

Kitsap 911 Board of Directors Meeting

September 9, 2017 (12:30 to 1:30)

Norm Dicks Building

A G E N D A

1. Call to Order (Ellingson)
2. Additions to the agenda (Ellingson)
3. Public Comment (limited to 2 minutes per speaker) (Ellingson)
4. Adoption of Minutes (6/6/17 and 7/14/17) (Ellingson)
5. Executive Committee Report (Kirton/Wiley)
 - Approved various A/P warrants and payroll, and ratified various contracts.
 - Adopted Resolution 2017-004, Revising Wage Range for Unrepresented Admin Employees.
 - Authorized termination of the CENCOM ILA
6. Action Item (Kirton)
 - Fire Units of Use- Unknown Injury Accidents
7. Staffing Report (Kirton)
8. Finance Report (King)
9. Goals, Projects, and Transition Report (Kirton)
10. Good of the Order (All)
11. Adjourn (Ellingson)

Next Meeting: December 5, 2017 from 1230-1330 at Kitsap 911



Kitsap 911 Board of Directors Meeting of June 6, 2017

ATTENDING:

Board of Directors:

Ed Wolfe-Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner
Patty Lent-City of Bremerton Mayor
Becky Erickson- City of Poulsbo Mayor
Jerry McDonald-City of Bremerton Council Member
Greg Wheeler-City of Bremerton Council Member (Vice Chair)
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner

CENCOM:

Richard Kirton- Executive Director
Maria Jameson-Owens- Deputy Director
Robin King-Financial Manager
Tracey Kellogg-New Finance Manager
Rachael Taylor-Human Resources Manager
Stephanie Browning- Administrative Specialist

Absent:

Robert Gelder- Kitsap County Commissioner
Val Tollefson- City of Bainbridge Island Mayor
Sheriff Gary Simpson
Rob Putansuu- City of Port Orchard Mayor

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

Additional Agenda Items: None

Public Comment: None

Adoption of the minutes: Director Charlotte Garrido made a motion to adopt the minutes from March 7, 2017. Motion was seconded by Director Greg Wheeler. Motion carried.

Introduction of New Finance and Human Resources Manager

Executive Director introduced Kitsap 911 new Finance Manager Tracey Kellogg. Tracey comes from Kitsap Public Health with over 40 years in finance. The new Human Resources Manager Rachael Taylor who comes from Harrison Medical Center and Kitsap Sun. She has been in the field for about 12 years.

Employee Recognition

Chair Ellingson presented Financial Manager Robin King with a certificate of appreciation and stated Robin came to Kitsap 911 with an extensive financial background, she was well organized, prepared and had detailed reports. In her 1st year she streamlined the budget process, 2nd year built on the process and turned the budget around in record time. She has created a budget report that provided a clear picture of where Kitsap 911 budget stood. Robin will be missed.

Chair Ellingson congratulated Public Safety Telecommunicator Emily Garner for her award for APCO Telecommunicator of the Year for Sustained Performance. Emily has been with Kitsap 911 for 11 years and prior was a Kitsap County Sheriff's Reserve Deputy. She is an exceptional dispatcher and well respected by her co-workers, supervisors and those in the field for her ability to manage the radio in any situation. She has the knowledge to anticipate what needs to be done. She is dedicated to Kitsap 911, a certified senior training officer, acting lead, academy instruction and law enforcement dispatch instructor within the agency. Emily sets the bar high.

Chair Ellingson congratulated Supervisor Shawn Handle for her award for APCO International Line Supervisor of the Year. Shawn started at Kitsap 911 as a call receiver in 2008, prior to that she worked as a dispatcher in Beaverton Oregon and Oklahoma. Shawn has worked her way up through the ranks at Kitsap 911 moving from call receiver, dispatcher, and assistant supervisor to supervisor. She has been a supervisor for more than two years and is more than a supervisor. She is a mentor, dedicated to training, cheerleader and caring ear. Individual efforts and passions inspire high performance in those she supervises. Her dedication is felt throughout the entire organization. She is a confident and well respected supervisor. Shawn is one of a kind and we are fortunate to have her.

