# Kitsap 911 Executive Committee Meeting of November 22, 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 Greg Wheeler, Director John Gese, Legal Counsel for Kitsap 911 Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Radio Program Manager Scott Peabody, Technical Systems Manager Brandon Wecker, Professional Standards Manager Jennifer Andrews, and Administrative Specialist Stephanie Browning
Guests: Alex Wensil- Washington State Auditor's Office, Melinda Seibert-Washington State Auditor's Office
Absent: Director Joe Deets, Strategic Advisory Board Chair Chief Ron Harding, Strategic Advisory Vice Chair Jim Gillard, and Assistant Director of Operations Jamie Donley.

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

**Additions:**  None

**WA State Auditors Exit Conference for fiscal year 2022:**
Washington State Auditors Alex Wensil, the lead auditor, and Melinda Seibert, Audit Supervisor presented their audit report (presentation attached). The Auditor issued an unmodified opinion for the Financial Statements Audit for the year ended December 31, 2022. An unmodified opinion was also issued for the Accountability Audit, as the Authority operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate contracts over the safeguarding of public resources.  Alex thanked Staff and Finance Manager Steve Rodgers for the audit and whose documentation was organized and detailed. The next audit will be fall of 2024.  Director Kirton said this is the first time since we have become a Public Authority that we have had the same auditor two years in a row and Alex was great to work with and she did a great job for us, and we appreciate her.

**Public Comment:** No Public in Attendance

**Approval of Minutes 10/25/2023**

**<span style="color:red">Director David Ellingson made a motion to approve minutes from 10/25/2023. Motion was seconded by Director John Gese. Motion Passed.</span>**

**Approval of Payment of Claims-Fund 89822:**

**<span style="color:red">Director David Ellingson moved approval of A/P 6018 through 6067 Total $209,599.89. Payroll dated 10/27/2023 and 11/10/2023 Total $813,434.35 Motion was seconded by Director Dusty Wiley. Motion Passed.</span>**

**Ratification of Executed Contract:**

K911-074 (E24-161) Washington State Miliary Department-Director Richard Kirton reported this is a passthrough grant received from the federal government. The grant will provide us with $94,000 to provide cybersecurity assessments and upgrades.

**<span style="color:red">Director David Ellingson made a motion to ratify contract K911-074 with the Washington State Miliary Department. Motion was seconded by Director Dusty Wiley.  Motion Passed.</span>**

K911-073 Zetron- Director Kirton stated this contract will upgrade the console equipment as a part of the Land Mobile Radio (LMR) project. Zetron is Kitsap 911's current radio and phone console vendor and an upgrade is needed to make it work with the new system.

**<span style="color:red">Director David Ellingson made a motion to ratify contract K911-073 with Zetron.  Motion was seconded by Director Dusty Wiley. Motion Passed.</span>**

**Action Items:**

Approval of Contract K911-061 A Amendment with RACOM Microwave Project- Director Kirton said. when the original contract was executed, it was for the core system, and this amendment adds additional towers that will require microwave in the new system.

**<span style="color:red">Director David Ellingson made a motion to approve Contract K911-061 A Amendment with RACOM Microwave Project.  Motion was seconded by Director Dusty Wiley. Motion Passed.</span>**

Approval of Resolution 2023-005 Removal of Asset No. 70083 2024 Chevy Silverado from Kitsap 911 Inventory and Declare as Surplus.

