

Kitsap 911 Executive Committee Meeting
February 22, 2023 ~ 1:00 PM to 3:00 PM
Via Zoom or in-person at Kitsap 911

A G E N D A

1. Call to Order (Chair)
2. Public Comment (limited to 2 minutes per speaker) (Chair)
3. Additions to Agenda (Chair)
4. Approval of Minutes (12/14/2022 and 01/25/2023) (Chair)
5. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Chair)
 - a. A/P Warrant Numbers 5426 through 5494
Total \$1,437,546.50
 - b. Payroll Dated: 02/03/2023 and 02/17/2023
Total: \$904,538.08
 - c. Electronic Payments: 12/01/2022-1/31/2023 Use Tax
Total: \$1280.75
6. Ratification of Executed Contracts
 - a. K911-066, Professional Service contract with Eadie Kaltenbacher for GIS Analyst and MSAG, Term- 2023-2027, Total: \$827,400.
7. Action Item
 - a. Approve Updates to GD-246 Employee Recognition (Jameson)
8. Discussion Items
 - a. March 7, 2023 Board of Directors Meeting (Kirton/Rogers)
 - i. Resolution 2023-001 Budget Amendment
 - ii. Resolution 2023-002 Reimbursement Resolution
 - iii. Performance Measures Report
 - iv. Regular Reports
 - v. Other?
9. Staff Reports (time permitting)
 - a. LMR Project Update (Peabody)
 - b. Finance Report (Rogers)
 - c. Staffing Report (Jameson)
 - d. Goals Update (Kirton/Wecker)
 - e. Emerging Issues (Kirton)
10. Good of the Order
11. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/87067478180?pwd=L0FYWjhWk0tzcDlacUlyMll3TDISZz09>

Meeting ID: 870 6747 8180

Passcode: 911

One tap mobile

+12532050468,,87067478180#,,, *911# US

+12532158782,,87067478180#,,, *911# US (Tacoma)

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

Meeting ID: 870 6747 8180

Passcode: 911

Find your local number: <https://us06web.zoom.us/j/87067478180?pwd=L0FYWjhWk0tzcDlacUlyMll3TDISZz09>



Kitsap 911 Executive Committee Meeting of December 14, 2022

The Kitsap 911 Executive Committee met via a virtual Zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Joe Deets, Director Greg Wheeler, Director John Gese, Strategic Advisory Board Chair Chief Pat McKinney, Legal Counsel for Kitsap 911 Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson, Operations Manager Jamie Donley, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning.

Guests: Eric Olsen-RACOM, Joshua Billis, Teri Maa, Jason Jerrel, Williams Mullins, Carolos Delatoes, Mark Nelson

Absent: Strategic Advisory Committee Vice Chair Chief Joe Clark

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

Additions: None

Opening of Kitsap 911 Land Mobile Radio (LMR) RFP:

Technical Systems Manager Brandon Wecker stated per the Kitsap 911 Radio System Request For Proposal, sealed Proposals must have been received by Kitsap 911 at 911 Carver Street, on or before 4:00 PM on Friday 12/09/2022. We did not accept email submissions for this RFP. Proposals will now be opened, and the name of the vendor will read aloud and recorded. Details of each proposal, including price, shall not be announced, or recorded during the opening. By recording each submission, we are simply acknowledging receipt of a packet. We are not reviewing packets for completeness as part of today's process. All attendees other than our board members and staff must remain muted throughout this process.

Stephanie will now share her screen and will record the proposals as Richard opens them.

The following RFP were received all were on-time and sealed:

*Tait Communications

*RACOM

*Motorola

*JVCKENWOOD

Public Comment:

None

Approval of Minutes:

Director David Ellingson made a motion to approve the minutes from 06/22/2022 and 11/09/2022. Motion was seconded by Director Greg Wheeler. Motion Passed.

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 5268 through 5335 Total \$229,048.11
Payroll dated 11/11/2022, 11/25/2022 and 12/09/2022 Total \$1,214,741.52
Electronic Payments dated 11/01-11/30/2022 Total \$169.83
Motion was seconded by Director John Gese. Motion Passed.**

Ratification of Executed Contract:

K911-064 Petek and Associates-Executive Director Richard Kirton said this contract will help support the work of the Peer Support Team and will not exceed 10K.

Director David Ellingson made a motion to approve ratification of contract K911-064 with Petek and Associates. Motion was seconded by Director Dusty Greg Wheeler. Motion Passed.

Action Items:

Approval of Resolution 2022-011 Non- Represented Wage Scale and Salary ranges-

Mr. Kirton presented Resolution 2022-001. These wage scales are in-line with the contracted employee increases and includes Juneteenth as an observed paid holiday.

Director Joe Deets made a motion to approve Resolution 2022-011. Motion was seconded by Director John Gese. Motion Passed.

Discussion Items:

No Report

Staff Reports:

LMR Project Update

Scott Peabody gave a quick updated and what the next steps are. in regards to the request for proposal (Presentation attached.)

Staffing Report

Maria Jameson reported no changes since the last meeting. Kitsap 911 is fourteen employees short on the dispatch floor. There are currently eleven in dispatch training. The next hiring is scheduled for January with a goal to hire eight more. Technical System Group and Admin group are fully staffed.

Finance Report

Finance Manager Steve Rogers reported that for October 2022, both revenues and expenditures are in-line with expectations. For revenues, 13.7M have been received year to date. The lion's share comes from the sales tax revenue. Operations expenditures came in approximately 5% under budget. We plan on expending the full labor appropriation, as the bulk of the retention bonus will be paid out on the last paycheck of the year. No reserves have been used to date and our risks remain the same.

Emerging Issues-

Mr. Kirton commented that the Washington State Communications pension policy House 911 (HB 1055) bill has advanced in Legislature. This will transition the pension plan of the dispatch employees and their supervisors from PERS to PSERS.

Good of the Order-

Director Ellingson wished everyone a Merry Christmas and Happy New Years.

Adjournment 14:24

The next regular meeting of the Kitsap 911 Executive Committee will be December 28, 2022.

Executive Committee Update

December 14, 2022

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402





Topics

- Radio Request for Proposal (RFP) Status
- Open Sealed Radio System Proposals
- Next Steps – Apply Published Criteria
 - Phase 1 Pass/Fail Evaluations
 - Phase 2 Weighted Factors Evaluations





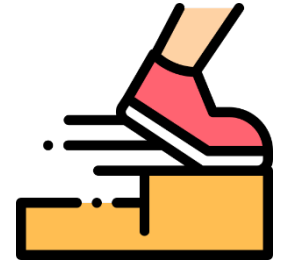
Radio RFP Status

Date		Event
October 5, 2022	✓	Release RFP
October 5, 2022	✓	Publish Public Notice RCW 39.26.150
October 14, 2022 4:00 PM Pacific Time	✓	Vendor's Written Questions are Due via E-Mail to Kitsap 911
October 21, 2022	✓	Addendum Released with Zoom access credentials for Mandatory Pre-Proposal Virtual Conference
October 28, 2022 8:00AM Pacific Time	✓	Mandatory Pre-Proposal Vendor Virtual Conference using Zoom Video Communications
December 9, 2022 4:00 PM Pacific Time	✓	Proposals are Due to Kitsap 911
December 14, 2022	✓	Proposals will be opened at Kitsap 911 Executive Committee Meeting. Refer to the Kitsap 911 website Board of Directors Schedule for time of meeting and access credentials.
January/February 2023 Specific Times TBD		Question and Answer Sessions with Proposers, Hands-On Demonstration with Users
March/April 2023		Anticipated Contract Award