Chair Ellingson Congratulated Executive Director Richard Kirton for his award for APCO International Communications Center Director of Year. Richard has been the Director of Kitsap 911 since June 30th, 2008, he was selected through a nationwide search and the Board of Directors could not be prouder of this selection. He joined Kitsap 911 in 1998 as the Training and Operations Manager. He has accomplished many things for the better of the organization, from revamping the funding formula, conquering of the recession and finally reaching and becoming a separate legal entity. Kitsap 911 is a more responsive organization to the changing needs and demographics of the region and more effective at managing resources and more nimble. Kitsap 911 is a stronger organization due to Richard Kirton's vision of what we could be

and what we should be.

Executive Committee Report

Executive Director Kirton reported the Executive Committee has been hard at work since the last Board of Directors meeting and meeting regularly. Since the last Board of Directors meeting the following actions items took place;

- *Approval various A/P warrants and payroll
- *Adopted Resolution 2017-001, establishing Purchasing Roster (via MRSC) and revising Purchasing Policies.
- *Authorized termination of the CENCOM ILA

Action Item

Adoption of Resolution 2017-002 Amending the 2017 Budget

Mr. Kirton presented 2 versions to consider. The primary purpose of the budget amendment is to reflect in the budget the changes to wages, salaries and benefits that were adopted with the collective bargaining agreement. The difference between version 1 and version 2 is yesterday we received notice from Washington DRS that the employer contributions for retirement for PERS2 and PERS3 are going up and the other change in the amendment is an increase in insurance in the property and liability insurance over what was placed in the original budget. And the final is 150K change due to repairs and maintenances needed in the HVAC at the facility. A total of 332,496.00.

Director Dusty Wiley made a motion to adopt resolution 2017-002 amending the 2017 budget option 2. Motion was seconded by Director Greg Wheeler. Director Erickson asked for clarification on the funding balance and cash flow. Motion Carried

Staffing Report

Deputy Director Maria Jameson-Owens reported there are currently five vacant positions. There are five call receivers in training, two lateral candidates are currently going through the hiring process and there is an open recruitment with 90 applicants to date. The recruitment will stay open until June 19th. New video advertising is on the Washington State Ferry routes and today there will be shooting a 3-4 min recruitment video.

Finance Report

Finance Manger Robin King presented the Kitsap 911 financial report for the end of April. Revenues are above projection with received are at 36.7% with a goal of 32.1%. Sales tax revenue was above project with the total being 34.2% received of the total budget. Kitsap 911 has expended 30.2% of the total appropriations. Salaries and Benefits are 1.4% above the unamended budget. There have been no reserve funds used and no risks identified.

Goals and Projects and Transition Report

Mr. Kirton gave a brief report and all projects besides the ones listed below are on track.

User Agreements- They are all completed except for the City of Bainbridge Island and Kitsap County.

Transfer of Building- Mr. Kirton has a meeting with the military department this morning and fairly confident they will execute the assignment in the next few days.

Develop proposal for reducing call to en-route times- This project was request by the Fire Chiefs and is a project to make changes to how we are alerting units they have a call for service. It would change from analog to digital. The design proposal should be completed by the end of 3rd quarter this year.

Backup Center- Central Kitsap School District has signed off on the plan and the changes of the plan have been presented to the water district and currently waiting to hear back if they agree to the changes to the proposal.

Deploy HR Software- This is substantially complete and the new HR software is being used for the current recruitment.

ESINET Cutover- The ESINET is the network 911 calls go over state wide and is managed by the State of WA. The State has original said the 911 centers would start cutting over in February 2017. AS of yet no 911 centers have been cut over and now they have delayed to October. The holdup was substantially Century Link not cooperating with the new vender who was selected via RFP. There is no impact operationally as the existing network works. As the project at the State level is delayed more and more of the State funds will go to the old vender and the new vender. The 911 coordinators group is unhappy and have told the State 911 office if there is not movement on this issue they will go to the Boards, Legislature and Media. For now this is a heads up. If you have a reaction to this report you can email Mr. Kirton.

Upgrade Zetron Max Software- This was intentionally delayed because there is a piece of software in the next version that improves location accuracy in cell phones. Currently working with vender on the next version and will have a new day shortly.

