Kitsap 911 Executive Committee Meeting

January 24, 2018 ~ 1:00 PM to 3:00 PM
Kitsap 911

A G E N D A

1. Call to Order (Chair)
2. Additions to Agenda (Chair)
3. Approval of Minutes (12/13) (Chair)
4. Public Comment (limited to 2 minutes per speaker) (Chair)
5. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Kirton/King)
   a. A/P Warrant Numbers 1694 through 1771 Total $540,785.72
   b. Payroll Dated 12/14/17,12/15/17, 12/18/17, 12/29/17, 01/12/18 Total: $694,943.30
6. Ratification of Executed Contracts (Kirton)
   a. N/A
7. Action Items (Chair/Kirton)
   a. Election of Chair and Vice Chair
   b. Resolution 2018-001, Declaring Certain Personal Property Surplus and Authorizing Disposal
   c. Records Retention Schedule- AVL Records
8. Discussion Items (Kirton)
   a. UPS Failure
   b. Gold Mountain Tower Braces
9. Possible Closed Session to Discuss Labor Relations (Kirton/Taylor)
10. Reports
    a. Financial Report (King)
    b. Staffing Report (Jameson-Owens)
    c. Goals and Tech Project Updates (Kirton)
11. Additional Agenda Items *(If any)*
    a. _____
    b. _____
    c. _____
12. Good of the Order
13. Adjourn

Kitsap 911 Executive Committee Meeting of December 13, 2017

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Becky Erickson (Via Conference Call), Director Gary Simpson, Director Patty Lent, Strategic Advisory Board Chair Jeff Griffin, Strategic Advisory Board Vice-Chair Chief Matthew Hamner, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Financial Manager Tracey Kellogg, Human Resource Manager Rachael Taylor and Administrative Specialist Stephanie Browning. Absent:

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

Additions to Agenda: None

Public Comment: None

Approval of Minutes:

Director David Ellingson moved to approve the minutes from November 22, 2017. Motion was seconded by Director Dusty Wiley. One abstained from Director Simpson. Motion Passed.

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 1652 through 1693 Total $57,427.96 and Payroll dated 12/01/17 Total $276,266.59. Motion was seconded by Director Dusty Wiley. Motion Passed.

Ratification of Executed Contracts:
None

Action-

Resolution 2017-008 Authorizing Purchases from or through the United States Government-
Executive Director Kirton informed the committee that Kitsap 911 purchasing policy states we can make purchases from or through the Government as long as a resolution is enacted.

Director David Ellingson made a motion to approve Resolution 2017-008. Motion was seconded by Director Gary Simpson. Motion Passed.

Executive Directors Salary
Executive Director Richard Kirton will be due for a step increase on December 26th.

Director David Ellingson made a motion for a 5% step increase to the Executive Director effective December 26th, 2017. Motion was seconded by Director Gary Simpson. Motion Passed.

Closed Session to Discuss Labor Relations
Start 1309
End 1319

Reports-

Financial Report- (reports were distributed)

Financial Manager Tracey Kellogg provided the budget reports for November 2017. The budgeted revenues continue to be ahead of projections and budgeted expenditures are behind projected.

Staffing Report-

Director Kirton stated there was no change since the report at the Board of Directors Meeting last week. There are eight viable candidates for the Financial Manager position and one for the Technical position. Interviews will take place shortly after the first of the year.

2017 Goal and Tech Project Update-

Transfer of Building- The County Administrator has stated Kitsap County will not be signing the Military department agreement until after Kitsap 911 and Emergency Management have a lease agreement for space. There is a draft agreement that will go to Kitsap County in the next few weeks.

End of Year Inventory- All of the last fleet of MCT are still on the inventory and in the Kitsap 911 storage shed and need to be removed. The removal takes action from the Executive Committee. Once the MCT are removed from the inventory they can be surplus; there is little value. Executive Director Kirton needs to know what details the Committee would like see. Director Lent made the suggestion to donate them to a class or repurpose them. Director Erickson said the City of Poulsbo would like to keep 3-4 of them and deploy them out with their Public Works and wonders if that is possible. Mr. Kirton is not sure they will be of any value for either purposes but suggested their tech representative contact Paul Cocus at Kitsap 911.

Additional Agenda Items-
None

Good of the Order:

Chief Griffin stated the Strategic Advisory Board has elected a new Fire Representative who is Chief Wright and he will be the Vice Chair and Police Representative Hamner will be the Chair. Hamners position will be confirmed after the Police Chiefs meeting tomorrow. Chief Griffin appreciated being a part of these meetings.

Director Ellingson wished everyone a very Merry Christmas.

Adjournment 13:34

The next regular meeting of the Kitsap 911 Executive Committee is scheduled on January 10, 2018 from 13:00-15:00 at the CENCOM facility.

Kitsap 911 Executive Committee Information Paper

Issue : Records Retention – AVL Records

Meeting Date: January 23, 2017

Action Requested: Authorize a change to the Kitsap 911 Records Retention Schedule reducing retention period for Automatic Vehicle Location (AVL) records to 90 days.

Issue: Kitsap 911 currently retains AVL records for 6 years. The State record retention schedule only requires us to keep AVL records for 30 days.

