

**Kitsap 911 Executive Committee Meeting of**

**January 27, 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, 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.

Absent: Director Gary Simpson, Strategic Advisory Committee Vice Chair Jim Burchett

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

**Public Comment:** None

**Introduction of Strategic Advisory Chair and Vice Chair:** Executive Director Richard Kirton welcomed new SAB Chair Chief Joe Clark from Bainbridge Island Police and Vice Chair Chief Jeff Faucett from South Kitsap Fire and Rescue.

**Additions:** None

**Approval of minutes from July 22, 2020 and December 16, 2020**

**Director David Ellingson made a motion to approve the Executive Committee minutes from July 22, 2020. Motion was seconded by Director Becky Erickson. Motion passed**

**Director Wiley made a motion to approve the Executive Committee minutes from December 16, 2020. Motion was seconded by Director Becky Erickson. One abstains Director David Ellingson Motion passed**

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

**Director David Ellingson moved approval of A/P 3906 through 3984 Total $581,160.70.**

**Payroll dated 12/24/2020, 01/08/2021 and 01/22/2021 Total $847,915.94.**

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

**Ratification of Executed Contract:**

None

Action Items:

**Service Agreement Review-** Mr. Kirton said the service agreements with the cities, counties and fire agencies are all perpetual. However, one of the CALEA accreditation requirements is to review the agreements annually. The process is to have the Chiefs, Staff, Attorney and Executive Committee review, each independently and let us know if they see a need for any changes or updated. Attorney Ken Bagwell had reviewed three or four of the agreements and does not see a need to make any chances to the service agreements. None of the Committee had any changes to the document.

**Approve updates to Governing Directive 246- Employee Recognition-**Deputy Director Maria Jameson-Owens the Governing Directive was initially approved with Kitsap 911 went standalone. She went and reviewed the current documents and updated items highlighted in yellow and added a definition on a retirement award. The items were reviewed.

**Director David Ellingson made a motion to approve the updated to Governing Directive 246. Motion was seconded by Director Becky Erickson. Motion Passed.**

**Executive Director Actions Under Resolution 2020-003 (Extended paid sick leave)**

This resolution is the declaration of emergency due to COVID 19. Mr. Kirton reported he has extended the emergency leave policy through March 31, 2021, he expects the federal law to be extended as well. The goal is to make sure sick employees are out of facility. There is another COVID relief package being discussed and will likely extend this policy or a variation of this policy beyond March. It just is depended on the next package and when employees can be vaccinated.

**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. Continuing to work through testing and currently waiting on Washington State patrol vendor to complete their testing.

2019-20 Alerting Project- This is for digital alerting at all fire stations and includes a text to speech component. Kitsap 911 has completed the roll out of Poulsbo Fire and finished the prep work for Central Kitsap Fire and Rescue.

2020-21 RMS/JMS Replacement-This is Kitsap 911 support of Kitsap County in their RMS/JMS replacement of their system. Kitsap County is finalizing their statement of work and contract. The vendor with the County and Kitsap 911 CAD vendor and are working out the details of the interface that connected the system to CAD.

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. This should be a budget neutral project.

2020-28 Replacement Inventory Control Software- Looking for potential software and evaluating to see if new software. A lead technician has been assigned this tasked and begun research. This should be a budget neutral project..

2021-01 Closest Fire Unit Dispatch-This project is a continuation or Phase 2, Kitsap 911 has gone through all of the county and updated run cards to be closest unit of AVL based for certain event types. The next steps will allow more leverage AVL work for changing gears scenarios.

2021-02 Roll out of Automatic Call Distribution-Currently like a home phone, the phone rings and any call takers can pick it up. With Automatic it cycles through call takers and is a more efficient system.

2021-03 HVAC Controller- This is a routine replacement, this was not specifically budgeted but evaluating to see if it can be completed or may have a budget amendment later in the year.

2021-04 Server Virtualization and Cyber Security enhancements- This is continued work on the virtualization project. 2021 is largely configuration and security work.

