Kitsap 911 Executive Committee Meeting

June 26, 2019 ~ 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 (April 24th, 2019 and May 22, 2019) (Chair)
4. Public Comment (limited to 2 minutes per speaker) (Chair)
5. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Kirton)
   a. A/P Warrant Numbers 2761 through 2863
      Total $322,849.24
   b. Payroll Dated 05/31/2019 and 06/14/2019
      Total: $561,514.71
   c. Electronic Payments: None

6. Ratification of Executed Contracts (Kirton)
   None

7. Action Items (Kirton)
   None

8. Discussion Items & Reports (Kirton)
   a. Finance Report (Jameson-Owens)
   b. Staffing Report (Kirton/Wecker)
   c. Goals and Tech Project Updates

9. Closed Session to discuss Contract Negotiations

10. Additional Agenda Items *(If any)*
    a. _____
    b. _____
    c. _____

11. Good of the Order
12. Adjourn

Kitsap 911 Executive Committee Meeting of April 24, 2019

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director David Ellingson, Director Dusty Wiley (Chair), Director Rob Putaansuu, Director Greg Wheeler , Ken Bagwell, Legal Counsel for Kitsap 911, Strategic Advisory Board Vice Chair Chief Steve Wright, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson, and Strategic Advisory Vice Chair Jim Burchett.

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

Additions to Agenda: None

Public Comment: None

Approval of Minutes:

Director Rob Putaansuu moved to approve the minutes from March 27, 2019. Motion was seconded by Director David Ellingson. Motion Passed

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 2637 through 2714 Total $732,867.98 Payroll dated 03/22/2019 and 04/05/2019 Total $611,900.83, Electronic Payment 03/22/19 through 04/05/2019 Total $700.00. Motion was seconded by Director Rob Putaansuu. Motion Passed.

Ratification of Executed Contract:

K911-30, South Kitsap School District, Radio Communications Lease Agreement- This is a contract to put additional equipment on the Orchard Heights Tower, which is a tower on South Kitsap Fire District Property. The property is co-owned and the revenue is slip with the Fire District.

Director Greg Wheeler made a motion to approve contract K911-30 with South Kitsap School District. Motion was seconded by Director David Ellingson. Motion passed.

Actions:

Election of Chair and Vice Chair

Director Greg Wheeler made a nomination to elect Director Dusty Wiley as the Chair of the Kitsap 911 Executive Committee. Motion Passed

Director Dusty Wiley made a motion to elect Director David Ellingson as the Vice Chair of the Kitsap 911 Executive Committee. Motion Passed.

Discussions and Reports:

911 Outage (12/27)-

Mr. Kirton reported there is question as to if the FCC will declare the December 27th outage an "outage." In WA State, the UTC has some enforcement authority over CenturyLink and COMTECH. There are no hearing dates scheduled for this at the FCC or UTC level. The outage lasted for about 8.5 hours and in WA State, it effected every county except for four or five which were only partially impacted. CenturyLink has given the UTC a possible cause, though when it will become public is still in question.

Finance Report-

Finance Manager Steve Rogers reviewed the March 2019 report. Revenue is trending right in line with predictions and the fluctuations is primarily due to normal timing differences when payments are received. We reviewed the Puget Sound economic forecaster and are seeing the same picture as them. With expenditures, Kitsap 911 is under anticipated budget items. March fluctuations were primary for repairs and maintains in computer equipment.

The sales tax passed in the House and Senate and is headed to the Governor's desk. There is no indications that he will veto. Regardless of when he signs it the bill will go in effect 90 days after the session, which is July 27th. If Kitsap 911 wanted to place on the ballot, the Board would have to draft a Resolution asking the Kitsap County Commissioners to place on the ballot. The commissioners would have to go through their public hearing process and if approved draft a resolution placing it on the ballot. The earliest if could go on the ballot is November 5th, which would not give us much time. The next opportunity would be on February 11th. The other options would April 28th special elections, August 4th or November 3rd primary and general elections. One of the needs for this is the radio infrastructure technology is nearing the end of life. Chief Wright added that from the SAB perspective, there are significate infrastructure needs and has been helping push this through from the Fire Chiefs. Today's question is do we want to get all this information to the Board in June/July with a goal of being on the ballot in November or is the target date more next year? Director Ellingson said if we take more time we can refine the package and give everyone, including the Board, more time to understand. Chief Wright said since this is a county-wide issue, we need to see who has what issues on the ballots at the same time. Because it's an emergency communication piece we are selling, we should put together a

committee regarding these nuances. Chief Wright and Director Dusty Wiley both volunteered to be on a task force to work on this issue.

Staffing Report-

Deputy Director Maria Jameson-Owens reported that there are no changes since the last meeting and Kitsap 911 is still down eight employees. The current hiring is open until May 20th. There is a Directors Interview taking place on Monday for the technical position.

2019 Work Plan & Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker provided updates on the following projects:

2019-04 ACOM Project-This project upgrades the computers that interface with the radio system to send out toning. The cutover is complete and there are a few post-implementation issues that Kitsap 911 and the vendor are working on.

2019-05 Multifactor Authentication- This project is a second level of authentication when accessing CJIS Data. The systems are installed and coordinating testing with Bremerton Police Department, which is testing the software tokens; the Port Orchard Police Department will test the hardware tokens

2019-36 Closest Unit Dispatch-Currently waiting on Bainbridge Island Fire to get approval from their Board which should take place next week and then scheduling to roll out with the dispatch floor.

