



**Kitsap 911 Board of Directors Meeting on
March 1, 2022
Via Virtual 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

Staff:

Richard Kirton- Executive Director
Maria Jameson-Owens-Deputy 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:

Michael Goodnow -City of Bremerton Council Member
Leslie Daus- City of Bremerton Council Member

Guests:

Jim Nelson-Bond Advisory

Cynthia Weed-Bond Council

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

Chief Pat McGanney- Chair of SAB and Chief of South Kitsap Fire and Rescue

Call to Order: Chair David Ellingson called the meeting to order at 12:31pm.

Additions: None

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

Welcome new Kitsap 911 Board of Director Members: The new Kitsap 911 Board Member from the City of Bremerton is Michael Goodnow

Approval of Minutes:

Director Robert Gelder made a motion to approve minutes from 07/23/2021, 09/07/2021, and 12/07/2021. Motion was seconded by Directors Joe Deets. Motion Passed

Ratio project status and Adoption of Resolution 2022-001 Reimbursement Resolution

Mr. Kirton gave a brief overview of the radio project. To date, no decisions have been made with respect to whether or not to bond, when to bond, or for how much to bond, as all such decisions will be made with the full participation of the Board. There are some upcoming expenses related to the project, including the salary of the radio program manager, Scott Peabody, that starts on March 15th, as well as some initial milestone payments for the microwave system once the contract has been awarded. Finance Manager Steve Rogers and Bond Advisor Jim Nelson provided additional information regarding the Reimbursement Resolution being presented. Mr. Rogers said this resolution was discussed at the most recent Executive Committee meeting and was asked to bring it before the Board of Directors. He said that a bond reimbursement resolution is standard practice to have approved well before financing decisions have been made. It does not obligate Kitsap 911 in any way, but allows the latitude to use future bond proceeds to reimburse ourselves for any cash spent before the bond is issued. Having this resolution in place was recommended by Kitsap 911 Bond Advisor Jim Nelson and Bond Council Cynthia Weed. Director Erickson asked how we know that the project will cost \$41 million. Mr. Rogers said this is based off a preliminary estimate. Director Erickson said this resolution would open the checkbook up to \$41 million and that it “piece-meals” the project without having any definitive decisions. She feels that this is premature before we see plans for the radio system. Cynthia Weed reiterated that this resolution does not permit or authorize Kitsap 911 to spend any money; any of those decisions would need to be approved by the board. It just says if by any circumstance you do spend money you are permitted to use tax exempt bonds to recoup those expenditures. The Board does not have to approve the resolution for \$41 million – it could be for

any amount. If by chance you do spend money on the project in the future though, you would do a reimbursement request for the expenditures, in order to comply with IRS guidelines. Director Wolfe commented that when he hears IRS format, his radar goes up. He asked whether this document obligates the board to reimburse if funds are spent. Ms. Weed stated no, and that that decision is a future decision. If Kitsap 911 makes the decision to bond, having this resolution approved will be helpful, but there is no commitment at any level. Jim Nelson stated this is a common practice and they approved one with South Kitsap Fire and Rescue. Also, if you don't have a bond reimbursement resolution in place and you spend cash now for capital improvements and more than 60 days expire, then you lose the ability to replenish with bond proceeds. It is more of a safety net and does not in any way commit you to issue bonds in future. Director Wheeler stated our role as a board is to ensure we have the safeguards in place and the policies for expenditures. He commented that for all expenditures, there ought to be a code in the budget that is established. A concern he has is that something coded is in consent agenda and not under separate scrutiny; we need to make sure approval process transfers into this specific project. He asked what the scenario will look like if we start approving funds. Director Kirton stated the Board of Directors exercises their fiduciary responsibility for the budget and the awarding of the contract. The Microwave contract award will be brought to the Executive Committee to awarded and the intention is to bring the larger LMR contract to the full Board of Directors for award. Beyond that, the normal Financial Policies that we already have in place dictate how to approve. Director Wheeler said it sounds like there is an adequate process in place and this will flow into that process. He is open to hear more conversations, as it's a substantial project.

