



Kitsap 911 Executive Committee Meeting of February 09, 2022

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director John Gese, Director Becky Erickson, Ken Bagwell Legal Counsel for Kitsap 911., Strategic Advisory Board Chair Chief Pat McKinney, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Assistant Director of Operations Jamie Donley, and Administrative Specialist Stephanie Browning. Guests: Mitch Urbancy (JVC Kenwood), Rich Hyland, Mark Nelson (Kitsap 911), Chad Bennett (Kitsap 911) Itai Farchi (Microwave Network), Eric Olson (RACOM), Scott (RACOM), Dana,
Absent: Strategic Advisory Committee Vice Chair Chief Joe Clark

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

Public Comment: No comments received prior to the meeting or during the meeting.

Additions: None

Opening of Kitsap 911 Microwave RFP:

Technical Supervisor Brandon Wecker stated that per the RFP proposals must have been received by Kitsap 911 at 911 Carver Street, on or before 4:00 PM yesterday, February 8, 2022. No email submissions were accepted for this RFP. The proposals will now be opened, and the name of the vendor will be read aloud and recorded. The details of each proposal, including the price will not be announced or recorded during the opening. By recording each submission Kitsap 911 acknowledges receipt of it. The packets will not be reviewed for completeness as a part of today's process. Administrative Specialist Stephanie Browning will share her screen and record the Proposals as Executive Director Richard Kirton reads them.

RFP received:

*Aviant Networks

*RACOM

*Ceragon

All submissions have been recorded accurately. One other submission from Microwave Network arrived before the deadline, however it arrived unsealed. Another sealed submission from the same company and another from Nokia arrived after the deadline. Kitsap 911 was unable to accept these submissions as they did not comply with the submission requirements. If anyone observing this process believes they have submitted a timely bid that was not opened, please email rk@kitsap911.org immediately.

Kitsap 911 will review the submissions for completeness and will begin contacting vendors tomorrow, February 10, 2022, to confirm we have received a complete packet and to begin scheduling the demonstrations. Once we have determined the lowest responsive bidder, we will notify all bidders prior to awarding the contract.

Approval of Minutes:

Director David Ellingson made a motion to approve the minutes from 01/26/2022. Motion was seconded by Director Greg Wheeler. Motion Passed.

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 4683 through 4711 Total \$162,867.23

Payroll dated 02/04/2022 Total \$363,554.14.

Electronic Payments 12/01-12/31/2020 (amendment) Total \$846.27

Motion was seconded by Director Becky Erickson Motion Passed.

Ratification of Executed Contract:

None

Executive Director Actions Under Resolution 2020-003-

No Actions taken

2022 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker reported on the following items:

2022-1 LMR Replacement-Radio Program Manager – March 21, 2022, is the anticipated start date of this employee.

2021-3 Server Virtualization and Cyber Security and remote 911 Mutual Aid – This project is the effort to upgrade the infrastructure to support remote 911 and evaluate the possibility of extending to other PSAPS. The testing is completed as a part of the grant funding and the primary technician who worked on this project is out on extended medical leave. However, he worked with another engineer to continue the project if he has the capacity along with his other duties.

2021-4 Complete Antenna Replacement – This project is the effort to repair the antennas. Kitsap 911 has been waiting on parts to complete the repairs. Once we know the ship date Kitsap 911 will schedule the work.

2021-5 Replace Gold Mountain Fuel Tank – The vendor dropped off a temporary tank at Gold Mountain last week but we are still waiting for the delivery of the actual tank. We still do not have an ETA, but the vendor estimates six weeks to complete after it is received.

2022-7 Replace Help Desk Software – This project was started last year by doing evaluation of help desk software and this year will include upgrading and working on the plan. The contract for the current software does not expire until August but we have selected a replacement and are working on an implementation plan.

2022-8 Replace vehicle gate – This project is to replace the vehicle gate controllers at Kitsap 911. We are working on finalizing quotes and will update the timeline once the vendor is selected.

2021-10 Closest Fire Unit Dispatch –This will update the run cards for “changing gears” deployments. The vendor does have a fix for the issue we reported to them, and it is for the newer version of software than we have. Kitsap 911 is working with them to get a version backporting to our version. Kitsap 911 will start rolling out the changes June 1, 2022.

Mayor Erickson asked if Kitsap 911 has done testing on a single point of failure analysis of the systems, or if we have checked to see what pieces of equipment or software that, if failed, would bring Kitsap 911 down. City of Poulsbo had a single point failure that caused loss of productivity for 4 hours and she thought about what would happen if it was Kitsap 911. Mr. Kirton responded ‘yes’ and it is down on an ongoing basis. One of the CALEA requirements is testing the back-up systems on a monthly basis. Part of the testing is to force a failure and make sure the redundant systems work properly. Mr. Kirton asked to send the point person who worked on theirs to him and Brandon Wecker.

Emerging Issues-

SB 5555- Mr. Kirton informed the committee that this bill will set minimum training standards for telecommunicators, reclassify them as first responders, and establish a certification board to develop certification standards. This certification work would be run through the State E911 Coordination office. The bill is currently in the Senate in the rules committee.

Next Executive Committee Meeting- Mr. Kirton said we will need to meet on Feb 23rd before the March Board of Directors meeting. In addition to the Finance report and the HR report, there will be a proposed first quarter budget amendment.

Good of the Order-

None

Adjournment 13:17

The next regular meeting of the Kitsap 911 Executive Committee will be February 23, 2022.