We received 4 Proposals



Published Two Phase Evaluations



Evaluation Criteria – Phase 1	
Factor	Importance
Timely Submittal of Proposal	Pass/Fail
Proposal Package Security	Pass/Fail
Proposal Copies	Pass/Fail
Proposal Letter with Pricing Form <ul style="list-style-type: none"> • See Exhibit P Proposal Format • Include Pricing Form in Excel Format 	Pass/Fail
Exhibit F Mandatory Bidder Responsibility Checklist	Pass/Fail
Exhibit G Certification of Compliance with Wage Payment Statutes	Pass/Fail
Exhibit H Non-collusion Affidavit	Pass/Fail
Exhibit I RFP Addenda Acknowledgement	Pass/Fail
Exhibit J Vendor Information	Pass/Fail
Exhibit K References Forms (Customers and Subcontractors)	Pass/Fail
Exhibit L Proposal Bond Form	Pass/Fail
Exhibit M Performance Bond Form	Pass/Fail
Exhibit N Payment Bond Form	Pass/Fail
Proposal description, coverage maps, P25 Statement of User Needs (PDF and Word formats), and Requirements Compliance Matrix (PDF and Word formats)	Pass/Fail



Pass/Fail Gate

Evaluation Criteria – Phase 2	
Factor	Importance
Project Understanding and Approach	20
Qualifications and Experience	10
User Radio Equipment and Services	20
Console System Equipment and Services	20
Radio Infrastructure and Backhaul Equipment and Services	20
Coverage and Interoperability	20
Interviews with Project Teams	10
References Interviews	10
Expectation of Delivery Performance Based on Past Delivery Performance	20
Equipment Demonstrations	10
Annualized Costs for Equipment, Services, and Recurring Expenditures for Comparable Systems	40
Total	200





Kitsap 911 Executive Committee Meeting of January 25, 2023

The Kitsap 911 Executive Committee met via a virtual Zoom meeting. Present were Director Dusty Wiley (Chair), Director David Ellingson, Director Joe Deets, Director Greg Wheeler, Director John Gese, Strategic Advisory Board Chair Chief Pat McKinney, Legal Counsel for Kitsap 911 Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson, Operations Manager Jamie Donley, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning.

Guests: None

Absent: Strategic Advisory Committee Chair Chief Ron Harding and Strategic Advisory Vice Chair Jim Gillard

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

Additions: None

Public Comment: None

Introduction of new SAB Chair and Vice Chair:

Deputy Director Maria Jameson informed the Executive Committee the Strategic Advisory Committee elected Chief Ron Harding from Poulsbo Police Department to serve as the Chair and Chief Jim Gillard from the Poulsbo Fire Department to serve as Vice Chair for 2023.

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 5236 through 5425 Total \$982,683.52
Payroll dated 12/23/2022, 01/06/2023 and 01/20/2023 Total \$1,717,407.94
Motion was seconded by Director Dusty Wiley. Motion Passed.**

Ratification of Executed Contract:

None

Action Items:**Annual Review of Service Agreement-**

Deputy Director Maria Jameson said copies of the services agreements were sent out prior to the meeting with all of the user agencies. The Strategic Advisory Board (SAB) and legal counsel reviewed the documents as well. The only recommendation was from the Chiefs and was that Appendix A should be updated annually. Finance Manager Steve Rogers confirmed it is updated annually. The Executive Committee had no other changes.

Discussion Items:

No Report

Staff Reports:**LMR Project Update**

Scott Peabody presented the current progress. This presentation was also provided to the SAB yesterday. The microwave project status is that training was provided to one member of the technical team and the others will be training in February. There were two change orders that took place. The microwave factory staging will be taking place in March, and this will be 5 days of looking at the actual system. When accepted, they will create and ship.

The Land Mobile Radio Project received four proposal responses from the RFP. All proposals passed the first phase. The vendors will be providing demos in February and March. Stakeholders and end users have been invited to attend the demos and we are now waiting for RSVP.

Finance Report

Finance Manager Steve Rogers reported ending December 31, 2022 (attached in agenda packet). We ended the year as predicted with a little over on revenues and a little under on expenditures. The only unanticipated fluctuations was in interest revenues, which was from a larger investment balance due to the timing of the microwave project payments. No reserves were used for 2022 and ended out stable.

Staffing Report

Maria Jameson reported as of today Kitsap 911 is 9 people short in operations. There are 4 new hires that started in classroom training on Monday. We originally wanted to hire 8. The next new hire class starts in April and we hope to hire 6 new employees. There are 11 employees in floor training and there are 3 trainees in Law Enforcement dispatch training. There is a pause on the continuous hiring so we can get the people we have hired trained as call receivers and get them trained as dispatchers since we only have so many trainers. We are looking far better than we were before.

Goals Update

Technical Systems Manager reported on the end of 2022 Projects and Statuses.

2022-17 Replace Inventory/Asset Management Software- This project is to replace the inventory and asset management software. This is on track to be completed by the deadline. All asset changes are being completed in the new system and the old system has been locked down. The new MCT purchases are being tracked in this new system.

2022-18 TSG Staffing Study- This project started later than expected. The project has been kicked off and we are working on documenting the needs and putting together a recommendation.

2019-19 Replace Security System- Kitsap 911 has received a detail of the project and is working with the vendor to meet the milestones. It looks like it should be completed in the third quarter of 2023 but we will provide an exact date as they get closer.

2019-12 Support RMW/JMS Replacement-Kitsap 911 attended the training workshop Kitsap County hosted and assisted installing on some of their current MCTs.

MCT Replacement- Kitsap 911 has begun receiving equipment. There is a lot more coming and we are working on intake, imaging, and the plan.

CAD-to-CAD interface with South Sound 911- This project will create a CAD-to-CAD link between the two agencies. Kitsap 911 met with the Hexagon project manager last week and the project kick-off meeting will take place when their resources are scheduled. This project will be completed in three phases.

Emerging Issues

No Report

Good of the Order-

Director Ellingson shared at the Washington Fires Commissioner Board meeting they were informed many agencies did not receive their new cards ontime.. This was due the two machines to make the cards being down at the same time. With the transition to CVS they got a rebate and ended up running under budget this last year. Dental was at 98.3%, and overall good news with the health care program.

Adjournment 14:23

The next regular meeting of the Kitsap 911 Executive Committee will be February 8, 2023

Executive Committee Radio Program Update

January 25, 2023

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402





Topics

- Microwave Project Status
- Radio RFP Status
- Hands On Demonstrations
- Next Steps

