Kitsap 911 Executive Committee Meeting Minutes
04/10/2024
Via Zoom or In-Person at Kitsap 911

Attendees:		Guests:
Director, Dusty Wiley (Chair)		
Director, David Ellingson (Vice Chair)		
Director John Gese		
Director, Greg Wheeler (arrived late)		
Director, Rob Putaansuu (arrived late)		
Strategic Advisory Board Chair, Rick Lagrandeur		
Strategic Advisory Board Vice Chair, Joe Clark		**Absent:**
Acting Executive Director, Maria Jameson-Owens		
Finance Manager, Steve Rogers		
Technical Systems Manager, Brandon Wecker		
Attorney, Ken Bagwell		
Human Resources Manager, Rachael Taylor		
Asst. Director of Operations, Jamie Donley		
Executive Assistant, Barrie Hillman		
Radio Program Manager, Scott Peabody		

Call to Order. Vice-Chair Dave Ellingson, called the meeting to order at 1300.

Public Comment: None

Additions: None

Approval of Minutes from March 27, 2024
Chair Dusty Wiley made a motion to approve minutes from March 27, 2024. Motion was seconded by Director Gese. Motion passes.

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

Director Wiley moved approval of A/P 6380 through 6421. Total $ 152,091.93
Payroll dated 03-29-2024, Total: $ 461,684.06
Motion was seconded by Director Gese. Motion passes.

Ratification of Executed Contract:
None

Action Items:
None

Ratification of Resolutions
None

Discussion Items
Hiring Subcommittee Report
[This item was discussed near the end of the agenda to allow for Director Wheeler's arrival.]

Director Wheeler shared that the Hiring Subcommittee met recently and have agreed that an employment contract should be crafted. It is being drafted with the same salary and benefits rolled over and include some language about doing a salary survey for future increases. The board wants to know what the comparable salary benchmarks are after it is finalized. The committee will come forward to the Board with the draft contract shortly.

Director Putaansuu asked if there are steps in the salary range?

Ms. Jameson-Owens confirmed that there is one number; there are ranges for every position except the Executive Director.

Human Resources Manager, Rachael Taylor confirmed that about half of the organizations she gets comparable salary information from have one number set by the board for the Executive Director.

Director Wheeler confirmed that they are moving as quickly as possible but thoroughly and deliberately. He confirmed the contract will be ratified by the full board at the next meeting. Everything after that for the salary survey and structures, we can get those worked out after we get the new Director in place.

2025 Budget Workship
[This item was discussed near the end of the agenda to allow for Director Putaansuu and Director Wheeler's arrival.]

Director Wheeler shared he felt it was important to discuss the conversations that have been happening about the potential three million gap in the 2025 budget and the communication to the board about that. Director Ellingson re-read a portion of the March 27th Executive Committee minutes where the 2025 budget was not mentioned and requested clarification.

Finance Manager, Steve Rogers explained that the need to go out for debt for the radio project for roughly $11 million has always been planned and that is to pay for the Radio project when we didn't have the Proposition 2 revenue that was sufficient to cover the capital expenditures needed. He reiterated that we've always known we will need to take on debt for this project. This is why we did the bond reimbursement resolution so if we decided to bond, we could recoup some of our expenditures with the tax-exempt bond proceeds.

He then addressed Director Wheeler's question on the $3 million shortfall – there a couple of assumptions that are being made. First, we are in the budget season now, so we were not prepared to talk about the specifics of the 2025 budget until now. The $3 million shortfall is not really a shortfall. Like we have discussed at several of the prior meetings, we are going to have to make some difficult decisions about how to address the cash flow requirements that Kitsap 911 has an organization. To do that, the best way to approach a budget season is to have comparable budgets. The 2025 budget was prepared the same way as the 2024 budget purely for comparability. This was done knowing we would have to make significant adjustments and move a lot of things around. That is why we proposed budget workshops; to have a collaborative effort to come up with the best scenario but there was never going to be a draft budget coming forward that had a $3 million budget deficit.

That being said, we have had a budget deficit just about every year on the operating side: in 2017, 2019, 2020, 2021, 2022 and 2023. That is just operating revenues and operating expenditures. This board has passed our budgets every year except for 2018 which had a $65,000 surplus with deficits built into it. In the January 2024 meeting, where Mr. Rogers recapped the 2023 year, it was explained how the margin between operating revenues and expenditures has decreased incrementally over the years and that it was a notable concern.

Mr. Rogers reiterated that the intention was never to bring forward a $3 million deficit budget, but that we wanted you to have a document that you could look at that was comparable between 2025 and 2024 so we would have a starting point to begin our discussions.

Director Wheeler indicated that revenue not meeting expenses year over year as a common practice is good information. We all budget for 100% Full Time Equivalents (FTE) but that is not possible, and

we hope for 70% so you end up in the black quickly. He indicated regret this came out the way it did to Board members. He asked if this is a common middle of the year scenario; that in past years, we have just worked through and then gotten to a balanced budget?

