



Kitsap 911 Executive Committee Meeting of January 26, 2022

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, Ken Bagwell Legal Counsel for Kitsap 911, Strategic Advisory Committee Vice Chair Chief Joe Clark, Strategic Advisory Board Chair Chief Pat McKinney, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Assistant Director of Operations Jamie Donley and Administrative Specialist Stephanie Browning. Guests: Mitch Urbancy JVC Kenwood, Rich Hyland

Absent: Director Becky Erickson,

Call to Order. Chair Dusty Wiley called the meeting to order at 1301.

Public Comment: None

Additions: None

Approval of Minutes:

Director David Ellingson made a motion to approve the minutes from 11/24/2021 and 12/22/2021. Motion was seconded by Director Greg Wheeler. Motion Passed.

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 4620 through 4682 Total \$979,496.01 Payroll dated 12/24/2021, 01/07/2022, and 01/21/2022 Total \$1,066,987.15.

Electronic Payments 12/01-12/31/2021 Total \$871.35

Motion was seconded by Director Dusty Wiley Motion Passed.

Ratification of Executed Contract:

None

Executive Director Actions Under Resolution 2020-003-

No Actions taken

Finance Report-

Finance Manager Steve Rogers reported for the month ending December 31, 2021. Approximately \$2.1M were received over our projected annual revenues; the lion's share of that came from sales tax. The State won't begin collecting the additional 1/10th of 1% of sales tax until April of this year. Excise taxes were right in-line with expectations, coming in just a little over 3% higher than forecasted and other revenues were about 2% under. The primary reason for the dip in other revenues was a handful of user fee payment delays, but that happens just about every year, so it's nothing out of the ordinary. Expenditures were a little over 93% of annual operating expenditures appropriation, most of that variance obviously coming from labor budget. On the non-labor side, it was just under budget by about \$114K and our capital expenditures came in at \$718k of \$925K appropriation. This year, in spite of itself, was largely uninteresting from a finance report perspective.

Staffing Report-

Deputy Director Maria Jameson-Owens reported there are 11.5 vacant positions. Currently hiring for telecommunicator positions that are open until February 4th. Sixty-two people have applied so far. The next hiring is scheduled to open in April and another one in August. The Radio Programmer position is open until January 31st and the Network Security Engineer position closed on January 17th with four applicants that are being interviewed this week. The T8 CAD engineer position is open continuously and we will review candidates as they come in. Succession planning work is being completed for 2022 by gathering information by current employees. HR Manager Rachael Taylor and Ms. Jameson have been working on the recruitment and retention plan and should be bringing the proposal to the Board soon.

2022 Goals and Tech Projects Update

Executive Director Richard Kirton reported Kitsap 911 is taking a new approach to capital and technical improvement projects.

Continuous Improvement Process Initiatives-

On time completion- This is related to every group at Kitsap 911. The goal is to identify risks to on time completions early, communicate delays early and mitigate unavoidable delays.

CALEA – Have annual proofs 100% completed by 02/27/2022 and annual proofs for following year 80% completed by end of December

Finance-Research and developed a plan for accepting and providing electronic payments, successfully implement the new inventory control software and updated inventory polices and process, develop plans for implementing a paperless AP process with focus on improving transparency and efficiency internal controls.

Human Resource-Increase employee diversity by calling all candidate who had not registered for testing and find out why and offer to waive testing fees if needed, fill each new hire academy, and reach a larger audience with recruitment efforts, evaluate, and adjust recruiting process as necessary to ensure successful

applicants, and develop a recruitment and retention incentive recommendation for the Executive Committee to consider.

Operation- Leadership Team and Supervisors group will continue to focus on strategies learned during training and build on clarity and alignment of leadership group in how we leave and manage the organization and employees, reduce overtime by collaborating with HR on innovation retention and recruitment methods, continue to pro-actively review schedules, limit non-essential meetings/trainings, continue to communicate with guild.

Training-reduction of time of hire to sign off for new telecommunicators by evaluating the training program, increase training compacity, and complete resiliency training to all.

Tech- 100% scope statements completed before work begins, minimize turnaround time for MCT repairs, begin submitting SITUS address points to Comtech which are points on a map for every assigned address in the county and correct any errors, and tower site upgrades.

2022 Technical Projects

2022-1 Radio Program Manager – the position closes on January 31st. There was one candidate who has been interviewed and if additional applicants they will get the panel back together and interview them as well. All of the work is contingent on getting the position filled.

2019-2 Alerting Project – some updates were done today and hoping to close out the punch list and turn the projected into a support project towards the end of first quarter.

2021-3 Server Virtualization and Cyber Security and remote 911 Mutual Aid – the project was tested this week with Columbia County and there will be follow up work.

2021-4 Complete Antenna Replacement – Kitsap 911 has been waiting on parts to complete the repairs. Once the repairs are done, another round of drive testing will be conducted.

2021-5 Replace Gold Mountain Fuel Tank – This project is delayed pending the delivery of the tank and we still do not have an ETA, but vendor estimates six weeks to complete after it is received.

2022-6 Microwave Replacement – The RFP will open on Feb. 9th. Follow up on the project will be done once the manager is hired.

2022-7 Replace Help Desk Software – This project was started last year by doing evaluation of help desk software and this year will include upgrading and working on the plan.

2022-8 Replace vehicle gate – Working on getting quotes and will update the timeline once the vendor is selected.

2020-9 Evaluate feasibility of brining IT functions in-house – Once the Network Engineer is hired, this project evaluation will start.

2021-10 Closest Fire Unit Dispatch – This project is waiting on a Hexagon bug to be fixed and will start rolling out the changes June 1, 2022.

Emerging Issues-

SB 5555- Mr. Kirton informed the committee that this bill will set minimum training standards for telecommunicators, reclassify them as first responders, and establish a certification board to develop certification standards. This certification work would be run through the State E911 Coordination office. This is a very different approach to certification the CJTC. This bill had its first hearing this year and 200 people signed up in support. In the past it was in front of the State, Government and Elections Committee. It passed and is moving to the Senate Ways and Means Committee. We think it is an important bill and something that needs to happen. Please communicate with your elected officials as you think appropriate.

Good of the Order-

Mr. Kirton stated at the last Washington State 911 Advisory Committee meeting he was elected Chair of the group.

Adjournment 13:46

The next regular meeting of the Kitsap 911 Executive Committee will be February 9, 2022.