Breaking News

December 15, 2022

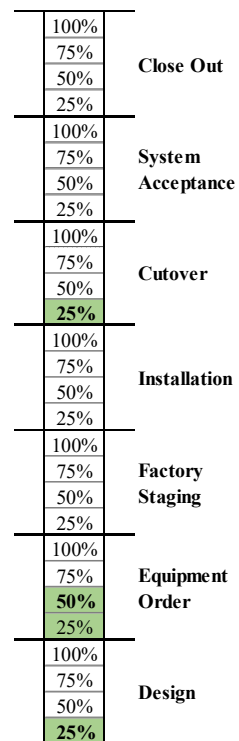
**NFPA 1802 FIRE SERVICE
RADIO PORTABLES
CERTIFIED FOR
COMPLIANCE**





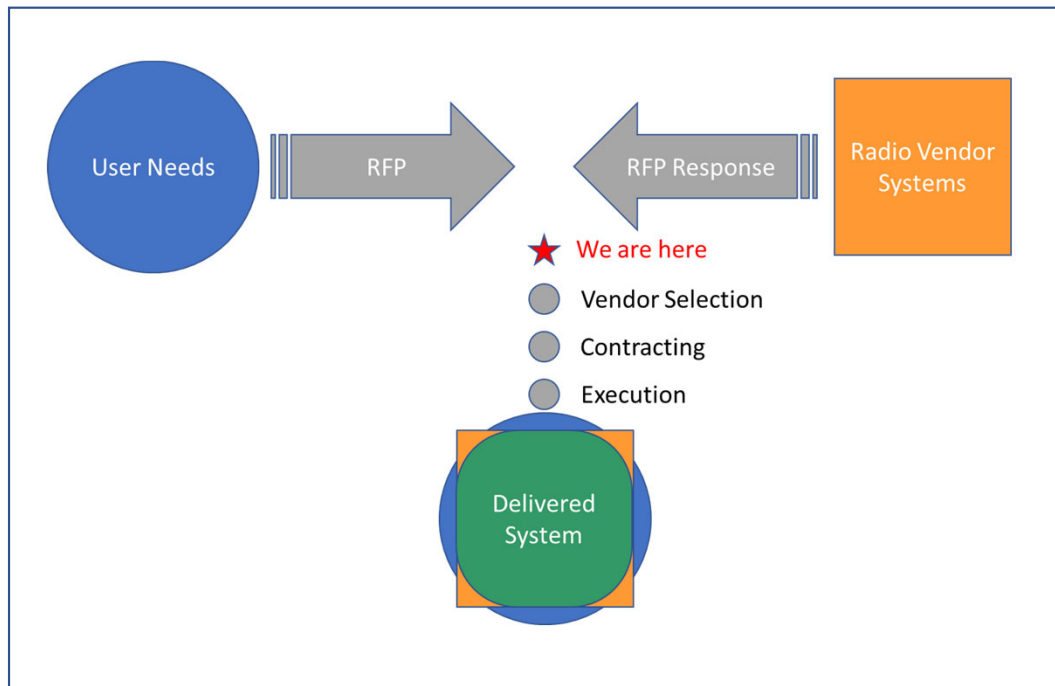
Microwave Project Status At a Glance

Microwave
Project Progress



- **12/5-12/9 Chad Bennett Received Microwave System Training**
 - TCOMM Offered a Seat for On Site Training
- **12/20 Change Order #1 Executed**
 - Planned True Up from Design
 - (\$7,352.08) Reduction in Cost
- **12/21 Equipment Order Confirmed**
 - Over 4600 Pieces
- **1/12 Change Order #2 Executed**
 - Reduced Scope of Path Studies
 - (\$4,286) Reduction in Cost
- **2/27 Microwave Training Scheduled 5 days**
- **3/6 Microwave Factory Staging 5 days Austin TX**

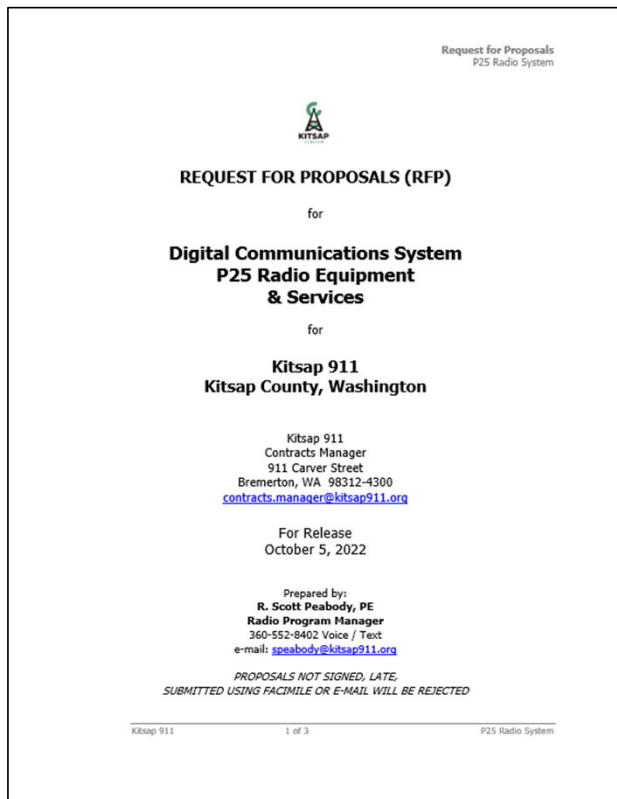
Proposals Received



- Four Proposals Received
- Proposals Uploaded
- All Proposals Passed into Phase 2
- Requested Additional Information (Minor Technicalities)

Proposals Stats
Hardcopy: 9 Binders per Copy
Softcopy: 88 Files
More than 4000 Pages

Published Evaluation Criteria



- **Procurement under RCW 39.04.270**
“The request for proposal shall identify significant evaluation factors, including price, and their relative importance.”
- **Two Phase Evaluation**



Published Two Phase Evaluations

1 Pass
Fail

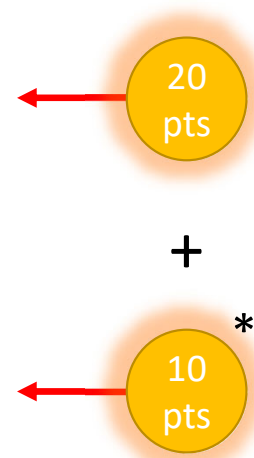
Evaluation Criteria – Phase 1	
Factor	Importance
Timely Submittal of Proposal	Pass/Fail
Proposal Package Security	Pass/Fail
Proposal Copies	Pass/Fail
Proposal Letter with Pricing Form <ul style="list-style-type: none"> See Exhibit P Proposal Format Include Pricing Form in Excel Format 	Pass/Fail
Exhibit F Mandatory Bidder Responsibility Checklist	Pass/Fail
Exhibit G Certification of Compliance with Wage Payment Statutes	Pass/Fail
Exhibit H Non-collusion Affidavit	Pass/Fail
Exhibit I RFP Addenda Acknowledgement	Pass/Fail
Exhibit J Vendor Information	Pass/Fail
Exhibit K References Forms (Customers and Subcontractors)	Pass/Fail
Exhibit L Proposal Bond Form	Pass/Fail
Exhibit M Performance Bond Form	Pass/Fail
Exhibit N Payment Bond Form	Pass/Fail
Proposal description, coverage maps, P25 Statement of User Needs (PDF and Word formats), and Requirements Compliance Matrix (PDF and Word formats)	Pass/Fail

2 Significant Factors



Pass/Fail Gate

Evaluation Criteria – Phase 2	
Factor	Importance
Project Understanding and Approach	20
Qualifications and Experience	10
User Radio Equipment and Services	20
Console System Equipment and Services	20
Radio Infrastructure and Backhaul Equipment and Services	20
Coverage and Interoperability	20
Interviews with Project Teams	10
References Interviews	10
Expectation of Delivery Performance Based on Past Delivery Performance	20
Equipment Demonstrations	10
Annualized Costs for Equipment, Services, and Recurring Expenditures for Comparable Systems	40
Total	200



* Demonstration points awarded per vendor based on each vendor's three demonstrations

Evaluation Process

Demos Scheduled




P25 User Needs
Compliance Matrix

Stakeholder
Feedback

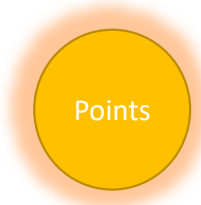
Equipment
Demonstrations




RFP Requirements
Compliance Matrix



Published RFP
Phase 2 Criteria



Equipment Demonstrations

Equipment Demonstrations – Points awarded proportional to the following:

- a. Hands-on user radio demonstrations at a location to be determined in Kitsap County of all proposed types of mobile and portable user radios preferably with some Kitsap law enforcement and fire channels programmed into the radios and broadband services enabled
- b. Hands-on dispatch console demonstration at a location to be determined of the proposed replacement console system (if applicable) with dispatch users
- c. Demonstration of all proposed network and system management capabilities for end user radios (i.e., programming and radio management), dispatch console system, radio infrastructure, and backhaul systems

2023

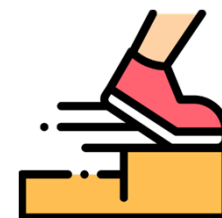
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4	1	2	3	4			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31	26	27	28	26	27	28	29	30	31									

Holidays shown in red, vendors demos circled.

