

**Kitsap 911 Executive Committee Meeting of**

**September 23, 2020**

The Kitsap 911 Executive Committee met via a Virtual meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Becky Erickson, Director Gary Simpson, Ken Bagwell Legal Counsel for Kitsap 911, Strategic Advisory Board Chair Chief Jim Gillard, 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 1300

**Additions:** Sheriff Simpson asked for an overview of the portable radio situation, this will be included in the Tech overview.

Director Ellingson asked as a part of the Finance Report to discuss the 2021 Budget and the schedule.

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P 3716 through 3764 Total $68,931.08**

**Payroll dated 06/06/2020 Total $304,716.81**

**Electronic Payments: Dates 08/01-08/31/2020 Total $31.50**

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

**Ratification of Executed Contract:**

**K911-039- ADCOMM Engineering-** This contract with ADCOMM Engineering is a contract to complete the tuning of the simulcast system. This is primarily for the Silverdale area but should also improve other areas where there are signal problems. This work will be done over the next three months and the result will be an improvement in audio quality. Not a permanent fix as the noise floor and radio issues continue to happen with the system will continue to experience coverage and audio challenges. But this should provide a pretty significant short-term improvement. This will just be addressing the infrastructure.

**Director Ellingson made a motion to ratify the executed contract K911-039 with ADCOMM Engineering. Motion was seconded by Director Becky Erickson. Motion Passed.**

**2020 Budget-** Executive Director Richard Kirton said a challenge of the 2021 budget is the 2020 budget was adopted early in 2019 knowing there were multi-year projects taking place and were unsure which would be carried forward, in the middle of contract negotiations and set some money in reserves to pay for this. We went into 2020 knowing we would need to do a mid-year budget amendment. Then COVID hit and that completely changes the dynamic. Finance Manager Steve Rogers reviewed the 2020 budget amendment and the 2021 Budget.

**2020 Amendment and 2021 Budget Highlight Summary:**

\*15% cut to anticipated sales tax revenues

\*200K in CARES funding

\* 2.1% increases in wages and benefits, primarily items are contracted obligations

\*Overall cut to budget is 9%

\*Removed projects out of capital budget that Kitsap 911 was anticipating on doing and the ones that remained are most relevant and most critical.

\*Stabilization fund falls below the 17% that is ideal now at 10-11%

\*Allocated in the amendment increase amount of money for microwave and preliminary design and added 100K in 2021 budget to complete next steps of design work. Should have information back to executive committee later this year and expansion work hopefully early next year.

Mr. Kirton added that Kitsap 911 is are now a year behind for replacing the entire radio system and puts us replacing the radio system earlier then end of life. He will send everyone an updated timeline of the status. Director Erickson to have the expectations of the timelines would be very helpful

**Director Ellingson made a motion that the board adopt the proposed budget and forward it to the full Kitsap 911 Board of Directors for approval. Motion was seconded by Director Erickson. Motion Passed.**

**Finance Report-**

Finance Manager Steve Rogers reported on the end of August report. Kitsap 911 is slightly ahead on year to date projections. Had timing fluctuations of user and agency fee revenues. Mr. Rogers provided detail on unemployment claims in his documents. For the expense’s things are continuing on same trend and making cuts where its possible and remaining flat. Pretty standard month.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported two more dispatchers were hired since last meeting, so this brings the total open positions to 8. The CAD System Engineer position has been hired to backfill for the latest promotion. He will be coming from Louisiana and will start after he moves here in mid-November. There is a current Public Safety Emergency Telecommunicator position hiring taking place now and have over 80 candidates.

**2020 Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker updated on the following projects. Noting that many projects have been paused due to COVID-19:

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messaged through the state switch into Kitsap 911 CAD system. The first round of testing has been completed with the State and the alarm companies. Currently working with them both to resolve an issue that came from the testing.

2019-20 Alerting Project- This is for digital alerting at all fire stations and including a text to speech component. The prep work has been completed including the design and configuration of the communication network that allows all the fire stations to talk to the PURVIS system at Kitsap 911. The roll out has begun to South Kitsap Fire and Rescue. Testing stations and working on issues identified.

Simulcast Tuning-This is not on the project list, but the contract was signed and proceeding with the tuning.

Director Simpson asked if any of the projects attached or nexus to the CALEA accreditation process that need to be completed or RCW requirements? Mr. Kirton said none of the projects paused or deferred fall into that category or for critical repairs.

Director Wiley asked the status of the backup center. Mr. Kirton said there is nothing happening at this time. Mark Nelson is checking with the property owner to see where we are at. With the remote 911 project is indirectly replaced in that the solutions we are deploying for remote 911 will also be a positive impact on the backup project in two ways. One is it’s the same equipment and two it may offset or reduce the need for an offsite back up location. A presence at the location will still be needed but the decree will fundamentally change in a good way with the remote work.

**Good of the Order:**

Director Becky Erickson asked if we are still using the same formula for the assessments. Mr. Kirton said it is the same formula and is a three-year average of units of use. Port Gambles increase was reviewed, and they have a relatively new Chief who is proactive so that is the main reason for their jump. The rest of the fluctuation is a result of the averaging.

**Adjournment 13:52**

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

## October 27, 2020 from 13:00-15:00 via a virtual zoom meeting.