2019-14 Backup Center- Met with the electrical engineer last week to refine the plans and the property owner is preparing the documents for the permit.

Closed Session to discuss Contract Negotiations

Start Time 1330
End Time 1340

Good of the Order:

Director Greg Wheeler asked what the lapel pins signify that the Kitsap 911 employees are wearing and if we ever got an answer on the proper procedure to fly the Law Enforcement and Fire Memorial Flags. Mr. Kirton said the pins are for the law enforcement officer who was killed while on duty. This was discussed at SAB and the Chiefs all have their flag policies pertained to the laws and are researching adding these flags. Mr. Kirton said Kitsap 911 is going to fly memorial flags until the memorial service has taken place and will be adding hooks to fly below the American Flag.

Director David Ellingson stated last week was National Telecommunicators Week and he would like to express to everyone how must they are appreciated day in and day out. Additionally today is Administrative Specialist day and thank you to Stephanie for the great job she does.

Deputy Director Maria Jameson-Owens announced for the sixth year in a row Kitsap 911 has an employee that won the APCO International Award. This year Jennifer Andrews won for Supervisor of the Year for APCO International. Kitsap 911 is very excited.

Adjournment 13:47

The next regular meeting of the is scheduled on
May 22, 2019 from 13:00-15:00 at the Kitsap 911 facility.

Kitsap 911 Executive Committee Meeting of May 22, 2019

The Kitsap 911 Executive Committee met in the Conference Room at Kitsap 911 in Bremerton. Present were: Director David Ellingson, Director Dusty Wiley (Chair), Director Rob Putaansuu, Director Greg Wheeler, Ken Bagwell Legal Counsel for Kitsap 911, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, and Administrative Specialist Stephanie Browning. Absent: Director Gary Simpson, Strategic Advisory Board Vice Chair Chief Steve Wright, and Strategic Advisory Vice Chair Jim Burchett.

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

Additions to Agenda: None

Public Comment: None

Approval of Minutes: None

Approval of Payment of Claims-Fund 89822:

Director David Ellingson moved approval of A/P 2715 through 2760 Total $210,635.34, Payroll dated 04/19/2019, 05/03/2019 and 05/17/2019 Total $918,701.73, Electronic Payment 03/22/2019 through 04/05/2019 Total $700.00. Motion was seconded by Director Greg Wheeler. Motion Passed.

Ratification of Executed Contract:
None

Actions:
None

Discussions and Reports:

Finance Report-

Finance Manager Steve Rogers reviewed the April 2019 report. The finances continue to go with our same trend. The revenues are exceeding our year to date goal and meeting budget. Mr. Rogers spoke to the County about expectations for 2020 and this year and it seems Kitsap 911 is right in line with other agencies. Other revenues fluctuated slightly with the receipt of the First Due contract payments from the other fire agencies. This year is keeping on track with the budget. The sales tax and excise revenues are coming in right where expected. Other revenues fluctuated slightly and the one user agency fee not received in 2018 was received in February 2019. Expenditures are trending below budgeted expectations. Mr. Rogers reported as Kitsap 911 was revising internal controls it was noticed that TPSC has been charging us for medical benefits for a terminated employee. TPSC was properly notified of this termination when it occurred. TPSC was notified of the error and they agreed to give a full refund in the form of a credit to the July statement. Because it was a suspected loss of public funds, Kitsap 911 notified the State Auditor's Office and is waiting to hear back if there is any additionally items. Mr. Kirton added that there was a modification to internal processes related to this discovery.

Staffing Report-

Deputy Director Maria Jameson-Owens reported Kitsap 911 is down nine, a resignation was just received from a newly hired employee who rejoined the military and is relocating. The hiring for the telecommunicator position closed yesterday. There were 269 applicants and will start testing process and the interviews are taking place in June with the start date of August 5th. The IT position is now filled and the candidate is from Louisiana and moving up here with his family. He will start on June 10th and the IT Department will be fully staffed.

Every year Kitsap 911 does a Succession Planning process when Mrs. Jameson-Owens contacts all employees and does a survey to talk about their plans for Kitsap 911 and a projected time frame of when they might leave or if they are interested in promotion. In the next 1-3 years Kitsap 911 will lose about 15 people, eight to retirement, one will be completed with their degree and will be going onto another field, another is applying with South Sound 911 and the others did not leave a reason. To give a snap shot of how many people will be retiring in the next ten to twelve years, 24 employees are considering, and are eligible for retirement. There will be eight retirements within 1-3 years, 13 within 4-5 years, 15 within 7 years, 19 within 9 years and 24 within 12 years. These are being incorporated in the hiring plans as well as the succession for the key positions within the agency. Mr. Kirton said in the long-range staffing plan, you will see some recommendations in front-loading some of this.

2019 Work Plan & Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-03 Netmotion Client Software Update- This project is to upgrade the VPN software on all MCT to the latest version. There will be back to back updated starting next week. Bremerton Police will be piloting this update and then the following week it roll out to the rest of the users.

2019-04 ACOM Upgrade- This project upgrades the equipment the dispatchers use to access the radio network. Kitsap 911 is still working with venders to solve this and testing patches before they are applied.

2019-06 Text Discovery – This project allows Kitsap 911 to capture all work related text messages on employee's cell phones. We are currently involved with a live demo of the software and will provide a recommendation if it meets our needs.

