

Kitsap 911 Board of Directors Meeting

March 2, 2021 (12:15 to 2:15)

Virtual Meeting

A G E N D A

1	Call to Order	(Chair)
2	Additions to the agenda	(Chair)
3	Public Comment (Limited to 2 minutes per speaker)	(Kirton)
4.	Welcome new Kitsap 911 Board of Directors Members	(Chair)
Action Items		
5	Approval of Minutes from 10/06/2020	(Chair)
6	Adoption of Resolution 2021-001 -2021 Board of Directors Meeting Schedule	(Kirton)
7	Election of Chair and Vice Chair	(Chair)
8	Appointment of Executive Committee Members	(Chair)
Reports		
9	Performance Measure Presentation	(Jameson-Owens)
10	<p>Executive Committee Report</p> <ul style="list-style-type: none"> • Approved various warrants, payroll and electronic fund transfers • Received regular staff reports • Ratification of contract K911-040 Cares Subrecipient Agreement with Kitsap County • Ratification of amendment to contract K911 Cares Subrecipient Agreement with Kitsap 911 • Adoption of Resolution 2020-007 Adopting Wage and Salary Ranges for Unrepresented Administrative and Management Employees • Adoption on updates to Governing Directive 246-Employee Recognition <p>Actions taken by Executive Director under Resolution 2020-003 Declaring an Emergency</p> <ul style="list-style-type: none"> • waiver of certain purchasing requirements and limits: A Holiday parks purchase was approved based on this resolution and is related to the CARES project. The project added a UV purification system to the air handling units in the Kitsap 911 facility. Total cost \$35,245.15 with the equipment funded through cares and the installation costs split between Kitsap 911 and DEM • waiver of certain purchasing requirements and limits: In order to meet the delivery and payment timeline requirements to receive CARES funding, Kitsap 911 credit card limits were temporarily increased and use of the cards for certain material goods that would normally be purchased with a warrant paid directly to the vendor was authorized. All other purchasing requirements were followed. Credit limits have since been returned to normal levels and regular purchasing processes reinstated. Additionally, Kitsap 911 is in the process of extending the emergency sick leave that was set to expire at the end of 2020 • Emergency paid sick leave provision which had been scheduled to expire 12/31/2020 were extended through March 31, 2021 	(Kirton/Wiley)
11	Staffing Report	(Taylor)
12	Finance Report	(Rogers)
13	Emerging Issues	(Kirton/Wecker)
14	2021 Goals and Tech Project Report	(Kirton)
15	Good of the Order	(All)

Public Comment may be submitted to pubcomment@kitsap911.org All comments received prior to 1:30 PM on March 1, 2020 will be included in the public comment report (item 3 of the agenda). Comments received after that will be distributed to Kitsap 911 Board members after the meeting concludes. Members of the public may also comment during the meeting via zoom.

When: Mar 2, 2021 12:15 PM Pacific Time (US and Canada)

Topic: Kitsap 911 Board of Directors

Please click the link below to join the webinar:

<https://zoom.us/j/92723570274?pwd=VXFXYYXNYWmwOU1RXNUZlczg0cXROdz09>

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**Kitsap 911 Board of Directors Meeting of
October 6, 2020 Via Virtual Teams Meeting**

ATTENDING:

Board of Directors:

Ed Wolfe-Kitsap County Commissioner
Becky Erickson- City of Poulsbo Mayor (Chair)
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor
David Ellingson-Fire Commissioner (Vice Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner
Leslie Daug- City of Bremerton Council Member
Kol Medina- City of Bainbridge Island Mayor

Staff:

Richard Kirton- Executive Director
Maria Jameson-Owens-Deputy Director
Rachael Taylor-Human Resource Manager
Steve Rogers-Financial Manager
Brandon Wecker-Technician Service Manager
Stephanie Browning- Administrative Specialist

Absent:

Eric Younger-City of Bremerton Council Member
Sheriff Gary Simpson- Kitsap County
Robert Gelder- Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner

Guests:

Michele Moen- Emergency Management
George Hazard-Kitsap 911
Jamie Ward-Kitsap 911

Call to Order: Chair Becky Erickson called the meeting to order at 12:16 pm.

