



## **Kitsap 911 Executive Committee Meeting of January 25, 2023**

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: None

Absent: Strategic Advisory Committee Chair Chief Ron Harding and Strategic Advisory Vice Chair Jim Gillard

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

**Additions:** None

**Public Comment:** None

### **Introduction of new SAB Chair and Vice Chair:**

Deputy Director Maria Jameson informed the Executive Committee the Strategic Advisory Committee elected Chief Ron Harding from Poulsbo Police Department to serve as the Chair and Chief Jim Gillard from the Poulsbo Fire Department to serve as Vice Chair for 2023.

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

**Director David Ellingson moved approval of A/P 5236 through 5425 Total \$982,683.52  
Payroll dated 12/23/2022, 01/06/2023 and 01/20/2023 Total \$1,717,407.94  
Motion was seconded by Director Dusty Wiley. Motion Passed.**

**Ratification of Executed Contract:**

None

**Action Items:****Annual Review of Service Agreement-**

Deputy Director Maria Jameson said copies of the services agreements were sent out prior to the meeting with all of the user agencies. The Strategic Advisory Board (SAB) and legal counsel reviewed the documents as well. The only recommendation was from the Chiefs and was that Appendix A should be updated annually. Finance Manager Steve Rogers confirmed it is updated annually. The Executive Committee had no other changes.

**Discussion Items:**

No Report

**Staff Reports:****LMR Project Update**

Scott Peabody presented the current progress. This presentation was also provided to the SAB yesterday. The microwave project status is that training was provided to one member of the technical team and the others will be training in February. There were two change orders that took place. The microwave factory staging will be taking place in March, and this will be 5 days of looking at the actual system. When accepted, they will create and ship.

The Land Mobile Radio Project received four proposal responses from the RFP. All proposals passed the first phase. The vendors will be providing demos in February and March. Stakeholders and end users have been invited to attend the demos and we are now waiting for RSVP.

**Finance Report**

Finance Manager Steve Rogers reported ending December 31, 2022 (attached in agenda packet). We ended the year as predicted with a little over on revenues and a little under on expenditures. The only unanticipated fluctuations was in interest revenues, which was from a larger investment balance due to the timing of the microwave project payments. No reserves were used for 2022 and ended out stable.

**Staffing Report**

Maria Jameson reported as of today Kitsap 911 is 9 people short in operations. There are 4 new hires that started in classroom training on Monday. We originally wanted to hire 8. The next new hire class starts in April and we hope to hire 6 new employees. There are 11 employees in floor training and there are 3 trainees in Law Enforcement dispatch training. There is a pause on the continuous hiring so we can get the people we have hired trained as call receivers and get them trained as dispatchers since we only have so many trainers. We are looking far better than we were before.

**Goals Update**

Technical Systems Manager reported on the end of 2022 Projects and Statuses.

2022-17 Replace Inventory/Asset Management Software- This project is to replace the inventory and asset management software. This is on track to be completed by the deadline. All asset changes are being completed in the new system and the old system has been locked down. The new MCT purchases are being tracked in this new system.

2022-18 TSG Staffing Study- This project started later than expected. The project has been kicked off and we are working on documenting the needs and putting together a recommendation.

2019-19 Replace Security System- Kitsap 911 has received a detail of the project and is working with the vendor to meet the milestones. It looks like it should be completed in the third quarter of 2023 but we will provide an exact date as they get closer.

2019-12 Support RMW/JMS Replacement-Kitsap 911 attended the training workshop Kitsap County hosted and assisted installing on some of their current MCTs.

MCT Replacement- Kitsap 911 has begun receiving equipment. There is a lot more coming and we are working on intake, imaging, and the plan.

CAD-to-CAD interface with South Sound 911- This project will create a CAD-to-CAD link between the two agencies. Kitsap 911 met with the Hexagon project manager last week and the project kick-off meeting will take place when their resources are scheduled. This project will be completed in three phases.

### **Emerging Issues**

No Report

### **Good of the Order-**

Director Ellingson shared at the Washington Fires Commissioner Board meeting they were informed many agencies did not receive their new cards ontime.. This was due the two machines to make the cards being down at the same time. With the transition to CVS they got a rebate and ended up running under budget this last year. Dental was at 98.3%, and overall good news with the health care program.

