Kitsap 911 Executive Committee Meeting
December 18, 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 (11/27/2019) (Chair)
4. Public Comment (limited to 2 minutes per speaker) (Chair)
5. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Chair)
   a. A/P Warrant Numbers 3187 through 3245
      Total $254,883.06
   b. Payroll Dated 11/29/2019 and 12/13/2019
      Total: $647,367.24
   c. Electronic Payments: 10/01/2019-10/31/2019
      Total: $59.40

6. Ratification of Executed Contracts (Kirton)
   KC-030-08 E, Pierce County, Shared antenna space contract amend to expire on 12/31/2020

7. Action Items (Kirton)

   a. Adoption of Resolution 2019-007 – Wage and Salary Ranges for unrepresented employees

8. Discussion Items & Reports
   a. Long Range Plan (Kirton)
   b. 2019 Goals and Tech Project Updates (Wecker)
   c. 2020 Work Plan (Kirton)
   d. Finance Report (Rogers)
   e. Staffing Report (Taylor)

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

10. Good of the Order
11. Adjourn

Kitsap 911 Executive Committee Meeting of November 27, 2019

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

Call to Order. Chair Dusty Wiley called the meeting to order at 1302

Additions to Agenda: None

Approval of Minutes:

Director Gary Simpson moved to approve the minutes from November 11, 2019. Motion was seconded by Director Rob Putaansuu Motion Passed

Public Comment: None

Approval of Payment of Claims-Fund 89822:

Director Rob Putaansuu moved approval of A/P 3151 through 3186 Total $86,422.16, Payroll dated 11/15/2019 Total $320,891.78, Electronic Payments: None. Motion was seconded by Director Dusty Wiley. Motion Passed.

Ratification of Executed Contract:
None

Closed Session to Discuss Contract Negotiations

Closed Session Start 1304
Closed Session End 1320

Actions:

Ratification of Collective Bargaining Agreement-

Director Rob Putaansuu made a motion to recommend approval of the Collective Bargaining Agreement move to the Kitsap 911 Board of Directors to vote on. Motion was seconded by Director Gary Simpson. Motion Passed.

Discussions and Reports:

Long Range Plan-

Executive Director Kirton distributed long-range documents and reviewed them with the Executive Committee. He has been working with the Chiefs for the last year reviewing each section and distilled it down to initiatives. Without an additional fund source there would need to be a user fee increase. It is estimated at 30 million to complete all the tasks. If the sales tax were passed, we would need to save about 4 million to dedicate to this and 1 million available for operating budget. After discussions with SAB and internal analysis, Mr. Kirton feels a smart approach is to keep the user fees static for at least 3-5 years to build up cash flow while doing planning. Chief Wright said it comes down to lots of significant needs and SAB recognizes not all the user agencies are in a position to pay. The ides that there is a new mechanism created by the legislature to allow Kitsap 911 to go out and ask the public for this as a way to take care of the needs and help with a percentage of the operational costs year to year. The SAB is 100% behind the concept to go talk to the public and ask for this sales tax. Director Simpson said a unified message is important. The Committee agreed to take this to the board and Mr. Kirton will bring a resolution before the board on Tuesday.

Finance Report-

Finance Manager Steve Rogers reported revenues are trending favorably with no real variation from the budget. The only fluctuation is with other revenues for a new contact for a tower lease. With expenditures, things are going well. The fluctuations were for equipment repairs & maintenance and other professional services. Director Simpson asked if the reserves were up due to open positions? Mr. Kirton said we projected based on what we anticipated in December; there will be a balance of approx. 300K in labor.

Staffing Report-

Deputy Director Maria Jameson-Owens reported operations are now three employees short. There are currently six employees in law enforcement training, five employees in dispatch training on the floor and five employees in dispatch training in the classroom. The next hiring for February has interviews taking place next week and plan to hire five. The next law enforcement is starting in April.

2019 Work Plan & Goals and Tech Projects Update

Technical Systems Manager Brandon Wecker updated on the following projects:

2019-05 Multifactor - This is the project is for the CJIS requirement to have two types of authentication or multiple forms when logging in. The pilot group of Port Orchard and Bremerton will be starting the week of 12/2. They will be trying out both hardware and software tokens.

2019-09 Replace DC Plant at all sites except Gold and Carver - This project is now completed.

2019-13 Equipment Room Cooling - The project replaced the current HVAC system with a redundant heat pump that can support the load of the equipment room. Temporary cooling units are installed now and on track from completion mid-December

2019-31 CAD Software Update - 55 were received this week from the Sheriffs office and they were turned around in one day.

2019-32 Alerting - This will deploy the digital alerting solution to all fire stations. The second project-planning meeting took place and refresher demo is scheduled for December 10.

2019-36 Closest Unit Dispatch- This project is going well with the different agencies. . Bainbridge Island reported they are not expecting any issues with the Board approval to keep using closest unit. The prep work for Poulsbo Fire will start December 9.

2019-14 Backup Center - Richard will provide an update at the next meeting.

Good of the Order: Chair Ellingson wished everyone a Happy Thanksgiving.

Adjournment 13:52

The next regular meeting of the Kitsap 911 Executive Committee is scheduled on December 18, 2019 from 13:00-15:00 at the Kitsap 911 facility.