2019-9 Replacing DC Plant at all sites except Gold and Carver- This projects replaced UPS batteries that provides the interim power during an outage until the generator powers up. The plan has been completed for the site order and now working on purchasing options.

2019-13 Equipment Room Cooling- This project replaces the current HVAC system with one that is capable of redundant support with our increased heat load. Currently, there are two chillers that support the room but they have to operate in tandem opposed to having one as a backup. There is an RPP posted for this purchase, a walkthrough have been completed.

2019-14 Backup Center- This is a multiphase project to relocate the current backup center and improve it. The owner had to go back to the structural engineer to have additional analysis done for the permits.

2019-36 Closest Unit Dispatch-This allows Kitsap 911 to dispatch using AVL instead of a set station. Bainbridge Island was scheduled to go live on 05/28 but needed to delay. Once they are ready to go Kitsap 911 will assist them with the 90-day pilot

June Board of Directors Meeting

In addition to the regular Board of Directors meeting, there will be a closed session to discuss upcoming negotiations and get from the Directors big picture frame work and the details of authority and delegation that comes back to the Executive Committee. There is a budget Work Study scheduled for July 26th.

Closed Session to discuss Contract Negotiations
Start Time 1319
End Time 1338

Good of the Order:

No good of the order

Adjournment 13:38

The next regular meeting of the Kitsap 911 Executive Committee is scheduled on June 12, 2019 from 13:00-15:00 at the Kitsap 911 facility.

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 05/31/2019
Pay Period: 05/13/2019 to 05/26/2019

Pay Detail - 89822	
Item	**Amount**
Net Payroll	$ 150,733.61
941 Tax (Withholding, Social Security & Medicare)	55,155.52
Unemployment	2,482.25
Labor & Industries	1,127.98
PFMLA	118.00
PERS 2 & PERS 3	41,562.12
Washington State Deferred Comp	514.02
ICMA Deferred Comp	1,152.21
AFLAC	-
Guild Dues	-
Total Payroll	**$ 252,845.71**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100	$ -	$ -	$ -
Kaiser HMO	-	-	-
Delta Dental	-	-	-
Life Insurance	-	-	-
Garnishments	36.13	-	**36.13**
Total Health Care & Other Benefits/Deductions			**$ 36.13**

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:	**$ 252,881.84**
Transferred to Payroll Account	**$ 252,845.71**

Stan Rgm
Prepared By (Kitsap 911) — 05/28/2019 **DATE**

Authorized Signature (Kitsap 911) — 5/29/19 **DATE**

Executive Committee Chair — **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 06/14/2019
Pay Period: 05/27/2019 to 06/09/2019

Pay Detail - 89822	
Item	**Amount**
Net Payroll	$ 151,649.45
941 Tax (Withholding, Social Security & Medicare)	57,336.69
Unemployment	2,641.60
Labor & Industries	1,122.81
PFMLA	124.43
PERS 2 & PERS 3	43,502.96
Washington State Deferred Comp	1,169.28
ICMA Deferred Comp	1,154.88
AFLAC	1,331.70
Guild Dues	1,770.00
Total Payroll	**$ 261,803.80**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100	$ 3,453.51	$ 27,942.43	**$ 31,395.94**
Kaiser HMO	1,668.52	10,249.50	**11,918.02**
Delta Dental	456.01	2,640.31	**3,096.32**
Life Insurance	109.25	309.54	**418.79**
Total Health Care & Other Benefits/Deductions			**$ 46,829.07**

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:	**$ 308,632.87**
Transferred to Payroll Account	**$ 261,803.80**

Prepared By (Kitsap 911)	**DATE** 06/11/2019
Authorized Signature (Kitsap 911)	**DATE** 6/14/19
Executive Committee Chair	**DATE**