Additional Items/Good of the Order

None

The meeting was adjourned at 1:15 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is July 14, 2017 at 12:00 at Kitsap 911



Kitsap 911 Board of Directors Meeting of July 14, 2017

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Sheriff Gary Simpson
Patty Lent-City of Bremerton Mayor
Becky Erickson- City of Poulsbo Mayor
Jerry McDonald-City of Bremerton Council Member
Greg Wheeler-City of Bremerton Council Member (Vice Chair)
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner

CENCOM:

Richard Kirton- Executive Director
Rachelle Tate- Administrative Specialist

Absent:

Ed Wolfe-Kitsap County Commissioner
Robert Gelder- Kitsap County Commissioner
Val Tollefson- City of Bainbridge Island Mayor
Rob Putansuu- City of Port Orchard Mayor

Call to Order: Chair David Ellingson called the meeting to order at 12:17 pm.

Additional Agenda Items: None

Public Comment: None

2018 Budget Presentation and Discussion

Executive Director Kirton presented just the Operating Budget because Kitsap 911 is updating the multi-year technology plan and needs to complete the plan before moving forward with a technology budget. Since routine replacements and enhancements are funded through Kitsap 911 savings and special revenues the Board can adopt that portion of the budget later without impacting service fees. Adopting the operating budget with service fee allocations now allows notification to the Sheriff's office, cities, tribes, and fire districts on what their fees for 2018 will be and give them plenty of time to incorporate those into their budgets. Below are is a highlight of some items in the 2018 budget.

Revenues-

Sales Tax- If you compared 2017 budget to 2018 it looks like a big jump but this year we have taken a conservative approach to the 2018 revenue projections with a 4% increase. The numbers being projected are consistent with other preliminary local governments.

Telephone Excise Tax- These taxes are tracking slightly above budget and a 1% increase is being proposed for 2018.

Revenue Towers- Increase in revenue is due to a new tenant at the orchard heights site and slight adjustments build into the contracts.

Emergency Management Charges- This amount is based on a formula that has been used for many years with inflation factors built in.

Operating Transfer from 2017- This is the first time since Mr. Kirton has been the Director that a transfer has been proposed and he hopes not to make the transfer but would rather recommend then change the user fees.

Appropriations-

Debit Service- Since the packets were distributed the principal and interest have been broken apart. There is no change to the total.

Wages, Salaries, and Benefits- Requesting a 7% or 489K increase overall. Regular salaries has a 2.5% wage increase included in the CBA as well as step increases. There is also a 2.5% wage increase for non-represented but will come back at the December meeting updating the unrepresented wage scale for 2018. At that point it could be anywhere under the 2.5% included in the budget.

Social Security and PERS- This is set by the federal and state government and using the recommended DRS rates.

Medical Rates- Rates for the PPO went up 5% and 13.4% for Kaiser. The 2018 budget is based on the plans the employees chose in 2017.

Supplies and Services- Requesting a 4% or 84K decrease

Computer Software- This line includes the HR Software, Financial Management Software and Office 365. These were prior agreements that we had through the county.

Management Consulting- A three year average is used for this account code.

Professional Services- The increase is mostly due to the state completing audits.

Service Fee Formula

Police- The service fee formula is spelled in the Bylaws for law enforcement there is a .06 increase over 2017. ILEADS users have an additional .74 cent surcharge to pay for the pass through.

Fire- The fire service fee includes a surcharge for a potential alerting project. The Fire Chiefs earlier in the year ask Kitsap 911 to find out long it takes when a person enters an event to the point when units have been dispatched and previously the time interval was measured by the time the call receiver hit accept command to the time the dispatcher entered a dispatch event command. This year the analysis was taken one step further and looked at from the time of accept event all the way through to where units had enough information to respond. The preliminary analysis indicates a combination of technical and operational chart changes could significantly reduce the interval. The request is to add 250K now to the budget so once the plan is approved the project can get started right away. Mark Nelson who is working as an extra help employee is working on this and has gone through it with three other communication centers therefore he is very up-to-date.

Director Becky Erickson made a motion to approve Resolution 2017-003 adopting the 2017 Operations Budget. Motion was seconded by Director Patty Lent. Motion Carried.

