



**Kitsap 911 Board of Directors Meeting on
December 06, 2022**

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

Ed Wolfe-Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner
Robert Gelder- 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)
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner

Staff:

Richard Kirton- Executive Director
Maria Jameson-Owens-Deputy Director
Rachael Taylor-Human Resource Manager
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Steve Rogers-Financial Manager
Scott Peabody-Radio Program Manager
Stephanie Browning- Administrative Specialist

Absent:

Michael Goodnow -City of Bremerton Council Member
Denis Frey- City of Bremerton Council Member

Brandon Wecker-Technician Service Manager

Guests:

Chief Joe Clark- Vice Chair of SAB and Police Chief of Bainbridge Island

Chief Pat McGanney- Chair of SAB and Chief of Bremerton Fire

Russ Clithero- Undersheriff

Call to Order: Chair David Ellingson called the meeting to order at 2:18pm.

Additions: Chair Ellingson asked for a moment of silence for Bellevue Police Department Officer who passed away as his service was taking place at the same time and to recognize him for the service he has made to the community .

Chair Ellingson presented a plaque Director Edward Wolfe for his services on the Kitsap 911 Board of Directors. Director Wolfe thanked everyone and said that it means a lot to him.

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

Approval of Minutes:

Director Rob Putaansuu made a motion to approve the minutes from 09/06/2022. Motion was seconded by Director Robert Gelder. One correction to minutes. Motion Passed

Resolution 2022-009 Adopting the 2023 Board of Directors Meeting Schedule

Executive Director Richard Kirton said the resolution in the packet has been coordinated with the other Super Tuesday meetings.

Director Rob Putaansuu made a motion to approve Resolution 2022-009 Adopting the 2023 Board of Directors Meeting Schedule. Motion was seconded by Director Robert Gelder Motion Passed.

Resolution 2022-010 Adopting the 2023 Capital Projects Budget

Finance Manager Steve Rogers this is the last remaining portion left to approve from the 2023 budget. This resolution is related to the bigger-ticket items and includes the second 1/10th of 1% sales tax allocation from Proposition 2, Microwave System replacement project, MCT Replacement, LMR Replacement project, and Capital project labor. Additionally, it assigns unused funds for future payments on the radio system. At our March meeting we plan to bring forward a Bond Cost Reimbursement Resolution for the Board of Directors approval.

Director Dusty Wiley made a motion to approve Resolution 2022-0010 Capital Projects

Budget.

Question: Director Becky Erickson said she believed City of Poulsbo just replaced their MCTs and asked what MCTs these are. Executive Kirton stated Kitsap 911 is still in conversations with the Chiefs regarding this and our recommendation is the MCT replaced in the last year Kitsap 911 will pay for them when they need to be replaced on the next round. They are no included in this order.

Motion was seconded by Director Robert Gelder Motion Passed.

911 Carver User Agreement-

Executive Director Kirton presented a draft agreement that will memorialize our long-standing use arrangement with Kitsap 911 and the Department of Emergency Management. It also includes new terms and conditions after DEM vacates their office space; they will still have access to the EOC. This agreement designates Kitsap 911 as a sublesser in the agreement of the state of Washington but leaves the asset with Kitsap County. There are a few liability and identification issues that still need to be worked out and updated. Kitsap County will continue to provide the insurance for the building and tower. Kitsap 911 will take the lead on facility maintenance and equipment. We asked the Board to authorize Chair Ellingson to sign the agreement once is is authorized with Kitsap County. Board of Directors decided the Chair of the Board can sign.

Goals and Tech Project Report

Executive Director Richard Kirton provided the following report:

*2022-15 Facilitate Discussion with Fire regarding Fire RMS-This projects upgrades the Fire RMS Server. Kitsap 911 has cut over all services to the new server. The project is complete and Kitsap 911 will be shutting off the old server before the end of the year.

*2022-17 Replace Inventory/Asset Management Software-This project is on track to complete by end of year and we have been making asset changes in the new system.

*2022-19 Replace Security System-This project is to replace the security system at Carver Street. The contract with the vendor has been executed and we will be doing planning work with the vendor.

*2019-12 Support RMS/JMS replacement-This project is Kitsap 911 supporting Kitsap County on their RMS/JMS replacement. Kitsap 911 has met with Kitsap County, the RMS vendor and Kitsap 911's CAD vendor. Based on these meetings, they can get the interface completed in early 2023.