Kitsap 911
MCAG #: 3179

ACCOUNTS PAYABLE

warrant #2761 - 2789

As Of: 05/17/2019

Time: 08:10:47 Date: 05/16/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
2399	05/13/2019	05/17/2019	159	ALLIED ELECTRONICS, INC	301.84	19-0501B
2405	05/13/2019	05/17/2019	171	CENTRAL KITSAP FIRE & RESCUE	100.00	CKFR Kids Day 06/01/19
2407	05/14/2019	05/17/2019	173	CHEVRON AND TEXACO	83.00	Old Chevron Account, Late Fees, Paper Fee Int Charge 03/26/19-04/26/19
2406	05/13/2019	05/17/2019	461	CHEVRON AND TEXACO	35.28	04/07/19-05/06/19
2401	05/13/2019	05/17/2019	463	CHI FRANCISCAN OCCUPATIONAL	150.00	Public Safety Systems Enginner Applicant-medical Testing
2408	05/13/2019	05/17/2019	182	COSTCO WHOLESALE MEMBERSHIP	120.00	Membership Renewal July 2019-July 2020
2416	04/30/2019	05/17/2019	353	DBA PLATT ELECTRIC SUPPLY	179.39	19-0418A
2409	05/13/2019	05/17/2019	192	DISH	108.03	05/16/19-06/15/19
2398	05/03/2019	05/17/2019	459	EVERGREEN FINANCIAL	234.42	Pay Cycle(s) 05/03/2019 To 05/03/2019 - GARNISH
2410	05/17/2019	05/17/2019	201	GTP ACQUISITION PARTNERS I LLC	3,606.07	19-0108A OPEN IPO MAY 2019
2400	05/09/2019	05/17/2019	360	GUARDIAN TRACKING, LLC	2,636.00	06/13/19-06/12/20
2411	05/02/2019	05/17/2019	170	KITSAP 911 PETTY CASH	114.25	PETTY CASH AUDIT APRIL 2019
2412	05/13/2019	05/17/2019	216	LANGUAGE LINE SERVICES, INC.	174.53	Usage For April 2019
2428	05/14/2019	05/17/2019	315	LAW·OFFICE	585.00	04/01/19-04/30/19
2402	05/03/2019	05/17/2019	366	LEXISNEXIS CLAIMS SOLUTIONS INC.	34,333.93	04/01/19-03/31/20
2413	05/13/2019	05/17/2019	225	OFFICE DEPOT	757.93	19-0502C
2414	05/13/2019	05/17/2019	226	OLYMPIC PRINTER RESOURCES, INC.	688.88	Printer Cartridges
2403	04/24/2019	05/17/2019	227	OPEN SQUARE	1,555.81	19-0118
2415	05/09/2019	05/17/2019	233	PENINSULA SERVICES	35.50	CD#89724 04/10/19 & CD# 89159 04/26/19
2404	05/17/2019	05/17/2019	460	PHYSIO-CONTROL, INC.	2,211.78	19-0401 DEM R
2419	05/17/2019	05/17/2019	241	PUGET SOUND ENERGY	21,288.52	Kitsap 911 = DEM R
2420	05/17/2019	05/17/2019	462	RACOM CORPORATION	363.19	19-0430b
2432	04/09/2019	05/17/2019	289	SOUTH KITSAP FIRE & RESCUE	1,247.54	April 2019 Split With Tmobile
2421	05/17/2019	05/17/2019	249	SPOK, INC.	26.65	05/01/19-05/31/19
2426	05/14/2019	05/17/2019	314012	TATE , RACHELLE M	92.96	PER DIEM FOR TRAVEL TO PHOENIX, AZ FOR APCO CONFERENCE 05/06-05/08
2427	05/13/2019	05/17/2019	411082	TAYLOR, RACHAEL E	180.96	PER DIEM FOR TRAVEL TO YAKIMA FOR LRI CONFERENCE 05/01/19-05/03/19 PER DIEM FOR TRAVEL TO PHOENIX, AZ FOR APCO CONFERENCE 05/06-05/08
2430	05/13/2019	05/17/2019	273	TPSC	101,777.61	CASE#69142 MAY 2019
2431	05/13/2019	05/17/2019	263	US BANK	186.29	KIRTON TRAVEL CARD #1
2429	05/14/2019	05/17/2019	352	WFCA	4,753.00	2019 DUES
				Report Total:	177,928.36	

ACCOUNTS PAYABLE

Kitsap 911
MCAG #: 3179

As Of: 05/17/2019

Time: 08:10:47 Date: 05/16/2019

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 Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER

05/16/2019

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

5/16/19

ACCOUNTS PAYABLE

Kitsap 911
MCAG #: 3179

warrant #2790-2804
As Of: 05/24/2019

Time: 12:49:24 Date: 05/22/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
2436	05/21/2019	05/24/2019	153	A T & T MOBILITY II LLC	37.31	04/08-04/07/19
2437	05/10/2019	05/24/2019	464	BEYLER CONSULTING, LLC	960.00	19-0418B
2438	05/18/2019	05/24/2019	167	CDW GOVERNMENT	604.30	19-0413
2439	05/16/2019	05/24/2019	322	CENTURYLINK	290.93	04/04-05/03
2444	05/20/2019	05/24/2019	338	GOVERNMENTJOBS.COM, INC	8,785.18	06/25/19-06/24/20
2440	05/16/2019	05/24/2019	207	INTERGRAPH CORPORATION	13,625.00	19-0318B
2441	05/21/2019	05/24/2019	376	KITSAP COUNTY I.S. DEPT	24,329.47	May 2019
2442	05/20/2019	05/24/2019	407447	LAPLANTE , KHRISTOPHER D	6.00	Toll Bridge-aces Conference 05/08/19
2443	05/15/2019	05/24/2019	375	MARK, DIANE	366.03	NG911 Subcommittee Meeting 05/01-05/03
2445	05/21/2019	05/24/2019	228	ORKIN	245.08	April & May 2019 DEM R
2446	05/22/2019	05/24/2019	240	PUBLIC UTILITY DISTRICT	193.42	04/11-05/12/19
2447	05/16/2019	05/24/2019	462	RACOM CORPORATION	182.04	19-0430B
2448	05/21/2019	05/24/2019	457	SHELL SMALL BUSINESS	41.74	Transaction Date 04/25/19
2449	05/21/2019	05/24/2019	250	SPRINT, NEXTEL OF CALIFORNIA, INC	20.03	04/12-05/11/19
2450	05/21/2019	05/24/2019	264	VERIZON WIRELESS	16,541.86	04/11-05/10
				Report Total:	66,228.39	

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 Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER — 5/26/19