Additional Items/Good of the Order

4th of July- Director Greg Wheeler asked about calls over the 4th of July. Mr. Kirton reported it was better than last year or the year before and more manageable. Quite a few calls went to the fireworks line and some people called the number then were unhappy to hear an officer would not be dispatched. Director Wheeler is hearing the grade is a D as far as the public's perspective. Director Becky Erickson stated the people in Poulsbo were mad and due to the angry response she received more emails than ever regarding fireworks complaints. Director Wheeler asked to see statistics on people treated for injuries and not gone to the emergency rooms. As it's important to see the demand on the services and broken down by demographics to see how many kids are getting injured and effects on pets/live stock. Chief Griffin will work on the fire side of the report. Mr. Kirton will bring this back to the SAB.

Active Shooter on Bainbridge Island- Director Erickson stated she was listening on the scanner and there was a lot of information coming across the scanner. You could clearly hear the swat team was coming over from Seattle. She thought when they moved to tactical channels it would be off the air. Mr. Kirton said none of the channels are encrypted including the tactical channel. Director Simpson said the regular channel you will get some of the movement. Erickson said if the bad people are listening too and are hearing everything why are they not encrypted? Mr. Kirton said costs, operational and interoperability which is the ability to have guardian one communicate on our channel. The last time encrypting was looked at was 1998, it's currently something to revisit as a part of the technology plan.

Kitsap County Fire Chiefs and Commissioners will be having their BBQ at Chief Griffins home and everyone is invited.

The meeting was adjourned at 1:29 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is July 14, 2017 at 12:00 at Kitsap 911



Kitsap 911 Board of Directors Information Paper

Issue : Fire Units of Use – Unknown Injury Accidents.

Meeting Date: September 5, 2017

Action Requested: Provide direction regarding how MVCG events should be counted in the units of use totals.

Issue: Should unknown injury accidents be charged a full unit of use when fire department units do not respond?

Background: A unit of use is basically any call for service handled by the dispatcher. Certain events which have to be dispatched multiple times (aka “held” calls) count as 1.5 units. Events entered into the online reporting system are counted as ½ a unit.

An “MVCG” is a Motor Vehicle Collision where the caller is unable to determine whether or not there are any injuries and is not reporting any mechanism that indicates a high likelihood of injury. For example a rollover accident would not be coded MVCG even if the caller did not know if anyone was injured or not.

Three fire departments currently do not respond to MVCG events (Bremerton Fire, South Kitsap Fire and Rescue, and Central Kitsap Fire and Rescue). At the request of these chiefs the Strategic Advisory Board (SAB) reviewed the issue and ultimately recommended MVCG events be counted as ½ a unit of use for fire if units do not respond. A ½ unit factor was chosen because the dispatcher still has to complete certain tasks for the event even though those departments are not dispatched.

Fiscal Impact: There are 2061 MVCG events in question for the 2018 budget.

If the board chooses to not count these MVCG events, the fiscal impact will be \$3851. If the board chooses to count these events as .5 a unit of use, the fiscal impact will be \$1910.

A breakdown of the 2018 Budget allocations and impacts of both options are below:

Budget Impact by Agency	2018 Original Allocation	2018 Adjusted Allocations if no cost for MVCG	Adjustment	2018 Adjusted Allocations if .5 cost for MVCG	Adjustment
Bremerton Fire	\$ 173,102	\$ 171,857	\$ (1,245)	\$ 172,486	\$ (616)
North Kitsap F&R	\$ 57,007	\$ 58,086	\$ 1,079	\$ 57,542	\$ 535
Port Gamble Fire	\$ 3,562	\$ 3,636	\$ 74	\$ 3,599	\$ 37
Central Kitsap F&R	\$ 160,339	\$ 158,352	\$ (1,987)	\$ 159,353	\$ (986)
South Kitsap F&R	\$ 202,957	\$ 202,338	\$ (619)	\$ 202,648	\$ (308)
Poulsbo Fire/FD18	\$ 77,717	\$ 79,225	\$ 1,508	\$ 78,465	\$ 748
Bainbridge Island Fire	\$ 62,375	\$ 63,565	\$ 1,190	\$ 62,965	\$ 590
Total Fiscal Impact			\$ 3,851		\$ 1,910

Options: (1) Continue to count MVCG events as 1 unit of use regardless of whether fire units respond or not. (2) Count MVCG events as ½ unit of use if fire units do not respond. (3) Do not count MVCG events as a unit of use when fire units do not respond.

Recommendation: The SAB recommends option 2- count MVCG events as ½ unit of use if fire units do not respond.