Two Day Demonstrations: T-W, W-Th, or Th-F

Day 1 8:00-12:00 Radio Demonstration
12:00-13:00 Debrief
 (Vendors excused, Lunch Provided to Radio Users by Kitsap 911)
13:30-16:30 Overrun of Radio Demo if Requested
Proposal Presentation

Day 2 9:00-12:00 Network Mgmt. & Radio Mgmt. Demo
13:00-15:00 Console Demonstration/Discussions



Next Steps

- Evaluate RFP Responses
 - Console, User Radio, and Infrastructure
 - Validate Compliance Matrices
 - Assess Other Parts of RFP Responses
- Complete the Demonstrations
- Apply Evaluation Weighting



ACCOUNTS PAYABLE

Warrant 5426-5440

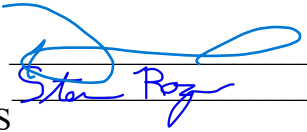
As Of: 01/23/2023

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6297	01/18/2023	01/23/2023	573 BAGWELL LAW PLLC	858.00	12/01-12/31/2022
6298	01/18/2023	01/23/2023	165 BUSINESS TELECOM PRODUCTS, INC.	898.02	2022-1011A
6299	01/18/2023	01/23/2023	470 COMCAST	513.38	01/18-02/17/2023
6311	12/28/2022	01/23/2023	188 DATEC INCORPORATED	171,149.16	2022-1206 MCT Hardware Replacement Project
6300	01/16/2023	01/23/2023	555 EVERGREEN HEALTH	1,185.00	12/01-12/31/2022
6301	01/03/2023	01/23/2023	310 FULLY EFFECTIVE EMPLOYEES, INC	1,748.00	01/01/2023-12/31/2023 Employee Assistance Services
6302	01/11/2023	01/23/2023	576 HERMANSON COMPANY, LLP	1,377.01	Simon Pt 2022-1117B
6303	01/11/2023	01/23/2023	204 HOLADAY PARKS, INC.	1,419.60	January 2023 Maintenance Controls
6304	01/18/2023	01/23/2023	522 KITSAP COUNTY EMS AND TRAUMA CARE COUNCI	5,847.00	2023 KCEMS Yearly Dues
6305	01/18/2023	01/23/2023	519 NATIONAL TESTING NETWORK	500.00	01/01/2023-01/01/2024 Annual Renewal
6310	01/18/2023	01/23/2023	307 NENA	147.00	2023- Membership Dues
6306	01/16/2023	01/23/2023	328 NORTHWEST POLICE	150.00	2023 Agency Membership
6307	01/18/2023	01/23/2023	225 OFFICE DEPOT	279.81	2023-0112
6308	01/18/2023	01/23/2023	264 VERIZON WIRELESS	18,872.45	12/11-01/10/2023
6309	01/18/2023	01/23/2023	425 WASHINGTON STATE AUDITORS OFFICE	4,063.50	20-21 Accountability and Financial Audit
Report Total:				209,007.93	


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
ATTACHED DOCUMENTS ARE ORIGINALS
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR



 Stan Pog 01/19/23
 01/19/2023



 Stephanie Browning 01/19/2023



 Dorey W. Dorey 2-18-23

ACCOUNTS PAYABLE

Kitsap 911

Time: 08:33:15 Date: 01/27/2023

As Of: 01/30/2023


Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
544) - 5458					
6315	01/20/2023	01/30/2023	154 ABM JANITORIAL SERVICES	1,517.26	December 2022 Janitorial Services
6316	01/11/2023	01/30/2023	412 ALL ABOUT TRANSMISSIONS & AUTO	534.65	Reprint Check error 2022-1027
6317	01/26/2023	01/30/2023	412 ALL ABOUT TRANSMISSIONS & AUTO	119.92	2023-0119B
6318	01/26/2023	01/30/2023	172 CENTURYLINK	3,415.36	01/16-02/16/2023
6319	01/23/2023	01/30/2023	551 CH2O, INC.	491.40	2022-1107A System Flush
6320	01/25/2023	01/30/2023	174 CITY OF BREMERTON	625.40	12/05-01/09/23
6321	01/25/2023	01/30/2023	188 DATEC INCORPORATED	2,129.40	2022-1206 (3) Brothers Rigged Jet Printed w/battery
6322	01/23/2023	01/30/2023	188 DATEC INCORPORATED	805,548.74	2022-1206
6323	01/13/2023	01/30/2023	576 HERMANSON COMPANY, LLP	1,377.01	2022-1117B Suquamish
6324	01/13/2023	01/30/2023	576 HERMANSON COMPANY, LLP	7,773.95	2022-1117B Gold Mt
6325	01/24/2023	01/30/2023	318 MENTOR COMPANY	1,000.00	Readerboard Rental 04/17/23-05/01/23
6326	01/23/2023	01/30/2023	225 OFFICE DEPOT	95.04	2023-0112
6327	01/23/2023	01/30/2023	232 PENINSULA LIGHT CO.	137.55	12/15/22-01/15/23
6328	01/23/2023	01/30/2023	240 PUBLIC UTILITY DISTRICT	190.49	12/11/22-01/10/23
6329	01/25/2023	01/30/2023	411093 ROGERS, STEVEN D	22.38	reimbursement for postage and envelopes
6330	01/02/2023	01/30/2023	244 SCGI CONSULTING GROUP	4,750.00	01/26/23 Interpersonal Communications
6331	01/26/2023	01/30/2023	457 SHELL SMALL BUSINESS	69.97	Current Statement balance 01/25/23
6333	01/24/2023	01/30/2023	574 TARGET SOLUTIONS LEARNING, LLC, VECTOR SOLUTIONS	83.70	5 Additional licenses for Guardian Tracking
6332	01/23/2023	01/30/2023	259 THE DOCTORS CLINIC	340.00	December Applicant Medical Testing
6334	01/24/2023	01/30/2023	264 VERIZON WIRELESS	1,097.35	12/11/22-01/10/23
6335	01/25/2023	01/30/2023	388 WESTBAY AUTO PARTS, INC	206.98	2023-0125
Report Total:				831,526.55	

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
 ATTACHED DOCUMENTS ARE ORIGINALS
 AND CERTIFIED BY
 EXECUTIVE COMMITTEE CHAIR


