



**Kitsap 911 Board of Directors Meeting on
December 7, 2021, Via Virtual Teams Meeting**

ATTENDING:

Board of Directors:

Ed Wolfe-Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner
Robert Gelder- Kitsap County Commissioner
Sheriff John Gese Kitsap County
Joe Deets-City of Bainbridge Island
Becky Erickson- City of Poulsbo Mayor
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor (Vice Chair)
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner
Leslie Daus- City of Bremerton Council Member

Staff:

Richard Kirton- Executive Director
Rachael Taylor-Human Resource Manager
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Steve Rogers-Financial Manager
Stephanie Browning- Administrative Specialist

Absent:

Kevin Gorman-City of Bremerton Council Member
Maria Jameson-Owens-Deputy Director

Guests:

Chief Joe Clark-Chair of SAB and Police Chief of Bainbridge Island

Chief Jeff Faucett- Vice Chair of SAB and Chief of South Kitsap Fire and Rescue

Call to Order: Chair David Ellingson called the meeting to order at 2:04 pm.

Additions: None

Public Comment: No public comment was received prior to the start of the meeting and no public in attendance.

Adoption of Resolution 2021-005 Establishing the Meeting Schedule for Kitsap 911 in 2022

Mr. Kirton presented the resolution with the core meeting schedule. The plan will be to do elections and performance measures at the March meeting, budget presentation at the June meeting, updates to long-range plan, and a non-operating budget presentation for the September or December meeting. A special meeting may need to be scheduled for the purpose of awarding contracts as a result of the radio project RFP. The start time of the meetings was discussed, and it was decided to move the 12:15 meeting times to 12:30. All of the meetings in 2022 will be virtual. Director Erickson asked for a report from the SAB to the Board of Directors. Mr. Kirton suggests the Executive Committee has further discussion to see what exactly needs to be discussed.

Director Leslie Daugs made a motion to approve Resolution 2021-005 with two scheduled changes discussed. Motion was seconded by Directors Joe Deets. Motion Passed.

Authorizing hiring two new full-time employees (1 temporary and 1 regular)

Executive Director Richard Kirton explained the temporary Radio Project Owners representative position has been in the radio project plan, and they will help Kitsap 911 with implementation, manage vendor frequency coordination, and project management. The work for the microwave RFP has been done by Mark Nelson, a former Kitsap 911 Technical Manager and radio communications engineer with consulting experience with cell phone companies. We are at the point in the project that more time and effort is needed on the project than Mark is able to provide. He is requesting approval to move forward with a temporary employee to fill this role. The position will be in place first quarter of 2022 and will remain until three to six months after we are live with the new radio system. If this approved today, Kitsap 911 staff will be back with an amendment through the non-operating budget. The fiscal impact is up to \$189,305 depending on qualifications. He is recommending a temporary employee rather than a consultant, as there is more than enough work to warrant full-time attention and this is too important to share time with a consultant's other clients.

The Senior Program Network Security Engineer position was identified in Kitsap 911 long-range planning process. Some background information on this is that Kitsap County provides backup and support for the core Kitsap 911 network within Kitsap 911 technology services today but

there are some network elements that fall outside of the support agreement; for example, the administrative phone system and new remote 911 system are supported by internal staff. The new microwave system will be an IP-based system and elements in the new radio system will have new network elements. The workload is leading up to implementation and once in place, it will be sufficient to bring a network support inhouse. Kitsap 911 will continue the relationship with Kitsap County but will switch elements. Mr. Kirton's recommendation is to bring this position on in 2022 and fund it through the non-operating budget in 2022 and then move it to the regular operating budget in 2023. The fiscal impact for this is up to \$149k.

Chair Ellingson said asked if we are providing Kitsap County with funding and will this impact the contract with them. Mr. Kirton said it will not impact 2022, but when they negotiate the service agreement in 2023, some changes will be made. Director Erickson asked what the normal hiring process is. Mr. Kirton said the "Owners Rep" position will be advertised through our normal process and will include a panel interview with some of the stakeholder's group, a background check, and Director's interview. The network engineer has a similar process, but the panel interview will be Technical Systems Manger Brandon Wecker, Human Resource Manager Rachael Taylor and maybe someone from another 911 center or someone from City or County government with an applicable technical background.

