



**Kitsap 911 Board of Directors Meeting of
October 6, 2020 Via Virtual Teams Meeting**

ATTENDING:

Board of Directors:

Ed Wolfe-Kitsap County Commissioner
Becky Erickson- City of Poulsbo Mayor (Chair)
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor
David Ellingson-Fire Commissioner (Vice Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner
Leslie Daus- City of Bremerton Council Member
Kol Medina- City of Bainbridge Island Mayor

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
Robert Gelder- Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner

Guests:

Michele Moen- Emergency Management
George Hazard-Kitsap 911
Jamie Ward-Kitsap 911

Call to Order: Chair Becky Erickson called the meeting to order at 12:16 pm.

Additions: None

Public Comment: No written public comment was received by the email address that was publicized and no public in attendance had a comment.

Adoption of an Amendment to Interlocal Agreement with Kitsap County for E911 Services and Reimbursement of Eligible Expenses (KC-278-18 B)

Executive Director Richard Kirton stated this is an annual amendment to the Interlocal Agreement with Kitsap County. This agreement allows Kitsap 911 to receive funds from the Washington Military Department for work being completed in Kitsap County for public safety answering services. This amendment has been executed with the Kitsap County Board of Commissioners and covers the State's fiscal year of July 1 to June 30, 2021. This is the third year and second amendment of this agreement.

Director David Ellingson made a motion to adopt the amendment to Interlocal agreement with Kitsap 911 (KC-278-18B). Motion was seconded by Director Ed Wolfe. Director Leslie Daugs asked if there were any drastic changes with the amendment. Mr. Kirton responded no. Motion passed.

3rd Quarter 2020 Budget Amendment and 2021 Budget Presentation

The budget documents were provided in the Boards packets. Finance Manager Steve Rogers began with review of the 2020 budget amendment. The following are highlights:

2020 Budget Amendment:

- *no changes for the operating budget
- *primary change in revenue is 200K in CARES funding that Kitsap 911 expects to receive this year.
- *Slight increase in MCT NPRV surcharges but have a net zero effect on the budget as they are costs being reimbursed for and fall outside of operating budget
- *225K increase in labor costs, this was previously set aside in the reserve and approved when the board ratified the CBA. It moves the amount from the reserves to the operating expenditures
- *199K increase due to Gold Mt. Tower lease with DNR that was executed and paid earlier in 2020. This was also set aside in the reserve.
- *Non-operating cost increase by 1.2 million, primarily due to projects approved by the board in 2019 that were carried forward into 2020. Certain non-priority projects were tabled due to COVID19.

*Removed 150K in estimated ballots costs for the sales tax initiative

2021 Budget:

- *Decrease in total revenues by approximately 8%
- *Anticipating a 15% decrease in sales tax
- *No changes in user agency base fees; the only difference is in the fluctuation in calls for service
- *2021 operating expenditures are about 27K lower than the amended 2020 budget
- *Non-labor operation expenditures are roughly flat with 2020
- *Labor costs are up 2% primarily due to step increases, but cuts were made in non-labor expenditures to offset the increase
- *Overall, non-labor operating expenditures are about 9% lower year over year
- *Total Technical and Nonoperational budget is approximately 900K

Questions/Comments:

Director Wolfe asked if the executive committee was unanimous on moving this forward? Mr. Rogers said yes.

Director Erickson asked if there is a formalized cash reserve policy about cash retention? Mr. Rogers said Kitsap 911 likes to mirror the GFOA recommendations in the reserves and that there was some discussion last year with the 2020 budget if that was the appropriate level. Executive Director Kirton added that there is a policy in place and that this budget will reduce the stabilization fund below the two-month level. There is a policy that sets the stabilization goal at 17% and provides for use of the funds during an economic downturn. The alternative would be an alternative revenue source or a service cut. There is no additional room in the budget to make cuts that would not impact service levels.

Director Putaansuu believes we are being very conservative with the revenue and is comfortable with the budget proposed.

Director Putaansuu said for their baseline, Port Orchard used their 2019 number and asked what was used at Kitsap 911. Mr. Rogers stated he and Mr. Kirton reached out to several agencies in government and felt like this was in the middle of the road and erred on the side of a conservative and pessimistic outlook.

Adoption of Resolution 2020-004 Amending the 2020 Budget

Director David Ellingson made a motion to adopt Resolution 2020-004 Amending the 2020 Budget. Motion was seconded by Director Rob Putaansuu. Motion passed.