Stan Poz

1/27/23

01/27/2023

Stephanie Browning


Stephanie Browning

01/27/2023

2-18-23

ACCOUNTS PAYABLE

Warrant 5459 -5477

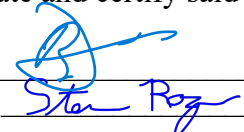
As Of: 02/07/2023

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6345	01/31/2023	02/07/2023	154 ABM JANITORIAL SERVICES	480.06	December 2022 Extra Days
6346	02/01/2023	02/07/2023	479 AT&T MOBILITY LLC	349.54	12/20/2022-01/19/2023
6353	02/02/2023	02/07/2023	483 CONNECTWISE	2,194.92	02/01-02/28/23
6347	02/01/2023	02/07/2023	188 DATEC INCORPORATED	120.12	2023-0124
6348	02/01/2023	02/07/2023	579 EADIE KALTENBACHER	12,750.00	January 2023 Services
6349	02/01/2023	02/07/2023	198 FEDEX	20.24	Jan. 27, 2023 Statement
6350	02/01/2023	02/07/2023	199 FERRELLGAS	1,643.83	Newberry Hill, Suquamish, Simon Pt
6356	01/27/2023	02/07/2023	338 GOVERNMENTJOBS.COM, INC	6,129.40	Eforms 06/30/23-06/29/2024
6357	01/26/2023	02/07/2023	338 GOVERNMENTJOBS.COM, INC	11,298.86	06/25/23-06/24/24
6351	02/01/2023	02/07/2023	201 GTP ACQUISITION PARTNERS I LLC	4,852.14	View Park Tower Rental
6352	01/30/2023	02/07/2023	210 KELLEY IMAGING	528.67	02/15-03/14/2023
6354	02/02/2023	02/07/2023	376 KITSAP COUNTY I.S. DEPT	15,290.51	January 2023
6355	02/02/2023	02/07/2023	578 MOTOROLA SOLUTIONS, INC.	1,085.76	2022-0624
6358	01/31/2023	02/07/2023	507 NORTHWEST OPEN ACCESS NETWORK	312.00	January 2023
6359	02/01/2023	02/07/2023	225 OFFICE DEPOT	117.85	2023-0125B
6360	02/01/2023	02/07/2023	245 SELECT ADVANTAGE	450.00	January 2023 Dispatch Assessment Services
6361	02/01/2023	02/07/2023	311 T-MOBILE	10.65	12/21/22-01/20/23
6362	02/01/2023	02/07/2023	273 TPSC	92,871.67	February 2023 Medical
6344	02/01/2023	02/07/2023	263 US BANK	2,371.10	01/25/23 Statement
6363	02/01/2023	02/07/2023	163 WM CORPORTATE SERVICES INC	1,362.17	12/01/23-01/31/23
Report Total:				154,239.49	

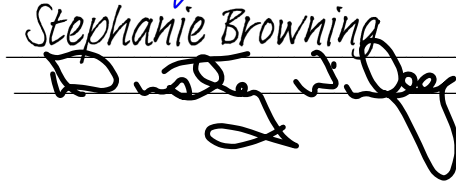
STATE OF WASHINGTON - COUNTY OF KITSAP

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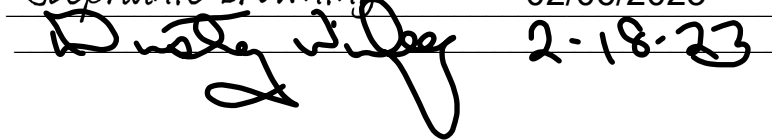
APPROVED BY
 AUDITING OFFICER
 ATTACHED DOCUMENTS ARE ORIGINALS
 AND CERTIFIED BY
 EXECUTIVE COMMITTEE CHAIR



 Stan Poy
 02/06/2023



 Stephanie Browning
 02/06/2023



 Donny Wiley
 2-18-23

ACCOUNTS PAYABLE

Warrant 5478 - 5494

As Of: 02/13/2023

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6364	02/06/2023	02/13/2023	569 ASSET PANDA LLC	1,392.52	2023-0120A
6365	02/06/2023	02/13/2023	461 CHEVRON AND TEXACO	42.95	Current Gas Receipts
6366	02/06/2023	02/13/2023	565 CYBER CENTAURS, LLC	17,989.48	Reprint Lost Check for Kitsap 911 Inspection and Final Payment
6367	02/06/2023	02/13/2023	188 DATEC INCORPORATED	183,351.17	2022-1206
6368	01/31/2023	02/13/2023	564 DOORDASH INC	544.32	January 2023 Expensed Meals
6369	02/03/2023	02/13/2023	570 HIS HANDS MAINTENANCE	993.72	Feb 2023 Landscaping services
6370	02/08/2023	02/13/2023	351 KITSAP READINESS CENTER JMG	6,000.00	2023 Annual JMG Fee
6372	02/08/2023	02/13/2023	514 LM INSURANCE CORPORATION	45.00	Workers Comp adjustment- TN
6371	02/08/2023	02/13/2023	561 LUMEN, LEVEL3 COMMUNICATIONS LLC	1,365.72	02/01-02/28/23
6373	02/07/2023	02/13/2023	519 NATIONAL TESTING NETWORK	414.00	January Testing
6374	02/08/2023	02/13/2023	538 OLYMPIC PRESORT	2,235.01	Buisness Mailers
6375	02/08/2023	02/13/2023	233 PENINSULA SERVICES	20.00	CD #103240 (0127/23)
6376	02/08/2023	02/13/2023	241 PUGET SOUND ENERGY	13,073.42	Feb 2023 Electrical
6377	02/08/2023	02/13/2023	457 SHELL SMALL BUSINESS	153.15	Current Invoices + Statement interest
6378	02/06/2023	02/13/2023	580 TIMECLOCK PLUS, LLC	1,415.23	ScheduleAnywhere 02/02/23-02/01/24
6379	02/07/2023	02/13/2023	424 UNITES STATES POSTAL SERVICE	700.00	BR Customer Survey Postage
6380	02/03/2023	02/13/2023	478 ZONES IT SOLUTIONS INC	13,036.84	2022-12

Report Total: 242,772.53

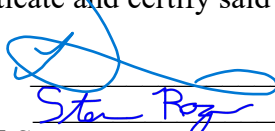
STATE OF WASHINGTON - COUNTY OF KITSAP

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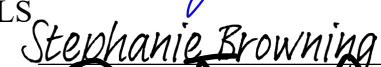
APPROVED BY
AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS

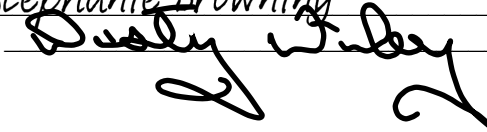
AND CERTIFIED BY
EXECUTIVE COMMITTEE CHAIR



 Stan Rog 2/5/23
 02/09/2023



 Stephanie Browning 02/09/2023



 Dusty Wiley 2-18-23



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 02/03/2023
Pay Period: 01/16/2023 to 01/29/2023

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 241,775.84
941 Tax (Withholding, Social Security & Medicare)	94,718.53
Unemployment	651.69
Labor & Industries	1,474.21
PFMLA	2,732.88
PERS 2 & PERS 3	58,024.24
Washington State Deferred Comp	1,713.64
Mission Square Deferred Comp and Roth IRA	3,673.75
AFLAC	687.95
Guild Dues	1,725.00
Total Payroll	\$ 407,177.73

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 1,950.91	\$ 42,293.11	\$ 44,244.02
Dental Insurance	135.09	3,222.84	3,357.93
Life Insurance	159.13	328.30	487.43
Total Health Care & Other Benefits/Deductions			\$ 48,089.38

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:	<u>\$ 455,267.11</u>
Transferred to Payroll Account	<u>\$ 407,177.73</u>

