



Kitsap 911 Executive Committee Meeting of June 22, 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 Greg Wheeler; Director Joe Deets; Strategic Advisory Committee Vice Chair Chief Joe Clark; Strategic Advisory Board Chair Chief Pat McKinney; legal counsel for Kitsap 911, Ken Bagwell; Executive Director Richard Kirton; Human Resource Manager Rachael Taylor; Finance Manager Steve Rogers; Technical Systems Manager Brandon Wecker; Radio Program Manager Scott Peabody, and; Administrative Specialist Stephanie Browning.

Guests: None

Absent: Deputy Director Maria Jameson

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

Public Comment: None

Additions: None

Approval of Minutes:

**Director David Ellingson made a motion to approve the minutes from 05/11/2022 and 05/31/2022.
Motion was seconded by Director John Gese. Motion Passed.**

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 4907 through 4950 Total \$355,911.48
Payroll dated 05/13/2022, 05/27/2022 and 06/10/2022 Total \$1,056,911.54
Electronic Payments dated 05/01-05/31/2022 Total \$2.85.
Motion was seconded by Director Dusty Wiley Motion Passed.**

Ratification of Executed Contract:

K911-053 DoorDash- This contract is with DoorDash for the meals benefit, which was previously approved by the Executive Committee. Originally, a different vendor was chosen but we switched as DoorDash is a better price for the value provided

Director David Ellingson made a motion to ratify contract K911-053 with DoorDash Motion was seconded by Director John Gese Motion Passed.

Action Items:

Resolution 2022-004 Electronic Signatures and Document Retention-

Finance Manager Steve Rogers said the resolution formalizes the processes we began doing as a result of the COVID-19 pandemic, with respect to electronic signatures and files.

Director Ellingson motion to Approve Resolution 2022-004 Electronic Signatures and Document Retention. Motion was seconded by Director Joe Deets. Motion passed.

Staff Report:

Executive Director Actions Under Resolution 2020-003-

No actions taken. Mr. Kirton said we will come back to the Executive Committee with the repeal of this resolution in a future meeting.

LMR Project Update

Radio Program Manager Scott Peabody presented a slide show (attached) on the current status. Contract negotiations have begun with RACOM. The Land Mobile Radio (LMR) project really has four subsystems within the project: radio infrastructure, dispatch console system, interconnection systems, end-user Radios. The plan is to have the RFP out in early October.

2022 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker reported on the following items:

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. We are looking for cutover for the new system in mid-July.

2022-8 Replace vehicle gate – This project is to replace the vehicle gate controllers at Kitsap 911. We are still working with the vendor to meet these repairs but expect to be completed by target date.

2021-10 Closest Fire Unit Dispatch –This will update the run cards for “changing gears” deployments. Continuing to work with the vendor on shared crew and AVL. In the meantime, Kitsap 911 is working with Bremerton Fire to begin updating their run cards. Once Bremerton is complete, we will have a better basis for how long the update will take each agency.

2019-02 Alerting- This is the digital alerting project. Purvis should be delivering the test system and will be onsite next week to complete the configuration.

2019-12 Support RMS/JMS Replacement- This project is where Kitsap 911 is supporting Kitsap County in this process. Currently, Kitsap County has started contract negotiations and a kick-off meeting is scheduled next week.

Finance Report

Finance Manager Steve Rogers reported for the month ending June 30, 2022. Next month, some formatting changes will be reflected in the documents. Approximately \$5.3M in total annual revenues have been received, the majority of that came from sales tax revenues, with only slight variations in Other Income. Operating Expenditures are approximately \$413K under budget year to date. No reserves have been used to date and risks remain the same.

Staffing Report

Human Resource Manager Rachael Taylor reported there are 18 vacant positions on the dispatch floor. TSG is also in the final interview stage with 2 candidates and will be making a hiring decision in the next week. We have had a great start, so far, with the continuous opening of the Operations training position. Director Ellingson asked how being minus 18 employees is impacting the overtime budget. Mr. Kirton said we look at unexpended salary dollars in conjunction with the overtime line item, but we are tracking where we expected to be at this point.

Emerging Issues-

WCIA 2023 Assessment- Mr. Kirton said we received a letter from WCIA, our insurance cooperative to which we belong. Essentially, the letter said that in the last few years, they have experienced an increased level of claims alongside investments not performing as expected. As a result, they will be raising rates this year. Mr. Kirton said that because we do not have a claim history with them, we will not be on a higher end of the rate increase range. No concrete numbers were provided in the letter but thought it was important to share the information.

