

**Kitsap 911 Executive Committee Meeting of**

**December 12, 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 Putaansuu, Strategic Advisory Board Vice Chair Chief Steve Wright, Director Gary Simpson Strategic Advisory Board Chair Chief Matthew Hamner, 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, Director Greg Wheeler, and 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 November 28, 2018. Motion was seconded by Director Rob Putaansuu. Motion Passed with the removal of the words 5%**

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

**Director David Ellingson moved approval of A/P 2414 through 2435 Total $165,748.35, Payroll dated 11/30/18 Total $251,800.52, Motion was seconded by Director Robert Putaansuu. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

**Approval of Contract K911-027, First Due, Service Agreement**

This contract is with First Due, which provides building information and other data used primarily by fire for prefire plans. Currently, South Kitsap Fire and Rescue (SKF&R) and Central Kitsap Fire and Rescue (CKF&R) use this software and other agencies expressed interest in it. It was discovered that if we all go in as a County we could achieve better pricing. Additionally, there are applications that are beneficial to Kitsap 911, one of which being that the fire department will be able to upload their plans into First Due instead of Kitsap 911 uploading it into CAD, this will be much more efficent. Kitsap 911 also maintains key holder and alarm information for some businesses and this software allows us to open a portal where the business can enter and update their information. This is not a budgeted contract but Mr. Kirton is recommending moving for approval in order to achieve countywide savings so current agencies using their contracts will not need to renew. There is a meeting with the Chiefs in January to discuss how to recover the costs. Chief Wright stated discussions have taken place at the Strategic Advisory Committee meetings and all the Chiefs felt the program should be brought in. All six fire departments are more than willing to contribute their share with the group pricing. Mr. Kirton said this purchase would be made under sole source provisions. A sole Source letter has been received and a justification letter has been reviewed. Both SKF&R and CKF&R purchased under the sole source provision as well.

**Director Rob Putaansuu moved to approve First Due contract service agreement, for 12 months with automatic renewal of additional 12 months in the amount of $62,779.50. Motion was seconded by Director David Ellingson. Motion Passed.**

**Annual Leave Accruals for unrepresented employees**

Two unrepresented management employees who are relatively new have requested an additional week of annual leave. Mr. Kirton believes that the accrual schedule for management employees needs to be adjusted overall. A recommendation for this adjustment will come at another meeting. as part of a broader conversation. Mr. Kirton asked for authorization to place them at a higher accrual ratee for 2019 so they will accrue 3 weeks of annual leave.

**Director David Ellingson made a motion to approve to redefine the accrual rate for two management employees to 3 weeks beginning January 1, 2019 until the policy is updated next year. Motion was seconded Director Dusty Wiley. One opposed Director Rob Putaansuu. Motion Passed.**

**Executive Directors Salary**

Mr. Kirton informed the Executive Committee he is due for his step increase, last year the Executive Committee provided a 5% step increase. Mr. Kirton is 5.25% below the top of the pay scale range. Mr. Kirton has been with this agency for 20 years and 10 years as the Director. When Kitsap 911 transitioned from Kitsap County, it set a pay range rather than establishing specific steps, and then the Executive Committee would make the decision on the adjustment amounts the Executive Director would receive. Director Putaansuu said the CPI is 3.3 and with a 2% wage adjustment in January it is definitely appropriate to get at least a 1.3% adjustment to keep him in line with the cost of living. Mr. Kirton explained the pay scale was set when Kitsap 911 transitioned and that they relied on the County’s study to establish it. He also noted that, a market study has not completed for this position. In 2019, we will conduct a market analysis for the represented positions and will probably have the Human Resources Manager do this for the unrepresented employees as well, include the Executive Director position.

**Director Rob Putaansuu made a motion to approve a 1.3% step increase with the understanding that as a salary survey is completed the Executive Director position is included in the process to make sure he is on par with his peers. This salary survey should also include other management positions. Motion was seconded by David Ellingson. Motion Passed.**

**Discussions and Reports:**

**Finance Report-**

Finance Manager Steve Rogers reported that Kitsap 911 is trending above expected revenues and that there are currently no real concerns with respect to them. Overall expenditures are trending favorably as well. The one area where we are closely aligned with budget is in Total Labor: however after an analysis of annualized expenses based on year to date data we expect to be under budget in this area by budget by approximately 1.38%. Kitsap 911 is in a stable financial position.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported there are no changes since last time, there are 12 vacant positions. New hire interviews were completed last week. There was over 200 applicants and have moved 13 people to backgrounds. Law Enforcement Academy will be taking place early next year.

**Goals and Tech Projects Update**

Executive Director Kirton reviewed the Goals and Projects.

\*2018-1-Backup Center-The property owner has completed their design documents and they are being reviewed by their structural engineer. They anticipate having that document back this week and expects to be applying for permits before the end of the year.

\*2018-04-Multifactor Authentication- The project is on track for completion by the end of the year.

\*2018-34- Hiring Process- This project is complete. Rachael Taylor submitted her report yesterday. Mr. Kirton will email the report out to the board as he feels it is a great report. Good progress is being made for the next generation of 911 telecommunicators who will start seeing data/text messages.

\*2018-43-Improve Power Redundancy- This project is completed.

\*2018-33-ASAP to PSAP- This project is scheduled to be completed by the end of the year

**Additional Agenda Items-**

None

**Good of the Order:**

Director Ellingson congratulated Executive Director Kirton on 20 years with the agency and 10 years as the Executive Director. He said the board appreciated his knowledge, skills, intuition and judgement for running an organization like this. Director Wiley added he has worked with all of the Directors and has found Mr. Kirton to be the most knowledgeable and detailed Director.

Director Ellingson recognized Deputy Director Maria Jameson-Owens on her 10 years with the agency.

Director Wiley asked if there would be business for the meeting on December 26th. Discussions took place and the Executive Committee decided to cancel this meeting.

**Adjournment 13:39**

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

## January 9, 2019 from 13:00-15:00 at the CENCOM facility.