



Kitsap 911 Executive Committee Meeting of September 27, 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, Director John Gese, Legal Counsel for Kitsap 911 Ken Bagwell, Executive Director Richard Kirton, Human Resource Manager Rachael Taylor, Assistant Director of Operations Jamie Donley, Finance Manager Steve Rogers, Radio Program Manager Scott Peabody and Administrative Specialist Stephanie Browning

Guests:

Absent:, Strategic Advisory Board Chair Chief Ron Harding, Strategic Advisory Vice Chair Jim Gillard, Deputy Director Maria Jameson-Owens and Technical Systems Manager Brandon Wecker

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

Public Comment: No public was in attendance in-person or via zoom.

Additions: None

Approval of Minutes 07/26/2023 and 08/09/2023

**Director David Ellingson made a motion to approve minutes from 07/26/2023 and 08/09/2023.
Motion was seconded by Director Dusty Wiley. Motion Passed.**

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 5835 through 5951 Total \$471,401.52.
Payroll dated 08/04/2023, 08/18/2023 and 09/01/2023 Total \$1,251,501.22
Use Tax 07/01/2023-07/31/2023 Total \$122.97
Motion was seconded by Director Dusty Wiley. Motion Passed.**

Ratification of Executed Contract:

K911-058 Common Spirit-Director Richard Kirton reported this is a contract Common Spirit also known as St Michaels medical facility. Kitsap 911 provides space in the equipment room for their imaging services equipment. This agreement renews their contract.

K911-070 Newberry Heights Industrial Park LLC- Director Kirton reported this is a commercial lease agreement for Kitsap 911 physical backup center. The contractor is almost completed with building of this facility. This is a five-year term and Kitsap 911 is diversifying their back up strategy.

Director David Ellingson made a motion to ratify contract K911-058 with Common Health and K911-070 with Newberry Heights Industrial Park LLC. Motion was seconded by Director Dusty Wiley. Motion Passed.

Discussion:

None

Staff Reports:

Finance Report

Finance Manager Steve Rogers reported on the financial position as of August 31, 2023 (attached in agenda packet). The revenues received to date are 4 ½ % above expectations. Expenditures are under budget by less than 1%, the majority of the margin coming from the labor budget. Non-Labor expenditures are lower than budget. No reserves have been used to date, and the risks remain the same.

Staffing Report

Human Resource Manager Rachael Taylor reported that Operations has nine vacant positions. There is a call receiver currently in training and a dispatcher in training on the operations floor. A lateral candidate is in process to start in December, and we plan to hire six more in January. The Executive Assistant position is in the final interview stages and Kitsap 911 is in the panel interview stages for two technical positions. Assessment Centers are coming up for the Operations Supervisor and Assistant Supervisor positions. Director Ellingson asked what the Assistant Supervisor's responsibility is. Mr. Kirton stated they have general supervisory responsibilities on the dispatch floor on the day-to-day basis and focus on managing the shift. The Supervisors are more focused on managing the team. Kitsap 911 actually has three supervisory tiers, as there is a lead position as well.

Goals Update

Executive Director Richard Kirton reported on the status of the 2023 Projects.

2019-1 Backup Center- The team has met with the build owner and electrician to go over wire plans. The contractor will be finalizing the design and then send to Kitsap 911 to review.

2019-3 Replace UPS System- An RFP for this replacement took place earlier in the year and there were not any responsive bids. A second RFP was released. Additionally, the DC Power RFP closed yesterday with bids opening this morning. These responses have not been reviewed yet.

2022-9 Replace Security System- This is for the CCTV system and card access for the building. There was a small COVID outbreak at Kitsap 911 and we needed to spread employees out again and close the

building to vendors. This project will be late but as of today the vendor will be out to work on punch list items.

2022-11 Replace Blue Truck- The new vehicle has been received and this project is complete.

2023-13 CAD to CAD interface with South Sound- This project is currently in the testing phase at both Kitsap 911 and South Sound 911. There are some adjustments that need to be made and issues being worked through, but the project is on track so far. This project is complicated since it is a link between two communication centers.

2023-14 Improve logging capabilities- This project is currently being reevaluated, particularly since we have identified the microwave and radio vendor. This will carry forward to 2024.

2023-26 Replacement of Dispatch Consoles-Kitsap 911 had a team go to Snohomish 911 last week and South Sound to look at their consoles. They will continue to research console replacement.

Emerging Issues-

Mr. Kirton reported the certification board continues to meet. Kitsap 911 training coordinator Chris Law has been appointed as the Chair of the State training subcommittee. Mr. Kirton sits on the certification board and is still comfortable that Kitsap 911 training is in line with what we anticipate what the certification requirements will be. We will continue to keep the Executive Committee posted.

LMR Project Update

Radio Program Manager Scott Peabody presented on the status (presentation attached) This presentation is the same as what was presented last night at the Fire Commissioners Association. Mr. Peabody said we are at the point where we have to continuously engage stakeholders. Substantial progress has been made in all four subsystems: Infrastructure, Microwave, Console System and User Radios since approval by the Board of Directors. Director Gese asked once the microwave system has been upgraded will we see an improvement on our current radio system? Mr. Peabody said not much. Originally, we said we would put the existing radio system onto the new microwave system. We do think you will find the microwave system will be more robust when we migrate that. The big improvement will come in 2025. Director Gese said right now, we have a tough time with large concrete buildings such as schools, casinos, government buildings. Will the new system actually allow penetration to these facilities? Mr. Peabody said when we specified the system, we included coverage in large industrial buildings and strip malls. It was based on the land use plans. We know it will be better. The user radios will be enabled for WIFI and cellular coverage.

Executive Session-

Chair Dusty Wiley stated the Executive Committee will go into Executive Session for 5 minutes to discuss contract negotiations under RCW 42.30.110.

Start 1:40

End 1:45

No Action will take place.

Good of the Order-

None

Adjournment 13:46

The next regular meeting of the Kitsap 911 Executive Committee will be October 11, 2023