**<span style="color:red">Director David Ellingson made a motion to approve Resolution 2023-005 Removal of Asset No. 70083 2024 Chevy Silverado from Kitsap 911 Inventory and Declare as Surplus.  Motion was seconded by Director Dusty Wiley. Motion Passed.</span>**

**Discussion:**

### K911-072 Contract with RACOM for Digital P25 Trunked Radio System-

Director Kirton stated this contract is the result from the Request for Proposal (RFP) for the LMR Project and RACOM was the selected vendor. This contract will be executed by the full Board of Directors and hopes to have it executed at the December 5th meeting. The SAB had asked to review the contract and it was presented via email and they were provided with a Q&A session. Kitsap 911 did receive feedback and made some adjustments to the contract. Port Orchard's city attorney also gave feedback that was forwarded to Ken Bagwell, following which, a few changes were made. The SAB meet next week, and Mr. Kirton is asking the Executive Committee to review and advance to the Board of Directors contingent on the SAB approval. Radio Program Manager Scott Peabody provided details (presentation attached) on the contract structure with multiple task orders. The payments will be milestone based. Finance Manager Steve Rogers presented and reviewed the preliminary 2024-2028 cashflow. Legal Counsel Ken Bagwell believes the contract is in order to go to the full board.

**Director David Ellingson made a motion recommending advancing contract K911-072 with RACOM for the P25 Trunked Radio System to the Board of Directors contingent on the Strategic Advisory Board (SAB) approval. Motion was seconded by Director Greg Wheeler. Motion Passed.**

### 2024 Capital and Other Non-Operating Project Budget-

Mr. Kirton said the budget adopted in June was primarily the operating budget and we said we would come back with a capital budget in December. Mr. Kirton said you will notice as Finance Manager Steve Rogers goes through the report that this is a placeholder budget. Kitsap 911's full capital budget reflecting the radio project only includes through the first quarter of 2024 and then in March there will be an amendment to reflect the rest of the project. Mr. Rogers reviewed the budget documents provided in the agenda packet.

**Director David Ellingson made a motion to concur with forwarding the 2024 Capital and Other Non-Operating Budget for the first quarter to the Board of Directors. Motion was seconded by Director Dusty Wiley. Motion Passed.**

### December 5, 2023, Board of Directors Meeting-

Mr. Kirton asked the Executive Committee if there are any other items they would like to have on the December 5th meeting. Mr. Kirton will be asking for adoption of the 2024 Meeting Schedule, approval of the 2024 Capital and Other Non-Operating Project Budget, and approval of the K911-072 RACOM contract, and other normal staffing reports. There were no additional items to add to the meeting.

### Staff Reports:

### LMR Project Update

Radio Program Manager Scott Peabody presented on the current status of the projects. The microwave project is going well and almost done. All of the equipment has been installed and acceptance testing completed. Stability testing is currently two weeks into the 30-day testing and plans are to close out the paperwork between the holidays. The DC Power contractor has been selected and is the biggest site improvement. The vendor has been notified of selection. Three of the sites have challenges with space. The Kingston site has no space available inside, and the tower was overloaded. We are working with our neighbors in Seattle and they have taken out seven racks of equipment and eleven antennas down. Additionally, SNO911 is going to allow us to use their DC Power Plant. The View Park site has overloaded tower and space, but PCERN reached out to Kitsap 911, and they want to decommission their equipment which allows us to occupy their space on the tower. At the Cultus Bay site, Snohomish 911 has just finished their shelter and allowed us to use some of this space and power from their power plant.

### Finance Report

Finance Manager Steve Rogers reported on the financial position as of October 31, 2023 (attached in agenda packet). Both revenues and expenditures have been trending favorably. Kitsap 911 has received about 1.1M in more total revenues then budgeted. The biggest fluctuation was a $247K back payment from a tower lease customer. The negotiation progress for this contract has been in the works since before Mr. Rogers started at Kitsap 911. Mr. Rogers said kudos to Mark Nelson and Stephanie Browning for being involved in getting this completed. Expenditures are under and we will come in right in-line with the budget at the end of the year. To date, 40% of the Radio budget has been spent and 42% has been spent on other capital projects.  No reserves have been used to date, and the risks remain the same.

