



Kitsap 911 Executive Committee Meeting Minutes
06/26/2024
Via Zoom or In-Person at Kitsap 911

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

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

Director Wiley indicated that Undersheriff, Russ Clithero, will serve as a voting member in the absence of Sheriff Gese.

Public Comment:

None

Additions to the Agenda:

No additions.

Executive Director Maria Jameson-Owens indicated she will be making a few reports on behalf of some staff members who are absent.

Approval of Minutes from May 22, 2024

Director Ellingson made a motion to approve the minutes from May 22, 2024. Motion was seconded by Director Wiley. Motion Passes

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

**Director Ellingson moved to approve A/P 6519 through 6579. Total \$ 524,782.24 and the Payroll dated 05-24-2024 and 06/07/2024. Total: \$ 834,169.99
Motion was seconded by Director Wiley. Motion passes.**

Ratification of Executed Contracts:

None

Action Items:

None

Ratification of Resolutions

None

Discussion Items**Change to Meeting Format**

Director Ellingson recapped that at the last board meeting, the Small Cities Representative from Bainbridge Island suggested that the board should be meeting twice per month. Ms. Jameson-Owens shared that she had gotten clarification that the suggestion is to dissolve the Executive Committee and those meeting dates that were Executive Committee meetings be study sessions for the whole board with decisions being made at those only if they must be. Then the normal full board meeting would be the “business meeting.” She shared concern about the increment of time working for normal operations especially accounts payable. Bills need to be paid once per week and can be reviewed once per month at the longest interval. The board would have to meet once per month to complete day-to-day operational business tasks.

Director Ellingson shared the concern that the Board has done this in the past and struggled to make a quorum, which is why the Executive Committee was originally created. The day-to-day workload was designated to the Executive Committee, and it seems that it is working well.

Director Wiley shared the same concern that we will not get enough attendance for a quorum to run the business. Ms. Jameson-Owens agreed this will be difficult.

Director Wiley and Ellingson agreed a discussion can be had to consider this. Director Ellingson indicated that it is logical that any change should not be until the first of the new year and that the Board would have to make a commitment to attend monthly board meetings and study sessions.

Director Ellingson asked if a majority would be required at the study sessions. Ms. Jameson-Owens indicated that if no decisions were being made, a majority would not be required but if they want to approve warrants or make decisions there will need to be a majority. The Board will also have to realize that everything approved by the Executive Committee will now go in front of the board to approve.

Director Wiley asked if there have been any problems with the way we have been doing it. Ms. Jameson-Owens indicated that the current system works well for her needs to do business but can't speak on behalf of the Board.

Director Ellingson asked about the schedule of payment for bills and Ms. Jameson-Owens indicated that the bills are paid and then the Executive Committee reviews the payments made since the last meeting every two weeks or once per month. Director Ellingson asked if the Bainbridge Small Cities Representative Board Member had asked for a study session in lieu of the Executive Committee meetings twice per month. Ms. Jameson-Owens indicated that this was her understanding and that he wanted it to be the same way as the City Council and that the whole Board itself should have more involvement. Director Wiley and Ellingson both commented on how in the past the Board was happy to have the Executive Committee take on more and that this streamlined the Board meetings to be efficient.

Attorney, Ken Bagwell, commented that the by-laws have a section on the Executive Committee and its responsibilities. Ms. Jameson-Owens indicated that the by-laws say that the Board may appoint an Executive Committee but not that they have to have an Executive Committee so from the Bainbridge Small Cities Representative Board Member's perspective, they could dissolve the Executive Committee and take it back to the full action of the board.

Director Wiley asked for Mr. Bagwell's opinion on this. Mr. Bagwell indicated that if the by-laws say "Executive Committee may be appointed" the Board member is right, but the full board would have to act to disband the Executive Committee and replace those responsibilities somehow which could be a vote in an open meeting.

It was decided that this topic would be put on the September 3, 2024 Board Meeting Agenda for discussion as well as discussion about a proposed schedule. Director Ellingson commented that he hoped the Board would see the workload that will be required to implement that and hopefully they would understand their commitment that would be required to make it work.

Technical Services Manager, Brandon Wecker, indicated that the ability of the Executive Committee to shorten the schedule of asset removal has really streamlined the process and made it less prone to error as well as creating needed physical space. It used to be that the Board did this once a year and being able to do it more often has worked very well for the Technical Services Group (TSG).

Ms. Jameson-Owens indicated that Director Rob Putaansuu had emailed her that he was in favor of this change because he could not be at this meeting but she had no further details.