Additions: None

Public Comment: No written public comment was received by the email address that was publicized and no public in attendance had a comment.

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Adoption of an Amendment to Interlocal Agreement with Kitsap County for E911 Services and Reimbursement of Eligible Expenses (KC-278-18 B)

Executive Director Richard Kirton stated this is an annual amendment to the Interlocal Agreement with Kitsap County. This agreement allows Kitsap 911 to receive funds from the Washington Military Department for work being completed in Kitsap County for public safety answering services. This amendment has been executed with the Kitsap County Board of Commissioners and covers the State's fiscal year of July 1 to June 30, 2021. This is the third year and second amendment of this agreement.

Director David Ellingson made a motion to adopt the amendment to Interlocal agreement with Kitsap 911 (KC-278-18B). Motion was seconded by Director Ed Wolfe. Director Leslie Daugs asked if there were any drastic changes with the amendment. Mr. Kirton responded no. Motion passed.

3rd Quarter 2020 Budget Amendment and 2021 Budget Presentation

The budget documents were provided in the Boards packets. Finance Manager Steve Rogers began with review of the 2020 budget amendment. The following are highlights:

2020 Budget Amendment:

- *no changes for the operating budget
- *primary change in revenue is 200K in CARES funding that Kitsap 911 expects to receive this year.
- *Slight increase in MCT NPRV surcharges but have a net zero effect on the budget as they are costs being reimbursed for and fall outside of operating budget
- *225K increase in labor costs, this was previously set aside in the reserve and approved when the board ratified the CBA. It moves the amount from the reserves to the operating expenditures
- *199K increase due to Gold Mt. Tower lease with DNR that was executed and paid earlier in 2020. This was also set aside in the reserve.
- *Non-operating cost increase by 1.2 million, primarily due to projects approved by the board in 2019 that were carried forward into 2020. Certain non-priority projects were tabled due to COVID19.

*Removed 150K in estimated ballots costs for the sales tax initiative

2021 Budget:

*Decrease in total revenues by approximately 8%

*Anticipating a 15% decrease in sales tax

*No changes in user agency base fees; the only difference is in the fluctuation in calls for service

*2021 operating expenditures are about 27K lower than the amended 2020 budget

*Non-labor operation expenditures are roughly flat with 2020

*Labor costs are up 2% primarily due to step increases, but cuts were made in non-labor expenditures to offset the increase

*Overall, non-labor operating expenditures are about 9% lower year over year

*Total Technical and Nonoperational budget is approximately 900K

Questions/Comments:

Director Wolfe asked if the executive committee was unanimous on moving this forward? Mr. Rogers said yes.

Director Erickson asked if there is a formalized cash reserve policy about cash retention? Mr. Rogers said Kitsap 911 likes to mirror the GFOA recommendations in the reserves and that there was some discussion last year with the 2020 budget if that was the appropriate level. Executive Director Kirton added that there is a policy in place and that this budget will reduce the stabilization fund below the two-month level. There is a policy that sets the stabilization goal at 17% and provides for use of the funds during an economic downturn. The alternative would be an alternative revenue source or a service cut. There is no additional room in the budget to make cuts that would not impact service levels.

Director Putaansuu believes we are being very conservative with the revenue and is comfortable with the budget proposed.

Director Putaansuu said for their baseline, Port Orchard used their 2019 number and asked what was used at Kitsap 911. Mr. Rogers stated he and Mr. Kirton reached out to several agencies in government and felt like this was in the middle of the road and erred on the side of a conservative and pessimistic outlook.

Adoption of Resolution 2020-004 Amending the 2020 Budget

Director David Ellingson made a motion to adopt Resolution 2020-004 Amending the 2020 Budget. Motion was seconded by Director Rob Putaansuu. Motion passed.

Adoption of Resolution 2020-005 Adopting the 2021 Budget

Director David Ellingson made a motion to adopt resolution 2020-005 Adopting the 2021 budget. Motion was seconded by Director Edward Wolfe. Motion passed.