Steve Rag 05/23/2019

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR — 5/22/19

ACCOUNTS PAYABLE

warrant # 2805-2822

Kitsap 911
MCAG #: 3179

As Of: 06/04/2019

Time: 09:38:49 Date: 06/03/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
2458	05/22/2019	06/04/2019	412	ALL ABOUT TRANSMISSIONS & AUTO	421.75	19-0522F
2473	05/31/2019	06/04/2019	163	BREM-AIR DISPOSAL	344.36	05/01/19-05/31/19 Dem R
2459	05/24/2019	06/04/2019	164	BUILDER'S HARDWARE	61.59	19-0514 1% 10th PROX Net 25th
2460	05/24/2019	06/04/2019	172	CENTURYLINK	2,521.61	05/17-06/17
2461	05/30/2019	06/04/2019	461	CHEVRON AND TEXACO	73.72	Transaction Date 05/29/19
2471	05/30/2019	06/04/2019	176	COLE INFORMATION	854.51	06/30/19-06/30/20
2469	05/31/2019	06/04/2019	188	DATEC INCORPORATED	216.92	19-0516a
2470	05/31/2019	06/04/2019	188	DATEC INCORPORATED	216.92	19-0516
2455	05/31/2019	06/04/2019	459	EVERGREEN FINANCIAL	36.14	Pay Cycle(s) 05/31/2019 To 05/31/2019 - GARNISH
2456	05/17/2019	06/04/2019	459	EVERGREEN FINANCIAL	339.36	Pay Cycle(s) 05/17/2019 To 05/17/2019 - GARNISH
2474	05/31/2019	06/04/2019	203	HIS HANDS LAWN CARE	844.75	JUNE 2019 DEM R
2462	05/24/2019	06/04/2019	204	HOLADAY PARKS, INC.	2,602.37	APRIL MAIN. DEM R
2475	05/31/2019	06/04/2019	204	HOLADAY PARKS, INC.	709.55	19-0509 DEM R
2463	05/23/2019	06/04/2019	217	LEGACY TELECOMMUNICATIONS	2,823.61	19-0501 DEM R
2464	05/24/2019	06/04/2019	218	LOWE'S BUSINESS ACCOUNT	65.67	Statement Closing Date 05/17/19
2466	05/29/2019	06/04/2019	226	OLYMPIC PRINTER RESOURCES, INC.	691.06	Printer Cartridges
2472	05/31/2019	06/04/2019	232	PENINSULA LIGHT CO.	80.47	04/15/19-05/15/19
2465	05/24/2019	06/04/2019	436	PRINTING SERVICES, INC	806.60	Annual Report And Business Cards (19-0522D)
2467	05/30/2019	06/04/2019	457	SHELL SMALL BUSINESS	10.00	Paper Fee (went Paperless 05/30/19)
2468	05/30/2019	06/04/2019	255	TFS LEASING A PROGRAM OF DE LAGE	1,661.90	05/15/19-06/14/19 DEM R
2476	05/31/2019	06/04/2019	262	TMOBILE	10.17	04/21/19-05/20/19
				Report Total:	15,393.03	

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 Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER

6/3/19
06/03/2019

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

6/3/19

ACCOUNTS PAYABLE

Warrant # 28823-28873

Kitsap 911
MCAG #: 3179

As Of: 06/07/2019

Time: 12:54:47 Date: 06/06/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
2491	06/04/2019	06/07/2019	154	ABM JANITORIAL SERVICES	1,277.05	19-0108B OPEN IPO DEM R MAY 2019
2490	06/04/2019	06/07/2019	159	ALLIED ELECTRONICS, INC	224.14	
2481	06/04/2019	06/07/2019	324	CINTAS FIRE 636525	1,269.20	Annual Sprinkler And Alarm Testing ...DEM R
2489	06/04/2019	06/07/2019	174	CITY OF BREMERTON	1,148.78	03/18/19-05/20/19 DEM R
2484	06/04/2019	06/07/2019	183	CRESCENT MOON CATERING	228.89	Policy Board Meeting 06/04/2019
2482	06/03/2019	06/07/2019	339	ERGOMETRICS & APPLIED	1,698.70	Applicant Testing
2485	06/03/2019	06/07/2019	248059	GEORGE, STEPHANIE D	222.59	Travel To Las Vegas For Hexagon Conference - Only Getting Reimbursed For What Kitsap 911 Originally Paid For Ticket For Other Employee
2496	06/05/2019	06/07/2019	203	HIS HANDS LAWN CARE	452.35	19-0522E DEm R
2494	06/05/2019	06/07/2019	217	LEGACY TELECOMMUNICATIONS	1,356.18	19-0430 Gold Mtn Generator
2504	06/06/2019	06/07/2019	328	NORTHWEST POLICE	100.00	2019 Membership
2487	06/03/2019	06/07/2019	225	OFFICE DEPOT	580.87	19-0529C
2486	06/05/2019	06/07/2019	226	OLYMPIC PRINTER RESOURCES, INC.	571.16	Toner
2502	05/31/2019	06/07/2019	231	PAUL KIRCHOFF	12,894.50	Backgrounds Dec 2018-Feb 2019, And A T-8
2501	06/05/2019	06/07/2019	235	PHILLIPS 66 CO/SYNCB	386.19	Statement Ending 06/05/19
2492	06/04/2019	06/07/2019	241	PUGET SOUND ENERGY	10,197.66	KItsap 911 = DEM R
2488	05/24/2019	06/07/2019	466	RICK THE DETAILER	599.50	19-0510
2483	06/03/2019	06/07/2019	465	SEATTLE DAILY JOURNAL	180.60	RFQ For HVAC System
2493	06/05/2019	06/07/2019	245	SELECT ADVANTAGE	725.00	PSTT Testing
2495	06/05/2019	06/07/2019	249	SPOK, INC.	26.65	06/01/19-06/3019
2503	06/06/2019	06/07/2019	424	UNITES STATES POSTAL SERVICE	350.00	Customer Satisfaction Survey 2019
2497	06/04/2019	06/07/2019	263	US BANK	244.64	Travel Card #2
2498	06/04/2019	06/07/2019	263	US BANK	189.86	Travel Card #3
2499	06/04/2019	06/07/2019	263	US BANK	207.18	Travel Card #1
2500	06/04/2019	06/07/2019	263	US BANK	9,972.61	Statement End Date 05/27/19 Account Ending In 5437
				Report Total:	45,104.30	

