

**Kitsap 911 Executive Committee Meeting of**

**November 27, 2019**

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director David Ellingson (Via Conference Call), Director Dusty Wiley (Chair), Director Gary Simpson, Director Rob Putaansuu, Strategic Advisory Board Chair Chief Steve Wright, 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 Administrative Specialist Stephanie Browning

Absent: Director Greg Wheeler and Strategic Advisory Committee Vice Chair Jim Burchett,

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1302

**Additions to Agenda**: None

**Approval of Minutes:**

**Director Gary Simpson moved to approve the minutes from November 13, 2019. Motion was seconded by Director Rob Putaansuu Motion Passed**

**Public Comment:** None

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

**Director Rob Putaansuu moved approval of A/P 3151 through 3186 Total $86,422.16, Payroll dated 11/15/2019 Total $320,891.78, Electronic Payments: None. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

None

**Closed Session to Discuss Contract Negotiations**

**Closed Session Start 1304**

**Closed Session End 1320**

**Actions:**

**Ratification of Collective Bargaining Agreement-**

**Director Rob Putaansuu made a motion to recommend approval of the Collective Bargaining Agreement move to the Kitsap 911 Board of Directors to vote on. Motion was seconded by Director Gary Simpson. Motion Passed.**

**Discussions and Reports:**

**Long Range Plan-**

Executive Director Kirton distributed long-range documents and reviewed them with the Executive Committee. He has been working with the Chiefs for the last year reviewing each section and distilled it down to initiatives. Without an additional fund source there would need to be a user fee increase. It is estimated at 30 million to complete all the tasks. If the sales tax were passed, we would need to save about 4 million to dedicate to this and 1 million available for operating budget. After discussions with SAB and internal analysis, Mr. Kirton feels a smart approach is to keep the user fees static for at least 3-5 years to build up cash flow while doing planning. Chief Wright said it comes down to lots of significant needs and SAB recognizes not all the user agencies are in a position to pay. The ides that there is a new mechanism created by the legislature to allow Kitsap 911 to go out and ask the public for this as a way to take care of the needs and help with a percentage of the operational costs year to year. The SAB is 100% behind the concept to go talk to the public and ask for this sales tax. Director Simpson said a unified message is important. The Committee agreed to take this to the board and Mr. Kirton will bring a resolution before the board on Tuesday.

**Finance Report-**

Finance Manager Steve Rogers reported revenues are trending favorably with no real variation from the budget. The only fluctuation is with other revenues for a new contact for a tower lease. With expenditures, things are going well. The fluctuations were for equipment repairs & maintenance and other professional services. Director Simpson asked if the reserves were up due to open positions? Mr. Kirton said we projected based on what we anticipated in December; there will be a balance of approx. 300K in labor.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported operations are now three employees short. There are currently six employees in law enforcement training, five employees in dispatch training on the floor and five employees in dispatch training in the classroom. The next hiring for February has interviews taking place next week and plan to hire five. The next law enforcement is starting in April.

**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. The pilot group of Port Orchard and Bremerton will be starting the week of 12/2. They will be trying out both hardware and software tokens.

2019-09 Replace DC Plant at all sites except Gold and Carver - This project is now completed.

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. Temporary cooling units are installed now and on track from completion mid-December

2019-31 CAD Software Update - 55 were received this week from the Sheriffs office and they were turned around in one day.

2019-32 Alerting - This will deploy the digital alerting solution to all fire stations. The second project-planning meeting took place and refresher demo is scheduled for December 10..

2019-36 Closest Unit Dispatch- This project is going well with the different agencies. . Bainbridge Island reported they are not expecting any issues with the Board approval to keep using closest unit. The prep work for Poulsbo Fire will start December 9.

2019-14 Backup Center - Richard will provide an update at the next meeting.

**Good of the Order: Chair Ellingson wished everyone a Happy Thanksgiving.**

**Adjournment 13:52**

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

## December 18, 2019 from 13:00-15:00 at the Kitsap 911 facility.