### Staffing Report

Deputy Director Maria Jameson-Owens reported Kitsap 911 has lost one operations employee since the last meeting. This brings staffing down to 10 short on operations. There is a hiring process taking place to hire four new employees in January. There are two laterals in the hiring process for Assistant Supervisors, one from South Sound 911 and the other Seattle. One current Assistant Supervisor was promoted to Supervisor and one dispatcher was promoted to Assistant Supervisor and these changes will take effect in January. Currently, there is one person in law enforcement training and one in call receiver training. In the Technology Division, two new technicians start December 8th. A new Executive Assistant will start in January and the new Public Records Specialist started on Monday.

### Goals Update

Technical Service Group Manager Brandon Wecker reported on the status of the 2023 Projects.

2019-1 Backup Center- Kitsap 911 is waiting on the rework of the design as there were some changes requested from the electrician. Once this comes back it will go to Mr. Kirton for approval.

2019-3 Replace UPS System- All RFP responses were received and are being evaluated for recommendation.

2023-13 CAD to CAD interface with South Sound- Most of the configuration work has been completed and planning full testing of the interface with South Sound in the CAD Testing group.

2023-14 Data Logging Software- This project is to improve our logging capabilities and migrate to a centralized logging solution, which allows for improved data analysis and troubleshooting. This project has been intentionally delayed and holding over implementation of the solution until 2024 so we can see what is being provided by the radio and microwave solutions and a better idea of the need.

2023-18 Improve redundancy of the VX-Rail infrastructure-This task adds nodes to increase the capacity and redundancy of the vx-rail infrastructure. The final reconfiguration requires a two-day outage that will effect the remote 911 systems. Kitsap 911 has chosen to delay this, as to not lose remote 911 capabilities during storm and cold and flu season. This will be scheduled for early 2024, once risk factors have been reduced.

2023-19 Offsite backup enhancements- This is the task to improving offsite backup enhancements of critical systems at both redundant locations and evaluating cold storage options. The purchase of the recommended solution has been purchased and currently working on implantation.

Cyber security grant funded projects and improvements- With the now approved contract Kitsap 911 will be able to use the funding to complete the following three objectives, obtaining training needed to achieve a certified information systems security professional certification for our network security engineer position, purchase and implement multifactor tokens for our cloud services to improve security, and engage an independent cyber security auditor to evaluate the network infrastructure and provide security improvement suggestions as well as perform remediation of deficiency's the audit reveals.

**Emerging Issues-**
No Report

**Good of the Order-**
Director Ellingson wished everyone a happy Thanksgiving.


**Adjournment 14:00**

**The next regular meeting of the Kitsap 911 Executive Committee will be December 13, 2023**

# Executive Committee Radio Contract Update

November 22, 2023

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402

# Topics

- **Radio Contract Approval Calendar**
- **Explain the Radio Contract Structure**
  - **Task Order 1: Stage 1 Coverage and Radio Core**
  - **Task Order 2: User Radios a.k.a. Terminals**
  - **Task Order 3: Logging Recorders**
- **Total Contract Amount over 10 Years**
  - **Infrastructure**
  - **User Radios**
  - **Support Costs**

KITSAP
CENCOM

## November 2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 * | 8 | 9 | 10 | 11 Veterans Day |
| 12 | 13 | 14 * | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 * | 23 Thanksgiving | 24 | 25 |
| 26 | 27 | 28 * | 29 | 30 |  |  |

**11/7 Distribute Radio Contract for Chiefs Review**

**11/14 Question and Answer Zoom Call on Contract**

**11/22 Executive Committee Meeting**

**11/28 SAB Meeting – Request Recommendation**

## December 2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 * | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 * | 13 * | 14 * | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 Christmas | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  |  |  |

**12/5 Board of Directors Meeting**

**12/12 – 12/14 Tentative In-Person Project Kickoff Dates**

# Radio Contract with Task Orders

Radio Contract:
- Stage 1 Instructure
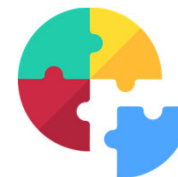- Logging Recorders