Adoption of Resolution 2020-005 Adopting the 2021 Budget

Director David Ellingson made a motion to adopt resolution 2020-005 Adopting the 2021 budget. Motion was seconded by Director Edward Wolfe. Motion passed.

Executive Committee Report

Mr. Kirton reported the executive committee has resumed virtual regular meetings and have done the following

*Approval of payments and claims. Director Dusty Wiley comes into Kitsap 911 following appropriate safety measures and reviews the claims packets. Kitsap 911 has implemented enhanced financial controls to compensate for the fact that our administrative staff are working remotely

*Ratified a contract with Adcomm Engineering for the simulcast system tuning.

Staffing Report

Human Resource Manager Rachael Taylor reported there are nine vacant positions on the dispatch floor. There are two trainees who were hired in September who are in the classroom training and the two laterals hired in August are almost complete with their floor training. There are four employees who will be completed with their law enforcement dispatch training in the next few weeks. The trainee position was posted in September with a January hire date and due to COVID-19, are continuing to complete all candidate testing online with the national testing network and will continue with virtual interviews. There are currently two candidates in backgrounds for the open T2 Technical position and have made a final offer to a CAD Engineer who will start mid-November. Last week, a hiring meeting took place to plan the 2021 recruitment and the plan is to post the telecommunicator position three times.

Finance Report

Mr. Rogers provided the financial report ending in August 2020. Revenue received is approximately 7.4 million. Kitsap 911 is on pace with sales and excise tax. The fluctuations on other revenues are due to normal fluctuations and timing of receipt of user agency checks.

Expenditures are still on pace with total labor and nothing out of the ordinary with August year to date.

Goals and Tech Project Report

Mr. Kirton provided the following 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 the Edge Frontier software provided by Hexagon. This can be used as a foundation for other interfaces such as connections with the CAD systems of neighboring 911 centers. The first round of testing with the state and alarm companies has been completed and are working on resolving a couple of issues that were identified during the testing. Still on track for an on-time completion and once we are live, Kitsap 911 will be the first center in Washington State to use this service.

**2020-20 Alerting Project* – This project will deploy a digital alerting solution for fire stations and includes automotive voice over the primary dispatch channel on the fire side. Kitsap 911 has completed the prep work to include the design and internal communications network and began the roll out to South Kitsap fire stations. We are live with the digital voice for dispatch as well as end-to-end digital alerting with one station in South Kitsap and a few other stations fully installed just waiting for the cutover. The cutover for three additional stations will take place this week.

**Simulcast Tuning-* This is the contract with Adcomm and the work is proceeding with the work scheduled to be done by the end of the year. This will provide some improved coverage throughout the county but particularly in the Silverdale area where there are significant issues with audio coverage.

**Radio Replacement Project-* Kitsap 911 will be presenting an updated plan and timeline to the SAB and Executive Committee over the next few months with a goal of a presentation with the full board at the December meeting.

Good of the Order

Mr. Kirton wanted to take a moment to recognize an employee and take a moment to talk about the Accreditation Project. Kitsap 911 is accredited by the commission for CALEA and it is the only national recognized communication center accreditation program that looks at 911 centers holistically from end to end. There are currently about 500 individual standards which have 207 focused areas and covers everything from finance, call taking, dispatch, technical services, HR, labor relations, disaster preparedness and anything you can think of that we do has at least one standard. The process for achieving accreditation is we have to demonstrate we have appropriate directives, SOP, Contracts, Governing Contracts, Training Manuals etc. in place for all 207 focus areas and then prove that we are following the directives for all standards. A minimum of a quarter of the standards are reviewed by outside creditors and once every accreditation cycles a team of assessors spends a week onsite reviewing documentation, talking to stake holders and members of our community, observing operations and evaluating our compliance with the standards. Kitsap 911's onsite review was right before COVID-19 hit. The assessors then forwarded the report to a panel of commissioners and Kitsap 911 appeared in front of the members of the commission for a final review hearing. For this year and the initial accreditation, the assessors and commission members had very positive remarks about the Kitsap 911 process and had good things to say about staff, but in particular has great things to say about the work Professional Standards Program Manager George Hazard does. George is the hub of the accreditation work and his dedication to our mission and to ensure we are always putting the best product out the door is unmatched. George has been with us since June of 1992 and started out as a dispatcher. CALEA sent a certificate of appreciation and it was Mr. Kirton's pleasure to recognize him and virtually present him with the certificate. Chair Erickson extends the board's congratulations to George.

The meeting was adjourned at 12:55 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is December 2, 2020 at 2:00 Virtually