

**Kitsap 911 Executive Committee Meeting of**

**January 25, 2017**

The CENCOM Executive Committee met in the Conference Room at CENCOM in Bremerton. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Patty Lent, Director Becky Erickson, Director Gary Simpson, Alternate Committee Member Steve Strachan, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson, Committee Member Jeff Griffin

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1303

**Additions to Agenda**: None

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P Warrants 1011 through 1037 Total $576,771.70 and Payroll dated 01/13/17 Total $226,892.02. Motion was seconded by Director Becky Erickson.** Discussion: Chair Dusty Wiley has already reviewed these warrants.

 **Motion passed.**

**Agenda:**

**Governance**

**Adoption of Resolution 2017-001-Establishing various purchasing rosters-** Director Kirton will bring this resolution back to the next meeting for adoption. The resolution will authorize Kitsap 911 to contract with the Municipal Research and Services Center (MRSC) for small works roster, consulting service roster, and vender roster for goods and services not related to public works contracts. This will direct Kitsap 911 to develop internal policies consistent with Title 39 and 36 of the RCW. And in section 3 it will clarify that the Executive Director may award bids and execute contracts 500K or less as long as they are in the budget and anything 500K or more would go to the Executive Committee.

 **Discussion**

No report

**Transition Report**

Executive Director Richard Kirton reported 53/70 transition items are completed the following was discussed;

*Contract “Assignment”-* This task is mostly completed. Kitsap County assignment letters have gone out and Kitsap 911 assignment letters will be going out with invoices and will be marked complete once the acknowledgments has been received from all the contractors. The completion date has been change to 3/31/17 to make sure all letters are received.

*Electronic Payments with state, feds-* These have been set up by Kitsap 911 waiting until 1st round of payments have been made to complete this item.

*User Agreements*-Kitsap 911 is waiting for some service agreements to be executed, open ones are Suquamish Police Department, Bainbridge Island Police Department and Kitsap County. The rest are either signed or scheduled for an upcoming council or commission meeting.

*Service Agreement with DIS*- Previously Mr. Kirton reported he and Director Bud Harris finalized the scope of work for the DIS service agreement and City of Poulsbo’s agreement with DIS was used as a template. Current status is Kitsap 911 is waiting for Kitsap County Attorney to finish this agreement.

*User Agreements with BIAA, Human Society*-New agreements are in progress.

*Surplus Equipment*- Currently in legal review

*Terminating the CENCOM ILA*- Attorney Ken Bagwell and Executive Director are working on a recommendation.

*Financial Policies/Controls-* There will be some changes that will need to be made to the purchasing policy as a result of resolution 2017-001. The conceptual documents have been approved and they are in the process of being formatted.

*Medical and Drug Testing*- Provider contract still needs to be finalized but there is an interim process in place.

*Update all Policies and Procedures-* Administrative step to change name from Kitsap County to Kitsap 911, remove references to county policies and procedures, use new titles, etc.

*Vehicle Titles and Registrations-* one vehicle registration has been completed and now waiting on paperwork from the county to process the other three.

*SharePoint & email*- These are schedule to be completed at the end of March.

*Building-* Attorney Ken Bagwell and Mr. Kirton will be meeting with the county on February 7th to discuss this issue.

**Financial Report** (reports were distributed)

Financial Analysts Robin King reviewed the budget reports for end of December. The revenues received are at 100.4% above of budget revenues. Sales tax is 13% above the year to date budget. Telephone Excise tax is still below budget with 96% received. 88.1% of the total appropriations expenditures have been spent. Mrs. King reported there are no current risks identified and no reserve funds were used in 2016.

**Staffing Report**

Deputy Director Maria Jameson-Owens reported the current trainees hired several months ago are on the dispatch floor in one on one training and doing very well. Kitsap 911 is in the process of hiring 4 new trainees that will start on March 2nd. This week interviews were completed and of 170 that applies only 14 were interviewed. The interview panels have expressed the 14 candidates are answering the questions well, are prepared and know what the job is. The Tech Manager position had 8 candidates that were interviewed and it has been narrowed down to 2 candidates for an assessment stage. The Human Resource Manager position will be opening up in the next week.

**Goal and Tech Project Update-** Mr. Kirton reported on the following projects;

*Push to Talk ID* implementation is almost complete and in validation phase and looking for any radios that have been missed.

*Backup center and upgrade of the radio consoles*- These projects will be carried forward to 2017.

*Deploy GIS based MSAG-* On track and this project is tied to technology change happening nationwide called Next Generation 911. This change will allow calls to be routed to us based on GIS center Data and meant to improve the call routing process. The goal is a 98.5% match rate.

*Two Factor Authentication-* This will be fully in place by the end of the year. 2017 focus will be on the network infrastructure.

*Secure Additional Frequency Licenses*- This project will be carried forward to 2017.

**Good of the Order-**

 **Director Bob Muehleman will be attending the Executive Committee meetings in place of Director Dusty Wiley for the next few meetings.**

**Director Becky Erickson made the recommendation to look at the Brownsville new sewer facility for the backup center as it is centrally located.**

**Adjournment 13:58**

## The next regular meeting of the Kitsap 911 Executive Committee is scheduled on February 8, 2017 from 13:00-15:00 at the CENCOM facility.