Mr. Rogers indicated that for our 2018 and 2019 budgets, we had two or three budget workshops to work out some of the larger adjustments. For the 2020-2024 budgets we moved away from the workshops and made the adjustments proactively and then presented the budgets to the board and explained the differences. We did that because sales taxes were performing well and there were a lot of factors that made us feel that we could make decisions at the management level and present them to the board for approval. But with the radio project, with Proposition 2 revenues in full swing and debates about what it can be spent on, bond proceeds, types of debt instruments -- those sorts of decisions require creating comparable budgets so you can see apples to apples and then discuss where we go from there, going back to our 2018, 2019 method. We felt that we could not in good conscience make the decisions and then give you a week to think through it. Thus, we have not been doing the budget this way recently, but the decisions are too large, and we wanted more of a collaborative involvement between management and the board.

Director Putaansuu stated that budgets are projections and we have been overperforming on sales tax for the last several years. He asked if we've been overperforming the budget for last five or six years?

Mr. Rogers shared a slide of the Operating Cash Position Budgeted to Actual with the dark blue bar as the budget and the light blue as the actuals. This chart is just of operating revenues vs expenditures.

Director Putaansuu summarized that the slide does prove we did overperform the budget except for 2023 and asked if why we didn't overperform was due to the fourth quarter. Mr. Rogers confirmed we saw the sales tax revenue softening in fourth quarter 2023 and the start of 2024. Director Putaansuu indicated his municipality is experiencing this too.

Mr. Rogers indicated that the margins that we've had - the differences between operating budget and operating expenditures - have been cut roughly in half every single year. It was 6% in 2020, then 3% and then 1.6% which was included in the presentation in January. Yes, we've been able to balance the budget with a combination of cutting costs and far better than anticipated sales tax revenues, but we are running out of runway.

Director Wheeler indicated he fully agrees with the approach for bringing in comparisons and we have shifted back to earlier days where the board was more involved with funding decisions.

Mr. Rogers indicated that Kitsap 911 prepares and presents our budget earlier than other agencies, but we wanted to start this well in advance of when we would normally pass our budget in our June

meeting. The last time we had workshops was when we were anticipating a shortfall and discussing raising user fees.

Director Wheeler indicated that it sounds like a good faith attempt to be communicative and to have good discussions like what we used to have, which turned into a sky is falling scenario and he doesn't see a fault here.

Director Wiley indicated that at the last meeting, the full board wanted to be more informed with what is going on with the executive board. He asked if we can we give our minutes to the Board with the Board packet? Acting Executive Director Maria Jameson-Owens indicated that we could include those minutes.

Director Putaansuu summarized he feels that we had a more transparent process prior to the last few years. He expects staff to make recommendations, but the board needs to be involved in the entire budget process.

Mr. Rogers indicated that the former Executive Director and he fundamentally disagreed about this process. He sees his role as the subject matter expert and will - right, wrong or indifferent – present the data to the Board and give you all the information you need to make the decisions. His role is to adhere to and enforce the decisions you make and not make them for you. We are trying to return to a more collaborative approach to this because the decisions we will make are very weighted and we want all your feedback on this. When we present the budget, it will be with a very detailed slide deck along with the supporting workbook so you can review them at your leisure. This endeavor is entirely transparent, and we really would not have it any other way.

Ms. Jameson-Owens indicated that this is the first year she has overseen budget, and she did not mean to sound an alarm. She is a little different than prior leadership in that she is very open about talking about any concerns. Her plan is to have a budget workshop for the entire board in May, so nothing is a surprise. The budget will go to the Executive Committee and SAB before the workshop. We have already started looking at options and will present those in detail. We want to send out a Doodle poll to schedule that workshop in the last week of May.

Director Putaansuu prompted discussion about the timing of the budget approval which is usually a goal for the June Board meeting. He asked if we could approve the budget in September because we will have six months of the current year's data not realized in June, especially the performance of sales tax. Director Ellingsen indicated that we have approved the budget in September in the past. Ms. Jameson-Owens confirmed that approving in September will still allow the agencies who rely on that information to get what they need in time. Director Ellingson indicated that there are a lot of unknowns that put speculation in the budget and the earlier we do it, the better decision we get later. Mr. Wecker clarified that we often approve the operations budget in June but approve the tech and capital budget later in a two-part process, however, this time we are doing it as one budget

which Director Putaansuu agreed was better. Director Putaansuu is okay developing a worst-case scenario and then hopefully getting to the best path as we go on. Mr. Rogers confirmed that the only required date to pass the following year's budget is the end of December of this year although we have never done it that late due to the user agencies' needs. Director Ellingson indicated that the Fire services approve their budget in November to get it to the County. Director Putaansuu stated that we can have the framework of the budget by June and July and then have changes finalized by September. Director Ellingson agreed that process works.

Director Ellingson stated that we have a little bit of a public relations problem right now about the $3 million deficit and asked, is there a problem and what do we have in the reserves currently?