Executive Committee Report

Mr. Kirton reported the executive committee has resumed virtual regular meetings and have done the following

*Approval of payments and claims. Director Dusty Wiley comes into Kitsap 911 following appropriate safety measures and reviews the claims packets. Kitsap 911 has implemented enhanced financial controls to compensate for the fact that our administrative staff are working remotely

*Ratified a contract with Adcomm Engineering for the simulcast system tuning.

Staffing Report

Human Resource Manager Rachael Taylor reported there are nine vacant positions on the dispatch floor. There are two trainees who were hired in September who are in the classroom training and the two laterals hired in August are almost complete with their floor training. There are four employees who will be completed with their law enforcement dispatch training in the next few weeks. The trainee position was posted in September with a January hire date and due to COVID-19, are continuing to complete all candidate testing online with the national testing network and will continue with virtual interviews. There are currently two candidates in backgrounds for the open T2 Technical position and have made a final offer to a CAD Engineer who will start mid-November. Last week, a hiring meeting took place to plan the 2021 recruitment and the plan is to post the telecommunicator position three times.

Finance Report

Mr. Rogers provided the financial report ending in August 2020. Revenue received is approximately 7.4 million. Kitsap 911 is on pace with sales and excise tax. The fluctuations on other revenues are due to normal fluctuations and timing of receipt of user agency checks.

Expenditures are still on pace with total labor and nothing out of the ordinary with August year to date.

Goals and Tech Project Report

Mr. Kirton provided the following report:

* *2020-5 ASAP to PSAP*- This project will allow alarm companies to automatically create events when an alarm is activated and secondary it will give access to the Edge Frontier software provided by Hexagon. This can be used as a foundation for other interfaces such as connections with the CAD systems of neighboring 911 centers. The first round of testing with the state and alarm companies has been completed and are working on resolving a couple of issues that were identified during the testing. Still on track for an on-time completion and once we are live, Kitsap 911 will be the first center in Washington State to use this service.

**2020-20 Alerting Project* – This project will deploy a digital alerting solution for fire stations and includes automotive voice over the primary dispatch channel on the fire side. Kitsap 911 has completed the prep work to include the design and internal communications network and began the roll out to South Kitsap fire stations. We are live with the digital voice for dispatch as well as end-to-end digital alerting with one station in South Kitsap and a few other stations fully installed just waiting for the cutover. The cutover for three additional stations will take place this week.

**Simulcast Tuning-* This is the contract with Adcomm and the work is proceeding with the work scheduled to be done by the end of the year. This will provide some improved coverage throughout the county but particularly in the Silverdale area where there are significant issues with audio coverage.

**Radio Replacement Project-* Kitsap 911 will be presenting an updated plan and timeline to the SAB and Executive Committee over the next few months with a goal of a presentation with the full board at the December meeting.

Good of the Order

Mr. Kirton wanted to take a moment to recognize an employee and take a moment to talk about the Accreditation Project. Kitsap 911 is accredited by the commission for CALEA and it is the only national recognized communication center accreditation program that looks at 911 centers holistically from end to end. There are currently about 500 individual standards which have 207 focused areas and covers everything from finance, call taking, dispatch, technical services, HR, labor relations, disaster preparedness and anything you can think of that we do has at least one standard. The process for achieving accreditation is we have to demonstrate we have appropriate directives, SOP, Contracts, Governing Contracts, Training Manuals etc. in place for all 207 focus areas and then prove that we are following the directives for all standards. A minimum of a quarter of the standards are reviewed by outside creditors and once every accreditation cycles a team of assessors spends a week onsite reviewing documentation, talking to stake holders and members of our community, observing operations and evaluating our compliance with the standards. Kitsap 911's onsite review was right before COVID-19 hit. The assessors then forwarded the report to a panel of commissioners and Kitsap 911 appeared in front of the members of the commission for a final review hearing. For this year and the initial accreditation, the assessors and commission members had very positive remarks about the Kitsap 911 process and had good things to say about staff, but in particular has great things to say about the work Professional Standards Program Manager George Hazard does. George is the hub of the accreditation work and his dedication to our mission and to ensure we are always putting the best product out the door is unmatched. George has been with us since June of 1992 and started out as a dispatcher. CALEA sent a certificate of appreciation and it was Mr. Kirton's pleasure to recognize him and virtually present him with the certificate. Chair Erickson extends the board's congratulations to George.

