA re Transfer of E911 Excise Taxes**

Executive Director Kirton reported there is an ILA with Kitsap County to transfer the E911 Telephone Excise Taxes. The taxes are mentioned in the Ordinance, but the County requested an ILA. Ken Bagwell stated Kitsap County feels more comfortable showing the transfer of funds as a pass through agency to Kitsap 911. The reason the Executive Committee is unable to review the document today is the document sent from Kitsap County was titled correctly but was the wrong agreement. This will be added to the September 4th Board of Directors meeting.

**Financial Report-** (reports were distributed)

Financial Manager Steve Rogers presented end of July 2018 Financial Reports. Financials are on track. Additionally, the 2017 Audit has been tentatively scheduled for the second week in September.

 **Staffing Report-**

Deputy Director Jameson-Owens reported Kitsap 911 hired a CAD Analyst who started on Monday. Her name is Jamie Ward and she was actually a dispatcher with Operation Manager and CAD Administrative experience from her prior employment. There are currently six employees in the academy, seven were hired but one candidate never showed on the first day. At the end of September, we will be two short on the operations floor. The next hiring meeting is scheduled for September.

**Goals and Tech Projects Update**

Executive Director Kirton reviewed the Goals and Projects. The red highlighted items on the report are critical projects and in blue are approaching critical and black are regular.

\*Backup Center-The details on the proposal with a potential property owner other than the water district and is going well. The project may go a little into next year, but the goal is to have the same level of functionality that is in the courthouse backup center currently.

\*Technical Planning- The technical plan will not be ready for presentation at the Board of Directors meeting in September. The draft has not been received from the consultant at this time. This will be presented at the December meeting after it has been reviewed by SAB and Executive Committee.

\*Multifactor Authentication- This project was originally move up because previously the State said if the MCT was in your car and went out of your car or station you would need two factor authentication. The state did our security audit and we are fine for this year. Techs are going to take some extra time to validate a few solutions. The date will be revised to its original date of the end of year.

\*Alerting Project- The committee has come up with recommendation for CEO and there are two finalist the CEO’s will be aware of.

**Board Makeup-**

Mr. Kirton has received no feedback since the last Board meeting. He is preparing to present option one to the Board of Directors. This will give the County representatives and Mayors more flexibility.

**Board of Directors Meeting (09/04)-**

The agenda will include the adoption of the 2019 budget, board makeup, radio console upgrade, Financial, Staff and Technical Reports. Mr. Kirton asked if there are any additional items to add to the agenda.

**Additional Agenda Items-**

None

**Good of the Order:**

Director Sheriff Simpson stated discussions have been taking place with Kitsap Transit regarding security of the docks throughout the county if the security levels are raised. Not sure if this will increase Kitsap 911 demands for communication.

Director Wheeler stated he has received a letter from the Washington State Fire Chiefs and there position on fire works is to ban them. Chief Wright stated that is the same position paper for several years and their goal is to have the public attend public displays.

**Adjournment 13:35**

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

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