



Kitsap 911 Executive Committee Meeting of August 25, 2021

The Kitsap 911 Executive Committee met via a Virtual meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director John Gese, Strategic Advisory Board Vice Chair Chief Jeff Faucett, 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 Becky Erickson, Strategic Advisory Committee Chair Chief Joe Clark and Ken Bagwell
Legal Counsel for Kitsap 911

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

Public Comment: None

Additions: None

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 4325 through 4404 Total \$370,930.64.

Payroll dated 07/23/2021, 08/06/2021, and 08/20/2021 Total \$1,008,908.41.

Motion was seconded by Director Dusty Wiley Motion Passed.

Ratification of Executed Contract:

None

Gold Mountain Fuel Tank-

Executive Director Richard Kirton said that there is a problem with the fuel tank at the Gold Mt Site. It is not currently leaking into the ground but is vulnerable. The original plan was to replace the whole

generator and tank with propane to get a longer run-time, as propane is easier for environmental reasons, however, due to costs and the remaining useful life of the generator, Kitsap 911 rejected the quotes and rebid for just the fuel tank. Responses from four vendors were received with the new scope of work. Kitsap 911 recommends authorization to award to Saybor Contracts in the amount of \$140,475.00.

Director David Ellingson made a motion to approve the bid from Saybor Contractors in the amount of \$140,475.00 for replacement of the Gold Mt Fuel Tank. Motion was seconded by Director Greg Wheeler. Motion Passed.

Executive Director Actions Under Resolution 2020-003-Purchase or Trailer

Mr. Kirton reported that under this resolution, which gives the staff and executive director additional purchasing and spending authority provided we report actions to the Executive Committee, Kitsap 911 purchased a “toy hauler” trailer which is being modified to serve as a remote dispatch area for the purposes of COVID-19. It is intended to be used by employees that need to be quarantined or otherwise isolated, particularly for employees who were unable to be issued a remote kit. Post-COVID, this will be able to provide some geographic redundancy in the backup strategy and for public education events. The cost was approximately \$21,000.

Finance Report-

Finance Manager Steve Rogers reported for the month ending July 31, 2021. The sales tax revenue continues to be stable and above expectations. The excise taxes and other revenues are right where Kitsap 911 expected, noting there was a fluctuation with MCT purchases in July. Kitsap 911’s overall revenue outlook appears stable at this time.

Operating expenditures are in-line with the budget expectations. Labor expenditures were below budget, as were non-labor operating expenditures with approximately 1.1 million having been expended year to date. There are no risks assessed at this time.

Staffing Report-

Deputy Director Maria Jameson-Owens reported two full-time employees resigned from their position but will be doing extra help employment. A resigned employee who returned about a month and half ago has now resigned to take a federal job. Kitsap 911 now has 12 vacant positions. The next hiring will start in August and hope to get another six with a hire date in January.

2020 and 2021 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messages through the state that switch into Kitsap 911 CAD system. Technicians are currently working on the set up and testing with the alarm company.

101-Simulcast Tuning-Kitsap 911 is waiting on parts for the repair and has completed the write up regarding the noise issue. The current noise issues are in the Poulsbo and Kingson areas and has been discussed with ADCOM engineering. They are working on a plan to address these issues

105-Draft RFP for design and build of the radio replacement – Kitsap 911 is reviewing the draft of the RFP that was provided by Mark Nelson.

2019-32 Closest Unit Dispatch – This is the effort to update the run cards in a changing gears scenario and the project is currently at risk. The issues are being worked out with the vendor.

2019-20 Alerting- Last week Kitsap 911 was able to complete the update to their side of the system. Testing took place at South Kitsap Fire station 17 with updates and no reported issues. It will take 10 days to get the rest of the other fire stations updated. Hopefully, the system will be ready to sign off on as being complete after this. This project is still currently under budget.

Emerging Issues-

Sales Tax Initiative- Executive Director Richard Kirton informed he and other Kitsap 911 staff attended a great meeting with CKFR staff regarding lessons-learned for their various initiatives over the years. Kitsap 911 currently has a booth at the fair and an information flyer being passed out. The information mailer is almost ready to go to print. An updated presentation packet, FAQ and other information will be distributed to board members in the next couple weeks.

Good of the Order-

None

Adjournment 14:19

The next regular meeting of the Kitsap 911 Executive Committee will be September 22, 2021.