Executive Summary

Kitsap 911 Board of Directors

Subject: Budget Report (actuals as of June 30, 2017)

Summary: For the period of June 2017, revenues continue to trend above projections and expenses below projections.

Revenues: We have received 53.1% (\$4.90M) of budgeted revenues through June 2017, with a YTD goal of 48.6%.

Our sales tax revenue is above projection for 2017, with our total 4.0% above the June YTD amended budget. We have received 51.5% of the total budgeted sales tax revenue with a YTD goal of 47.5%.

Regarding excise taxes, if we reverse the effect of the VOIP excise tax audit payment received in April, we have received approximately 50% of the total budgeted excise tax revenue with a YTD goal of the 49.8%.

As of June, we did not bill or receive any State grant money. The funds are generally billed twice a year in July and December.

Other revenues are tracking above projections with 57.7% received of the 50% YTD budget expected. This is due to variations in MCT hardware purchases.

Expenditures: We have expended 48.5% (\$4.92M of \$10.1M) of our **total** appropriation with a YTD goal of 52.9%. We have expended 50.0% (\$4.76M of \$9.52M) of our **operating** appropriation with a YTD goal of 53.1% through June 2017. The report has been updated for the budget amendment approved at the last meeting.

Within the operating expenditures, Salaries and Benefits are 0.8% below the amended budget. We have expended 49.6% of the total YTD Salaries and Benefits budget (\$3.47M of \$7.0M) with a goal of 50.4%.

Operating Supplies and Services (excluding Inter-fund and Bond Payments) are 8.6% below the amended budget. We have expended 50.8% of the total Operating Supplies, Services, Inter-fund, and Bond budget (\$1.3M of \$2.5M) with a goal of 60.5%. The first bond payment for 2017 of \$392,761 was paid on June 1st.

Technical System Enhancements: We have expended 25.8% (\$157K of \$609K) through June 2017, with a goal of 50%.

Reserves: Although we did allocate some reserves to cover the budget amendment, we have not had to use any of our reserve funds for actual expenditures this year.

Risks:
No risks identified.

Financial Statement Formatting:

Reports have been adjusted to the nearest dollar. In addition, with the goal of simplifying monthly financial reports and making them easier to read, an alternative reporting format was submitted to and approved by the Executive Committee in August. An enhancement for future reports will be to add a column for "expected" dollars and percentages based on our knowledge to cash flows of specific line items.



Kitsap 911

Monthly Financials for the 6 months ended 06/30/2017

Revenues

Description	Amended 2017 Budget	Year-To-Date Actuals 2017	Delta	
			\$	%
Sales Tax	\$4,156,196	\$2,141,162	(\$2,015,034)	51.5%
Telephone Excise Tax	2,408,805	1,250,266	(1,158,539)	51.9%
Other Revenues	2,650,929	1,504,080	(1,146,849)	56.7%
Total Revenues	\$9,215,930	\$4,895,507	(\$4,320,423)	53.1%

