



**Kitsap 911 Board of Directors Meeting of
April 7, 2020 Via Virtual Teams Meeting**

ATTENDING:

Board of Directors:

Robert Gelder- Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner
Ed Wolfe-Kitsap County Commissioner
Sheriff Gary Simpson- Kitsap County
Kol Medina- City of Bainbridge Island Mayor
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 Daus- 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:

Eric Younger-City of Bremerton Council Member

Guests:

Elizabeth Knute-Director Emergency Management
Keith Grellner- Public Health District
Chief Steve Wright- South Kitsap Fire and Rescue
Jim Gillard- Poulsbo Fire

Call to Order: Chair Becky Erickson called the meeting to order at 2:06 pm.

Additions: None

Public Comment: None

Emergency Management/EOC COVID-19 Update

Director of Emergency Management Lis Knute provided a slideshow and gave a background on how they are operating, their structure and mission statement and large projects they are working on. The mission is based on the Multi-Hazard Mitigation Plan. The basic mission aimed towards reducing risk in Kitsap County is based on preparing, mitigating against, and responding to emergencies that impact Kitsap County and City partners. The overall mission of the Unified Command is to reduce the impact of the COVID pandemic on the healthcare system and the health and wellness of the citizens of Kitsap County. In order to do this, there are a number of strategic objectives involved. Every day, Unified Command reviews the objectives and identifies if they have completed or need to add to or modify the language. What is being worked on right now is that Kitsap County was the first county to put in the request to FEMA when we had the Presidential Declaration. Now we are busy uploading all the supporting documentation to justify expenditures that DEM has done, as well as the County on behalf of the cities and the healthcare providers. This began with twelve people in the emergency operations center and Ms. Knute's goal in coming to Kitsap County was to move from having extra help people running the emergency operations center to focus on getting county, city and other agency people into the operation center. Today, the Unified Command is the over all command personnel that make decisions on the primary objective and keeping the mission in mind. Over the Unified Command is the policy committee which is made up of the emergency management council. The policy committee makes decisions, such as should we have a curfew, are we going to do anything further than shelter in place orders. The Unified Command started out with Ms. Knute, Keith Grellner for the Health District and Kitsap 911's representative Richard Kirton. As the incident grew adding Law Enforcement representative Chief Mike Lasnier, Fire representative Chief Jim Gillard. This command meets at least once daily, including the weekends. Everything is virtual and went virtual with the operations center at the end of March. The purpose of having the operations center go virtual was to minimize the risks to the 911 operators that everyone is dependent on. The largest group is the command staff and they report directly to the Unified Command. The public information officer for this event is Tad Souter who is with the Public Health District because this is a public health incident. She continued to review the people involved in the team.

The community base drive-through testing site has been placed on the Readiness Center Property site, which is shared property with Kitsap 911, Coroners Office, Fire Training Grounds, National

Guard, State Training Facility and the Youth Academy. The staging for the cars will be sent down to Pendergast Park and lined up in the parking lot. This will prevent congestion on Union Road. This area is also a tentative field hospital site, so this will allow provide the public with better access and security.

The isolation and quarantine site was selected and is called Pilgram Firs. It has cabins and the capability of having both isolation and quarantine. This would be used for first responders, health care workers, and members of the public who do not have a place to isolate or quarantine. For definition purposes, “quarantine” means that you have been exposed and are awaiting test results. “Isolation” is when you have been tested and found to be positive. These are voluntary isolation and quarantine sites. Another site is in Seabeck, which has shelter managers, security and medical support.

Chair Erickson asked if anyone had checked into either center. Ms. Knute said no one had at this time.

Director Wheeler said the public is going to be interesting in knowing how many people are refusing to quarantine or isolate, and asked if we are allowed or intend to keep statistics. Ms. Knute said we have to be careful with HIPPA laws and we will not be notifying law enforcement every time someone leaves. We will keep some statistics but are not planning on releasing them.

Chair Erickson asked who is actually managing the centers and who has legal responsibility for them. Also, what is the protocol: is this CDC? Ms. Knute said the site is under the emergency operations center which is a joint center between the county and the cities. The testing center jurisdiction is under FEMA and Federal Health and being managed through the emergency operations center. Mr. Kirton said the public health and stakeholders are working on a process in the event that Dr. Turner has to issue a quarantine order.