ACCOUNTS PAYABLE

Warrant # 3187, -3204

Kitsap 911
MCAG #: 3179

As Of: 11/22/2019

Time: 09:46:04 Date: 11/21/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
2979	11/19/2019	11/22/2019	153	A T & T MOBILITY II LLC	37.57	10/08-11/07/19
2978	11/18/2019	11/22/2019	154	ABM JANITORIAL SERVICES	1,277.05	Services For November 2019
2981	11/19/2019	11/22/2019	165	BUSINESS TELECOM PRODUCTS, INC.	1,573.28	19-0812A Partial Payment
2983	11/19/2019	11/22/2019	489	CITY OF BREMERTON	217.29	Spooktacular Security
2982	11/19/2019	11/22/2019	483	CONNECTWISE	331.08	19-0912A Partial Payment
2984	11/19/2019	11/22/2019	190	DELL MARKETING L.P.	1,850.32	19-1024A
2980	11/08/2019	11/22/2019	315	LAW OFFICE	1,909.50	Service For 10-01-19- Thorugh 10-31-19
2985	11/18/2019	11/22/2019	225	OFFICE DEPOT	54.13	19-1112B And 19-1107A
2986	11/18/2019	11/22/2019	228	ORKIN	128.66	November Service
2987	09/09/2019	11/22/2019	434	PACIFIC AIR CONTROL, INC	588.60	19-0819D
2988	11/18/2019	11/22/2019	233	PENINSULA SERVICES	16.00	CD # 91801 (10/18/2019)
2990	11/20/2019	11/22/2019	462	RACOM CORPORATION	182.04	19-1115A
2991	11/19/2019	11/21/2019	250	SPRINT, NEXTEL OF CALIFORNIA, INC	20.22	10/12-11/11/2019
2995	11/21/2019	11/22/2019	255	TFS LEASING A PROGRAM OF DE LAGE	6,113.39	09/15-11/14/2019 DEM/R
2989	11/18/2019	11/22/2019	261	THOMAS C. PETEK, PH.D	1,800.00	New Hire Class 11/04/19 Testing
2992	11/08/2019	11/22/2019	273	TPSC	100,368.44	December 2019
2993	11/20/2019	11/22/2019	264	VERIZON WIRELESS	15,238.29	10/11-11/10/2019
2994	11/12/2019	11/22/2019	478	ZONES IT SOLUTIONS INC	1,177.20	19-0715 Partial Order
				Report Total:	132,883.06	

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

12/4/
11/21/2019

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR

11/21/19

ACCOUNTS PAYABLE

warrant # 3205 - 3217

Kitsap 911
MCAG #: 3179

As Of: 11/27/2019

Time: 08:46:47 Date: 11/26/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
3007	11/22/2019	11/27/2019	423	BREMERTON BACKFLOW	270.00	Annual Backflow Testing Required By City Of Bremerton 19-1122
2996	11/21/2019	11/27/2019	165	BUSINESS TELECOM PRODUCTS, INC.	772.58	19-1112
2997	11/22/2019	11/27/2019	470	COMCAST	399.43	11/18-12/17/2019
3005	11/25/2019	11/27/2019	198	FEDEX	50.64	November Statement
2998	11/20/2019	11/27/2019	204	HOLADAY PARKS, INC.	2,455.23	November Controls Maintenance K911-015 DEM/R
2999	11/22/2019	11/27/2019	218	LOWE'S BUSINESS ACCOUNT	1,636.74	Statement Ending 11/7/2019
3000	11/25/2019	11/27/2019	225	OFFICE DEPOT	4.05	19-1120C
3006	11/25/2019	11/27/2019	232	PENINSULA LIGHT CO.	124.16	10/15/19-11/15/19
3001	11/22/2019	11/27/2019	240	PUBLIC UTILITY DISTRICT	166.73	10/13/2019-11/12/2019
3009	11/26/2019	11/27/2019	289	SOUTH KITSAP FIRE & RESCUE	3,742.62	Aug, Sept, October Tmobile Split
3002	11/21/2019	11/27/2019	246267	UNGREN , TERESE L	587.66	Nashville Travel Reimbursement For Hexagon Conference
3008	11/22/2019	11/27/2019	246267	UNGREN , TERESE L	96.14	Cell Phone Reimbursement 08/19/19-10/18/19
3003	11/22/2019	11/27/2019	264	VERIZON WIRELESS	1,376.21	10/11-11/10/2019
3004	11/19/2019	11/27/2019	425	WASHINGTON STATE AUDITORS OFFICE	1,782.66	Audit Number 54884 Accountability And Financial
				Report Total:	13,464.85	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER
Steve Rogers 11/26/2019 12/11/19

