



## Kitsap 911 Executive Committee Meeting of May 11, 2022

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director John Gese, Director Joe Deets, Director Greg Wheeler, Strategic Advisory Committee Vice Chair Chief Joe Clark, Strategic Advisory Board Chair Chief Pat McKinney, Ken Bagwell Legal Counsel for Kitsap 911, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker and Administrative Specialist Stephanie Browning.

Guests: RACOM

Absent:

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

**Public Comment:** Eric Olson with RACOM said he is listening in on the proceedings.

**Additions:** None

**Approval of Minutes:**

**Director David Ellingson made a motion to approve the minutes from 03/13/2022. Motion was seconded by Director Dusty Wiley Motion Passed.**

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

**Director David Ellingson moved approval of A/P 4856 through 4906 Total \$277,707.13  
Payroll dated 04/15/2022 and 04/29/2022 Total \$661,043.21  
Electronic Payments dated 03/01-03/31/2022 Total \$591.32.  
Motion was seconded by Director Dusty Wiley Motion Passed.**

**Ratification of Executed Contract:**

**KC-053-06 A Suquamish Tribe-** This contract is an amendment to an existing contract with Squamish Tribe. They own the radio tower and the land, and Kitsap 911 owns an enclosure and equipment on the tower. The tribe has put equipment on the tower and need space to house it. In exchange for using space, they have reduced the rent payment for space on the tower and the land.

**Director David Ellingson made a motion to ratify contract KC-053-06 A with Suquamish Tribe Motion was seconded by Director John Gese. Motion Passed.**

### Action Items:

**Microwave Vendor Section-** Radio Program Manager Scott Peabody presented Kitsap 911's recommendation for the Microwave System RFP and transition plan (slideshow document attached). The proposals were reviewed and from them came a unanimous recommendation. The results are a cost-effective and practical way to enable to communications for Kitsap radio system. There were five responses to the RFP, of which two were viable proposals. RACOM was ranked number one based on the evaluation criteria. Executive Director Richard Kirton said today, we are looking for the Executive Committee's authorization and support for notifying the vendors that we have an apparent winner, and to request that at the June 7<sup>th</sup> Board of Directors meeting to authorize the award and negotiation of the contract. Director Ellingson asked if the transmitters and receivers are in the same dish or if they are separate in each tower? Mr. Peabody said the dish is transmit-and-receive but the actual electronics are not placed in the dish but are instead located in the shelter. Director Ellingson asked if there are any vegetation problems that will be an issue now or in the future. Mr. Peabody said yes, and it's already causing problems on some paths. An engineering site walk with drones will be needed to see what needs to be done at each site. The plan is to have a Kitsap County arborist with the engineer and look at 20-year growth. Director Ellingson asked if there a plan to do a pilot test first on a small section, in case there are problems encountered. Mr. Peabody said no, the plan has the parallel implementation, and the older system will remain in place supporting the existing radio system with the new system in front of it. There is virtually no risk of down time with this method. Director Ellingson asked if there will be service disruptions during installation. Mr. Peabody said for loop connections, there will be no outage, but for monitor radio sites, links go down and there will be an outage but with a simulcast design there will be some coverage. Mr. Kirton said before we start doing the spurs we will finish the loop and have a lot of experience before we take them down. Director Ellingson asked if based on the analysis on all vendors, is there any potential for a challenge of the award. Mr. Kirton said the award criteria are straight forward and not a strict low-bid RFP; there are set evaluation criteria and requirements. Letters will be sent today or tomorrow to notify the vendors that we have an apparent winner and this will trigger the statutory rights to file a complaint or question the process.

**Director Ellingson motion to authorize staff to notify the responders and forward this to the recommend the Board of Directors on June 7th for approval. Motion was seconded by Director Greg Wheeler. Motion passed.**

### Discussion Items:

#### **LMR Project Update**

Executive Director Richard Kirton said the technical overview was covered in the microwave slideshow, but the next steps is there is a scheduling email out to the Radio Committee and the plan is to get them together in the next few weeks. Mr. Peabody has made good progress on this RFP and the radio

committee will review the draft RFP, then back to SAB with the goal of having the RFP out by end of summer. Shortly after we will start updating the projected timeline and finance plan.

