



Kitsap 911 Executive Committee Meeting of November 24, 2021

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Becky Erickson, Director Greg Wheeler, Strategic Advisory Committee Chair Chief Joe Clark, Executive Director Richard Kirton, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker.

Absent: Director John Gese, Ken Bagwell Legal Counsel for Kitsap 911 Strategic Advisory Board Vice Chair Chief Jeff Faucett, Deputy Director Maria Jameson-Owens, Deputy Operations Manager Jamie Donley, and Administrative Specialist Stephanie Browning.

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

Public Comment: No public in the meeting and no prior requests prior to the meeting.

Additions: None

Approval of Minutes from 10/13/2021

Director David Ellingson made a motion to approve the minutes from 10/13/2021. Motion was seconded by Director Becky Erickson. Motion Passed.

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 4519 through 455 Total \$160,815.27
Payroll dated 10/29/2021 and 11/12/2021 Total \$626,348.15.
Electronic Payments 06/01-08/31/2021 Total \$600.39
Motion was seconded by Director Becky Erickson Motion Passed.**

Ratification of Executed Contract:

K911-047 Washington State Traffic- This is a one-year contract that provides reimbursement for overtime charges for DUI emphasis.

Director David Ellingson made a motion to ratify contract K911-047 with Washington State Traffic. Motion was seconded by Director Becky Erickson. Motion Passed.

K911-019 A Sprint- This is a revenue contract. Sprint/T-Mobile is a vendor on our Simon Point tower site and have changed some of their antennas, which adds a \$500.00 increase to their annual payment.

Director David Ellingson made a motion to ratify contract K911-019 A with Spring. Motion was seconded by Director Becky Erickson. Motion Passed.

K911-049 Health Equity-This contract manages our FSA account for our employees. The cost varies because the number of employees enrolled varies year to year.

Director David Ellingson made a motion to ratify contract K911-049 Health Equity. Motion was seconded by Director Dusty Wiley. Motion passed.

Action Items:

Technical Staffing Proposal- Executive Director Richard Kirton emailed an information paper regarding two proposals. The first proposal is to add a Network and Safety Engineer position beginning in 2022. Kitsap 911 received some of their network services report from Kitsap County, such as VPN and core network. We also manage our own network and security, network for alerting, network for administrative telephone system and other components. Most of the work Kitsap 911 managed was not mission-critical until the completion of the alerting system project. With the deployment of the new microwave system and radio system, the number of systems that will need to be managed in-house is going to grow significantly. This position will help with respect to the microwave, provide some expertise in the microwave and radio system, and help the transition plan in transferring services from Kitsap County and more collaborative processes. He is recommending that labor costs from this position come from the 2022 non-operating budget followed by a transition to the operating budget in 2023. The second proposed position, called a Senior Public Safety Program Manager/Radio Engineer or "Owners Rep," will be doing the RFP for the radio system and completely dedicated to overseeing the radio and microwave projects. Kitsap 911 recommends hiring this position as an employee as opposed to a consultant. Today, we are asking for the Executive Committee's buyoff on the concept and if there are any changes they would like to see. This will go to the Board of Directors to vote on December 2nd. Director Becky Erickson would like to review the job descriptions, which Mr. Kirton will send to the committee.

Executive Director Actions Under Resolution 2020-003

No Actions taken

Finance Report-

Finance Manager Steve Rogers reported for the month ending October 31, 2021. The actuals are marrying well with both revenues and expenditures. There was some fluctuation in other revenues due to timing differences with tower lease revenues. The expenditures are right in-line with expectations, coming in just a little under budget. Overall, 8.8 million have been expended and there may not be a need for a 4th quarter budget amendment. No reserves have been used to date.

Staffing Report-

Executive Director Richard Kirton reported there were no changes since the last meeting.

2020 and 2021 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker reported on the following items:

2019-05 ASAP to PSAP- This project was to allow alarm companies to automatically create events in the CAD System. This project is completed and cut over with 13 alarm companies coming online. First in WA State to have this service online.

105-Draft RFP for design and build of the radio replacement – The RFP has been posted and we are currently accepting questions from vendors. The next step is to review the questions and post an addendum.

107-Establishing Governance for CAD to CAD Interface (Pierce)- This project will establish a governance with Kitsap 911 and South Sound 911 and design and implement a CAD-to-CAD interface with the agencies to assist with mutual aid response. Kitsap 911 has met with South Sound 911 and scheduled a meeting with the CAD vendor to layout the requirements that were generated at the meeting. We hope to have more information in the future.

