



Kitsap 911 Executive Committee Meeting of December 16, 2020

The Kitsap 911 Executive Committee met via a Virtual meeting. Present were: Director Dusty Wiley (Chair), Director Becky Erickson, Director Gary Simpson, Director Greg Wheeler, Ken Bagwell Legal Counsel for Kitsap 911, Strategic Advisory Board Chair Chief Jim Gillard, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker and Administrative Specialist Stephanie Browning.
Absent: Director David Ellingson, Strategic Advisory Committee Vice Chair Jim Burchett

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

Additions: None

Public Comment: None

Approval of minutes from March 25, 2020, August 26, 2020 and November 11, 2020

**Director Greg Wheeler made a motion to approve the Executive Committee minutes from March 25, 2020, August 26, 2020 and November 11, 2020. Motion was seconded by Director Dusty Wiley.
Director Gary Simpson abstained from approving the minutes of November 11, 2020. Motion Passed.**

Approval of Payment of Claims-Fund 89822:

**Director Gary Simpson moved approval of A/P 3872 through 3905 Total \$537,681.56.
Payroll dated 11/27/2020 and 12/01/2020 Total \$638,163.98.
Motion was seconded by Director Dusty Wiley. Motion Passed.**

Ratification of Executed Contract:

K911-040 A Amendment to CARES Subrecipient Agreement with Kitsap County

Mr. Kirton said this is an amendment to the agreement with Kitsap County which designates Kitsap 911 as a subrecipient. This adds an additional \$30,000 to the agreement.

**Director Greg Wheeler moved ratification of K911-040A Amendment to Cares Subrecipient Agreement with Kitsap County.
Motion was seconded by Director Dusty Wiley. Motion Passed.**

Executive Director Actions Under Resolution 2020-003 (Credit Limits)

This resolution is the declaration of emergency due to COVID 19 which allows waivers of certain purchasing requirements and limits. Mr. Kirton stated the CARES project was funded late in October with a requirement that funds be spent by a specific date in November and work completed by the end of November. This final purchase date did not allow for some of the purchases to be executed with the normal process. Due to this timing, items needed to be purchased on the credit account. Mr. Kirton temporarily increased Kitsap 911 credit limits to complete the CARES purchases, and they will be restored back to previous limits. Kitsap 911 is also in the process of extending the emergency sick leave that was set to expire at the end of 2020.

Staffing Report-

Deputy Director Maria Jameson-Owens reported the dispatch floor is now 14 employees short. There are still two call receiver trainees going through the training process on the dispatch floor right now. The current hiring schedule has the new employees starting on January 19th. Kitsap 911 was hoping for a larger number of people for the class but it's currently looking like only two people will start. The 2021 hiring plan has been revamped and will now have four recruitments. It used to take six months to do a hiring and that time to hire has been significantly reduced. There will be a recruitment in January, April, July and October in 2021. Kitsap 911 is looking for different ways to get information out regarding these recruitments. Mrs. Jameson-Owens has reached out to law enforcement and fire departments and some agencies are willing to put the hiring information on the reader boards at the fire stations, social media sites and websites. The HR department will be ordering magnets for the Kitsap 911 vehicles stating that Kitsap 911 is hiring and will ask employees if they are willing to place them on their cars. Director Erickson asked if Kitsap 911 is doing exit interviews and Mrs. Jameson-Owens said yes, there is an exit interview that is done online and if there is something documented the HR Manager follows up. Director Erickson suggested maybe the policy be changed and have an in person exit interview so the HR Manager can ask questions as a lot of people won't put things down on paper. There has been a lot of turnover with this agency and it is concerning, Ms. Erickson asked why people are leaving. Mrs. Jameson-Owens said for most they say the job is not the right fit for them, it's too stressful, too much overtime and not what they expected. The lower tenure employees are the ones that are leaving.

2020 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker updated on the following projects, noting that many projects have been paused due to COVID-19:

2019-03 Rapid SOS-This project integrates more precise GPS location into the 911 phone system and passes the information into the CAD system. This project has still been delayed but working with the phone vendor to schedule testing and the next steps.

2019-05 ASAP to PSAP- This project allows alarm companies to automatically generate messages through the state that switch into Kitsap 911 CAD system. This work requires coordination between Kitsap 911 and Washington State Patrol and three vendors. Kitsap 911 is continuing to work with the state and the vendors to finalize system configuration. State Patrol has been a great partner in this.

2019-20 Alerting Project- This is for digital alerting at all fire stations and includes a text to speech component. Kitsap 911 is working to resolve the remaining issues with North Kitsap Fire and working on the roll out to Bainbridge Island.

Simulcast Tuning-This project was not on the list but added to address issues and identify radio quality on the primary channels. Kitsap 911 is working with the vendor to finalize configuration parameters so they can begin implementing the adjustments.

2020-21 RMS/JMS Replacement-This is Kitsap 911 support of Kitsap County in their RMS/JMS replacement of their system. Kitsap County is finalizing their statement of work and contract. Currently working with their chosen vendor EIS and Kitsap 911 CAD vendor on the interface. Has talked to the Chiefs to see if it makes sense to roll out an MCT and CAD upgrade to coincide the RMS/JMS replacement.

2020-33 Remote 911-This project is the remote 911 ability to have the same functionality outside the building as in the dispatch center. The work funding through CARES is complete. Kitsap 911 continues to adjust the system to improve functionality. Have been able to use these tools to keep employees that have had potential COVID exposures working without exposing the remainder of the workforce. Mr. Kirton added we are fortunate to have received CARES allocation to complete this work. Between the time we had received the CARES allocation and when the projected needed to be completed was a short turn around. Kitsap 911 technicians with support from operations and the leadership team really went above and beyond to get the project rolled out. They came together as a cohesive team.

Radio System Project-Mr. Kirton said the overall schedule has been added into the budget reports page. The next steps are the simulcast tuning and the evaluation of the coverage footprint has been finished. This will allow us to compare where we were at the time the system was first deployed to where we are at today. Kitsap 911 GIS technician has taken the data and placed it into a map. Hopefully this will be available for a preliminary viewing at a January Executive Committee meeting with a presentation to the full board of directors in February. This will also include an updated draft summary of the need assessment, updated preliminary plan and funding considerations document. The first draft of the RFP for the engineering consultant has been started. The first phase will have the detailed microwave design, updated preliminary radio design and development of the bigger picture project plan. Once the first draft is in place it will be vetted with the stakeholders.

2021 Meeting Schedule -

The Executive Committee was presented with the 2021 meeting schedule and there are a few meetings adjacent to holidays. Mr. Kirton asked if there are any changes needed to be done to the schedule or if there are any major conflicts please let Administrative Specialist Stephanie Browning know so we can bring forward for an adoption of the schedule next year. Stephanie Browning will place the meetings on everyone's calendars for next year.

Good of the Order-

Mr. Kirton let the committee know he is stepping back from his position with unified command but will continue in the Emergency Operations Center as an agency representative. His time commitment will be

decreases so he can return his focus to Kitsap 911 issues. The leadership team has done a great job of keeping things moving and keeping Richard informed.

Mr. Kirton said an Executive Summary Report will be out to the full Board.

Adjournment 13:33

The next regular meeting of the Kitsap 911 Executive Committee will be January 13, 2021