Stan Poz
 Prepared By (Kitsap 911)

01/31/2023
 DATE

[Signature]
 Authorized Signature (Kitsap 911)

01/31/2023
 DATE

[Signature]
 Executive Committee Chair

DATE
2-18-23
 DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 02/17/2023
Pay Period: 01/30/2023 to 02/12/2023

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 238,075.02
941 Tax (Withholding, Social Security & Medicare)	92,342.45
Unemployment	640.92
Labor & Industries	1,570.75
PFMLA	2,688.25
PERS 2 & PERS 3	57,514.06
Washington State Deferred Comp	1,761.69
Mission Square Deferred Comp and Roth IRA	3,727.51
AFLAC	687.95
Guild Dues	1,725.00
Total Payroll	\$ 400,733.60

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,121.57	\$ 42,536.31	\$ 44,657.88
Dental Insurance	148.91	3,243.16	3,392.07
Life Insurance	159.12	328.30	487.42
Total Health Care & Other Benefits/Deductions			\$ 48,537.37

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:	<u>\$ 449,270.97</u>
Transferred to Payroll Account	<u>\$ 400,733.60</u>

Star Poy
 Prepared By (Kitsap 911)

02/14/2023
 DATE

[Signature]
 Authorized Signature (Kitsap 911)

02/14/2023
 DATE

[Signature]
 Executive Committee Chair

2-18-23
 DATE



Combined Excise Tax Return

604-008-144
KITSAP 911 PUBLIC AUTHORITY

Filing Period: December 31, 2022 **Due Date:** January 25, 2023
Filing Frequency: Monthly

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	11,213.64	0.00	11,213.64	0.065000	728.89
Total State Sales and Use					728.89

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

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	11,213.64	0.027000	302.77
Total Local City and/or County Use Tax/Deferred Sales Tax			302.77

Total Tax	1,031.66
Subtotal	1,031.66
Total Amount Owed	1,031.66

Prepared By: Steve Rogers
E-Mail Address: srogers@kitsap911.org
Submitted Date: 1/13/2023
Confirmation #: 0-030-865-368

Payment Type: Bank Account
Amount: \$1,031.66
Effective Date: 1/25/2023

Prepared by: Steve Rogers Date: 01/13/2023
 Steve Rogers, Finance Manager

Reviewed by: Richard Kirton Date: 2/14/23
 Richard Kirton, Executive Director

Approved by: Dusty Wiley Date: 2.18.23
 Executive Committee Board Member



Combined Excise Tax Return

604-008-144
KITSAP 911 PUBLIC AUTHORITY

Filing Period: January 31, 2023

Due Date: February 27, 2023

Filing Frequency: Monthly

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	2,707.55	0.00	2,707.55	0.065000	175.99
Total State Sales and Use					175.99

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

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	2,707.55	0.027000	73.10
Total Local City and/or County Use Tax/Deferred Sales Tax			73.10

Total Tax	249.09
Subtotal	249.09
Total Amount Owed	249.09

Prepared By: Steve Rogers
 E-Mail Address: srogers@kitsap911.org
 Submitted Date: 2/10/2023
 Confirmation #: 0-031-397-020

Payment Type: Bank Account
 Amount: \$249.09
 Effective Date: 2/27/2023

Prepared by: Steve Rogers Date: 02/10/2023
 Steve Rogers, Finance Manager

Reviewed by: Richard Kirton Date: 2/14/23
 Richard Kirton, Executive Director

Approved by: Dusty Wiley Date: 2.18.23
 Executive Committee Board Member



KITSAP 911 CONTRACT REVIEW SHEET

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

A. GENERAL INFORMATION

1. Contractor Eadie Kaltenbacher

2. Purpose Prof Service contract for GIS analyst and MSAG services

3. Contract Amount Not to exceed \$850,000 Disburse Receive

4. Contract Term 01/01/23-12/31/27

5. Contract Administrator Richard Kirton Phone _____

Approved: Richard Kirton Date 12/28/22
Executive Director

B. ACCOUNTING INFORMATION

1. Contract Control Number K911-066

2. Fund Name Kitsap 911 Operations

3. Payment from-Revenue to CC/Account Nbr 528.32.41.04

4. Encumbered By _____ Date _____

C. RISK MANAGER REVIEW

1. Approved Not Approved

Reviewer _____ Date _____

2. Comments: No reviewed standard Prof Service Agreement used

D. ATTORNEY REVIEW

1. Approved Not Approved

Reviewer _____ Date _____

2. Comments: _____

H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.
(For contract signing authority, see Kitsap 911 Governing Directive # Purchasing and Contracting)

Ratification by Kitsap 911 Executive Committee Chair

Date

K911 - 066 CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (the Contract) is entered into by and between Kitsap 911 (CENCOM) with its principle offices at 911 Carver Street, Bremerton Washington 98312 hereafter referred to as “Kitsap 911” and Eadie Kaltenbacher (the Contractor).

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on January 1, 2023 and terminate on December 31, 2027. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap 911.

SECTION 2. SERVICES TO BE PROVIDED

- 2.1 A description of the services to be performed by the Contractor is set forth in Exhibit A: Description of Services, which is attached to the Contract and incorporated by this reference.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by Kitsap 911
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 2.5 The Contractor will confer with Kitsap 911 from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by Kitsap 911.

SECTION 3. CONTRACT REPRESENTATIVES

Kitsap 911 and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

Kitsap 911 Contract Representative

Brandon Wecker

bwecker@kitsap911.org

Contractor's Contract Representative

Eadie Kaltenbacher
Eadiem@gmail.com

6741 Meredith Pl
Delta, BC
V4L 1A4
Canada

SECTION 4. COMPENSATION

- 4.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.
- 4.2 The total amount payable under the Contract by Kitsap 911 to the Contractor in no event will exceed \$850,000.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to Kitsap 911 once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, Kitsap 911 generally will pay such an invoice within 30 days of receiving it.
- 4.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from Kitsap 911, Kitsap 911 may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

SECTION 5. AMENDMENTS AND CHANGES IN WORK

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the

Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by Kitsap 911.

- 5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by Kitsap 911 and has become effective.

SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

- 6.1 The Contractor shall defend, indemnify and hold Kitsap 911, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of Kitsap 911.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and Kitsap 911, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

SECTION 7. INSURANCE

- 7.1 **Insurance Term-** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.
- 7.2 **No Limitation-** Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit Kitsap 911's recourse to any remedy available at law or in equity.

7.3 Minimum Scope of Insurance

Contractor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Contractor's profession.

7.4 Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

7.5 Other Insurance Provision- The Contractor's Automobile Liability and Commercial General Liability insurance policies are to be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage maintained by Kitsap 911 shall be excess of the Contractor's insurance and shall not contribute with it.

7.6 Acceptability of Insurers- Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

7.7 Verification of Coverage- Contractor shall furnish Kitsap 911 with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contract before commencement of the work.

7.8 Notice of Cancellation- The Contractor shall provide Kitsap 911 with written notice of any policy cancellation within two business days of their receipt of such notice.

7.9 Failure to Maintain Insurance- Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which Kitsap 911 may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Kitsap 911 on demand, or at the sole discretion of Kitsap 911, offset against funds due the Contractor from Kitsap 911.

7.10 Kitsap 911 Full Availability of Contractor Limits- If the Contractor maintains higher insurance limits than the minimums shown above, Kitsap 911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to Kitsap 911 evidences limits of liability lower than those maintained by the Contractor.

