



Kitsap 911 Board of Directors Meeting on June 6, 2023

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Katie Walters- 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)
Jeff Coughlin-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
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Steve Rogers-Financial Manager
Scott Peabody-Radio Program Manager
Stephanie Browning- Administrative Specialist
Rachelle Tate-Administrative Specialist

Absent:

Denise Frey- City of Bremerton Council Member

Guests:

Sheila Ring-Kitsap 911

Call to Order: Chair David Ellingson called the meeting to order at 12:30pm.

Additions: No Additions

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

Employee Recognition- Deputy Director Maria Jameson-Owens introduced Sheila Ring who has been with Kitsap 911 on-and-off for almost 15 years. She was nominated and won the Washington State APCO Telecommunicator of the Year Award for a critical incident that involved weapons and 200 people at a tavern in Bremerton. The board offered her their congratulations and thanked her.

Approval of Minutes:

Director Bob Muhleman made a motion to approve the minutes from 03/03/2023. Motion was seconded by Director Katie Walters. Motion Passed.

Approval of Resolution 2023-004 the 2024 Operating Budget, Service Fees, and Authorized Regular FTE Positions.

Finance Manager Steve Rogers presented the 2024 Operating Budget. He highlighted the following.

**Revenue has a modest growth curve of 6%*

**Excise Taxes are expected to be roughly flat besides land lines which will be dropping*

**3.5% more in operating revenues*

**Labor cost increase approx. 7%*

**Computer Software and Hardware costs increase mostly for license costs, but a portion and most hardware are due to routine PC Replacements.*

**SBITA is a new line item, which is a subscription-based information technology arrangement.*

The State Auditor's Office is requiring us to differentiate between SBITA and non SBITA software. Kitsap 911 is in the process of implementing the new guidance and read through every software agreement to see what needs to be classified.

**Utility numbers are based on current usage and is a 9% increase.*

**MCT repair costs will hopefully decrease with new MCTs*

**The overall operating budget increased by 9.2% and 98% of this from labor changes; excluding these items the budget is roughly flat.*

**Units of Use comparison are included for the user agencies.*

**Due to the growth and demand on the Administrative and Technical services groups, additional positions are requested in both. In Admin is a 1.0 Administrative Assistant and a .50 Public Records Specialist; these positions are badly needed to compensate for the steady increase in administrative work over the past few years. The Technical Services group is requesting to add 2 new Public Safety Systems Technicians primarily to help with MCTs.*

Director Coughlin asked Mr. Rogers to confirm that total revenues are 12.4M and expenditures are 15M with a loss of 2.4M. Mr. Rogers stated that is mostly correct; Kitsap 911 has 2 allocations of the 1/10th of 1% of sales tax, and for reporting, we keep the second 1/10th assigned for capital projects, which is why you don't see it in the operating budget.

Director Rob Putansuu made a motion to approve Resolution 2023-004. Motion was seconded by Director Joe Deets. Motion Passed.

MCT Replacement

Executive Director Kirton stated the document in reference the MCT Replacement begins on page 46 of the agenda packet. The Kitsap 911 Executive Committee approved, and the Board of Directors ratified and appropriate funds for replacement of MCTs Replacement.. The motion was to do a round of replacements for primary response vehicles, the current fleet. We have begun the process of rolling these MCTs out to the user agencies. During the process there were questions about how we would handle agencies who recently purchased MCTs that were not ready to be replaced and other questions about fleet growth. The Governing Directive outlines the user agency's and Kitsap 911's responsibilities as well as the definitions for primary response vehicles. For example, we will have funds set aside for the replacement based on the initial appropriation for agencies that purchased MCTs that are not ready to be replaced. If an agency adds new primary response vehicles, that agency would be responsible for the first MCT but once it is in the primary response vehicle fleet, Kitsap 911 would replace it, subject to future appropriation and approval from the board.

Chair Ellingson asked if this was run-through the SAB (Strategic Advisory Board), and if they weighed in on the proposal. Mr. Kirton said there have been many discussions with the SAB and does not feel that we have consensus from the SAB on this issue.

Director Erickson stated as an agency that went out and bought our MCTs a little bit ago, this keeps all our agencies on the straight and narrow. We have had some agencies decide they want a bunch of MCTs all of a sudden and that Kitsap 911 was supposed to purchase them and that isn't fair. This policy is we replace MCTs that have been issued. Keeps everything fair.

Director Wheeler asked for a summary of an opposing viewpoint to this directive. Mr. Kirton said some agencies would like to see a significant expansion of Kitsap 911 responsibility and decrease in their financial responsibility. There are ongoing discussions on the definition of primary response vehicle and included in this directive is methodology for the Executive Committee to approve changes to the definition and of course actions of the Executive Committee are subject to review of the Board of Directors. This will give us the opportunity to continue discussion and bring forward any recommended changes.