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR
11/26/19

ACCOUNTS PAYABLE

Kitsap 911
MCAG #: 3179

warrant # 3218-3235

As Of: 12/06/2019

Time: 08:53:47 Date: 12/05/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
3017	12/03/2019	12/06/2019	154	ABM JANITORIAL SERVICES	833.00	Strip And Finish Floors Dem/R
3018	12/03/2019	12/06/2019	163	BREM-AIR DISPOSAL	410.89	11/01-11/30/19 Dem/R
3019	12/03/2019	12/06/2019	172	CENTURYLINK	3,062.49	11/16-12/16/19
3020	12/03/2019	12/06/2019	174	CITY OF BREMERTON	1,208.45	09/16-11/18/19 DEM/R
3021	12/04/2019	12/06/2019	178	COMM. CENTER SPECIALISTS, INC	470.88	19-1204B Clorox Wipes For Ops
3022	12/03/2019	12/06/2019	183	CRESCENT MOON CATERING	228.89	Board Of Directors Meeting 12/03/19
3023	12/02/2019	12/06/2019	190	DELL MARKETING L.P.	172.46	19-0926
3024	11/27/2019	12/06/2019	339	ERGOMETRICS & APPLIED	1,175.88	ECOMM Testing
3025	12/03/2019	12/06/2019	201	GTP ACQUISITION PARTNERS I LLC	3,606.07	19-0118A (Open)
3026	12/03/2019	12/06/2019	203	HIS HANDS LAWN CARE	844.75	November 2019 Services DEM/R
3027	12/02/2019	12/06/2019	204	HOLADAY PARKS, INC.	3,327.77	19-0919C
3028	12/02/2019	12/06/2019	204	HOLADAY PARKS, INC.	1,471.50	19-1028A
3030	12/03/2019	12/06/2019	170	KITSAP 911 PETTY CASH	7.35	November Petty Cash Audit
3029	12/03/2019	12/06/2019	376	KITSAP COUNTY I.S. DEPT	24,329.47	November 2019
3031	12/03/2019	12/06/2019	228	ORKIN	128.66	December Services
3032	11/22/2019	12/06/2019	259	THE DOCTORS CLINIC	393.00	911 Applicant Testing
3033	12/03/2019	12/06/2019	262	TMOBILE	10.20	10/21/19-11/20/2019
3035	12/03/2019	12/06/2019	263	US BANK	12,409.33	11/25/019 Statement
3034	12/03/2019	12/06/2019	482	US BANK	196.98	Travel Card Statement 11/25/2019
				Report Total:	54,288.02	

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 — 12/11/19

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR — 12/05/2019

12/5/19

ACCOUNTS PAYABLE

Warrant 3236

Kitsap 911
MCAG #: 3179

As Of: 12/09/2019

Time: 11:04:15 Date: 12/06/2019
Page: 1

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
3036	12/05/2019	12/09/2019	244	SCGI CONSULTING GROUP	24,640.00	Recruitment Retainer Services And Executive/Leadership Coaching Services
				Report Total:	24,640.00	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY
AUDITING OFFICER _____ 12/11/19

ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR _____ 12/06/2019 _____ 12/6/19

ACCOUNTS PAYABLE

Warrant #3237-3245

Kitsap 911
MCAG #: 3179

As Of: 12/13/2019

Time: 11:23:19 Date: 12/11/2019
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3044	12/02/2019	12/13/2019 165	BUSINESS TELECOM PRODUCTS, INC.	243.52	19-0812A
3045	12/05/2019	12/13/2019 188	DATEC INCORPORATED	273.60	19-1202
3046	12/06/2019	12/13/2019 398	GOSERCO, INC	8,862.16	19-1209G
3047	12/10/2019	12/13/2019 216	LANGUAGE LINE SERVICES, INC.	185.13	November Services
3048	12/09/2019	12/13/2019 480	PLATT ELECTRIC SUPPLY	160.58	19-1204C
3049	12/09/2019	12/13/2019 241	PUGET SOUND ENERGY	10,304.69	Kitsap 911=DEM/R
3050	12/09/2019	12/13/2019 245	SELECT ADVANTAGE	450.00	911 Dispatcher Assements For November
3051	12/09/2019	12/13/2019 249	SPOK, INC.	26.81	12/01-12/31/19
3052	12/09/2019	12/13/2019 410	THE ROOF DOCTOR, INC	8,829.00	19-1018 Repair Roof Leak
			Report Total:	29,335.49	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY AUDITING OFFICER — 12/12/19

ATTACHED DOCUMENTS ARE ORIGINALS AND CERTIFIED BY EXECUTIVE COMMITTEE CHAIR — 12/11/2019 — 12/11/19

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: **11/29/2019**
Pay Period: **11/11/2019 to 11/24/2019**

Pay Detail - 89822	
Item	**Amount**
Net Payroll	$ 164,171.88
941 Tax (Withholding, Social Security & Medicare)	57,714.99
Unemployment	2,678.62
Labor & Industries	1,239.25
PFMLA	121.23
PERS 2 & PERS 3	47,184.78
Washington State Deferred Comp	1,724.99
ICMA Deferred Comp	1,185.00
AFLAC	-
Guild Dues	30.00
Total Payroll	**$ 276,050.74**

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	-	-	-
Oregon Payroll Taxes	126.96	26.71	**153.67**
Total Health Care & Other Benefits/Deductions			**$ 153.67**

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:	**$ 276,204.41**
Transferred to Payroll Account	**$ 276,050.74**

Steve Rogers — 11/26/2019
Prepared By (Kitsap 911) — **DATE**

11/26/19
Authorized Signature (Kitsap 911) — **DATE**

Executive Committee Chair — **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 12/13/2019
Pay Period: 11/25/2019 to 12/08/2019