Executive Performance Plan

Director Ellingson indicated that he had worked with Ms. Jameson-Owens to settle on the Executive Performance Plan that was in the agenda packet. The goal is to evaluate performance as a big picture rather than micro-manage. The first review will be at the 6-month point and the final review will be at one year which may include input from constituents. The Chair of Board does the review of the Executive Performance Plan. Director Ellingson indicated that all reports are positive as to Ms. Jameson-Owens's current performance. The plan was also sent to Director Greg Wheeler as the chair of the Hiring Subcommittee who also agreed it was acceptable. Undersheriff Russ Clithero indicated that Director John Gese had made no comment on it to him. It was confirmed by Mr. Bagwell that this was a consent item and did not require a motion to approve. The original sign plan will be kept on file in the Human Resources office.

Staff Reports:

May Finance

Ms. Jameson-Owens read the report prepared by Finance Manager, Steve Rogers, who is out on bereavement leave. As of the end of May, our revenues were marginally above, and our operating expenditures were marginally below expectations. We have received approximately \$8.4 million in revenues year to date, which is about \$360,000 or 4.48% above our projections. Sales tax has been closely in-line with our expectations for the year so far. For May, they came in only about \$22,000 over budget, with is less than a half a percent; similarly, excise taxes were only about \$10,000 over. In contrast, Other Revenues were strong, at about \$360,000 over expectations. That was almost exclusively driven by back payments that we received for a few new tower site leases. Excluding those payments, our revenues would have only been about 1.5% over our projections, and to put that into perspective, we were 1.94% and 1.68% over in 2022 and 2023, respectively.

As for operating expenditures, they were below budget by about \$110,000 or 1.62% year-to-date. Labor represented about 35% of that amount and came in right in-line with projections. Non-labor operating expenditures were about 4% under, primarily driven by fewer repairs and maintenance costs incurred than were anticipated for this time in the year.

Lastly, just a note for the future, based on feedback from the board regarding the presentation of our financial statements, in the coming months, we will be making some changes to our monthly reports and budget documents.

Director Ellingson commented that in thinking about the radio project, the subscriptions for technology that we now must pay are a good item to include under the Proposition 2 funding because it is directly related to the radio project. Mr. Wecker indicated that we were looking at that and looking at potential pass-through costs. We are having a meeting this week to discuss pass-through costs with the agencies

and we want to consider those first. Ms. Jameson-Owens agreed this is related as the MCTs alone have subscriptions that will increase costs dramatically and we must determine what should be paid by agencies and what should be paid by Kitsap 911. Mr. Wecker said that there are some costs that are not only agency costs as Kitsap 911 derives benefit from the item as well and so we are working out how to equitably split it out. An example is I/NetViewer which both Kitsap 911 and the agencies use as a web version of Computer-Aided Dispatch (CAD) which we both derive benefit from so we are looking at how to slice the pie, so it is fair.

Director Ellingson indicated that we will also need to consider raising the user fees. Mr. Wecker indicated that the support from the Strategic Advisory Board has been positive so far. We still have larger discussions to have but so far, the discussion has been positive.

Director Ellingson indicated that up to this point the 1/10 of 1% sales tax had made it possible to not raise the user fees for a long time but it appears to be getting tight. He indicated he was up in Jefferson County for a meeting, and it was reported that they are experiencing an increase in sales tax revenues.

Continual Improvement Progress Report – Professional Standards

Professional Standards Manager, Jennifer Andrews presented on the [Continual Improvement](#) goals:

Goal 1 - Implement a New Quality Assurance (QA) Program

Management has chosen Corti for our new QA program and has budgeted the purchase for 2025. We have had two virtual meetings involving members of TSG and Corti's engineers to review how the system will work at the back end and to ask questions. Their rep also checks in with her once a month to stay on track. As the budget is finalized, the plan is to develop a training plan for our staff and start the implementation process toward the end of this year.

Goal 2 – Meet CALEA Accreditation Standards

Ms. Andrews and Ms. Jameson-Owens were scheduled to attend the July CALEA conference in North Carolina to receive our reaccreditation award; however, with the many demanding projects in progress, we've decided it would be better to skip this year. Attendance isn't mandatory, and this will save the agency money that was budgeted for the conference.

Additionally, CALEA will be refunding \$895.81 of our annual continuation fees after having such a good on-site review in February. They found no issues or changes to work with us on.

Ms. Jameson-Owens shared that the only reason we are receiving this refund is due to Ms. Andrews' excellent and efficient work.

Staffing Report

Ms. Jameson-Owens read the report prepared by Human Resources Manager, Rachael Taylor, who is attending a human resources conference in Chicago.

One person left since the last meeting to work in a smaller 911 center with less stress. We have eight vacant positions in operations. TSG and admin are fully staffed.

We have five employees in call receiver floor training and two in LE training.

We have ten candidates in the background investigations process for an August hire date when we plan to hire four new employees for the call receiver academy.

We posted the deputy director position last week and it will be posted for four weeks. We are working with Dr. Hicks on the hiring process and assessment center. Once we get the date and time solidified, we will put out some feelers for some assistance with that process.