### **Staff Reports:**

#### **Executive Director Actions Under Resolution 2020-003-**

No Actions taken. Mr. Kirton said we will come back to the Board of Directors of the Executive Committee with the repeal of this resolution in a future meeting. Currently talking with the State Auditor to make sure there are no unintended consequences when we repeal. This is a work in progress. Director Ellingson asked if this means once appealed we go back to in person meetings. Mr. Kirton said the Governor has signed a change to the Open Public Meeting Laws, but Kitsap 911 does have provisions for virtual meetings in our documents. Kitsap 911 will be able to continue providing virtual meetings and will have a place for the public to attend in person or virtually. Kitsap 911 will continue to have a virtual option and most of the other Tuesday meeting groups plan to continue virtual as well. If something changes with them, Kitsap 911 will discuss a change as well. Director Wheeler added yesterday, he approved as Board Chair for Kitsap Public Health to stay in fully virtual until September and will be drafting the applicable documents. Kitsap Transit and KRCC are also gearing up to do the same thing.

#### **2022 Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker reported on the following items:

2021-5 Replace Gold Mt Fuel Tank – This project is to replace the fuel tank at Gold Mountain with the same capacity and improved leak detection. This project is complete.

2022-7 Replace Help Desk Software – The new software has been purchased and we are working through the implementation. With recent staffing changings there is potential for this project to be delayed. Will keep you updated as we work through.

2022-8 Replace vehicle gate – This project is to replace the vehicle gate controllers at Kitsap 911. The vendor has informed us that parts are still ten weeks out. The goals sheet has been updated.

2021-10 Closest Fire Unit Dispatch –This will update the run cards for “changing gears” deployments. The fix from the vendor is in the system and working through testing. Kitsap 911 will start rolling out the changes June 1, 2022.

2020- Curb Repair and Parking Lot Striping- Currently working on getting quotes for this and plan for the work to take place this summer.

2019-02 Alerting- Deputy Director Maria said they are still experiencing problems with monitors at the stations. Purvis is sending out to engineers to be onsite tomorrow. They will start in Bremerton and then Bainbridge Island, as they have most of the issues. Monday morning at 8AM, they will push out a patch and will remain onsite the rest of the week to monitor the systems. We have had a hard time getting information reported to Kitsap 911 from the agencies and consequently, we thought most of the issues were only at Bainbridge, but that was not the case. Hopefully with Purvis on site, we can track down all the issues. The Vice President of Sales will be onsite as well and will meet with any agency that wants to meet.

#### **Finance Report**

Finance Manager Steve Rogers reported for the month ending April 30, 2022. Approximately \$4.3M in total annual revenues were received, which was over our projections; the majority of that came from sales tax and excise tax. The biggest fluctuation in other revenues was from normal timing differences with

user fees. Expenditures are in-line with expectations. We plan to present a budget amendment later this quarter to reflect projections. No reserves have been used to date. Director Ellingson asked if we have started receiving revenue from the 2<sup>nd</sup> 1/10<sup>th</sup> of 1%. Mr. Rogers said we should start seeing this in June and it will be documented on the June report in a separate line item. Director Wheeler added it even helps to delineate a complete breakout if possible and keeps that line separation.

### **Staffing Report**

Maria Jameson reported Kitsap 911 lost an employee to the Sheriff's Office and then hired one so we are still 17 employees short on the dispatch floor. The PCR position was opened and in the first week there were 80 candidates. We have been working on a huge social media push. There is a T2 position open in the technical group that will backfill the employee promoted to the CAD position.

### **Board of Director agenda for June 7, 2022-**

Mr. Kirton said in addition to the regular reports, there will be Scott Peabody's presentation on the microwave project and the 2022 Budget Amendment. Originally, we were going to present the Operations budget but don't believe we will have time with the microwave project. We propose to present the User Fee allocations based on 2023 projected units of use formula but using the same allocations used in the 2022 budget. This will give the user agencies comfort of what their fees will be. We do not see a need to increase the user agency fees and if revenue projections are better then we anticipate we can always do a Board-approved holiday. Then we will present the 2023 operating budget at the September meeting and the Capital budget in December. The Executive Committee needs to decide if we want to bring back a reimbursement resolution of a smaller amount, such as \$2 or \$3M; by doing this, if we later decide to finance and want to reimburse ourselves for the microwave expenses we have the ability. If needed we could also do a special meeting in October or November. Director Ellingson said let's bring it up and say at the next board meeting we will be bringing it forward and set the stage.

### **Good of the Order-**

No report

**Adjournment 14:09**

**The next regular meeting of the Kitsap 911 Executive Committee will be June 8, 2022.**