Good of the Order-

Director Ellingson said yesterday we talked about having a rep show up at the Kitsap Fire Commissioners Association meetings to give a brief on the radio project, the first meeting for which is tomorrow night. Mr. Kirton said at this point, a monthly update isn't valuable but as we move into the later stages of the project then more frequent updates would be beneficial. We are more than happy to provide a regular update in the meantime. Mr. Ellingson said he would put us on the agenda. Director Wiley said they will be coming to the August or September meeting.

Adjournment 13:36

The next regular meeting of the Kitsap 911 Executive Committee will be July 13, 2022.

Executive Committee Update

June 22, 2022

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402

Draft





Topics

- Microwave Status
- Radio Project – Four Subsystems
- Estimated Timeline
- Radio Project Planning
- Request for Proposal Status





Microwave Replacement Status

- ✓ SAB – Tuesday April 26
- ✓ Executive Committee – Wed. May 11
- ✓ Board of Directors – Tuesday June 7

- ✓ Notice of Award Sent to RACOM
 - Contract Negotiations have Begun



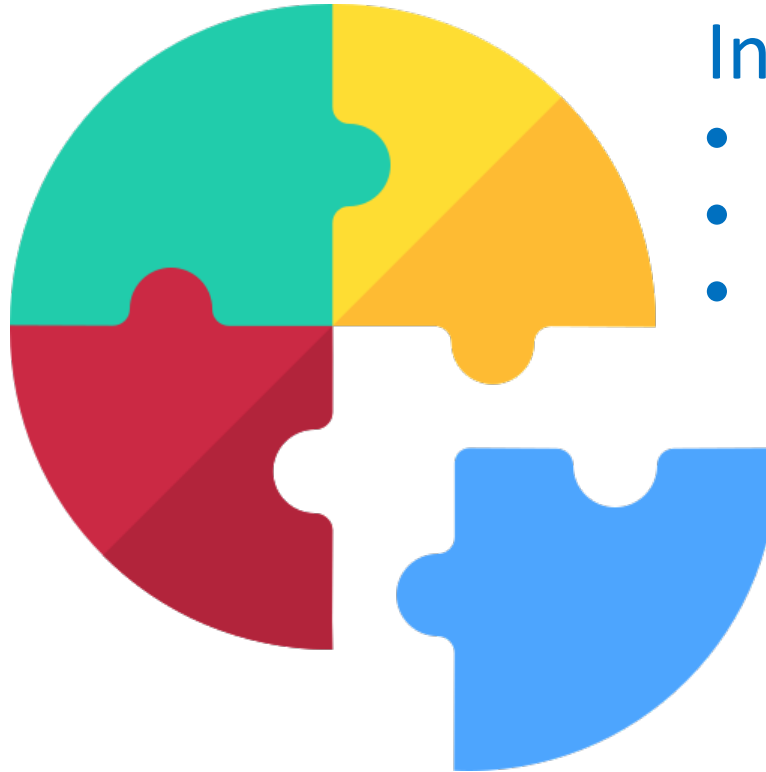
Radio Project – Four Subsystems

Radio Instructure

- Sites
- Controllers
- Network Mgmt.

Dispatch Console System

- Existing or New



Interconnection Systems

- Microwave*
- Fiber
- MPLS (Router Network)

