



## **Kitsap 911 Board of Directors Meeting on December 15, 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  
Denis Frey, Bremerton City Council Member  
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  
Steve Rogers-Finance Manager

**Absent:**

**Guests:**

Ken Bagwell, Attorney to Kitsap 911

Bainbridge Island Fire Commissioner, Tim Carey

Bainbridge Island Fire, Chief Jared Moravec

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

**Additions:** No Additions

**Public Comment:**

*Chief Jared Moravec with Bainbridge Island Fire Department (BIFD) Comment:*

Chief Moravec has sent a letter of response to their concerns with the RACOM contract. He acknowledges the hard work done so far, especially Mr. Peabody. While they remain uncomfortable with the contract currently, they understand the need to move forward and will not object to the vote of approval if that takes place today.

Mr. Kirton clarified who an attendee was whose only identification on the Zoom call was a cell phone number as Bainbridge Island Fire Commissioner Tim Carey.

**Approval of K911-072 RACOM Contract**

Chair Ellingson indicated we are here today to consider a motion to approve the RACOM contract.

Director Deets requested time to comment before the motion was made. Director Deets indicated his appreciation for the extra time and that he believes further delay is not necessary and intends to vote yes for the contract. He appreciates the work of the board and BIFD and requests that the board be vigilant in the exercise of the contract.

Director Rolfes made a request for more regular updates on the implementation of the project. More frequently than usual so the Board knows the progress and the vendor knows the Board is tracking progress.

Mr. Kirton affirmed that there will be a report at every Board meeting, Executive Committee meeting and monthly updates can be provided.

Mr. Peabody presented slides on the response to the contract feedback linked here. He

reiterated that the system is going to be the same as the system used by WA State Department of Transportation which is 80% larger than our system and was also delivered by RACOM. This system is working fine. There is a detailed test plan but is generic in nature now and will be tailored to our needs after contracting. There will be a review and revision process for each test plan. There were concerns about the payment schedule, but the hold back is 20% which is higher than the usual 10% holdback. This system will be self-supported just like systems used by King and Snohomish County. RACOM will do time and materials for anything outside of that we need and are in Lacey which advocates for short response times. Cybersecurity insurance language is in the contract, and we will receive quarterly updates on anything we need to know and risk assessments as well. We feel that there is satisfactory language in the contract which is a design-build contract meaning some things are still left to design after contracting. There is a short window to take advantage of an upcoming slow period in the manufacturing of radios just after the beginning of the year. Approving now will shave months out of the implementation process. He acknowledged concerns with the PERVIS system, but he emphasized the success RACOM has had already in the region and on this project and the Board should feel comfortable with this vendor.

Director Erickson asked what the process will be for the elements that are not yet designed so that the parties involved such as, Poulsbo Fire and Bainbridge Island Police department, have the services they need citing prior difficult experiences with design-build contracts.

Mr. Peabody emphasized how user experience has been prioritized and the feedback provided has been incorporated up to now and will continue through the design-build process. An example is we will engage the agencies in the programming of the radios. The Quality Management Program has been developed with Quality Checklists and Quality Controls which support continuous engagement with all agencies, the dispatchers, and the technical support group through the process. He confirmed there is a regular group that he meets with in this process with multiple representatives impacted by the project. He is very comfortable we have a sustained model to continue to align with the agencies.

Director Erickson emphasized the need for all agency voices to be heard in the design-build process.

Mr. Peabody emphasized that from the beginning they have prioritized the user experience and incorporated feedback from the agencies in the requirements of the coverage. We will engage the agencies in the programming of each of the radios. The quality management program document was one of the first developed in the project. The agencies and technical groups will be engaged in the project throughout so that we can continue to align with the agencies.

Mr. Kirton reminded the Board that both the Executive Committee and Strategic Advisory Board (SAB) recommended approval of the contract.

**Chair Ellingson called for a motion to approve K911-072 RACOM Contract. Director Gese moved to approve K911-072 RACOM Contract and the Kitsap 911 response to the BIFD. Director Muhleman seconded the motion. The motion passed unanimously.**

Motion Discussion:

Director Rolfes thanked the BIFD, Mr. Kirton and Mr. Peabody for helping the Board move forward comfortably.

### **Finance Report**

Finance Manager, Steve Roberts indicated that this was not an action item but just a standard staff report. As of October, both revenues and expenditures are trending favorably as is November so far in our review. More revenue was generated than expected. The biggest fluctuation was receipt of a \$247,000 back payment from a tower lease customer. Kudos to Mark Nelson and Stephanie Browning for getting that contract done. Expenditure also looks good. The labor budget is under budget by 2% and the non-labor budget is under by 5% and on track for December. The radio project has spent about 34% of the \$10.2 million allocation. For the other capital projects, we have spent about 42% of our \$2.6 million allocation and the \$1.5 million unspent funds are being carried over to our 2024 placeholder budget. No reserves have been used to date and risks remain the same. The only note is a trend in that we ended 2021 at 6.5% underbudget and 2022 at 3% underbudget, and in contrast we are predicted to have less than a 1% cushion in 2023. He is monitoring purchasing and tracking the downturn in inflation but just wanted to note this trend.

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The meeting was adjourned at 12:53 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is March 5, 2024 at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.***