**Adjournment 14:23**

**The next regular meeting of the Kitsap 911 Executive Committee will be February 8, 2023**

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# Executive Committee Radio Program Update

January 25, 2023

R. Scott Peabody, P.E.

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

360 552-8402





# Topics

- Microwave Project Status
- Radio RFP Status
- Hands On Demonstrations
- Next Steps

## Breaking News

December 15, 2022

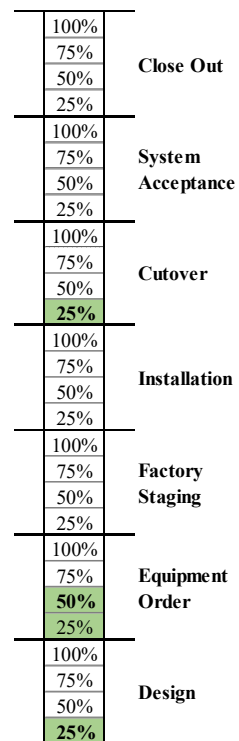
**NFPA 1802 FIRE SERVICE  
RADIO PORTABLES  
CERTIFIED FOR  
COMPLIANCE**





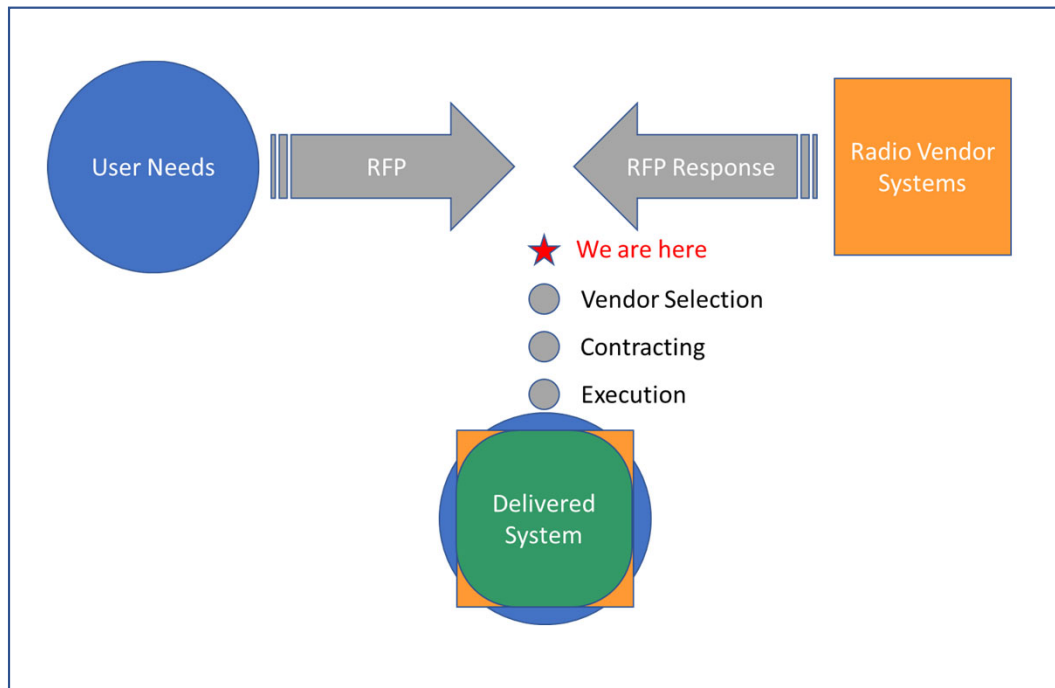
# Microwave Project Status At a Glance

Microwave  
Project Progress



- **12/5-12/9 Chad Bennett Received Microwave System Training**
  - TCOMM Offered a Seat for On Site Training
- **12/20 Change Order #1 Executed**
  - Planned True Up from Design
  - (\$7,352.08) Reduction in Cost
- **12/21 Equipment Order Confirmed**
  - Over 4600 Pieces
- **1/12 Change Order #2 Executed**
  - Reduced Scope of Path Studies
  - (\$4,286) Reduction in Cost
- **2/27 Microwave Training Scheduled 5 days**
- **3/6 Microwave Factory Staging 5 days Austin TX**

# Proposals Received



- **Four Proposals Received**
- **Proposals Uploaded**
- **All Proposals Passed into Phase 2**
- **Requested Additional Information (Minor Technicalities)**