SECTION 8. TERMINATION

8.1 Either party may terminate the Contract in whole or in part by giving the other party 14-days' written notice. In that event, Kitsap 911 will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, Kitsap 911 may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by Kitsap 911 to the Contractor. No costs incurred after the effective date of the termination will be paid.

8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by Kitsap 911, Kitsap 911 may terminate the Contract. In that event, Kitsap 911 will pay the Contractor only for the costs of services accepted by Kitsap 911. Upon such termination, Kitsap 911, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by Kitsap 911 in completing the work and all damages sustained by Kitsap 911 by reason of the Contractor's breach.

- 8.4 Regardless of the reason for Termination, Kitsap 911 may withhold final payment until all provided hardware has been returned, software licenses surrendered, and work product delivered. Kitsap 911 may deduct repair or replacement costs from the final payment for any Kitsap 911 owned equipment or software that has been damaged or not returned.

SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of Kitsap 911.
- 9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 10. INDEPENDENT CONTRACTOR

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of Kitsap 911. While both parties anticipate the scope of work contained in this agreement shall result in an average of approximately 40 hours of activities per week, The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract. Notwithstanding, the contractor agrees to be available by phone or email predominately during regular Kitsap 911 business hours and agrees to notify Kitsap 911 of any periods of unavailability lasting longer than 3 business days.
- 10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any Kitsap 911 benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Kitsap 911 employees.
- 10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of Kitsap 911.

SECTION 11. NONDISCRIMINATION

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED

- 12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by Kitsap 911. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.
- 12.2 All Public Records prepared, owned, used or retained in conjunction with this contract shall be subject to retention in accordance with Kitsap 911's records retention schedule, or in the absence of an applicable provision in Kitsap 911's records retention schedule with the Local Government Common Records Retention Schedule (CORE) as published by the WA State Office of the Secretary or State/ WA State Archives.
- 12.3 All work done by the Contractor will be done using software mutually agreed upon, an electronic copy of which will be submitted to Kitsap 911 upon request or at the end of the job.
- 12.4 An electronic copy of all word processing documents will be submitted to Kitsap 911 upon request or at the end of the job using the word processing program and version specified by Kitsap 911.

SECTION 13. PATENT/COPYRIGHT INFRINGEMENT

The Contractor will hold harmless, indemnify and defend Kitsap 911, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against Kitsap 911, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by Kitsap 911 of any notice of such claim.

SECTION 14. DISPUTES

Differences, disputes and disagreements between the Contractor and Kitsap 911 arising under or out of the Contract will be brought to the attention of Kitsap 911 at the earliest possible time so that the matter may be resolved or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by Kitsap 911 contract representative

or designee. All rulings, orders, instructions and decisions of Kitsap 911 contract representative will be final and conclusive.

SECTION 15. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by Kitsap 911 or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of Kitsap 911 or an order entered by a court of competent jurisdiction. The Contractor will promptly give Kitsap 911 written notice of any judicial proceeding seeking disclosure of such information.

SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.

16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

SECTION 17. MISCELLANEOUS

17.1 No Waiver. The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.

17.2 Tax Payments. The Contractor will pay all applicable federal, state/provincial and local taxes, fees (including licensing fees) and other amounts.

17.3 Personnel Removal. The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from Kitsap 911 contract representative or designee.

17.4 Legal Compliance. The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.

17.5 Records Inspection and Retention. Kitsap 911 may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.

- 17.6 **Public Disclosure.** This agreement and all public records associated with this Agreement shall be available from the Contractor for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for Kitsap 911 to respond to a request under the Act, as determined by Kitsap 911, the Contractor agrees to make them promptly available to Kitsap 911. If the Contractor receives a public records request directly, they will notify Kitsap 911's records custodian within 1 business day and shall comply with the Custodian's directions for release of the records.
- 17.7 **Successors and Assigns.** Kitsap 911, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 17.8 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 17.9 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.
- 17.10 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representative's provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.
- 17.11 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous – No Waiver), 17.5 (Miscellaneous – Records Inspection and Retention) and Section 17.7 (Miscellaneous – Severability).

DATED this 28th day December, 2022.

DATED this 28 day Decemb, 2022.

CONTRACTOR

Eadie Kaltenbacher
Eadie Kaltenbacher

Kitsap 911


Richard Kirton, Director

EXHIBIT A: DESCRIPTION OF SERVICES

Contractor will perform all duties historically performed by Kitsap 911's GIS Analyst and MSAG Coordinators including but not limited to:

Maintaining ESRI and CAD GIS data, including application of coordinate geometry, addition of special address and special situation information, keyboard entry of tabular data, manual digitizing of maps, scanning and automatic conversion to vectors, and conversion of other sources of digital data.

Developing ad hoc maps and respond to requests for GIS data. Maintain Master Street Address Guide and it's successor databases and complete address correction and verification.

Submitting GIS Data to State of Washington or the State's ESINET contractor or GIS subcontractor in accordance with adopted best practices, NENA and ESINet standards and State of Washington requirements.

Acting as a liaison with Kitsap 911 and the State of Washington 911 Coordination Office (SECO) and/or SECO's ESINET contractor on GIS related matters.

Perform a minimum of 4 up to a maximum of 12 CAD map rolls per year as scheduled by Kitsap 911. This task is dependent on Kitsap 911 performing the testing component of the map roll within their specified time frame, as well as pushing out the maps to MCTs within their specified time frame.

Producing regular and ad-hoc GIS and CAD reports.

Assist with Kitsap 911 budgeting as it relates to GIS and mapping items and training.

Providing GIS and map related training to Kitsap 911 staff and member agencies as needed.

EXHIBIT B: COMPENSATION

Base Compensation

Kitsap 911 will pay contractor based on the following schedule:

Year	Annual	Monthly
2023	\$153,000	\$12,750
2024	\$159,000	\$13,250
2025	\$165,000	\$13,750
2026	\$171,600	\$14,300
2027	\$178,800	\$14,900

Travel Reimbursements

Kitsap 911 agrees to reimburse contractor for reasonable travel costs in accordance with Kitsap 911 policies when such travel is at the request of or for the convenience of Kitsap 911 and provided that all travel must be approved in advance, such approval contains an estimate of travel costs, and that contractor provides Kitsap 911 with travel receipts when invoicing Kitsap 911 for travel costs.

Furnished Equipment/Hardware and Software

Kitsap 911 will furnish contractor with the following equipment and software licenses which contractor agrees may only be used to complete work on behalf of Kitsap 911. Contractor agrees to use and maintain all systems in accordance with Kitsap 911 policies, procedures, and/or written instructions. Contractor agrees to return all hardware and surrender all software licenses upon completion

Furnished equipment and software:

- Hardware
 - Laptop and dock or Desktop Computer (based on need) spec'd out for GIS work
 - Two (2) Monitors
 - Phone
- Software:
 - Office 365 G3 license (including OneDrive/Sharepoint account)
 - CAD Workstation and mapping software licenses
 - License for Kitsap 911's work order and ticketing system
 - ArcGIS Pro Advanced License including Spatial Analyst extension
 - Account for accessing ArcGIS Online (Kitsap County Organizational Account)
 - GeoMedia Professional and I/Map Editor, I/Dispatcher, SQL Server Management Studio (on the Map machine is fine for these)
 - VPN for use accessing Map machine, Dispatch Test Console (P30), KSAM

- Access to County GIS Data within the “SDE Database”, including editing rights on Emergency Services layers
- Minimum of Access level 2 CJIS certification maintained in conjunction with Kitsap 911’s TAC

1.0 PURPOSE:

To establish procedures and guidelines under which Kitsap 911 funds can be utilized for the purpose of employee recognition.