Expenditures

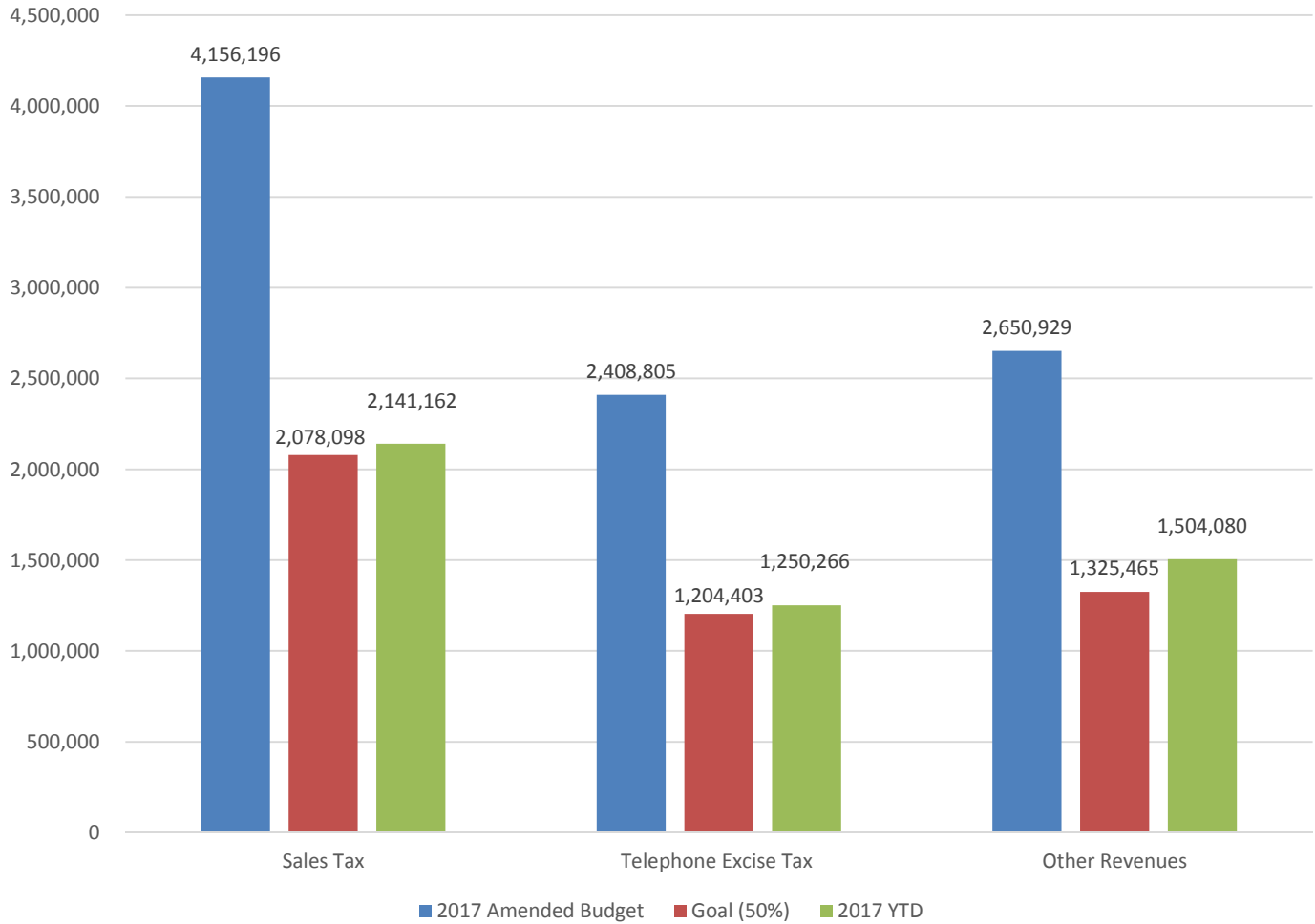
Description	Amended 2017 Budget	Year-To-Date Actuals 2017	Delta	
			\$	%
Labor				
Salaries	\$5,255,014	\$2,473,329	(\$2,781,685)	47.1%
Payroll Taxes	500,010	187,943	(312,067)	37.6%
Benefits	1,556,826	805,545	(751,281)	51.7%
Budgeted Attrition	(327,008)	0	327,008	0.0%
Total Labor	\$6,984,842	\$3,466,816	(\$3,518,026)	49.6%
Operating Expenditures				
Supplies	\$115,023	\$93,325	(\$21,698)	81.1%
Professional Services	488,506	66,655	(421,851)	13.6%
Communications	196,045	105,120	(90,925)	53.6%
Travel	41,674	11,844	(29,830)	28.4%
Advertising	3,500	4,176	676	119.3%
Operating Rents/Leases	190,773	51,308	(139,465)	26.9%
Insurance	77,408	77,993	585	100.8%
Utilities	123,132	73,844	(49,288)	60.0%
Repairs & Maintenance	782,943	390,560	(392,383)	49.9%
Miscellaneous	77,412	23,399	(54,013)	30.2%
Total Operating Expenditures	\$2,096,416	\$898,225	(\$1,198,191)	42.8%
Debt Service				
LTGO Bond 2005 Refdg - Principal	\$442,555	\$339,508	(\$103,047)	76.7%
LTGO Bond 2005 Refdg - Interest	0	53,253	53,253	N/A
Total Debt Service	\$442,555	\$392,761	(\$49,794)	88.7%
Technology Expenditures				
<i>Miscellaneous (34)</i>				
Supplies	\$77,607	\$69,191	(\$8,416)	89.2%
Professional Services	74,070	8,325	(65,745)	11.2%
Repairs & Maintenance	43,590	95	(43,495)	0.2%
Miscellaneous	25,000	0	(25,000)	0.0%
Capital > \$5,000	191,877	36,712	(155,165)	19.1%
Interfund	1,615	0	(1,615)	0.0%
Subtotal Miscellaneous Tech	\$413,759	\$114,323	(\$297,821)	27.6%
<i>Backup Center (35)</i>				
Capital > \$5,000	\$58,288	\$0	(\$58,288)	0.0%
Subtotal Backup Center	\$58,288	\$0	(\$58,288)	0.0%
<i>ACOM Expenses (36)</i>				
	\$0	\$0	\$0	N/A
<i>Next Generation 911 (37)</i>				
Salaries	\$65,200	\$35,166	(\$30,034)	53.9%
Payroll Taxes	5,951	3,183	(2,768)	53.5%
Benefits	18,839	3,993	(14,846)	21.2%
Professional Services	0	766	766	N/A
Miscellaneous	10,000	0	(10,000)	0.0%
Capital > \$5,000	37,266	0	(37,266)	0.0%
Subtotal Next Generation 911	\$137,256	\$43,107	(\$94,149)	31.4%
Total Technology Expenditures	\$609,303	\$157,430	(\$451,873)	25.8%
Total Expenditures	\$10,133,116	\$4,915,233	(\$5,217,883)	48.5%



