

# Kitsap 911 Executive Committee Meeting

May 25, 2016 ~ 1:00 PM to 3:00 PM

CENCOM

## A G E N D A

1. Call to Order (Chair)
2. Approval of Minutes (Chair)
3. Additions to Agenda? (Chair)
4. Public Comment (limited to 2 minutes per speaker) (Chair)
5. 2017 Budget (Kirton/King)
6. Closed Session to discuss labor negotiations
7. Governance (Kirton)
  - a. HR
  - b. Risk Insurance
  - c. Finance
  - d. Purchasing
  - e. Other
8. Budget Report (King)
9. Staffing Report (Jameson-Owens)
10. Goals and Tech Project Updates (Kirton)
11. June Board Meeting (Kirton)
12. Additional Agenda Items *(If any)*
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
13. Good of the Order
14. Adjourn

## CENCOM EXECUTIVE COMMITTEE (CEC)

The CEC meeting will convene immediately following the Kitsap 911

Executive Committee Meeting

May 25, 2016 ~ 1:00 PM to 3:00 PM

CENCOM

## A G E N D A

1. Call to Order (Chair)
2. Approval of Minutes (Chair)
3. Additions to Agenda? (Chair)
4. Adjourn (Chair)

# Information Paper

## CENCOM Policy Board

**Subject: Budget Report (actuals as of April 30, 2016)**

**Summary:** For the period of January through April 2016 revenues were above budget except for MCT replacement revenue, and expenses were below budget, with no significant outliers.

**Revenues:** We have received 37.3% (\$3.9M) of budgeted revenues through April 2016, with a goal of 40.2%.

Our sales tax revenue is above projection for 2016, with our YTD total 9.4% above the YTD budget. We have received 35.2% of the total budgeted sales tax revenue (goal is 32.1%).

Our telephone excise tax revenues are just below budget with 31.9% received of the 33% expected.

As of April, no State Grant money has been received.

Other revenues are tracking below projection with 42.7% received of the 51.6% expected. The "Other" revenue budget is divided evenly over twelve months, with the exception of the MCT lump-sum replacement revenue, which is budgeted in April. As of the end of April we are still expecting \$488,582 in Lump Sum payments.

**Expenditures:** We have expended 23.4% (\$2.7M of \$11.6M) of our **total** appropriation with a goal of 24.7%. We have expended 27.8% (\$2.5M of \$9M) of our **operating** appropriation with a goal of 29.5% in April 2016.

Within the operating expenditures, Salaries and Benefits are 5.66% below the YTD budget. We have expended 28.4% of the total Salaries and Benefits budget (\$1.87K of \$6.6M) with a goal of 29.4%. Operating Supplies and Services (excluding Inter-fund and Bond Payments) are 12.9% below the YTD budget. We have expended 26.3% of the total Operating Supplies, Services, Inter-fund, and Bond budget (\$641K of \$2.4M) with a goal of 29.7%.

**Technical System Enhancements:** We have expended 7.9% (\$205K of \$2.6M) through April 2016, with a goal of 8.2%. MCT replacement expenses are budgeted for May, and Acom Replacement is budgeted for September.

**Reserves:** We have not had to use any of our reserve funds so far this year.

**Risks:** *Slower growth in the Puget Sound Region*

The "Puget Sound Economic Forecaster" states that the national GDP will see only moderate increases over the next two years. They say that these growth rates are low compared to historical standards, but that the more measured growth reduces the risk of developing an imbalance, such as the housing bubble. Puget Sound has been trending higher than the national average but is now seeing some deceleration that is causing the regional and national growth rates to converge.

# Summary

(As of 4/30/2016)

Description	Goal	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
<b>Total Revenues</b>	<b>40.2%</b>	<b>\$ 10,423,731.00</b>	<b>\$ 3,890,841.58</b>	<b>\$ (6,532,889.42)</b>	<b>37.3%</b>
Operating Salaries and Benefits	29.4%	\$ 6,581,666.00	\$ 1,869,324.75	\$ 4,712,341.25	28.4%
Operating Supplies, Services and Interfund	29.7%	\$ 2,436,553.00	\$ 641,070.99	\$ 1,795,482.01	26.3%
<b>Total Operating Expenses</b>	<b>29.5%</b>	<b>\$ 9,018,219.00</b>	<b>\$ 2,510,395.74</b>	<b>\$ 6,507,823.26</b>	<b>27.8%</b>
Misc Technical Improvements (1034)	33.3%	\$ 135,452.00	\$ 25,162.28	\$ 110,289.72	18.6%
Backup Center (1035)	33.3%	\$ 100,981.00	\$ 4,383.80	\$ 96,597.20	4.3%
ACOM Replacement(1036)	0.0%	\$ 500,000.00			0.0%
NG911(1037)	33.3%	\$ 399,025.00	\$ 170,641.85	\$ 228,383.15	42.8%
MCT Replacement (1038)	0.0%	\$ 1,461,495.00	\$ 5,325.22	\$ 1,456,169.78	0.4%
<b>Total Tech Improvements</b>	<b>8.2%</b>	<b>\$ 2,596,953.00</b>	<b>\$ 205,513.15</b>	<b>\$ 2,391,439.85</b>	<b>7.9%</b>
<b>Total Expenditures</b>	<b>24.7%</b>	<b>\$ 11,615,172.00</b>	<b>\$ 2,715,908.89</b>	<b>\$ 8,899,263.11</b>	<b>23.4%</b>

