

**Kitsap 911 Executive Committee Meeting of**

**March 09, 2022**

The Kitsap 911 Executive Committee met via a virtual zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Greg Wheeler, Director John Gese, Director Joe Deets, Strategic Advisory Committee Vice Chair Chief Joe Clark, Strategic Advisory Board Chair Chief Pat McKinney, Ken Bagwell Legal Counsel for Kitsap 911, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Human Resource Manager Rachael Taylor, Technical Systems Manager Brandon Wecker, Assistant Director of Operations Jamie Donley, and Administrative Specialist Stephanie Browning.

Guests: None

Absent: Finance Manager Steve Rogers

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

**Public Comment:** No comments received prior to the meeting or during the meeting.

**Additions:**  Election of Chair and Vice Chair 7.c.

**Approval of Minutes:**

**Director David Ellingson made a motion to approve the minutes from 02/23/2022. Motion was seconded by Director John Gese. Director Joe Deets and Director Dusty Wiley Abstained, Motion Passed.**

**Approval of Payment of Claims-Fund 89822:**

**Director David Ellingson moved approval of A/P 4743 through 4775 Total $103,687.09**

**Payroll dated 03/04/2022 Total $370,646.66.**

**Motion was seconded by Director Joe Deets Motion Passed.**

**Ratification of Executed Contract:**

**Ratification of Retention Bonus MOU between Kitsap 911 and Kitsap 911 Employees Guild**- This is an MOU between Kitsap 911 and the Kitsap 911 Employee Guild. This was negotiated under the negotiation authority given by the Executive Committee.

**Director Joe Deets made a motion to ratify contract K911-050 with Evergreen Health Line. Motion was seconded by Director John Gese. Motion Passed.**

**Action Items:**

Mr. Kirton said these are within the existing budget and in-line with what was discussed in the closed session at the last meeting.

**Approve Governing Directive 246- Employee Recognition Updates**

Deputy Director Maria Jameson presented an update to the Governing Directive 246. The highlighted information in yellow are the updated or new items and the service award amounts have been updated.

**Director David Ellingson made a motion to approve the Governing Directive 246 Employee Recognition updates. Motion was seconded by Director Greg Wheeler. Motion Passed**

**Adopt Resolution 2022-003 Adopting a sign-on Bonus for Eligible lateral new hires**

Human Resource Manager Rachael Taylor presented and requested adoption of Resolution 2022-003, which is for a $5,000 signing bonus for lateral candidates and would be effective today.

**Director Joe Deets made a motion to adopt Resolution 2022-003 Adopting a Bonus for Eligible lateral new hires. Motion was seconded by Director Greg Wheeler. Motion Passed**

**Election of Chair and Vice Chair of Executive Committee**

**Director Greg Wheeler made a motion to elect Dusty Wiley as the Chair of the Kitsap 911 Executive Committee. Motion was seconded by Director Joe Deets. Motion Passed**

**Director Dusty made a motion to elect David Ellingson as the Vice Chair of the Kitsap 911 Executive Committee. Motion was seconded by Director Joe Deets. Motion Passed**

**Discussion Items:**

**Annual Review of Service Agreements**

Executive Director Richard Kirton stated this is the annual review of Kitsap 911 Service Agreements. The annual review process is to have the Strategic Advisory Committee, Ken Bagwell and Executive Committee to review the agreements, Administrative Specialist Stephanie Browning will send out a link of all agreements for review.

**Staff Reports:**

**Executive Director Actions Under Resolution 2020-003-**

No Actions taken

**2022 Goals and Tech Projects Update**

Technical Systems Manager Brandon Wecker reported on the following items:

2022-1 LMR Replacement-The internal tech review of the RFP is being completed. Once it is determined the apparent low costs, responsive and responsible bidder a recommendation will come to the Executive Committee for approval.

2021-3 Server Virtualization and Cyber Security and remote 911 Mutual Aid – This project is to upgrade the infrastructure to support remote 911 and evaluate the possibility of extending to other PSAPS. Work for this is still being completed but we anticipate this being completed by June 1, if the primary employee working on this project returns from medical leave.

2021-4 Complete Antenna Replacement – This project is the effort to repair the antennas based on last year’s sweep results. This work has been completed and a new item will be added to the list for further drive-testing for this year.

2022-7 Replace Help Desk Software – This project started last year with evaluating help desk software. This year will include upgrading and working on the plan. The contract for the current software does not expire until August but we have selected a replacement and are working on an implementation plan.

2022-8 Replace vehicle gate – This project is to replace the vehicle gate controllers at Kitsap 911. The final vendor selection has been completed and there is about a 12–14-week delay on parts.

