



**Kitsap 911 Board of Directors Meeting on
September 9, 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)
Denis Frey- City of Bremerton Council Member
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
Scott Peabody-Radio Program Manager
Stephanie Browning- Administrative Specialist

Absent:

Michael Goodnow -City of Bremerton Council Member

Brandon Wecker-Technician Service Manager

Guests:

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

Chief Pat McGanney- Chair of SAB and Chief of Bremerton Fire

Call to Order: Chair David Ellingson called the meeting to order at 2:00pm.

Additions: None

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

Approval of Minutes:

Director Dusty Wiley made a motion to approve minutes from 06/07/2022. Motion was seconded by Director Robert Gelder. One correction to Motion Passed

Resolution 2022-007 Adopting the 2023 Operating, Non-Operating, Capital Projects Budget (excluding the Radio Replacement Project) and Authorized Regular FTE Positions.

Finance Manager presented the following highlights from the proposed budget:

- *An estimated 3% increase over 2022 sales tax revenues
- *2% increase in operating labor
- *Fuel expense expected to rise
- *Some of the larger fluctuations are due to BARS code reclassifications, rather than actual changes in costs
- *Advertising will have a large percentage increase due to recent change year-round recruiting for open operations positions
- *Registration and Tuition are expected to increase now that some COVID restrictions are being lifted.
- *The large change in non-operating expenditures is simply a reclassification out of the operating budget

Director Greg Wheeler made a motion to approve Resolution 2022-007 Adopting the 2023 Operating, Non-Operating, Capital Projects Budget (excluding the Radio Replacement Project) and Authorized Regular FTE Positions. Motion was seconded by Director Joe Deets Motion Passed.

Goals and Tech Project Report

Executive Director Richard Kirton provided the following report:

**2022-07 Replace Helpdesk Software-* This is the effort to replace the help desk software. Due to staffing changes this project was completed late, however it has been completed.

**2021-10 Closest Fire Unit Dispatch- Changing Gears-*This effort was to update run cards for changing gears to AVL deployment. Changing Gears is the fire dispatching process we use during a major event or weather incident. The patch was applied and we are testing to see if it resolves the issue. In the meantime, we are working with Bremerton Fire to update their run cards.

**2022-15 Facilitate Discussion with Fire regarding Fire RMS-*This project upgrades the Fire RMS Server. The Chiefs groups asked that Kitsap 911 takes over the task of replacing and the server itself. A plan has been developed and we will work with agencies to migrate to the new server.

**CAD-TO-CAD Interface with South Sound 911-*This interface links the Kitsap 911 computer system with South Sound and shares unit information. Kitsap 911 has been working with them and completed an update to the deliverables requested from Hexagon. Once they review and confirm they agree with the deliverables, and that they are achievable, we will meet with stakeholders and start planning the work.

**2019-02 Alerting-* This project would deploy a digital alerting system in all fire stations along with a text-to-speech component. This has been implemented and the vendor applied some patches in August. Kitsap 911 is working with the Chiefs to make sure the patches are successful before they sign off on the project as complete.

Director Erickson asked for more information on the backup center project. Mr. Kirton said this project has been on the list for some time and prior to COVID, we were working with a property owner to develop a location in Silverdale on Newberry Hill. Through the pandemic, some remote technologies were developed and now we are looking at a more geo-diverse backup center strategy. We would put some remote equipment at various locations throughout the county so if there ever was a disaster, some staff could log in from home or a police or fire station, in addition to a physical presence at the Newberry Hill site. There has been some progress at the site, but more work is left to do on finalizing our equipment on the interior construction. Director Erickson said this is a good plan and the ability to spread people out in case of an emergency is a good idea.

Staffing Report

Human Resource Manager Rachael Taylor reported there are currently 15.5 vacant positions and five have left since the last meeting. There is currently one call receiver trainee on the floor. Seven new trainees were hired in August and are expected to be signed off by end of November as call receivers. The trainee position is now open continuously and there is a steady flow of candidates. The plan is to hire six more trainees in October and eight in January. In July, a Systems Technician was hired in TSG to replace the employee that was promoted to CAD Systems Engineer. Director Ellingson asked if the legislature passed the new training criteria for

dispatchers has effected Kitsap 911's ability to train and hire new employees. Mrs. Taylor said it has not affected us so far and our curriculum used during training is pretty great. Director Erickson asked if we are paying retention pay. Mr. Kirton said that was an included element in the last contract and will be paid out at the end of the contract. Director Erickson said people have let her know that when they apply at Kitsap 911, they must pay a fee to take the tests. Mrs. Taylor said they do pay a portion of the testing, but we have a line that states if they need assistance to reach out and Kitsap 911 does end up paying for quite a few candidates. Director Erickson said this may be something we do away with, since it is "mission-critical" and suggested that it be something we address.

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended July 31, 2022. Both revenues and expenditures are in-line with expectations. For revenues, approximately \$8.6M of the project annuals were received. No reserves have been used to date and no risks observed.

LMR Project Update

Radio Program Manager Scott Peabody presented the current status of the project (presentation attached). With the microwave project, a vendor has been selected and negotiations on the agreement for the project have started. The contract is expected to be signed this month. With the request for proposal ("RFP"), we are getting the user agency needs and will be sending the RFP out on October 5th with proposals due on December 9th and packets being opened on December 14th at Kitsap 911's Executive Committee meeting.

Director Erickson said thank you to everyone for this information. She asked who is on the Radio Steering Committee. Mr. Peabody said the representatives are Director Ellingson, Fire Chief, Law Chief, users, and a Kitsap 911 representative. She asked if there are other types of agencies on the committee like school districts, Kitsap Transit, WS Ferries to make sure we are asking what their needs might be. Mr. Peabody said the Radio Steering Committee represents member agencies; however, our interoperability is a major part of the system. We have plans in place with other agency partners with how we interact, but we have not done anything with other agencies specifically since we do not know what the system will be, and more specific information would be needed for meaningful discussions.

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
- Approve K911-053 Door Dash
- Adoption of Resolution 2022-004 Electronic Signature and Document Retention

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

- None actions under this resolution

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None

The meeting was adjourned at 2:36 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is December 6, 2022, at 2:00
Virtually or In-Person at Norm Dicks Government Chambers.***

RFP – User Needs Gathering

- **Agency Specific Meetings** ✓ Done.
 - 18 of 19 Agencies (Jail on 9/7)
- **Radio Steering Committee Meetings**
 - Deep Dives on Coverage, Interoperability, ...
 - Vendor Presentations (3 of 5 Complete) 4 of 5
- **SAB Presentations** ✓ Done.
 - Deep Dives on Coverage, Interop, etc. 9/8



RFP – Schedule of Events (Timeline)

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 26, 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

👍 On Track

