

**Kitsap 911 Board of Directors Meeting on**

**March 2, 2021 Via Virtual Teams Meeting**

**ATTENDING:**

**Board of Directors:**

Ed Wolfe-Kitsap County Commissioner

Charlotte Garrido, Kitsap County Commissioner

Robert Gelder- Kitsap County Commissioner

Sheriff Gary Simpson- Kitsap County

Joe Deets-City of Bainbridge Island

Becky Erickson- City of Poulsbo Mayor (Chair)

Rob Putaansuu- City of Port Orchard Mayor

Greg Wheeler-City of Bremerton Mayor

David Ellingson-Fire Commissioner (Vice Chair)

Dusty Wiley-Fire Commissioner

Bob Muhleman- Fire Commissioner

Leslie Daugs- City of Bremerton Council Member

Kol Medina- City of Bainbridge Island Mayor

**Staff:**

Richard Kirton- Executive Director

Maria Jameson-Owens-Deputy Director

Rachael Taylor-Human Resource Manager

Brandon Wecker-Technician Service Manager

Jamie Donley- Deputy Operations Manager

Stephanie Browning- Administrative Specialist

**Absent:**

Kevin Gorman-City of Bremerton Council Member

Steve Rogers-Financial Manager

**Guests:**

Chief Joe Clark-Chair of SAB and Police Chief of Bainbridge Island

Chief Jeff Faucett- Vice Chair of SAB and Chief of South Kitsap Fire and Rescue

**Call to Order:** Chair Becky Erickson called the meeting to order at 12:15 pm.

**Additions:** None

**Public Comment:** None

**Welcome New Kitsap 911 Board of Directors:**

The Board welcome Director Joe Deets from the City of Bainbridge Island

**Approval of Minutes:**

**Director Robert Gelder moved to approve the minutes from October 6, 2020**

**Motion was seconded by Director David Ellingson. One abstention by Director Gary Simpson. Motion passed.**

**Adoption of Resolution 2021-001- 2021 Board of Directors Meeting Schedule**

**Director Dusty Wiley made a motion to approve Resolution 2021-001. Motion was seconded by Director Robert Gelder. Motion passed.**

**Election of Chair and Vice Chair**

**Director Greg Wheeler made a motion to nominate Director David Ellingson as the Chair of the Kitsap 911 Board of Directors. Motion was seconded by Director Bob Muhleman. Motion passed.**

**Director David Ellingson made a motion to nominate Director Greg Wheeler as the Vice Chair of the Kitsap 911 Board of Directors. Motion was seconded by Bob Muhleman. Motion passed**.

**Appointment of Executive Committee**

The Board of Directors discussed their representatives on the Executive Committee and the following members were appointed.

Chair of Board of Directors David Ellingson

Director Greg Wheeler representing City of Bremerton

Director Dusty Wiley representing the Fire Commissioners

Director Becky Erickson represented the Small Cities

Director Sheriff Gary Simpson representing Kitsap County

**Performance Measure Presentation**

Deputy Director Maria Jameson-Owens presented the 2020 Performance Measure Report. This is the eleventh year of the report. This report is available on [www.kitsap911.org](http://www.kitsap911.org). The following were questions asked from the Board of Directors:

*Chair Ellingson asked Mrs. Jameson-Owens to elaborate regarding the vacancies as Director Sheriff Simpson asked about the 18 vacant positions via Chat. Mrs. Jameson-Owens said there were 4-6 vacancies at the beginning of the year and many applicants did not make it through the recruitment process. There were multiple staff retirements and relocations.*

*Chair Ellingson asked how text to 911 is going and is Kitsap 911 receiving the correct 911 calls via text. Mrs. Jameson-Owens said the number has increased, but only 300 text per year. Most should have been a call to 911.*

*Director Becky Erickson asked what the plan was in order backfill the 18 positions. Mrs. Jameson-Owens said there is a hiring process happening right now with 23 eligible applicants moving on to backgrounds for an April start date. Kitsap 911 is looking at creative ways to be able to train more people, as to train they have to take qualified people off the floor.*

*Director Becky Erickson asked if other dispatch centers are facing a similar shortage of staff. Mrs. Jameson-Owens said yes, everyone in Washington State and others across the country are facing the same challenges.*