# Revenues

(As of 4/30/2016)

Description	Goal	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
Sales Tax	32.1%	\$ 3,785,184.00	\$ 1,330,878.21	\$ (2,454,305.79)	35.2%
Telephone Excise Tax	33.0%	\$ 2,527,074.00	\$ 805,026.76	\$ (1,722,047.24)	31.9%
State Grants	33.3%	\$ -	\$ -	\$ -	
Other Revenues	51.6%	\$ 4,111,473.00	\$ 1,754,936.61	\$ (2,356,536.39)	42.7%
<b>Total Revenues</b>	<b>40.2%</b>	<b>\$ 10,423,731.00</b>	<b>\$ 3,890,841.58</b>	<b>\$ (6,532,889.42)</b>	<b>37.3%</b>

# Salaries & Benefits

(As of 4/30/2016)

Object Account	Account Description	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
5101	REGULAR SALARIES	\$ 4,360,613.00	\$ 1,093,948.92	\$ 3,266,664.08	25.1%
5102	OVERTIME PAY	\$ 308,359.00	\$ 120,709.52	\$ 187,649.48	39.1%
5103	LONGEVITY PAY	\$ 51,109.00	\$ 13,433.58	\$ 37,675.42	26.3%
5104	SICK LEAVE PAYOUT	\$ 4,365.00	\$ -	\$ 4,365.00	0.0%
5106	ANNUAL LEAVE PAYOUT	\$ 12,720.00	\$ 10,864.46	\$ 1,855.54	85.4%
5108	SHIFT DIFFERENTIAL PAY	\$ 3,000.00	\$ 310.63	\$ 2,689.37	10.4%
5109	EXTRA HELP	\$ 57,375.00	\$ 50,982.21	\$ 6,392.79	88.9%
5110	OUT OF CLASS PAY	\$ 45,505.00	\$ 14,859.62	\$ 30,645.38	32.7%
5190	MISCELLANEOUS PAY	\$ 68,914.00	\$ 22,520.98	\$ 46,393.02	32.7%
5201	INDUSTRIAL INSURANCE	\$ 81,469.00	\$ 22,284.47	\$ 59,184.53	27.4%
5202	SOCIAL SECURITY	\$ 367,609.00	\$ 98,742.35	\$ 268,866.65	26.9%
5203	PERS RETIREMENT	\$ 537,185.00	\$ 143,423.36	\$ 393,761.64	26.7%
5206	LEOFF RETIREMENT	\$ -	\$ 43.58	\$ (43.58)	
5215	DISABILITY INSURANCE		\$ 1.07		
5216	DEPENDENT BENEFITS	\$ -	\$ -	\$ -	
5220	UNEMPLOYMENT COMPENSATION	\$ 29,680.00	\$ -	\$ 29,680.00	0.0%
5229	BENEFITS BUCKET	\$ 831,600.00	\$ 277,200.00	\$ 554,400.00	33.3%
5299	Budgeted Attrition	\$ (177,837.00)		\$ (177,837.00)	
<b>29.4%</b>	<b>Salaries and Benefits</b>	<b>\$ 6,581,666.00</b>	<b>\$ 1,869,324.75</b>	<b>\$ 4,712,341.25</b>	<b>28.4%</b>



