



**Kitsap 911 Board of Directors Meeting of  
June 2, 2020 Via Virtual Teams Meeting**

**ATTENDING:**

**Board of Directors:**

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

**Guests:**

Jan Glarum- Emergency Management

Roger Gay

Rick Sutton

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

**Additions:** None

**Public Comment:** None

**COVID 19 update and overview of the Kitsap County Pathway to Recovery Playbook:**

(Document is available at <https://www.kitsapgov.com/Pages/coronavirus.aspx>)

Emergency Management Jan Glarum presented a brief overview of the Kitsap County Pathway to Recovery and this document is very inclusive of Kitsap County. We will not be back to normal until we have all been vaccinated and COVID-19 will be a factor in our lives until then. It is important that if you are in a high-risk category, your role in the phases may be different than that of a business owner. This document used to be called a “road map,” but it was changed to a “path” as it does change and is a living document. It will be updated as much as needed and the front page will show its latest update. Emergency Management is trying to get information from trusted sources and share them. Director Gelder said a confusing part with a living document is that the link needs to be always good for citizens and them not trying to find the document. Director Garrido commented that this is a remarkable document and very valuable on a daily basis. Director Wolfe said all of us have been working hard to include small businesses in everything we are doing, particularly with the knowledge on where we are and going with PPE. Is this document been sent out to Chambers in the County? Mr. Glarum said he has been going through an alliance group and believes the Chambers are on there. Director Wolfe recommends getting this out to all the Executives in Chambers so it can be another tool for them.

**Kitsap 911 COVID-19 Update**

Executive Director Richard Kirton reported since the last Board Meeting Kitsap 911 has made good progress and refined the tools being used for remote dispatching and call-taking. The primary scenario for the tools is if there is someone who needs to be isolated or quarantined and are healthy enough to work but not healthy enough to be in the building, or high risk. Thus far, we have used them for four single shifts. Kitsap 911 will continue to make the tools better. A silver lining of the pandemic is all the new applications and innovations that are coming every day. The remote 911 work would not be possible without a robust tech staff and commitment to think outside the box. Mr. Kirton is only aware of one other 911 in the County that is working on this as well. The Admin and Tech employees of Kitsap 911 continue to work remotely. The plan is for the facility to remain partially closed through the end of the year with remote staff not returning to the building until two weeks after phase 4. On the finance side there are spending restrictions in place and we are continuing to monitor the forecast and the economic situation.

There will be some budget recommendations coming soon and the 2020 budget process will be a bit delayed as we need to have a clear economic picture before we are ready to present a proposal.

Director Gelder said, relative to the CARES funding, they are looking at just under 200K to offset the Kitsap 911 COVID related expenses.

### **Ratification of Contract K911-036, Department of Natural Resources**

Mr. Kirton said this is a contract for Gold Mountain, which is a primary tower site. This is a new contract but for a site we have been on since the late nineties. The original contract was negotiated about twenty years ago before the site was developed and was based on one radio. Since then, Department of Natural Resources has changed their charging model. There are clauses in all of our existing contracts that DNR charges will be passed through. Director Erickson said it would be nice to have a grid to see all the subcontracts.

**Director David Ellingson made a motion to approval Contract K911-036. Motion was seconded by Director Leslie Daug. Motion Carries.**

### **Staffing Report and Employee Recognition**

Human Resource Manager Rachael Taylor reported there are seven vacant positions on the dispatch floor and expect two retirements by the end of June. Currently, there are two call receivers in training that were hired in February. There are six employees attending law enforcement dispatch training that begun yesterday and two dispatchers will begin fire training this month. The trainee position was posted yesterday for a September hire date and due to COVID-19 the testing process is temporarily changing. The testing has moved online with the national testing network and candidates will participate in virtual interviews. There is also a CAD system engineer position being recruited and have an out of state candidate in the background phase of the recruitment.

### **Finance Report (End of Year-2019)**

Mr. Rogers reviewed the report for the end of April 2020. There is a two-month lag on all revenues posted but as of April 2020 approximately 200K over budget. This is primarily from sales tax and expects it to dip this next month. The majority of the fluctuation in other revenues was due to timing differences with user agencies and tower revenues. It is still too early to do any good quantitative analysis of what the revenues will do. Operating expenditures are approximately 142K below budget and this is primarily due to spending restrictions that were put into place. There is not currently two months of operating expenditures in reserves and it is unknown at this time if we will need to dip into the reserve account. The capital expenditures are at 660K and this is largely due to projects approved by the board but were not included in the initial 2020 budget. Kitsap 911 is carefully monitoring the influxes of capital and pursuing any funding where it is available. Director Daug said with the expected decrease in revenue we are all seeing, and you are talking about hiring and will you choose not to hire or go on a hiring freeze? Mr. Kirton said we really need to proceed with the dispatch hiring to keep up with attrition and retirement. The CAD Analyst will probably not start until November and the candidate is aware. The other piece we did not talk about it the number of capital projects that

have been paused and the ones we have continued with are efficiently-multipliers or components of critical infrastructure we must move forward with. With the paused ones, there will be a short-term cash flow impact until we can do a formal analysis and come back to the board with a budget recommendation.

### Goals and Tech Project Report

\* *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 project is on track to be completed by the fall and we are working with the vendors to get it completed earlier.

\**2019-09- Closest Unit Dispatch*- This changes the way fire units are recommended for calls to the extent that units will be chosen based on their GPS or AVL location, instead of a set beat order. All agencies are now sending the closest units to at least their highest priority calls.

\**2019-12 Server Virtualization*- This creates a virtual environment and migrates all capable servers at Kitsap 911 into a virtual environment and set up a backup system. This project is complete.

\**2019-19 ESCHAT*- This project will allow us to connect our radio channels to the ESCHAT platform for greater interoperability and mobile radio access from smart phones. This is currently set up for all primary channels and is a core component of the remote dispatching system.

\**2019-20 Alerting*- This project was to choose and deploy a digital alerting system in all fire stations which includes a text-to-speech component. The rollout of the equipment to the fire stations has been put on hold due to COVID-19 but it is expected to begin later this month. Dispatch equipment has been installed and configured.

### Good of the Order

Director Ellingson said many of you get invited to the Kitsap County Fire Association picnic every summer but due to COVID-19 restrictions the Executive Board met and decided that the picnic is postponed until next year.

Director Daus said with the unrest in the community and around us have we been receiving any influx of 911 calls because of this. Mr. Kirton said we are in touch with the police chiefs and have operational plans for all of the various events that have been taking place. The overall call volume has been down but the last few weeks but is coming back to normal. There were three serious domestic violence incidents a few weeks ago which were unusual types of events for our community. There was a protest on Sunday that was peaceful and we are not seeing anything like what is happening in King County and other parts of the Country at this point.

Executive Director Kirton shared great news that for the ninth out of the last ten years, at least one employee from Kitsap 911 has won an APCO award. Assistant Supervisor Jason Meeder

was named the APCO International Supervisor of the year and Randy Dasho was named APCO International Trainer of the Year. The state award process has not started yet, but Kitsap 911 has nominations to submit. Chair Erickson said great staff!

The meeting was adjourned at 14:52 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is July 24, 2020 at 12:00 at Norm Dicks Governance Center (Note this meeting was cancelled and the next meeting was held October 18, 2020)***