

**Kitsap 911 Executive Committee Meeting of**

**July 24, 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, Director Rob Putaansuu, Director Greg Wheeler , Ken Bagwell Legal Counsel for Kitsap 911, Executive Director Richard Kirton, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker and Human Resources Manager Rachael Taylor. Absent: Strategic Advisory Board Chair Chief Steve Wright, Strategic Advisory Vice Chair Jim Burchett, Deputy Director Maria Jameson-Owens and Administrative Specialist Stephanie Browning.

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1302

**Additions to Agenda**: None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from June 26, 2019. Motion was seconded by Director Gary Simpson. Motion Passed**

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

**Director Dusty Wiley moved approval of A/P 2864 through 2904 Total $122,652.48, Payroll dated 06/29/2019 and 07/12/2019 Total $587,571.36. Electronic Payments: Dates 05/31/19 through 06/25/2019 Total $169.16. Motion was seconded by Director David Ellingson. Motion Passed.**

**Public Comment:** None

**Ratification of Executed Contract:**

None

**Actions:**

**2020 Budget**

Director Kirton presented the 2020 budget documents for the Executive Committee to review.

**Discussions and Reports:**

**Finance Report-**

Finance Manager Steve Rogers reviewed the end of June 2019 report. As expected, both revenues and expenditures have resumed their positive trends. Last month it was reported that VoIP and wireless excises tax revenue were lower than expected due to two large telecommunications companies not filing their respective returns, we have now received all catch-up related revenues. Operational expenditures are going great relative to budget, as we have 63.58% of the totally year to date appropriations.

**Staffing Report-**

Human Resources Manager Rachael Taylor reported Kitsap 911’s currently have 15 vacant positions on the dispatch floor. In the last month, Kitsap 911 has lost three employees – one left to become a fire fighter, one left to go to South Sound 911, and one is no longer available to work. Starting on Monday August 5th nine new hires will be starting the academy. On July 22nd the trainee position was posted again for the 3rd hiring of the year. The plan is to hire another 6-8 candidates with a start date of November 4th. There are currently 5 call receivers in training that were hired in February. Law Enforcement Dispatch began on 06/17, and two employee are attending. Another Law Enforcement call may happen as early as September with five anticipating in attendance. In the Technical System Group we are currently recruiting for a Systems Technician and the Systems Engineer who was hired in June from Louisiana is right on track with his training.

**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 currently behind schedule and has 30% remaining. Technicians will do another set of targeted automated roll outs and any left overs after 08/13 work be completed manually

2019-06 Text Discovery- This project will allow us to capture all work related text messages on employee cell phones. We have chosen Telemessage as our solution and purchase a 1-year subscription. We will be wrapping up the project documentation/policies and completing the roll out in the next month.

2019-9 Replacing DC Plant at all sites except Gold and Carver- The goal of this project is replace the old UPS batteries at the tower sites. These batteries provide interim power during an outage keeping the site online while the generator powers up.

Will not need to do an RFP, we are developing the replacement plan, and then will coordinate with a state contract vendor to execute the plan.

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 to our current backup center and improve it into comprehensive redundant backup center for use in the event we need to evacuate the facility at 911 Carver. The lighting worksheet has been developed and the owner is waiting on heat loss calculations. The permit package should be submitted by the end of the month.

2019-30 ESChat- This project will allow us to monitor and respond via mobile phones. Kitsap 911 is working with agency volunteers on an expanded demo.

2019-36 Closest Unit Dispatch- This allows Kitsap 911 to dispatch using AVL instead of a set station. Bainbridge Island is tentative schedule for 08/05/19

**July 26, 2019 Board of Directors Budget Meeting**

Discussions took place on what items will be on the agenda for the next Board of Directors meeting.

**Closed Session to Discuss Contract Negotiations and Executive Session to discuss the evaluation of performances of an employee**

**Start Time 13:55**

**End Time 14:32**

**Good of the Order:**

No good of the order

**Adjournment 14:34**

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

## August 14, 2019 from 13:00-15:00 at the Kitsap 911 facility.