

**Kitsap 911 Executive Committee Meeting of**

**September 25, 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 Greg Wheeler, Ken Bagwell Legal Counsel for Kitsap 911, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Strategic Advisory Board Chair Chief Steve Wright and Administrative Specialist Stephanie Browning

Absent: Director Gary Simpson, Director Rob Putaansuu Strategic Advisory Committee Vice Chair Jim Burchett, and Executive Director Richard Kirton

**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 August 14, 2019 with corrections. Motion was seconded by Director Greg Wheeler. Motion Passed**

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P 2978 through 3045 Total $226,491.66, Payroll dated 08/23/2019 and 09/06/2019 Total $615,414.91, Electronic Payments dates 07/31/19-08/26/19 Total $39.52. Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

None

**Discussions and Reports:**

**Finance Report-**

Finance Manager Steve Rogers stated there are no notes to report regarding expenditures and revenues. The financials only fluctuations are on the revenue side with a receipt of a grant from the WA State Department of Revenue. Director Ellingson said since we are on the verge of obsolete technology are we looking ahead for grants available countywide and how we can apply for them. Technical Manager Brandon Wecker noted that Kitsap 911 is working on two grant opportunities currently through the Department of Emergency Management one for ESCHAT and the other for the replacement of the UPS System, which would include the change from a diesel generator to propane. Mr. Wecker is routinely checking with DEM for any updates on these grants.

The WA State Auditors are wrapping up their audit on Kitsap 911. So far things are looking good. Everyone will be invited to the next Executive Committee on the 9th to receive the final audit report.

Mr. Rogers mentioned in the 2019 budget there was a mistake made in the debt service, an interest payment was misclassified as a principal balance. The total debt service number does not change but he reclassified principal and interested now appropriately. Previous reports will show the data incorrect. No budget amendment is needed to correct this at this time.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported nine trainees were hired and they are in their last week of the Academy phase. There are four in law enforcement training and five in call receiver training, everyone is doing well and will start dispatch training next week. An extra help employee will be coming back full time on October 2nd and is fully trained. Another employee who left a year a go to be a firefighter is now coming back as an extra help employee on her days off. The current hire process has eight candidates in backgrounds.

Technical Systems Manager Brandon Wecker said at the previous meeting a new GIS position was approved which would take the amount being paid to Kitsap County for GIS work and bring in house at Kitsap 911. Mr. Kirton would like approval to hire that person before next year, it would cost no more the $24,000 and believe this can be covered with unexpended salary dollars and funding in the GIS project.

Director Dusty Wiley made a motion to approve the hiring of the GIS position for the balance of the 2019 year. Motion was seconded by Director David Ellingson. Motion Passed.

**2019 Work Plan & Goals and Tech Projects Update**

The 2020 Goals and Technical plan are almost completed and at the next meeting the 2020 plan will be provided to the Committee. Technical Systems Manager Brandon Wecker updated on the following projects:

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). Kitsap 911 was hoping the vendor would put out a fix that would allow it to work property, the vendor did not fix the issue and are continuing to work with them to get it resolved.

2019-14 Backup Center- Currently, waiting on the health department clearance letter for the septic.

2019-15 ASAP to PSAP- This project goal was to allow alarm companies to automatically create CAD events. The State has completed the work they needed to begin implementation. Kitsap 911 is working with everyone and hope to begin testing before the end of the year.

2019-31 CAD Software Update-This project is on track for completion. A lot of the PC’s at Kitsap 911 have been upgraded to windows 10. There is a schedule for updating the dispatch floor and working on completing the base images for all the mobile computers that need the update.

2019-32 Alerting- The selection team choose the vendor Purvis and have reviewed the statement of work and currently working on the contract.

2019-36 Closest Unit Dispatch- This allows Kitsap 911 to dispatch using AVL instead of a set station. Bainbridge Island has cut over and have only had a few changed to their run cards. Also working with North Kitsap Fire and Rescue on their run cards and are almost completed. There tentative go live date is October 15th, but prior an onsite evaluation of their hardware will take place on October 10th.

**Closed Session to Discuss Contract Negotiations**

No closed session, but Deputy Director gave a brief update that any items that deal with finance have been TA and they are moving on to this discussion on October 15th.

**Good of the Order:**

Brandon Wecker wished Chief Steve Wright a Happy Birthday

**Adjournment 13:18**

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

## October 9, 2019 from 13:00-15:00 at the Kitsap 911 facility.