Rachelle Tate

From: Steve Rogers
Sent: Thursday, June 13, 2019 8:05
To: Rachelle Tate
Subject: FW: Check Problem

From: Debbie Waterbury <dwaterbu@co.kitsap.wa.us>
Sent: Wednesday, June 12, 2019 4:17 PM
To: Steve Rogers <srogers@kitsap911.org>
Subject: Check Problem

Hi Steve,

As we discussed on the telephone this afternoon, please void checks 2844-2853, since they were used erroneously in your issue list on 6/6/19. Our system will not let us reuse the check numbers.
Your checks 2834-2843 were listed as 2844-2853, and since those were already used in our system, we will clear them as 2844-2853 as they were listed on the issue list we received.

Thank you.

Debbie Waterbury
Financial Analyst Asst.
614 Division St. MS 32
Port Orchard, WA 98366
Phone 360-337-4940
Fax 360-337-4635

ACCOUNTS PAYABLE

Kitsap 911
MCAG #: 3179

warrant # 2854-2863

As Of: 06/14/2019

Time: 11:52:48 Date: 06/12/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
2518	06/11/2019	06/14/2019	166	CALEA	3,235.00	Annual Continuance Fee
2523	06/10/2019	06/14/2019	190	DELL MARKETING L.P.	784.77	19-0605A
2514	06/11/2019	06/14/2019	192	DISH	108.03	06/16-07/15
2517	06/11/2019	06/14/2019	201	GTP ACQUISITION PARTNERS I LLC	3,606.07	19-0108A OPEN IPO June 2019
2520	06/06/2019	06/14/2019	204	HOLADAY PARKS, INC.	5,057.61	April Maintenance - Controls Janaury Maintenance - HVAC DEM R
2522	06/06/2019	06/14/2019	170	KITSAP 911 PETTY CASH	18.16	May 2019 Petty Cash Audit
2516	06/11/2019	06/14/2019	216	LANGUAGE LINE SERVICES, INC.	229.52	Usage For May 2019
2519	06/06/2019	06/14/2019	315	LAW OFFICE	780.00	05/01/19-05/31/19
2521	06/10/2019	06/14/2019	217	LEGACY TELECOMMUNICATIONS	4,360.00	19-0507A Tower Sites (8) Annual Generator Inspection & Service
2515	06/11/2019	06/14/2019	233	PENINSULA SERVICES	16.00	CD#90027 05/24/19
				Report Total:	18,195.16	

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 Kitsap 911, and that I am authorized to authenticate and certify said claims.

APPROVED BY
AUDITING OFFICER 6/14/19

06/12/2019

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR 06/12/19

Executive Summary
Kitsap 911 Board of Directors

Summary: For the five months ended May 2019 (41.67% of the year elapsed), both revenues and expenditures experienced slight temporary variances compared to budget.

Revenues: As of May 2019, we have received approximately $4.6M (44.35%) of projected revenues, exceeding our year-to-date goal of $5.8M (41.41%) by $0.3M (2.94%).

	Expected $	Actual $	Variance $	
Total Revenue	**4.30 M**	**4.60 M**	**0.30 M**	
Sales Tax	1.99 M	2.11 M	0.13 M	
Excise Tax	1.06 M	0.98 M	-0.08 M	
Other Revenues	1.25 M	1.51 M	0.25 M	

	Expected %	Actual %	Variance %	
Total Revenue	**41.41%**	**44.35%**	**2.94%**	
Sales Tax	40.42%	43.00%	2.58%	
Excise Tax	42.31%	39.21%	-3.10%	
Other Revenues	42.31%	50.91%	8.60%	

We have received approximately $2.1M (43.00%) of the total projected sales tax revenues, exceeding our year-to-date goal of $2.0M (40.42%) by $0.1M (2.58%).

We have received approximately $1.0M (39.21%) of the total projected excise tax revenues, which was less than our year to date goal of $1.1M (42.31%) by ~$0.1M (-3.10%). Month over month, VoIP and wireless excise tax revenue decreased by 31.68% and 37.77%, respectively, which was the primary driver behind the deviation from the year to date budget. According to the Department of Revenue, this was due to a statewide issue in which two large telecommunications companies, Seattle SMSA (doing business as Verizon Wireless, Inc.) and Wave Division, did not file their respective returns. Seattle SMSA has since filed and it is expected that the correction will be seen in the June 2019 report.

Other revenues received were also above expectations with $1.5M (50.91%) received of the $1.3M (42.31%) expected. Fluctuations in MCT hardware purchases and the timing of related reimbursements can cause fluctuations in this category. For May 2019, the largest driver behind the fluctuations was the receipt of approximately $65,448 from Bremerton Police Department for their purchase of 9 new MCTs and related hardware.

