



Kitsap 911 Board of Directors Meeting of March 3, 2020

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Ed Wolfe-Kitsap County Commissioner
Sheriff Gary Simpson- Kitsap County
Becky Erickson- City of Poulsbo Mayor
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor (Vice Chair)
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner
Leslie Daug- City of Bremerton Council Member

Staff:

Richard Kirton- Executive Director
Maria Jameson-Owens-Deputy Director
Rachael Taylor-Human Resource Manager
Steve Rogers-Financial Manager
Brandon Wecker-Technician Service Manager
Stephanie Browning- Administrative Specialist

Absent:

Robert Gelder- Kitsap County Commissioner
Eric Younger-City of Bremerton Council Member
Kol Medina- City of Bainbridge Island Mayor

Guests:

Chief Steve Wright- South Kitsap Fire and Rescue
John Oliver-Central Kitsap Fire and Rescue

Call to Order: Chair David Ellingson called the meeting to order at 12:15 pm.

Public Comment: None

Public Hearing: Adoption of Resolution 2020-001 Establishing a fee schedule for providing copies of public records

Public Hearing Open 12:16

This resolution will update Kitsap 911's fee schedule for copies of certain public records. The current schedule has been in place since 2007. The included table compares current fees with the proposed fees.

Chair Ellingson asked if any members of the public would like to address the Board of Directors regarding this resolution. Hearing none, Chair Ellingson closed the Public Hearing at 12:19 and opened the discussion up to Board Members.

Director Daus asked where the new proposed schedule came from. Executive Director Kirton stated most comes from the RCW Authorizations, Kitsap 911's external counsel, and The Attorney General's Office.

Sheriff Simpson asked if it would be beneficial to not charge for some of the minor items where there are more administrative costs than waiving it. Mr. Kirton said the waiver we have is meant to address such costs.

Director Wheeler asked why we are asking for this now when it could be a part of the budget. R. Kirton said the regular course of business identified that the schedule was out of date. This would not have a material budgetary impact, as 90% of the requests would fall under the waiver threshold.

Director Wheeler asked if transparency and affordability was considered. He thinks these factors are worthy of discussion, as the new policy puts additional costs on anyone that wants to look inside our financials or documents, as well as creating additional costs to the media. Mr. Kirton said most of the media requests would be waived; if they made a broad request, however, like a request for all calls on the 2018 tornado, for example, that would likely generate some charges. Most of Kitsap 911's financials are available on the website. The cost for a typical Public Disclosure request that fell outside would likely be small and a mechanism can be made to waive those specific requests. Additionally, there is also no charge for on-site inspection of records.

Director Wheeler asked what the typical request are. Mr. Kirton stated they are typically associated with a specific 911 call and people related to it, while others are court related. The larger requests are very broad; for example, every 911 call received in the last 24 hours, or all GPS data for city of Poulsbo for last 6 months. These large requests take a lot of time to compile and generate numerous documents these charges will apply to.

Director Becky Erickson made a motion to approve Resolution 2020-001 Establishing a fee schedule for providing copies of public records. Motion was seconded by Director Dusty Wiley. Motion carried.

Adoption of Resolution 2020-002 Establishing Kitsap 911 Board of Directors Meeting Schedule for 2020

This is the revised meeting schedule that was coordinated with all the other special Tuesday meeting stakeholders.

Director Rob Putansuu moved to approve adoption of Resolution 2020-002 Establishing Kitsap 911 Board of Directors Meeting Schedule for 2020. Motion was seconded by Director Erickson. Motion Carried.

Election of Chair and Vice Chair-

Director Ed Wolfe nominated Director Becky Erickson for Chair of the Board of Directors. Motion was seconded by Director Putansuu. Motion Carried

Director Dusty Wiley nominated Director David Ellingson as Vice Chair of the Board of Commissioners. Motion was seconded by Director Gary Simpson. Motion Carried.

Appointment of Executive Committee Members

The Board of Directors affirms the Executive Committee representatives. The bylaws call for one representative from the Fire Commissioners, one representative from the county, one representative from City of Bremerton and one representative from the small cities. Along with the Chair and Vice Chair from the Strategic Advisor Committee as non-voting members. The leaders of each jurisdiction appoint who their representative will be. This is postponed until the next meeting when the jurisdictions choose their representative and inform the Board of Directors if any changes will be taking place to their representative on the Executive Committee.

Finance Report (End of Year-2019)

Chair Erickson first of all thanks Finance Manager Steve Rogers for providing a balance sheet.

Mr. Rogers reviewed the end of year report for 2019. The year was ended above expectations for revenue by approximately 7.2%. This was primarily driven by the sales tax which was over expectation. The other deviation from budget was from other revenue was the receipt of user agency fees.