Pay Detail - 89822	
Item	**Amount**
Net Payroll	$ 188,185.07
941 Tax (Withholding, Social Security & Medicare)	70,708.81
Unemployment	3,315.52
Labor & Industries	1,212.37
PFMLA	120.82
PERS 2 & PERS 3	51,425.68
Washington State Deferred Comp	1,777.13
ICMA Deferred Comp	1,185.00
AFLAC	1,204.43
Guild Dues	2,025.00
Total Payroll	**$ 321,159.83**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
PPO 100	$ 4,107.25	$ 32,307.00	**$ 36,414.25**
Kaiser HMO	1,343.42	8,252.43	**9,595.85**
Delta Dental	495.86	2,894.38	**3,390.24**
Life Insurance	102.25	342.37	**444.62**
Oregon Payroll Taxes	131.33	26.71	**158.04**
Total Health Care & Other Benefits/Deductions			**$ 50,003.00**

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: **$ 371,162.83**
Transferred to Payroll Account **$ 321,159.83**

Steve Rogers — 12/10/2019
Prepared By (Kitsap 911) — **DATE**

Authorized Signature (Kitsap 911) — 12/10/19 **DATE**

Executive Committee Chair — **DATE**

Washington State Department of Revenue

Combined Excise Tax Return

604-008-144

KITSAP 911 PUBLIC AUTHORITY

KITSAP 911 PUBLIC AUTHORITY

Filing Period: October 31, 2019 **Filing Frequency:** Monthly

Due Date: November 25, 2019

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	659.98		659.98	0.065000	42.90
				Total State Sales and Use	42.90

Find Location by Address

Local City and/or County Use Tax/Deferred Sales Tax

Code	Location	Taxable Amount	Tax Rate	Tax Due
1801	1801 - BREMERTON	659.98	0.025000	16.50
		659.98		16.50

Return Totals

Total Tax	59.40
Less Credits	0.00
Total Amount	59.40

Submitter Information

Prepared By	Steve Rogers
Phone Number	(360)-307-5802
Extension	
E-Mail Address	srogers@kitsap911.org
Submitted Date	Nov-19-2019
Confirmation #	0-011-288-798

Payment Info

Payment Type Selected: ACH Debit/E-Check

Amount	59.40
Effective Date	Nov-25-2019

Prepared by: Steve Roger Date: 11/19/2019
Steve Rogers, Finance Manager

Reviewed by: Date: 12/11/19
Richard Kirton, Executive Director

Approved by: Date:
Executive Board Committee Member

KITSAP 911

CONTRACT REVIEW SHEET

(Kitsap 911 Governing Directive #60 -Purchasing and Contracting)

A. GENERAL INFORMATION

1. Contractor: Pierce County
2. Purpose: Amend Expiration for contract KC-030-08
3. Contract Amount: 0 Disburse ☐ Receive ☐
4. Contract Term: 12/31/2020
5. Contract Administrator: Mark Nelson Phone:

Approved: Richard Kirton **Date** 12/16/2019
Executive Director

B. ACCOUNTING INFORMATION

1. Contract Control Number: KC-030-08 #E
2. Fund Name: N/A
3. Payment from-Revenue to CC/Account Nbr: N/A
4. **Encumbered By** **Date**

C. RISK MANAGER REVIEW

1. ☐ Approved ☐ Not Approved

Reviewer **Date**

2. Comments: No review required

D. ATTORNEY REVIEW

1. ☐ Approved ☐ Not Approved

Reviewer **Date**

2. Comments: No Review Needed

H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.

(For contract signing authority, see Kitsap 911 Govening Directive # Purchasing and Contracting)

Ratification by Kitsap 911 Executive Committee Chair **Date**

AMENDMENT # 5
to Pierce County Contract SC-100816 (Kitsap 911 contract KC 030-08)
dated 01/28/2008
for Electronic Equipment Space at the Gold Mountain and Purdy Transfer Station Radio Communications Sites

THIS AGREEMENT is made and entered into by and between Pierce County and Kitsap 911.

WHEREAS, the parties have previously entered into an Agreement dated 01/28/2008, with subsequent Amendments for shared antenna space on their respective towers, rack space inside their respective tower equipment shelters and ground space for additional equipment shelters at Kitsap 911's Gold Mountain site and Pierce County's Purdy Transfer Station site.

WHEREAS, the parties desire to amend the Agreement in consideration of the mutual benefits and advantages to be derived by each of the parties,

IT IS HEREBY AGREED as follows: The reciprocal site sharing agreement shall be extended for an additional year, terminating on 12/31/2020.

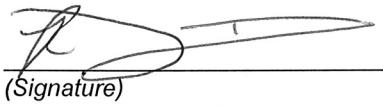
All other terms and conditions of the Agreement and all Amendments, supplements and modifications thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed, such parties acting by their representatives being there unto duly authorized.