The meeting was adjourned at 12:55 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is December 2, 2020 at 2:00 Virtually

Kitsap 911 Public Authority

Resolution 2021-001

Resolution 2021-001 Establishing the Kitsap 911 Board of Directors Meeting Schedule for 2021.

WHEREAS, on April 25, 2016 the Board of County Commissioners enacted an ordinance adopting chapter 2.110 of the Kitsap County code, creating the Kitsap 911 Public Authority; and

WHEREAS, the Kitsap 911 Charter established the Kitsap 911 Board of Directors; and

WHEREAS, the ordinance, charter, and bylaws require the board to meet regularly, but not less than four times a year; and

WHEREAS, meetings of the Kitsap 911 Board of Directors must comply with 42.30 RCW (the Open Public Meetings Act); and

WHEREAS, 42.30.070 RCW states “The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body.

Section 1. Meeting Schedule The following Kitsap 911 Board of Directors meeting schedule is adopted:

March 2, 2021, 12:15 to 2:15 Regular Meeting via Zoom

May 4, 2021 2:00 to 3:00 Regular Meeting via Zoom

June 1, 2021 2:00 to 3:00 Regular Meeting via Zoom

July 23, 2021 12:00 to 4:00 Budget Meeting via Zoom or at Kitsap 911/CENCOM

September 7, 2021 2:00 to 3:00 Regular Meeting via Zoom or at the Norm Dicks Government Center, Council Chambers

December 7, 2021 2:00 to 3:00 Regular Meeting via Zoom or at the Norm Dicks Government Center, Council Chambers

February 1, 2022 12:15 to 2:15 Regular Meeting via Zoom or at the Norm Dicks Government Center, Council Chambers

Section 2. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

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

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MOVED AND PASSED at a special meeting of the Kitsap 911 Board of Directors on March 2, 2021 of which all Directors were notified and a quorum was present.

KITSAP 911 BOARD OF DIRECTORS

REBECCA ERICKSON, CHAIR

ATTEST:

Richard A. Kirton, Executive Director

Executive Summary

Kitsap 911 Board of Directors

Summary: For the one months ended January 31, 2021 (8.33% of the year elapsed), both revenues and expenditures were in-line with expectations.

Revenues: As of January 2021, we have received approximately \$972K (9.68%) of projected annual revenues, exceeding our year-to-date forecast of \$771K (7.68%) by approximately \$201K (2.00%).

	Expected \$	Actual \$	Variance \$	
Total Revenue	0.77 M	0.97 M	0.20 M	●
Sales Tax	0.33 M	0.48 M	0.14 M	●
Excise Tax	0.20 M	0.21 M	0.02 M	●
Other Revenues	0.24 M	0.28 M	0.04 M	●

	Expected %	Actual %	Variance %	
Total Revenue	7.68%	9.68%	2.00%	●
Sales Tax	7.66%	10.91%	3.25%	●
Excise Tax	7.69%	8.41%	0.72%	●
Other Revenues	7.69%	8.98%	1.29%	●

We have received approximately \$476K (10.91%) of the total projected sales tax revenues, which was above our year-to-date forecast (7.66%), exceeding expectations by approximately \$142K (3.25%).

We have received approximately \$213K (8.41%) of the total projected excise tax revenues, which was slightly above our year-to-date forecast (7.69%), only exceeding expectations by approximately \$18K (0.72%).

Other revenues received were \$282K (8.98%), which was slightly above our year-to-date forecast (7.69%), exceeding expectations by approximately \$41K (1.29%). Fluctuations in MCT hardware purchases and the timing of related reimbursements routinely cause fluctuations in this category. For January 2021, routine timing differences in user agency fee revenues was the primary driver behind the fluctuation.