## Operating Expenditures (As of 4/30/2016)

Object Account	Account Description	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
4971	LTGO Bond 2005 Refdg	\$ 470,733.00	\$ -	\$ 470,733.00	0.0%
5311	OFFICE/OPERATING SUPPLIES	\$ 37,624.00	\$ 7,147.88	\$ 30,476.12	19.0%
5321	FUEL CONSUMED	\$ 9,924.00	\$ 1,718.44	\$ 8,205.56	17.3%
5351	SMALL TOOLS & EQUIPMENT	\$ 10,354.00	\$ 6,354.48	\$ 3,999.52	61.4%
5352	COMPUTER SOFTWARE	\$ 16,385.00	\$ 1,991.48	\$ 14,393.52	12.2%
5353	SMALL COMPUTER EQUIPMENT	\$ 8,800.00	\$ 5,730.27	\$ 3,069.73	65.1%
5354	TELEPHONE EQUIPMENT	\$ 1,047.00	\$ 51.76	\$ 995.24	4.8%
5412	ENGINEERING & ARCHITECTURAL	\$ -	\$ (268.39)	\$ 268.39	
5413	PRI-EMPLOYMENT SCREENING	\$ 5,000.00	\$ 3,716.00	\$ 1,284.00	
5415	MANAGEMENT CONSULTING	\$ 33,500.00	\$ 2,800.00	\$ 30,700.00	8.4%
5416	COURT REPORTERS/legal svcs	\$ 2,460.00	\$ -	\$ 2,460.00	
5419	OTHER PROFESSIONAL SERVICES	\$ 21,448.00	\$ 19,804.00	\$ 1,643.98	92.3%
5421	TELEPHONE	\$ 34,175.00	\$ 9,552.27	\$ 24,622.73	28.0%
5422	CELLULAR TELEPHONES	\$ 14,211.00	\$ 2,826.04	\$ 11,384.96	18.5%
5425	POSTAGE	\$ 2,397.00	\$ 413.11	\$ 1,983.89	17.2%
5431	MILEAGE	\$ 4,543.00	\$ 63.45	\$ 4,479.55	1.4%
5432	TRAVEL	\$ 26,591.00	\$ 472.11	\$ 26,118.89	1.8%
5433	PER DIEM	\$ 8,809.00	\$ -	\$ 8,809.00	0.0%
5438	NON-EMPLOYEE MILEAGE	\$ 106.00	\$ -	\$ 106.00	
5439	NON-EMPLOYEE TRAVEL	\$ 500.00	\$ -	\$ 500.00	0.0%
5441	ADVERTISING	\$ 2,000.00	\$ 910.00	\$ 1,090.00	45.5%
5451	OPERATING RENTAL/LEASES	\$ 190,430.00	\$ 38,946.83	\$ 151,483.17	19.8%
5472	WATER	\$ 2,150.00	\$ 590.88	\$ 1,559.12	27.5%
5473	SEWER	\$ 3,461.00	\$ 1,259.80	\$ 2,201.20	36.4%
5474	ELECTRICITY	\$ 121,677.00	\$ 33,754.81	\$ 87,922.19	27.8%
5475	WASTE DISPOSAL	\$ 3,216.00	\$ 802.48	\$ 2,413.52	25.0%
5476	CABLE TV	\$ 936.00	\$ -	\$ 936.00	
5481	REPAIRS & MAINT-BUILDINGS	\$ 90,670.00	\$ 16,777.92	\$ 73,892.08	20.7%
5482	REPAIRS & MAINT-IMPROVEMENTS	\$ -	\$ -	\$ -	
5483	REPAIRS & MAINT-EQUIPMENT	\$ 70,647.00	\$ 17,841.26	\$ 52,805.74	25.3%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 328,923.00	\$ 242,765.10	\$ 86,157.90	73.8%
5492	DUES/SUBSCRIPTIONS/MEMBERSHIPS	\$ 7,772.00	\$ 545.00	\$ 7,227.00	7.0%
5493	BANK & CREDIT CARD SVC	\$ -	\$ -	\$ -	
5496	PRINTING & BINDING	\$ -	\$ -	\$ -	
5497	REGISTRATION & TUITION	\$ 12,553.00	\$ 2,495.00	\$ 10,058.00	19.9%
5499	OTHER	\$ 8,458.00	\$ 2,658.47	\$ 5,799.53	24.3%
5840	DEBT ISSUE COSTS	\$ -	\$ -	\$ -	
5912	IF I.S. SERVICE CHARGES	\$ 10,705.00	\$ 3,568.32	\$ 7,136.68	33.3%
5913	IF I.S. PROG MAINT & DEV CHGS	\$ -	\$ -	\$ -	
5917	IF GIS SERVICE CHARGES	\$ 3,130.00	\$ 1,043.32	\$ 2,086.68	
5918	IF GIS MAPPING SVS	\$ 48,794.00	\$ -	\$ 48,794.00	0.0%
5921	IF COMMUNICATION	\$ 417.00	\$ 89.80	\$ 327.40	21.5%
5922	IF I.S. PROJECTS	\$ 1,011.00	\$ 330.92	\$ 680.00	
5931	IF SUPPLIES	\$ -	\$ 782.57	\$ (782.57)	
5951	IF OPER RENTAL & LEASES	\$ 5,880.00	\$ 1,470.00	\$ 4,410.00	25.0%
5961	IF INSURANCE SERVICES	\$ 21,567.00	\$ 5,301.83	\$ 16,175.17	25.0%
5981	IF REPAIRS & MAINTENANCE	\$ -	\$ 889.89	\$ (889.89)	
5993	IF TRAINING	\$ -	\$ -	\$ -	
5996	INDIRECT COST ALLOCATIONS	\$ 221,483.00	\$ 55,370.75	\$ 166,112.25	25.0%
	1033				
5311	OFFICE SUPPLIES	\$ -	\$ -	\$ -	
5351	OFFICE EQUIPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0.0%
5352	COMPUTER SOFTWARE	\$ 2,670.00	\$ -	\$ 2,670.00	0.0%
5353	COMPUTER EQUIPMENT	\$ 20,000.00	\$ 3,748.47	\$ 16,251.53	18.7%
5354	TELEPHONE EQUIPMENT	\$ -	\$ -	\$ -	
5422	CELLULAR TELEPHONES	\$ 155,000.00	\$ 50,061.58	\$ 104,938.42	32.3%
5483	REPAIRS & MAINT-EQUIPMENT	\$ 20,000.00	\$ -	\$ 20,000.00	0.0%
5484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 125,674.00	\$ 24,631.15	\$ 101,042.85	19.6%
5913	IF I.S. PROG MAINT & DEV CHGS	\$ 82,497.00	\$ 27,499.00	\$ 54,998.00	33.3%
5915	IF MANAGEMENT CONSULTING	\$ 137,032.00	\$ 42,828.32	\$ 94,203.68	31.3%
5917	IF GIS SERVICE CHARGES	\$ 1,341.00	\$ 447.00	\$ 894.00	
5918	IF GIS MAPPING SVS	\$ 20,912.00	\$ -	\$ 20,912.00	0.0%
29.7%	Op. Supplies and Svcs (1031-1033)	\$ 2,436,553.00	\$ 641,070.99	\$ 1,795,482.01	26.3%