DATE this _____ day of _____, 2019

KITSAP 911, a Washington Public Authority

_____
Full Firm Name



_____
(Signature)

Richard Kirton, Executive Director

_____
Title of Signatory Authorized by Firm Bylaws

Mailing Address: 911 Carver St,

Bremerton, WA 98312

Federal Tax ID or Social Security Number:

81-2446001

PIERCE COUNTY:

Approved as to legal form only:

_____
DEPUTY PROSECUTING ATTORNEY Date

Approved:

_____
FINANCE Date

_____
DEPARTMENT DIRECTOR Date

_____
COUNTY EXECUTIVE Date
($250,000 or more)

Kitsap 911 Public Authority

Resolution 2019-007

Adopting Wage and Salary Ranges for Unrepresented Administrative, and Management Employees.

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, The Kitsap 911 Board of Directors recognizes the need to establish fair and competitive wages and salaries for unrepresented employees.

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

Section 1. The Kitsap 911 Unrepresented Administrative Wage Scale and Management Wage Range Resolution 2018-007 is repealed and the pay scales in Attachment 1 of this resolution are adopted. All wage and salary compensation of Kitsap 911 unrepresented Administrative and Management employees shall be in accordance with this Salary and Wage Scale Schedule and any future amendments thereto.

Section 2. 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 3. Effective Date. This resolution shall become effective January 6, 2020.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Executive Committee on December 18, 2019 of which all Directors were notified and a quorum was present.

KITSAP 911 EXECUTIVE COMMITTEE
OF THE BOARD OF DIRECTORS

_____
DUSTY WILEY, CHAIR

ATTEST:

_____
Ken Bagwell, General Counsel

Resolution 2019-007

Attachment 1

Administrative Hourly Wage Scales							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Admin1	26.38	27.70	29.07	30.54	32.07	33.66	35.36
Admin2	27.70	29.08	30.53	32.06	33.66	35.35	37.11
Admin3	29.08	30.53	32.06	33.66	35.35	37.11	38.98
Admin4	30.53	32.06	33.66	35.35	37.11	38.98	40.92
Admin5	32.06	33.66	35.35	37.11	38.98	40.92	42.96

Management Salary Scales		
	Annual Min	Annual Max
M1	93,822.72	125,726.52
M2	98,503.92	131,990.16
M3	103,437.72	138,612.96
M4	108,597.72	145,528.32
ED	123,208.68	169,864.08

Kitsap 911 Board of Directors Information Paper

Issue : Core Radio System Replacement

Meeting Date: ***DRAFT***

Action Requested: Approve Radio Replacement Plan

Issue: Kitsap 911's radio system is approaching end of life, no longer provides adequate radio coverage, and lacks critical features required by our public safety agencies.

Background: Kitsap 911 uses an analog VHF radio system with a mix of simulcast/non-simulast and repeated/simplex channels and eighteen tower sites. Although the system was designed in 1998 to provide "in building- portable" coverage to 95% of the county, today's coverage footprint is inadequate in many areas of the county due to narrowbanding[i], "noise floor" interference[ii], and commercial building construction[iii]. Coverage problems are most noticeable in the Winslow, Lynwood Center, Manchester, Silverdale, and Puget Sound Industrial Center (PSIC) areas. In some areas particular channels work better than others and in some areas our first responders radios simply do not work.

The current analog system is not capable of advanced features such as over-the-air reprogramming and encryption[iv]. Other features such as "push to talk ID and emergency singaling are available through work around solutions that require digital to analog conversions.

The current system is also at capacity. We cannot reallocate channel assignments or deploy additional channels with the current system. At least two additional repeated channel are required for day to day use.

Finally, the current microwave system is no longer manufactured and will be out of support in 2021. The core radio system will no longer be manufactured after 2021 and will be out of support in 2028[v].

Recommendation:

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1. Replace microwave with an IP based system with a minimum capacity of 155Mbps. Add backhaul links to increase redundancy with dynamic rerouting capabilities, particularly to the existing spur sites. Design and plan in 2020, procure and implement 2021-2022. Estimated Cost: $2M
2. Replace conventional analog VHF simulcast radio system with a (digital) trunked radio sytem designed to provide at least 95% in building- portable coverage. Plan and design 2021-2022, procure and implement 2023-2026. Estimated Cost $10.8M
3. Deploy additional tower sites[vi] to achieve 95% in building- portable coverage. $750K each. Plan and design 2021-2023, procure and implement 2024-2026.

Fiscal Impact: $500,000 for system design and engineering. $15,000,000 for infrastructure implementation. Up to $6,000 each for end user radios.

[i] Narrowbanding is an FCC requirement.
[ii] Noise floor…
[iii] Rural areas that are now heavily developed including commercial construction and developed areas that have larger commercial structures.
[iv] The lack of encryption presented a public safety issue during the Eagle Harbor Shooting…
[v] Why not wait until 2027 or 2028 to replace.
[vi] We will likely need 4 additional sites to cover Bainbridge Island (Winslow and Lynwood Center/Mancester, Silverdale West, Southeast of Hansville/Pioneer Hill, and Puget Sound Industrial Center. Exact requirements will be identified as part of radio system design.