Mr. Rogers explained that we are audited every single year and the State Auditor's Offices audits for going concerns. We have never had a going concern issue and have always had clean audit reports. Our audit this past year was so spotless that we didn't even have any exit recommendations. We are on very stable footing as an agency and there is zero concern there. As far as the $3 million "problem" – it is just a comparable to last year that we need to discuss. There are a few options that we can talk about including debt, agency user fees and Proposition 2. Mr. Rogers emphasized that he is not concerned at all, and we have millions of dollars in our account right now. It is all scheduled out about how it will be spent on our cash flow statement, and everything is proceeding just fine, and we look forward to your input at the workshops

Director Ellingson stated that with the Proposition 2 money, it goes to radio project and future capital increases.

Mr. Rogers confirmed for Director Putaansuu that we have a balanced budget, and we are performing to budget at this time. Director Putaansuu asked what our reserves are now?

Mr. Rogers has not completed the March report, but he looked at February 2024. Our stabilization fund is 17% or two months of our operating budget. As of the end of February we had 10.8 million in the bank which is a combination of Prop 2 money and non-Prop 2 money.

Director Putaansuu and Mr. Rogers both agreed that there is no need for alarm or course corrections.

Ms. Jameson-Owens confirmed that the Executive Committee agreed to send out a Doodle poll to set a date for the Budget workshop for whole board last week of May.

Staff Reports:

Continuous Improvement Progress Reports
Staffing
Human Resources Manager, Rachael Taylor reported on progress in the first quarter 2024.

The first goal is to increase employee diversity to match our county's demographics by eliminating the testing fee, and by attending in-person recruitment events in our community and the surrounding areas.

We successfully eliminated our testing fees as of January 1st. After our second recruitment this year we will look back and see if the fee elimination has impacted the number of applicants testing. Interacting with the community continues to directly impact our employee diversity by increasing our access to the diverse population in our county, and as a result, increasing the number of candidates who apply for open positions. So far in 2024, our Human Resources Team has attended 7 career fairs, and we already have 12 more planned. Since the start of the year, we have increased our employee diversity by 3% and will continue these efforts until our workforce is reflective of the diverse population we serve.

Our second goal is to fill each new hire training academy by boosting our job on websites that have proven effective and increasing the number of community events we attend.

We have plans to attend more job fairs this year and we've found success with the websites we post our jobs on as well as social media. In January we filled 3 of 4 academy spots and we are on track to fill 4 out of 4 later this month.

The third goal is to improve the new hire retention percentage over 2023's percentage by adjusting the recruitment process as needed to make sure we are hiring and retaining successful candidates. We started quarterly check-ins with all new employees this year and so far, it's been helpful in addressing concerns and gaining valuable insight on the effectiveness of our training and how we can do better. In 2023 our new hire retention rate was 56%. It's still early, but so far in 2024 we are at 100%.

The fourth goal is to utilize NEOGOV, our applicant tracking system, for efficiency.

Our goal is to route new hire forms electronically to the executive director and to have applicants be able to upload their documents directly to their NEOGOV profiles. We have begun the initial stages for these projects and are on track to complete both by the end of 2024, as planned.

Technology Services Group
Technology Services Manager, Bandon Wecker presented on Quarter 1 progress in 2024.
Improve MCT Support
Definition:
- Improve user self-sufficiency by completing the roll out of self-service password reset and providing users with training and documentation by the end of 2024.
  - Success will be measured by reviewing the total of password reset work orders at the end of 2024 vs the total from the previous year.
  - Success will also be measured by reviewing the totals for MCT password resets as provided by Kitsap County's Audit Log.

Update:
The Self Password Reset process has been fully implemented with Bainbridge Island Police Department, Bremerton Police Department and Kitsap County Sheriff's Office. Each agency receives the user instructions when Mr. Wecker begins working with them and they distribute to their users. This is only being used for Law Enforcement agencies. Port Gamble Police Department will be next which means we are essentially 43% done. A side benefit of this work is that during this process we have also been auditing the accounts for our multifactor, active directory and CAD personnel records. We are ensuring only actively used or assigned accounts are enabled and set up properly. This has worked quite well in getting these systems updated.

Evaluating efficiencies and improving site check documentation and process
Definition: (This CIP has a few goals)
- Implement Automate generator testing.
    - Success will be measured by having 100% of the sites capable of doing automatic generator testing by the end of 2024.
- Switching to remote radio and microwave checks. Reducing the number of checks being done at each site to onsite only tasks.
    - Success will be measured by comparing the 2024 site checklist to 2023 for a reduction on.
- Create clear definitions of site checks vs site work.
    - Success will be measured by ensuring there are work orders entered for 100% of sitework.

Update:
In terms of automatic generator testing, we have implemented this and now are into our fourth month of this program. We have some programming adjustments to be made: one (possibly two sites) can only do weekly generator testing and we are working on how to improve this.

Remote radio and microwave checks, the new Aviat microwave system has granular alarm monitoring capabilities and is being utilized now. These alarms are collected on a machine at Cencom and are accessible from Cencom, remote, and even the sites themselves.

Site Checks vs Site work - we took the manual checklist that is currently stored in SharePoint and moved it to Asset Panda. Asset Panda allows lists and forms to be created that can then be manipulated via an app on your phone. This is now what is being used for site checks. It is quick and easy, and immediately creates a record in Asset Panda that can be reviewed later as needed. This has eliminated the need to transfer information from a paper checklist to a document in SharePoint back at the office. The SharePoint checklist could possibly be construed as evidence that we've already fulfilled the need to reduce the number of checks being done to physical, onsite only, tasks. It is substantially shorter than the original list.