## Tech Expenditures (As of 4/30/2016)

Object Account	Account Description	Adopted 2016 Budget	Year-To-Date Actuals 2016	Delta	
9311	OFFICE SUPPLIES		\$ -	\$ -	
9351	OFFICE EQUIPMENT	\$ 5,846.00	\$ -	\$ 5,846.00	
9352	COMPUTER SOFTWARE	\$ -			
9353	COMPUTER EQUIPMENT	\$ 35,000.00	\$ 12,009.25	\$ 22,990.75	34.3%
9412	ENGINEERING & ARCHITECTURAL		\$ 751.98	\$ (751.98)	
9415	MANAGEMENT CONSULTING		\$ -	\$ -	
9419	OTHER PROFESSIONAL SERVICES	\$ 5,000.00	\$ -	\$ 5,000.00	0.0%
9432	TRAVEL	\$ -	\$ -		
9433	PER DIEM		\$ -		
	OPERATING RENTAL/LEASES				
9481	REPAIRS & MAINT-BUILDINGS	\$ 5,500.00	\$ 12,271.69	\$ (6,771.69)	223.1%
9483	REPAIRS & MAINT-EQUIPMENT	\$ 10,000.00	\$ -	\$ 10,000.00	
9484	REPAIRS & MAINT-COMPUTER EQUIP	\$ 10,000.00	\$ 129.36	\$ 9,870.64	
9499	OTHER	\$ 25,000.00	\$ -	\$ 25,000.00	0.0%
9641	COMPUTER EQUIPMENT	\$ 4,500.00	\$ -	\$ 4,500.00	0.0%
9642	OTHER MACHINERY & EQUIPMENT		\$ -	\$ -	
9918	IF GIS MAPPING SVCS.	\$ 34,606.00		\$ 34,606.00	0.0%
	<b>Misc Tech Improvements (1034)</b>	<b>\$ 135,452.00</b>	<b>\$ 25,162.28</b>	<b>\$ 110,289.72</b>	<b>18.6%</b>
9412	ENGINEERING & ARCHITECTURAL	\$ -	\$ 4,383.80	\$ (4,383.80)	
9419	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	
9642	OTHER MACHINERY & EQUIPMENT	\$ 100,981.00	\$ -	\$ 100,981.00	0.0%
9919	OTHER IF PROFESSIONAL SERVICE		\$ -	\$ -	
	<b>Backup Center (1035)</b>	<b>\$ 100,981.00</b>	<b>\$ 4,383.80</b>	<b>\$ 96,597.20</b>	<b>4.3%</b>
9641	COMPUTER EQUIPMENT	\$ 500,000.00	\$ -		
	<b>Acom Replacement (1036)</b>	<b>\$ 500,000.00</b>	<b>\$ -</b>	<b>\$ 500,000.00</b>	<b>0.0%</b>
9101	REGULAR SALARIES	62,975.00	18,045.44		
9102	OVERTIME PAY		22.26		
9103	LONGEVITY	945.00	926.02		
9190	MISC PAY		720.00		
9201	INDUSTRIAL INSURANCE	963.00	282.35		
9202	SOCIAL SECURITY	4,890.00	1,459.88		
9203	PERS RETIREMENT	7,146.00	2,204.01		
9229	BENEFITS BUCKET	11,550.00	3,850.00		
9351	SMALL TOOLS & EQUIPMENT		1,489.15		
9352	COMPUTER SOFTWARE	2,871.00	4,281.10	\$ (1,410.10)	
9353	SMALL COMPUTER EQUIPMENT		-		
9354	SMALL TELEPHONE EQUIPMENT		780.43		
9412	ENGINEERING & ARCHITECTURAL		18,731.89		
9415	MANAGEMENT CONSULTING		22,375.00		
9419	OTHER PROFESSIONAL SERVICES	24,985.00	46,187.02	\$ (21,202.02)	184.9%
9484	REPAIRS & MAINT-COMPUTER EQUIP		15,707.15		
9641	COMPUTER EQUIPMENT	282,700.00	33,580.15	\$ 249,119.85	11.9%
				\$ -	
	<b>Next Generation 911 (1037)</b>	<b>\$ 399,025.00</b>	<b>\$ 170,641.85</b>	<b>\$ 228,383.15</b>	<b>42.8%</b>
9353	SMALL COMPUTER EQUIPMENT	1,461,495.00	5,325.22	\$ 1,456,169.78	0.4%
	<b>MCT Replacement (1038)</b>	<b>\$ 1,461,495.00</b>	<b>\$ 5,325.22</b>	<b>\$ 1,456,169.78</b>	<b>0.4%</b>



