



Kitsap 911 Executive Committee Meeting of October 25, 2023

The Kitsap 911 Executive Committee met via a virtual Zoom meeting and public in-person at Kitsap 911. Present were Director Dusty Wiley (Chair), Director David Ellingson, Director Joe Deets, Director John Gese, Strategic Advisory Vice Chair Jim Gillard, Legal Counsel for Kitsap 911 Ken Bagwell, Executive Director Richard Kirton, Assistant Director of Operations Jamie Donley, Finance Manager Steve Rogers, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning
Guests: Eric Olsen- RACOM

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

Call to Order. Chair Dusty Wiley called the meeting to order at 1302.

Public Comment: Eric Olsen with RACOM said thank you for the opportunity to sit and listen.

Additions: None

Approval of Minutes 09/27/2023

Director David Ellingson made a motion to approve minutes from 09/27/2023. Motion was seconded by Director Joe Deets. Motion Passed.

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 5952 through 6017 Total \$270,435.24.

Payroll dated 09/15/2023, 09/29/2023 and 10/13/2023 Total \$1,197,662.93

Use Tax 08/01/2023-08/31/2023 Total \$44.61

Motion was seconded by Director Joe Deets. Motion Passed.

Ratification of Executed Contract:

K911-071 Washington Traffic Safety Commission (HVE Grant)-Director Richard Kirton reported this is a contract for Kitsap 911 to provide dispatch services for DUI emphasis events. This is an ongoing agreement that we renew annually.

KC-085-23 First amendment, Sublease and Joint Use Agreement between Kitsap County and Kitsap 911 for facility at 911 Carver Street, Bremerton- Director Kirton reported this amendment incorporates Kitsap County's renewal of the property lease.

Director David Ellingson made a motion to ratify contract K911-071 with Washington Traffic Safety Commission and KC-085-23 First amendment sublease with Kitsap County. Motion was seconded by Director Joe Deets Motion Passed.

Discussion:

None

Staff Reports:

LMR Project Update

Radio Program Manager Scott Peabody presented on the current statuses (presentation attached); there are three main contracts in the works. The radio contract is complex and for building sites, user radios and the logging recorder. The microwave contract is an amendment to the existing contract and adds the additional sites for the build. The console system contract is with Zetron and provides the main system, backup system, and maintenance and support. The first RFP status is for the DC Power system. Clarification letters will be going out to vendors shortly. The UPS second round RFP was opened today and four proposals were received. Director Ellingson shared that King County's new radio system is up and running and they have seen an improvement with their coverage. Kitsap County has that to look forward to once our system is going. It took King County approximately nine years to complete.

Finance Report

Finance Manager Steve Rogers reported on the financial position as of September 30, 2023 (attached in agenda packet). The operating revenues were about 4% over budget expectations. Other revenues were 2.4 million. Operations expenditures were under budget and Kitsap 911 continues on the right track with labor and non-labor expenditures. 3.5M has been expended with the Radio, LMR and 1.1M on other capital projects. No reserves have been used to date, and the risks remain the same.

Staffing Report

Mr. Kirton stated there have been no staffing changes since the last meeting. An onsite assessment center is taking place today for the vacant Supervisor positions. There is a tentative job offer for the Executive Assistant position and the Records Clerk position will be opening soon.

Goals Update

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

2019-1 Backup Center- The property owner contacted Kitsap 911 and requested some clarification on the electrical design. The team has met with the building owner and electrician to go over wire plan requests. The construction of the interior walls will start once this is reviewed and finalized.

2019-3 Replace UPS System- The RFP for the UPS System has closed, and Kitsap 911 received four responses that will need to be analyzed.

2023-13 CAD to CAD interface with South Sound- The vendor is continuing to work independently with Kitsap 911 and South Sound, and there is a standing meeting with our counterpart at South Sound to keep the project moving forward.

2023-26 Replacement of Dispatch Consoles, Carpeting, soundproofing on dispatch floor-Kitsap 911 had a team evaluating different consoles and looking at specs for carpeting and soundproofing.

Mr. Kirton shared that Kitsap 911 has ongoing cybersecurity work being done as a part of a new improvement project. Kitsap 911 just received grant funding for some of the future work. More information to come on this project.