Expenditures were \$7.8 million of the \$8 million in salaries and benefits, with final operating expenditures only \$26K less than annual budgetary limit. The fluctuation in non-labor operations expenditures was the annual insurance payment and final interest payment with LGT bond. He was pleased that we met our budget numbers.

The Fund Balance Summary is about as close as we can get to a balance sheet for a cash basis

entity. The fund balance was split into five categories which are non-spendable, restricted, committed, assigned and unassigned. This is a revised draft that reflects the changes requested by the Executive Committee. Overall, 2019 was a good year for Kitsap 911.

Performance Measures Report

Deputy Director Maria Jameson-Owens presented the 2019 Performance Measure Report. This is the eleventh year of the report. This report is available on www.kitsap911.org. The following were questions asked from the Board of Directors:

Chair Erickson asked with the small amount of Bond debt is the building paid for now? Mr. Kirton stated yes. Mrs. Erickson said at this point we are debt free.

Chair Erickson said this was a great presentation and asked how should we address the overtime issues. Mrs. Jameson-Owens said at the end of 2019 they have met with the guild and came up with items we could cut out that would cause overtime, for example sending someone out for training, look at turnaround times, currently with the four vacancies and people in training people are complaining that we don't have enough overtime. Mr. Kirton said they are also conducting a staffing analysis this year and anticipate we will bring back some recommendations as a part of the long-range plan in increasing staffing.

Executive Committee Report

Mr. Kirton reported the Executive Committee has met multiple times and approve various Warrants, payroll and electronic fund transfers, ratified various contracts, approve KC-030-08 E with Pierce County for sharing of space on our Gold Mountain and their Purdy tower, Adoption of Resolution 2019-07 Wage and Salary Ranges for unrepresented employees.

Goals and Tech Project Report

* 2020-02 Multifactor- This is the CJIS requirement to change the log on process for all law enforcement MCT where all users will have to use multiple authentication when logging into their MCT. This is deployed to all agencies except the Sheriffs Office. The Sheriffs Office is going to be rolled out in the next week.

* 2020-5 ASAP to PSAP- This project will allow alarm companies to automatically create events when an alarm is activated and secondary it will give access to Edge Frontier software provided by Hexagon. Which can be used as a foundation for other interfaces such as connections with neighboring 911 centers CAD systems. The CAD vendor is working with the State on the interface to get data from alarms systems.

*2020-06 CAD and Mobile to MR6 and Windows 10 – This project will apply the latest CAD maintenance release and upgrade the systems of all MCT and dispatch consoles before it goes end of life. All of the Windows 10 upgrades have been completed and have 100 MCTs left to apply the maintenance update to. The final completion date should be the middle of this month. The server updates were done a week and half ago and at the end found there were 3 interfaces not working correctly. The toning interfaces was not working, and the first vendor stated the issue was not theirs. Kitsap 911 staff worked with the second vendor and after troubleshooting

did find it was the first vendor's issue. This took more time to resolve but is resolved. Kitsap 911 staff was able to resolve the other interface inhouse. Mr. Kirton said the team solved both of the problems that the vendors said it would take weeks to fix. They got in there, learned about how systems worked and used that knowledge to circle back and solve the problems, they deserve kudos and praise for their efforts on this. Chair Erickson asked what server was being upgraded. Mr. Wecker said CAD system is a multitude of services, the CAD database and the Interface servers and all of them were being upgraded. There was a systematic plan to work through them in order to minimize down time, but they all needed to be touched. It was during the last piece that the issues were found.

**2020-08 Document Current Radio System Footprint-* Preliminary drive tested for two of the secondary channels has been completed. And now begun the evaluation process of the primary dispatch channels.

**2020-09- Closest Unit Dispatch-* This changes the way fire units are recommends for calls to the extend that units will be chosen based on their GPS or AVL location instead of a set beat order. Central Kitsap Fire went live with all calls yesterday and we will begin working with our final agency Bremerton Fire to get them prepared in the near future.

**2020-11 Technology Monitoring IT Focus-* This project is to research and deploy a monitoring solution workstation and was completed on 03/02/2020.

Chair Erickson asked what the status is on SharePoint. Mr. Wecker said SharePoint was delayed based on the number of issues with the MRS upgrade but still moving forward with migrating the entire internal SharePoint into Office 360 SharePoint.

Good of the Order

Mr. Kirton said DEM has indicated to us that they need to have an Emergency Meeting. We have texted the Director of DEM to inform her our meeting is completed early.

The meeting was adjourned at 13:12 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is April 7, 2020 at 2:00 at Norm Dicks Governance Center