We have done the groundwork for defining site checks vs site work and are currently reviewing the definitions.

Regarding our definitions for site checks vs site work, we offer the following possibilities:

"Site Checks are composed of a predetermined set of tasks as outlined in the Site Checks checklist, and any other tasks that can be completed without the use of complex tools or technical guidance in the course of a physical Site Check."

"Site work is all other work completed at tower sites, simple or complex, as part of an existing ticket or not, using any level of expertise, that does not fall under the definition of a Site Check. In other words, it is all work completed at sites that is not part of a routine site check."

Evaluate and improve monthly reports
Definition:
- This CIP will focus on the monthly TSG reports. We will review the reports to ensure they are done accurately and effectively. As part of this process, we will:
  - Validate with agencies that all reports are still needed.
  - Evaluate the current needs of the agencies and update reports provided by Kitsap 911 as needed. If during this assessment new reports or large-scale report changes are requested, then those requests will be converted to tasks and will be reviewed as additions to K911's long range work plan.
  - Determine if any reports would be better as maps.
  - Evaluate if there are reports that the user could run themselves through Netviewer.

Success Criteria:
- Success will be measured by checking off each report has been validated as still needed and clearly identifying who is using it. Success will also be measured by the work orders created for any report improvements made to satisfy agency requests.

Update:
The techs working on this CIP have been primarily focused on CAD to CAD with South Sound. We are nearing completion of that project and then they will have time to dedicate to this CIP work.

Staffing Report
Ms. Taylor reported that since the last meeting, we have not had any employees leave. We currently have 10 vacant positions on the dispatch floor and one vacant finance specialist position. We are fully staffed in our tech group.

We have 3 new call receiver trainees in training on the dispatch floor. We also have 2 assistant supervisors in training, and 2 in law enforcement dispatch training – one of them is about to be signed off.

We had director interviews this week for the telecommunicator trainee position and have made conditional offers. We've also extended an offer to a candidate for the finance specialist position. We will have 4 telecommunicators starting at the end of April and the finance specialist will start in the first week of May.

Goals & Tech Projects Update

Mr. Wecker reported that the list included in the packet has been renumbered and some milestones have been entered in for the microwave and radio projects.

2022-4 - CAD to CAD with South Sound 911
This project creates an interface between our two CAD systems. The system is built in live, but we ran into some issues we need the vendor to fix, we will be doing testing of these the week of the 22nd.

2023-5 - Replace UPS System
This is the project to replace the UPS at Kitsap 911. A legal review of the contract should be wrapping up this week.

2023-11 - Dispatch Floor Projects - Painting and Flooring

We are making great progress on the painting and carpet replacement. We are close to completing the replacement of all the tile flooring this week and carpet has started this week as well in the admin area. The next area to be disrupted will be the other half of the front office where the help desk is located.

2023-13 - Dispatch Floor Projects - Console Furniture
This project replaces the console furniture on the dispatch floor. Demonstration consoles will be set up at Kitsap 911 on 5/8/24 and will remain for two weeks. We will be putting out an assessment survey for our employees to fill out, which will look like our radio survey. We will also have a vendor day and be inviting other agencies to review the consoles. We will be going to Thurston Communications (TCOM) to review their consoles in early May.

Just a closing note on the microwave and land mobile radio (LMR) project sections of the list: We have added the milestone tasks for these sections. This list matches Scott's report indicating that the second phase of the microwave work has made a lot of progress. We also added the DC power upgrade for our sites into the LMR project as a milestone.

Land Mobile Radio (LMR) Project Update

Radio Program Manager, Scott Peabody, presented slides on the LMR project attached below. The radio program has had a tremendous amount of momentum. The progress made in just the last two weeks was listed on the first slide. We have received most of the first radio order for new vehicle installations, law test portables and a few fire test portables. We are preparing for installation and are shooting to have the first mobile install done in April. On the dispatch console system, we have reached a 60% milestone for the screen design, and we have scheduled factory acceptance on April 29 and 30. On the radio infrastructure component, we have completed the radio coverage design, ordered infrastructure equipment; and targeted mid-June for building this system. We have just reviewed the radio license applications.

Mr. Peabody confirmed we already have some radio licenses, but we need more and will have all the licenses in place when infrastructure is ready. He continued reporting on the microwave component where we have completed factory acceptance and have received that equipment.

Coverage predictions
Coverage is a complicated, statistical-orientated topic. We have based our coverage predictions on industry standard numbers and generally the maps are conservative and pessimistic. Vendors want to be sure they can deliver their guarantee of coverage. There is always the risk that people misunderstand coverage. Just because an area is well covered doesn't mean radios will work the same on every corner and area of the county. This is based on "bounded area percentage coverage" and we defined the bounded areas as: countywide, municipalities, fire districts and federal. There are various signal levels: outside, inside residential, inside light industry and commercial buildings, and heavy industry like the shipyard. We looked at the land use maps for each entity and derived our best guess and consulted with fire chiefs who indicated where they required better coverage.

