



Kitsap 911 Executive Committee Meeting of February 23, 2022

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director David Ellingson, Director Greg Wheeler, Director John Gese, Director Becky Erickson, Strategic Advisory Committee Vice Chair Chief Joe Clark, Strategic Advisory Board Chair Chief Pat McKinney, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Human Resource Manager Rachael Taylor, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Assistant Director of Operations Jamie Donley, and Administrative Specialist Stephanie Browning. Guests: Chief Jim Gillard, Chief Jeff Faucett
Absent: Director Dusty Wiley (Chair), Ken Bagwell Legal Counsel for Kitsap 911

Call to Order. Board of Directors Chair David Ellingson called the meeting to order at 1300.

Public Comment: No comments received prior to the meeting or during the meeting.

Additions: None

Approval of Minutes:

Director Becky Erickson made a motion to approve the minutes from 02/09/2022. Motion was seconded by Director Greg Wheeler. Motion Passed.

Approval of Payment of Claims-Fund 89822:

Director Becky Erickson moved approval of A/P 4712 through 4742 Total \$253,282.98 Payroll dated 02/18/2022 and correction to payroll 01/07/22 Total \$739,138.26. Motion was seconded by Director Greg Wheeler Motion Passed.

Ratification of Executed Contract:

K911-050 Evergreen Health Line- This contract is for nurse referral services. If a patient calls 911 for an EMS issue that is determined to have low probability of transport the calls are referred to this line. Earlier in the pandemic Kitsap 911 used a similar service. Evergreen Health provides similar services for other 911 centers around the state. This contract was reviewed by legal and WCIA insurance.

Director Greg Wheeler made a motion to ratify contract K911-050 with Evergreen Health Line. Motion was seconded by Director John Gese. Motion Passed.

K911-045 A Amendment to WA State Military Department- This is an amendment contract for our NG 911 grant that is used to expand the redundancy and capacity of the remote 911 system. As a part of the grant Kitsap 911 did a proof of concept with another agency in WA State. There were other grant recipients who were not able to use their funds so Kitsap 911 will receive an additional \$35K for expenditures for this grant.

Director Becky Erickson made a motion to ratify contract K911-045A with WA State Military Department Motion was seconded by Director John Gese. Motion Passed.

Action Items:

Resolution 2022-001 Reimbursement Bonds

Finance Manager Steve Rogers explained that Resolution 2022-001 will allow use of future bond proceeds to reimburse Kitsap 911 for amounts spent before bonds are issued. It was recommended to put this in place before the bond is issued by Jim Nelson who is part of the Kitsap 911 Bond Advisory. The resolution was drafted by Bond Counsel Cynthia Weeds from KL Gates. Chair Ellingson asked if this is within the scope of the Executive Committee since it is set at 41 million dollars. Mr. Kirton replied he has not asked that specifically of Ken Bagwell but the resolution does not allocate any funds, it only authorizes to reimburse for any processed before the bond is issued. Since there is an upcoming meeting of the Board of Directors on March 1st it can be referred to the full board. Director Erickson stated there are several things that need to be discussed before this can happen, for instance the interest arbitrage schedule, a project schedule for the money and at the last committee the bids for the RFP were opened and the Executive Committee has not received the bid information. She felt this is premature. Mr. Kirton said this is not issuing the bond, this is a resolution that will allow us to reimburse before the bond is issued. This resolution must be in place before any money is spent that we might use for bond processed. Kitsap 911 is months away from a recommendation to bring to the committee to bond anything. This is only a preliminary step. Director Erickson said she will not authorize anything without seeing the RFP and bid results. She believes that the project and anything to do with bonding in this capacity needs to go to the full board. Director Kirton said we will refer to the full board and ask Jim Nelson to attend. Kitsap 911 did provide the Executive Committee the microwave RFP process that was released in December 2021 and full RFP information is available on the website. The awarding of the contract will come back to the Executive Committee. Updates on the RFP will be provided in the Technical Systems Manager report. Mayor Erickson suggests the Executive Committee meets conjointly with the SAB, as the SAB was not informed of this information. Chair Ellingson asked to place this on the agenda of the Board of Directors meeting on March 1st.