Emerging Issues-

Mr. Kirton reported approximately 2 years ago we discussed the idea of agencies around the county advertising for temporary employees. The agency would pay travel costs and housing costs for the employees to work for them while they stabilize their staffing. This has grown into a traveling dispatcher staffing model and staffing companies that are specializing in this are popping up.

Mr. Kirton attended the Washington State APCO/NENA conference and during the Directors and Coordinators meeting, there was a fair amount of talk of potentially going to the Legislature and asking for an increase to the telephone excise tax. The 911 Advisory Committee appointed a team to look at this potential increase. The committee gave out their first report last week at the conference. Mr. Kirton does not believe they will have anything ready for the 2024 Legislature Session but there should be a recommendation in the 2025 session.

Mr. Kirton said with Artificial Intelligence developing, there is a product that has good potential offering. For the 911 side, it could offer 911 services, call screening, QA and QI. We will continue to monitor this progress.

Mr. Kirton reported his counterparts from around the state are reporting a diminished level of engagement with 911 people from 988. They have asked the State 911 coordinator to have conversations with the State 988 coordinator so we can move it back in the right direction with 911 involvement. This was brought to attention as 911 centers are talking about co-location projects where we could embed 988 within a 911 center. A few pilots were going to be South Sound 911 and Valley Communications. South Sound project had hired one person and were going to hire another, and Valley Communications was getting their agreements in place. The State Dept of Health paused both programs, but the existing employee is continuing with South Sound. The phased process will continue through the end of year and reassess next year. Director Ellingson asked if Mr. Kirton thinks it will be a good thing for us to be involved in, as it's a whole different funding mechanism. Mr. Kirton said the model they are using has been used in other states (Arizona and Utah). The 988 employee is an employee of the 988-service provider and all funding is provided through them. The advantage in having them in the 911 center is they can bridge the gap with the programs and external mental health support programs. Infrastructures costs are very minimal, but more information will come as they progress.

Executive Session-

No Executive Session was needed.

Good of the Order-

Director David Ellingson shared the Washington State Fire Commissioners health care report shows no larges swings. Its running at 105% and dental is 97.5%. The Board approved a 2% increase in the stop loss.

Adjournment 13:43

The next regular meeting of the Kitsap 911 Executive Committee will be November 08, 2023

Executive Committee Program Update

October 25, 2023

R. Scott Peabody, P.E.

speabody@kitsap911.org

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Topics

- **Explain the Three “Radio” Contracts**
 - Radio Contract and Task Orders
 - Console System Contract
 - Microwave Amendment
- **Microwave Project Status**
- **DC Power and UPS RFP Status**



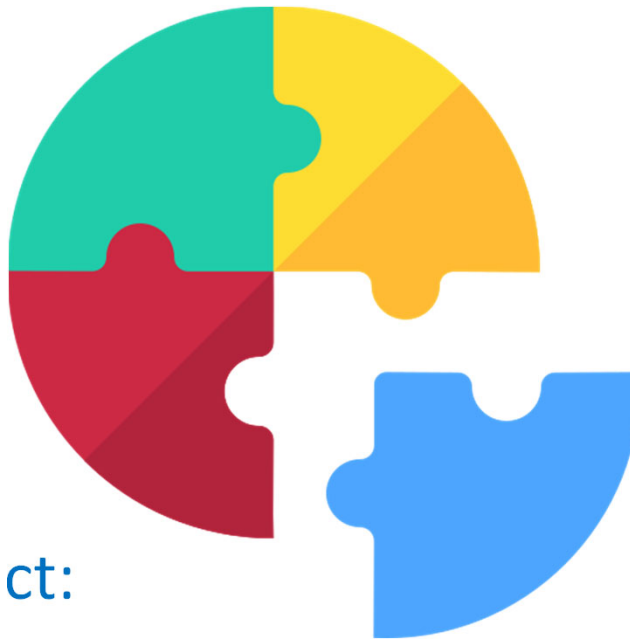
Three Contracts with Task Orders

Radio Contract:

- Stage 1 Instructure
- Logging Recorders

Microwave Contract:

- Stage 1 Amendment



Console System Contract:

- Main & Backup System
- Maint. & Support

Radio Contract:

- User Radios

Plus: Tower Leases, Construction Contracts, Site Improvements, etc.

Three Contracts with Task Orders

Radio Contract:

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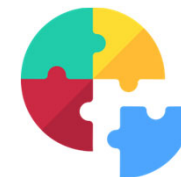
Microwave Contract:

- Stage 1 Amendment



Plus: Tower Leases, Construction Contracts, Site Improvements, etc.