Background: Certain response vehicles are equipped with hardware that regularly sends AVL or "GPS" information to Kitsap 911's servers.

When we originally deployed the AVL system we received a legal opinion that most AVL information was exempt from public disclosure. Recent court cases have clarified that AVL information is subject to disclosure with only very limited exceptions.

The statewide records retention schedule generally requires retention of these records for 30 days but agencies may follow a local schedule which provides for longer retention. We currently retain AVL records for 6 years.

Fiscal Impact: N/A – Changing the retention schedule for AVL records will not have a direct fiscal impact. Indirect costs IE staff time to respond to records requests have not been calculated.

Recommendation: The Strategic Advisory Board recommends reducing the retention period for AVL records, potentially to as little as 30 days.

Staff reccoments reducing to a 90 day retention period now and reevaluating in 6 months.

ACCOUNTS PAYABLE

1694 - 1703

Kitsap 911
MCAG #: 3179

As Of: 01/11/2018

Time: 10:43:14 Date: 12/12/2017
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
942	12/12/2017	12/14/2017 386	ARCHITECTS RASMUSSEN TRIEBELHORN, AIA/PS	525.00	17-0905A
943	12/06/2017	12/14/2017 343	BIAS	11,846.96	17-1012B 01/01/18-12/31/18
944	12/12/2017	12/14/2017 167	CDW GOVERNMENT	176.86	17-1129A
945	12/12/2017	12/14/2017 167	CDW GOVERNMENT	8.27	17-1117A Partial Paid On 12/07/17
946	12/12/2017	12/14/2017 188	DATEC INCORPORATED	256.16	17-1129F
947	12/12/2017	12/14/2017 188	DATEC INCORPORATED	303.02	17-1129C
948	12/12/2017	12/14/2017 315	LAW OFFICE OF KENNETH W. BAGWELL	1,657.50	KC911-006 11/01/17-11/30/17
949	12/12/2017	12/14/2017 394	NATIONS ROOF NORTHWEST, LLC	539.63	17-1128 DEM R
950	12/12/2017	12/14/2017 227	OPEN SQUARE	239.85	17-1005B Chair For Tracey
951	12/12/2017	12/14/2017 241	PUGET SOUND ENERGY	663.47	
952	12/12/2017	12/14/2017 289	SOUTH KITSAP FIRE & RESCUE	1,175.92	KC-023-03 TMOBILE
953	12/12/2017	12/14/2017 277	WASHINGTON STATE SUPPORT REGISTRY	675.00	Eberspecher Payroll 12/15/17
			Report Total:	18,067.64	

STATE OF WASHINGTON - COUNTY OF KITSAP

I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed as described herein, and that the claims are just, due and unpaid obligations against the County of Kitsap, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER

12/12/17

Tracy Kellogg 12/12/17

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

12/13/17

ACCOUNTS PAYABLE

1704-1720

Kitsap 911
MCAG #: 3179

As Of: 12/21/2017

Time: 14:19:21 Date: 12/19/2017
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
965	12/15/2017	12/21/2017 373	AIR MANAGEMENT SOLUTIONS LLC	5,835.86	17-1026A DEm R
967	12/15/2017	12/21/2017 167	CDW GOVERNMENT	45.36	17-1204C
966	12/15/2017	12/21/2017 322	CENTURYLINK	282.41	11/04/17-12/03/17
968	12/12/2017	12/21/2017 188	DATEC INCORPORATED	211.46	17-1129D
969	12/15/2017	12/21/2017 188	DATEC INCORPORATED	548.28	17-1129E
977	12/15/2017	12/21/2017 317	ELDORADO HILLS, INC	105.00	Readerboard 04/23-04/27
970	12/15/2017	12/21/2017 376	KITSAP COUNTY I.S. DEPT	8,900.50	Dec Intergraph/Cops
971	12/15/2017	12/21/2017 216	LANGUAGE LINE SERVICES, INC.	243.34	Usage For Nov 2017
972	12/15/2017	12/21/2017 337	MEMD, INC	158.00	Dec 79 Employees
976	12/12/2017	12/21/2017 318	MENTOR COMPANY	253.00	Readerboard 04/09-04/13
973	12/15/2017	12/21/2017 307	NATIONAL EMERGENCY NUMBER ASSOCIATION	137.00	2018 Nena Membership
978	12/05/2017	12/21/2017 228	ORKIN	121.33	Dec Service DEM R
979	12/15/2017	12/21/2017 233	PENINSULA SERVICES	16.00	CD#83100 11/09/17
980	12/15/2017	12/21/2017 249	SPOK, INC.	26.65	12/01/17-12/31/17
974	12/19/2017	12/21/2017 411082	TAYLOR, RACHAEL E	14.00	Bridge Toll
975	12/15/2017	12/21/2017 273	TPSC	88,684.09	DEC 2017 KC911-010 Case # 69142
981	12/15/2017	12/21/2017 267	WCP SOLUTIONS	117.07	17-1122 DEm R
982	12/15/2017	12/21/2017 352	WFCA	4,198.00	2018 Dues
			Report Total:	109,897.35	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