*MCT Replacement- This is for Kitsap 911 to purchase and replace MCTs in 2023. Technicians met with the RMS/JMS vendor in November and confirmed that new software works with the selected devices. A plan has been placed together to expedite the purchase of the MCTs and we are working with the user agencies to get a final MCT count. The current lead time on the equipment is 30-100 days.

*CAD-TO-CAD Interface with South Sound 911-This interface links the Kitsap 911 computer system with South Sound 911 and shares unit information. Kitsap 911 has met with the core group regarding the interface and onboarding. The work will be completed in three stages.

**SMMC Data Sharing*- This is the St. Michaels Medical Center data sharing and involves how to share data, better evaluate patient loads, and reduce wait times. We have identified interfaces we would like to share with agencies and we will have future meetings on how to give access to the tools.

Director Erickson said thank you for attending the meeting and addressing the problem we are having at the hospital. The sharing of information is critical.

Staffing Report

Human Resource Manager Rachael Taylor reported that there are currently 14 vacant positions and one has left since the last meeting. We currently have 11 call receiver trainees on the dispatch floor. We plan to hire 8 more trainees in January and will have 4 additional academies in 2023. With the job posting continuously open, there has been a steady stream of qualified applicants.

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended October 31, 2022. Close to expectations with revenue and expenditures. For revenues we have received approximately 13.7M which is 5% over expectations. Nothing out of the ordinary with revenues. With expenditures we are under budget on the operations side by about 5%. No reserves used to date, and risks remain the same.

LMR Project Update

Radio Program Manager Scott Peabody presented the current status of the project (presentation attached). Kitsap 911 has been regularly communicating the progress to the Executive Committee and the Strategic Advisory Board. The Requests for Proposal will be open at the December 14th Executive Committee Meeting.

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
- Ratified K911-060 with United States Government
- Approved K911-061 with RACOM
- Repealed Resolution 2020-003 Declaring an Emergency
- Ratified K911-062 with Found Therapy Services
- Adopted Resolution 2022-008 Declaring Certain Personal Property as Surplus
- Authorized the MCT Replacement project

Good of the Order

Chair Ellingson said it was great to see people in person as it's been many long years. He wished everyone a Merry Christmas and Happy New Year.

The meeting was adjourned at 2:57 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is December 6, 2022, at 2:00
Virtually or In-Person at Norm Dicks Government Chambers.***