On February 14, 2021 Kitsap County transitioned to Phase 2 of its *Roadmap to Recovery Plan*, however, with the current lack of a finalized federal direct stimulus and unemployment package from Congress, we are concerned that sales tax revenues may soon decline.

Operating Expenditures: As of January 2021, we have expended approximately \$921K (8.26%) of our total operating expenditures appropriation, which was approximately \$143K less than our year-to-date expectation of \$1.1M (9.54%).

	Expected \$	Actual \$	Variance \$	
Total Operating Expenditures	1.06 M	0.92 M	0.14 M	●
Operating Salaries & Benefits	0.72 M	0.71 M	0.01 M	●
Operating Non-Labor	0.35 M	0.21 M	0.14 M	●

	Expected %	Actual %	Variance %	
Total Operating Expenditures	9.54%	8.26%	1.28%	●
Operating Salaries & Benefits	7.97%	7.88%	0.09%	●
Operating Non-Labor	16.11%	9.81%	6.30%	●

We have expended approximately \$709K (7.88%) of our total salaries and benefits budget, which was slightly less than our year-to-date goal of \$717K (7.97%) by approximately \$8K (0.37%). The thin margin between budget and actual expenditures for January 2021 is temporary and was primarily due to the payment of both January and February medical insurance premiums.

We have expended approximately \$211K (9.81%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was less than our year-to-date expectations of (16.11%) by approximately \$135K.

Capital Expenditures: As of January 2021, we have expended approximately \$25K (2.66%) of our total annual appropriation of \$925K.

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

Risks: The ongoing economic impact of the COVID-19 pandemic continues to pose the greatest risk to our revenues, primarily because Kitsap 911's main source of revenue is its share of Kitsap County's sales tax receipts. Given the economy's stable performance over the past few months, our outlook for the year has improved slightly, however, until market activity returns to normal levels, material instability in our financial landscape is possible.



Kitsap 911

Fund Balance Detail

as of
01/31/2021

Nonspendable	
None	
Total Nonspendable	\$ -
Restricted	
Stabilization Fund	\$ 1,720,492.00
Fire Alerting Project	406,012.52
Flex Spending Account	21,167.50
Total Restricted	\$ 2,147,672.02
Committed	
<u>Capital Projects and Technical System Upgrades</u>	
MCT NPRVs	72,652.74
Backup Center	139,963.01
ASAP to PSAP	29,104.47
Tower Site Improvements	22,572.20
Furnishings Upgrades/Replacements	2,500.00
Simulcast Tuning	13,125.00
Microwave Design/Prep	81,658.88
JACE Replacement for HVAC	15,000.00
First Due Annual Maintenance	11,316.00
Server Virtualization and Cyber Security	55,000.00
Subtotal	442,892.30
<u>Operations</u>	
Election Costs for SB5272	\$ 150,000.00
Subtotal	150,000.00
Total Committed	\$ 592,892.30
Assigned	
Equipment Replacement	\$ 983,000.00
Payroll Cashflow	799,683.49
Stabilization Fund Adjustment	214,643.00
Total Assigned	\$ 1,997,326.49



Kitsap 911

Fund Balance Summary

Net Fund Position		as of 01/31/2021
Temporary Investment Balance		\$ 3,985,108.93
Cash Balance		
Warrant Account		904,955.16
Payroll Account		599,683.49
Flex Spending Account		21,167.50
Petty Cash		1,193.73
Cash Subtotal		1,526,999.88
Total Cash and Cash Equivalents		5,512,108.81
Add: Outstanding Warrants		40,119.25
Less: Outstanding Receivables		-
Net Fund Position		\$ 5,552,228.06

Cash and Investment Categories		as of 01/31/2021
Fund Balances		
Nonspendable		-
Restricted		\$ 2,147,672.02
Committed		592,892.30
Assigned		1,997,326.49
Unassigned		814,337.25
Total Fund Balance		\$ 5,552,228.06

Definitions:

Nonspendable: These are amounts that according to laws or contracts cannot be spent. This category applies to items like permanent endowments when the donor stipulates that the principal amount of the contribution must be preserved and invested and only the earning can be used for governmental purposes.