Kitsap 911 COVID-19 Update

Executive Director Richard Kirton reported Kitsap 911 has developed staffing plans and contingencies up through a potential of 75% of staff vacancy. Staffing levels and availability on the operation is good and operating normally. If in the event almost all of the dispatch staff are out, the Kitsap 911 technicians, administrative staff, and management staff may have to work the radios. Also, there is the possibility of bringing search and rescue volunteers or other city and county employees. There are various stages of planning in place for payroll, accounts payable, and keeping critical equipment maintained. Mr. Kirton has been working with the Chiefs and they have expanded the online reporting options so officers would not need to respond to not-in-progress or low-priority police calls. Part of this would be in preparation for shortages on law enforcement staffing and to prevent shortages by keeping the officers only responding to calls in person they need to. Kitsap 911 has implemented some spending limitations and is preparing for revenue shortfalls and continuously monitoring cash flow. Part of the finance plan is that a larger than normal amount of money was moved into the payroll account in case something happens and the county finance resources are impacted and they are unable to move money for us. This ensures that there is enough money to make sure employees and critical bills can be paid.

Executive Committee Report

Mr. Kirton reported that the Executive Committee has met multiple times and approved various warrants, payroll and electronic fund transfers, and ratified various contracts. They also approved the Resolution 2020-003 Declaring an Emergency, and authorized the Executive Director to take all necessary action to ensure the health and safety of employees and the public, waiving certain contracting and budget requirements. It also authorized staff to implement emergency purchasing requirements and to take other steps in response to the emergency. This resolution requires Kitsap 911 to report back any actions taken using the authority in the resolution. The actions taken so far is that we have implemented a comparable benefit to the Family First Coronavirus Response Act. This is the federal law which made changes to FMLA and offered enhanced sick leave benefits nationwide in response to the coronavirus. All Kitsap 911 employees are classified as emergency workers, so they are exempt from this law. However, Kitsap 911 does not want employees coming to work sick and recognizes both the need to take care of employees to take care of themselves and the ability to take care of sick family members so they can recover quickly and get back to work. Kitsap 911 implemented elements of the Act that made sense for the agency. Mr. Kirton also authorized a second petty cash account for \$1,000.00 and named Deputy Director Maria Jameson-Owens as the custodian of the account. This was created in the event we need to make an urgent purchase. Mr. Kirton authorized paid time for employees to go to the COVID testing site in King and Pierce County if they are symptomatic. Four employees have tested and all came back negative. The turnaround for these testing facilities was very fast and allowed for the employees to come back to work quicker. Mr. Kirton authorized funding for ESCHAT, which was originally waiting on a possible grant for funding but was pursued without it, as there may be a need for certain employees who are well enough to work but not well enough come to the building to isolate or quarantine at home. We are putting tools in place to give these employees the ability to dispatch from home. The total dollar for all equipment was \$20K and falls within the purchasing authority.

Director Ed Wolfe said was it a 16-hour test turnaround and with the drive-through in Kitsap, it will be a 2-3-day turnaround. Mr. Kirton said last he had heard, the lab testing facility had not been chosen but is mandated to them by FEMA. He also noted that the type of test impacts the timing of results.

Director Leslie Daus said her understanding after doing the tour of the testing site yesterday that the tests will be sent out via UPS using Lab Core as the facility and could take anywhere up to 72 hours. Also, is there a training that will need to take place with ESCHAT? Mr. Kirton said there will be a training element with this, and all of the other tools deployed.

Staffing Report

Deputy Director Maria Jameson-Owens reported the current staffing is the same with four people short. There was a hiring scheduled to begin in mid-April and we have since refined the plans. The overtime for the year has dropped about 30% from last year. Now we have to see how COVID will impact this. Chair Becky Erickson asked how the morale is of the staff, as the city has had some scared employees. Ms. Jameson-Owens said some people have been nervous, but Mr. Kirton has done a great job with conference calls with the employees letting them know where Kitsap 911 stands, as well as communicating the other information he has and what is being worked on. One reason Mr. Kirton and Ms. Jameson-Owens are still working both onsite and remotely is they want employees to be able to talk with them at any point so they feel

supported. Overall, the staff onsite is doing well.