# FINANCIALS

April 2016

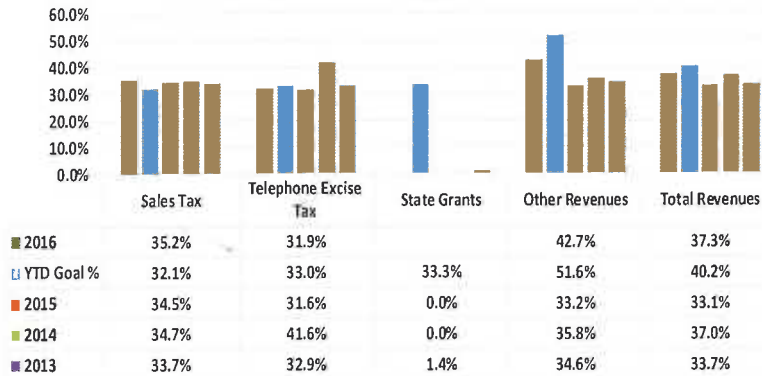




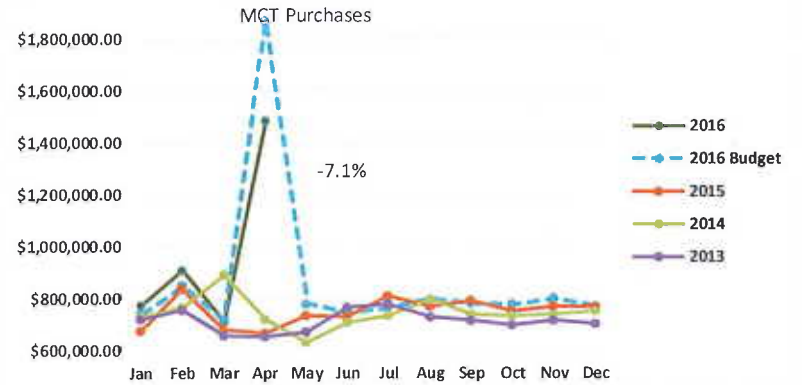
# REVENUES

## April 2016

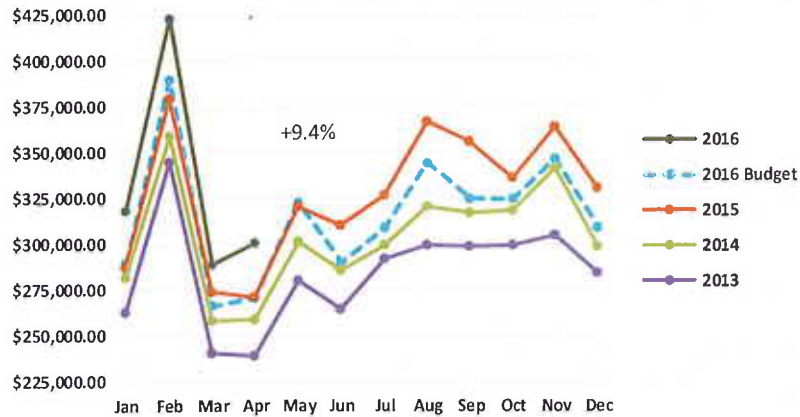
YTD REVENUE TO YTD BUDGET %



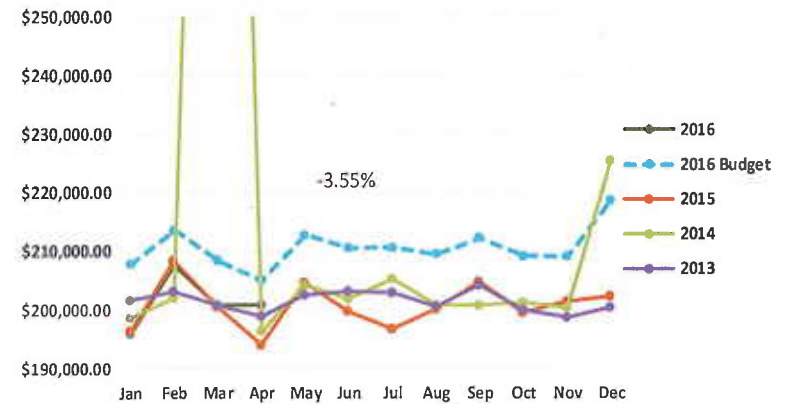
CENCOM REVENUE



CENCOM SALES TAX REVENUE



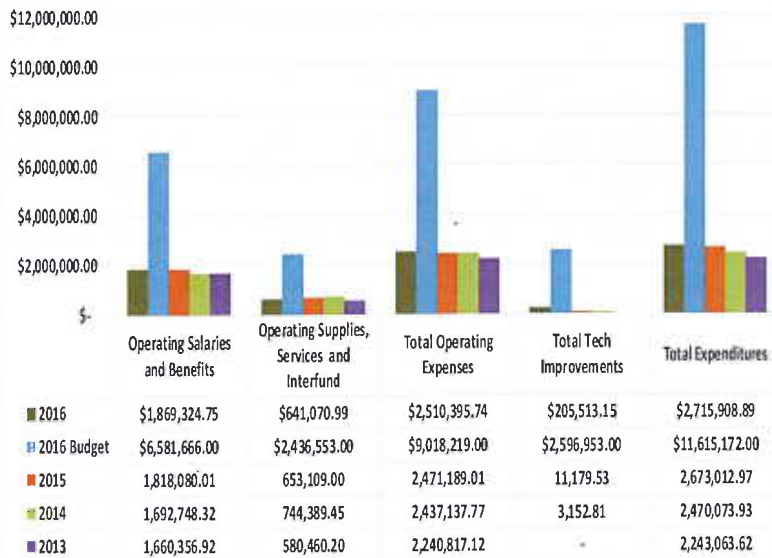
CENCOM TELEPHONE EXCISE TAX



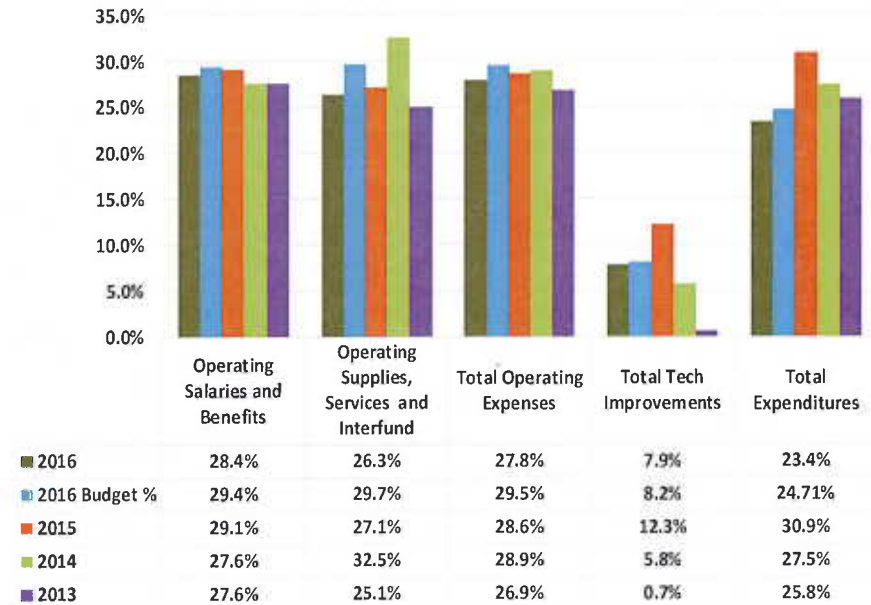


# EXPENDITURES April 2016

YTD ACTUAL TO ANNUAL BUDGET \$



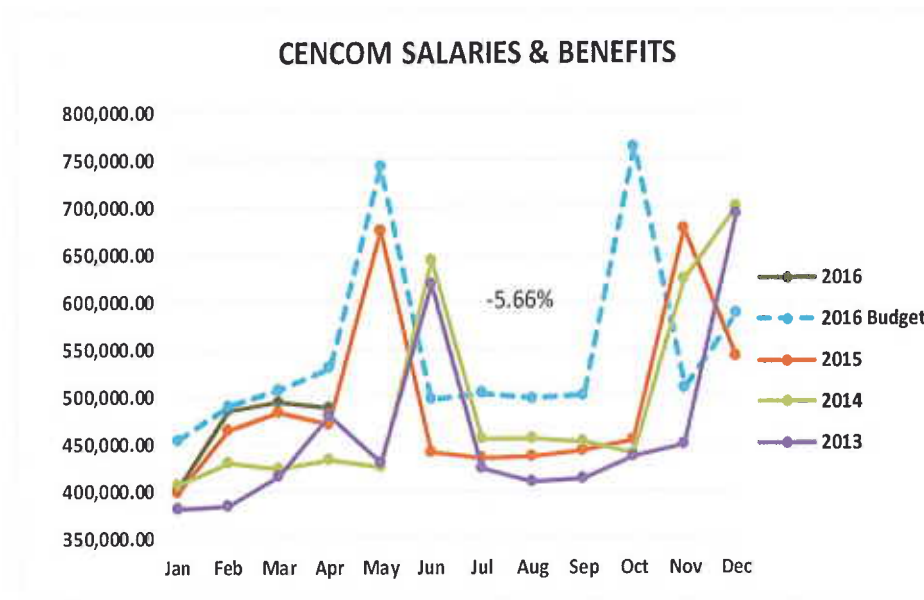
YTD ACTUAL TO YTD GOAL %





# SALARIES & BENEFITS

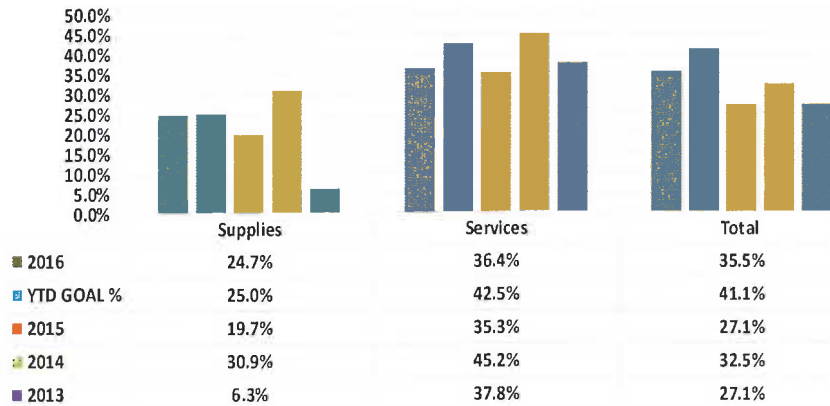
## April 2016



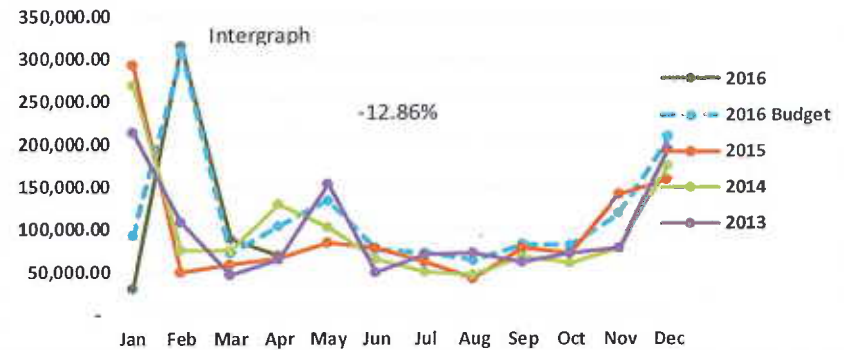


# OPERATING SUPPLIES & SERVICES 2016

YTD ACTUAL TO YTD GOAL %



CENCOM OPERATING SUPPLIES & SERVICES  
