



## **Kitsap 911 Board of Directors Meeting on July 23, 2021, Via Virtual Teams Meeting**

### **ATTENDING:**

#### **Board of Directors:**

Ed Wolfe-Kitsap County Commissioner  
Robert Gelder- Kitsap County Commissioner  
Sheriff John Gese Kitsap County  
Joe Deets-City of Bainbridge Island  
Becky Erickson- City of Poulsbo Mayor  
Greg Wheeler-City of Bremerton Mayor (Vice Chair)  
David Ellingson-Fire Commissioner (Chair)  
Dusty Wiley-Fire Commissioner  
Bob Muhleman- Fire Commissioner  
Leslie Dausg- City of Bremerton Council Member

#### **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  
Steve Rogers-Financial Manager  
Stephanie Browning- Administrative Specialist

#### **Absent:**

Kevin Gorman-City of Bremerton Council Member  
Charlotte Garrido, Kitsap County Commissioner  
Rob Putaansuu- City of Port Orchard Mayor

**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

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**Call to Order:** Chair David Ellingson called the meeting to order at 12:01 pm.

**Closed Session to Discuss Labor Relations (15 Minutes)**

Start 12:01

End 12:15

**Additions:** None

**Public Comment:** No public comment was received prior to the start of the meeting and no public in attendance.

**Adoption of Amendment to Interlocal Agreement KC-278-18-C with Kitsap County**

Executive Director reported the agreement will allow Kitsap 911 to performance certain functions that the State 911 office request and will fund. The State is only authorized to deal with County's and they executive a contract with Kitsap County and then Kitsap 911 and Kitsap County have an Interlocal Agreement that allows to fulfill the obligation of the contract and receive the funding. Mr. Kirton asked the Board to authorize the Executive Director to sign the amendment to the Interlocal Agreement.

**Director Leslie Daug made a motion to adopt amendment to Interlocal Agreement KC-278-18-C with Kitsap County. Motion was seconded by Directors Robert Gelder. Motion Passed.**

**Adoption of Resolution 2021-004-Adopting the 2022 Budget and Service Fee**

Executive Director Richard Kirton said this is an odd budget year because Kitsap 911 is requesting the voters to approve additional sales tax, the RFP is in the works for the radio project, and exactly what we propose to with the capital budget is more up in the air then normally. Due to timing Kitsap 911 put together a basic capital budget based on work that will continue forward into next year as well as some projects that are expected to start early 2022. This gives room to come back with a amendment in the first quarter and craft it based on the RFP and the voters decision.

Finance Manger Steve Rogers stated the budget presented includes operating revenues and expenditures and capital budget. Kitsap 911 is projected 11.7 million in total revenues for 2022. This includes a modest increase of 2.7% over the 2021 projections. This budget includes only the current 1/10<sup>th</sup> of 1%. The following was highlighted:

*\*Step increases and increase to payroll premiums increase to labor costs.*

*\*Number of overtime hours per employee should decrease but allocated additional dollars to compensate for fluctuation in regular salary due to vacancy's, upcoming retirements, and other factors.*

*\*Misc. pay will increase due to premium pay*

*\*Insurance Premium changes are just due to demographic mix*

*\*Supplies and Services had new accounting guidance went into effect that a few on general ledgers coding changes were made.*

*\*Some increases are due to purchases that were temporary delayed due to the COVID 19 cost saving effort implemented in 2020.*

*\*Now pay maintenance for the virtual costs*

*\*Management Consulting has increased due to additional leadership training to support efforts to increase employee retention.*

*\*Account coding changed for rental expenses*

*\* Included inflation of 6%*

*\*Capital budget does not include any projects if the votes pass the sales tax proposition*

*\*No user fee increase*

Board of Director Questions:

Director Leslie Daus asked regarding capital appropriations line 98 do we pay 100% or partnership with people that use area? Mr. Kirton said this is the gate into the secured parking and shared between Kitsap 911 and Emergency Management.