**Executive Committee Report**

Mr. Kirton reported the executive committee has been meeting virtually regularly and have done the following:

* Approved various warrants, payroll, and electronic fund transfers
* Received regular staff reports
* Ratification of contract K911-040 Cares Subrecipient Agreement with Kitsap County
* Ratification of amendment to contract K911 Cares Subrecipient Agreement with Kitsap 911
* Adoption of Resolution 2020-007 Adopting Wage and Salary Ranges for Unrepresented Administrative and Management Employees
* Adoption of updates to Governing Directive 246-Employee Recognition

**Actions taken by the Executive Director under Resolution 2020-003 Declaring an Emergency:**

* Waiver of certain purchasing requirements and limits: A Holiday Parks purchase was approved based on this resolution and is related to the CARES project. The project added a UV purification system to the air handling units in the Kitsap 911 facility. Total cost was $35,245.15 with the equipment funded through cares, and the installation costs split between Kitsap 911 and DEM
* Waiver of certain purchasing requirements and limits:  In order to meet the delivery and payment timeline requirements to receive CARES funding, Kitsap 911 credit card limits were temporarily increased and use of the cards for certain material goods that would normally be purchased with a warrant paid directly to the vendor was authorized.  All other purchasing requirements were followed.  Credit limits have since been returned to normal levels and regular purchasing processes reinstated.  Additionally, the emergency paid sick leave provision, which had been scheduled to expire 12/31/2020, was extended through March 31, 2021

**Staffing Report**

Deputy Director Maria Jameson-Owens reported there are eighteen vacant positions on the dispatch floor. There is a current hiring in process and Kitsap 911 is looking for alternate ways to accomplish training with limited trainers. She has reached out to other 911 centers to see what recruitment advertising has been effective for them and we are going to try Valpak.

**Finance Report**

Director Richard Kirton reported on the January finance report. The revenues were 2% higher than anticipated and the expenditures are in line with the expectations.

**Emerging Issues**

Mr. Kirton said this as a new line to the agenda. This is the section of the meeting where Kitsap 911 will report on things that are being worked on or will be coming out soon that do not need board action, but the board needs to be aware of. Technical Systems Manager Brandon Wecker provided a presentation on the Simulcast tuning project, which showed the areas in the county where there were significant areas of radio coverage and quality problems. Director Ellingson asked if the noise levels are generated from LED lights and electrical equipment in these areas. Mr. Wecker said in some of the areas we can find the buildings and work with the owners to reduce them, but to really address the issue would be to move to a 700 spectrum with an additional trunked radio system. Director Erickson asked if there is a business that generates noise, the local jurisdictions should be notified. Director Deeds would like to be notified of any building design features that cause disturbance or noise floor increases.

**2021 Goals and Tech Project Report**

Technical Systems Manager Brandon Wecker provided the following report:

*\* Radio Coverage and Simulcast tuning*

*\*2019-03 Rapid SOS –* This project will integrate more precise GPS location information into the 911 phone system and pass that information on to the CAD system. Kitsap 911 is working with the vendors this week on the potential fix for the information to spill into CAD and hope to have more good news at the next meeting.

*\*2019-05 ASAP to PSAP-* This project will allow alarm companies to automatically create events when an alarm is activated into CAD. Continuing to work through this with the vendor and Washington State Patrol.

*\*2019-20 Alerting-* This project would deploy a digital alerting system in all fire stations along with a text to speech component. Working to complete the last remaining agency, Bremerton Fire, and cleaning up some issues. This project is still on track for its completion date. Director Ellingson ask if this project was on cost target as there was approximately one million dollars allocated for this. Mr. Wecker said he will know at the close out of the project.

\*2020-27 Replacement of Help Desk Software- This project will be evaluating software to replace current helpdesk software. Looking to extend this research period and a technician is assigned and working on this research.

\*2020-28 Replacement of Inventory Control Software- This project is evaluating the replacement of the current system for inventory. A technician has been assigned and working on this research.

101-Simocast Tuning- This plan is in progress to adjust the timing and will be going to the Radio Steering Committee to incorporate their feedback. The next step is to assign a technician to investigate the noise floor issues in Kingston and Poulsbo.

**Good of the Order**

The meeting was adjourned at 13:14 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is May 4, 2021 at 2:30 Virtually***