Action Items:

March Board of Directors Meeting

Finance Manager Steve Rogers presented a review of Resolution 2022-02 Amending the 2022 budget that will be presented at the Board of Directors meeting. Some highlights were as follows:

- *Line 7 there is an increase of 4 million dollars and calculated by 7 months of additional sales tax
- *Line 17 increase of 195K which is the total amount from K911-045 contract that was ratified.
- *Line 21-38 increases reflect wage adjustments that were apart of the compensation study results and network engineer position. Both already approved
- *Line 85 is the new radio program manager position
- *Line 90, 92, 95, 97-100 are updated capital projects

Mr. Kirton stated the other items for the Board of Directors agenda will be the annual performance measures report, election of chair and vice chair, proforma apt of executive committee members and there may be a closed session to discuss negotiation and normal staffing reports

Executive Director Actions Under Resolution 2020-003-

No Actions taken

Finance Report

Finance Manager Steve Rogers reported as of January 31, 2022, Kitsap 911 has received approximately 1.2 million in combined revenues. There was no newsworthy revenue and no significant fluctuations. For expenditures non-labor was right in line with expectations.

2022 Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker reported on the following items:

Technical Open Positions-A job offer was made for the radio program manager to Scott Peabody he is expected to start on March 15, 2022 and will be assigned all the work with the RFP.

The position for the network engineer closed, there was only one candidate with potential, but Kitsap 911 is looking for someone with a higher level of experience. This position job description has been updated and has been reposted with the top end of the salary range in hopes to get more applicants.

2022-1 LMR Replacement-The preliminarily review of the RFP for each one of the accepted bid packages has been completed and now have begun the internal technical review and scoring. Once it is determined the apparent low costs, responsive and responsible bidder a recommendation will come to the Executive Committee for approval. Mr. Kirton added this is the RFP Director Erickson was asking about. The three timely bids that were accepted were Ceragon, RACOM and Aviat Networks. Kitsap 911 is working with Ken Bagwell to make sure all processed are followed correctly. Director Erickson will be interested to hear what the SAB has to say once the results are presented to them.

2021-3 Server Virtualization and Cyber Security and remote 911 Mutual Aid – This project is to upgrade the infrastructure to support remote 911 and evaluate the possibility of extending to other PSAPS. Work for this is still being completed but we anticipate this being completed by June 1, if the primary employee working on this project returns from medical leave.

2021-4 Complete Antenna Replacement – This project is the effort to repair the antennas. Kitsap 911 received update that the new antenna is arriving to the installer today.

2021-5 Replace Gold Mountain Fuel Tank – Still waiting on tank delivery and once delivered it will take six weeks.

2022-7 Replace Help Desk Software – This project started last year with evaluating help desk software. This year will include upgrading and working on the plan. The contract for the current software does not expire until August but we have selected a replacement and are working on an implementation plan.

2022-8 Replace vehicle gate – This project is to replace the vehicle gate controllers at Kitsap 911. The final vendor selection has been completed and there is about a 12–14-week delay on parts.

2021-10 Closest Fire Unit Dispatch –This will update the run cards for “changing gears” deployments. The vendor does have a fix for the issue that we reported to them, and it is for the newer version of software than we have. Kitsap 911 is working with them to get a version backporting to our version. Kitsap 911 will start rolling out the changes June 1, 2022.

Alerting- Deputy Director Maria Jameson updated that there are two problems with the monitors for the PURVIS Alerting System. Bremerton Fire needs to have two of their monitors be updated and are scheduled to be completed on Friday. The time sync issue and improvement of the network issue should be done with the upgrade scheduled for March 1 and expected to take 2 hours.

Staffing Report

This will be discussed at the closed session

Emerging Issues-

SB 5555- Mr. Kirton informed the committee that this bill will set minimum training standards for telecommunicators, reclassify them as first responders, and establish a certification board to develop certification standards. The bill has passed the house committee and is sitting in the house rules committee. The committee on community of health and economics made one administrative amendment. If the bill passes the full house it will need to go back to senate on concernment.

Good of the Order-

Maria Jameson reported Kitsap 911 nominated an employee for a telecommunicator award with the Washington State American Legion and Sherice Clark won for WA State

Closed Session to Discuss Contract Negotiations

Start 13:34

End 14:47

Adjournment 14:47

The next regular meeting of the Kitsap 911 Executive Committee will be March 09, 2022.