

**Kitsap 911 Executive Committee Meeting of**

**October 13, 2021**

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director John Gese, Director Becky Erickson Director Joe Deets Ken Bagwell Legal Counsel for Kitsap 911, Poulsbo Fire Chief Jim Gillard , Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Deputy Operations Manager Jamie Donley and Administrative Specialist Stephanie Browning.

Absent: Strategic Advisory Board Vice Chair Chief Jeff Faucett and Strategic Advisory Committee Chair Chief Joe Clark

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

**Public Comment:** None

**Additions:** None

**Approval of Minutes from 09/22/2021:** Director Becky Erickson made a motion to approve the minutes from 09/22/2021. Motion was seconded by Director Greg Wheeler.

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

**Director David Ellingson moved approval of A/P 4444 through 4495 Total $318,165.89.**

**Payroll dated 10/07/2021 Total $318,165.89**

**Electronic Payments 08/01-08/31/2021 Total $178.65.**

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

**Ratification of Executed Contract:**

K911-045 Washington State Military Department NG911-This is an agreement with WA State Military Department for Kitsap 911 to be a subrecipient on an NG911 grant. Kitsap 911 will use this grant to improve the redundancy and robustness on the remote 911 solution. It will add virtual servers and storage for remote 911. The ultimate goal is to put a set of servers at the backup location and a set of servers at Carver so there is redundancy in each location or if there is failure it will automatically swap over.

K911-046 Saybr Contractors Inc-This contract is to replace the fuel tank at Gold Mt with a 2000-gallon above-ground diesel tank.

**Director David Ellingson made a motion to ratify contract K911-045 and K911-046. Motion was seconded by Director Becky Erickson. Motion passed.**

**Amendment to 2021 Budget-**

Finance Manager Steve Rogers provided the 2021 budget amendment and gave an explanation of the documents. Kitsap 911 will continue to refine it before the December Board of Directors meeting. The majority the changes in the operations budget are just reclassification of account codes and have no bearing of the financial situation. The net increase of all changes is approximately $7,700.00. The only reason including in the amendment is since we are bringing capital budget changes. The capital budget total changes are approximately $630,000. Director Ellingson said his Chief received some information of long-term projections showing a significant downturn. Mr. Kirton said there was confusion with some Chiefs while preparing the long-term forecast for presentation. The final projections are consistent with Kitsap 911 has been talking about for some time. Director Erickson there’s no financial cliff but are facing huge capital costs, which is the motivation for the additional 1/10th of 1% for the radio system.

**Executive Director Actions Under Resolution 2020-003-**

No actions taken

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported 13.5 vacant positions. Two employees are in law enforcement training, two trainees are on the floor, and two trainees are on call receiver training. There are 64 people in the testing process of the hiring process. There were lots of questions regarding vaccination mandates. There will likely be three hiring’s scheduled for 2022. Two new assistant supervisors were just promoted.

**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. This is scheduled to go live the 2nd week in November with eight alarm companies and potentially more to be added later.

105-Draft RFP for design and build of the radio replacement – This is currently being reviewed by the radio steering committee and should received feedback today. Any updates from the feedback will be made and then released to vendors for their responses.

2019-32 Closest Fire Unit Dispatch – This will update the run cards for AVL deployments. Technicians have been working with Poulsbo fire to update their remaining run cards

107- Establish Governance and Design CAD to CAD Interface (Pierce)- The first meeting is scheduled for this week and will have an updated at the next Executive Committee Meeting.

20219-20 Alerting- This is getting closer to completion. An update to the system will be done on the 18th and will bring in five fixes for the monitor issues. This was discussed at the OPS Chiefs meetings on what that will entail. There is continued work with Purvis on the map issues. There will be a test system provided so changes won’t be pushed directly to the live system but mirrors it and ensures no impacts. This should be a huge improvement.

**Emerging Issues-**

Proposition 2- Executive Director Richard Kirton shared the Chiefs have been doing a lot of community outreach and the feedback is going well. Chief Gillard, Mayor Erickson, and Mr. Kirton did a forum with the Poulsbo Chamber of Commerce today and feel it was well received. There will be a live virtual town hall on Tuesday October 19th via zoom and recording will go out to all social media and websites. Chief Oliver will be the primary speaker. The mailer should be in mailboxes in the next few days along with the ballots.

WCIA Cyber Policy Renewal-MR. Kirton said Kitsap 911 gets their risk insurance through WCIA, as part of the WCIA membership there is cyber insurance included which is not an extra cost. This year with the renewal the coverage, limits of the cyber insurance were greatly reduced. They did look to see if it was economical feasible to procure cyber insurance from somewhere else, however WACI does not allow double coverage. For 2022 unless directed otherwise Kitsap 911 will stay within the WCIA coverage. There was interest in hearing what other jurisdictions, cities, and fire districts are doing to mitigate such risks. Mr. Kirton said we can do an executive session at an upcoming meeting on our internal processes and how we keep the data safe.

**Good of the Order-**

Mr. Kirton asked the Executive Committee about November and December meetings since they fall inline with holidays. Decision was made to keep the current schedule.

Director Greg Wheeler thanked the Sheriff for opening the jail back up.

**Adjournment 13:37**

## The next regular meeting of the Kitsap 911 Executive Committee will be October 27, 2021.