Additionally, earlier this month Kitsap 911 hosted a roundtable discussion regarding forecasting and budgeting processes. During that discussion, a representative from the Washington State Economic and Revenue Forecast Council (“ERFC”) presented information about the local, state and US economy as a whole. While their pessimistic outlook does include the impacts of a recession, their baseline outlook does not and states generally that the current economic outlook is positive. Consequently, we do not expect a significant fluctuation in sales tax revenue for at least the time being.

Expenditures: As of May 2019, we have expended approximately $5.3M (39.69%) of our total appropriation with a year-to-date goal of $6.1M (45.08%).

	Expected $	Actual $	Variance $	
Total Expenditures	**6.07 M**	**5.35 M**	**0.73 M**	
Operating Salaries & Benefits	3.38 M	3.30 M	0.07 M	
Operating Non-Labor	1.03 M	1.06 M	-0.03 M	
Debt Service	0.40 M	0.40 M	0.00 M	
Capital Projects	1.26 M	0.58 M	0.68 M	

	Expected %	Actual %	Variance %	
Total Expenditures	**45.08%**	**39.69%**	**5.39%**	
Operating Salaries & Benefits	42.32%	41.39%	0.93%	
Operating Non-Labor	49.30%	50.78%	-1.48%	
Debt Service	90.81%	90.81%	0.01%	
Capital Projects	42.71%	19.68%	23.03%	

We have expended approximately $4.4M (43.33%) of our total operating budget (excluding debt service), which was in line with our year-to-date goal of $4.4M (43.76%). The primary driver behind the close relationship to budget was the non-budgeted purchase of nine MCTs and related hardware for Bremerton Police Department in the amount of approximately $65,488. This amount was fully reimbursable and was received during the current month. Excluding the impact of this transaction, our total year-to-date operating expenditures were $4.3M (42.65%), which was favorably less than budget.

We have expended approximately $3.3M (41.39%) of our total salaries and benefits budget, which was less than our year-to-date goal of $3.4M (42.32%).

We have expended approximately $1.5M (57.80%) of the total Operating Supplies, Services, Inter-fund, and Bond budget with a goal of $2.5M (56.58%). As noted in the revenue section above, fluctuations in timing and amounts of MCT purchases can routinely cause variations in this category. In May 2019, the primary drivers were the payment of Kitsap 911's final principal debt service and the purchase of the reimbursable MCT equipment as noted above.

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

Risks: The year-to-date trend of actual revenues exceeding budget is in-line with general economic conditions. The March 2019 issue of the Puget Sound Economic Forecaster indicated that while local employment has remained and is expected to remain relatively strong for the next few quarters, it is not expected to continue quite as strong as it has been. While no significant swings are expected, the report noted that the Leading Index has signaled "not yet" when it comes to predicting a downturn in the near future. These conclusions were closely echoed by the presentation by the ERFC. Our budget for 2019 has conservatively adopted this sentiment.

Kitsap 911

Monthly Financials for the Month Ended 05/31/2019

Description	2019 Annual Budget	Jan - May Expected 2019 Budget $	Jan - May Expected 2019 Budget %	Jan - May Actual 2019	Delta to Annual Budget		Delta to YTD Budget	
					$	%	$	%
Revenues								
Sales Tax	$4,915,154	$ 1,986,522	40.42%	$2,113,609	$2,801,545	43.00%	$127,087	106.40%
Telephone Excise Tax	2,497,353	1,056,572	42.31%	979,274	1,518,079	39.21%	(77,298)	92.68%
Other Revenues	2,960,650	1,252,583	42.31%	1,507,236	1,453,414	50.91%	254,653	120.33%
Total Revenues	**$10,373,157**	**$4,295,677**	**41.41%**	**$4,600,119**	**$5,773,038**	**44.35%**	**$304,442**	**107.09%**
Expenditures								
Operating Labor								
Salaries	$5,895,189	$ 2,494,118	42.31%	$2,339,747	$3,555,442	39.69%	($154,371)	93.81%
Payroll Taxes	558,402	237,321	42.50%	218,779	339,623	39.18%	(18,542)	92.19%
Benefits	1,907,334	806,949	42.31%	746,001	1,161,333	39.11%	(60,948)	92.45%
Budgeted Attrition	(376,907)	(159,461)	42.31%	0	(376,907)	0.00%	159,461	0.00%
Total Labor	**$7,984,018**	**$3,378,928**	**42.32%**	**$3,304,527**	**$4,679,491**	**41.39%**	**($74,401)**	**97.80%**
Operating Expenditures								
Supplies	$190,963	$ 57,142	29.92%	$120,699	$70,264	63.21%	$63,557	211.23%
Professional Services	472,111	208,551	44.17%	158,090	314,021	33.49%	(50,461)	75.80%
Communications	203,682	99,076	48.64%	92,611	111,071	45.47%	(6,465)	93.47%
Travel	46,295	37,364	80.71%	8,222	38,073	17.76%	(29,142)	22.01%
Advertising	5,995	2,046	34.13%	2,599	3,396	43.35%	553	127.01%
Operating Rents/Leases	222,385	65,858	29.61%	56,718	165,667	25.50%	(9,140)	86.12%
Insurance	113,307	88,070	77.73%	72,816	40,491	64.26%	(15,254)	82.68%
Utilities	123,188	50,788	41.23%	71,939	51,249	58.40%	21,151	141.65%
Repairs & Maintenance	647,218	391,861	60.55%	454,390	192,828	70.21%	62,529	115.96%
Miscellaneous	55,683	24,991	44.88%	18,596	37,087.00	33.40%	(6,395)	74.41%
Total Non-Labor	**2,080,827**	**1,025,748**	**49.30%**	**1,056,680**	**$1,024,147**	**50.78%**	**$30,932**	**103.02%**
Total Operating Expenditures	**$10,064,845**	**$4,404,676**	**43.76%**	**$4,361,207**	**$5,703,638**	**43.33%**	**($43,469)**	**99.01%**
Debt Service								
LTGO Bond 2005 Refdg - Principal	$ 401,865	$401,865	100.00%	$361,175	40,690	89.87%	($40,690)	89.87%
LTGO Bond 2005 Refdg - Interest	40,690	0	0.00%	40,690	0	100.00%	40,690	0.00%
Total Debt Service	**$442,555**	**$401,865**	**90.81%**	**$401,865**	**$40,690**	**90.81%**	**$0**	**100.00%**
Technology Expenditures								
Capital Projects	$2,871,000	$ 1,226,700	42.73%	$539,147	$2,331,853	18.78%	($687,553)	43.95%
Labor	89,177	37,729	42.31%	43,521	45,656	48.80%	5,792	115.35%
Total Technology Expenditures	**$2,960,177**	**$1,264,429**	**42.71%**	**$582,668**	**$2,377,509**	**19.68%**	**($681,761)**	**46.08%**
Total Expenditures	**$13,467,577**	**$6,070,970**	**45.08%**	**$5,345,740**	**$8,121,837**	**39.69%**	**($725,230)**	**88.05%**