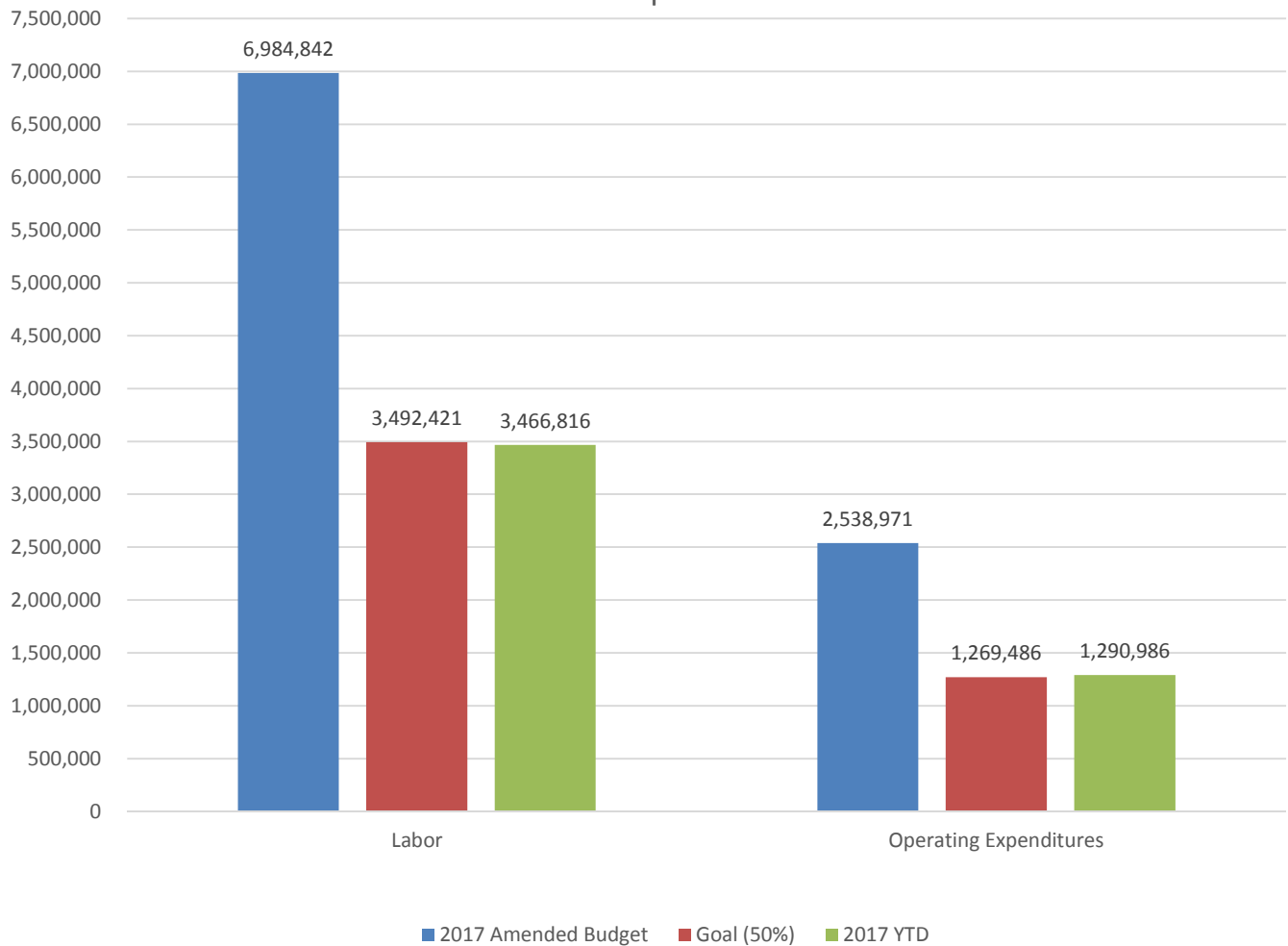
Kitsap 911

Monthly Financials for the 6 months ended 06/30/2017

2017 Revenue



2017 Expenditures



Kitsap 911 2017 Goals

Rev. 2017-8-10

Remaining Transition Tasks and Key Initiatives

A key initiative is a project with a significant resource impact

Line	Status	Priority	Goal	
1	Mostly Complete	T	Contract "assignment"	3/31/2017
2	Mostly Complete	T	Lease Agreements (Gold Mtn, etc)	3/31/2017
3	Complete	T	Set up electronic payments to state, feds, etc	3/31/2017
4	Complete	T	Utilities	2/28/2017
5	Progress	T	User Agreements (Cities, county tribes)	2/28/2017
6	Progress	T	Transfer of Building, DEM facility agreement	3/31/2017
7	Progress	T	DIS service agreement	3/31/2017
8	Progress	T	User Agreements (KAR, BIAA)	2/28/2017
9	Complete	T	Authorize disposal of surplus equipment	2/28/2017
10	Complete	T	Terminate CENCOM ILA (eff. 1q2017)	3/31/2017
11	Complete	1	Financial Policies/Controls	3/31/2017
12	Complete	1	Email Domain	3/31/2017
13	On Track	1	Long Range Plan (Tech/Finance and Ops focus)	12/31/2017
14	Complete	1	CAD Upgrade (Maintenance Release)	2Q17
14A	On Track	1	MCT Software Upgrade (Maintenance Release)	3Q17?
15	On Track/Progress	1	Develop proposal for reducing call to en-route times	3Q17