12/19/17

ACCOUNTS PAYABLE

1721-1746

Kitsap 911
MCAG #: 3179

As Of: 01/27/2018

Time: 14:06:42 Date: 12/28/2017
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
989	12/20/2017	12/29/2017 153	A T & T MOBILITY II LLC	35.79	11/08/17-12/07/17
991	12/26/2017	12/29/2017 163	BREM-AIR	306.85	12/01/17-12/31/17 DEM R
1004	12/20/2017	12/29/2017 266	BUDGET & FISCAL SERVICES, WA STATE PATROL	2,700.00	4rth QTR KIT300 ACCES User Fee
990	12/26/2017	12/29/2017 164	BUILDER'S HARDWARE & SUPPLY CO, INC.	88.37	17-1206
1009	12/27/2017	12/29/2017 172	CENTURYLINK	2,533.86	12/16/17-01/16/18
992	12/27/2017	12/29/2017 183	CRESCENT MOON CATERING	292.20	Lunch For Kitsap 911 Executive MTG On 12/05/17
993	12/27/2017	12/29/2017 188	DATEC INCORPORATED	1,929.30	17-1127 100% BPD
994	12/26/2017	12/29/2017 190	DELL MARKETING L.P.	33.71	17-0519
995	12/26/2017	12/29/2017 190	DELL MARKETING L.P.	49.04	17-1204B
1016	12/28/2017	12/29/2017 194	EAGLE COMMERCIAL SERVICES, INC.	1,956.60	17-0613D
1017	12/28/2017	12/29/2017 194	EAGLE COMMERCIAL SERVICES, INC.	1,847.90	17-0526
996	12/26/2017	12/29/2017 198	FEDEX	53.77	Invoice Summary For Dec 22nd, 2017
997	12/26/2017	12/29/2017 204	HOLADAY PARKS, INC.	2,455.23	17-0111C Open IPO October Maintenance DEM R
998	12/20/2017	12/29/2017 207	INTERGRAPH CORPORATION	229,298.33	REF GSA Contract 35F-0011K
999	12/26/2017	12/29/2017 218	LOWE'S BUSINESS ACCOUNT	13.45	
1001	12/26/2017	12/29/2017 232	PENINSULA LIGHT CO.	123.19	11/15/17-12/15/17
1000	12/19/2017	12/29/2017 238	POPE RESOURCES	88.65	2017 Tower Lease KC-347-03
1015	12/28/2017	12/29/2017 393	PREMIER RENTALS, LLC	185.30	17-1219
1002	12/26/2017	12/29/2017 240	PUBLIC UTILITY DISTRICT #1 OF JEFFERSON	155.45	11/12/17-12/12/17
1011	12/27/2017	12/29/2017 354776	SIMONSON , TIMOTHY A	345.30	Cell Phone Reimbursment 01/28/17-12/28/17
1003	12/20/2017	12/29/2017 250	SPRINT, NEXTEL OF CALIFORNIA, INC	20.41	11/12/17-12/11/17
1014	12/28/2017	12/29/2017 252	STRUCTURED	8,287.64	17-1221
1005	12/27/2017	12/29/2017 255	TFS LEASING A PROGRAM OF DE LAGE	1,722.59	DEM R 12/15/17-01/14/18
1013	12/28/2017	12/29/2017 246267	UNGREN , TERESE L	96.14	Ungren Cell Phone Reimbursement 10/19/17-12/18/17
1010	12/25/2017	12/29/2017 263	US BANK NATIONAL ASSOCIATION, CORPORATE]	2,376.72	Statement Date 12/25/17
1006	12/27/2017	12/29/2017 309	WA CITIES INSURANCE AUTHORITY	76,143.00	Liability And/or Program For 2018 K911-002
1007	12/20/2017	12/29/2017 267	WCP SOLUTIONS	105.95	17-1214A DEM R
1012	12/28/2017	12/29/2017 408811	WRIGHT , THOMAS S	491.49	Cell Phone Reimbursement 12/14/16-12/13/17
			Report Total:	333,736.23	

ACCOUNTS PAYABLE

Kitsap 911
MCAG #: 3179

As Of: 01/27/2018

Time: 14:06:42 Date: 12/28/2017
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo

STATE OF WASHINGTON - COUNTY OF KITSAP
I, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, the labor performed as described herein, and that the claims are just, due and unpaid obligations against the County of Kitsap, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER

12/28/2017
1/8/18

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

12/28/17

ACCOUNTS PAYABLE

1747-1771

Kitsap 911
MCAG #: 3179

As Of: 01/11/2018

Time: 12:57:31 Date: 01/09/2018
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
1022	01/02/2018	01/11/2018	154	ABM JANITORIAL SERVICES	1,227.93	17-0207A DEM R NOV 2017
1023	01/02/2018	01/11/2018	373	AIR MANAGEMENT SOLUTIONS LLC	937.40	17-1010A DEM R
1024	01/03/2018	01/11/2018	396	BIDDLE CONSULTING GROUP, INC	1,797.00	18-0109B 2018
1025	01/08/2018	01/11/2018	164	BUILDER'S HARDWARE & SUPPLY CO, INC.	181.35	12-1220
1026	01/10/2018	01/11/2018	168	D.B.A. CTS LANGUAGE LINK, CORPORATE TRANS	1.87	Invoice Date 01/02/18
1027	01/10/2018	01/11/2018	187	DARO CREATIVE	2,000.00	18-0109C 2017 Annual Report 50%
1028	01/03/2018	01/11/2018	188	DATEC INCORPORATED	10,060.99	17-1218 100% KCSO
1034	01/02/2018	01/11/2018	367	GOOD TO GO!	7.00	Good To Go 12/27/17-01/14/18
1033	01/02/2018	01/11/2018	201	GTP TOWERS ISSUER LLC	3,318.92	18-0109D Jan 2018 Utiliites And Rent
1035	12/26/2017	01/11/2018	203	HIS HANDS LAWN CARE & SERVICES, INC.	844.75	18-0109E OPEN IPO 2018 DEm R
1050	12/29/2017	01/11/2018	170	KITSAP 911 PETTY CASH	88.96	DEC 2017
1036	01/02/2018	01/11/2018	215	LABOR RELATIONS INFORMATIONS SYS	150.00	2018 Subscription
1051	01/08/2018	01/11/2018	315	LAW OFFICE OF KENNETH W. BAGWELL	1,462.50	K911-006 120117-123117
1037	01/03/2018	01/11/2018	225	OFFICE DEPOT	58.58	17-1207
1038	01/03/2018	01/11/2018	225	OFFICE DEPOT	789.07	17-1130
1039	01/02/2018	01/11/2018	308	ONE MINT	461.25	K911-012 DEC 2017
1040	01/09/2018	01/11/2018	235	PHILLIPS 66	113.69	Statement 01/04/18
1041	01/08/2018	01/11/2018	241	PUGET SOUND ENERGY	20,434.17	DEM R-KItsap 911
1042	01/08/2018	01/11/2018	247	SOUND PUBLISHING, INC	148.00	201 Newspaper Subsription
1043	01/08/2018	01/11/2018	249	SPOK, INC.	26.67	01/01/18-01/31/18
1044	01/08/2018	01/11/2018	253	SUQUAMISH INDIAN TRIBE	4,619.73	KC05306 DEC 17 & JAN 18
1045	01/02/2018	01/11/2018	262	TMOBILE	10.19	11/21/17-12/20/17
1046	01/09/2018	01/11/2018	263	US BANK NATIONAL ASSOCIATION, CORPORATE]	15.99	Statement 12/26/17-
1047	01/09/2018	01/11/2018	264	VERIZON WIRELESS	29,638.49	10/11-11/10 & 11/11-12/10
1049	01/09/2018	01/11/2018	277	WASHINGTON STATE SUPPORT REGISTRY	675.00	Eberspecher Payroll 01/12/18
1048	01/04/2018	01/11/2018	398727	WECKER , BRANDON S	15.00	Ferry Fare
				Report Total:	79,084.50	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

Robin Kelly

1/9/18

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 1/12/2018
Pay Period: 12/25/2017 to 1/7/2018

Pay Detail - 89822		
Item	**Amount**	
Net Payroll	$	130,340.19
941 Tax (Withholding, Social Security & Medicare)	$	53,132.66
Employment Security	$	2,341.48
Labor & Industries	$	1,098.25
PERS 2 & PERS 3	$	38,801.68
Washington State Deferred Comp	$	357.14
ICMA Deferred Comp	$	1,052.14
AFLAC	$	1,293.74
Flex Spending - Wageworks	Jora need to transfer $	1,099.16
Guild Dues	$	1,730.00
Use Tax	$	92.58
Total Payroll	$	231,339.02

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable				
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**	
PPO 100	2,818.25	19,519.12	$	22,337.37
Group Health	1,922.36	14,096.86	$	16,019.22
Delta Dental	458.90	2,414.60	$	2,873.50
Life Insurance	295.47	130.05	$	425.52
Garnish			$	-
DSHS	675.00		$	675.00
Total Health Care & Other Benefits/Deductions			$	42,330.61

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved:	$	273,669.63
Transferred to Payroll Account	$	231,339.02

Authorized Signature - Kitsap 911 — **DATE** 1/10/18

Executive Committee Chair — **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 12/29/2017
Pay Period: 12/11/2017 to 12/24/2017

Shurick - Rates Missing for part of payroll

Pay Detail - 89822		
Item	**Amount**	
Net Payroll	$	826.24
941 Tax (Withholding, Social Security & Medicare)	$	219.30
Employment Security	$	12.73
Labor & Industries	$	-
PERS 2 & PERS 3	$	180.29
Washington State Deferred Comp		
ICMA Deferred Comp		
AFLAC		
Flex Spending - Wageworks		
Guild Dues		
Use Tax		
Total Payroll	$	1,238.56

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100			$ -
Group Health			$ -
Delta Dental			$ -
Life Insurance			$ -
Garnish			$ -
DSHS			$ -
Total Health Care & Other Benefits/Deductions			$ -

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved: $ 1,238.56
Transferred to Payroll Account $ -

Authorized Signature - Kitsap 911 — **DATE** 12/29/17

Executive Committee Chair — **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 12/29/2017
Pay Period: 12/11/2017 to 12/14/2017