Restricted: Indicates the portion of cash and investments balance that is subject to externally enforceable legal restrictions (imposed by creditors, grantors, donors, other governments, etc.). The restrictions may also be imposed by law through constitutional provisions or enabling legislation.

Committed: Indicates the portion of cash and investments' balance that represents resources whose use is constrained by specific limitations that the government imposes upon itself at the highest level of decision making (normally the governing body: e.g., board of commissioners, board of directors, board of supervisors, council, etc.) through a most binding formal action (e.g., resolution, ordinance, etc.) and that remains binding unless removed in the same manner. A motion, plan or stated management intent regarding how resources will be used does not meet the criteria.

Assigned: Indicates the portion of fund balance that reflects a government's intended use of resources. These are amounts intended to be used by the government for specific purposes that are neither restricted nor committed.

Unassigned: This is the amount remaining in the fund after classifying amounts as nonspendable, restricted, committed, or assigned. Unassigned amounts are technically available for any purpose.

Warrants Outstanding: This is the sum of payments made to vendors which have not yet cleared the bank as of the date of this balance sheet. It may be comprised of expenditures paid for out of any of the fund categories.



Kitsap 911

Monthly Financials for the Month Ended 01/31/2021

Description	2021 Annual Budget	January Expected 2021 Budget \$	January Expected 2021 Budget %	January Actual 2021	Delta to Annual Budget		Delta to YTD Budget		
					\$	%	\$	%	
Revenues									
Sales Tax	\$4,367,555.00	\$ 334,555	7.66%	\$ 476,440	\$3,891,115	10.91%	\$141,885	142.41%	
Telephone Excise Tax	2,535,066	195,005	7.69%	213,243	2,321,822	8.41%	18,238	109.35%	
Other Revenues	3,138,474	241,421	7.69%	281,907	2,856,567	8.98%	40,486	116.77%	
Total Revenues	\$10,041,094	\$770,981	7.68%	\$ 971,590	\$9,069,504	9.68%	\$200,609	126.02%	
Expenditures									
Operating Labor									
Salaries	\$ 6,863,390	\$ 527,953	7.69%	\$ 446,968	\$6,416,421	6.51%	(\$80,985)	84.66%	
Payroll Taxes	548,919	54,892	10.00%	43,820	505,099	7.98%	(11,072)	79.83%	
Benefits	1,918,748	159,896	8.33%	218,485	1,700,264	11.39%	58,589	136.64%	
Budgeted Attrition	(334,227)	(25,710)	7.69%	0	(334,227)	0.00%	25,710	0.00%	
Total Labor	\$ 8,996,830	\$ 717,031	7.97%	\$ 709,273	\$8,287,557	7.88%	(\$7,758)	98.92%	
Operating Expenditures									
Supplies	\$ 197,733	\$ 140,391	71.00%	\$ 135,327	\$62,406	68.44%	(\$5,064)	96.39%	
Professional Services	394,837	50,048	12.68%	34,626	360,211	8.77%	(15,422)	69.19%	
Communications	224,537	32,768	14.59%	1,918	222,619	0.85%	(30,851)	5.85%	
Travel	24,437	652	2.67%	0	24,437	0.00%	(652)	0.00%	
Advertising	3,833	936	24.42%	332	3,501	8.67%	(603)	35.52%	
Operating Rents/Leases	231,219	8,298	3.59%	4,284	226,935	1.85%	(4,014)	51.63%	
Insurance	151,228	0	0.00%	0	151,228	0.00%	0	0.00%	
Utilities	145,176	15,672	10.80%	10,779	134,397	7.42%	(4,893)	68.78%	
Repairs & Maintenance	726,811	90,035	12.39%	16,719	710,091	2.30%	(73,315)	18.57%	
Miscellaneous	54,107	8,222	15.20%	7,387	46,721	13.65%	(835)	89.84%	
Total Non-Labor	2,153,918	347,021	16.11%	211,372	\$1,942,547	9.81%	(\$135,649)	60.91%	
Total Operating Expenditures	\$ 11,150,748	\$ 1,064,052	9.54%	\$ 920,645	\$10,230,103	8.26%	(\$143,407)	86.52%	
Capital Expenditures									
Technical Projects	\$ 765,150	\$ 765,150	100.00%	\$ 23,309	\$741,841	3.05%			
Technical Projects Labor	10,000	1,429	14.29%	1,340	8,660	13.40%			
Non-Technical Projects	150,000	150,000	100.00%	0	150,000	0.00%			
Total Capital Expenditures	925,150	916,578	99.07%	24,649	\$900,501	2.66%			
Total Expenditures	\$ 12,075,898	\$ 1,980,630	16.40%	\$ 945,294	\$11,130,604	7.83%			

