

**Kitsap 911 Executive Committee Meeting of**

**March 25, 2020**

The Kitsap 911 Executive Committee met virtually via MS Teams. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Gary Simpson, Director Becky Erickson, Ken Bagwell Legal Counsel for Kitsap 911, Strategic Advisory Board Chair Chief Steve Wright, 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, Strategic Advisory Committee Vice Chair Jim Burchett

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1314.

**Additions:** None

**Public Comment:** No public comment. There is a conference bridge available to the public in the lobby of Kitsap 911.

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

**Director Becky Erickson moved approval of A/P 3345 through 3370 Total $404,698.85,**

**Payroll dated 02/21/2020, 03/06/2020 and 03/20/2020 Total $945,202.80**

**Electronic Payments: Dates 01/01/2020 to 01/31/2020 Total $48.06**

**Motion was seconded by Director David Ellingson. Motion Passed.**

**Ratification of Executed Contract:**

None

**COVID 19 Update:**

Mr. Kirton stated most of the committee should be receiving general COVID 19 updates from a variety of sources. At Kitsap 911 access to the facility was restricted early before the Governor’s order during a Pandemic Drill and this morphed into the order. Emergency Management is working remotely and most of Kitsap 911 technical and administrative staff are working remotely. This will keep the facility to primarily 911 dispatchers and call takers. Frequent sanitation is being completed. At this point sick leave and attendance is tracking normal with no increases. There are plans for multiple stages of progression, ending with the ultimate plan being if 50-75% of staff are ill, how to continue to get calls answered and processed. This includes bringing in management, technicians and administrative staff to dispatch. The core pandemic plans are being updated to reflect the situation. In addition, all law enforcement agencies have implemented COVID 19 protocol and are limiting the calls they physically respond to. Call volume at this time seems to be on par with normal and even less with people complying with the Governor’s order. Kitsap 911 is getting some general testing calls and they are being referred to 211. Mr. Kirton has been talking with the County as they are having some issues with their staff who support 211. He is working on getting them remote phone access through the Kitsap 911 phone system. There was a call this AM with all law enforcement agencies and public health regarding enforcing the orders, talking points and education points about the order so all agencies are on the same page. Kitsap Health is drafting scripts and FAQs, and they will send the draft around for edits to have a unified message. This is all being coordinated with the EOC. Director Erickson asked that the script be forwarded to the elected officials, as well. Director Erickson said the Department of Emergency Management Director informed her that Mr. Kirton would be providing hot spot information throughout the county as he was gathering data and doing an analysis. Mr. Kirton said Kitsap 911 is looking at all EMS calls regardless if they are related to COVID and the patterns are substantially the same as this time last year with just a slight uptick in the Poulsbo region. As far as suspected COVID 19 symptoms, fire services are sending a daily report from their fire RMS system and this analysis isn’t showing any hot spots at this time. This is being looked at daily.

**Actions:**

Resolution 2020-03 “Declaring an Emergency; Authorizing the Executive Director to Take All Necessary Action to Ensure the Health and Safety of Employees and the Public, Waiving Certain Contracting and Budget Requirements: Authorizing Staff to Implement Emergency Purchasing Requirements, and to Take Other Steps In Response to the Emergency.”

Mr. Kirton received feedback from the committee and updated the document. Director Simpson said there is no end date and asked if they should indicate a date. Kitsap 911 Legal Council Ken Bagwell said if the committee is more comfortable with an end date, legally it’s fine, but at this point not knowing how long or the outcome left it up to the Executive Committee to resind once it’s over. Mr. Bagwell also confirmed that all of the powers the committee would be giving Executive Director Kirton are specifically actions allowed by the Executive Committee for Kitsap 911, and he expressed his opinion that the Executive Committee has authority to approve the resolution. Director Ellingson asked that a weekly executive summary be given to the committee of any actions taken as a result of this resolution.