Pay Detail - 89822		
Item	**Amount**	
Net Payroll	$	135,190.26
941 Tax (Withholding, Social Security & Medicare)	$	51,970.78
Employment Security	$	2,264.94
Labor & Industries	$	1,195.34
PERS 2 & PERS 3	$	37,983.23
Washington State Deferred Comp	$	78.82
ICMA Deferred Comp	$	1,038.82
AFLAC	$	-
Flex Spending - Wageworks	$	-
Guild Dues	$	-
Use Tax		
Total Payroll	$	229,722.19

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100	2,736.24	18,312.86	$ -
Group Health	1,753.36	14,186.77	$ -
Delta Dental	561.61	2,447.28	$ -
Life Insurance		309.54	$ -
Garnish		0	$ -
DSHS	675.00	**0**	$ -
Total Health Care & Other Benefits/Deductions			$ -

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved:	**$ 229,722.19**
Transferred to Payroll Account	**$ 229,722.19**

Authorized Signature - Kitsap 911 — **DATE** 12/29/17

Executive Committee Chair — **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 12/18/2017
Pay Period: 11/27/2017 to 12/10/2017

Shurick - Rates Missing for part of payroll; Anderson - SL Payout missed

Pay Detail - 89822		
Item	**Amount**	
Net Payroll	$	1,444.60
941 Tax (Withholding, Social Security & Medicare)	$	345.52
Employment Security	$	13.05
Labor & Industries	$	(0.74)
PERS 2 & PERS 3	$	184.72
Washington State Deferred Comp		
ICMA Deferred Comp		
AFLAC		
Flex Spending - Wageworks		
Guild Dues		
Use Tax		
Total Payroll	$	1,987.15

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable				
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**	
PPO 100			$	-
Group Health			$	-
Delta Dental			$	-
Life Insurance			$	-
Garnish			$	-
DSHS			$	-
Total Health Care & Other Benefits/Deductions			$	-

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved:	$	1,987.15
Transferred to Payroll Account	$	-

Authorized Signature - Kitsap 911 — **DATE** 12/13/17

Executive Committee Chair — **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 12/15/2017
Pay Period: 11/27/2017 to 12/10/2017

Pay Detail - 89822		
Item	**Amount**	
Net Payroll	$	**129,727.31**
941 Tax (Withholding, Social Security & Medicare)	$	**51,022.78**
Employment Security	$	**2,238.24**
Labor & Industries	$	**1,243.79**
PERS 2 & PERS 3	$	**42,245.03**
Washington State Deferred Comp	$	**353.04**
ICMA Deferred Comp	$	**1,048.04**
AFLAC	$	**1,236.91**
Flex Spending - Wageworks	$	**803.44**
Guild Dues	$	**1,790.00**
Use Tax	$	**75.06**
Total Payroll	$	**231,783.64**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable				
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**	
PPO 100	2,736.24	18,312.86	$	**21,049.10**
Group Health	1,753.36	14,186.77	$	**15,940.13**
Delta Dental	561.61	2,447.28	$	**3,008.89**
Life Insurance		309.54	$	**309.54**
Garnish		0	$	-
DSHS	675.00	**0**	$	**675.00**
Total Health Care & Other Benefits/Deductions			$	**40,982.66**

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved:	$	**272,766.30**
Transferred to Payroll Account	$	**231,783.64**

Authorized Signature - Kitsap 911 — **DATE** 12/13/17

Executive Committee Chair — **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 12/14/2017
Pay Period: N/A to N/A

Repay PERS deducted in error from Annual Leave payouts for Terminated employees

Pay Detail - 89822		
Item	**Amount**	
Checks 1013 - 1018 issued to former employees	$	577.55
941 Tax (Withholding, Social Security & Medicare)		
Employment Security		
Labor & Industries		
PERS 2 & PERS 3	$	(1,704.81)
Washington State Deferred Comp		
ICMA Deferred Comp		
AFLAC		
Flex Spending - Wageworks		
Guild Dues		
Use Tax		
Total Payroll	$	(1,127.26)

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable				
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**	
PPO 100			$	-
Group Health			$	-
Delta Dental			$	-
Life Insurance			$	-
Garnish			$	-
DSHS			$	-
Total Health Care & Other Benefits/Deductions			$	-

I, the undersigned, do hereby certify that the payroll for the period listed above is just, true and correct; that the persons whose names appear thereon actually performed labor; that the amounts are actually due and unpaid, and the salary warrants and related benefits warrant shall be issued.

Payroll Amount Approved:	$	(1,127.26)
Transferred to Payroll Account	$	-

Authorized Signature - Kitsap 911 — **DATE** 12/18/17

Executive Committee Chair — **DATE**

Kitsap 911 Public Authority

Resolution 2018-001

Declaring Certain Personal Property as Surplus to the needs of Kitsap 911 and Removing Said Property From Inventory.

WHEREAS, on April 25, 2016 the Board of County Commissioners adopted ordinance 532-2016 enacting chapter 2.110 of the Kitsap County code (the "Ordinance"), creating the Kitsap 911 Public Authority; approving a charter therefor; establishing a Board of Directors to govern the affairs of Kitsap 911; and providing how Kitsap 911 shall conduct its affairs; and

WHEREAS, Kitsap 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730; and

WHEREAS, the Board of Directors has appointed an Executive Committee and delegated certain powers and authority to the Executive Committee in accordance with article VI of the Bylaws; and

WHEREAS, Kitsap 911 Governing Directive 60 requires the Executive Committee to authorize the removal of surplus personal property/capital equipment from the inventory prior to disposal; and

WHEREAS, the Authority has determined that the personal property/capital equipment listed in Attachment A is surplus to the needs of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Kitsap 911 Executive Committee as follows:

Section 1. Declairing Surplus Property. The Personal Property/Capital Equipment described in Attachment A is no longer needed or necessary for the Authority's purposes, and is declared surplus.