16	On Track	1	Replace DC Battery System at Gold Mountain	3Q17
17	At Risk	1	Backup Center	3Q17
18	Complete	1	Deploy HR Software	3Q17
19	Pending/Progress	1	ESINet Cutover (State driven estimated window= Oct 17 to Aug 18)	TBD
20	On Track	2	Office 365 deployment	9/30/2017
21	Pending	2	Upgrade Zetron Max Software	4Q17
22	At Risk	2	Mobile Responder Deployment	3Q17
23	On Track	2	Backup Fire Dispatching Process	3Q17
24	Mostly Complete	2	Security System @Carver (Incl Cameras)	4Q17
25	On Track	2	Multi Factor Authentication	4Q2017
26	Ongoing	2	Secure Funding For Bainbridge Island Tower (Winslow Area)	Ongoing
27	Ongoing	2	Secure Additional Frequency Licenses	Ongoing
28	On Track	3	Sharepoint (including website)	12/31/2017
29	On Track	3	Support Address Correction Efforts	12/31/2017
30	On Track	3	Update all Policies and Procedures	6/30/2018
31	On Track	3	Complete Transition to GeoSpatial Routing (State Driven)	6/30/2018
32	On Track	3	AVL Based Deployments	4Q17
33	Pending	3	Technology Monitoring	4Q17
34	Ongoing	3	Training - Continuous Improvement Process	Ongoing
35	Ongoing	3	Hiring Process- Continuous Improvement Process	Ongoing
36	On Track	3	Tower Site Improvements	4Q17
37	On Hold	4	Upgrade Radio Consoles	TBD
38	On Track	3	Microwave System Improvements	TBD
39				
40				