Radio Contract:
- User Radios

# Radio Contract with Task Orders

Radio Contract:
- Stage 1 Instructure
- User Radios
- Logging Recorders

# Radio Contract Structure[1]

| Item | Exhibit | Purpose |
|---|---|---|
| **Contract** | - | Summary and Signature Page |
| **Summary of Contract Total over 10 Years** | - | High Level Breakdown of Contract Pricing over 10 Years |
| **Task Order 1: 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 |
| | | |
| **Task Order 2: 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 |
| | | |
| **Task Order 3: Logging Recorders** | Exhibit 2B | System Description |
| | 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

New Sites Take 1-3 Years to Build

## 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

# Total Contract Amount Over 10 Years

| Summary of Total Contract Amount Over 10 Years | |
|---|---|
| Total for System Equipment and Licenses | $ 12,935,019 |
| Total for Terminals with 5 Years Support[1] | $ 15,828,796 |
| Total One Time Discount (System and Terminals) | $ (8,823,334) |
| 10 Years Broadband and Device Management Terminals[2] | $ 3,871,680 |
| 10 Year System Support | $ 5,126,385 |
| Years 6 to 10 Terminal Support | $ 697,600 |
| **Max Total for Project Over 10 Years (31 Sites & 1,744 Terminals)** | **$29,636,146** |

[1]Includes $2,500 RACOM discount on mobiles and fire portables and $1,500 RACOM discount on law portables
[2]Assumes $5/month for cloud management and pooled data (2GB per device)

# System Support

| SERVICES | |
|---|---|
| **RACOM Infrastructure Managed Services Packages** | |
| Premium Technical Support (PTS) - TAC | |
| Extended Warranty Standard Repair Services – Depot | |
| Security Update Management Services (SUMS+) | |
| Software Managed Services (SMS) | |
| Premium Technical Support (PTS) – Renewal Support | |
| **TERM (Period of Performance)** | **ANNUAL SUPPORT FEES** |
| **YEARS 1 TO 5** | |
| Year 1 | |
| Infrastructure Services | $432,095.00 |
| Premium Technical Support (PTS) - TAC | $81,334.00 |
| Extended Warranty/Standard Repair Services – Depot | $26,752.00 |
| Security Update Management Services (SUMS+) | $81,158.00 |
| Software Managed Services (SMS) | $106,005.00 |
| Premium Technical Support (PTS) – Renewal Support (Year 3) | $63,895.00 |
| Quarterly SUMS+ and Annual SMS Installation Support | $72,951.00 |
| Year 2 | |
| Infrastructure Services | $432,095.00 |
| Year 3 | |
| Infrastructure Services | $432,095.00 |
| Year 4 | |
| Infrastructure Services | $432,095.00 |
| Year 5 | |
| Infrastructure Services | $432,095.00 |
| **YEARS 6 TO 10** | |
| Year 6 | |
| Infrastructure Services | $ 593,182.00 |
| Premium Technical Support (PTS) - TAC | $111,971.00 |
| Extended Warranty/Standard Repair Services – Depot | $37,764.00 |
| Security Update Management Services (SUMS+) | $94,355.00 |
| Software Managed Services (SMS) | $121,530.00 |
| Premium Technical Support (PTS) – Renewal Support (Year 6 & 9) | $140,919.00 |
| Quarterly SUMS+ and Annual SMS Installation Support | $86,643.00 |
| Year 7 | |
| Infrastructure Services | $ 593,182.00 |
| Year 8 | |
| Infrastructure Services | $ 593,182.00 |
| Year 9 | |
| Infrastructure Services | $ 593,182.00 |
| Year 10 | |
| Infrastructure Services | $ 593,182.00 |
| **TOTAL ANNUAL SUPPORT FEES (YEARS 10)** | **$5,126,385.00** |
| Sales Tax is not included in this price | |

- Technical Support
- Extended Warranty Repair Services 10 Years
- Quarterly Security Updates
- Annual Software Updates
- Technology Refresh at 3, 6, and 9 Years