Director Greg Wheeler made a motion to approve hiring of the two positions in 2022. Motion was seconded by Director Leslie Daus. Motion passed.

Executive Committee Report

Mr. Kirton reported the executive committee has been meeting virtually regularly and have done the following:

- Approved various warrants, payroll, and electronic fund transfers
- Received regular staff reports
- Ratification of contract K911-045 Washington State Military Department NG911
- Ratification of contract K911-045 Saybr Contractors (Gold Mt Fuel)
- Ratification of K911-047 Washington State Traffic
- Ratification of contract K911-019 A- Sprint Amendment- Simon Point
- Ratification of contract K911-049 Health Equity

Actions taken by the Executive Director under Resolution 2020-003 Declaring an Emergency:

- None

Staffing Report

Human Resource Manager Rachael Taylor reported there are 14.5 vacant positions on the dispatch floor. Since the last meeting three employees have left – one to pursue a different career path and two did not pass training. There are currently three call receiver trainees on the floor who will be signed off in January and two law enforcement dispatchers in training who should be signed off this month. An assessment center was held in October and two employees have been promoted to assistant supervisors. The next academy starts on January 10th with four people in attendance. Currently they are looking for new ideas in recruitment and retention and will bring

these ideas to the executive committee in the first quarter of 2022.

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended October 31, 2021. Both revenue and expenditures have proceeded as they have the entire year. We have received 5.3 million in sales tax and 2.2 million in excise tax. There was a slight variance in other revenues due to mail routing and normal timing difference with tower lease revenue. Approximately 8.8 million has been expended in total, of which labor has expended 7.1 million. Capital expenditures were 300K and no reserves have been used to date.

2021 Goals and Tech Project Report

Technical Systems Manager Brandon Wecker provided the following report:

**2019-05 ASAP to PSAP-* This project will allow alarm companies to automatically create events when an alarm is activated into CAD. This cutover has been completed with 13 alarm companies and we are the first in Washington State to be able to do this.

**105-Draft RFP for Design and Build-* The microwave RFP has been posted and Kitsap 911 is currently accepting questions from vendors.

**107- Establish Governance for CAD-to-CAD interface with Pierce.* – This project is still establishing an agreement between Kitsap 911 and South Sound 911 and designing a CAD-to-CAD interface to provide mutual responses. Kitsap 911 met with South Sound 911 and then with Hexagon the CAD vendor to discuss the design project.

**2021-37 Replace Gold Mountain Fuel Tank-* This project is to replace the current diesel fuel tank with a model with like capacity but will add improved leak detection and polish capability. The tank has not shipped and this project will be late. Will update completion of the project date once the ship date is known.

**2019-20 Alerting-* This project would deploy a digital alerting system in all fire stations along with a text to speech component. Kitsap 911 is working through the last four operational issues with the vendor. They have fixed two in testing and are still working on investigating and resolving the two final issues.

Good of the Order

Director Becky Erickson asked if the state dispatch centers are getting involved with the new 988 system, what Kitsap 911 is hearing about it, and what the possible implications are for Kitsap 911. Mr. Kirton stated the state 911 coordinator is a member of the CRISP steering team. Mr. Kirton is a member of the cross-system response subcommittee, which will look at how the 988 system will interface with 911, police, fire, and others. So far, there has only been one subcommittee meeting, which was a meet and greet. They are monitoring how the call flow will look and interfaces will work. There are some great models, particularly the CARES program, which is the partnership in Poulsbo. There is a lot of opportunity to build this in a way that

compliments and supports the existing structures.

Director Leslie Daus wished everyone a happy holiday and is looking forward to a new year and the Fire Commissioners annual holiday brunch this Saturday.

Chair Dave Ellingson echo best wishes for holiday season and we as a Board are on threshold of doing great things for the County next year. It's going to be an interesting year with lots of opportunity to excel. There is a good group of individuals positioned to make sure this all goes flawlessly without hesitation.

The meeting was adjourned at 2:40 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is March 1, 2022, at 12:30
Virtually***