Director Ellingson commented that there was a lot of concern about coverage area gaps across the county, even miles of surface area which was a big problem for fire and law enforcement. He asked if there will be a significant difference? Mr. Peabody indicated he was confident in that.

Mr. Peabody shared a slide about Coverage Predictions over the three stages of the project. The slides indicate how well our predictions meet or exceed the standards in various areas for different types of circumstances such as mobile outdoor or portable indoor. The portable indoor residential column is the more challenging issue - one to two story wood building coverage anywhere in the county.

Director Ellingson asked is it the intent to improve inside those buildings or ask owners to put in repeaters? Mr. Peabody responded that it is both because it is a mixed bag of building types such as schools, or ferry terminals. We have not said that we will cover everything; there are going to have to be some inbuilding systems in some areas. However, the project will make a dramatic difference in those buildings. We will still have to do site surveys and walkthroughs.

Director Putaansuu asked what does it cost a building owner to add an onsite system?

Mr. Peabody indicated it is very difficult to say but it can be $30,000 to $50,000 and there is also ongoing testing and reporting costs. This is mostly for businesses, but in some storage facilities and apartment buildings, this could be needed as well. This is really the fire marshal's domain on what is required.

Mr. Peabody confirmed that both fire and law will get the same coverage because we will all be on the same new system, and it will work the same with everyone. We have been working with the fire marshals as well.

Ms. Jameson-Owens asked that for right now the buildings where we have systems for inbuilding coverage – it is a small number? Mr. Peabody confirmed that we have roughly 15 of them, which is a small number. King County has about 300 of them. Mr. Peabody also confirmed that those buildings requiring an inbuilding system will be fewer because of the new system but added that Kitsap County is also growing and using materials that interfere with radio signal such as thermal window coverings.

Director Gese asked if the area is exclusive to the bounded areas in Kitsap County and Mr. Peabody shared a slide with a map showing the Stage 1 Predicted Mobile Radio Coverage which shows that "Kitsap County" means all of Kitsap County and surrounding water. He confirmed that we will enhance radio coverage after Stage 1. We will add 6-9 systems in stage 2 and 9 more in Stage 3. Stage 2 is improvements and coverage based on predicted models. Stage 3 is improvements and coverage based on actual experience and feedback which requires about three years to build.

Mr. Peabody also explained that the gray on the map is predicted to be industry standard and the white area are areas that we predict less than industry standard, and the pink areas experience interference of some kind.

Emerging Issues-
None

Good of the Order-
Director Wheeler said that Director Putaansuu did a great job at the Kitsap Builder's Association meeting.

Director Ellingson expressed appreciation of the professionalism of the board and how it supports Kitsap 911.

He also mentioned that today is National Siblings Day so reach out and tell them how thankful you are for them.

The meeting is adjourned at 1417.

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

Operating Cash Position Budgeted v. Actual
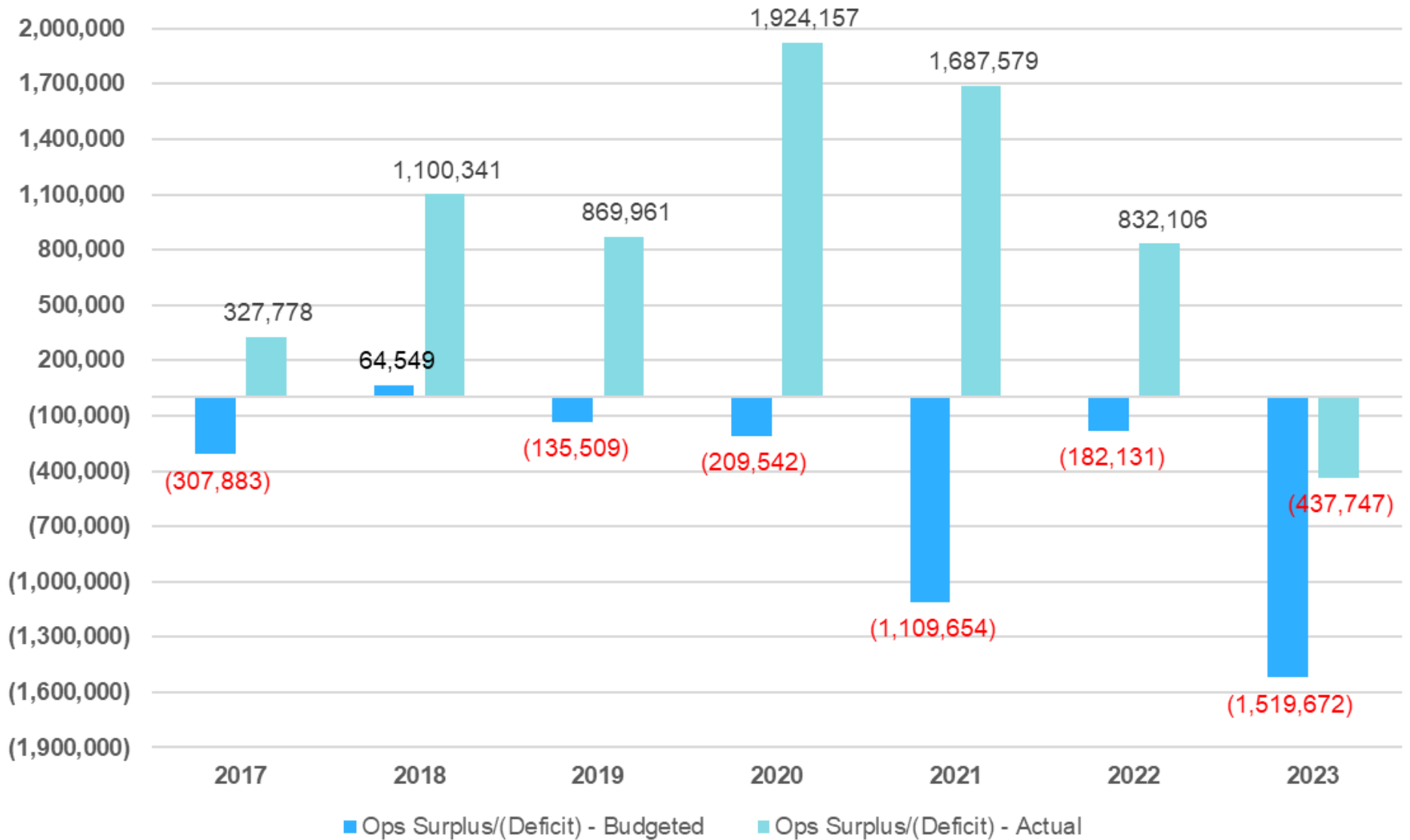
Kitsap 911 2024 Key Projects and Initiatives

Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
Technical Projects				**Estimated**		
2019	1	Backup Center - Phase 1	3	9/30/2022	TBD	In Progress
2019	2	SUPPORT - RMS/JMS Replacement (Support KCIS)	3		6/30/2023	In Progress
2021	3	Closest Fire Unit Dispatch- Changing Gears Deployments	2	6/1/2021	Q4 2024	Delayed Start - In Progress
2022	4	Cad to Cad Interface with South Sound 911	3	Q3 2022	Q4 2023	In Progress
2023	5	Replace UPS	5	4Q 2022	TBD	In Progress
2023	6	Data Logging Software	3	Q2 2023	TBD	Rescheduled
2023	7	Secondary Edge Frontier License	3	Q3 2023	Q3 2024	In Progress
2023	8	Improve redundancy of VX Rail Infrstructure	3	4/1/2023	Q1 2024	Complete
2023	9	Cyber Security Upgrade	3	Q4 2023	Q1 2024	Not Started
2023	10	Replace AV System	4	Q4 2023	Q3 2024	In Progress
2023	11	Dispatch Floor Project - Carpet	3	Q4 2023	Q2 2025	In Progress
2023	12	Dispatch Floor Project - Soundproofing	3	Q4 2023	Q2 2025	In Progress
2023	13	Dispatch Floor Project - Console Furniture	2	Q4 2023	Q2 2025	In Progress
2024	14	Backup Center - Phase 2	3	TBD	TBD	Not Started

Task#		Milestone	Priority	Start	Completion	Status
Microwave Replacement Project (Multi-Year)				**Estimated**		
MV	5	Project Completion	2	1/22/2024	Q1 2024	Complete

Task#		Milestone	Priority	Start	Completion	Status
Microwave Expansion Project (Multi-Year)				**Estimated**		
MVE	1	Complete microwave design (sufficient to order) and order	2	Q1 2024	1/31/2024	Complete
MVE	2	Complete Factory Acceptance Testing	2	Q1 2024	3/31/2024	Complete
MVE	3	Receive microwave equipment	2	Q2 2024	4/1/2024	Complete
MVE	4	Install and Commission microwave equipment	2	Q2 2024	Q4 2024	In Progress

Task#		Milestone	Priority	Start	Completion	Status
LMR Replacement Project (Multi -Year)				**Estimated**		
LMR	1	Order Early Deployment Mobile Radios and Begin Vehicle Installations	1	Q1 2024	Q2 2024	In Progress
LMR	2	Obtain Radio Licenses	1	Q1 2024	Q3 2024	In Progress
LMR	3	Integration Testing of Radio System, Console system, CAD, etc.	1	Q2 2024	Q4 2024	In Progress
LMR	4	Move Radio Equipment to Tower Sites	1	Q3 2024	Q1 2025	Not Started
LMR	5	System Testing and Acceptance of Phase 1 Sites	1	Q1 2025	Q2 2025	Not Started
LMR	6	DC Power Systems Replacement	2	Q4 2023	Q2 2025	In Progress

Executive Committee Radio Program Update

April 10, 2024

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402

Progress in the Past Two Weeks

User Radios

- Received Most of First Radio Order
  - Mobiles for 2024 New Vehicle Installations
  - Law Test Portables
  - 6/21 Fire Test Portables
- Preparing Radios for Installation (Receiving, Testing, Asset Tagging, Programming, Building Kits, etc.)