User Radios

- Portables
- Mobiles
- Base Stations

*Vendor notified, contract discussions have begun

Estimated Timeline

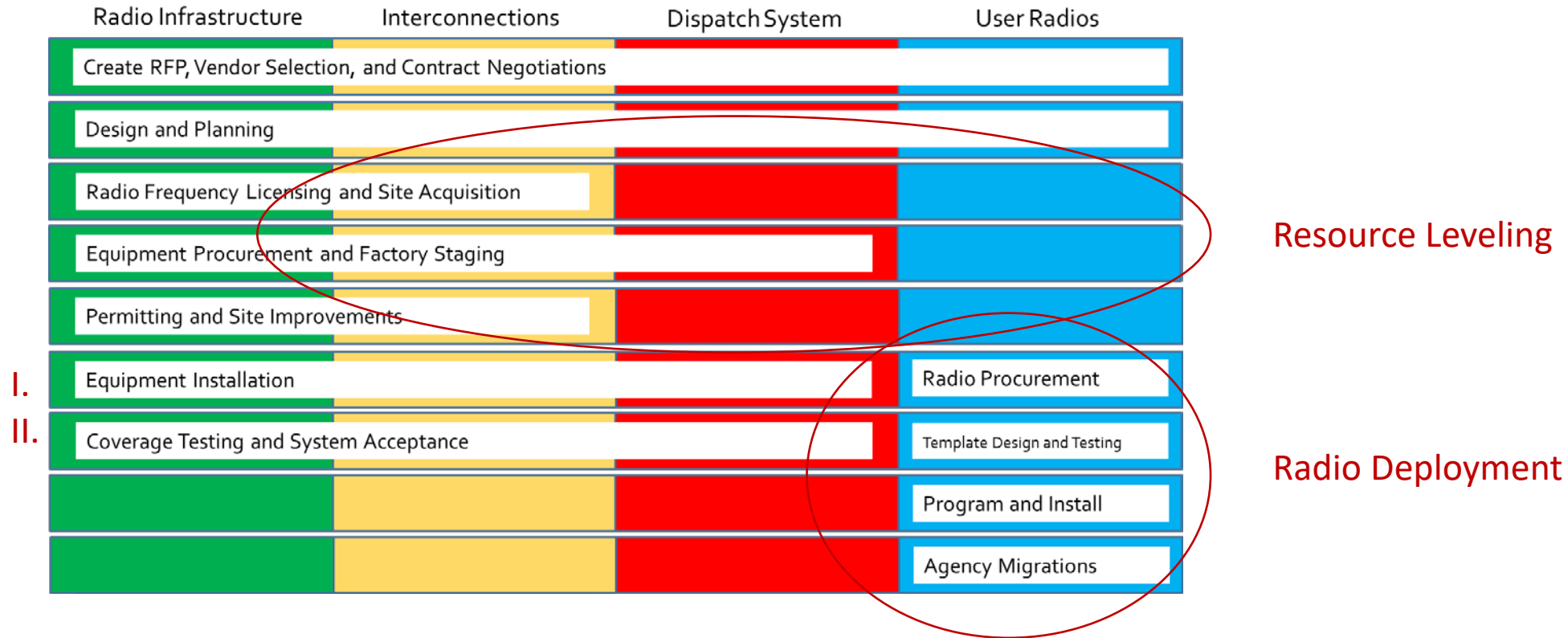
- **Issue Radio RFP: Early October**
- **Evaluate RFP Responses: Jan. – Feb.**
- **Committees and BOD Approvals: 1Q 2023**
- **Negotiate Radio Contract: 2Q 2023**
- **Contract Approvals: 3Q 2023**
- **Design and Plan: 3Q, 4Q, and 1Q 2024**
- **Procure and Stage: 2024 – 1Q 2025**
- **Deployment*: 2025 - 2026**

* Initial deployment may not include all new tower sites

Radio Project Planning

Radio Infrastructure	Interconnections	Dispatch System	User Radios
Create RFP, Vendor Selection, and Contract Negotiations			
Design and Planning			
Radio Frequency Licensing and Site Acquisition			
Equipment Procurement and Factory Staging			
Permitting and Site Improvements			
Equipment Installation			Radio Procurement
Coverage Testing and System Acceptance			Template Design and Testing
			Program and Install
			Agency Migrations

