

**Kitsap 911 Executive Committee Meeting of**

**June 26, 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, Strategic Advisory Board Chair Chief Steve Wright, 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 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**: None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from April 24, 2019 and May 22, 2019. Motion was seconded by Director Dusty Wiley. Call for Question: Correction to spelling and removal of Vice Chair from Chief Wright’s title. One abstention by Director Gary Simpson Motion Passed**

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

**Director David Ellingson moved approval of A/P 2761 through 2863 Total $322,849.24, Payroll dated 05/31/2019 and 06/14/2019 Total $561,514.71. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Public Comment:** None

**Ratification of Executed Contract:**

None

**Actions:**

None

**Discussions and Reports:**

**Finance Report-**

Finance Manager Steve Rogers reviewed the end of May 2019 report. Overall, it was a good month. Sales tax revenue and other revenue are lower than anticipated primarily due to excise tax returns not being filed by Verizon and Wave. The Department of Revenue reported it was a statewide issue with Verizon and Wave Division, they have since filed the returns and we should see expect in June. Other revenues were higher primarily due to the receipt of approximately 65K from Bremerton Police Department for MCTs and related hardware they purchased. Revenues overall are exceeding our year to date goal and meeting budget. Operational expenditures are going great relative to budget, as we have expended 40% of the totally year to date appropriations and trending under expectations. Over all, revenues are up and expenditures are down.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported Kitsap 911’s new technical employee started in June and came from Louisiana; he is acclimating very well. There are three employees in their second week of Law Enforcement Dispatch Academy. With this round of hiring there are currently 14 candidates going through the background process. The group hired, which will consist of between 6-8 new employees, will start on August 5th. As of yesterday, a lateral was offered a position, who previously worked at South Sound 911. This makes Kitsap 911 now down 14 people and still aggressively hiring.

**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. This project is 62% complete and currently in the process of chasing down the remaining MCTs that were either not logged on during the updates, or had had a failed update.

2019-04 ACOM Upgrade- This project upgrades the equipment the dispatchers use to access the radio network. There have been a number of large stability issues fixed and tested. Technicians are continuing to work with the vendor on the smaller issues and performance improvements. Overall, the system is more stable than when originally deployed.

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 RFP is being revised with additional technical specifications and hope to have it out in the upcoming weeks.

2019-10 Informer for Mobile Responder- This project will let users run data from a phone and tablet application. Technicians are working with a Hexagon representative they recently met at the conference who thinks he can assist with upgrade the interface without needing to purchase the upgrade from Hexagon.

2019-14 Backup Center- This is a multiphase project to relocate the current backup center and improve it. The permitting process is near completion and the owner should be submitting the remainder permits by mid-July.

2019-30 ESChat- This project will allow us to monitor and respond via mobile phones. Currently continuing to evaluate this software and have it linked with Mason County and Jefferson County. Still only doing Kitsap 911 testing but looking at expanding this in the near future.

2019-31 CAD Software Upgrade- This is an update to maintenance release 6 and Windows 10 update. The project team is established and they are currently working on a plan for the rolling-out and testing of updates.

2019-32 Alerting- This project is the switch to digital alerting for all the fire departments. An internal meeting is set for July 2nd to determine the next steps based on the information from the two finalists.

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 due to the opening of Station 22, as they do not want to move forward until the station is completed. Kitsap 911 is now starting the back-end work with North Kitsap Fire and Rescue.

**No Closed Session**

**Good of the Order:**

No good of the order

**Adjournment 13:17**

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

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