

**Kitsap 911 Executive Committee Meeting of**

**August 14, 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, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker and Strategic advisory Committee Vice Chair Jim Burchett. Absent: Strategic Advisory Board Chair Chief Steve Wright and Administrative Specialist Stephanie Browning.

**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 July 24, 2019 with corrections. Motion was seconded by Director Dusty Wiley. Motion Passed**

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P 2905 through 2977 Total $264,837.89, Payroll dated 07/26/2019 and 08/09/2019 Total $574,441.82. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

**2020 Budget**

Director Kirton outlined three options for the service fee allocations (noting user fees have not increased since 2005) and provided documents showing Kitsap 911’s authorized positions. To prepare for the September Board of Directors meeting, he asked for direction on the budget with respect to which service fee option they preferred. Director Ellingson and Director Simpson were in support of option two and but there would need to be an update to Kitsap 911 stabilization fund policy for it to be viable. Mr. Kirton concerns is an analysis of the stabilization fund was completed when the level was set, but there has not been a reanalysis since that time. If the policy were arbitrarily modified simply because we do not want to increase user fees, the concern is that the revised level may not be adequate. Notwithstanding, Director Simpson said to bring back supporting argument for a user fee increase the next Board meeting. He would like to take into consideration the I/Leads costs as all the cities and county is buying a new records management system that will need to be funded and thinks we need to reevaluate the stabilization plan and review the formula for the service fees.

Mr. Kirton discussed the new GIS analyst position, which is work that is currently being completed by Kitsap County GIS and Kitsap 911 is proposing to bring in-house. While initial costs would be somewhat higher, the 5-year costs to bring it in-house is expected to be less than the current method.

**Discussions and Reports:**

**Finance Report-**

Finance Manager Steve Rogers stated the financials were added after the agenda was uploaded. He reviewed the end of July 2019 report. Revenues are above expectation with the only fluctuation related to timing fluctuations with user fees. Expenditures are at $6.5 million for the year, which is slightly less than year to date budget. The only significant fluctuations were for computer software and hardware. No reserves have been used to date.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported Kitsap 911’s currently have seven vacant positions with six of the positions being operations employees. The Training Manager came up with a new training idea for the nine new employees hired for when they come out to the dispatch floor. The new plan will be to put four people directly into law enforcement academy and five will go the traditional call receiver process. There is currently an active recruitment cycle for Public Safety Telecommunicators and those hired will start in the beginning of February. There also is an opening for the GIS position and a Public Safety Systems Technician.

**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 still behind schedule but only have about 15% of the MCT in the county remaining and started scheduling manual updates.

2019-08 Rapid SOS- This is the project to integrate more precise GPS information into the 911-phone system and pass it to the computer dispatch system (CAD). The software update was completed on the phone system side and on track to meet due date.

2019-09 Replacing DC Plant at all sites except Gold and Carver- The goal of this project replaces 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. The quotes have been received and Technicians should be scheduling work soon.

2019-30 ESChat- This project will allow us to monitor and respond via mobile phones. Kitsap 911 demo with user agencies and looking into how to fund this project with a grant, but if not there are some preliminary cost.

2019-32 Alerting-This project deploys digital alerting solution to all fire stations and includes a talk to text component. The vendor selection process is complete and currently reviewing the final statement of work.

2019-36 Closest Unit Dispatch- This allows Kitsap 911 to dispatch using AVL instead of a set station. Bainbridge Island has opened Station 22 so the roll-out will be on 08/19/2019 for the 90-day pilot.

2019-34 CALEA Reaccreditation- CALEA is now a four-year cycle with an assessment done every year. Kitsap 911 just completed year 3 assessment and there were no areas of concern noted from the assessor and praised our accreditation manager.

Director Simpson would like to see a future project of the truncated radio and how it will fit into the future. Mr. Kirton said at December Board meeting there will be a presentation of the strategic plan and will have this a part of the discussion.

**Closed Session to Discuss Contract Negotiations**

**Start Time 13:41**

**End Time 14:20**

**Good of the Order:**

Maria Jameson-Owens said last year there were more the 600 people that attending Kitsap 911 Spooky Spectacular. This year people are interested in being sponsors and donating money for the event. Ken Bagwell stated we would need to open it up for anyone to become a sponsor.

**Adjournment 14:25**

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

## August 28, 2019 from 13:00-15:00 at the Kitsap 911 facility.