Radio Contract Structure¹



Task Order	Exhibit	Purpose
Stage 1 Infrastructure	Exhibit 1	Contract Terms and Conditions
	Exhibit 2	System Description
	Exhibit 3	Statement of Work with Payment Milestones and Pricing
	Exhibit 4	Responsibility Matrix
	Exhibit 5	Warranty and Support
User Radios a.k.a Terminals	Exhibit 2A	System Description
	Exhibit 3A	Statement of Work with Payment Milestones and Pricing
	Exhibit 4A	Responsibility Matrix
	Exhibit 5A	Warranty and Support
	Logging Recorders	Exhibit 2B
Exhibit 2B		Statement of Work with Payment Milestones and Pricing
Exhibit 3B		Responsibility Matrix
Exhibit 4B		Warranty and Support

¹ Stage 2 and Stage 3 task orders have prices established and forecasted in cashflow model with the number and mix of sites determined in design after contract execution.

3 Stage Coverage Rollout



Stage 1 – 16 Sites

Bremeton City Hall	BCH
CENCOM	CC
Cultus Bay	CB
East 30th	E30
Gold Mountain	GM
Hansville Road	HR
Kingston	KG
Lincoln Hill	LH
Mandus Olson	MO
Newberry Hill	NH
Orchard Heights	OH
Purdy - Shared	PU
Simon Point	SP
Suquamish	SU
Teal Lake	TL
View Park - Existing	VP

Coverage:

- P25 ~ On-street
- Broadband (LTE & Wi-Fi)
- Existing VHF

Stage 2 – 22 Sites

Bremeton City Hall	BCH
CENCOM	CC
Cultus Bay	CB
East 30th	E30
Gold Mountain	GM
Hansville Road	HR
Kingston	KG
Lincoln Hill	LH
Mandus Olson	MO
Newberry Hill	NH
Orchard Heights	OH
Purdy - Shared	PU
Simon Point	SP
Suquamish	SU
Teal Lake	TL
View Park - Existing	VP
Bainbridge Island Cell Tower	BICT
KCJV Water Tank - Cell Tower	KCJV-WT
Kingston Pope - AT	KP-AT
Poulsbo FD77	PFD77
SKFR-Station 16	SKFR16
St Michael Medical	SM

Better Coverage :

- New Sites based on Stage 1 Predictions
- Site Locations and Number TBD

Stage 3 – 31 Sites

Bremeton City Hall	BCH
CENCOM	CC
Cultus Bay	CB
East 30th	E30
Gold Mountain	GM
Hansville Road	HR
Kingston	KG
Lincoln Hill	LH
Mandus Olson	MO
Newberry Hill	NH
Orchard Heights	OH
Purdy - Shared	PU
Simon Point	SP
Suquamish	SU
Teal Lake	TL
View Park - Existing	VP
Bainbridge Island Cell Tower	BICT
KCJV Water Tank - Cell Tower	KCJV-WT
Kingston Pope - AT	KP-AT
Poulsbo FD77	PFD77
SKFR-Station 16	SKFR16
St Michael Medical	SM
Bremerton Raceway - Airport	BRA
Central Kitsap FR Station 41	CKFR41
Island Lake Community Fire Station	STA-42
Kitsap County Courthouse	KCC
Naval Base - Tower Rd	NB-T
Quilcene SBBA	SBA-Q
SKFR-Station 11	SKFR-S11
Sunny Slope - AT	SS-AT
Water Tank HW 305	HW305

Better Coverage:

- Based on Stage 1 Coverage Experience
- Site Locations and Number TBD



Microwave Update



Yesterday

- Completed Equipment Installations
- Commissioning Next Week **Scheduled**
- Remaining Work:
 - Acceptance Testing
 - 30-day Acceptance Period
 - Close Out
- Stage 1 Coverage Requires Microwave to 3 more sites: Bremerton City Hall, E30th, and Kingston





Power RFPs Status

- **DC Power**
 - **Scope: Replace Systems at 12 radio Sites**
 - **Evaluating Proposals**
 - **Clarification Letters Going Out**
- **UPS**
 - **Scope: Replace Aging System**
 - **First Round: No Acceptable Proposals**
 - **Second Round: Four Proposals Opened Today**