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Long Range Plan- Technical and Service Initiatives Summary

Category	Initiative	Start	Finish	Cost
Facility	HVAC – Equipment Room replacement	2019	2020	$400,000
Policy & Svcs	Fire- Facilitate discussions with Fire stakeholders about Fire RMS opportunities including support requirements/responsibilities	2019	2021	Note 1
Data	Implement Server Virtualization	2020	2020	$111,000
Data	Transition GIS services from KCIS to KC911 (with support/backup arrangement)	2020	2020	N/A
Facility	Curb Repair, Parking lot striping	2020	2020	$3,000
Policy & Svcs	TSG Staffing Analysis	2020	2020	N/A
Policy & Svcs	Admin Staffing Analysis	2020	2020	N/A
Facility	Add tint glazing to front windows	2020	2021	TBD
Policy & Svcs	Support KCIS and LE efforts to upgrade or replace LE Records/Jail Management System	2020	2021	Note 1
Policy & Svcs	Facilitate discussions with law enforcement stakeholders about feasibility of a countywide/regional records management unit. Including non-emergency report writing and real time data analysis and trend reporting.	2020	2021	Note 1
Radio	Deploy ESChat & leverage for Mason and Jefferson Interoperability	2020	2021	$25,000
Policy & Svcs	Evaluate how to manage incoming data and media (via NG911 as well as body cams, transit, schools, traffic cams, social media, etc)	2020	2022	Note 1
Policy & Svcs, Data (MCT)	Evaluate first net coverage and features, develop timeline for MCT deployment, determine feasibility of leveraging first net for other requirements.	2020	2022	Note 1
Radio	Replace Microwave with an IP based system with a minimum capacity of 155Mbps, (system design 2020, Procure and Implement 2021-2022).	2020	2022	$2M
Radio	Expand microwave loop protection to spur sites	2020	2022	$500,000
Radio	Enhance DC Plant at tower sites if necessary due to microwave implementation	2020	2022	$50,000
Data	Implement CAD to CAD interface (data interoperability) with South Sound 911	2020	2023	$50,000
Data	Transition network full network support and security responsibilities from KCIS to Kitsap 911 (plan 2020/2021, implement 2021-2023)	2020	2023	TBD
Facility	UPS System replacement	2020	2023	$130,000
Facility	Replace AV system	2021	2021	$40,000
Facility	Replace vehicle gate	2021	2021	$15,000
Facility	Upgrade/Replace light fixtures	2021	2021	TBD
Policy & Svcs	Ops Staffing Analysis	2021	2021	N/A
Data	Upgrade existing CAD software, servers and dispatch PCS and deploy High Availability Database Features (Note- this software update is partially dependent on KCIS completing an RMS update/replacement, however, security, operating system, and operational requirements may require us to proceed with the update independently of KCIS/RMS). (See Note 2)	2021	2022	$400,000
Policy & Svcs	Explore options for end user radio support. Possible options include: a) Kitsap 911 or a central vendor supplying, managing, provisioning and maintaining end user radios through an equipment rental fund b) centralized purchasing of standardized end user equipment c) developing countywide purchasing specs d) developing countywide maintenance standards, etc. (See Radio Category)	2021	2022	Note 1
Radio	Replace tower site HVAC systems	2021	2022	$70,000
Facility	Replace furnishings (10K per year over 4-5 years	2021	2025	$40,000
Radio	**Plan** radio system replacement, converting to a trunked system (plan 2021-2022, implement 2023-2026) NOTE- system is end of life in 2028, however delaying replacement beyond 2023-2025 would necessitate costly upgrades to current system to compensate for coverage degradation. See radio section of the long-range tech plan for more information) (Note 4)	2021	2026	$300,000 $10.5M
Data	Replace MCTs (evaluate and Plan 2021, deploy with CAD upgrade) Standardize model, new docks, modems, scanners, printers, installation	2022	2022	$3.2M
Data	Upgrade, Refresh, or Replace Logging Recorder	2022	2022	$150,000
Facility	HVAC – Temperature balancing and efficiency upgrades	2022	2022	TBD
Facility	Replace Dispatch Consoles	2022	2022	$96,000
IT	Replace Help Desk Software	2022	2022	$10,000
IT	Replace Inventory Control Software	2022	2022	$10,000

