



Kitsap 911 Executive Committee Meeting of April 26, 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 John Gese, Director Greg Wheeler, Strategic Advisory Vice Chair Jim Gillard, Legal Counsel for Kitsap 911 Ken Bagwell, 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: None

Absent: Director Joe Deets, Executive Director Richard Kirton, Strategic Advisory Board Chair Chief Ron Harding

Call to Order. Chair Dusty Wiley called the meeting to order at 1304.

Public Comment: None

Additions: None

Approval of Minutes 03/22/2023:

Director David Ellingson made a motion to approve minutes from 03/22/2023. Motion was seconded by Director Dusty Wiley. Motion Passed.

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 5553 through 5620 Total \$829,637.36
Payroll dated 03/31/2023 and 04/14/2023 Total \$842,030.19
Motion was seconded by Director Dusty Wiley. Motion Passed.**

Ratification of Executed Contract:

K911-067 ADCOMM Engineering-This is a professional service contract to work on the review and the obtaining off FCC licenses for the radio project.

K911-068 Wellspring Employee Assistance Program-This is an updated contract for employee assistance. Kitsap 911's previous vendor stopped operating at the end of March and we selected Wellspring, which is the same company Kitsap County uses, to replace it.

Director David Ellingson made a motion to ratify contract K911-067 with ADCOMM Engineering and K911-068 with Wellspring. Motion was seconded by Director John Gese. Motion Passed.

Action Items:

None

Discussion Items:

None

Staff Reports:

LMR Project Update

Scott Peabody presented the current progress (presentation attached). Factory staging occurred in Austin Texas and quality management was completed. Field installation will begin when construction drawings are completed, installation check lists are submitted and approved, and safety plans submitted and approved.

For the LMR Project, we are working through the process, reference checks and interview the project teams. Mr. Peabody is particularly proud of the communication efforts between Kitsap 911 and the stakeholders that are within our community.

Finance Report

Finance Manager Steve Rogers reported our financial position as of March 31, 2023 (attached in agenda packet). The revenues came in almost right in line with the budget. The operating labor was under budget and operating supplies and services were under budget. 3.1M have been spent on the LMR project to date. No concerns at this point.

Staffing Report

Maria Jameson-Owens reported as of today, Kitsap 911 is 8 people short in operations. There are six employees in law enforcement training on the operations floor four employees in call receiver training on the floor, and four additional in classroom training. The new hire process is currently open, and applications are being reviewed for an August hire date. Admin and Technical groups are fully staffed.

Goals Update

Technical Systems Manager Brandon Wecker reported on the 2023 Projects and Status.

2012-9 Replace Security System- This is for the CCTV system and card access for the building. Great progress is being made on the project. A lot of the preparatory work and installation of cameras from the vendors has been taking place.

2022-12 MCT Replacement- Other than a few miscellaneous connectors, all the equipment has been received, but we are working to build the imaging with the vendor and expect to be imaging within the

next few weeks. Coordination will take place with the agencies for what and when MCTs will be distributed.

2019-12 Support RMS/JMS replacement- Kitsap 911 has been working with Kitsap County on their Hexagon statement of work. They have a tentative cutover date of May 21st, and we will be working to develop what Kitsap 911's support will be for that day.

2022-13 CAD-to-CAD interface with South Sound 911- This project will create a CAD-to-CAD link between the two agencies. Kitsap 911 has begun configuration work and working on marry up event types and units with South Sound 911.

Emerging Issues-

None

Good of the Order-

Director David Ellingson wanted to tell Stephanie Browning how we appreciate her and all the work she does to keep this agency successful and wish her a Happy Administrative Professionals Day.

Adjournment 13:24

The next regular meeting of the Kitsap 911 Executive Committee will be April 12, 2023

Executive Committee Radio Program Update

April 26, 2023

R. Scott Peabody, P.E.

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Topics

- Microwave System Status
- RFP Evaluation Process
- Next Steps





Factory Staging the Microwave System

Teal
Lake

Hansville
Road

Suquamish

Mandus Olson

Orchard Heights

View
Park

Cencom

Gold
Mtn.

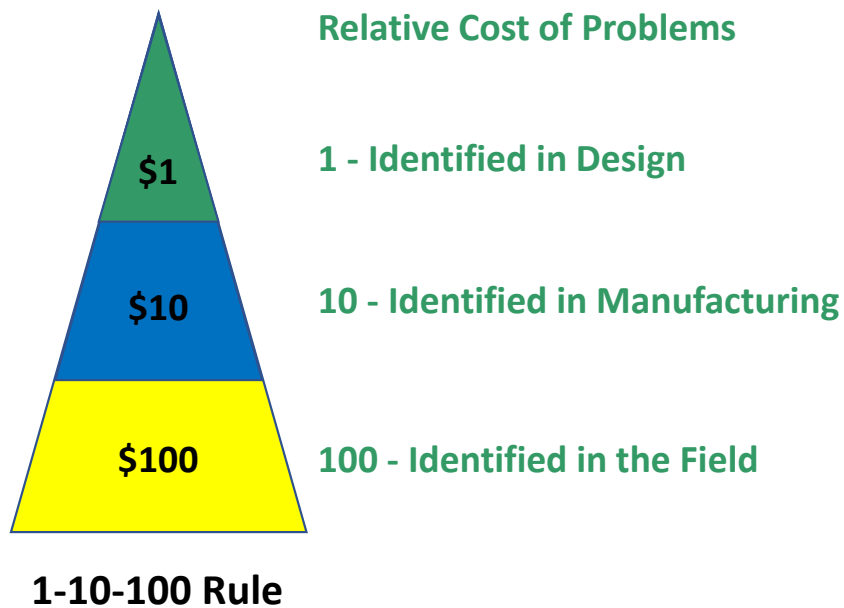
Newberry
Hill

Simon
Point

Lincoln
Hill



~~Factory~~ ^{Field} Acceptance Testing and Quality Mgmt.



Field Installations will begin when:

1. Construction Drawings are Complete
2. Installation Checklists Submitted and Approved
3. Safety Plans Submitted and Approved For Each Site
 1. Job Hazard Assessments
 2. Emergency Plans
 3. Fall Protection Checklists
 4. Safety Meeting Protocols

Evaluation Process and Building Consensus

2

Significant Factors

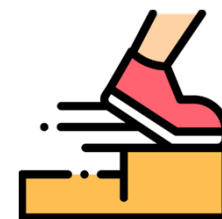
Evaluation Criteria – Phase 2	
Factor	Importance
Project Understanding and Approach	20
Qualifications and Experience	10
User Radio Equipment and Services	20
Console System Equipment and Services	20
Radio Infrastructure and Backhaul Equipment and Services	20
Coverage and Interoperability	20
Interviews 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

Process (Similar to Microwave)

Recommendations from:

1. Radio Steering Committee
2. Strategic Advisory Board
3. Kitsap 911 Executive Director

To date, at least 53 Kitsap Public Safety people have been involved in some capacity in the vendor selection.



Next Steps

- **Finish Planning and Begin Installation of Microwave System**
- **Develop Frequency Plan**
- **Complete Evaluation of RFP Responses**
- **Request Leadership Approval**

