

**Kitsap 911 Executive Committee Meeting of**

**August 26, 2020**

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director Becky Erickson, 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, and Technical Systems Manager Brandon Wecker.

Absent: Strategic Advisory Committee Vice Chair Jim Burchett, and Administrative Specialist Stephanie Browning

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

**Additions:** Sheriff Simpson asked for an overview of the portable radio situation and replacement; this will be included in the Tech overview.

Director Ellingson asked as a part of the Finance Report to discuss the 2021 budget and the schedule.

**Public Comment:** None

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

**Director David Ellingson moved approval of A/P 3640 through 3715 Total $351,220.50**

**Payroll dated 07/24/2020, 08/07/2020, and 08/21/2020 Total $908,715.12**

**Electronic Payments: None**

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

**Ratification of Executed Contract:**

**None**

**COVID-19 Update-** Executive Director Richard Kirton said in the news there has been a small impact to Kitsap 911 with St Michaels COVID outbreak, particularly on the fire side. Specifically with transporting people to other locations.

**Finance Report-**

Finance Manager Steve Rogers reported on the July report. The revenues are slightly above the expectations for the year. The only major fluctuation was timing differences with agency and tower revenue. Keeping an eye on sales tax to see if trends can be spotted. Every economist, banker etc. has an opinion on what will happen, at this point Kitsap 911 is analyzing data and being conservative on their estimates. With expenditures, Kitsap 911 has been curbing any as best as possible. Projections are still in line and month to month expenses have slowed. The capital expenditures are over budget due to projects planned for but not originally included in the 2020 budget. There will be a budget amendment submitted for review and approval in the near future. No reserves have been used to date and the greatest risks are the economic impact of COVID-19

**Staffing Report-**

Mrs. Jameson-Owens reports they are 11 employees short on the dispatch floor. Two laterals were just hired and started this week. The next academy is scheduled to start on September 14th with 4 to 5 candidates likely. The next hiring is set to open on September 14th with a start date at the end of January. Interviews were just completed for a T2 position in the technology group and there is a Director’s Interview scheduled for a T8 position in the technology group. There are five dispatchers in law enforcement training that should be signed off in the next few weeks.

**2020 Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker updated on the following projects. Noting that many projects have been paused due to COVID-19:

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messaged through the state switch into Kitsap 911 CAD system. The vendor Hexagon has completed the initial build on this interface and now is working with Kitsap 911 and the alarm company to begin testing.

2019-06 CAD Software Upgrade-All MCT and computers at Kitsap 911 have been upgraded to Windows 10. This was originally delayed due to Covid-19 and Suquamish Police Department blocking access to their machines. Suquamish Police have bought new CF33s and they have been imaged and set up. This project is now marked as closed.

2019-20 Alerting Project- This is for digital alerting at all fire stations and including a text to speech component. The necessary maintenance was completed on Kitsap 911 side and building the internal network has begun. The roll out of equipment to the fire stations is expected in September and techs will begin with South Kitsap Fire and Rescue.

2019-21 Support RMS/JMS Replacement-This is support of the County in their replacement of RMS/JMS system in an advisory capacity by seeing how it related to CAD and Kitsap 911 systems. They have selected EIS as the vendor and the county is working on completed a competitive contract and hope to have finalized by the end of the year.

Radio Coverage- Before COVID there was a radio coverage analysis over the whole county, which included all the capital channels. Technicians went back and did additional testing in the Silverdale/Bremerton area. In summary, when signal strength testing was done it was found that the signal strength improved. This did not mean the call quality improved and warranted additional testing. Noise floor testing was completed and noise floor is harder for the radios to hear based on different interference and LED lights. It was found there was a 5 decibel increase from the testing in the beginning of the year to now. Until it gets replaced, there will continue to be issues. Kitsap 911 will continue to adjust as they can, but there will be more quality issues. After testing both noise floor and signal strength there was an audio quality test. This identified audio quality issues significantly with the Sheriff’s Office and the BK radios but did not see the same issues with the Motorola and Kenwood radios. Kitsap 911 found out the BK Radios were not on the same firm wear and were not running the latest software updates. Additionally, there were some simulcast overlap, meaning Gold Mountain was overpowering some of the other signals. Kitsap 911 will be working with ADCOMM engineering to put a plan together for realigning the system. It will be a multiphase approach. The Sheriff’s Office is doing an inventory on the radios they currently have, and the Sheriff has authorized the purchase of ten new portables so there is a fleet of radios to start integrating to deputies that have the most problems. Kitsap 911 is supporting the Sheriff’s Office by helping to facilitate communication with the vendor and will continue to help by providing technical advice and expertise.

Sheriff Simpson asked what is causing the noise floor and if there is anything we can do to shield it from interfering with the frequencies. Brandon said it is caused by LED traffic lights, LED lights, and St. Michaels Hospital.

**Good of the Order:**

Mr. Kirton said a budget presentation for the Executive Committee will be on September 23rd and it will be presented to the Board of Directors on October 6th. The Board can vote then or at the December meeting. Kitsap 911 will not be proposing a change to user’s fees.

**Adjournment 1338**

## The next regular meeting of the Kitsap 911 Executive Committee is scheduled on

## February 26, 2020 from 13:00-15:00 at the Kitsap 911 facility.