Microwave

- Completed Factory Acceptance
- Received Microwave Equipment

Dispatch Console System

- 60% Milestone for Screen Design
- Systems Built at Zetron by 4/16
- Scheduled Factory Acceptance 4/29 & 4/30

Radio Infrastructure

- Completed Radio Coverage Design
- Ordered Infrastructure Equipment
- Reviewed Radio License Application

A Few Words about Coverage Predictions

Coverage Predictions:
- **Very Complicated Subject**
- **Based on Industry Standard**
- **Generally Conservative (Pessimistic)**

Kitsap 911 Coverage Specifications
- **Bounded Area Percentage Coverage**
- **Bounded Areas:**
  - **Countywide, Municipalities, Fire Districts, and Federal**
- **Various Signal Levels**
  - **Mobile Outside**
  - **Portable Outside, Indoor: Residential, Commercial*, Industrial***

*Kitsap 911 Requirements Exceed Industry Standards
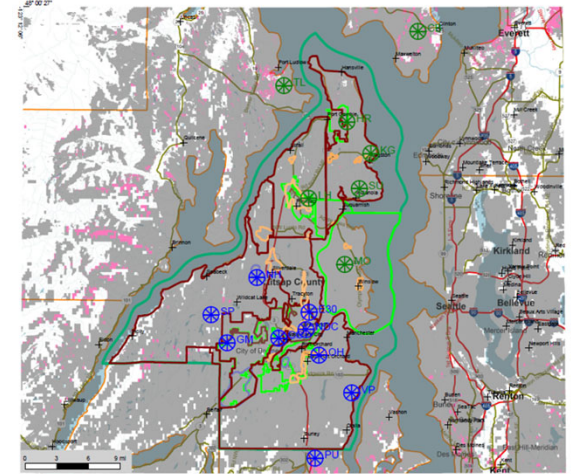
Stage 1 Coverage Predictions

Results Need Field Verification

	100%
Exceeds	
	99%
Meets	
	95%
Slightly Below	
	93%
Below	
	85%
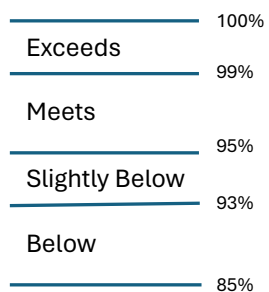
Bounded Area	Requirements Compliance				
	Mobile Outdoor	Portable Outdoor	Portable Indoor Residential	Portable Indoor Commercial[1,2]	Portable Indoor Industrial[1,2]
Kitsap County	Meets	Slightly Below	Below	Meets in Some Areas	Meets in Some Areas
Bainbridge Island	Exceeds	Exceeds	Meets	Meets in Some Areas	Meets in Some Areas
Bremerton	Exceeds	Meets	Meets	Meets in Some Areas	Meets in Some Areas
Port Gamble Reservation	Meets	Meets	Meets	Meets in Some Areas	Meets in Some Areas
Port Orchard	Exceeds	Exceeds	Exceeds	Meets in Some Areas	Meets in Some Areas
Poulsbo	Exceeds	Exceeds	Meets	Meets in Some Areas	Meets in Some Areas
Suquamish Reservation	Exceeds	Exceeds	Meets	Meets in Some Areas	Meets in Some Areas
BFD	Exceeds	Meets	Meets	Meets in Some Areas	Meets in Some Areas
BIFD	Exceeds	Exceeds	Meets	Meets in Some Areas	Meets in Some Areas
CKFR	Slightly Below	Below	Below	Meets in Some Areas	Meets in Some Areas
NKFR	Exceeds	Below	Below	Meets in Some Areas	Meets in Some Areas
PFD	Exceeds	Meets	Meets	Meets in Some Areas	Meets in Some Areas
SKFR	Meets	Below	Below	Meets in Some Areas	Meets in Some Areas
Federal	Meets	Below	Below	Meets in Some Areas	Meets in Some Areas

