



Kitsap 911 Executive Committee Meeting of February 22, 2023

The Kitsap 911 Executive Committee met via a virtual Zoom meeting and in-person at Kitsap 911. 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-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning.

Guests: Eric Olsen

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 1302.

Public Comment: None

Additions: None

Approval of Minutes 12/14/2022 and 01/25/2023:

Director David Ellingson made a motion to approve minutes from 12/14/2022 and 01/25/2023. Motion was seconded by Director John Gese. Motion Passed.

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 5426 through 5494 Total \$1,437,546.50

Payroll dated 02/03/2023 and 02/17/2023 Total \$904,538.08

Electronic Payments 12/01/2022-01/31/2023 Used Tax Total \$1280.75

Motion was seconded by Director Dusty Wiley. Motion Passed.

Ratification of Executed Contract:

K911-066, Professional Service Contract with Eadie Kaltenbacher- Executive Director Richard Kirton said Eadie has been Kitsap 911's GIS analyst and this position has been remote the entire time. She has since moved to Canada and in order for her to continue working, we are transitioning her from a regular employee to a contractor. This does save Kitsap 911 money and some administrative overhead.

Director John Gese made a motion to ratify contact K911- 066. Motion was seconded by Director David Ellingson. Motion passed.

Action Items:

Approve updates to GD-246 Employee Recognition

Deputy Director Maria Jameson said this is a small update to the Employee Recognition. We have added a wellness program for our employees, and this would allow a monthly wellness challenge winner. For instance, this month is a breathing challenge and employees would document the dates they completed the task, and we will draw a winner from those that completed the challenge.

Director David Ellingson made a motion to approve the updated to GD-246. Motion was seconded by Director John Gese. Motion passed.

Discussion Items:

March 7, 2023, Board of Directors Meeting- Executive Director Kirton said for our Board of Directors meeting on March 7, we will have an in-person component and a virtual component. There will be two action items. This will be the adoption of budget amendment and the bond reimbursement resolution. Steve will present both of these. Maria Jameson will present the Annual Performance Measures and our regular reports. Director Gese asked if the MCT purchases have gone before the full board. Mr. Kirton stated the Executive Committee approved the adoption for the direct purchase of MCTs. We are currently having conversations with the Chiefs as to whether the primary definition of response vehicles needs to be updated.

Finance Manager Steve Rogers reviewed Resolution 2023-001 Budget Amendment. The highlights were:

- *Line 24 there is a 260K drop due to paying out all but \$100K of the retention bonus in 2022.*
- *Line 41 is the new PFMLA rate increase and calculation.*
- *Line 88 labor changes reflect pay raise for radio program manager and the radio program assistant. These are position working on the radio project.*
- *Line 146 is our CCTV and Access Control replacement. These funds were assigned in 2022 and the amendment formally commits these funds.*

Mr. Rogers will answer any questions the Executive Committee has. Mr. Kirton said the 2023 budget was adopted before we finalized the CBA, and this budget amendment moves the funds we had previously assigned for it into the regular budget.

Finance Manager Steve Rogers Reviewed Resolution 2023-002 Reimbursement Resolution. This resolution is commonplace at this stage and at the advice of the bond council, Kitsap 911 is asking for your recommendation for this to be approved. It gives Kitsap 911 the ability to be reimbursed up to \$6,000,000 from bond proceeds. This resolution does not in any way commit Kitsap 911 to take any specific action, but instead simply allows us to recoup radio project costs with bond proceeds. There are currently no concrete plans to issue bonds.

None of the Executive Committee members had any concerns and unanimously supported adoption of the two resolutions as presented.

Staff Reports:

LMR Project Update

Scott Peabody presented the current progress .The microwave project is hitting on all cylinders. Microwave training is scheduled for 5 days starting on 02/27/2023 and microwave factory staging will take place on 03/05/2023 in Austin Texas. The start of indoor installation should take place in April/May 2023.

The Land Mobile Radio Project has been doing equipment demos. The first demo was completed last week, and we are proud of the stakeholder's participation. The last of the demonstrations will take place at the end of March.

Finance Report

Finance Manager Steve Rogers reported our financial position as of January 31, 2023 (attached in agenda packet). The formats of the finance reports have changed a little but the information being provided is the same or even better. The January revenues 1.6M was received and is in-line with expectations. The operating non-labor expenses are coming in at 1% under budget. For the radio replacement, 1.7M has been spent to date. No reserves have been used to date and the risks remain the same.

Staffing Report

Maria Jameson-Owens reported as of today Kitsap 911 is 10 people short in operations. Six trainees have been signed off since the last meeting. There are four new-hires in classroom academy. Director Gese asked if dispatchers are working from home and what are the parameters for that, and that it was reported that there was a dog barking in the background during a dispatch event. Mrs. Jameson-Owens stated we are still working on remote 911 and it currently is being used in a testing environment. We do allow dogs on the dispatch floor, however, so this could have been the issue. Director Gese suggested that this be mentioned at the next SAB meeting.

Goals Update

Technical Systems Manager Brandon Wecker reported on the 2023 Projects and Status. The numbers have changed on the sheet from last year.

2022-7 Replace Inventory/Asset Management Software- This project is to replace the inventory and asset management software. This project is complete and we have locked down the old system for archival purposes and have updated the new program with items.

2022-8 TSG Staffing Study- This task is reviewing our current staffing to assess what we will need for current support level and the new LMR project. Scott and Brandon have been making good progress and hope to have a draft for Richard to review by the end of March.

2012-9 Replace Security System- This is for the CCTV system and card access for the building. A detailed project kick off has been completed, they have placed the order for long lead time parts.

2022-12 MCT Replacement- Kitsap 911 has begun receiving equipment. Initially, the lead time was 90-120 days and so far, approximately ½ the equipment has been received.

2022-13 CAD-to-CAD interface with South Sound 911- This project will create a CAD-to-CAD link between the two agencies. Hexagon is the CAD vendor that is working on building the interface and we expect to have a schedule in the coming weeks for the work.

2023-15 Office and MDE Replacement- We are adding to the Office 365 with Intune., which is a cloud base endpoint management solution We completed the agreement locking in our price for the next 3 years and are working to set up the new software.

2022-18 Improve Redundancy of VX RAIL Infrastructure- This project is the virtual server infrastructure that supports the entire back-end of the remote 911 system. Upon completion of the backup center, we will need to purchase additional rails.

Executive Director Kirton added that this is a very ambitious year, and you will see this continue into next year. As we get closer to going live with the radio system, more of the internal resources will be working on elements of the project. The goal this year and into next year is to get a little ahead so we can allocate the resources without sacrificing our maintenance and improvements on other systems.

The last pages in the report are the Continuous Improvement Projects, in which each workgroup has identified focus areas to spend next few years improving processes and workflow and to gain efficiencies. Look for these being a part of the regular reporting.

Emerging Issues

No Report

Good of the Order-

None

Adjournment 13:52

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