2021-10 Closest Fire Unit Dispatch –This will update the run cards for “changing gears” deployments. The vendor does have a fix for the issue that we reported to them, but it is in the newer version of software than the one we have. Kitsap 911 is working with them to get a version backported to our version. Kitsap 911 will start rolling out the changes June 1, 2022.

Alerting- Deputy Director Maria said the vendor PURVIS is looking at the log files to see if they can identify the issues that limit the monitors from reconnecting when they have disconnect issues. They are working with a new vendor for support issues at the stations. They had their first call-out with this vendor, and it went very well.

**Staffing Report**

Maria Jameson reported the resignation of a trainee in class today. Although it had nothing to do with Kitsap 911, we are now 17.5 positions short. There are five people currently in the hiring process moving on to backgrounds. They will start in the May academy. A complete overhaul has been done with the training program; it is currently an 11-week program, but it will be reduced to 5 weeks for the next academy. HR is working on having a continuous hiring for new telecommunicators. There are big changes that will hopefully bring positive changes. Kitsap 911 released an RFQ for a complete compensation study that went out this week. There are twenty “stay interviews” scheduled to meet with employees and talk.

**Emerging Issues-**

SB 5555- Mr. Kirton informed the committee that this bill will set minimum training standards for telecommunicators, reclassify them as first responders, and establish a certification board to develop certification standards. The bill has passed the house committee and passed the senate and is now heading to the Governor’s desk for signature. He anticipates the governor will sign the bill and if so, it is going effect 90 days after the session ends.

Microwave RFP- Mr. Kirton said at the last two meetings he thinks that there will be some value on how the microwave system fits into the larger radio project. The microwave system is a closed network that provides connectivity to the various radio sites and the controller equipment which is currently at 911 Carver Street. Conceptually, the microwave system can be compared to a computer network, or water system/sewer system in that it is a system that connects to many things and is not very visible to the end users. The microwave selection is like selecting an internet provider/service provider and a contractor to install and support network connection for an organization. Some of the things that will be reviewed as a part of the selection process will be redundancy, operability, maintainability, scalability, upgradability, communication protocols, long-term availability of the hardware, vendor availability to complete the work, weight and size of equipment, and costs. The microwave system will serve as the connecting to the new land mobile system the experience, resources and long-term equipment of the supplier will be evaluated. This is a critical element but a backbone. Even though it might feel like we are getting ahead with the microwave RFP going out, we are we are on track and trying to phase the work. While this microwave selection is going forward, we are making progress on the radio project manager, Scott Peabody, getting in place. We have talked about adding tower sites as a part of the project, and while it is still in the plans, we are certain that we will need to add them. The microwave RFP was built to take this in account and all the vendors have the needed scalability to add them.

Chair Wiley asked if there will ever be a resolution for when you call from Manchester and you get King County 911. Mr. Kirton stated that is separate from the microwave project but with next generation 911, geo-spacial routing, and new FCC rules that allow carriers to provide their location information to the 911 system using modern technology should, over time, decrease the number of times a call would be sent to a center other than that provides service to where the caller is coming from. With water locations on low beaches and steep hillsides behind you, there will still be a chance it could go to King County. Ultimately, this will allow the location information to be shared with the 911 network much faster and allow the call to be routed to the center much faster.

**Good of the Order-**

Director Ellingson asked if the financial report would be given. Mr. Kirton said due to timing, we would not have a finance report. Steve has reached out to the Department of Revenue and confirmed they were aware of Proposition 2 going into effect and we are in their plans to start receiving the additional sales tax. The retailers will begin collecting the tax starting April 1st and Kitsap 911 will start seeing collections in June with the April amounts. The budget amendment will need to go back to the full board, which means we need to decide if we need a special meeting or bring it to the June Board of Directors meeting.

Director Greg Wheeler wanted to make sure the comments brought up at the Board of Directors meeting are understood and his take from it is that there is a complete separation of it showing the new sales tax with line items. It will then highlight transparency and easily identified. Mr. Kirton said we will make sure the budget documents are easy to read and understand and will delineate between the existing revenues and the new sales tax. The $41 million dollar radio project will be awarded by the full board with an expenditure and cash flow plan, and will show when we expect to receive the money, use the money, and maybe borrow the money. This will all be a part of the plan Mr. Peabody was hired to help us to finalize and involve the stake holders. The reimbursement resolution was truly a recommendation from bond council. Director Wheeler said he understood and was comfortable moving forward knowing there was other check points, but we need to be almost unanimous to make it successful. He appreciates the work and patience as it will take us all to be successful.

**Adjournment 13:51**

## The next regular meeting of the Kitsap 911 Executive Committee will be March 23, 2022.