

**Kitsap 911 Executive Committee Meeting of**

**October 28, 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, Director Greg Wheeler, 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: Strategic Advisory Committee Vice Chair Jim Burchett

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

**Additions:** None

**Public Comment:** None

**Approval of minutes from September 23, 2020**

**Director David Ellingson made a motion to approve the Executive Committee minutes from September 23, 2020. Motion was seconded by Director Becky Erickson. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 3765 through 3823 Total $295,389.78 (note check# 3799,3816 and 3817 were voided)**

**Payroll dated 09/18/2020, 10/02/2020 and 10/16/2020 Total $915,900.95**

**Electronic Payments: Dates 09/01-09/31/2020 Total $18.90**

**Motion was seconded by Director Becky Erickson. Motion Passed.**

**Ratification of Executed Contract:**

Director Kirton said there are no contracts to approve today, however Kitsap 911 did receive their subrecipient agreement for the CARES funding from Kitsap County. This is being processed through now. Kitsap County did give the allocation requested for remote 911 and for other items.

**911 Outage-**

Executive Director Kirton stated he did not have much more information regarding the outage besides what was placed in the email. There was a meeting with the State 911 Coordinators and the State 911 Office Staff. They discussed what they know and what questions they still had. The State is working with the provider to get the information. Overall, the response outage went well. One issue that did not go well was the last-chance routing. This is used when nothing else works. For some of the telephone service providers, it worked but for others, the caller got a response that the number was no longer in service. The State and telephone service providers are working to get these realigned. None of the calls that came through were ‘priority one ‘and Mr. Kirton is not aware of a situation where someone was unable to get through with a priority event. Mr. Kirton expects a more detailed reported about what caused the outage and what steps the State and network provider are taking to make sure an outage like this does not happen again. The network is fully redundant so there are two complete separate networks and on each side there is redundancy built in. It was designed in this way to prevent outages like this from happening. The actual time people could not get through was 35-40 minutes. Director Erickson said this is the third time it has happened since she has been on the Board, she is not pointing any fingers locally but it seems to be a systemic issue that happens every few years, what is the contractor saying actually occurred, and is there a pattern? Mr. Kirton said this vendor is a different one than the one in place when the last outages occurred, and the new network does have more redundancy.

**Finance Report-**

Finance Manager Steve Rogers reported on the end of September report. This report does not reflect the budget amendment that was passed on October 6th. In terms of revenues right around 3% above expectations for both sales and excise taxes. Director Ellingson asked if there could be a caution color on the report, as the variances for the other revenues are insignificant and may not warrant a red warning color. Mr. Rogers stated the colors are just pass or fail, in terms of whether budget expectations were met. There have been conversations in other meetings in having a yellow color and how we could incorporate it, but it is a matter of what the appropriate threshold might be. Director Ellingson said the narrative appropriately describes the situation so it is ok. With the expenditures and capital expenditures budget amendment addresses the issues. There have been no reserves used year to date.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported there are twelve positions short on the dispatch floor. Currently in the middle of a hiring process and have twelve people going to the interview process next week. There are two trainees in call receiving and two trainees in law enforcement. Interviews just took place for a tech position and the director interviews are scheduled for tomorrow. The next hiring for dispatchers will open in January with a start date in April. Trying hard to stay on top of the shortages. Director Simpson commented that there is a new show called 911 on TV and it is fairly realistic and educational for the public. During the advertisements Kitsap 911 employees were featured. It’s nice to see the dispatch centers being recognized as professionals.

**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:

2019-03 Rapid SOS-This project interrogates more precise GPS location into the 911 phone system and passes the information into the CAD system. The project has been delayed as the same resources in house and on the vendor side are working on the remote 911 project. This has currently been on hold based on priority.

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messaged through the state switch into Kitsap 911 CAD system. IN tested with the alarm companies will take place in November.

2019-20 Alerting Project- This is for digital alerting at all fire stations and including a text to speech component. The voice roll out is completed to all South Kitsap Fire and Rescue stations and now moving forward with North Kitsap and Bainbridge Island Fire.

2019-21 Support-RMA/JMS Replacement-This is support Kitsap County’s efforts. Kitsap County is currently working out the statement of work and Kitsap 911 will have to fit this into their work plan. The sooner they can have a timeline from the County the sooner planning can take place.

Simulcast Tuning-This project was not on the list but added to address issues and identify radio quality on the primary channels. This project is still on track for on time completion.

2020-33 Remote 911-This project was recently added with the CARES funding. Kitsap 911 has slowly been working on this effort since March and made incremental improvements. This part will be hugely important as it will completely change how its being done. Updates will now speak to the work being funding through CARES funding. The majority of the items have been purchased and progress has been made towards the initial builds.

**Meeting Schedule-**

Mr. Kirton said he is waiting to hear from DEM Directors regarding keeping the same months for their board meeting. As we work through this are there any other conflicts for the full board super Tuesday schedule or for the Executive Committee. Director Ellingson stated November 11th is a holiday and the then 25th is the day before Thanksgiving, perhaps we have a single meeting on the 18th. Administrative Specialist Stephanie Browning will send out a Doodle Poll for the November Executive Committee meeting.

**Good of the Order:**

Mr. Kirton stated as the Sheriff mentioned the State of Washington did a recruiting video airing with the 911 show and they used footage from Kitsap 911 previous videos. They took the footage from three 911 centers.

 Mr. Kirton advised the committee that recently Puerto Rico had a COVID outbreak that took down two of their 911 centers and completely closed their dispatch centers. They had to move call taking and dispatch operations to their emergency management structure. Something to be aware of with the recent numbers and trends showing case counts climbing across the county and the number of hospitalizations growing across the county. There are good plans in place with Kitsap 911 but things to be aware of

 Director Erickson said thank you to everyone at Kitsap 911 and knows some staff is working remotely and it’s a huge challenge. It is appreciated by the public.

 Additionally, City of Poulsbo has hired a new Police Chief named Ron Harding and is a former captain from the City of Redmond. Hoping everyone will get a chance to meet him soon.

**Adjournment 13:52**

## The next regular meeting of the Kitsap 911 Executive Committee will be rescheduled as soon as possible due to November 11th being a holiday.