Director Ellingson asked if Dr. Hicks reviewed the job description as well and Ms. Jameson-Owens confirmed he had.

Goals & Tech Projects Update

Technical Services Manager, Brandon Wecker, began by discussing how the committee had previously asked about how Artificial Intelligence (AI) would be playing a role in some of our technologies and where it would be going in the future. The Corti system is one of the first ones that will utilize machine learning to help with call quality assessment and analyzing our calls for ones we do well with and ones we can improve. TSG has reviewed how Corti are utilizing the data and where it is stored to ensure that it meets with our security standards.

Mr. Wecker went on to report on the [Plans & Goals](#) List:

2019-1 - Backup Center - Phase 1 – Upstairs, the main area where we are going to duplicate current courthouse functionality for this phase, is painted, and the Heating/Cooling unit is installed. We are expecting floor installation to be completed by the end of next week. Once floors are complete, interior doors, electrical and plumbing trim out can be scheduled. The downstairs drywall is being finished this week and should be painted by the end of next week. The downstairs will be used for maintenance and storage. We don't have a move in date yet. It is a two-story building right next to our Newberry Hill Tower site on Dickey Road. What the owner did was use an existing shell of a building and then built a new building inside that conforms to all 911 backup center codes. It is heavily reinforced for seismic activity.

2022-4 - CAD to CAD with South Sound 911 to Create an interface between our two CAD systems. There was a meeting today between Kitsap County, Kitsap 911, and South Sound to get the VPN working so that we can do one of the last rounds of testing. If all the testing is successful, we are still not planning to go live with this until after the July 4th Holiday. There has been a lot of work by Assistant Director of Operations, Jamie Donley, CAD Engineer, Katy Graham and South Sound 911 to get to this point and we are closing in on going live.

2023-5 - Replace UPS System - This the project to replace the UPS at K911.

In the last update the information given was about the DC power system for which parts had been ordered. The parts are being ordered this week for the UPS system and we will have it installed in late summer, early fall.

2023-10 - Replace AV System - This is the project to upgrade and replace our building AV system with more room specific AV systems.

This project has been rescheduled. This is because we will be using both the classroom and the EOC for our console replacement project. It will be a tight fit with all our dispatch consoles in there and we did not want to have the new AV equipment set up and then potentially be in the way or damaged during all the moves. Once we have completed the dispatch floor console replacement, we will finish building out the AV system in the classroom and EOC. The end date has been adjusted to line up with the end of the console project.

2023-13 - Dispatch Floor Projects - Console Furniture - This project replaces the console furniture on the dispatch floor.

We are working with the vendor on floor layout and developing a console move plan. The plan is being carefully crafted because the dispatchers will be in the EOC and classroom for six months to a year, so we want them to be comfortable.

LMR Project Update

Radio Project Manager, Scott Peabody, presented a [slide deck](#) on the Land Mobile Radio Project. We installed our first user radio on June 7th and since then, we have delivered 32 radios or 1/3 of the radios in the first batch.

Director Ellingson asked which agencies were receiving radios and Mr. Peabody shared the list of agencies and how many radios they have received. It is a mix of fire and law enforcement. We have moved from being on a critical path for getting radios out to agencies to being “just in time” for getting radios out to agencies.

Director Ellingson asked what kind of feedback he was getting from users on those radios. Mr. Peabody hasn't heard a lot, which is both good and bad. If there are problems, usually one hears about it quickly and we haven't. But many of the radios delivered to agencies are still in process rather than in use. He emphasized that communication channels are open, and feedback is encouraged so we can make improvements if needed.

The dispatch console systems both for the integration lab down in Lacey and the backup unit which will be put at 911 Carver and eventually to Newberry Hill, were delivered yesterday. We are scheduling the installation.

The licenses and coverage have been put into place for the radio infrastructure. We are scheduling the tower installations because we have all the antennas and microwave systems. We are working on the transmission lines. We have confirmed ship dates for most of the staging pieces. The indoor tower equipment was shipped on the 21st of June coming from the East Coast and will arrive very soon. The core or brains of the system will ship mid-July. We are on track to put the system together and work through configurations in the August-September timeframe.

We must upgrade 12 of the tower systems and we have done eight. It will be completed next week.

Good of the Order-

Director Greg Wheeler asked for an update on the topic of changing the meeting schedule and the Executive Committee structure because he arrived at this meeting late. Ms. Jameson-Owens indicated that we decided to put it on the September full board meeting agenda to have a discussion with board members about how they want to do this, if they want to do this, and what that would look like. Between now and then, she will look at our payment schedules for bills, how often they need to be paid and how often they need to be reviewed by the Board. She indicated that if the board moved forward, it would have to disband the Executive Committee. She plans to bring a proposed meeting schedule to the September meeting as well. We would ask for it to begin no earlier than January 2025.

