



## **Kitsap 911 Executive Committee Meeting of May 24, 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, Executive Director Richard Kirton, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning.

Guests: William Mullins

Absent: Director John Gese, Strategic Advisory Board Chair Chief Ron Harding, Strategic Advisory Vice Chair Jim Gillard, Legal Counsel for Kitsap 911 Ken Bagwell, Deputy Director Maria Jameson-Owens

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

**Public Comment:** None

**Additions:** None

**Approval of Minutes 04/26/2023:**

**Director David Ellingson made a motion to approve minutes from 04/26/2023. Motion was seconded by Director Joe Deets. Motion Passed.**

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

**Director David Ellingson moved approval of A/P 5621 through 5689 Total \$632,875.81  
Payroll dated 04/28/2023 and 05/12/2023 Total \$884,297.06  
Used Tax 04/28/2023-04/30/2023 Total \$42.03  
Motion was seconded by Director Dusty Wiley. Motion Passed.**

### Ratification of Executed Contract:

K911-069 Bainbridge Island Resolution #03-2023 transfer its interest in equipment located on leased property on Mandus Olson Road with Bainbridge Island School District, Termination 2095- Executive Director Richard Kirton said for many years Bainbridge Island maintained their own sub frequencies on our radio systems and as a part of the Emergency Communications project we transferred Kitsap 911 owning and maintaining the infrastructure and all of the frequencies for our VHF system. A few weeks ago, ownership of the tower and the lease with Bainbridge Island school district transferred over to Kitsap 911.

**Director David Ellingson made a motion to ratify contract K911-069 with Bainbridge Island School District. Motion was seconded by Director Joe Deets. Motion Passed.**

### Action Items:

2024 Operating Budget- Finance Manager Steve Rogers presented the summary of the 2024 Budget. Highlighted items are the following:

- \*Projecting a 2% increase on sales tax 1.*
- \*Line 18 is the shared building expenses with DEM and assumes they will be moving out of the facility at the end of the year.*
- \*Labor cost increase of 7% mostly due to COLA and Step Increases*
- \*Line 68/69 computer software cost increase.*
- \*Lease amounts increase about 5% and expected*
- \*Line 95 is new line item and State Auditors Office (SAO) is requiring differentiating between SBITA and non SBITA software which is a lease owned software. We are still in the processes of implementing this.*
- \*Overall, 9.21% increase.*
- \*Agency allocations are in the same formats and calculations same formula.*
- \*Due to growth and demand on Administrative and Technical group added new positions and requested an addition of 2.5 FTE to authorized position lists.*

Mr. Kirton said if you have any feedback please email to both him and Steve Rogers. They will present to the Board of Directors on the June 6<sup>th</sup> meeting.

### Discussion Items:

None

### Staff Reports:

#### **LMR Project Update**

Scott Peabody presented the current progress. A few items of interest, the microwave systems installation of equipment has been taking place at the sites. We are in the license process and about 30 days before we can get the licenses and test the radios. Good news completing during the best part of the year. For the Radio Project still working through the RFP evaluation and need to finish the field demos on the Fire portable radios. Once completed will present the Radio Steering Committee findings to the Strategic Advisory Board (SAB) following the same process done for the microwave. Once we have a recommendation we will bring forward to the Board of Directors when we can schedule a meeting. Mr. Kirton added in between the SAB and Board presentation we will present the details to the Executive Committee so everyone is comfortable with the recommendation.

#### **Finance Report**

Finance Manager Steve Rogers reported our financial position as of April 30, 2023 (attached in agenda packet). Things are right where we anticipated with revenues and expenditures. No reserves used to date, and the risks remain the same.

### Staffing Report

Richard Kirton reported as of today, Kitsap 911 is 8 people short in operations. There are 8 call takers in floor training and 5 in law dispatch training. New hires interviews are taking place this week for the August class. The plan is to hire four. Admin and Technical groups are fully staffed.

### Goals Update

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

2019-12 Support RMS/JMS replacement- Kitsap 911 has been working with Kitsap County on their Hexagon statement of work. Kitsap 911 worked with them to deploy the software and our COPLOGIC service contract will be ended at the end of July.

2019-3 Replace UPS System-This replaces the building UPS system here at Kitsap 911. Work has begun on RFP and finishing final touches before sending it out for responses.

2021-6 Closest Unit Dispatch Changes Gears- This project is to update all the run cards for closest unit for changing gears.. Kitsap 911 worked with vendor to find out what was determine issues with changing gears and AVL location. This delayed the start of this project. This has now been narrowed down to a shared crew and in process to validating and take to vendor and developer for a fix.

2022-9 Replace Security System- This is for the CCTV system and card access for the building. The new cameras have been cut over to, preliminary work done for the badge system and issued new badges for specific areas and new badge readers in place. A schedule will come out for the other replacements.

2022-12 MCT Replacement- This project is to replace all MCT. MCT are being imagined in the classroom right now. During this time the help desk is working diligently to get them out to the field as quickly as possible.

2023-15 Office and MDM- This replaces the mobile devise software on all phones and laptop. This will be rolled out to all android devises next week and then apple.

2023-16 Upgrade Accounting Software- This project was to move the accounting software to cloud base and was started in the fall and completed in quarter one in 2023.

2023-19 Offsite Backup Enhancements- This is to improve our offsite backup of critical systems and evaluate cold store options of the data. Evaluation of what items to store has begun and locations.

Director Ellingson asked if there is anything on the horizon with AI applications that might be useful to Kitsap 911 to facilitate and making peoples job easier and more efficient. Mr. Wecker said at the last Hexagon conference he attended was using AI and what might be connected, it was rally an introduction at the time. He can see how we could use it with CAD and will be attending Hexagon conference in June and will report back.

### **Emerging Issues-**

Mr. Kirton said to tag on to the last conversation we are seeing AI emerging as an automatic call screener for non-emergency lines and being testing in some places and as a QA.

Mr. Kirton said a few months ago we brought forward a request and you authorized to replace the current fleet of response vehicles. Part of this was standardize the models and we replace with Kitsap 911 funds. Some agencies had new MCT that were not ready to be replaced so we set aside a portion of the allocation to cover those MCT when they hit end of life. We established a few precedences in the motion, one was the replacement of existing MCT and reaffirm Kitsap 911 funding primary response vehicles and agencies funding non-primary response vehicles. Part of the replacement question is we established that agencies when they expand their fleet add a new officer or fire engine they are responsible for the first initial purchase of MCT and then Kitsap 911 subject to Board approval would fund the replacement. We are working on a Governing Directive and plan to bring forward to the June Board meeting for discussion and hopefully adoption.

For the next Board of Director meeting Kitsap 911 staff will bring forward the 2024 Budget, the Governing Directive, and regular Executive Committee and Staffing reports. Mr. Kirton asked if there was anything else they would like added. No additions were made.

Mr. Kirton reported the WA State telecommunicator certification board continues to move forward and there is nothing so far that Kitsap 911 will need to make changes to their training model.

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

Mr. Kirton said to continue our multiyear streak Kitsap 911 has a WA State Telecommunicator of the Year and Sheila Ring will receive her award at the conference in October. Director Ellingson asked that she attends the June 6<sup>th</sup> meeting so she can be recognized.

Director Ellingson wished everyone a Happy Memorial Day.

**Adjournment 13:24**

**The next regular meeting of the Kitsap 911 Executive Committee will be June 28, 2023**