1032, 1033

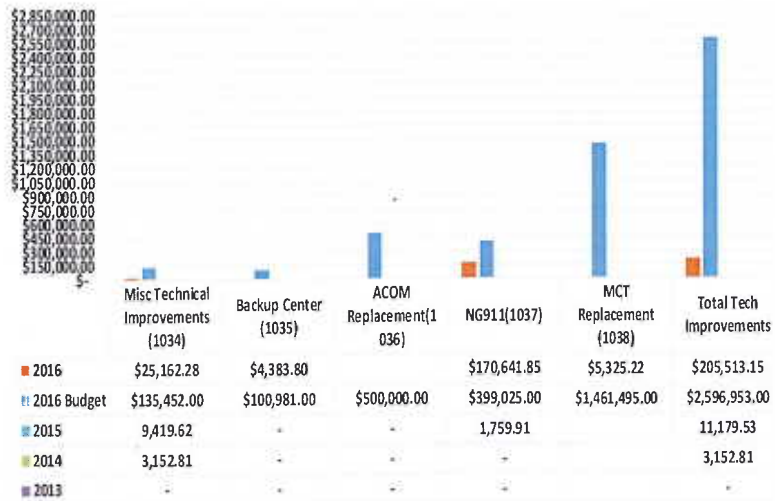




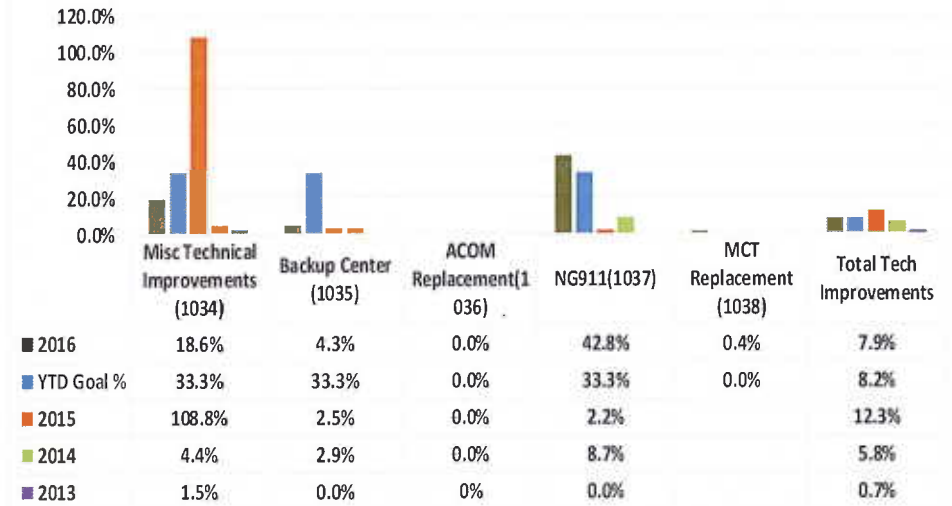
# TECHNICAL EXPENSES

## April 2016

YTD ACTUAL TO ANNUAL BUDGET \$



YTD ACTUAL TO YTD GOAL %





## CENCOM 2016 Goals (rev. 5/25/16)

Goal	Est. Compl.	Status
<b>Governance</b>		
1. Update Interlocal Agreement/Create PDA	6/30/16	Complete
<b>Fiscal</b>		
2. Update equipment replacement funding plan	12/31/17	Pending
3. Deploy Financial Software	6/30/2016	On Track/SP
<b>Technical Projects</b>		
4. Secure funding for Bainbridge Island tower (Winslow area)	3Q2015	On Hold
5. Complete PTT-ID implementation	12/31/15	At Risk
6. Complete CAD/Mobile Software Upgrade (including MCT hardware deployment)	6/30/16	Slight Risk
7. Backup Center	4Q2016	On Track
8. Upgrade radio consoles	4Q2016	Pending
9. Deploy GIS Based MSAG	6/30/2018	On Track
10. Tower Site Improvements (phase 2)		Pending
11. Two Factor Authentication	4Q2017	On Track/SP
12. Change to Kitsap911.org email	3Q2016	Pending
13. Deploy Windows update server	3Q2016	Pending
14. Deploy Proxy Server	3Q2016	On Track
<b>Operations</b>		
15. Finish Reorg (partially completed 5/28/15, remainder on hold)	3Q2016	Pending
16. Streamline Hiring Process	12/31/16	On track/SP
17. Update Training Process, explore partnerships	12/31/16	On Track
<b>CALEA</b>		
18. Complete Onsite	4/30/16	Complete
19. Complete Commission Review process	12/31/16	On Track
20. Convert to Electronic Accreditation Process	12/31/16	On Track

Pending= project has not started, no risks identified.