Section 2. Authorizing Disposal. The Executive Director is authorized to dispose of said property in accordance with Governing Directive 60.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 4. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Executive Committee on January 22, 2018 of which all Directors were notified and a quorum was present.

KITSAP 911 EXECUTIVE COMMITTEE
OF THE BOARD OF DIRECTORS

_____
DUSTY WILEY, CHAIR

ATTEST:

_____
Richard A. Kirton, Executive Director

ASSET#	MODEL
34613	Panasonic CF27
34619	Panasonic CF27
34643	Panasonic CF27
38694	AcuraMonitors
38695	AcuraMonitors
38696	AcuraMonitors
38697	AcuraMonitors
38702	AcuraBricks
38703	AcuraBricks
38704	AcuraBricks
38707	AcuraBricks
38709	AcuraBricks
38713	AcuraMonitors
38713	AcuraMonitors
38728	AcuraMonitors
38730	AcuraMonitors
38732	AcuraMonitors
38738	AcuraMonitors
38745	AcuraMonitors
38746	AcuraMonitors
38747	AcuraMonitors
38748	AcuraMonitors
38749	AcuraMonitors
38753	AcuraBricks
38759	AcuraBricks
38762	AcuraBricks
38773	AcuraBricks
38776	AcuraBricks
38777	AcuraBricks
38825	AcuraMonitors
38831	Panasonic CF30
38832	Panasonic CF30
38834	Panasonic CF30
38835	Panasonic CF30
38836	Panasonic CF30
38837	Panasonic CF30
38838	Panasonic CF30
38839	Panasonic CF30
38841	Panasonic CF30
38841	Panasonic CF30
38842	Panasonic CF30
38843	Panasonic CF30
38857	Panasonic CF30
38858	Panasonic CF30
38859	Panasonic CF30
38861	Panasonic CF30

38862	Panasonic CF30
38863	Panasonic CF30
38864	Panasonic CF30
38866	Panasonic CF30
38867	Panasonic CF30
38868	Panasonic CF30
38869	Panasonic CF30
38870	Panasonic CF30
38871	Panasonic CF30
38872	Panasonic CF30
38873	Panasonic CF30
38874	Panasonic CF30
38875	Panasonic CF30
38876	Panasonic CF30
38877	Panasonic CF30
38878	Panasonic CF30
38880	Panasonic CF30
38883	Panasonic CF30
38883	Panasonic CF30
38885	Panasonic CF30
38888	Panasonic CF30
38889	Panasonic CF30
38890	Panasonic CF30
38891	Panasonic CF30
38892	Panasonic CF30
38893	Panasonic CF30
38894	Panasonic CF30
38895	Panasonic CF30
38897	Panasonic CF30
38898	Panasonic CF30
38900	Panasonic CF30
38903	Panasonic CF30
38904	Panasonic CF30
38905	Panasonic CF30
38906	Panasonic CF30
38907	Panasonic CF30
38908	Panasonic CF30
38909	Panasonic CF30
38911	Panasonic CF30
38912	Panasonic CF30
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38914	Panasonic CF30
38915	Panasonic CF30
38916	Panasonic CF30
38917	Panasonic CF30
38922	Panasonic CF30
38923	Panasonic CF30

38924	Panasonic CF30
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38942	Panasonic CF30
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38946	Panasonic CF30
38947	Panasonic CF30
38948	Panasonic CF30
38949	Panasonic CF30
38950	Panasonic CF30
38951	Panasonic CF30
38954	Panasonic CF30
38956	Panasonic CF30
38957	Panasonic CF30
38959	Panasonic CF30
38960	Panasonic CF30
38961	Panasonic CF30
38962	Panasonic CF30
38964	Panasonic CF30
38966	Panasonic CF30
38968	Panasonic CF30
38971	Panasonic CF30
38980	AcuraMonitors
39010	AcuraBricks
39015	AcuraBricks
39028	AcuraMonitors
60659	Electronics, NON MCT
60661	Electronics, NON MCT
60664	Electronics, NON MCT
60821	Panasonic CF30
60822	Panasonic CF30
60823	Panasonic CF30
60824	Panasonic CF30
60825	Panasonic CF30
60826	Panasonic CF30

