

**Special Kitsap 911 Board of Directors Meeting and**

**Executive Committee Meeting of**

**October 9, 2019**

The Special Kitsap 911 Board of Directors Meeting and Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director David Ellingson, Director Dusty Wiley (Chair), Director Gary Simpson, Ken Bagwell Legal Counsel for Kitsap 911, Executive Director Richard Kirton (via conference phone), Finance Manager Steve Rogers, Technical Services Manager Brandon Wecker, Strategic Advisory Board Chair Chief Steve Wright and Administrative Specialist Stephanie Browning

Absent: Director Greg Wheeler, Director Rob Putaansuu Strategic Advisory Committee Vice Chair Jim Burchett, and Deputy Director Maria Jameson-Owens

**Call to Order.** Kitsap 911 Board of Director Chair David Ellingson called the meeting to order at 1300

**2018 Audit Results by the State Auditors:** Tim Trail Jr the Audit Lead and Carol Ehlinger the Audit Manager presented the 2018 Audit Results with the Accountability Audit and focused on areas on highest risk. An area looked at was procurement and everything was in compliance with state law and policy. The next area was the flexible spending accounts, here they evaluated the entity’s controls and monitoring of the account and there were no issues. Finally, the state audited payroll and evaluated the authority’s updated controls to ensure previous action taken was appropriate to resolve the issue reported. In conclusion the Accountability Audit had no issues. There were no material weakness in the Internal Controls Audit. If the Authority has expenditures of federal awards exceeding 750K the auditor’s office must be notified so they can schedule a single audit.

**Public Comment:** None

**Adjourn Kitsap 911 Board of Directors Meeting**

**Call to Order.** Kitsap 911 Executive Committee Chair Dusty Wiley called the meeting to order

**Additions to Agenda**: None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from September 25, 2019. Motion was seconded by Director Dusty Wiley. One Abstention Director Simpson. Motion Passed**

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

**Director David Ellingson moved approval of A/P 3046 through 3072 Total $145,949.18, Payroll dated 09/20/2019 and 10/04/2019 Total $636,636.69 Electronic Payments dates 08/01/2019-08/31/2019 Total $324.94. Motion was seconded by Director Gary Simpson. Motion Passed.**

**Ratification of Executed Contract:**

K911-031 Radio Communications Facility Lease with AT&T-

Administrative Specialist Stephanie Browning reported this contract is a facility lease agreement with AT&T at the Simon Point location. The contract is 10 years in the amount of $24,000 with a 3% increases every year. This includes a pass through of DNR fees.

**Director Gary Simpson made a motion to approve contract K911-031 with AT&T. Motion was seconded by Director David Ellingson. Motion Passed.**

**Actions:**

Approval of Contract K911-033 with Holaday Parks-

Mrs. Browning stated this contract is for a redundant HVAC system at Kitsap 911 facility. The project cost is approx. 400K and Kitsap 911 has 300K budgeted. This is over budgeted by $106,000. There are some unexpended project money to use within Kitsap 911 budget without having to do a budget amendment. However, if a forth quarter budget amendment is needed, we will incorporate this into it. Director Simpson asked if this was estimated originally in our budget at 300K and where did we come up with that? Technical Systems Manager Brandon Wecker stated this was an unplanned early replacement for the HVAC system in the equipment room. There were informal estimates done originally that came out to the 300K, this was done with a full RFP process. Other agencies will have a certain percentage of these costs based on the amount of space they are using in the equipment room.

**Director Gary Simpson made a motion to approve contract K911-033 with Holaday Parks. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Discussions and Reports:**

**Finance Report-**

Finance Manager Steve Rogers reported that revenues and expenditures continue to trend as we expect then to. A more formal report will take place at the next meeting.

Audit Clarification- The report Kitsap 911 filed was not fraud but a suspect of loss with a clerical error that went uncorrected with TPSC. There was no loss of public funds.

**Staffing Report-**

Mr. Rogers reported the new hires have started to dispatch work on the operations floor and are doing well and some are doing call taking. One person has resigned since the last update and the currently vacancy account is eight. Director Simpson asked if the extra help Firefighter affected any of the retirement systems? Executive Director Kirton stated there are requirements about when they are retired and when they can go back to work and what kind of work you can do without impacting your retirement. Most of the impacts are to the retiree not to the agency. Kitsap 911 reports everything to DRS.

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

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-05 Multi Factor Authentication- This is the CJIS requirement to change the process for log on requirements for all law enforcement users to authenticate using multiple forms. There is a demo currently in place that supports both hardware and software tokens and working with Port Orchard and Bremerton Police starting in November. Once the trial is done a recommendation will be made on to move forward or not.

2019-09 Replace DC Plants at all Sites- This project replaced the UPS systems at all sites except for gold mountain and Kitsap 911. All sites except for three that we opted to do conversion on will be completed by the deadline. The remaining three will be completed by the end of the year.

2019-14 Backup Center- Currently waiting for the County to approve the permits.

2019-31 CAD Software Update-This project is on track for completion. Continuing to work on the MCT imaging and having the user agencies test and sort through any issues.

2019-32 Alerting- The quote has been signed for the CAD interface work and scheduling as soon as the vender is available.

**Closed Session to Discuss Contract Negotiations**

No closed session but things are progressing well.

**Good of the Order:**

None.

**Adjournment 13:34**

## 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.