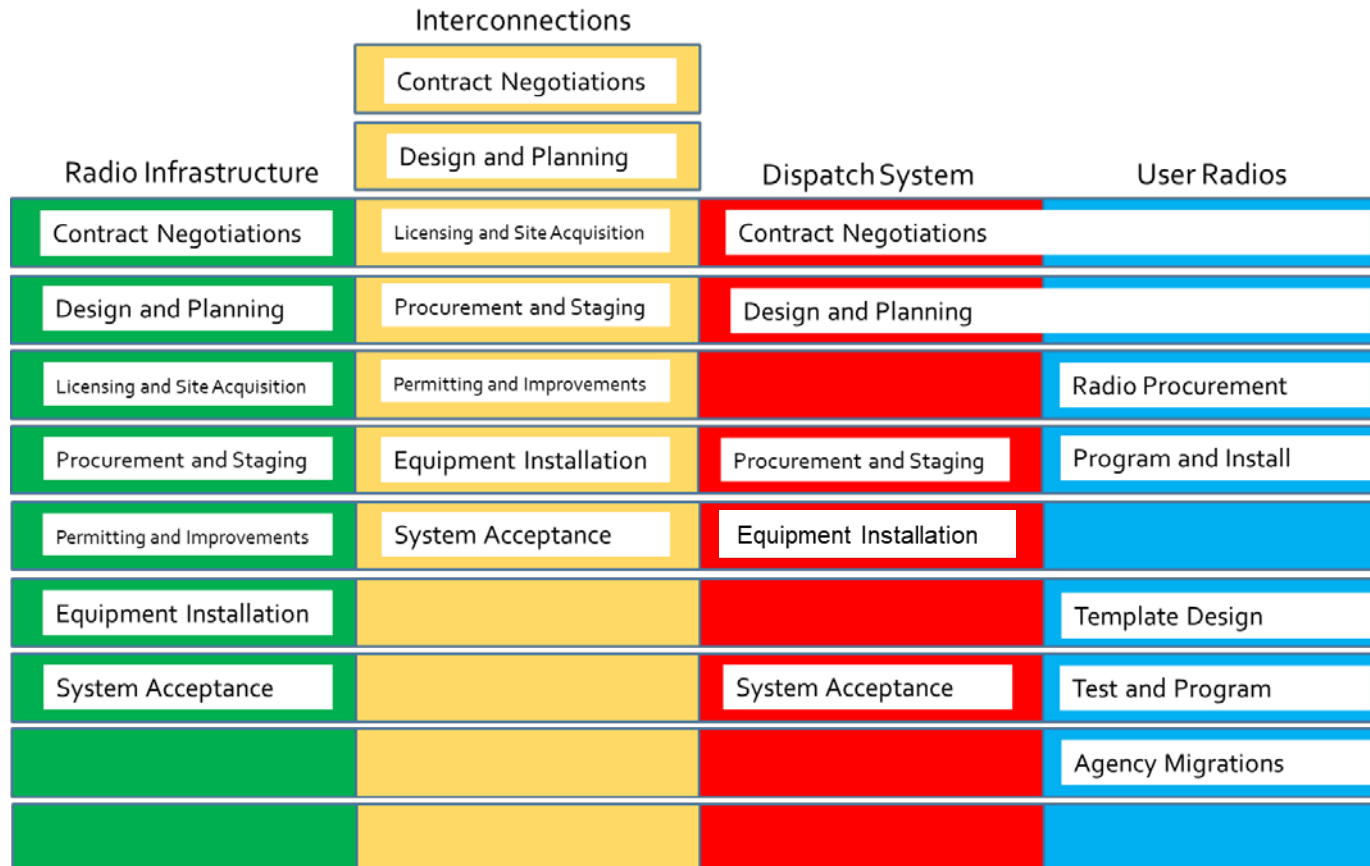
Opportunities for Improvement



The traditional approach creates tremendous pressure on resources:

- I. Simultaneous equipment installations of multiple systems and radio procurement
- II. Concurrent system acceptances and radio template design and testing