Kitsap 911 2020 Key Projects and Initiatives

Technical Projects					
Proj/Task#	Project/Initiative			Due	Status
2019	1	Equipment Room Cooling		1/31/2020	Complete
2019	2	Multi-Factor Auth (Hardware/software solution)		4/30/2020	Complete
2019	3	Rapid SOS (integration with CAD)		3Q 2020	Delayed
2019	4	Informer for Mobile Responder		12/31/2020	Complete+
2019	5	ASAP to PSAP (Implementation)		4Q 2020	At Risk
2019	6	CAD Software Upgrade (CAD & Mobile MR6, windows 10 all CAD and MCT workstations)		2/28/2020	Complete-
2019	7	CALEA reaccreditation		12/31/2020	Complete
2019	9	Closest Fire Unit Dispatch		4Q 2020	Complete+
2019	10	SharePoint migration		7/31/2020	Complete
2019	11	Technology Monitoring System (IT)		3/3/2020	complete
2019	12	Server Virtualization		6/1/2020	Complete
2019	18	Backup Center Phase 1 (Bldg&Current Capabilities) & 2 (begin enhancing capabilities)		2021	Pending
2019	19	ESChat		2Q 2021	Complete
2019	20	Alerting		4/30/2021	On Track
2019	21	SUPPORT - RMS/JMS Replacement (Support KCIS)		3Q 2021	Pending
2019	31	Replace UPS		TBD	Pending
2019	32	Data Interoperability, Phase 1 (CAD-to-Cad Interface with one other entity) Implement with Pierce		12/31/2022	Pending
2020	8	Document Current Radio System Footprint		4/30/2020	Complete+
2020	13	(RF) Technology Monitoring System (Plan)		3Q 2020	Paused/COVID
2020	14	Add tinting to front windows		2020	Paused/COVID
2020	15	Complete GIS Transition		4Q 2020	Complete
2020	16	Curb repair and parking lot striping		2020	Paused/COVID
2020	17	Microwave System Design		9/15/2020	Paused/COVID
2020	22	CAD Software Upgrade (9.4 or 9.5)/ Fault Tolerance Conversion (Plan)		5/15/2021	Paused/COVID
2020	23	Evaluate feasibility of bringing all IT functions in house		3Q 2021	Paused/COVID
2020	24	Facilitate discussion with fire RE Fire RMS		2021	Paused/COVID
2020	25	Facilitate discussions with LE re Data/Records/Report Writing Unit		2021	Paused/COVID
2020	26	Replace Digital Persona Software		2021	Complete
2020	27	Replace Helpdesk Software		2Q 2021	Paused/COVID
2020	28	Replace Inventory Control Software		2Q 2021	Paused/COVID
2020	29	Evaluate First Net		2022	On track
2020	30	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)		2022	Pending
	33	Remote 911		11/23/2020	Complete