Director Gelder said he understands the concept of cost recovery. The issue is with the way the resolution is worded. He doesn't see the salary spelled out in the language of the resolution but is also missing how this is tied to overall timeline of the overall project. We know this project will take time. It would be helpful to see the entire project timeline, when it is expected to implement them, and do a reimbursement resolution based on each one of the issuances. Mr. Kirton understands, and as far as hardware and equipment are concerned, the first piece of the project is the microwave system. The RFP was opened early this month and we expect to bring it back to the Executive Committee in April to award the contract. Kitsap 911 has cash in-hand in order to pay for that part of the project – the issue that prompted this resolution is the larger LMR project. We will likely need to bond for it, as it is slower-moving and we want to make sure if the Board chooses to use bond proceeds to reimbursement the fund for microwave project, that we have the documentation in place. Jim Nelson said a likely scenario is the issuance of two series of bonds, which is where the \$41 million figure is coming from, so both series are included in that amount. Director Erickson said she has raw fear and is worried. The resolution in front of us says \$41 million, which means effectively we could spend a series of money and go back to the bond and get reimbursed. In her mind, we do not have the checks and controls on this project that are necessary to move forward. This first came to the Executive Committee and responded that this needs to go to the full board. The profoundness of this decision should be done at this board. With the structure of Kitsap 911, we don't currently have the fiduciary controls for this. Her question is why \$41 million. Before you issue any bonds, you do a reimbursement resolution, and we know how this works. We internally do not have controls or the information we need to make this decision for this specific project. She would like to table this motion and do more homework on this project. This is a mission-critical operation, and we need to understand it better.

Director Becky Erickson made a motion to table discussion Resolution 2022-001. Motion was seconded by Directors Rob Putansuu.

Comments: Director Deets said this is a good discussion and listening to Director Erickson, is in favor of tabling to get more information.

Director Wheeler said we should table this motion, and we will be looking for a timeline. He asked if this requires a consultant and what will be used to pay for this? Do we then reconvene to discuss the expenditure? He wants to have a clear path on what we are tabling for. Director Ellingson says part of the overall plan is that we hired the program manager that will develop the plan and the timelines when he begins on March 15. We will have this information once he has started working on it.

Director Wiley said he is confused on this resolution as it was done at the fire district and helped us out and does not mean we are bonding for this, and reimbursement is very important to us.

Director Putansuu said Wheeler brings up a good point on tabling since this too nebulous and we need more parameters and some of the plan before he is ready to support.

Director Erickson commented that this is premature, and we need to plan.

Two Opposed, Director Dusty Wiley and Director Bob Muhleman. Motion Passed.

Resolution 2022-002 Amending the 2022 Budget

Executive Director Richard Kirton asked to pull this Resolution from the agenda. Kitsap 911 will go back to the Executive Committee and have further conversations. This budget amendment will be brought back at a later time. Director Rob Gelder it will be helpful to include a comparison and variance for the changes of the current adopted budget.

Election of Chair and Vice Chair

Director Bob Muhleman made a motion to elected David Ellingson as the Chair of the Kitsap 911 Board of Directors. Motion was seconded by Directors Becky Erickson. Motion Passed.

Director Becky Erickson made a motion to elected Greg Wheeler as the Vice Chair of the Kitsap 911 Board of Directors. Motion was seconded by Directors Rob Gelder. Motion Passed.

Appointment of Executive Committee Members

Chair Ellingson stated he will be on the Executive Committee as the Chair of the Board of Directors, Director Dusty Wiley has been appointed to represent the Fire Commissioners, Vice Chair Greg Wheeler will represent City of Bremerton. The County will have the Sheriff represent and the small cities appointed Director Joe Deets. Other non-voting members are the Chair and the Vice Chair of the SAB and attend regularly.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker provided the following report:

* Kitsap 911 made a job offer to the Program Manager and it was accepted, and he will begin on

March 15th. The second position authorized to fill was the network security position. The opening has closed, and one candidate had potential but did not have the job experience. The position job description has been updated and again accepting applications.

*Continuous Improvement for Technical Division- One of the continuous improvements is the MCT turnaround time. There is a new imaging solution purchased last year that the technicians have been leveraging and deployed ConnectWise, which allows PC management in-house and allows for troubleshooting and patching. Also working on tower site improvements and the main focus is working on a proof on concept for tower site cameras.