[1]System Requirements exceed industry standards
[2]Specific areas were defined in requirements. Coverage improvements from additional sites is required and contracted in Stage 2 and Stage 3.
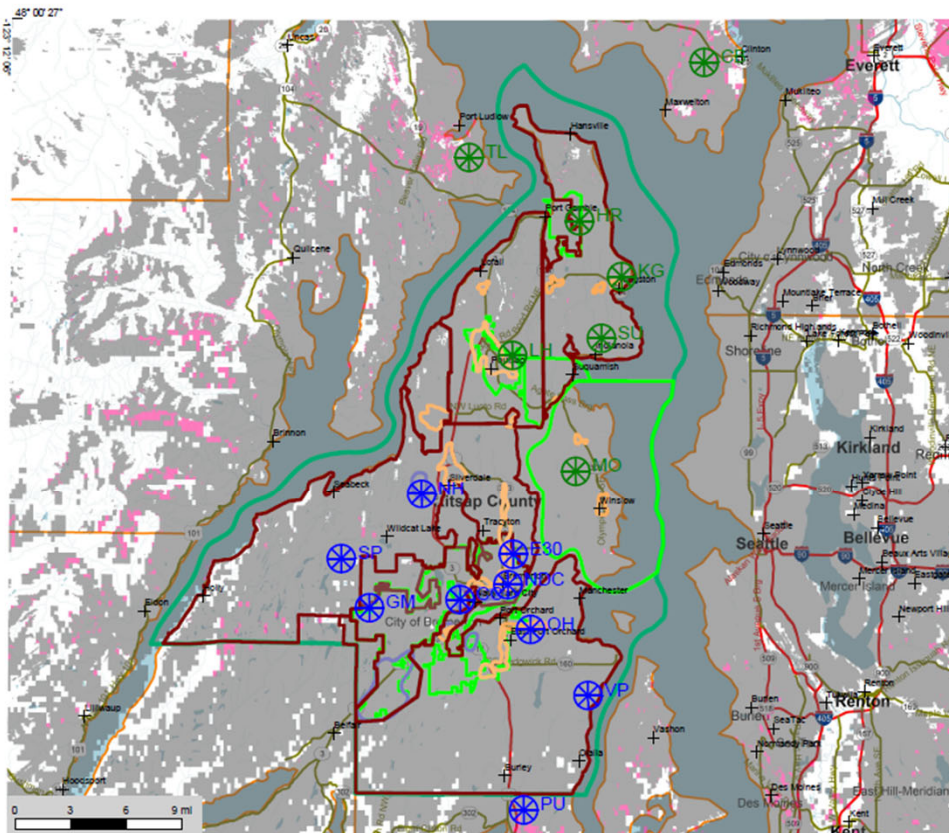
Backup Slides

Stage 1 Predicted Mobile Radio Coverage

Results Need Field Verification

RACOM Corporation

RAPTR Version 32.2.482
Monday, March 25, 2024 11:48:07
Project: Kitsap 911 800Mhz
MBP: MG0163
Figure: 16eSite Combined Kitsap Co 800Mhz P25 Simulcast Mobile TalkOut
Analysis: H-DQPSK 10Hz Doppler Delay Spread
Confidence: 95.0%
Engineer: UZDD
Map type - 1:380,160
Note: Map depicts coverage across the defined service area. Statistical variability does not allow for guarantee of coverage in specific locations, but does represent graphically area % coverage.

< -110 dBm   > 0.0 µs   > 62.0 µs

Boundary	< -110 dBm	>0.0us	>62.0us	Total Cov.	Req.
Kitsap_County	2.1%	97.6%	0.3%	97.6%	95.0%
Bainbridge Island_city	0.0%	99.9%	0.1%	99.9%	95.0%
Bremerton city	0.4%	99.4%	0.2%	99.4%	95.0%
Port_Gamble_Tribal_Community_CDP	0.0%	98.4%	1.6%	98.4%	95.0%
Port_Orchard_city	0.0%	100.0%	0.0%	100.0%	95.0%
Poulsbo city	0.0%	100.0%	0.0%	100.0%	95.0%
Suquamish_CDP	0.0%	99.9%	0.1%	99.9%	95.0%
BFD	0.4%	99.3%	0.3%	99.3%	95.0%
CKRF	5.5%	93.6%	0.9%	93.6%	95.0%
FED	3.0%	97.0%		97.0%	95.0%
HIA1	0.0%	100.0%	0.0%	100.0%	95.0%
HIA2	0.0%	100.0%	0.0%	100.0%	95.0%
HIA3	0.0%	100.0%	0.0%	100.0%	95.0%
HIA4	0.0%	100.0%	0.0%	100.0%	95.0%
HIA5	0.1%	99.9%	0.0%	99.9%	95.0%
HIA6	0.0%	100.0%	0.0%	100.0%	95.0%
HIA7	0.0%	100.0%	0.0%	100.0%	95.0%
ICA1	0.0%	99.5%	0.5%	99.5%	95.0%
ICA2	0.0%	100.0%	0.0%	100.0%	95.0%
ICA3	0.0%	100.0%	0.0%	100.0%	95.0%
ICA4	0.0%	100.0%	0.0%	100.0%	95.0%
ICA5	0.0%	97.8%	2.2%	97.8%	95.0%
ICA6	0.0%	100.0%	0.0%	100.0%	95.0%
ICA7	0.0%	100.0%	0.0%	100.0%	95.0%
ICA8	0.0%	100.0%	0.0%	100.0%	95.0%
ICA9	0.0%	100.0%	0.0%	100.0%	95.0%
ICA10	0.0%	100.0%	0.0%	100.0%	95.0%
ICA11	0.0%	100.0%	0.0%	100.0%	95.0%
ICA12	0.0%	100.0%	0.0%	100.0%	95.0%
ICA13	1.9%	98.1%	0.0%	98.1%	95.0%
ICA14	0.0%	100.0%	0.0%	100.0%	95.0%
ICA15	0.0%	100.0%	0.0%	100.0%	95.0%
ICA16	0.0%	100.0%	0.0%	100.0%	95.0%
ICA17	0.0%	100.0%	0.0%	100.0%	95.0%
NKFR	0.6%	99.1%	0.3%	99.1%	95.0%
PFD	0.8%	99.1%	0.1%	99.1%	95.0%
SKFR	2.5%	97.4%	0.1%	97.4%	95.0%
SKFR-Rocky_Point	0.0%	100.0%	0.0%	100.0%	95.0%