Proj/Task#	Project/Initiative	Due	Status
Radio System Replacement and Major "long range" Projects			
100	Select Stakeholder Group	3/15/2020	Complete
101	Complete Simlacasat Tuning	12/31/2020	On track
102	Evaluate/quantify coverage footprint/quality issues	1/31/2021	On track
103	Present draft needs summary, preliminary plan and funding considerations to BOD	2/2/2021	On track
104	Draft RFP for Engineering Consultant (Microwave desing, preliminary radio design, development of r	3/31/2021	On track
105	Finalize needs summary, preliminary plan, and funding decisions	5/30/2021	Pending
106	Select MCT Replacement Evaluation Team (Agency Contacts)	6/1/2021	Pending
107	Select Engineering Consultant	6/30/2021	Pending
108	Establish Governance and Design CAD to CAD Interface (Pierce)	9/15/2021	Pending
109	Refresh 911 Telephone System	11/15/2021	Complete
110	Select Microwave Vendor/Implement	12/31/2021	Pending
111	Detailed Radio Design	12/31/2021	Pending
112	Release Radio RFP (11/1/21 to 3/1/22 depending on funding)	3/1/2022	Pending
113	MCT Hardware Upgrade	TBD	Pending
114	MCT Software Upgrade	TBD	Pending
115	CAD upgrade	TBD	Pending

Kitsap 911 2021 Key Projects and Initiatives

Technical Projects				
Proj/Task#	Project/Initiative	Due	Status	
2019 5	ASAP to PSAP (Implementation)	4Q2021		
2019 18	Backup Center Phase 1 (Bldg&Current Capabilities) & 2 (begin enhancing capabilities)	TBD	reevaluate	
2019 20	Alerting	4/30/2021	On Track	
2019 21	SUPPORT - RMS/JMS Replacement (Support KCIS)	TBD		
2019 31	Replace UPS	6/30/2021	Pending	
2020 14	Add tinting to front windows	12/31/2021	Pending	
2020 16	Curb repair and parking lot striping	8/31/2021	Pending	
2020 23	Evaluate feasibility of bringing all IT functions in house	TBD	Pending	
2020 24	Facilitate discussion with fire RE Fire RMS	TBD	Pending	
2020 25	Facilitate discussions with LE re Data/Records/Report Writing Unit	TBD	Pending	
2020 27	evaluate Replace Helpdesk Software	4/30/2021	On Track	
2020 28	evaluate inventory software replacement	4/30/2021	On Track	
2020 30	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)	TBD	Pending	
2021 32	Closest Fire Unit Dispatch- Changing Gears Deployments	10/31/2022	On Track	
2021 33	Roll out 911 Automatic Call Distribution	2/28/2021	Complete+	
2021 34	Replace HVAC Controller	6/20/2021	Pending	
2021 35	Server Virtualizaiton and Cyber Security enhancements and Remote 911 Mutual Aid	12/31/2021	Pending	
2021 36	Conduct Drive Testing (rf and cellular)	4/12/2021	On Track	
2021 37	Replace Gold Mtn Fuel Tank	9/30/2021	Pending	
	100	Select Stakeholder Group	3/15/2020	Complete
	101	Complete Simlacast Tuning	12/31/2020	Late
	102	Evaluate/quantify coverage footprint/quality issues	4/26/2021	On track
	104	Draft RFP for Engineering Consultant (Microwave desing, preliminary radio design, development of radio vend	4/30/2021	On track
	105	Finalize needs summary, preliminary plan, and funding decisions	5/30/2021	Pending
	106	Select MCT Replacement Evaluation Team (Agency Contacts)	6/1/2021	Pending
	107	Select Engineering Consultant	7/15/2021	Pending
	108	Establish Governance and Design CAD to CAD Interface (Pierce)	9/15/2021	Pending
	109	Refresh 911 Telephone System	11/15/2021	Complete
	110	Select Microwave Vendor/Implement	12/31/2021	Pending
	111	Detailed Radio Design	12/31/2021	Pending
	112	Release Radio RFP (11/1/21 to 3/1/22 depending on funding)	3/1/2022	Pending
	119	Data Interoperability, Phase 1 (CAD-to-Cad Interface with one other entity) Implement with Pierce	12/31/2022	Pending
	113	MCT Hardware Upgrade	TBD	Pending
	114	MCT Software Upgrade	TBD	Pending