



## Kitsap 911 Executive Committee Meeting of July 14, 2021

The Kitsap 911 Executive Committee met via a Virtual meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director Gary Simpson, Ken Bagwell Legal Counsel for Kitsap 911, Strategic Advisory Committee Chair Chief Joe Clark, Strategic Advisory Board Vice Chair Chief Jeff Faucett, Executive Director Richard Kirton, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker and Administrative Specialist Stephanie Browning. Absent: Director Becky Erickson

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1301.

Closed Session to discuss labor relations (15 mins)  
Start 13:04  
End 13:15

**Public Comment:** None

**Additions:** None

**Minutes:** Director David Ellingson made a motion to approve the minutes for 06/23/2021. Motion was seconded by Director Dusty Wiley. Motion Passed.

**Approval of Payment of Claims-Fund 89822:**

**Director David Ellingson moved approval of A/P 4283 through 4324 Total \$161,559.35.  
Payroll dated 06/25/2021 and 07/09/2021 Total \$687,659.28  
Motion was seconded by Director Dusty Wiley Motion Passed.**

**Ratification of Executed Contract:**  
None

## 2021 Budget Presentation

Finance Manager Steve Rogers presented the 2022 Budget this will be presented to the Kitsap 911 Board of Directors on July 23, 2021. Mr. Rogers highlighted the following items

- \*11.7 millions total projected in revenue
- \*Other operating revenues are flat
- \*3% increase in sales tax
- \*Labor cost increases are due to step increases
- \*New accounting guidance for some supplies and services and made some accounting changes. Some increases due to expenses delayed due to COVID 19 cost saving measures.
- \*Small Tools and Equipment has some items due to COVID 19 delays
- \*New costs for virtualization networks that were implemented in 2019.
- \*Increase in management consultant due to leadership training to increase retention of employees.
- \*Preliminary capital projects have a few carryover projects and new ones.
- \*Agency allocations do not have a change or increase just fluctuation based on the formulas. 2021 is the last year of the alerting surcharge so fire charges will be decreasing.

### Comments:

Director Ellingson confirmed the projection is 3% in sales tax. He asked what the other mayors are seeing in estimates. Director Wheeler said its conservative and Director Erickson agreed.

Director Ellingson asked about the increase in the annual leave payout. Mr. Rogers this does not reflect on what we payout on retirement but shows the amount we have to pay if the employees left. Conservative amount. Mr. Kirton added there is a handful of retirements in 2022.

Director Ellingson said for utilities, repair and maintenance DEM shares a proportion of those costs correct. Mr. Rogers said yes.

Director Erickson stated this was a good presentation.

## Executive Director Actions Under Resolution 2020-003

No Actions Taken

## Staffing Report-

Deputy Director Maria Jameson reported we have the six employees hired in April now training on the dispatch floor and expect them to be signed off and working at full capacity in September. Operations is currently down 13 employees. Currently there is a new hire process and hope to have 6 more in August. There will be a retirement in November and another employee has resigned to do student teaching. The hiring meeting is schedule in September for 2022. Admin and TSG Department are fully staffed.

## 2020 and 2021 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messages through the state that switch into Kitsap 911 CAD system. This project has move to certification testing phase.

2020-37 Replace the Gold Mountain Fuel Tank-This project is to replace the current diesel fuel tank with a propane generator. This will increase efficiency and reduce risk in case of a leak. After review vendor bids taking this project in a new direction and replacing with a like fuel tank and improve leak detection and fuel capabilities. Then review converting to propane later.

101-Simocast Tuning-Working on the write up and next step for the noise floor issues that were found in Kingston and Poulsbo. Completed the first round of repairs based the sweep results.

105-Draft RFP for design and build of the radio replacement. Mark Nelson, the previous tech manager, is actively working on gathering information to complete this RFP. The projections put on tract to completion in early august

Alerting Project- This project has had installs completed at Kitsap 911 and at the stations. Still need to get the upgrade at monitors completed. The vendor PURVIS has a delay to the upgrade and will reschedule testing. All notifications have been made to the agencies.

### **Emerging Issues-**

Sales Tax Initiative- Executive Director Richard Kirton said we have been working on the talking points and information pamphlets that will go to public as a part of education campaign. This will be emailed out to Executive Committee and presented to Board at the July meeting.

### **Good of the Order-**

No report

### **Executive Session for potential litigation**

State 13:48

End 14:00

**Director David Ellingson made a motion authorizing Director Kirton and Legal Council Ken Bagwell to finalize the settlement with Penny Allen under the terms described. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Adjournment 14:01**

**The next regular meeting of the Kitsap 911 Executive Committee will be July 28, 2021.**