**Director Greg Wheeler made a motion to adopt Resolution 2021-004 Adopting the 2022 Budget and Service Fee Motion was seconded by Directors Leslie Daus. Motion Passed.**

### **Sales Tax Proposition**

Mr. Kirton said the Board of County Commissioners did adopt a resolution placing the sales tax proposition on the ballot for November. This has been delivered to the Auditors Office. Kitsap 911 is working on the ballot summary and soliciting for pro and con statements for the voters' pamphlets. There are public education materials developed and the draft was sent to board members to review. There will be one more addition than the material will be finalized. An FAQ is being maintained that will keep updated information. Chief Oliver, Steve Wright and Mr. Kirton are trying to get time with the Kitsap Sun editorial board. Information was provided to Kitsap County regarding questions they have received regarding the telephone excise tax. Chair Ellingson asked if there is any individual group opposing? Mr. Kirton said there have been comments on the Sun article and Facebook, but it is not known how formal the comments will be. Director Ed Wolfe said thank you as Kitsap County asked for key messages and it was very helpful, the one question that keeps coming back is how can 911 do this if they receive money from the state. The public just isn't knowledgeable on how the funding is received and the answer Mr. Kirton provided was very helpful.

### **Staffing Report**

Human Resource Manager Rachael Taylor reported there are 13 vacant positions on the dispatch floor. Job offers were made to six trainee positions this week who will start on August 2<sup>nd</sup>. Kitsap 911 is rehiring a part time former employee in August. The six trainers hired in April should be signed off as call receivers sometime in September. The next trainee position will be

posted in September with a January 2022 hire date. Since the last meeting an employee was promoted into the Training Supervisor position.

### **2021 Goals and Tech Project Report**

Technical Systems Manager Brandon Wecker provided the following report:

*\*2019-05 ASAP to PSAP-* This project will allow alarm companies to automatically create events when an alarm is activated into CAD. This project has moved to the true testing phase with certified alarm testing.

*\*101- Simulcast Tuning-* This project is to address and resolve radio issues on the primary channels. Technicians are working on the next steps to the noise issues in Kingston, Poulsbo, and Winslow. They have completed the first round of repairs based on the drive results.

*\*105-Draft RFP for Design and Build-* Mark Nelson who worked for NORCOM and was Kitsap 911 previous Technical Manager and helped design our original radio system is actively gathering required information. Projections is to have a draft ready for Kitsap 911 review in early August.

*\*2021-37 Replace Gold Mountain Fuel Tank-* This project is to replace the current diesel fuel tank with a model with like capacity but add improve leak detection and polish capability. After reviewing the vendor bid decided to take the project in a different direction. Instead of propane, a like diesel tank will be used.

*\*2019-20 Alerting-* This project would deploy a digital alerting system in all fire stations along with a text to speech component. Kitsap 911 is working through the last four operational issues with the vendor. This project is slightly delayed due to additional updates the vendor Purvis needs to complete. Once this update has been applied to the core system at 911 it will be rolled out to the other fire stations.

Sheriff Gese asked regarding the MCT what is being projected timeline for implementation. Mr. Wecker said we are working on pairing it with the County's RMS/JMS replacement. Expect law enforcement replacing in late 2022 or early 2023.

### **Good of the Order**

Director Wiley asked to correct the resolution numbering before being signed

Executive Director Kirton said he wanted to comment that Karen Goon who has been extremely helpful with the sales tax and the state 911 office. She has been a joy to work with.

Director Wheeler said the Seattle Times editorial said they will be rolling out a new call feature that will have other issues besides medical issues or criminal responses. We can discuss what this would look like for our agency another time as questions come up. Mr. Wheeler will send out a link to the article to Mr. Kirton.

Chair Ellingson said this will be recorded that we went through a budget process and concluded

it this quickly and it says something about Kitsap 911 and staff for providing a budget that was understandable. Also thank you Mr. Kirton and staff for bringing forward a budget that keeps Kitsap 911 in a sound position for next year. We have more work to do if we get the additional 1/10 of 1%. Thank you to each member of the board for holding the line on no service fees this will help each user agency across the board that we serve. It goes without saying Kitsap 911 is doing their job to keep costs in line the best we can.

The meeting was adjourned at 12:50 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is  
September 9, 2021, at 12:30 Virtually***