**Director Dusty Wiley made a motion to approve Resolution 2020-03 “Declaring an Emergency; Authorizing the Executive Director to Take All Necessary Action to Ensure the Health and Safety of Employees and the Public, Waiving Certain Contracting and Budget Requirements: Authorizing Staff to Implement Emergency Purchasing Requirements, and to Take Other Steps In Response to the Emergency.” Motion was seconded by Director David Ellingson. Motion passed.**

**Discussions and Reports:**

**MS Teams-**

Mr. Kirton said MS Teams was on the list to roll out later in the year but due to the pandemic it was rolled out sooner. He has created the Executive Committee group in MS teams, meeting packet documents will continue to be posted on the website and there will be documents in teams. In the future the goal will be to have all committee members on Teams and the conference bridge will continue to be open for the public. Mr. Kirton asked the committee to let him know if they have issues with Teams.

**Finance Report**- (Documents were shared over Teams Screen)

Finance Manager Steve Rogers reported on the financial position as of February 29, 2020. The summary of the finance documents have changed. For the first two months, both revenues and expenditures on the operation side were close to budget and are still in line with expectations. The bulk of the revenue comes from sales tax, the amount received was 1.6% over budget, and other revenues were also in line with expectations. The sales tax revenues Kitsap 911 receives are lagged by two months and with the unknown economic impact of COVID 19, the numbers will not be reflected until April/May. A downward dip is expected. Director Ellingson said all economic forecasters are saying the same thing and is Kitsap 911 posturing themselves for minimizing expenses and looking at other alternatives to get through the financial crisis. Mr. Rogers agreed. The immediate response to this pandemic was to draw down the investment balance and place money aside for expenditures and the payroll account under the assumption that there may not be access from the county due to the illness. The short-term money is in place for several pay periods without dipping into reserves. Also, Kitsap 911 has stopped non-essential purchasing. Kitsap 911 is working with Director Wiley to give him access to review vouchers and other information for the Executive Meetings.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported there are four vacant operation positions. There was a process done to hire a one-year temporary training coordinator and an assistant director of operations. There will be a technical position opening up shortly. Plans are being made for how to do training with social distancing, and training technical and administrative staff to answer 911 calls.

**2020 Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker updated on the following projects:

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. Kitsap 911 is currently in the process of a phases roll out to Kitsap County Sheriffs Office and expect this project to be completed on or before the due date.

2019-06 CAD Software Upgrade-All MCT and computers at Kitsap 911 have been upgraded to windows 10. Currently working with Suquamish Police to get a remote update out to them since access to their mobile computers is currently locked down.

2019-08 Document Current Radio System Footprint-This conducts a comprehensive baseline radio coverage analysis. Kitsap 911 is completing the final set of drives for Fire2 and will then move into the analysis with all the data collected.

2019-09 Closest Unit Dispatch- This is for AVL based deployments. Kitsap 911 is working with Bremerton Fire remotely as well as Poulsbo Fire phase two.

2019-10 SharePoint Migration-This migrates the data from our existing to a cloud-based data. The migration has been completed into the Office 365 cloud and will be looking at migrating shared folder after COVID ends.

2019-12 Server Virtualization- This project virtualizes Kitsap 911 servers from physical to virtual and implement and enhanced backup solution. A significant portion of the Kitsap 911 servers have been converted and working on deploying the enhanced backup solution.

**Good of the Order:**

Director David Ellingson heard rumors of the Governor prohibiting in person public meetings. He inquired if the language is specific enough to preclude the executive committee from meeting virtually. Mr. Kirton said there is specific language in the Charter or Bylaws allowing virtual meetings, as long as the public is provided access. Mr. Bagwell said the Governor did issue a proclamation as of yesterday that did impact open public meetings and public records. He said the proclamation suspended in-person public meetings and asked agencies to limit the type of business conducted to make sure it’s necessary business for the agency to continue. This is brand new as of last night and Mr. Bagwell will continue to pay close attention. This meeting does comply with the new Governors proclamation. In the future, an assessment should be done to see if the meeting needs to be held.

Director Erickson said there is a meeting of all elected officials every Monday morning at 10am virtually with emergency personnel to stay in the loop. Expect this to continue for several weeks, hopefully not longer.

Mr. Kirton reported the State Patrol lost a trooper last night during a pursuit. Please keep them in your thoughts.

Director Wiley asked if Mr. Kirton had any information about the dispatcher that lost their life from the virus. Mr. Kirton said he believes they were from Minnesota.

**Adjournment 1357**

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

## March 25, 2020 from 13:00-15:00 at the Kitsap 911 facility.