2021-05 Conduct Drive Testing- This is to evaluate the radio and radio coverage footprint and cellular coverage footprint. These efforts will continue on an annual basis through the remainder of the existing radio system. It allows us to keep track holistically where the system is at.

2021-06 Replace Gold Mt Fuel Tank-This project was not funding in the budget. At the Gold Mt Site, the Fuel Tank water have been seen seeping. There is not a fuel leak or anything urgent or environmentally sensitive, but the water is seeping into the tank and it will need to be replaced. Funding option will be evaluated. This is scheduled to be completed Sept 30th, 2021, this site has accessibility issues in the winter months and would like to get this completed in the summer months. Its is being monitored very closely.

2021-31 Remote 911 Mutual Aid- This project will allow us to have other 911 centers in the state leveraging our remote 911 infrastructure in order to receive their 911 calls if they have an outage. Kitsap 911 has applied for a grant from the state 911 office to complete this. The projected would also fund some additional redundancy’s and security for our system.

119- Cad to Cad interface with Pierce County- Kitsap 911 is working with Chief Faucett from South Kitsap Fire and Rescue. They are evaluating the feasibility of moving forward with the project this year. Mayor Erickson asked if there are agreements like this happening with Jefferson or Mason County. Mr. Kirton said they have automatic mutual aid agreements with both of them.

Backup Center- This is being reevaluated as a result of the 911 technology what is needed for the back up center has changed. Kitsap 911 still has the space in the courthouse. The property owner at the site Kitsap 911 has been working with is continuing the construction plan regardless if Kitsap 911 will place their backup center there or not.

**Finance Report-**

Finance Manager Steve Rogers reported for year 2020 with the budget amendment passed in the 4th quarter the year ended up at anticipation. The single most notable on revenue was the receipt of the CARES Funding. With expenditures a lot of the positive difference is from the labor and the spending restrictions put into place due to COVID 19. No reserves have been used to date. Mayor Erickson said good work, and these are good numbers.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported Kitsap 911 is 16 people short in operations. Since the last meeting they have lost two more. One moved back to California and the other for another job as they were a military spouse. Overtime is tracking lower this year than in the last two years. A hiring process was completed and should have had an academy started in January. However, at the end of the process there was only one qualified candidate. This person has been postponed to the April academy. There is a new hiring process open now. Recruitment advertising was increased and there are already 189 applications which is 30% hire then the last hiring. The Human Resource Department is working with the High Schools in Kitsap and Piece County to do virtual career information to the seniors. Mayor Erickson asked what the starting rate for the position is. Ms. Jameson-Owens said it is approx. $25.00. Mayor Wheeler said the West Sound Skills Fair and Kitsap 911 should add it to their list. Mayor Erickson asked if we are doing signing bonuses. Mrs. Jameson-Owens said they have not as they reached out to other users and agencies and they said the signing bonus did not bring in better candidates. Mayor Erickson asked if the next meeting you can bring the comparable with other agency’s as we are going to burn out employees and have a real crisis. She feels we need to hire more people. Mrs. Jameson-Owens said they are looking at lots of options and may look at a hiring bonus after they have completed a certain amount of time with Kitsap 911. A complete market analysis process is being done in 2020 and will be looking at comparable in every position in Kitsap 911 and will bring back the comparisons. Mayor Erickson said thank you for all your hard work on this, we have got to solve the problem.

**Emerging Issues-**

Mr. Kirton said this is a new line item added to the agenda as a regular report. Under this item we will discuss things on the horizon but not looking for action.

**Special Board of Directors Meeting on February 2, 2021 -**

Mr. Kirton stated for this meeting the plan was to bring forward the Radio plan and information regarding financing options. In the meetings with the Chiefs there is still some work to be completed and more conversations. Mr. Kirton recommends cancelling this meeting and fold the conversation into the March 2nd meeting. Mayor Erickson asked if there is a formalized plan or any other documents that can be sent in order to prepare. Mr. Kirton said there will be some documents and presentation to the Executive Committee. The Executive Committee had no objections to cancelling the meeting.

**Good of the Order-**

None

**Adjournment 14:03**

## The next regular meeting of the Kitsap 911 Executive Committee will be February 10, 2021