2021-32- Closest Unit Fire Dispatch-Changing Gears Deployments- This is to update the run cards using AVL deployments. We are currently working on a recommendation and will discuss options with the fire operations chiefs on whether we should wait until a current vendor issue with AVL is resolved, or start the work early with the agencies that have not been effected as greatly with the issue.

2021-37- Replace Gold Mountain Fuel Tank- This will replace the current fuel tank at Gold Mountain with a model of the same capacity and added improved leak detection. The tank has not shipped yet so this project will be late. The current tank is not leaking fuel and was added as a proactive replacement. You will see this budgeted project carry forward into 2022

2019-20- Alerting-Still continuing to work through issues to get full sign off from all agencies.

Mr. Kirton added Finance Manager Steve Rogers has developed a new process and system to track multi-year budgeting that he will present at a later meeting to better keep you informed on where the money is being spent year over year. There will also be some changes in Brandon's reports and there will be more of a prioritization and rough outline of when we believe we will begin projects. Throughout the year, we expect to be able to provide a more solid date, as resources are available.

Emerging Issues-

988- Mr. Kirton reported that 988 is a nationwide crisis phone number that started out largely as a suicide prevention hotline. At the State level, they have formed a 988-steering committee. The Statewide NENA group, APCO Group and Chiefs group have representative on the larger committee. They have also formed a number of subcommittees and Mr. Kirton will be on the subcommittee looking at cross responses. For instance, when mental health responses intersect with law enforcement and fire, how the 988 system will integrate with the 911 system responses. There is a great model in Poulsbo of how we think this will work well statewide. Director Erickson said the CARES unit has Poulsbo Fire and City of Poulsbo working closely together on this. The 988 is a large deal with funding attached to it. More reports on this to come. Director Ellingson said the CEO of Kitsap Mental Health spoke to the Fire Commissioner last night and they are talking about having 24/7 response networks for mental health but like fire services, they cannot go on scene unless declared safe; HB1310 is impacting them just like fire. He hopes to bring this message forward to elected officials Senators and Legislators to get something done and make sure it is a good, permanent fix.

December Board Meeting-

Mr. Kirton will present at the December Board of Directors meeting Kitsap 911. Resolution 2020-005 2022 Board of Directors establishes the upcoming Meeting Schedule. March, June, September, and December will be the primary board meetings in 2022. The plan is to have the budget presentation occurring at the June meeting with no budget work-study this year. Mr. Kirton thinks we will need to scope some things out, but that will primarily be the work of the Executive Committee. Administrative Specialist Stephanie Browning reached out to all the other Super Tuesday groups for their plans for 2022 and most are planning to remain virtual. Both Director Erickson and Wheeler see staying virtual for the unforeseeable future. Mr. Kirton asked, for Kitsap 911, if it make sense to keep our meeting on Tuesday. Director Ellingson said it seems that we are able to conduct all our business virtually and if we change the day, we could end up with other conflicts. Mr. Kirton said virtual work is going well for Kitsap 911. Even when we are 100% back in the building, we have leveraged tools to accommodate virtual meetings forever. Director Erickson said the virtual meetings save everyone time, but it is saving days' worth of time this way.

Director Erickson asked if we are planning on hiring a project manager, will they be in charge of writing the scope for RFP contract for new radio system and what will be our involvement with the scope? Or the SAB scope? Mr. Kirton said there is a stakeholders group developed with David Ellingson and Fire and LE representatives which developed the core feature requirements for the new system. The next step is for the owner's rep to take all the work for the radio system and craft it into a final version of RFP; the stakeholder's group will review the final RFP and give feedback. Then, it will go back to full SAB and then finally released. The process has already been done for the microwave RFP. Mr. Kirton does not anticipate the radio RFP being released until later 2022. There are a lot of pieces to get into place quickly, but we are where we need to be at this point.

Good of the Order-

Director Wiley said he will probably not be attending the full meeting in December.

Director Ellingson congratulated Mayor Erickson and Mayor Wheelers on their victories and thanked them for their representation on this board.

Director Wheeler added the comments to legislature and had a vivid dream of tents being overrun in the cities and this is our challenge as mayors, and we need to keep Kitsap from becoming what others have become. It's a strong goal. Director Erickson said she agreed and that she has said tough stuff about legislature, but we need to keep law enforcement on the streets and flexible enough to deal with mental health. We need to empower them to be able to do the right things.

Adjournment 13:47

The next regular meeting of the Kitsap 911 Executive Committee will be December 22, 2021.