IT	Upgrade/Replace Timekeeping and Financial Management Software	2022	2022	TBD
Radio	Improve Radio Interoperability with Jefferson County by deploying a console to console patch system and/or cross-band system	2022	2022	$12,500
Facility	Replace Security/Access Control System	2022	2023	$33,000
Radio	Improve Radio Interoperability with Mason County by deploying a console to console patch system or crossband repeater.	2022	2023	$12,500
Phone (adm)	Upgrade, Refresh, or Replace Phone System (Admin) (See Note 2)	2023	2023	200,000
Radio	Convert Diesel Generators to Propane, ensure 1 week run time (Note 3)	2023	2023	TBD
Radio	Upgrade, Refresh, or Replace Radio Console (See Note 2)	2023	2023	TBD
Data	Implement CAD to CAD interface (data interoperability) with Navy	2023	2025	$50,000
Data	Implement CAD to CAD interface (data interoperability) with Jefferson 911	2023	2025	$35,000
Data	Implement CAD to CAD interface (data interoperability) with Mason 911	2023	2025	$35,000
Data	Implement CAD to CAD interface (data interoperability) with WSP	2023	2025	$35,000
Radio	Add tower to improve coverage area – Bainbridge Island/Manchester	2023	2026	$750,000
Facility	Paint interiors	2024	2024	TBD
Facility	Paint exteriors	2024	2024	TBD
Phone (911)	Upgrade, Refresh, or Replace Phone System (911) (See Note 2)	2024	2024	$500,000
Radio	Add tower to improve coverage area – Silverdale West	2024	2026	$750,000
Radio	Add tower to improve coverage area – Southeast of Hansville, Pioneer Hill area	2024	2026	$750,000
Radio	Add tower to improve coverage area – Airport area	2024	2026	$750,000
Facility	Convert or replace Carver Generator (Note 3)	2025	2025	$200,000
Facility	Replace Carpet	2025	2025	TBD
Radio	Replace sound dampening system on operations floor, in EOC, and in classroom	2025	2025	TBD
Data	Cad/Mobile Software Upgrade	2025	2026	$300,000
Radio	Initial Purchase responder & command staff radios compatible with new radio system. (assumes 2,174 cross band radios @6k each. If cross band radios are not required cost drops to would be 6k each. Radio count might be low. Assumes non-LE/Fire pays full cost. Does NOT include installation.	2025	2026	$14M
Radio	Enhance DC Power Plant at sites if necessary due to radio implementation	2025	2026	$250,000
Data	Explore CAD vendor replacement	2026	2028	Note 1
Data	Replace MCTs	2028	2028	$3.2M
Data	CAD/Mobile Software Upgrade	2028	2028	$300,000
Radio	Replace Site Generators (Note 3) (17-20 YR lifespan, 100-200K each depending on size)	2028	2030	$1.5M
Facility	HVAC – Replacement	2030	2030	TBD
Facility	Replace Roof	2030	2030	TBD

Note 1- these line items refer to staff and stakeholder led study and discussion, so no hard costs associated with this stage of the project. Some of these initiatives will require a concentrated planning and design effort, likely resulting in consultant costs.
Note 2- these are major equipment refreshes, software upgrades, or full replacements. Cost estimates are for full replacements but refresh/upgrade is most likely scenario. Minor software upgrades and equipment refreshes not included. (CAD software upgrades occur every 2-3 years, phone and radio console software upgrades are not on a set upgrade cycle).
Note 3- Current generators were purchased based on countywide 3-day refueling plan. Current best practice is 1 week. Propane is cleaner and requires less maintenance than diesel. For generators that can't be converted consider out of cycle replacement.
Note 4- Planning includes design and Engineering. Implementation includes: RF Infrastructure including controllers, base stations, antenna systems, etc.
project management, system integration, permitting support, FCC licensing, frequency coordination, etc. does NOT include New Towers, DC Plant at existing towers, end user radios, microwave.

Kitsap 911 2019 Key Initiatives

Rev. 2019-12-12

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	Complete-
2019- 3	Netmotion Client Software Updates (x2)	6/30/2019	Complete-
2019- 4	ACOM Replacement	6/30/2019	Complete
2019- 5	Multi-Factor Auth (Hardware/software solution)	2Q19	Delayed
2019- 6	Text Discovery	2Q19	Complete-
2019- 7	Technical Planning (Develop Initiatives for BOD Adoption)	7/31/2019	Delayed
2019- 8	Rapid SOS (integration with CAD)	3Q19	Delayed
2019- 9	Replace DC Plant at all sites except Gold and Carver	11/21/2019	Complete
2019- 10	Informer for Mobile Responder	3Q19	Delayed
2019- 11	Microwave System Improvements (Hansville to Lincoln Path)	3Q19	Complete+
2019- 12	Fire Radio Scanner Interface	N/A	N/A
2019- 13	Equipment Room Cooling	11/30/2019	At Risk
2019- 14	Backup Center Phase 1 (Bldg&Current Capabilities) & 2 (begin enhancing capabilities)	12/31/2019	Delayed
2019- 15	ASAP to PSAP (Implementation)	4Q19	Delayed
2019- 16	Support Address Correction Efforts	4Q19	Complete/on
2019- 17	SharePoint migration	Pending	Pending
2019- 18	Eventide back-up system	12/30/19	Complete+
2019- 19	Training - CIP: 2019 Goal - Update CTO Training Program	12/31/2019	Complete
2019- 22	Hiring Process- CIP: 2019 Goal - Incorporate NG911 profile into hiring process	12/31/2019	Complete
2019- 23	Hiring Process- CIP: 2019 Goal - Increase Lateral Recriuitment	12/31/2019	Complete
2019- 24	Tower Site Upgrades- Regraveling, Landscaping, and Security	12/31/2019	Complete
2019- 25	Radio Interoperability (Mason County)	N/A	N/A
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	At Risk
2019- 28	Operations CIP: Implement Secondary/Screened Queue	12/31/19	Complete
2019- 29	Replace UPS	Pending	Pending
2019- 30	ESChat	4Q19	N/A
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	Complete/on

