



**Kitsap 911 Executive Committee Meeting of  
December 13, 2023  
Via Zoom or In-Person at Kitsap 911**

**Attendees:**

Director Dusty Wiley (Chair)  
Director David Ellingson  
Director John Gese  
Executive Director Richard Kirton  
Deputy Director Maria Jameson-Owens  
Finance Manager Steve Rogers  
Radio Program Manager Scott Peabody  
Technical Systems Manager Brandon Wecker  
Technical Systems Manager Brandon Wecker

Administrative Specialist Stephanie Browning

**Guests:**

**Absent:**

Director Joe Deets  
Strategic Advisory Board Chair Chief Ron Harding  
Strategic Advisory Vice Chair Jim Gillard  
Assistant Director of Operations Jamie Donley  
Director Greg Wheeler

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

**Public Comment:** No Public in Attendance

**Additions:** None

### Approval of Minutes 11/22/2023

**Director David Ellingson made a motion to approve minutes from 11/22/2023. Motion was seconded by Director Dusty Wiley. Motion Passed.**

### Approval of Payment of Claims – Fund 89822 (Operating Fund):

**Director David Ellingson moved approval of A/P 6068 through 6134. Total \$395,084.46. Payroll dated 11/21/2023 (paper check), 11/22/2023 and 12/08/2023 Total \$900,890.59. Payroll dated 10/13/2023 – Correction to payroll tax. Total increase \$124.67. Motion was seconded by Director Dusty Wiley. Motion Passed.**

### Ratification of Executed Contract:

None

### Action Items:

#### **Approval of Resolution 2023-007 Declaring Certain Property as Surplus**

Executive Director Richard Kirton explained that this is a routine inventory of equipment that has been determined surplus and most of the items are MCT equipment that has been turned in as part of the replacement process. Per the governing directive related to surplus property the surplus property will be disposed of in the manner that is most beneficial to Kitsap 911. None of it is appropriate for school donation but Brandon will provide a disposal recommendation for each individual item.

**Director David Ellingson made a motion to approve Resolution 2023-007 Declaring Certain Property as Surplus. Motion was seconded by Director John Gese. Motion Passed.**

#### **Approval of Resolution 2023-010 Adopting Wage Ranges for Unrepresented Employees**

Mr. Kirton explained that this is an annual resolution to provide the annual wage adjustment for our unrepresented employees and the extra help employees. This year the CPIU is 4.8 (October) as indicated in the resolution.

**Director John Gese made a motion to approve Resolution 2023-010 Adopting Wage Ranges for Unrepresented Employees. Motion was seconded by Director Dave Ellingson. Motion Passed.**

### Discussion:

#### **Special Board Meeting**

Mr. Kirton indicated that Kitsap 911 hasn't received any feedback from Bainbridge Island Fire Department (BIFD). He emphasized Radio Program Manager Scott Peabody's expertise in the RACOM contracting process and we believe that the contract is good and ready to go. We distributed Mr. Peabody's original answers to the questions BIFD posed, the executive summary, the contract documents and the response in the same folder with the same link in the Board Packet. He asked for feedback from the Executive Committee on what level of presentation for the Board Meeting.

Director Ellingson praised Mr. Peabody's outstanding work on the response to each of the questions from BIFD and feels all the questions have been answered. He recommended that Kitsap 911 reaches out to BIFD today to see if there are more questions and to get an idea of where they are in advance of the meeting. He confirmed with Mr. Kirton that the information was to the BIFD deputy chief directly as well as included in the Board of Directors packet. Director Ellingson recommended that each issue BIFD raised and address each one of them at an executive level in the board meeting.

Director Gese agreed to this and recalled that Mayor Erickson was most concerned with reviewing the documents which she does have access to.

Mr. Peabody commented that none of the changes will change the delivery of the product or the product itself but that at some point these delays are going to delay the delivery and impact the safety of the community. By moving forward now, we are ahead of the queue in the product ordering cycle.

Mr. Kirton agreed the further delay will put us behind the 2024 manufacturing schedule.

Mr. Wiley requested an update once Mr. Kirton heard back from BIFD before the meeting.

## **Staff Reports:**

### **LMR Project Update**

Mr. Peabody updated on the microwave project which is in closeout documentation this project has been delivered with excellent service from the vendor. The amendment was kicked off yesterday. The Zetron contract was ratified at the last Executive Meeting, and this will kick off shortly. Action is moving forward with urgency and feel confident that if the contract gets approved this week, they will make huge progress on the delivery of the RACOM system in 2024.

### **Finance Report**

Finance Manager Stever Rogers reported that revenues are 6.8% above original projections due to tower lease revenue. Operating Expenditures had a slight deviation for the year-to-date budget for operating expenditures, but it is a minor concern, and we will not go over budget for labor or non-labor supplies and services. The Radio and LMR replacement projects have spent about 34% of the annual budget. The other capital projects budget has expended about 42% of the annual budget. We haven't used any reserves to date and our risks remain the same.

### **Staffing Report**

Deputy Director Maria Jameson-Owens reported that nothing has changed since the last meeting. Kitsap 911 is still 10 people short but has completed the Director's interviews for the January hires and extended an offer to one of the lateral candidates we discussed in the last meeting for an assistant supervisor, and she has accepted. She will start in January. There have been no changes to admin or tech.

### **Goals & Tech Projects Update**

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

2019-1 Backup Center- The landlord was notified of Kitsap 911's requirements for occupying that building. The landlord has bids for that work and is finalizing that agreement so that we can move forward with getting the work complete for occupying the building. The work will be reviewed by Kitsap 911 while in progress.

2023-13 CAD to CAD interface with South Sound- There was a successful demo last week with the fire chiefs and they continue to work through some of the punch list items. The implementation is tentatively scheduled for Q1 2024 and then that will start the 90-day burn-in period.

2023-19 Offsite backup enhancements- Implementation continues the project is still on track to completed by the end of 2023.

### **Continuous Improvement Process Initiatives**

Mr. Kirton explained that every year as part of adopting the year's work plan, we present a series of continuous improvement process initiatives (CIPI). At the Jan, Feb and March Exec meetings, each member of the Leadership Team who had CIPI in 2023 and 2024 will brief you on those goals. Then there will be a rotating report out at each Exec meeting. Brandon will present the tech plan once the capital budget amendment is ready.

### **Emerging Issues-**

Senator Van de Wege pre-filed Senate Bill 5808 which grants binding interest arbitration to public safety telecommunicators. This was accomplished by adding public safety telecommunicators employed by a public employer to the list of entities that are covered by the binding arbitration statutes. He noted that police and fire are included depending on the size of the jurisdiction so many smaller jurisdictions are not covered but larger ones are. With this addition telecommunicators would be covered regardless of the size of the district or whether they are employees of public authorities, police or fire. Our WA State APCO chapter usually takes the lead on 911 related issues, but they are remaining neutral on this bill. Mr. Kirton will educate our legislators and take the position at the direction of the board. Chair Ellingson indicated he intends to review the bill and associated arguments for and against.

### **Good of the Order-**

Director Ellingson wished everyone a Merry Christmas and Happy New Year.

Director Wiley indicated his birthday was on New Year's Day and was wished Happy Birthday.

**The meeting is adjourned at 1325.**

**The next regular meeting of the Kitsap 911 Executive Committee will be January 24, 2024**