60827	Panasonic CF30
60828	Panasonic CF30
60829	Panasonic CF30
60830	Panasonic CF30
60832	Panasonic CF30
60833	Panasonic CF30
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60835	Panasonic CF30
60836	Panasonic CF30
60837	Panasonic CF30
60838	Panasonic CF30
60839	Panasonic CF30
60840	Panasonic CF30
60841	Panasonic CF30
60842	Panasonic CF30
60843	Panasonic CF30
60847	AcuraBricks
60849	AcuraBricks
60850	AcuraBricks
60852	AcuraBricks
60854	AcuraBricks
60858	AcuraMonitors
60859	AcuraMonitors
60863	AcuraMonitors
60864	AcuraMonitors
60890	AcuraMonitors
60919	AcuraMonitors
60939	Panasonic CF19
60940	Panasonic CF19
60941	Panasonic CF19
60942	Panasonic CF19
60946	Panasonic CF30
60947	Panasonic CF30
60952	Panasonic CF30
60953	Panasonic CF30
60954	Panasonic CF30
60955	Panasonic CF30
60956	Panasonic CF30
60957	Panasonic CF30
60958	Panasonic CF30
60959	Panasonic CF30
60960	Panasonic CF30
60962	Panasonic CF30
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60974	Panasonic CF30
60975	Panasonic CF30
60976	Panasonic CF30
60977	Panasonic CF30
60983	Panasonic CF30
60984	Panasonic CF30
60985	AcuraBricks
60987	AcuraBricks
60988	AcuraBricks
60989	AcuraBricks
60990	AcuraBricks
60992	AcuraBricks
60993	AcuraBricks
60994	AcuraBricks
60995	AcuraMonitors
60996	AcuraMonitors
60997	AcuraMonitors
60998	AcuraMonitors
60999	AcuraMonitors
61018	AcuraMonitors
61019	AcuraBricks
61020	Panasonic CF30
61021	Panasonic CF30
61022	Panasonic CF30
61023	Panasonic CF30
61024	Panasonic CF30
61026	AcuraBricks
61027	AcuraMonitors
61028	Panasonic CF30
61029	Panasonic CF30
61070	AcuraMonitors
61148	Electronics, NON MCT
38698G	AcuraMonitors
38719G	AcuraMonitors
38990G	AcuraMonitors
60844G	Panasonic CF30
60856G	AcuraMonitors

Executive Summary
Kitsap 911 Board of Directors

Summary: For the period ended **December 31, 2017** (100% of the year elapsed), revenues continue trending above and expenses below projections.

Revenues: We have received 106.51% ($9.8M) of budgeted revenues through December 2017, with a YTD goal of 100%.

Sales tax revenue are above projections for December YTD 2017, with our total 8.9% above the December YTD goal. We have received 108.9% of the total budgeted sales tax revenue with a YTD goal of 100%.

Reversing the effect of the VOIP excise tax audit payment received in April, we have received approximately 102.3% of the total budgeted Excise tax revenue with a YTD goal of the 100%.

Other revenues, which now include the State grant above, are also tracking above projections with 105.22% received of the 100% expected. Fluctuations in MCT hardware purchases and the timing of related reimbursements can make this category of revenue fluctuate.

	Expected $	Actual $	Variance $	
Total Revenue	**9.22 M**	**9.82 M**	**0.60 M**	
Sales Tax	4.16 M	4.53 M	0.37 M	
Excise Tax*	2.41 M	2.50 M	0.09 M	
Other Revenues	2.65 M	2.79 M	0.14 M	
	Expected %	**Actual %**	**Variance %**	
Total Revenue	**100.00%**	**106.51%**	**6.51%**	
Sales Tax	100.00%	108.93%	8.93%	
Excise Tax*	100.00%	102.28%	2.28%	
Other Revenues	100.00%	105.22%	5.22%	

*Excise Tax excludes one-time excise tax audit payment in April

Expenditures: We have expended 96.29% ($9.76M of $10.1M) of our **total** appropriation with a YTD goal of 100%. We have expended 99.57% ($9.04M of $9.08M) of our **operating** appropriation, excluding debt service, with a YTD goal of 89.29%.

Within the operating expenditures, Salaries and Benefits are slightly ahead of projections. We have expended 100.88% of the total YTD Salaries and Benefits budget ($7.04M of $7.00M) with a goal of 100%.

Offsetting the slight overage in Salaries and Benefits, Non-Labor operating expenditures (excluding debt service) are 4.77% below expected. Professional Services includes $231,655 in Interfund charges paid in December.

We have expended 96.20% of the total Operating Supplies, Services, Inter-fund, and Bond budget ($2.44M of $2.54M) with a goal of 100%. As noted in the revenue section above, fluctuations in timing and amounts of MCT purchases can cause variations in this category.

	Expected $	Actual $	Variance $	
Total Expenditures	**10.13 M**	**9.76 M**	**0.38 M**	
Operating Salaries & Benefits	6.98 M	7.05 M	-0.06 M	
Operating Non-Labor	2.10 M	2.00 M	0.10 M	
Operating Non-Labor & Debt Service	2.54 M	2.44 M	0.10 M	
Total Technology	0.61 M	0.27 M	0.34 M	
	Expected %	**Actual %**	**Variance %**	
Total Expenditures	**100.00%**	**96.29%**	**3.71%**	
Operating Salaries & Benefits	100.00%	100.88%	-0.88%	
Operating Non-Labor	100.00%	95.23%	4.77%	
Operating Non-Labor & Debt Service	100.00%	96.20%	3.80%	
Total Technology	100.00%	44.17%	55.83%	

Reserves: No reserves have been used year-to-date.

Risks: None identified.