Kitsap 911 2020 Key Projects and Initiatives

Technical Projects					
Proj/Task#		Project/Initiative	Scope	Due	Status
2019	1	Technical Planning (Develop Initiatives for BOD Adoption)			
2019	2	Equipment Room Cooling		1/31/2020	
2019	3	Multi-Factor Auth (Hardware/software solution)		4/30/2020	
2019	4	Rapid SOS (integration with CAD)		2020	
2019	5	Informer for Mobile Responder		2020	
2019	6	ASAP to PSAP (Implementation)		2020	
2019	7	CAD Software Upgrade (CAD & Mobile MR6, windows 10 all CAD and MCT workstations)		2020	
2019	8	CALEA reaccreditation		2020	
2020	9	Document Current Radio System Footprint		2020	
2019	10	Closest Fire Unit Dispatch		2020	
2019	11	SharePoint migration		2020	
2019	12	Technology Monitoring System (IT)		2020	
2019	13	Server Virtualization		2020	
2020	14	(RF) Technology Monitoring System (Plan)		2020	
2020	15	Add tinting to front windows		2020	
2020	16	Complete GIS Transition		2020	
2020	17	Curb repair and parking lot striping		2020	
2020	18	Microwave System Design		2020	
2019	19	Backup Center Phase 1 (Bldg&Current Capabilities) & 2 (begin enhancing capabilities)		2021	
2019	20	ESChat		2021	
2019	21	Alerting		2021	
2019	22	SUPPORT - RMS/JMS Replacement (Support KCIS)		2021	
2020	23	CAD Software Upgrade (9.4 or 9.5)/ Fault Tolerance Conversion (Plan)		2021	
2020	24	Evaluate feasibility of bringing all IT functions in house		2021	
2020	25	Facilitate discussion with fire RE Fire RMS		2021	
2020	26	Facilitate discussions with LE re Data/Records/Report Writing Unit		2021	
2020	27	Replace Digital Persona Software		2021	
2020	28	Replace Helpdesk Software		2021	
2020	29	Replace Inventory Control Software		2021	
2020	30	Evaluate First Net		2022	
2020	31	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)		2022	
2019	32	Replace UPS		2023	
2019	33	Data Interoperability, Phase 1 (CAD-to-Cad Interface with one other entity)		2023	
2019	34	Secure Additional Frequency Licenses		Ongoing	
2019	35	Secure Funding For Bainbridge Island Tower (Winslow Area)		Ongoing	

Continuous Improvement Process Initiatives			
All	20	On time completions	Identify risks to on time completions early, communicate potential delays early, complete projects on time when it is within our control to do so, mitigate unavoidable delays.
CAL	20	Year 1 at least 80% complete by end of December, 2020	
CAL	21	All year 1 proofs to accreditation manager by Feb 27, 2021	
FIN	20	Review and update Financial Controls	Review current procedures and updated guidance to maintain compliance and to improve internal controls, where possible.
FIN	20	Review and update inventory process	Inventory-Review current policies and procedures related to inventory and update, if needed.
FIN	20	Review and update payroll processes	Review current procedures to improve efficiently and internal controls, where possible
FIN	20	Review AP processes	Identify areas to improve efficiency and internal controls as a result of the personnel change.
HR	20	Increase employee diversity	Through research, expanding our recruitment scope, and info-sharing with other local agencies, we will increase employee diversity.
HR	20	Leverage NEOGOV to improve candidate experience and reduce time to hire	Improve our knowledge of our NEOGOV products and the recruitment resources NEOGOV provides to improve the candidate experience, number of candidates, and time to hire.
OPS	19	Implement Automatic Call Distribution (ACD)	
OPS	20	Improve Performance Management Process	Leadership Team and supervisors attend De Hicks School of Leadership, an eight month program with monthly training sessions to build clarity and alignment of leadership group so that the agency's culture becomes increasingly healthier.
OPS	20	Reduce Overtime	Proactively review schedule quarterly during preparation; limit all non-essential meetings, training etc. that would create overtime or reduce the number of employees available to work. Continue to communicate
TRN	19	Training Program Certification (complete by eoy 2020)	Achieve APCO certification of telecommunicator training program
TRN	19	Update Resiliency Training (Complete by eoy 2020)	Update resiliency training modules to better address cumulative stress, ptsd, etc.
TSG	20	100% Scope Statements	Complete scope statements for all items on this spreadsheet by 1/31/2020. No new items added until scope statement complete
TSG	20	Minimize turn around time for MCT repairs	Work orders immediately entered by MCT receiver if none already entered. Tier 1 troubleshooting complete within 1 business day. All troubleshooting documented in work order as completed. Shipped out within 1 business day of identification of need to ship out. Work order updated when repair complete. Work order closed when MCT has been returned to requester
TSG	20	Support Address Correction Efforts- Issues affecting NG911/geospatial routing	Work with stakeholders to complete address corrections necessary to implement Geospatial routing
TSG	20	Tower Site Upgrades	

Kitsap 911 2020 Key Projects and Initiatives

Other Initiatives			
BW	20	TSG Staffing Analysis/Plan	
Taylor	20	Admin Staffing Analysis/Plan	
MJ	20	Operations Staffing Analysis/Plan	
CB	OG	Secure Additional Frequency Licenses	
RK	OG	Secure Funding For Bainbridge Island Tower (Winslow Area)	

Pending Projects			
		Radio Interoperability (Mason County)	Incorporated into ESChat, Waiting for Grant Decision
		Fire Radio Scanner Interface	Incorporated into ESChat, Waiting for Grant Decision
		Facility AV System	No funding
		Virtual Desktops for Dispatch Floor	Pending