



Kitsap 911 Board of Directors Meeting on September 5, 2023

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Katie Walters- Kitsap County Commissioner
Christine Rolfes- 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)
Jeff Coughlin-City of Bremerton Council Member
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner

Staff:

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

Absent:

Denise Frey- City of Bremerton Council Member
Steve Rogers-Finance Manager

Guests:

South Kitsap Fire and Rescue Chief Jeff Faucett
Bremerton Fire Chief Pat McGanney
North Kitsap Fire and Rescue Chief Rick Lagrandeur

Call to Order: Chair David Ellingson called the meeting to order at 12:30 pm.

Additions: No Additions

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

Chair Ellingson welcomed County Commissioner Christine Rolfes to the Kitsap 911 Board of Directors and expressed appreciation for her being on the board.

Approval of Minutes:

Director Dusty Wiley made a motion to approve the minutes from 06/06/2023 and 08/09/2023. Motion was seconded by Director Joe Deets. Motion Passed.

2024 Meeting Schedule

Executive Director Kirton said although its only September this is the last time we are meeting with the Board before we start work with the other Super Tuesday groups to set the 2024 meeting schedule. He asked if there was anything in particular they want Kitsap 911 to do with the 2024 meeting schedule. Director Rob Putaansuu said he loves the summer break and that is his only request. Mr. Kirton said we will advocate for keeping that. Director Ellingson said it would be good to have an opportunity to have a budget study session prior to presentation.

Staffing Report

Human Resources Manager Rachael Taylor reported Kitsap 911 has nine vacant positions on the dispatch floor and no employees have left since the last meeting. Currently there is one law enforcement dispatcher in training on the operations floor and four employees in fire dispatch training. There are two lateral candidates in process to start in November and the plan is to hire four to six more employees in January. Kitsap 911 is in the process of hiring an Executive Assistant and recruiting two technicians to start later this year. There will also be assessment centers in November for the open Supervisor and Assistant Supervisor positions. Director Putaansuu said it is nice to hear that Kitsap 911 didn't lose a bunch of people as over the years it seems like we are one step forward and two steps back. It seems like we are making progress with two steps forward.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker said at the last board meeting there was a request to have someone from the RMS/JMS Committee attend and give feedback on the end user adoption and their experience on the project. Mr. Wecker invited Ken Dickenson from Kitsap County Sheriff's Office to come and speak about his experience.

Mr. Dickenson said in his personal opinion the project has been going just fine. He said just fine and not swimmingly due to moving from a system that was used for over 20 years. This new system is different in a lot of aspects and there is a learning curve. He feels it is meeting their needs and believes they are just starting to scratch the surface on what the system is capable of doing. It may take some time to utilize all the capabilities. There was an integration with Hexagon that is working nicely. As they move forward, they are fixing bugs in the system. This system has a lot of responsibility. The first RMS upgrade patch was just applied this morning and he is happy to answer any questions the Board has.

Director Becky Erickson said she wants to make sure we are getting adequate reporting, as she used to getting a report every morning and it's not like it used to be. She would like to know who to contact for custom reporting. Mr. Dickenson said to contact Kelly Zeimann from Poulsbo, as they are meeting weekly to discuss problems and issues. He believes she has pushed for these reports and Diane Rodman from Kitsap County is creating the reports as the needs arise.

Mr. Wecker provided the following report:

*2019-2 Support the County RMS/JMS- Kitsap 911 is still working on our Informer system to query the new system. We will continue working with the vendor to complete.

*2019-3 Replace UPS System at Kitsap 911- No responses were received that met the RFP requirements. Kitsap 911 has revised the requirements and will publish a new RFP shortly after the just-released DC Power RFP.

*2022-8 TSG Staffing Analysis- The staffing analysis has been completed and Kitsap 911 has begun implementing the recommendation as a part of the budgeting process. This project is marked complete.

*2022-19 Replace Security System- This project is to replace Kitsap 911's security system and cameras. Technicians have been working on the punch list items. Out of forty one items, they are now down to four remaining and are continuing to work with the vendor to resolve those. The mobile application is now working on the phones so employees can access the building with the application.

*2022-11- Replace the Blue Truck- Ford has stated the vehicle has shipped and is in the process of getting requested additions added to the truck. The truck should be received by end of the year, but likely later due to supply chain issues.

*2022-12 MCT Replacement- This project is Kitsap 911's purchasing and providing of MCT replacements in 2023. Kitsap 911 has imaged all the MCTs and handed them out to all agencies

as quickly as they can accept. Multiple agencies have confirmed install. Kitsap 911's portion of the deployment work is complete and is now transitioning into a support role.

*2022-13 CAD-to-CAD with South Sound 911- This project is creating a CAD-to-CAD link between Kitsap 911 and South Sound 911. Kitsap 911 is still in the testing phase. The link is active in the environments of both agencies, but we are working through challenges of linking two very different systems.

*2023-27 Support Fire efforts with their wait times with St. Michaels Medical Center- This project is to work out information sharing between Fire and St. Michaels. Fire agencies have indicated they no longer wish to pursue this project. Kitsap 911 will confirm with the Chiefs at the next Strategic Advisory Committee Meeting.

