



Kitsap 911 Executive Committee Meeting of April 13, 2022

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director John Gese, Director Joe Deets, Strategic Advisory Committee Vice Chair Chief Joe Clark, Strategic Advisory Board Chair Chief Pat McKinney, Ken Bagwell Legal Counsel for Kitsap 911, 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: RACOM

Absent: Director Greg Wheeler

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

Public Comment: No comments received prior to the meeting or during the meeting.

Additions: None

Approval of Minutes:

Director David Ellingson made a motion to approve the minutes from 03/09/2022. Motion was seconded by Director Dusty Wiley Motion Passed.

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 4776 through 4855 Total \$378,406.60
Payroll dated 03/18/2022 and 04/01/2022 Total \$694,955.50
Electronic Payments dated 02/01-02/28/2022 Total \$133.74.
Motion was seconded by Director John Gese Motion Passed.**

Ratification of Executed Contract:

K911-051 The Doctors Clinic- This contract is the annual renewal agreement for preemployment.

Director David Ellingson made a motion to ratify contract K911-051 with The Doctors Clinic. Motion was seconded by Director John Gese. Motion Passed.

Action Items:

None

Discussion Items:

Annual Review of Service Agreements

Executive Director Richard Kirton stated this is the annual review of Kitsap 911 Service Agreements. The annual review process is to have the Strategic Advisory Committee, Ken Bagwell, and Executive Committee to review the agreements. This was talked about at the last meeting and distributed a link for review. Mr. Kirton asked if anyone had any updates. Ken Bagwell has reviewed and did not see anything needing a change. The Executive Committee had no changes.

Staff Reports:

Executive Director Actions Under Resolution 2020-003-

No Actions taken

2022 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker reported on the following items:

2022-1 LMR Replacement- Nearly completed with the internal tech review of the RFP. The radio program manager Scott Peabody has been great working on this. The next milestone is briefing the SAB on May 26th.

2021-5 Replace Gold Mt Fuel Tank – This project is to replace the fuel tank at Gold Mountain with the same capacity and improved leak detection. The tank has been delivered and set up on a new concrete pad. It is connected to a temporary fuel holding tank. The old tank has been removed from the site and sent away for disposal. The next steps are to filter and transfer the fuel to the new tank and install and configure the new monitoring system.

2022-7 Replace Help Desk Software – The new software has been purchased and we are working through a plan for implementation.

2022-8 Replace vehicle gate – This project is to replace the vehicle gate controllers at Kitsap 911. There should be an estimated lead time on the parts from the vendor for the next meeting. Once parts are received, installation should take 2- 3 weeks.

2021-10 Closest Fire Unit Dispatch –This will update the run cards for “changing gears” deployments. The vendor has completed the fix for the shared crew AVL issue. Kitsap 911 is working to deploy and test it in the testing environment. Kitsap 911 will start rolling out the changes June 1, 2022.

2019-02 Alerting- Deputy Director Maria checked with all agencies after the upgrade in early March and the majority are not experiencing any issues. South Kitsap said their monitors ping for a second and come back on, so they are happy. Bainbridge Island is still having issues with their monitors. The vendor, Purvis,

has changed their project manager and we are now dealing with the Director of Customer Services who is wonderful.

Finance Report

Finance Manager Steve Rogers reported for the month ending March 31, 2022. Approximately \$3.4M were received over our projected annual revenues; the majority of that came from sales tax and excise tax. The biggest fluctuation was from the receipt of five months' worth of fees from a user agency. Expenditures are in-line with expectations. On the non-operations side, the only expenditures have been for labor so far this year, and we plan to present a budget amendment later this quarter to reflect projections. No reserves were used to date.

Staffing Report

Maria Jameson reported Kitsap 911 is still 17 employees short on the dispatch floor. There were 68 applications received, of which 6 people went to interviews and only one person moved forward to medical testing for the May Academy. This one person will be in the shorter academy that staff has been working on. Classes after that will be in a 3-week academy classroom time and get people on the floor sooner getting one on one direct time with CAD. More hands on instead of textbook learning. Recent history is showing employees are staying five years, so we need to get our return in investment quicker. They will be getting all of the same training, just more hands on. There are three call receivers that just finished their academy and now are on the dispatch floor. Their entire academy was completed remote and have not seen any negative impact because of that factor. The lateral position has been getting increased applicants but most of them are not qualified. The current CAD systems engineer was promoted to our network position.

Emerging Issues-

SB 5555- The Governor has signed this bill. This law will take effect on June 9th. The 911 advisory committee has a number of appointments to the board and Mr. Kirton has been designated to one of the boards. The bill authorizes the certification board, and they will decide the requirements and the process.

Good of the Order-

Deputy Director Jameson said this week its Telecommunicators Week and we are celebrating our employees. Also, Kitsap 911 was notified that several employees won Washington State APCO awards. There were two employees that won in 2021, Trainer of the Year Jana Oliver and Critical Incident for Nicole Burrell. Four employees won for 2020, Technician of the Year for Sustain Performance award for William Jones, Supervisor of the Year for Shawn Handel, Critical Incident for Mary Valerio, and Sustainer Performance for Sharice Clark. They will all be recognized at the annual conference.

Adjournment 13:22

The next regular meeting of the Kitsap 911 Executive Committee will be April 27, 2022.