

**Kitsap 911 Executive Committee Meeting of**

**January 22, 2020**

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director David Ellingson, Director Bob Muhleman, Director Greg Wheeler, Director Becky Erickson, Ken Bagwell Legal Counsel for Kitsap 911, Executive Director Richard Kirton, Finance Manager Steve Rogers, and Technical Systems Manager Brandon Wecker.

Absent: Director Dusty Wiley (Chair), Director Gary Simpson, Strategic Advisory Board Chair Chief Steve Wright, Strategic Advisory Committee Vice Chair Jim Burchett, and Administrative Specialist Stephanie Browning

**Call to Order.** Vice Chair David Ellingson called the meeting to order at 1300

**Approval of Minutes:**

**Director Greg Wheeler moved to approve the minutes from December 18, 2019.**

**Motion was seconded by Director David Ellingson. One Abstention Director Bob Muhleman Motion Passed**

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P 3246 through 3301 Total $729,124.24,**

**Payroll dated 12/27/2019 and 01/ 10/2020 Total $632,485.61,**

**Electronic Payments: None**

**Motion was seconded by Director Bob Muhleman. Motion Passed.**

**Ratification of Executed Contract:**

None

**Actions:**

None

**Discussions and Reports:**

**Long Range Plan-**

Executive Director Kirton said he met with the Chiefs earlier this month and discussed frame work for revision and presentation of the plan. A work study session for the Board of Directors is scheduled for February 18th at 1:00 (*\*this date is being rescheduled to mid March*). There is a follow up meeting with the Strategic Advisory committee between now and the work study. They will review the presentation and documents making any tweaks as needed. A few SAB members will be attending the work study session and assist with the presentation. Director Erickson asked if Kitsap 911 can ask for less then 1/10th of 1%? Mr. Kirton said he did find out we can not ask for less. Director Erickson stated that’s 6 million dollars a year, do we need 6 million dollars, no. She will push hard on this as she does not see 6 million dollars on an annual basis every year going forward necessary for this organization. Mr. Kirton said there is a lot of infrastructure that needs to be replaced and the presentation will help demonstrate. Director Wheeler asked since there will be a lot of public comments at the meeting does Mr. Kirton expect action? Mr. Kirton said not at the work study, he hopes for action March 3rd or April 7th. Director Erickson asked if we have looked for option to combine with other 911 agencies? Mr. Kirton said there are some opportunities to partner on some of the technology pieces. Director Erickson more specifically to reach out to King County or Pierce County on an agreement. Mr. Kirton said yes for a purchasing agreement we have done that with other projects and defiantly options. Director Ellingson said the key to all of it is section of the correct technology that is appropriate for our topography. Director Erickson said she knows there are a lot of wants and needs throughout the County and six million dollars dedicated for this particular service and is reluctant to support this and will be vocal like with the fast ferries. She feels she needs to look out for what she perceives is the best for her community. Seeing this is too much money and to tighten our belt. Mr. Kirton stated with all due respect tighten our belt will not get 10 million dollars and the radio infrastructure is end of life. She stated why not just bond out for just that? Mr. Kirton said even when that piece is replaced there is other operational and infrastructure needs, even if bonded out how would we pay for it? Director Erickson has seen these asks before and will look at the numbers, thinking of brining up the idea of combining with King County and lets them do our 911 asked Mr. Kirton to sharpen up his pencil and prove this to her. Additionally, would like to investigate if we can pass and then repeal it or look at alternative cash flow mechanism to bond 10 million dollars. Mr. Kirton said the ten million is just one component and to think in mind that if bonding is the answer and combined with a user fee decrease you can’t bond something for longer then the lifespan of the equipment replacing. We won’t be able to do a twenty-year bond as it would be longer then life cycle. Director Ellingson said the plan has not been presented yet and it will show were capital investments have to be made and look at financing alternatives. Sales tax is just one avenue. Director Erickson said this is taking money out of the fire districts, parks and recreation and others. When one organization grabs it hits everyone, we need to think about this carefully, she will try to keep an open mind. Director Ellingson stated the Strategic Plan and Capital Projects that are laid out will drive the solution and that has not been presented yet.

**Staffing Report-**

Mr. Kirton reported job offers have been made to three telecommunicators and Kitsap 911 has lost one trainee. With the three new positions it puts Kitsap 911 down three employees. The plan is to do three hiring and trainings in 2020.

**Finance Report-**

Finance Manager Steve Rogers reported on finance position as of December 31,2019. Kitsap 911 ended the year in a good position with both revenues and expenditures beating the projections. The total revenue ended the year at 11.1 million. Mr. Kirton said the .7 million is right in line with prediction of the budget. There was nothing out of the ordinary and steady. With Expenditures total appropriations was 11.2 million. Salaries and benefits were right in line and 2.2 million in unexpended capital projects. This is primary related to projects that will be expended in this year.

**2020 Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-01 Equipment Room Cooling – This project is completed.

2019-02 Multi Factor Authentication – This is the CJIS requirement to change the log in process for all law enforcement MCT, so they must use multiple forms of identification. This is being rolled out to Bremerton Police Department this week and looking to roll out next week to Port Orchard. One these two agencies are completed will look at rolling out to the other agencies.

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messaged through the state switch into Kitsap 911 CAD system. The CAD vendor is working with the State to get this finalized so testing can begin.

2019-06 CAD Software Upgrade-All MCT and computers at Kitsap 911 have been upgraded to windows 10. The CAD Servers will be done in early February and plan to finish the remainder 40% of MCT, which are primarily Fire that need the maintenance applied to them.

2019-08 Document Current Radio System Footprint-This conducts a comprehensive baseline radio coverage analysis. The drive plans have been created, working on outfitting the vehicle and in the process of hiring a temporary driver.

2019-09 Closest Unit Dispatch- This is for AVL based deployments. Poulsbo Fire went live using AVL based run cards last week. Central Kitsap Fire work will begin next.

2019-10 SharePoint Migration-This migrates the data from our existing to a cloud-based data. Test import has completed and working on the process to migrate the data in February.

Director Ellingson asked that the due dates be completed by the next meeting, so they know about any projects that are in jeopardy of not being completed. Mr. Kirton said we are trying to link the status report, due date and scope statements on an online link. At the very least there will be a reformatted paper document available next time.

2019-18 Backup Center- The county rejected the permit application and now the owner is revising the construction documents to address the county’s concerns. The existing back up center is in the courthouse.

Director Wheeler stated with all the projects are they managed in a life cycle system where you manage each asset and know the expiration date. Mr. Kirton stated yes, we have an equipment replacement schedule and look at industry best practice, manufacture recommendations.

Director Erickson stated looking at the financials there was 2.2 million left, was there plans for something that was not completed on time? Mr. Kirton said a few of the projects were planned to be ongoing, for instance the Alerting Project is a one-million-dollar project and multi-year. She would like to see a balance sheet to see the reserve accounts and cash balance.

**Good of the Order:**

Director Wheeler said the Council Retreat is on Saturday and there are two proposals coming forward for sales tax for Bremerton, one for affordable housing and one for streets. Director Erickson said for Poulsbo too. Director Erickson said she has promised faithfully that she will not go out when the school districts or the fire districts do so its trying to balance it. There is a 1/10th of 1% of housing out and looking at doing that in November of 2020.

Director Erickson went to the Ax and Arrow on 4th and we need one of these in Poulsbo. Its very good.

**Adjournment 1338**

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

## February 26, 2020 from 13:00-15:00 at the Kitsap 911 facility.