



Kitsap 911 Executive Committee Meeting of March 24, 2021

The Kitsap 911 Executive Committee met via a Virtual meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Becky Erickson, Director Greg Wheeler, 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, Technical Systems Manager Brandon Wecker and Administrative Specialist Stephanie Browning.

Guest: Lorraine Nitta Washington State Auditor, Zac Wilson Washington State Auditor

Absent:, Strategic Advisory Committee Vice Chair Jim Burchett

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

Washington State Auditor Exit Conference for fiscal year 2019

Zac Wilson the assistant auditor out of Port Orchard and Lorraine Nitta presented the exit auditor information from the Washington State fiscal year 2019 audit. Director Richard Kirton said that Lorraine was great to work with and all the requests were very clear. Audit Reports are posted to their website located at <https://portal.sao.wa.gov/SAOPortal/>

Public Comment: None

Additions: Add Chair and Vice Chair elections

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 3985 through 4051 Total \$619,914.02

Payroll dated 03/05/2021 and 03/19/2021 Total \$619,453.31.

Electronic Payments: February 28, 2021 through March 25, 2021 Total: \$617.72

Motion was seconded by Director Dusty Wiley. Motion Passed.

Ratification of Executed Contract:

K911-004 Washington State Traffic Commission-

Executive Director Kirton said this is a contract with Washington State traffic for reimbursed for DUI Emphasis. This is a contract that is renewed annually.

Director Gary Simpson made a motion to ratify contract K911-004 with Washington State Traffic Commission. Motion was seconded by Director Ellingson. Motion Passed.

Action Items: None**Executive Director Actions Under Resolution 2020-003 (Partial Extended paid sick leave)**

Mr. Kirton advised the extension has been made through April for purposes of appointments for the vaccine and after care. Under the state guidelines most employees are eligible for the vaccine however the tribes offer to vaccinate our employees and most of them are vaccinated now. Kitsap 911 really appreciates their efforts. Director Wiley said to extend them a thank you from the Board of Directors. A letter will be sent on behalf of them.

2021 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker updated on the following projects.

Rapid SOS- Kitsap 911 is continuing to test with the vendor.

2019-05 ASAP to PSAP- They are continued to work through connection issues.

2019-20 Alerting- All digital alerting installs have been completed. Waiting to schedule sign off for Bainbridge Island fire.

2019-21 Support RMS/JMS Replacement- Kitsap County has completed their contract review and have returned it to their vendor. They have started preliminary data collection.

2020-27- Evaluate replacement Helpdesk Software- Looking for potential software to replace Track-it software and improve functionality. A lead technician has been assigned this tasked and begun research.

2020-28 Evaluate Inventory software replacement- Looking for potential software and evaluating to see if new software. A lead technician has been assigned this tasked and begun research.

2021-34 Replace HVAC Controller- This will replace the HVAC with updated hardware and software.

101 Simulcast Tuning- This is the effort to address issues on the radio channels. Kitsap 911 has incorporated feedback and will send that information out. The antenna sweep work is ongoing this week and Kitsap 911 has hired a temp driver for this job.

Finance Report-

Finance Manager Steve Rogers reported for the month ending February 28, 2021. There was some fluctuation in other revenues due to timing differences with user agencies revenue. The expenditures are right in-line with expectations. Overall expended 1.9 million. No reserves have been used to date.

Staffing Report-

Deputy Director Maria Jameson-Owens reported Kitsap 911 is 19 people short in operations. Kitsap 911 is in a hiring process with Director interviews, medical testing, and psychological exams. The goal is to hire a minimum of six new employees. Work has begun on the compensation study. Kitsap 911 has reviewed 10 years of hiring data, test scores to see if testing is still on track.

Emerging Issues-

Mr. Kirton said at the Board meeting the question was raised if building codes could help with interference noise issues. Kitsap 911 checked with Adcomm engineering and the things that cause interference are so common.

Election of Chair and Vice Chair-

Director Gary Simpson made a motion for the positions to be maintained as they currently are with Chair of the Executive Committee being Dusty Wiley and Vice Chair Greg Wheeler. Motion was seconded by Director David Ellingson. Motion Passed

Good of the Order-

Director Erickson said the Governor is trying to figure out when we can go back, she wants to know what that will look like for Kitsap 911. Mr. Kirton said they are planning for coming back and will do this in phases. It will take a bit of time to catch up and get reorganized. Currently looking at June for a state time. Director Wheeler said they will be on the cautious end.

Adjournment 14:47

The next regular meeting of the Kitsap 911 Executive Committee will be April 14, 2021