Board of Directors Radio Program Update

December 6, 2022

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402

Draft





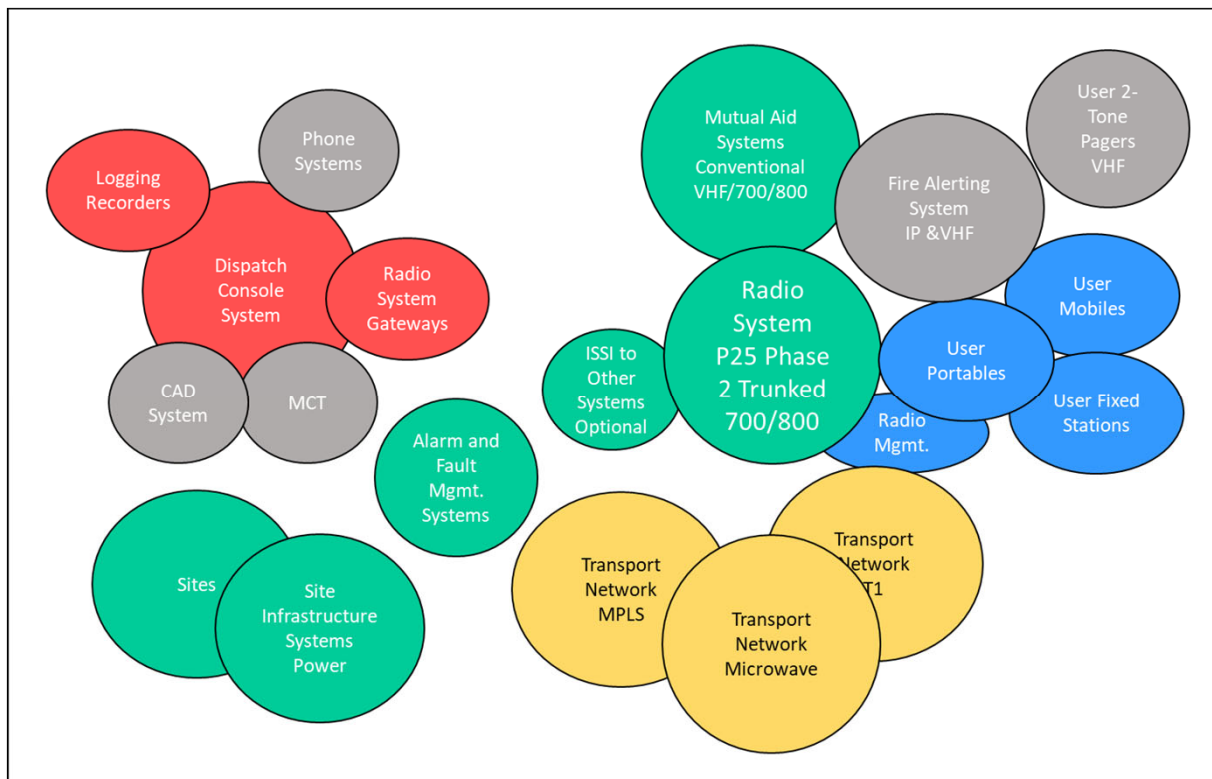
Topics

- Program Overview
- Radio Request for Proposal (RFP) Status
- Microwave Project Status
- Next Steps
- Time Permitting:
 - Coverage – A Deeper Look





Digital Radio Program - Systems View



- **Complex System of Systems**
- **Built for “Always On” Emergency Operations**

Radio Program – Four Subsystems

User Radios

- 1054 Portables
- 638 Mobiles
- 47 Base Stations

Dispatch Console System

- Existing or New

Interconnection Systems

- Microwave*
- Fiber
- MPLS (Router Network)