**On Track**= project has started, no risks identified. **On Track/SP**= Significant Progress/Ahead of Schedule/Under Budget.

**Slight Risk**- risk factor that may impact completion date or budget. **At Risk**- significant or multiple risk factors likely to impact completion date or budget. Pending= project has not been started.

**Complete**= Completed On time/within budget. + Early and/or under budget. L= late O=Over budget

# CENCOM EXECUTIVE COMMITTEE MEETING MINUTES

April 27, 2016

The CENCOM Executive Committee met in the Classroom at CENCOM in Bremerton. Present were: Fire Commissioner Dusty Wiley (Chair), Fire Commissioner David Ellingson, Poulsbo Mayor Becky Erickson, Sheriff Gary Simpson, Poulsbo Fire Chief Jeff Griffin, Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Analyst Robin King and Office Supervisor Stephanie Browning. Absent: Bremerton Mayor Patty Lent

**Call to Order.** Fire Commissioner Dusty Wiley called the meeting to order at 1304.

**Approval of Minutes:** Fire Commissioner David Ellingson made a motion to approve the minutes of March 30, 2016. Motion was seconded by Sheriff Gary Simpson. Motion carried

**Additions:**

**Public Comment:** None

**Agenda:**

## 5. Governance

### **Ordinance and charter, Bylaws Update**

Director Kirton reported the Board of County Commissioners adopted the Kitsap 911 Ordinance on Monday April 25<sup>th</sup>. He is working with Dana Daniels in the commissioner's office on the filing of the Ordinance and issuing of the Charter. The first PDA Board meeting will be May 3<sup>rd</sup>, 2016 from 1200-1245, lunch will be provided. The first items the PDA Board will need to do is enact the bylaws which were distributed at the last meeting.

### **HR**

**Social Security-** Conversations regarding social security have begun and CENCOM had scheduled to put out an information paper and do a formal poll but have now held off to gather more information in light of possible delay in go live date.

**PERS-**There may be a resolution with PERS on Tuesday and they need a 30 lead time in order to get accounts set up. Additionally, employees in PERS 3 will be given the opportunity to select a new withholding rate if they choose.

**Guild Recognition**-A draft resolution was presented recognizing the guild and this will be presented at the Board meeting on Tuesday.

### Finance

An information paper regarding cash basis accounting was provided. Mr. Kirton is recommending that cash basis accounting is used primarily for simplicity, transparency and cost. The County can request special audits and performance audits and the State Auditor will audit the records. Mayor Erickson expressed her concerns with cash base accounting and discussions took place.

### Purchasing

A drafted purchasing policy was passed out at the last meeting. If any members have feedback please let Mr. Kirton know.

### Other

Nothing to report

### Risk Insurance

The Committee was provided copies of the Interlocal for Risk Insurance. The appendix of the amendment of the ILA needs to be signed by the chair of the Board.

**Sheriff Simpson made a motion to authorize the Chair to sign the Amendment of the Interlocal for Risk Insurance (138-16). Motion was seconded by Fire Commissioner Dusty Wiley. Motion passed.**

Additional, information was given to the committee regarding current risk as the counties property insurances expires in July. The Risk Manager is checking with the provider but does not think they can purchase ½ years' worth of insurance. Mr. Kirton and the Risk Manager are going to talk with WCIA about the possibility of doing the property transfer before the employee transfer and start covering the property. Kitsap 911 will look at the County to pay back some of the money Kitsap 911 invested in their risk pool.

### 6. Budget Report (reports were distributed)

Financial Analysts Robin King reviewed the budget reports for March. The revenues continue to track above budget with 23.1% of revenues received and the expenditures tracking below at 18.2% expended in Operations budget. Mrs. King reported the risks are a little more pessimistic as there are some decelerations in the Puget Sound area.

### 7. PDA Board Meeting

The first meeting of the Kitsap 911 Board of Directors will be on Tuesday May 3<sup>rd</sup> at 1200 at the Norm Dicks Government Center. The agenda will consist of asking for approval of the Bylaws, Election of Chair and Vice Chair, 2016 Meeting schedule, appointment of the Executive Committee, Recognition of the collective bargaining representative, Appointment of the Director, and report on the WCIA amendment signed by the Chair.

### 8. Goals and Tech Project Updates

The 2016 goal report were reviewed and the following goals were discussed;

*Update Interlocal Agreement/Create PDA*- This item will be completed after Tuesday and Kitsap 911 will be created.

*Complete CAD/Mobile Software Upgrade*- The go live date is on Tues May 17<sup>th</sup>. Mayor Erickson pointed out that Viking Fest is that weekend. Mr. Kirton will check with the Chief on installation status and with the CENCOM Tech staff on fallback capability.

**9. Staffing Report**

Deputy Director Maria Jameson-Owens reported the employees that just finished training are starting law enforcement dispatch, a director's interview took place for a lateral candidate that is moving on to the next phase and planning for the September Emergency Telecommunicators Trainee positions is being done. CENCOM is in a good place with employees and staffing. Additionally, last week CENCOM has been recommended to CALEA for accreditation and the State APCO called and informed that two awards were won at State Level for Critical Incident and Team Award.

**Good of the Order- None**

**Adjournment 14:29**

**The next regular meeting of the CEC is scheduled on May 25, 2016 from 13:00-15:00 at the CENCOM facility.**