



## **Kitsap 911 Executive Committee Meeting of November 9, 2022**

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

Guests: Eric Olsen-RACOM

Absent: Strategic Advisory Committee Vice Chair Chief Joe Clark

**Call to Order.** Chair Dusty Wiley called the meeting to order at 1308.

**Public Comment:** Eric Olsen with RACOM just listing into today's meeting.

**Additions:** None

**Approval of Minutes:**

**Director David Ellingson made a motion to approve the minutes from 10/26/2022. Motion was seconded by Director Greg Wheeler. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 5214 through 5267 Total \$160,418.20  
Payroll dated 10/14/2022 and 10/28/2022 Total \$772,627.90  
Electronic Payments dated 09/01-09/31/2022 Total \$141.68  
Motion was seconded by Director Greg Wheeler. Motion Passed.**

### Ratification of Executed Contract:

K911-062 Found Therapy- Executive Director Richard Kirton stated this contract is for a variety of services related to resiliency, cumulative trauma, and wellness issues. There is a shift in recognition around the country that cumulative stress and exposure to things telecommunicators typically are has an adverse effect on long-term mental and physical health and, indirectly, our ability to retain employees. Deputy Director Maria Jameson said the contract is with the same company that the Kitsap County Sheriff's Office and South Sound 911 use and came highly recommended. All providers are experienced working with public safety employees, and understand the employee's stresses. Kitsap 911 does have EAP, but the feedback received is they are not adept at the issues first responders have. If someone is having financial or relationship issues, EAP is good resource so Kitsap 911 will have both services.

**Director David Ellingson made a motion to approve ratification of contract K911-062 with Found Therapy. Motion was seconded by Director Dusty Wiley. Motion Passed.**

### Action Items:

#### **Approval of Resolution 2022-008 Declaring Certain Personal Property as Surplus to the needs of Kitsap 911 and Removing Said Property from Inventory**

Finance Manager Steve Rogers said Kitsap 911 has completed the physical 2022 inventory count. Through this process, 15 assets have been identified for disposal. None of the items have any auction value.

**Director Greg Wheeler made a motion to approve Resolution 2022-008. Motion was seconded by Director David Ellingson. Motion Passed.**

### Discussion Items:

**Board of Directors Meeting 12/06/2022-** Mr. Kirton said in addition to the regular board reports there will be a presentation of the Capital Project Budget, Resolution to approve the Board of Directors meeting schedule in 2023, and a Carver facility use agreement. The elections of Chair/Vice Chair and appointment of Executive Committee members will be done in the March 2023 meeting.

**Capital Project Budget-**Mr. Kirton reviewed the document on page 30 of the packet, which is the draft Capital Projects Budget. The full board has adopted parts of the budget and Kitsap 911 said it would bring forward this budget once we have a better understanding of the cash flow requirements of the radio project. Right now, we do not have final numbers for the LMR project but we have the MCT replacement and the microwave system cost estimates, and we know some fee will be due upon signing the RFP, we are presenting part one of the capital project budget. Director Ellingson said he is good with moving this budget forward to the Board of Directors, with a pass recommendation. Other Executive Committee members concur.

**Carver Facility-**Mr. Kirton said Legal Council Ken Bagwell prepared a counter proposal to Kitsap County with legal clarification on DEM's proposed use once they move out. We are waiting to hear if these changes are acceptable. One item that did come up was that since Kitsap County is not transferring the asset to Kitsap 911, we will remain as the primary on the lease with State Military Department, and because DEM will still have a presence in the building, WCI, our insurance company, recommends Kitsap County insures the building and the tower. The personal property would be insured by Kitsap 911. We are currently waiting for the County's reply.

### Staff Reports:

### **LMR Project Update**

Scott Peabody presented the current progress. We are continuing to work on the critical path tasks for the microwave project. We expect equipment to be ordered at the end of the year or the first part of next year. Weekly project calls are on Tuesdays at 9am. With the LMR RFP the proposals are due to Kitsap 911 by 4pm on December 9<sup>th</sup>. The proposals will be opened at the December 14<sup>th</sup> Executive Committee meeting.

