

**Kitsap 911 Executive Committee Meeting of**

**December 18, 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 Greg Wheeler, Strategic Advisory Board Chair Chief Steve Wright, Ken Bagwell Legal Counsel for Kitsap 911, Executive Director Richard Kirton, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, and Administrative Specialist Stephanie Browning

Absent: Director Rob Putaansuu and Strategic Advisory Committee Vice Chair Jim Burchett,

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1300

**Approval of Minutes:**

**Director David Ellingson moved to approve the minutes from November 27, 2019.**

**Motion was seconded by Director Gary Simpson. Motion Passed**

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P 3187 through 3245 Total $254,883.06,**

**Payroll dated 11/29/2019 and 12/13/2019 Total $647,367.24,**

**Electronic Payments dated 10/01/2019-10/31/2019 Total: $59.40:**

**Motion was seconded by Director Gary Simpson. Motion Passed.**

**Ratification of Executed Contract:**

**Ratification of KC-030-08 E with Pierce County-**

Executive Director Richard Kirton said this is an agreement between Kitsap 911 and Pierce County that trades space on the Gold Mountain Tower for space on the Purdy Tower. This amendment extends the expiration date and is no cost. There is potential for additional costs in the future based on the updated lease with Department of Natural Resources (DNR).

**Director David Ellingson made a motion to ratify contract KC-030-08E with Pierce County.**

 **Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Actions:**

**Adoption of Resolution 2019-007-Wage and Salary Ranges for unrepresented employees-**

Mr. Kirton said this resolution increases the unrepresented employee’s salary to match the adjustments done in the collective bargaining agreement.

**Director David Ellingson made a motion to recommend adopt Resolution 2019-007 Wages and Salary Ranges for unrepresented employees. Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Discussions and Reports:**

**Long Range Plan-**

Executive Director Kirton reviewed the Long-Range Plan documents from the agenda packet. In an effort to bridge the gap between the long-range plan Mr. Kirton created a narrow focus on the radio system document. This will help give the board an executive summary of the radio piece of the long-range plan. Mr. Kirton plans on doing a summary for all the major components of the long-range plan. The Strategic Advisory Board meeting is scheduled for January 8where Kitsap 911 and the Chiefs will review the information and work on updating documents and prepare to bring things forward to the Board. Director Ellingson said in the information paper you talk about replacing the radio system with a trunk radio system but there are several systems out there, he would like to see demonstrations. There should be a part regarding evaluation the pros and cons of each of them and costs, connectivity, need of additional towers. Mr. Kirton said he is struggling with this for the Board discussion as we can put some additional information but some of the decisions won’t be made until the system engineering and design are completed. He will put useful information together, with enough detail to be valuable but without overloading. Some specific decisions will need to be evaluated with our terrain, topography, the tower sites, minimize or improve coverage areas that are weak. The details won’t be able to be made until the plan is being worked on, and he will work with the Chiefs. Chief Wright said speaking for the SAB if you look at the current operations there are a lot of costs, some day to day operations and bigger picture of infrastructure. There are more needs here then we can summarize, we are living 30-40 years in the past with some technology. The substantial leap to move ahead, how it has been funded is every agency pays a share. If we get to have to purchase 20-30-million-dollar infrastructure these funds would have to be taken out of each agencies budget. The legislature opens a new door for us, no one is advocated to get rid of user’s fees but the idea to cover the costs for the system upgrades and some operational costs of maybe transferring MCT. To have this new funding method. Director Wheeler said this will generate a lot of money, and for our own departments if we can reduce user fees its more law enforcement or fire on the street and that impacts public safety. Can see all the future possibilities. Chief Wright said maybe in the future we see a reduction in user fees, or we see a savings with no having to maintain our own MCT hardware. Chief Simpson said we need to show credibility on how we used the first 1/10th of 1% for the voters to understand. Chief Wright says there may be multiple issues about taxes but my position as Fire Chiefs is bias and about public safety, emergency communications need to take priority. Sheriff Simpson said the issue of priority needs more discussion, radios are a priority, but I also have staffing, replacement of facilities. These all must be considered together but most certainly something that needs to be supported.

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

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-08 Rapid SOS – This project integrates more precise GPS information into our phone system and then passes it along to the CAD system. The final phone upgraded has been completed and the next step is to reconfigure the interface between the CAD system and the phone system, so the location populates in the correct field. Currently, in the process of deploying the CAD software update to complete.

2019-10 Informer for Mobile Responder – Brandon has spoke to the VP of regional sales yesterday and they are committed to work on this and getting the issues resolved.

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. The hardware has been installed and the contractor is finishing up plumbing, power and wiring this week. This should be completed before the end of the year.

2019-14 Back up Center- DCD rejected the permits and Kitsap 911 is working with the landlord to meet the County’s new requirements.

2019-15 ASAP to PSAP- This project allows alarm companies to automatically generate messaged through the state switch into Kitsap 911 CAD system. The state is testing their side of the network and Kitsap 911 will beginning testing next year.

2019-16 Address Correction Effort- The goal of this project was to get prepared for call routing based on Geo special location. Kitsap 911 has met the requirements for NG 911 due to this year’s efforts and transitioning this to an ongoing effort to maintain that compliance rate.

2019-24 Tower Site improvements-This project identifies and improves aspects of the tower sites, with this year’s focus on re-gravelling, landscaping and security. This year’s improvements are completed.

2019-27 Automatic Call Distribution-This improves operations ability to handle and triage calls. Currently working with the vendor to resolve one remaining work flow issue. Once completed will go live.

2019-30 ESCHAT- This project allows monitoring and responding to radio channels via mobile phone. The demo has been completed and confirmed the project product will meet the core needs of the agencies. Currently awaiting a grant decision.

2019-31 CAD Software Update – This project is 75% completed. Mr. Kirton wanted to recognize Brandon as this project was Brandon’s first project from start to finish was completed by Brandon and his entire team. It’s a good example of how things are now working with a full team in place and well trained.

2019-32 Alerting - This will deploy the digital alerting solution to all fire stations. A demo was completed on December 10th.

2019-41 Technology Monitoring System- This project allows better monitoring of radio tower sites and microwaves. This evaluated replaced of that, generator fuel level, if something is not working etc. Currently Kitsap 911 can not receive the reports or must look at multiple systems.

**2020 Work Plan-**

Mr. Kirton said in 2020 some of the reporting will be changed there will now be continuous improvement initiatives. The current dates listed are vague and will have more details and scopes at the next meeting. Sheriff Simpson asked that the forms look the same so it will be easy to follow.

**Finance Report-**

Finance Manager Steve Rogers reported on finance position as of November 30,2019. The revenues are trending good and right around the 5% mark for year to date. The only fluctuations with receipt of user fees and a one-month outstanding payment which was a clerical error and has been resolved. With expenditures, things are going well. With todays accounts payable run we should end the year right at 100K underbudget.

**Staffing Report-**

No New Updates

**Good of the Order:**

Chair Ellingson wished everyone a Merry Christmas.

Director Wheeler discussed how we can improve responses after the hearing from the women in Bainbridge Island speak regarding her apartment fire and discussions regarding the Bainbridge Island Tower.

**Adjournment**

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

## January 22nd from 13:00-15:00 at the Kitsap 911 facility.