

**Kitsap 911 Executive Committee Meeting of**

**November 18, 2020**

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.

**Additions:** None

**Public Comment:** None

**Approval of minutes from October 28, 2020**

**Director David Ellingson made a motion to approve the Executive Committee minutes from October 28, 2020. Motion was seconded by Director Greg Wheeler. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 3824 through 3871 Total $537,681.56**

**Payroll dated 10/30/2020 and 11/13/2020 Total $551,932.93**

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

**Ratification of Executed Contract:**

**K911-040 CARES Subrecipient Agreement with Kitsap County**

Mr. Kirton said this is an agreement with Kitsap County which designates Kitsap 911 as a subrecipient. The original agreement is for 694,761.00, the contract period ends June 1, 2021.Ken Bagwell has reviewed contracts and documents like this for many clients and there is nothing in the contract of particular concern**.**

**Director David Ellingson moved ratification of K911-040 Cares Subrecipient Agreement with Kitsap County**

**Motion was seconded by Director Greg Wheeler. Motion Passed.**

**Resolution 2020-07 Adopting Wage and Salary Ranges for Unrepresented Administrative and Management Employees-**

Executive Director Kirton stated the resolution adopts the 2021 wage and salary ranges for unrepresented administrative and management employees. These were set the same as the represented employees and the amounts were budgeted. Director Becky Erickson asked if the resolution reflects the approved budget and Mr. Kirton said yes.

**Director David Ellingson moved to adopt Resolution 2020-007 Adopting Wage and Salary Ranges for Unrepresented Administrative and Management Employees.**

**Motion was seconded by Director David Ellingson. Motion Passed.**

**Executive Director actions under Resolution 2020-003-**

This resolution is the declaration of emergency which allows waiver of certain purchasing requirements and limits. Holaday Parks purchase was approved based on the resolution and is related to the CARES projected. Due to the CARES timelines this was projected in case there was money available. This adds a UV purification to the air handling units so when the air in the building is circulated it goes through ducting with a UV sanitation device. The total cost of this projected is approx. $30K and the remainder of the labor will be split between Kitsap 911 and Emergency Management.

**Finance Report-**

Finance Manager Steve Rogers reported on the end of October report and reflected the budget amendment that was passed. Revenues have progressed along the anticipated trajectory, sales tax is a small amount above expectations. Other revenue fluctuations were due to normal timing differences. Operating expenditures are in line with the year to date goal. The capital expenditures also reflect the budget amendment. There is nothing of significance in the October activity and everything is mostly in line with expectation.

**Staffing Report-**

Deputy Director Maria Jameson-Owens reported that Kitsap 911 is currently short thirteen employees on the dispatch floor. There are two people in training as call receivers. There is a current hiring process taking place for telecommunicators who will start in January. The bad news is we started with 160 candidates and down to 2 in backgrounds. A technician was just hired and started November 23rd and the CAD engineer started on Monday. Director Becky Erickson asked with a huge pool of candidates and only two making it through the process, is it a lack of desire or a criteria they are not meeting in the process. Ms. Jameson-Owens said in the criteria and the largest problem is in the testing they are given two chances to pass. By the time the candidates got to interviews we were down to only 12 candidates. In the background phase they can fall out for a variety of reasons but commonly it’s due to drug use. The current standards are right in line with other dispatch centers and state patrol. It’s not lengthy but you cannot have used marijuana in the last year. Mr. Kirton added he is working with the police chiefs to revisit that particular standard. In addition, there was a much higher percent of people who were just applying for jobs with no intention of taking the job. Director Erickson asked what the game plan is and how we are going to hire more. Ms. Jameson-Owens said there are a few laterals that have recently applied and hope to get more. They have outlined a variety of things to do for recruitment so people are aware of the openings which include contacting police departments to see if they would be willing to hand out cards or have something on the cars. Director Erickson said law enforcement are offering hiring bonuses, for example $5000. If we can hire that way we would be saving money on overtime being paid. Mr. Kirton said he will look at that. He added that there is a retention bonus in the contract that kicks in at the end of the contract period and he may need to look at revamping it.

**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:

2019-03 Rapid SOS-This project interrogates more precise GPS location into the 911 phone system and passes the information into the CAD system. This project is still delayed.

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messages through the state that switch into Kitsap 911 CAD system. Technicians are working to resolve issues that were identified with the testing completed with the vendors last month.

2019-20 Alerting Project- This is for digital alerting at all fire stations and includes a text to speech component. Half of North Kitsap Fire has been completed and they’re now working on roll out with Bainbridge Island Fire.