Chair Ellingson asked for 2022-11 there is a potential strike by the three auto manufactures to factor in. Mr. Wecker said Kitsap 911 truck has already shipped to a local dealership. When he was at APCO last month, he heard a lot of government agencies are having issues getting vehicles as they are able to sell them at a higher price on the open market. Mayor Erickson said they waited 9-10 months for police cars and its very hard to get vehicles. Chair Ellingson said it's the same situation in the fire service and you have to plan years ahead.

Director Rolfes asked if anyone can speak to 2023-7 and why the fire services would no longer be interested in improving the wait time at St. Michaels. Mr. Kirton said the fire operations chiefs said they are no longer interested in the project but do want to work on wait times. This project was a link to share data on the beds available in the county and call volume. Chair Ellingson said for Fire, the dialogue with St. Michaels exists, so they know even before they transport a patient when they are backed up in the emergency room to pick a different hospital. South Kitsap Chief Faucett said it's not a matter of not interested in the data, but they have been working with the EMS Council, the Fire Chiefs and others for over a year and are able to get what they needed and have seen a significant amount of delays reduced. Mayor Erickson said she was on the task force, and they saw the panels at the control center in Gig Harbor. The Fire Chiefs worked well with St. Michael's and found a workaround for communications. She would still like the communications tie together but right now it works. Hats off to St. Michael's and the Chiefs. Commissioner Walters said she recently toured St. Michaels for a follow-up, and they have really implemented innovative ways for their systems to manage the flow of patients and please to see that.

Finance Report

Executive Director Richard Kirton reported as of the end of July operating revenues were slightly above and expenditures were slightly below budget. To date, Kitsap 911 has received approximately 11.4M in revenue, which is about 4% above expectations. This was primarily driven by sales tax received and a few catch up payments received by tower revenue payments. Sales tax receipts were about 2% higher than they were as compared to 2022. There is still some growth but it's a softer growth than in the past few years. Overall Kitsap 911 is stable. With Operating Expenditures, Kitsap 911 has expended 8.3M, which is 1% below budget. For labor, it is approximately 91K under and supplies and services are approximately 71K under. Kitsap 911 is continuing to track price increases to be right on the budget equation. With the Radio, LMR,

and MCT expenditures, approximately 3.4M of the 10.2M appropriation has been spent. A budget for the Prop 2 revenues will be brought forward at the December meeting. For other capital projects, just under 1M has been spent of the 2.6M in appropriated funds; a few of these projects will roll over to 2024. No reserves were used to date, and the risks remain the same.

LMR Project Update

Radio Program Manager Scott Peabody presented the current status of the project. Since the Special Board of Directors meeting, where the recommendation for the P25 Radio System was approved, Kitsap 911 has begun the RACOM contract negotiations. The terms and conditions were based on the microwave agreement with RACOM. At this point, they are developing the system description, scope on how they are going to complete it, and then there will be a detailed parts list. This is still on target for the end of September for substantial agreement and we will present to the Board as soon as it is ready. The microwave project is well underway and all indoor equipment installed, antenna installation at 50%, Lincoln Hill was finished last week and we are also moving obstructions in the path. There were a number of trees in the way of the path.. Kitsap 911 is moving forward with obtaining approvals and tree trimming.

With critical path work, there are a number of things to plan and get started on. The biggest site improvement will be DC power. The system has to operate on its own when power is down. There are batteries at the sites and other equipment that powers the radio equipment. The request for proposal for DC power is on track and will be opened at the end of the month. The next is stage one readiness and identified the risks on all 16 sites and work on preparedness for modifications of new leases needed. With respect to the user radios, the first draft has been released on how to plan and install all the portable radios. There has been a lot of progress since the last board meeting.

Chair Ellingson asked if Kitsap 911 has the licenses for all the frequencies that will be used. Mr. Peabody said there are two sets of licenses, with respect to microwave they are on file but do not have all of them. There is a pretty significant problem with the licensing system due to a 10–12-day outage, however he currently has no concerns on obtaining a license. Director Putaansuu said in the picture, he sees we are taking the grey microwaves off and installing the white ones, he asked if we are running parallel systems. Mr. Peabody stated we are doing both, the white antennas will accept the old systems and the new systems. When we move to the new system, the antennas won't change but the electronics below will; they are currently compatible with both systems and operating in parallel. Director Rolfes asked if they are putting the osprey nests adjacent. Mr. Peabody said the osprey at Mandus Olson are still there. Additional equipment was installed to discourage using the tower, but there is no harm to the osprey. Director Rolfes said she has seen osprey poles near towers, so you are inviting them to build there and distract from the systems. She asked if we could do it. Mr. Peabody said with the tall towers the osprey don't stay on the sticks so we will use the discouragement option.

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.

- Ratification of K911-059 Clearwire Contract

Good of the Order

The meeting was adjourned at 1:04 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is December 5, 2023, at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.

Board of Directors Radio Program Update

September 5, 2023

R. Scott Peabody, P.E.

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Updates

1. RACOM Contract

- T&Cs - General Agreement
- Developing System Description, Scope of Services, Parts Lists, etc.

2. Microwave Project

- Antenna Installations (50%)
- Removing Obstructions In Progress

3. Planning/Critical Path

- DC Power RFP on Track
- Stage 1 Site Readiness:
 - Risks Identified
- Site Negotiations:
 - Space/Power/HVAC Needs Documented

4. User Radios

- Deployment Plan Available for Review

Lincoln Hill Site (Poulsbo)



- New white dishes
- Old gray dishes
- Lightning in the area last week
- Work postponed to the next day
- Completed on schedule