Kitsap 911 2019 Key Initiatives

Rev. 2019-0530

Proj/Task#	Project/Initiative	Due	Status
2019- 1	Finance CIP: Implement Job Code budget/expense tracking	4/30/19	Complete+
2019- 2	Mobile Device Management (MDM)	4/30/2019	Delayed
2019- 3	Netmotion Client Software Updates (x2)	6/30/2019	On Track
2019- 4	ACOM Replacement	6/30/2019	Wrap Up
2019- 5	Multi-Factor Auth (Hardware/software solution)	2Q19	Delayed
2019- 6	Text Discovery	2Q19	Delayed
2019- 7	Technical Planning (Develop Initiatives for BOD Adoption)	7/31/2019	On Track
2019- 8	Rapid SOS (integration with CAD)	3Q19	On Track
2019- 9	Replace DC Plant at all sites except Gold and Carver	11/21/2019	On Track
2019- 10	Informer for Mobile Responder	3Q19	At Risk
2019- 11	Microwave System Improvements (Hansville to Lincoln Path)	3Q19	Complete+
2019- 12	Fire Radio Scanner Interface	3Q19	On Track
2019- 13	Equipment Room Cooling	11/30/2019	On Track
2019- 14	Backup Center Phase 1 (Bldg&Current Capabilities) & 2 (begin enhancing capabilities)	12/31/2019	On Track
2019- 15	ASAP to PSAP (Implementation)	4Q19	At Risk
2019- 16	Support Address Correction Efforts	4Q19	On Track
2019- 17	SharePoint migration	4Q19	Pending
2019- 18	Eventide back-up system	12/30/19	On Track
2019- 19	Training - CIP: 2019 Goal - Update Law Enforcement Dispatch Training Program	12/31/2019	On Track
2019- 22	Hiring Process- CIP: 2019 Goal - Incorporate NG911 profile into hiring process	12/31/2019	On Track
2019- 23	Hiring Process- CIP: 2019 Goal - Increase Lateral Recriuitment	12/31/2019	On Track
2019- 24	Tower Site Upgrades- Regraveling, Landscaping, and Security	12/31/2019	On Track
2019- 25	Radio Interoperability (Mason County)	4Q19	On Track
2019- 26	Finance CIP: Improve Budgeting/Tracking processes for multi-year projects	12/31/19	Complete+
2019- 27	Operation CIP: Implement Automatic Call Distribution (ACD)	12/31/19	On Track
2019- 28	Operations CIP: Implement Secondary/Screened Queue	12/31/19	On Track
2019- 29	Replace UPS	Pending	Pending
2019- 30	ESChat	4Q19	On Track
2019- 31	CAD Software Upgrade (CAD & Mobile MR6, windows 10 all CAD and MCT workstations)	2/28/2020	On Track
2019- 32	Alerting	2Q20	On Track
2019- 33	Training - CIP: 2019/2020 Goal - update Resiliency Training	2Q20	On Track
2019- 34	CALEA reaccreditation	7/31/2020	On Track
2019- 35	Training - CIP: 2020 Goal - Training Program Certification	8/31/2020	On Track
2019- 36	Closest Fire Unit Dispatch	3Q20	On Track
2019- 37	Data Interoperability, Phase 1 (CAD-to-Cad Interface with one other entity)	4Q20	Pending
2019- 38	Secure Funding For Bainbridge Island Tower (Winslow Area)	Ongoing	Ongoing
2019- 39	Secure Additional Frequency Licenses	Ongoing	Ongoing
2019- 40	Virtual Desktops for Dispatch Floor	Pending	Pending
2019- 41	Technology Monitoring System	Pending	Pending
2019- 42	Facility AV System	Pending	Pending
2019- 43	SUPPORT - RMS/JMS Replacement (Supprt KCIS)	Pending	Pending
2019- 44	Operations CIP: Reduce LE Channel Radio Congestion	12/31/19	On Track