Simulcast Tuning-This project was not on the list but added to address issues and identify radio quality on the primary channels. This project is still on track for completion and field work will start next month.

2020-33 Remote 911-This project is the remote 911 ability to have the same functionality outside the building as in the dispatch center. The upgrade to the 911 phone system has been completed and the majority of the items purchased have been delivered. The servers are in place and working on getting them set up and installed. Progress has been made testing the initial builds of the remote phone system and using them in the building in the “at risk” and “safety” designated areas.

Director Erickson said she sent an email to Mr. Kirton in October regarding the radio system. She would like reports issued and data. She asked that a meeting be set up to discuss the current status. Mr. Kirton said he will get new documents out shortly that include the updated information and discussed the following: Currently, Kitsap 911 is in the middle of the tuning of the current simulcast system. The tuning should be done by the end of December and in January the coverage footprint and quality will be reevaluated. If it works, the current timeline is what Kitsap 911 will try to stick to, if it did not work will come back with a much more aggressive timeline. He is working on an updated needs assessment draft, funding plan taking data from all the documents reviewed last year. The plan is to present to the Board of Directors in a special meeting on February 2nd. Then next steps will be the RFP for the engineering consultants with completion by 3/31/2021 while concurrently finalizing the needs assement document, preliminary plan and funding decision. He would like the engineering consultant selected by end of June 2021, microwave vendor selected and implementation to begin by the end of 2021, and for the RFP for the rest of the radio system to be out by 03/01/2022. Once that RFP vendor is selected there will be an implementation plan and timeline. This project will probably last about a year and half. The radio portion will be a turnkey solution so looking for a vendor who will come in and put the equipment in and tell us it’s ready. The draft needs assessment will include updated coverage needs and validation of estimated tower locations. Mr. Kirton will resend the documents they reviewed last year. The following questions were asked:

Director Ellingson asked as a part of the engineering study will the frequencies be validated that will work best with Kitsap terrain and tower locations. Mr. Kirton said recognizing is all theoretical on algorithms and trained analysis, some of which was done with the work last year and the engineering study wish list. It is recognized that what’s available at the time the final system design is done may not be what’s best, so the final design will take this into account.

Director Ellingson asked if the frequencies are available if we can get an FCC license for them and if any of the frequency or power levels spill over to Canada. Mr. Kirton said yes, everything will have to be coordinated with Canada. Good news is the state, King County and numerous NW entities are updated their systems right now and this will release some of the frequencies they are currently using. There will likely be a pool of frequencies that were coordinated with Canada.

Director Ellingson asked given the costs, will it likely take several years for the sales tax to get enough revenue to start the purchase path, and do you anticipate we will have to go out and issue a bond for the entire cost of the project and repay with sales tax revenue. Mr. Kirton said it depends on the economy and final implementation timeline. The draft put together last year does not require borrowed money until late in the project but if we opt to fund another way besides sales tax it will require a bond.

Director Erickson asked who the stakeholder’s group is. Mr. Kirton said it include John Sprague from the Sheriffs Office, a police representative from the City of Bremerton, Battalion Chief Craig Becker from Poulsbo Fire and Chief Faucett will have a deputy chief from South Kitsap Fire and Rescue.

Director Erickson asked if the committee will see the RFP for the engineer before it goes out. Mr. Kirton said yes, it can be brought back as an executive report.

Director Ellingson asked if it would be appropriate for someone from the Executive Committee to be a part of this committee to have knowledge of the process. Director Erickson believes it would be a good idea and the Committee decided Director Ellingson will be the representative.

**December Board Meeting -**

Mr. Kirton said DEM requested Kitsap 911 time for the December Board of Directors meeting. There won’t be a fourth quarter budget amendment or action items that need full board action. He recommends cancelling the December Board meeting and replacing it with a special meeting in February. Director Ellingson asked to send a summary of Executive Actions to give them a year end. The Committee agreed to cancel.

**2021 Board of Directors Meeting Schedule -**

Mr. Kirton provided a draft of the meeting schedule. There is a slight change to the meeting schedule as DEM had some requests. The committee reviewed the schedule and Administrative Specialist Stephanie Browning will add the already approved March 2021 meeting to the schedule.

**Executive Session-**

**Discuss pending litigation-Information Only, no action required.**

**Start:1346**

**Finish:1350**

**Adjournment 13:50**

## The next regular meeting of the Kitsap 911 Executive Committee will be December 16th, 2020