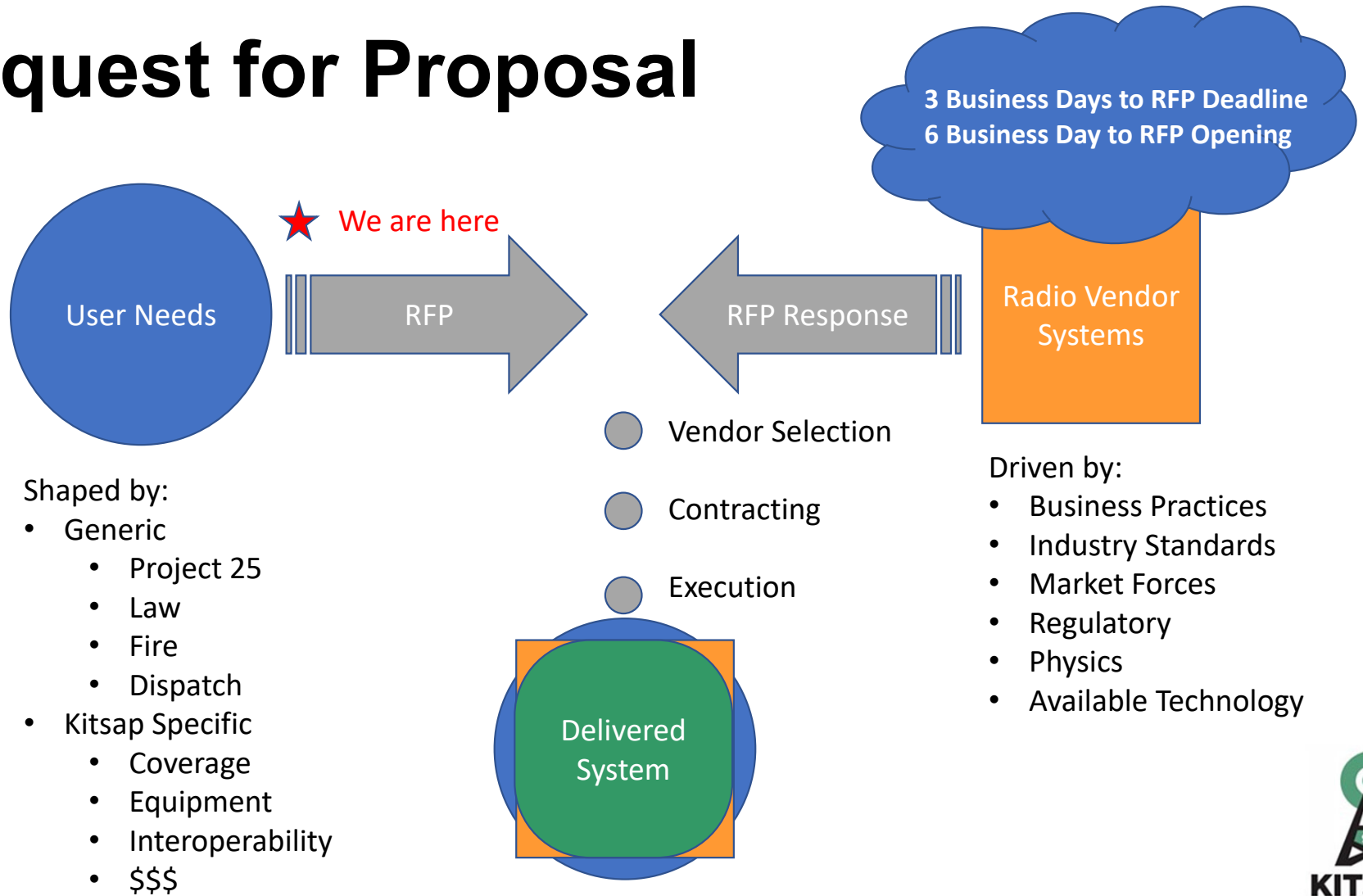
Radio Infrastructure

- Sites
- Controllers
- Network Mgmt.



*Contract Signed Sept. 22, 2022

Request for Proposal





Radio RFP Status

Date		Event
October 5, 2022	<input checked="" type="checkbox"/>	Release RFP
October 5, 2022	<input checked="" type="checkbox"/>	Publish Public Notice RCW 39.26.150
October 14, 2022 4:00 PM Pacific Time	<input checked="" type="checkbox"/>	Vendor's Written Questions are Due via E-Mail to Kitsap 911
October 21, 2022	<input checked="" type="checkbox"/>	Addendum Released with Zoom access credentials for Mandatory Pre-Proposal Virtual Conference
October 28, 2022 8:00AM Pacific Time	<input checked="" type="checkbox"/>	Mandatory Pre-Proposal Vendor Virtual Conference using Zoom Video Communications
December 9, 2022 4:00 PM Pacific Time	<input type="checkbox"/>	Proposals are Due to Kitsap 911
December 14, 2022		Proposals will be opened at Kitsap 911 Executive Committee Meeting. Refer to the Kitsap 911 website Board of Directors Schedule for time of meeting and access credentials.
January/February 2023 Specific Times TBD		Question and Answer Sessions with Proposers, Hands-On Demonstration with Users
March/April 2023		Anticipated Contract Award

We received 50 questions.

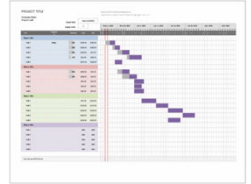
Questions and responses posted to website

Zoom call

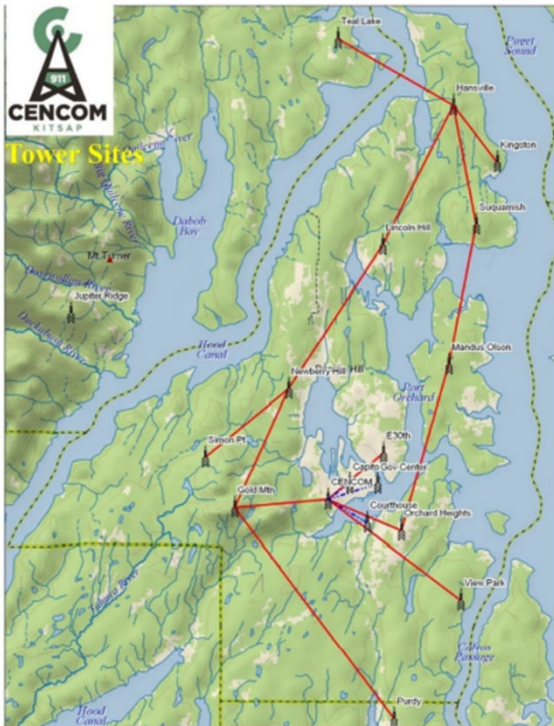
- Over 70 Participants, 4 Companies
- Participants List, Slide Deck, and Video Posted to:

<http://www.kitsap911.org/2022-land-mobile-radio-lrm-rfp/>





Microwave Replacement Project



Microwave systems are more **resilient** during disasters than phone lines or fiber connections

1. Contract Signed
2. Design
 - Field Work for Path Studies
 - Field Work Site Surveys
 - Frequency Coordination, Licensing
3. Equipment Ordering
4. Scheduling Factory Staging





Next Steps

- Evaluate RFP Responses
- Select Radio Vendor(s)
- Execute Microwave Replacement
- Plan Implementations of Radio Subsystems