Director Wheeler expressed that he thought that would work because the board would meet monthly. Director Ellingson said that the Executive Committee meets bi-monthly, and we review vouchers at both of those meetings so the board would absorb a tremendous amount of work from the Executive Committee back to the Board which will put a time crunch on the Super Tuesday. He indicated that in the past the Board couldn't get a quorum together all the time and some things just didn't get done and we never got any of those meetings done inside of an hour. We will have an hour and a half- or two-hour meeting to get all the work the Executive Committee is doing now. From the last Board Meeting agenda which included more detail and included about 670 pages of data. Director Wheeler indicated that a lot of Board members manage budgets four or five times the size of this agency with half the time spent with oversight. Director Ellingson said that in addition to the bills being paid there are contracts that must be approved, and all those things would have to be moved to the full board. Director Wheeler said that in the spirit of efficiency it's not a bad thing if we can streamline this thing a little bit.

Emerging Issues-

None

The meeting is adjourned at 1342.

The next regular meeting of the Kitsap 911 Executive Committee will be July 10, 2024



Kitsap 911 - CENCOM Memorandum

TO: Maria Jameson-Owens, Executive Director

FROM: Jennifer Andrews, PSPM

DATE: 06/26/2024

SUBJECT: 2024 CIP Update

Implement New QA Program

Management has chosen Corti for our new QA program and has budgeted the purchase for 2025. We have had two virtual meetings involving members of TSG and Corti's engineers to review how the system will work at the back end and to ask questions. Their rep also checks in with me once a month to stay on track. As the budget is finalized, the plan is to develop a training plan for our staff and start the implementation process toward the end of this year.

CALEA

We were scheduled to attend the July conference in North Carolina to receive our reaccreditation award; however, with the projects we have going on, we've decided it would be better to skip this year. Attendance isn't mandatory, and this will save the agency money that was budgeted for the conference.

Also, CALEA will be refunding \$895.81 of our annual continuation fees after having such a good on-site review in February. They found no issues or changes to work with us on.

Kitsap 911 2024 Key Projects and Initiatives

Technical Projects			Estimated			
Proj/Task#	Project/Initiative		Priority	Start	Completion	Status
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 Infrastructure	3	4/1/2023	Q1 2024	Complete
2023	9	Cyber Security Upgrade	3	Q4 2023	Q4 2024	Not Started
2023	10	Replace AV System	4	Q4 2023	Q2 2025	Rescheduled
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

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

Microwave Expansion Project (Multi-Year)			Estimated			
Task#	Milestone		Priority	Start	Completion	Status
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

LMR Replacement Project (Multi-Year)			Estimated			
Task#	Milestone		Priority	Start	Completion	Status
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

June 26, 2024

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402





Progress on 6/26/2024

User Radios

- First Mobile Radio Installed on 6/7 (Animal Control)
- **32** Mobiles Delivered to Installers
- Emphasizing Process Improvements for Scale

Microwave

- Expansion Equipment Received
- Scheduling Installations of Indoor Equipment



Dispatch Console System

- Screen Layout Design 60% - 90%
- Signed off Equipment Design
- Equipment Received and Configured at Zetron
- **Delivered to Kitsap on 6/25**

Radio Infrastructure

- Coverage Design Complete – 16 sites
- FCC Licenses Granted
- **Scheduling Tower Installations**
- Confirmed Shipment Dates for Staging System
- Logging Recorder Installed
- DC Power **8** of 12 Installed



User Radio Update

Agency	2024 Forecast Mobile and Bases	Increases to Forecast	Assigned Radio ID	Kitsap 911 Delivered
BFD (Bremerton Fire)	3		3	3
BIFD (Bainbridge Island Fire)	4			
BIPD (Bainbridge Island PD)	4			
BPD (Bremerton PD)	14	2	16	6
CKFR (Central Kitsap Fire & Rescue)	3			
KAC (Kitsap Animal Control)	1		1	1
KCDEM (Kitsap Co. Emerg. Mgmt.)	1			
KCJ (Kitsap Co. Jail)	4			
KCME (Kitsap Co. Medical Examiner)	2			
KCSO (Kitsap Co. Sheriff's Office)	23		23	9
NKFR (North Kitsap Fire & Rescue)	3		3	2
PFD (Poulsbo Fire)	6			
PGPD/PGNR (Port Gamble PD)	2			
POPD (Port Orchard PD)	11		11	11
PPD (Poulsbo PD)	2	2		
SKFR (South Kitsap Fire & Rescue)	8		8	
Totals	91	4	65	32

Total Mobiles and Bases Ordered: 114

- Progress in June
 - First Mobile Installation (KAC 6/7/2024)
 - Delivered 32 Mobiles
- Process Improvements
 - Developing for Scale
 - RACOM Customer Service