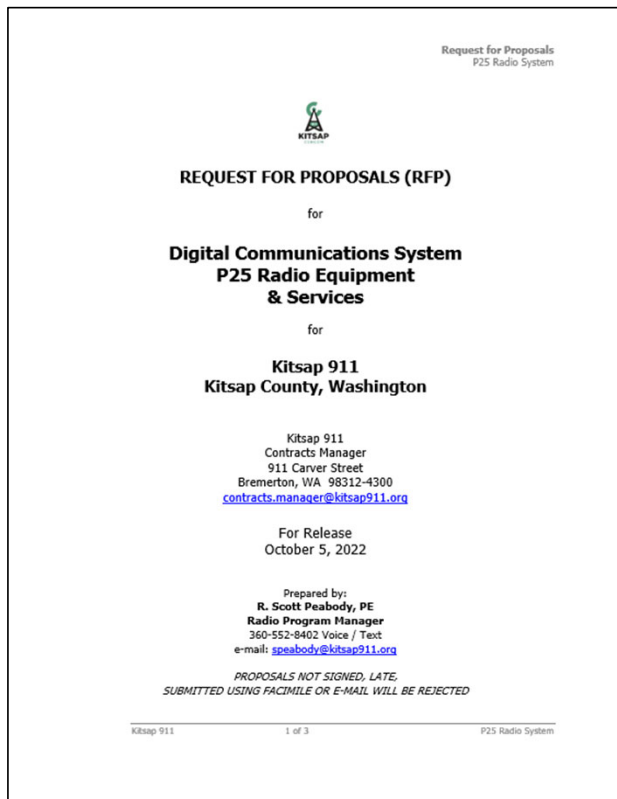
## Proposals Stats

Hardcopy: 9 Binders per Copy

Softcopy: 88 Files

More than 4000 Pages

# Published Evaluation Criteria



- **Procurement under RCW 39.04.270**  
“The request for proposal shall identify significant evaluation factors, including price, and their relative importance.”
- **Two Phase Evaluation**





# Published Two Phase Evaluations

1 Pass  
Fail

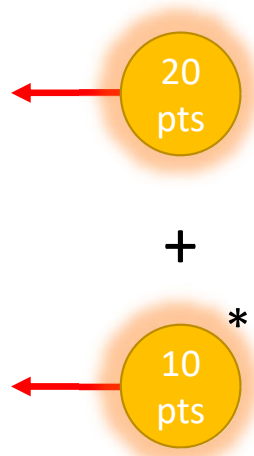
Evaluation Criteria – Phase 1	
Factor	Importance
Timely Submittal of Proposal	Pass/Fail
Proposal Package Security	Pass/Fail
Proposal Copies	Pass/Fail
Proposal Letter with Pricing Form <ul style="list-style-type: none"> <li>See Exhibit P Proposal Format</li> <li>Include Pricing Form in Excel Format</li> </ul>	Pass/Fail
Exhibit F Mandatory Bidder Responsibility Checklist	Pass/Fail
Exhibit G Certification of Compliance with Wage Payment Statutes	Pass/Fail
Exhibit H Non-collusion Affidavit	Pass/Fail
Exhibit I RFP Addenda Acknowledgement	Pass/Fail
Exhibit J Vendor Information	Pass/Fail
Exhibit K References Forms (Customers and Subcontractors)	Pass/Fail
Exhibit L Proposal Bond Form	Pass/Fail
Exhibit M Performance Bond Form	Pass/Fail
Exhibit N Payment Bond Form	Pass/Fail
Proposal description, coverage maps, P25 Statement of User Needs (PDF and Word formats), and Requirements Compliance Matrix (PDF and Word formats)	Pass/Fail