Better Project Plan

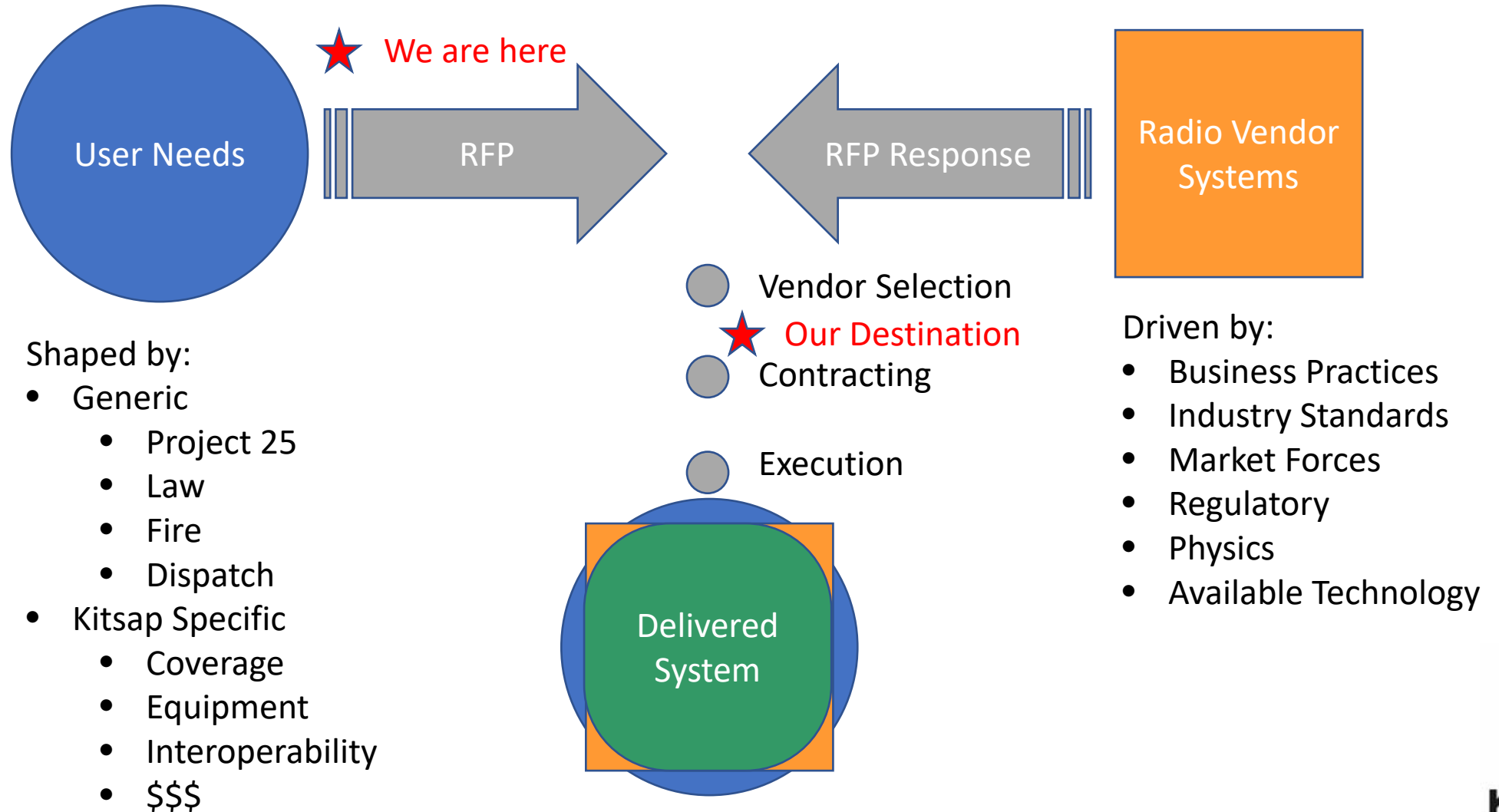


I. Fleet Replacement Installations

II. Resource Levelling

III. Earlier Completion Date

Request for Proposal



RFP Technical Section Status

RFP Technical Section		Status	Required Actions
TABLE OF CONTENTS, APPENDICES		Draft 80%	Last Minute Work on Appendices
SECTION 1	INTRODUCTION AND OVERVIEW	Ready for Review	7 Pages
SECTION 2	EXISTING SYSTEM DESCRIPTION	Ready for Review	1 Pages
SECTION 3	COMMON TECHNICAL REQUIREMENTS	Ready for Review	6 Pages
SECTION 4	RADIO SYSTEM SPECIFICATIONS AND REQUIREMENTS	Draft 75%	Confirm some requirements, coverage
SECTION 5	TRANSPORT SYSTEM INTERFACE REQUIREMENTS	Ready for Review	2 Pages
SECTION 6	SITE IMPROVEMENT AND UPGRADE REQUIREMENTS	Ready for Review	4 Pages
SECTION 7	DC POWER INTERFACE REQUIREMENTS	Ready for Review	4 Pages
SECTION 8	TRAINING REQUIREMENTS	Ready for Review	3 Pages
SECTION 9	DATA NETWORK REQUIREMENTS	Ready for Review	6 Pages
SECTION 10	LOGGING RECORDER INTERFACE REQUIREMENTS	Ready for Review	1 Page
SECTION 11	CONSOLE SYSTEM REQUIREMENTS	Ready for Review	20 Pages
SECTION 12	USER RADIO REQUIREMENTS	Ready for Review	8 Pages
SECTION 13	CYBERSECURITY	Ready for Review	25 Pages
SECTION 14	IMPLEMENTATION REQUIREMENTS	Ready for Review	8 Pages
SECTION 15	QUALITY AND WORKMANSHIP REQUIREMENTS	Ready for Review	4 Pages
SECTION 16	ACCEPTANCE TESTING REQUIREMENTS	Ready for Review	7 Pages
SECTION 17	DOCUMENTATION REQUIREMENTS	Ready for Review	12 Pages
SECTION 18	WARRANTY AND MAINTENANCE REQUIREMENTS	Ready for Review	4 Pages
SECTION 19	PROJECT CLOSEOUT REQUIREMENTS	Ready for Review	3 Pages
EXISTING SYSTEM DESCRIPTION (Secured Content)		Ready for Review	Separate document with additional security when finished 115 Pages
APPENDIX B	ABBREVIATIONS	Ready for Review	7 Pages
APPENDIX C	COMPLIANCE MATRIX	Draft 90%	Adjust after each section of requirements is completed (22 Pages)
APPENDIX D	P25 USER NEEDS COMPLIANCE MATRIX	Ready for Review	18 Pages