



## Kitsap 911 Executive Committee Meeting of July 26, 2023

The Kitsap 911 Executive Committee met via a virtual Zoom meeting and in-person at Kitsap 911. Present were Director Dusty Wiley (Chair), Director David Ellingson, Director Joe Deets, Director John Gese, Executive Director Richard Kirton, Assistant Director of Operations Jamie Donley, Finance Manager Steve Rogers, HR Manger Rachael Taylor, and Technical Systems Manager Brandon Wecker. Absent: Legal Counsel for Kitsap 911 Ken Bagwell, Director Greg Wheeler, Strategic Advisory Board Chair Chief Ron Harding, Strategic Advisory Vice Chair Jim Gillard, Deputy Director Maria Jameson-Owens, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning

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

**Public Comment:** None

**Additions:** None

**Approval of Minutes 05/24/2023:**

**Director David Ellingson made a motion to approve minutes from 05/24/2023. Motion was seconded by Director Dusty Wiley. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 5690 through 5773 Total \$990,276.30 (Warrants #5744-5750 \$182,241.59 cancelled)**

**Payroll dated 05/26/2023, 06/09/2023 and 06/23/2023 Total \$1,322,165.27**

**Use Tax 05/01/2023-05/31/2023 Total \$140.76**

**Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

None

### Action Items:

July and August Meeting Schedule- Director Richard Kirton said Kitsap 911 is proposing to reschedule the Special Board of Directors meeting for August 9<sup>th</sup> and is wondering if the Executive Committee would like to cancel August 23<sup>rd</sup> Executive Committee meeting.

**Director David Ellingson made a motion to approve to reschedule the Special Board of Directors Meeting to August 9<sup>th</sup> and cancel the August 23<sup>rd</sup> Executive Committee. Motion was seconded by Director Dusty Wiley. Motion Passed.**

### Staff Reports:

#### **LMR Project Update**

There is nothing new to report and the vendor recommendation will be at the next meeting.

#### **Finance Report**

Finance Manager Steve Rogers reported our financial position as of May 31, 2023 (attached in agenda packet). Sales tax continues to trend slightly above expectations. Sales tax was 2% above expectations. The only variation from the budget was due to user agency timing fees we see from month to month. For operating expenditures, 6.3 of 6.5M has been expended year to date. The majority is from operating supplies and services. For the Radio, LMR, and Radio replacement projects, 3.3M has been expended. No reserves have been used to date and risks remain the same.

#### **Staffing Report**

Human Resource Manager Rachael Taylor reported there are currently 10 vacant positions on the dispatch floor. Since the last meeting, three people have resigned. There are currently 4 call receivers training on the operations floor. There are four trainees starting in August and additional four hiring for the January academy. In August, we are posting two Technical Services Group positions and one Executive Assistant position.

#### **Goals Update**

Technical Systems Manager Brandon Wecker reported on the status of the 2023 Projects.

2019-2 Support RMS/JMS replacement- Kitsap County is marking this project as closed but they do have a few holdover punch items. Kitsap 911 is working with Kitsap County and Hexagon to complete the updates to this, and we will not be marking it closed at this time.

2019-3 Replace UPS System-Two proposals were received by the deadline, but Kitsap 911 is revising the proposal.

2022-08 Complete TSG Staffing Analysis-This project was to analyze staffing and bring a recommendation for future staffing. The analysis is complete and we have begun implementation of the recommendations. This project is marked as complete.

2022-9 Replace Security System- This is for the CCTV system and card access for the building. Kitsap 911 is working on the final punch list items for this project, and we expect completion soon.

2022-12 MCT Replacement- This project is to replace all MCTs. All MCTs have been imaged and we are handing them out as soon as agencies can accept them. This project is marked as complete.

2023-27 Support Fire Service Efforts to improve wait times with St Michaels Medical Center- This project was brought up at the last board meeting and is to improve information sharing with St. Michaels Medical Center. Kitsap 911 has restarted this effort with the Operations Chiefs and Bremerton Fire is going to take the lead on the initial testing.

**Emerging Issues-**

No Report

**Good of the Order-**

None

**Adjournment 13:13**

**The next regular meeting of the Kitsap 911 Executive Committee will be August 9, 2023**