2 Significant Factors



Pass/Fail Gate

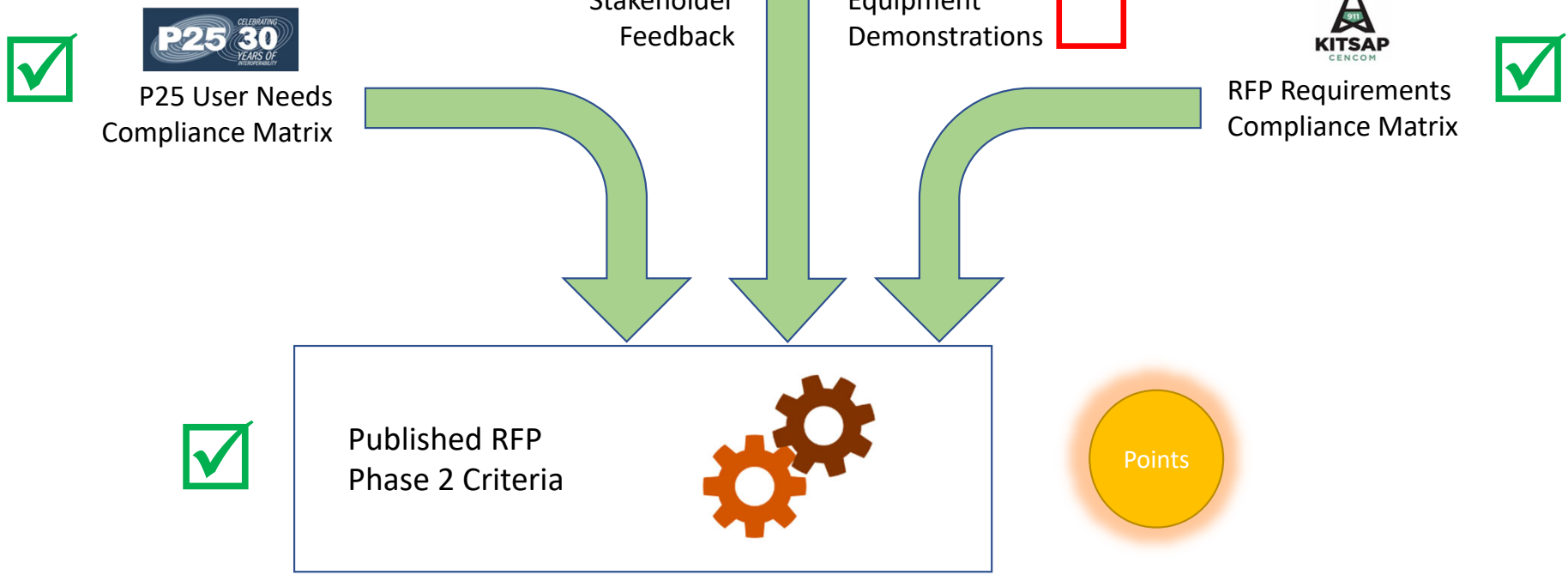
Evaluation Criteria – Phase 2	
Factor	Importance
Project Understanding and Approach	20
Qualifications and Experience	10
User Radio Equipment and Services	20
Console System Equipment and Services	20
Radio Infrastructure and Backhaul Equipment and Services	20
Coverage and Interoperability	20
Interviews with Project Teams	10
References Interviews	10
Expectation of Delivery Performance Based on Past Delivery Performance	20
Equipment Demonstrations	10
Annualized Costs for Equipment, Services, and Recurring Expenditures for Comparable Systems	40
Total	200



\* Demonstration points awarded per vendor based on each vendor's three demonstrations

# Evaluation Process

Demos Scheduled



# Equipment Demonstrations

Equipment Demonstrations – Points awarded proportional to the following:

- a. Hands-on user radio demonstrations at a location to be determined in Kitsap County of all proposed types of mobile and portable user radios preferably with some Kitsap law enforcement and fire channels programmed into the radios and broadband services enabled
- b. Hands-on dispatch console demonstration at a location to be determined of the proposed replacement console system (if applicable) with dispatch users
- c. Demonstration of all proposed network and system management capabilities for end user radios (i.e., programming and radio management), dispatch console system, radio infrastructure, and backhaul systems

2023

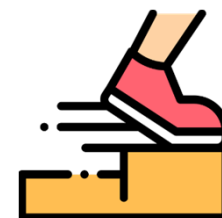
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	19	20	21	22	23	24	25
29	30	31	<del>26</del>	<del>27</del>	<del>28</del>	26	27	28	29	30	31									

Holidays shown in red, vendors demos circled.

## Two Day Demonstrations: T-W, W-Th, or Th-F

**Day 1 8:00-12:00 Radio Demonstration**  
**12:00-13:00 Debrief**  
 (Vendors excused, Lunch Provided to Radio Users by Kitsap 911)  
**13:30-16:30 Overrun of Radio Demo if Requested**  
**Proposal Presentation**

**Day 2 9:00-12:00 Network Mgmt. & Radio Mgmt. Demo**  
**13:00-15:00 Console Demonstration/Discussions**



# Next Steps

- Evaluate RFP Responses
  - Console, User Radio, and Infrastructure
    - Validate Compliance Matrices
    - Assess Other Parts of RFP Responses
- Complete the Demonstrations
- Apply Evaluation Weighting