Director Leslie Daug's asked if Kitsap 911 is at current staffing levels right now. Mr. Kirton said there are four vacancies but are operating at normal staffing levels. She said thank you for all the work everyone is doing.

Finance Report

Mr. Rogers reviewed the finance reported ending in February 2020. The revenues for tax have performed as anticipated. Other revenues fluctuated with beginning of the year contract renewals. The operating expenditures were normal and under budget. He does anticipate a midyear budget amendment. Both revenues and expenditures are within budget. Specifically, regarding the COVID 19 impact and what finance is doing, money was moved into the warrants account and payroll account for several cycles in order to pay employees and critical bills without interruption, as Mr. Kirton mentioned earlier. We expect a significant shortfall of revenues but can not gauge the impact at this time. In anticipation of this, we have scaled down the operational expenditures.

Director Leslie Daug's asked if we planned for a downturn in the economy last year with the budget and put money aside. Mr. Rogers said this was a topic of extensive discussion with the stabilization fund, yes there is a stabilization fund and have not dipped into the reserves.

Director Greg Wheeler said he has not heard much discussion on this but has an email from the Department of Revenue and they have granted certain extensions of filing tax returns, which is where we get our sales tax projections. These are significant extension so not only do we have the two-month lag time but now these extensions, it is interesting to hear what other people develop how they are going to forecast with these delays.

Director Greg Wheeler commented that he hopes no one is making rash decisions and is being thoughtful on projections and modeling. He is hoping across the state there is consensus on forecast modeling.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker reported on the following

* *2019-20 Alerting*- This project roll out of equipment to fire stations has been placed on hold due to COVID-19. Continuing work on the digital dispatch component. The CAD vendor has completed their side of the interface and Kitsap 911 is working on getting the equipment installs to begin testing.

* *2019-19 ESCHAT*- The equipment has been purchased and will begin install as soon as it arrives. This project was kicked off early due to COVID.

**2019-02 Multi-Factor Auth* –This project is not halfway completed with Kitsap County Sheriffs Office and expect to be completed by the project due date.

*2019-05 ASAP to PSAP (Implementation)- The CAD vendor is working on configuring Kitsap 911 end and will begin testing with the state later this month.

*2019-08- Documenting Current Radio System Footprint- The drives have been completed for all the radio channels and now working on analyzing the data that was collected.

*2019-09 Closest Unit Dispatch- Kitsap 911 is wrapping up the run cards with Bremerton Fire and hoping to go live with them before the end of the month.

*2019-10 SharePoint migration- Kitsap 911 has completed the share migration into the cloud and is looking at internal file storage to move as well.

*Upgrade of Admin Phone system- This is not on the projects list but will allow Kitsap 911 to take advantage of some of the new upgrade features. This was planned for later in the year but due to COVID-19, was able to implement it and completed the upgrade. There is now the ability to use a software phone while working remotely. Technicians are working with Kitsap County to deploy the remaining features of hard phones and mobile application for cell phones. Once it is operational, Kitsap 911 has extended the offer to Kitsap County to use for Kitsap One and Information Services staff to better support the emergency operating center.

Director Leslie Daug's asked why the Alerting status is at risk. Mr. Wecker said the at risk is due to not being able to do the install at the fire stations. Still moving forward with the parts that can be done. Mr. Kirton said all of the projects listed are efficiency-multipliers and with alerting, the existing system will work but leveraging the digital dispatch piece will allow Kitsap 911 to manage the channels more efficiently.

Good of the Order

Chair Becky Erickson asked how the first responders are doing and is there anything that can be shared or how they can be supported. Sheriff Simpson said generally throughout the County the police departments are working together to make sure they have enough staffing. Working on similar response criteria on what they will respond to by phone or refer to COPLOGIC.

Everyone is doing well, keeping two teams separate. The jail is doing ok, one corrections officer tested positive but has recovered and is back to work. They have worked with the judges and have released the non-public safety concerns people. People are stepping up.

Director Ellingson said there was lifesaving activity that occurred a few days ago. There was an individual and their significant other who were working in the yard, they came back in for lunch and he leaned his head back and stopped breathing. The real critical thing is the women had never been trained in CPR and the call receiver at Kitsap 911 walked her through the process and she was performing good CPR. He was able to regain normal functions and survived.

The meeting was adjourned at 15:12 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is June 2, 2020 at 2:00
Virtually Via Zoom***