Director Becky Erickson made a motion to approve the MCT Replacement Directive. Motion was seconded by Director Greg Wheeler. Motion Passed.

Staffing Report

Deputy Director Maria Jameson-Owens reported as of today Kitsap 911 is short eight positions on the operations floor. Currently, there is a hiring session taking place and the plan is to hire four new trainees. There are three dispatchers in law enforcement training and eight in call receiving training. Another hiring is planned for January. The Administrative and Technical divisions are fully staffed.

Director Deets asked if there is anything significant that we attribute to this improvement. Mrs. Jameson-Owens said Kitsap 911 continues to work on recruitment strategies. There is a retention bonus, recruitment bonus for laterals, and efforts for an intentional culture at Kitsap 911. We are continuing to work on the workplace environment to make it a place people want to work and stay working.

Director Erickson asked if the dispatch center is still working remotely? Mrs. Jameson-Owens said the dispatch center was never fully remote; there have always been people in the center. During times of COVID, remote kits were given out to some employees to work remotely. There is still ongoing testing of these capabilities. At Kitsap 911, there are isolation places in the facility and the trailer set up if someone is ill.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker provided the following report:

*2019-2 Support the County RMS/JMS- Kitsap County had their cutover on May 21st and Kitsap 911 worked with them to help deploy the new software to the MCTs prior to the cutover. Technicians also assisted them with tools to help users with the cutover.

*2019-3 Replace UPS System at Kitsap 911- The RFP for this replacement will be posted this week.

*2022-9 Replace Security System- This project is to replace Kitsap 911's Security System and cameras. Kitsap 911 has cutover to the new cameras and issued new badges. Now we are working on cutting over all the doors to the new card reader.

*2022-12 MCT Replacement- This project is Kitsap 911's purchasing and providing of MCT replacements in 2023. Kitsap 911 has begun the process of imaging the MCTs. 150 of the 300 MCTs are already imaged and issuing of completed MCTs to user agencies has begun.

*2022-13 CAD-to-CAD with South Sound 911- This project is creating a CAD-to-CAD link between Kitsap 911 and South Sound 911. A virtual private network has been set up between the two agencies and the vendor has successfully completed the connection testing and is now working on pairing up the units and event mapping.

*2023-15 Office and MDM Replacement- This is the task of replacing our mobile device management solution with Microsoft Intune version. This replacement is being rolled out to all android devices in the next two weeks.

*2023-16 Upgrade Accounting Software- This was the task of moving the accounting software into the cloud. This process started early in 2022 and wrapped up in quarter one of 2023.

*2023-19 Offsite backup enhancements- This is improving our offsite critical systems at redundant locations and evaluating cold storage options.

Director Erickson asked how the I-Leads process was going. Mr. Wecker said the County cutover on the 21st and it was a successful cutover. They still have a number of post-cutover items to work through but for Kitsap 911, it went well.

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended April 30, 2023. For revenues, we are right in-line with expectations. Seeing a little deviation in budget in excise tax but not something to be alarmed about. For operating expenditures, labor was under budget by 148K and non-labor was also under by 243K. For the radio LMR and MCT Replacement projects, 3.1M has been expended. No reserves have been used to date and risks remain the same.

LMR Project Update

Radio Program Manager Scott Peabody presented the current status of the project. With the Microwave System, the indoor portion of the equipment has been installed. The FCC licenses process has been started and usually takes 30-45 days, so we should get our licenses sometime in July. We are removing obstructions from many of the microwave paths and then we will install the remainder of equipment. With respect to the radio system, we are currently building consensus with the recommendation of the vendor selection from the Radio Steering Committee and the Strategic Advisory Board (SAB). The fire representatives on the steering committee need a little more time.

Executive Committee Report

Mr. Kirton reported that 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
- Adoption of Chair and Vice Chair of Executive Committee
- Adoption of Resolution 2023-003 Declaring Certain Personal Property as Surplus
- Ratification of K911-067, ADCOM Engineering
- Ratification of K911-068, Wellspring Employee Assistance Program
- Ratification of K911-069, Bainbridge Island Fire Resolution #03-2023
- Review of 2024 Operating Budget

Good of the Order

Director Wheeler commends the work of Kitsap 911 Sheila Ring that worked with the Bremerton bar call. Fortunately, those days are becoming further and further in the past and those situations are rare.

Director Erickson said there was a period when Mr. Wecker went down with her to the mission control at St. Michaels Hospital. She asked if anything was completed on mapping that data. Mr. Wecker stated we are still working on it and will have an update for the next meeting. Director Erickson said thank you and this team has done a great job.

The meeting was adjourned at 1:07 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is September 5, 2023, at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.