



Kitsap 911 Executive Committee Meeting of July 22, 2020

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director Becky Erickson, Director Gary Simpson Ken Bagwell Legal Counsel for Kitsap 911, Strategic Advisory Board Chair Chief Jim Gillard, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens Finance Manager Steve Rogers, Deputy Operations Manager Jamie Ward and Technical Systems Manager Brandon Wecker.

Absent: Strategic Advisory Committee Vice Chair Jim Burchett and Administrative Specialist Stephanie Browning

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

Additions: None

Public Comment: None

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 3371 through 3639 Total \$1,642,313.25
Payroll dated 04/03/2020, 04/17/2020, 05/01/2020, 05/15/2020, 05/19/2020, 05/29/2020, 06/12/2020,
06/26/2020, and 07/10/2020 Total \$2,212,025.17
Electronic Payments: Dates 05/26/2020 Total \$40.49
Motion was seconded by Director Becky Erickson. Motion Passed.**

Ratification of Executed Contract:

None

Actions:

None

Discussions and Reports:

COVID-19 Update- Executive Director Kirton thought they would be able to scale back the unified command group but with the current cases and associated work, it is not possible at this time. The Kitsap 911 building remains closed and there will not be full staff in the building, nor will the building be open to the public prior to the end of the year. Staff will start coming back about two weeks after phase four and may even wait until four weeks after phase four. Chair Wiley is coming in every few weeks to review vouchers and sign the payroll affidavit. There may be a point where these executive meetings are back in person. If meetings return to an in-person format, it may be necessary to look for a different venue. The CDC has updated their guidelines and symptoms of concern with respect to COVID-19, but include all symptoms you have with a cold or flu or seasonal allergies. This is going to be difficult to manage with flu season arriving.

2021 Budget Discussion- This discussion is about budget assumptions; Kitsap 911 is not ready to present a budget yet. With the economic forecast being all over the board, (some are preparing for 20% shortfall while others have looked at 2011 for sales tax levels), Kitsap 911 is looking at a 5-20% sales tax decrease. The sales tax revenues are still trending slightly above budget, as of the June deposit. A lot of the preliminary work is done, and it just needs to be refined as we get more data. The operations budget has 8.6 million in labor and 2.2 million in supplies and services. Most of the 2.2 million goes to maintenance agreements and license fees. There is not a lot of room in the budget to make cuts without also reducing service levels. Kitsap 911 is preparing a 5% cut to the 2020 budget and 10 % cut to the 2021 budget. Another challenge with the cuts and budget is the baseline is off, as last year the budget was done before a full picture of the projects not knowing which projects would be carried over and before the collective bargaining agreement was signed. These issues will need to be dealt with in a budget amendment. This amendment will come to the executive committee for review and then brought to the full board. Director Ellingson asked what the timeline looks like for having a budget, as they all are dealing with their own internal budgets. Mr. Kirton does not expect the board to vote on the budget until December and plans to bring it forward in October. One of the assumptions being proposed is to not change user fees overall. This will give Kitsap 911 the ability to let the user agencies know in the upcoming weeks what their anticipated user fees will be. Kitsap 911 has frozen most of their current projects and have continued projects that have their own dedicated funding source and projects that are critical or efficiency. The radio upgrade project will be deferred for one year but will continue to be planned. There is not a lot of room to defer maintenance or projects. In 2022 and over the next 3-5 years, significant capital outlays will be required for technological replacements and improvements. A lot of the work done in the Executive Committee will be laying this out and coming up with a plan. The radio system has to be replaced within the next 3-5 years. The two issues of signal coverage footprint and end-of-life infrastructure and equipment need to be resolved. Mr. Kirton believes we can stay on track through 2021 but may have to dip into stabilization fund in 2021. There are a lot of big questions. Regarding the union settlement, Director Simpson asked if the budget includes this money or if not, where are we taking this money from to accommodate it. Mr. Kirton said it was included in the budget but not appropriated in the labor section and just needs to be moved.

Finance Report-

Finance Manager Steve Rogers reported for the six-month ending June 2020 revenues continue to trend according to the budget. The margin is really narrow and just don't know how it will look with COVID 19. With regard to expenditures, 159K have been spent over the operations budget and this will require a mid-year budget amendment. Kitsap 911 has frozen as many expenditures and limited supplies orders as much as possible, and these have plateaued. The only capital projects to be completed in 2020 are those

with a dedicated funding source or those that are critical in nature. No reserves have been used to date. Director Simpson asked if Kitsap 911 is receiving any COVID relief, such as from the CARES Act. Mr. Rogers said Kitsap 911 is afforded up to 200K from Kitsap County, although no reimbursements have been submitted at this time.

Staffing Report-

Ms. Maria Jameson-Owens reported currently there are 9.5 open positions on the dispatch floor. There are five employees in law enforcement training and one in PCR training. There is a hiring process taking place right now and eleven applicants are now going to the background process. This class will start September 14th. Two lateral candidates are also going through the background process. Still working to hire a CAD technical position and targeting a November start date.

2020 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 switch into Kitsap 911 CAD system. This project is on track to be completed by the fall.

2019-19 ESCHAT-This project allows us to connect the radio channels to the ESCHAT platform for greater interoperability. Hardware has been ordered for additional channels and using it for remote dispatch.

2019-20 Alerting Project-This project is to have digital alerting for all fire stations and text to speech. Kitsap 911 has started the in building assessments and sending digital alerting batches out over TAC 7 channel and reviewing the results.

Good of the Order:

Director Erickson said she is excited about the remote work. And the ability not to lose essential personnel. Kudos.

Mr. Kirton noted that one issue with respect to remote dispatching that is being worked through is that the dispatcher sounds different and sounds like a fellow field unit. Call volumes have been down on both law and fire, overall, since the start of COVID 19. The severe calls have increased. Attended a social service discussion and talked about the phenomenon seeing and an increase of substance abuse, increase of mental health issues but all is manifesting in the background. What happens is people go through a process of 'yes, we are all in this together and I am feeling depressed, but everyone feels this way and there is hope.' The concern is that this issue won't clear up and people won't be feeling better and there will be an increase in suicides, severe domestic violence and substance issues.

Chief Jim Gillard asked if we could discuss the business agreement. Mr. Kirton said one of the challenges with the pandemic is that we want to protect our first responders from being exposed. There are some tools to do that, including screening calls. Another method that could be deployed is getting information from the health district about positive cases. There have been some challenges getting the Health District to agree to sharing the information. We are at the end-stages of the process and are planning to enter into a business agreement that will allow this information to be shared with fire directly and the location of

concern with Kitsap 911. It would be entered as a flag of respiratory pre-caution in the CAD system. Kitsap 911 will be keeping it very limited, so they are not getting into areas protected by HIPPA.

Mr. Kirton introduced Jamie Ward, who is Kitsap 911's Assistant Director of Operations. Prior to this, she was our CAD Analyst. She has well-rounded experience and is currently doing double duty during the transition.

Adjournment 1353

The next regular meeting of the Kitsap 911 Executive Committee is scheduled on August 12, 2020 from 13:00-15:00 at the Kitsap 911 facility.