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

Technical Systems Manager Brandon Wecker reported on the following items:

2022-15 Facilitate Discussions with Fire FMS- This project is upgrading the Fire RMS server. Kitsap 911 is done, and pulse point data base has been moved to the new server. The bulk of the work has been cut-over.

2022-17 Replace Inventory/Asset Management Software- This project is to replace the inventory and asset management software. The cutover has been planned and we have provided the vendor with the asset list. We are currently working on configuring data on the vendor's side.

2022-19 Replace Security System- Kitsap 911 is doing one final review to answer any stakeholder questions and should be able to execute the agreement and begin work with the vendor by the end of the month.

2019-12 Support RMS/JMS replacement- This project is to support Kitsap County with their replacement of the RMS and JMS systems. Kitsap County, Kitsap 911, and the vendor, Hexagon, met to work through the requirements. Based on these meetings, we should be able to get the interface completed in early 2023.

MCT Replacement- This project was approved at the last meeting. Kitsap 911 has met with the RMS/JMS vendor and verified the new software works on the selected MCT models. A plan has been put together to expedite the purchase of the new MCTs and the user agencies have been notified. There will be a hands-on demo on 11/14-11/18 to review the different model selections. The coordinators know we need their final count by 11/28.

CAD-to-CAD interface with South Sound 911- This project will create a CAD-to-CAD link between the two agencies. The core group has met and are on-board with the statement of work. This work will be completed in stages. This will start early in 2023.

### **Staffing Report**

Maria Jameson reported no changes since the last meeting. Kitsap 911 is thirteen employees short on the dispatch floor. There are currently seven in dispatch training. The next hiring is scheduled for January with a goal to hire eight more. Technical System Group and Admin group are fully staffed.

### **Finance Report**

Finance Manager Steve Rogers reported that for October 2022, both revenues and expenditures are in-line with expectations. For revenues, 13.7M have been received year to date. The lion's share comes from the sales tax revenue. Operations expenditures came in approximately 5% under budget. We plan on expending the full labor appropriation, as the bulk of the retention bonus will be paid out on the last paycheck of the year. No reserves have been used to date and our risks remain the same.

**Emerging Issues-**

No Report

**Good of the Order-**

No Report

**Adjournment 14:31**

**The next regular meeting of the Kitsap 911 Executive Committee will be November 23, 2022.**

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# Executive Committee Update

November 9, 2022

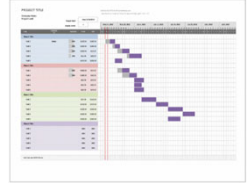
R. Scott Peabody, P.E.

[speabody@kitsap911.org](mailto:speabody@kitsap911.org)

360 552-8402

Draft





# Microwave Project: Critical Path Tasks

## 1. Design

- ✓ Field Work for Path Studies
- ✓ Field Work for Site Surveys
- ✓ Frequency Coordination
  - Licensing

## 2. Equipment Ordering

## 3. Scheduling Factory Staging

Project Calls  
9AM Tuesdays





# Radio RFP Status

Date		Event
October 5, 2022	✓	Release RFP
October 5, 2022	✓	Publish Public Notice RCW 39.26.150
October 14, 2022 4:00 PM Pacific Time	✓	Vendor's Written Questions are Due via E-Mail to Kitsap 911
October 21, 2022	✓	Addendum Released with Zoom access credentials for Mandatory Pre-Proposal Virtual Conference
October 28, 2022 8:00AM Pacific Time	✓	Mandatory Pre-Proposal Vendor Virtual Conference using Zoom Video Communications
December 9, 2022 4:00 PM Pacific Time		Proposals are Due to Kitsap 911
December 14, 2022		Proposals will be opened at Kitsap 911 Executive Committee Meeting. Refer to the Kitsap 911 website Board of Directors Schedule for time of meeting and access credentials.
January/February 2023 Specific Times TBD		Question and Answer Sessions with Proposers, Hands-On Demonstration with Users
March/April 2023		Anticipated Contract Award

We received 50 questions.

Questions and responses posted to website

Zoom call

- Over 70 Participants, 4 Companies
- Participants List, Slide Deck, and Video Posted to:

<http://www.kitsap911.org/2022-land-mobile-radio-lrm-rfp/>