*2022-01 LMR Replacement and hiring onboard radio program manager-Kitsap 911 has completed the preliminary review of the microwave RFP to make sure the submitted packages were complete and we have begun the internal technical review. Once the apparent low-cost and responsive bidder has been established the recommend will go to the Executive Committee. The radio program manager will help with these next steps.

*2021-03 Server Virtualization and Cyber Security Enhancement and Remote 911 Mutual Aid- This is the effort to upgrade the infrastructure to better support remote 911 and to evaluate the possibility to extend to other PSAPS. The primary technician assigned to the project was out on medical leave and anticipate a June 1st completion date.

*2021-04 Complete Antenna Repairs-This is the effort to repair the antennas based on the sweep last year. The new antenna arrived at the installed last week and this will be installed in upcoming weeks.

*2021-05 Replace Gold Mt Fuel Tank- This project will replace the current tank with like model of same capacity and added leak detection and fuel polishing capabilities. There have been significant supply delays and we are still waiting on tank delivery. About six weeks of work is expected, once the tank is delivered.

*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.

*2022-07 Replace Helpdesk Software- This is the effort to replace the help desk software, a replacement has been selected and are currently working on the implantation plan before the current software expires.

*2022-08 Replace Vehicle gates at 911 Carver- This project will replace the current vehicle gate controllers. The final vendor selection has been completed but we are seeing a 12–14-week delay on parts and will update the completion timeline once the parts are received

*2021-10 Closest Fire Unit Dispatch- Changing Gears-This effort was to update run cards for changing gears to AVL deployment. This was held off due to a bug the vendor had, and the vendor has figured out a fix but its in a newer version, so Kitsap 911 is working with the vendor to get the fix to our version of CAD.

**2019-02 Alerting-* This project would deploy a digital alerting system in all fire stations along with a text-to-speech component. The final issues deal with the monitors at the stations. There was an update to the time sync and installed a better monitoring the project to help identify why they are not reconnecting.

Annual Performance Measure Report

Deputy Director Maria Jameson-Owens presented the 2021 Performance Measure Report. This is the twelfth year of the report. This report is available on www.kitsap911.org. The following were questions asked from the Board of Directors:

**Director Ellingson said SB5555 will be putting out new training requirements and will impact how we train and certify Kitsap 911 employees. Mrs. Jameson said yes that will have an impact. This Thursday all of the supervisors, training manager, HR manager are meeting to see how Kitsap 911 can decrease the amount of training time right now and change the training process and decrease the time significantly.*

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended January 31, 2022. 1.2 million in combined revenues have been received, which is 1% over the projections. The revenues did not have any significant fluctuations. 1.2 million have expended in operating expenditures most of which was labor. With non-labor right around expectations. There is a slight verbiage change from 2021 reports.

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 K911-050 Evergreen Health Line
- Ratification of amendment to contract K911-045 A WA State Military Department
- Adoption of Resolution 2021-006 Adopting Wage and Salary Ranges for Unrepresented Administrative and Management Employees
- Adoption of Resolution 2021-007 Declaring Certain Personal Property as Surplus

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

- None

Emerging Issues

Mr. Kirton stated staffing on a national basis is 911 challenged. SB5555 is currently in the house rules committee and will declare 911 public safety telecommunicators as emergency responders and establish minimum training and certifications. There currently are no statewide training requirements and this bill will rectify this.

Good of the Order

Director Becky Erickson expressed that she would like to have more conversations on spending limitation and signing authority as we go into big projects. Also thinks the financial structure would be more able to identify activities in the agency and accounting for them rather than lumped together. For instance, the salaries just on the dispatch floor, administrative salary etc. Feels like she does not understand as much as she should. Mr. Kirton has reached out and she will sit down and have further conversation. Chair Ellingson said there is a policy in the Governing Directives that states signature authority, and they are in place. The Executive Director can sign no more than \$10k if it's an unbudgeted item.

Director Wheeler supports for the time being having expenditure decisions for the \$41 million project be at the full board. Mr. Kirton pointed out there has been no money appropriated for this project and no money has been spent. Kitsap 911 understands this is a lot of money and want to do this right. Director Wheeler proposed that this should be discussed at the next Executive Committee meeting.

The meeting was adjourned at 2:01 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is June 7, 2022, at 2:00
Virtually***