

**Kitsap 911 Executive Committee Meeting of**

**November 13th, 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, Strategic Advisory Committee Vice Chair Jim Burchett, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, and Administrative Specialist Stephanie Browning

Absent: Director Greg Wheeler, Ken Bagwell Legal Counsel for Kitsap 911 Director Rob Putaansuu and Strategic Advisory Board Chair Chief Steve Wright

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1301

**Additions to Agenda**: None

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from October 09, 2019 and October 28, 2019. 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 3046 through 3150 Total $344,271.07, Payroll dated 10/18/2019 and 11/01/2019 Total $611,308.89, Electronic Payments: None. Motion was seconded by Director Gary Simpson. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

**Review Service Agreements-**

The Executive Committee was asked to review the service agreements; there were slight differences with a few of them. Executive Director Kirton had previously asked the Chiefs and legal counsel to review them and no recommendations for changes came as a result. Additionally, the Executive Committee did not recommend any changes to the service agreements.

**2019-004 Resolution Declaring Certain Personal Property/Capital Equipment as Surplus to the needs of Kitsap 911 and Removal said Property Inventory-**

Every year, Kitsap 911 performs a physical count of inventory to confirm the existence and continued use of its assets, as well as to prepare certain obsolete assets for disposal. Staff use an evaluation process to first see if other entities or non-profits can use those assets and if not, their resale value is considered before recycling, scrapping or otherwise disposing of them. This resolution includes all items that have been evaluated based on the policy which Kitsap 911 has determined should be removed from inventory. At the next meeting there will be a report of what happened with the previous year’s equipment.

**Director Gary Simpson made a motion to approve resolution 2019-004. Motion was seconded by Director David Ellingson. Motion Passed.**

**Discussions and Reports:**

**Finance Report-**

Finance Report will be forwarded to the next meeting

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported the newest five hires stared on November 4th. There are currently five people in call receiver training on the floor and four in law enforcement training. Kitsap 911 is now two employees short as they have left to work at the Navy Regional Dispatch Center. There is a current recruitment taking place for the next academy class that will be starting in February.

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

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-05 Multifactor- This is the project is for the CJIS requirement to have two types of authentication or multiple forms when logging in. Currently Kitsap 911 is finishing all the set up with the solution called DUO. The plan it to have this deployed to the pilot group Port Orchard and Bremerton next week. Each user will test a soft and hard token.

2019-09 Replace DC Plant at all sites except Gold and Carver- This will replace the aging UPS batteries and 7 out of 10 sites have been completed. Ontrack for the completion deadtime.

2019-13 Equipment Room Cooling-The project replaced the current HVAC system with a redundant heat pump that can support the load of the equipment room. Work on this project will begin shortly and temporary cooling units will be installed next week. Based on the current schedule, the project should be completed by mid-December.

2019-31 CAD Software Update-The latest service packs were placed on the dispatch floors and the MCTS to bring them up to Windows 10. There were some additional performance upgrades to be done to Kitsap 911 PCs but good progress is being made with the MCT reimaging. Still on track to meet the deadline.

2019-32 Alerting- This will deploy the digital alerting solution to all fire stations. The second project-planning meeting and refresher demo is scheduled for December 10th. The vendor, Purvis, will show the fire agencies their additional options for equipment they may want to purchase for their stations.

2019-36 Closest Unit Dispatch- North Kitsap Fire and Rescue has gone live. There were a few minor changes but overall, they are happy with the roll-out. Bainbridge Island reported they are not expecting any issues with the Board approval to keep using closest unit. Once one of the two agencies finish their trial, work will begin on bringing Poulsbo Fire online.

2019-14-Backup Center-There are no new updates. The permits have been submitted and Kitsap 911 is waiting to see if they have been approved by the County.

**December Meetings**

There is an Executive Committee currently scheduled for December 11th and December 25th, the committee decided to cancel the two meetings and have a meeting on December 18th instead.

The Board of Directors Meeting is December 3rd Mr. Kirton plans to present regular business updates, Executive Summary of Strategic Plan, and hopefully a CBA. No other items were requested to be added to the agenda.

**Closed Session to Discuss Contract Negotiations**

**Closed Session Start 1322**

**Closed Session End 1323**

**Good of the Order:**

Mr. Kirton congratulated Chair Wiley on another term.

Mr. Kirton informed the committee that Thurston, Grays Harbor and Okanagan County ran a second 1/10 of 1% telephone excise tax in this last election and in August Douglas and Chelan County renewed and all passed by 60-85% of the vote.

**Adjournment 13:27**

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

## November 27, 2019 from 13:00-15:00 at the Kitsap 911 facility.