Kitsap 911

Monthly Financials for the 12 months ended 12/31/2017

Description	2017 Annual Budget - Amended	Jan - Dec Expected 2017 Budget $	Jan - Dec Expected 2017 Budget %	Jan - Dec Actual 2017	Delta	
					$	%
Revenues						
Sales Tax	$4,156,196	$4,156,197	100.00%	$4,527,300	$371,103	108.93%
Telephone Excise Tax	2,408,805	2,408,805	100.00%	2,499,491	90,686	103.76%
Other Revenues	2,650,929	2,650,929	100.00%	2,789,404	138,475	105.22%
Total Revenues	**$9,215,930**	**$9,215,931**	**100.00%**	**$9,816,194**	**$600,263**	**106.51%**
Expenditures						
Operating Labor						
Salaries	$5,255,014.00	$5,255,014	100.00%	$5,045,383	$209,631	96.01%
Payroll Taxes	$500,010.00	$500,010.00	100.00%	442,293	57,717	88.46%
Benefits	$1,556,826.00	$1,556,826.00	100.00%	1,558,375	(1,549)	100.10%
Budgeted Attrition	($327,008.00)	($327,008.00)	100.00%	0	(327,008)	0.00%
Total Labor	**$6,984,842**	**$6,984,842**	**100.00%**	**$7,046,051**	**($61,209)**	**100.88%**
Operating Expenditures						
Supplies	$115,023	$115,023	100.00%	$127,672	($12,649)	111.00%
Professional Services	488,506	488,506	100.00%	433,590	54,916	88.76%
Communications	196,045	196,045	100.00%	184,059	11,986	93.89%
Travel	41,674	41,674	100.00%	25,870	15,804	62.08%
Advertising	3,500	3,500	100.00%	6,410	(2,910)	183.14%
Operating Rents/Leases	190,773	190,773	100.00%	114,870	75,903	60.21%
Insurance	77,408	77,408	100.00%	154,136	(76,728)	199.12%
Utilities	123,132	123,132	100.00%	131,507	(8,375)	106.80%
Repairs & Maintenance	782,943	782,943	100.00%	779,790	3,153	99.60%
Miscellaneous	77,412	77,412	100.00%	38,446	38,966	49.66%
Total Non-Labor	**$2,096,416**	**$2,096,416**	**100.00%**	**$1,996,351**	**$100,065**	**95.23%**
Total Operating Expenditures	**9,081,258**	**9,081,258**	**100.00%**	**9,042,402**	**38,856**	**99.57%**
Debt Service						
LTGO Bond 2005 Refdg - Principal	$336,049	$336,049	100.00%	$339,508	($3,459)	101.03%
LTGO Bond 2005 Refdg - Interest	106,506	106,506	100.00%	106,506	0	100.00%
Total Debt Service	**$442,555**	**$442,555**	**100.00%**	**$446,014**	**($3,459)**	**100.78%**
Technology Expenditures						
Miscellaneous Tech	$413,759	$413,759	100.00%	$148,318	$265,441	35.85%
Backup Center	58,288	58,288	100.00%	1,325	56,963	2.27%
ACOM Expenses	0	0	0.00%	0	0	0.00%
Next Generation 911	137,256	137,256	100.00%	119,477	17,779	87.05%
Total Technology Expenditures	**$609,303**	**$609,303**	**100.00%**	**$269,120**	**$340,183**	**44.17%**
Total Expenditures	**$10,133,116**	**$10,133,116**	**100.00%**	**$9,757,536**	**$375,580**	**96.29%**

Kitsap 911 2017 Goals Rev. 2017-11-08

Remaining Transition Tasks and Key Initiatives

A key initiative is a project with a signficant 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 facilty agreement	3/31/2017
7	Complete	T	DIS service agreement	3/31/2017
8	Progress	T	User Agreeements (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)	4/30/2018
14	Complete	1	CAD Upgrade (Maintenance Release)	2Q17
14A	Complete-	1	MCT Software Upgrade (Maintenance Release)	3Q17
15	On Track/Progress	1	Develop proposal for reducing call to en-route times	3Q17
16	Complete	1	Replace DC Battery System at Gold Mountain	3Q17
17	Progress	1	Backup Center	3Q17
18	Complete	1	Deploy HR Software	3Q17
19	Pending/Progress	1	ESINet Cutover (State driven estimated Cutover 4Q2018)	TBD
20	Complete	2	Office 365 deployment	9/30/2017
21	Complete	2	Upgrade Zetron Max Software	4Q17
22	Progress	2	Mobile Responder Deployment	3Q17
23	Complete	2	Backup Fire Dispatching Process	3Q17
24	On Track	2	Security System @Carver (Incl Cameras)	4Q17
25	At Risk	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	Complete/Ongoing	3	Sharepoint (including website)	12/31/2017
29	Back on Track	3	Support Address Correction Efforts	6/30/2018
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	Phase 1 Complete	3	AVL Based Deployments	4Q17
33	Rescheduled	3	Technology Monitoring (System Design)	4Q17
34	Ongoing	3	Training - Continuous Improvement Process	Ongoing
35	Ongoing	3	Hiring Process- Continuous Improvement Process	Ongoing
36	On Track/Carry Fwd	3	Tower Site Improvements	4Q17
37	On Hold	4	Upgrade Radio Consoles	TBD
38	Progress	3	Microwave System Improvements	TBD
39				
40				