2.0 REFERENCES:

RCW 41.60.150; RCW 41.60.160;

CALEA Standards: 3.6.3

Kitsap 911 Policy 001 – Mission Statement

Kitsap 911 Policy 002 – Vision Statement

Kitsap 911 Policy 003 – Value Statements

Kitsap 911 Governing Directive #60 – Purchasing and Contracting

3.0 DEFINITIONS:

Award: an instrument, either monetary or certificate, trophy, plaque, or other token that is given to an employee in recognition for a contribution deemed valuable to Kitsap 911.

Employee of the Year: award presented to employee for excellent performance in line with Kitsap 911 mission, vision, and values. Decided by a vote of all Kitsap 911 employees.

Meal Stipend: meal program provided to employees.

Quarterly Awards: award presented to employee for excellent performance in line with Kitsap 911 mission, vision, and values. Decided by a vote of Kitsap 911 supervisory group.

Recruitment Award: award presented to an employee who referred someone to apply for a Kitsap 911 job vacancy and that person was hired.

Retirement Award: award presented to an employee in recognition of retirement from Kitsap 911 after 20 years or more of service.

Service Award: award presented to an employee in recognition of years of service at Kitsap 911.

Special Event: Telecommunicator Week or another event deemed appropriate by Kitsap 911 Executive Director.

Supervisor Recognition: Award presented by the supervisor for excellent performance in line with Kitsap 911 mission, vision, and values.

Wellness Award: Award presented to an employee for completing a monthly wellness challenge.

4.0 Financial stewardship of Kitsap 911 recognition funds.

As a public entity, we must set and abide by clear policy on spending for employee recognition. There can be no question as to the line of a gift of public funds. In addition, we must know and inform employees if a recognition item is taxable as income. Any cash award is taxable. Non-cash awards, such as a gift card, cannot exceed \$400 per year per employee

5.0 Policy Statements:

- 5.1 Employee of the year will be presented with a trophy and will have a reserved parking space for one year.
- 5.2 Quarterly Awards will consist of a reserved parking space for one quarter.
- 5.3 Retirement award will be a token headset and a \$100 award.
- 5.4 Recruitment award for Kitsap 911 employee that refers a candidate to apply for a full-time Kitsap 911 position and that applicant is hired. The Kitsap 911 employee will receive a \$2000 recruitment award. The award will be paid in three increments: \$500 paid at the time the referred candidate is hired; \$500 upon the completion of the referred candidates new hire probation; \$1000 paid upon the completion of the referred candidates one year probation. If the referred candidate leaves Kitsap 911 employment prior to a reward increment, all remaining reward increments are void. Human Resources and Executive Management are not eligible for this award.
- 5.5 Service Awards will be presented to employees in the following increments:
 - Annually – Kitsap 911 anniversary card
 - 1 Year – Kitsap 911 Lapel Pin
 - 2 years - \$25
 - 5 Year not to exceed \$50.
 - 10 Year not to exceed \$100.
 - 15 Year not to exceed \$150.
 - 20 Year not to exceed \$250.
 - 25+ Year not to exceed \$500
- 5.6 During Telecommunicator week, employees will be provided purchased meals no more than twice in the week at a cost of no more than the local per diem rate per employee. Recognition awards will be provided to each employee during Telecommunicator week. Purchases shall be conservative in nature and shall be designed to include all employees and may not consist of any of the unauthorized items. Unauthorized purchases include, but are not limited to, gift cards or cash equivalents, liquor, fuel, or illegal substances. Total purchase amount per person is capped at \$28.84. This amount may be increased annually by the Executive Director based on inflation.

- 5.7 Supervisor Recognition of excellent performance will be provided in the form of a lapel pin.
- 5.8 Kitsap 911 regularly requires its employees to work extended, and often unpredictable mandatory overtime hours; additionally, employees are required to remain on the premises during their shift, making it difficult to obtain adequate meals while working these hours. These, and other requirements represent obstacles to Kitsap 911 in maintaining a fully staffed operations workforce. To that end, each employee that works the dispatch floor will be provided with a monthly meal voucher to have meals delivered to Kitsap 911.
- Fulltime employees will receive a \$20 meal voucher per month
 - Part time .75 FTE - \$20 per month (because they are mandated up to FT)
 - Part time .5 FTE - \$15 per month (because they are mandated up to .75)
 - Extra help - \$10 per month

Employees who do not work the dispatch floor may be provided up to six such vouchers per year at the discretion of the Executive Director. Vouchers are non-transferrable, have no cash value, and expire at the end of the month they are issued. Employees will not be reimbursed for unused vouchers.

- 5.9 The Kitsap 911 wellness program provides resources to employees to promote healthy behaviors. Monthly wellness challenges encourage these healthy behaviors in employees with the goal of creating healthy habits to help combat the negative effects of the sedentary, stressful nature of their job. The winners of the monthly challenges will receive a wellness award not to exceed \$30 per award, and not to exceed \$360 in one year.

Beginning Fund Balances

Account Description		Amended 2023	Adopted 2023	Delta		
				\$	%	
1	308.31.00.0000	Beginning Restricted FSA Balance	2,232	2,232	-	0.0%
2	308.31.00.0001	Beginning Restricted Balance	2,011,986	2,011,986	-	0.0%
3	308.41.00.0001	Beginning Committed Balance	309,954	309,954	-	0.0%
4	308.51.00.0001	Beginning Assigned Balance	2,393,320	2,393,320	-	0.0%
5	308.91.00.0001	Beginning Unassigned Balance	3,023,455	3,023,455	-	0.0%
6	Total Estimated Beginning Fund Balance		7,740,948	7,740,948	-	0.0%

Operating Revenues

Account Description		Amended 2023	Adopted 2023	Delta		
				\$	%	
7	337.16.00.0000	Emergency Communications Sales Tax 1	6,613,461	6,613,461	-	0.0%
8	337.361...	Telephone Excise Taxes (Wireline, Wireless, and VoIP)	2,613,822	2,613,822	-	0.0%
9	342.80.50.0001	Service Fees (County,Cities, Fire Districts, Tribes Base Fees)	2,054,641	2,054,641	-	0.0%
10	342.80.50.0004	Service Fees (Operating Surcharges i.e. i/Leads, First Due)	238,173	238,173	-	0.0%
11	342.80.50.0002	Contract Revenues (Humane Society)	50,000	50,000	-	0.0%
12	362.50.00.0000	Tower Leases	390,432	390,432	-	0.0%
13	342.80.40.0002	Emergency Management Facility Maintenance Charges	82,277	82,277	-	0.0%
14	334.01.80.0000	State E911 CPD Contract KC (WA State Military)	49,181	49,181	-	0.0%
15	361.11.00.0001	Investment Interest	30,000	30,000	-	0.0%
16	Subtotal Operating Revenues		12,121,987	12,121,987	-	0.0%
17	369.91, 333.20	Grants and Other Misc. Revenues	11,173	11,173	-	0.0%
18	342.80.50.0000	MCT NPRV Surcharges	68,434	68,434	-	0.0%
19	Subtotal Special and One-Time Revenues		79,607	79,607	-	0.0%
20	Total Operating Revenues		12,201,594	12,201,594	-	0.0%
21	Total Revenue + Beginning Fund Balance		19,942,542	19,942,542	-	0.0%

Operating Appropriations

Account Description		Amended 2023	Adopted 2023	Delta	
				\$	%
22	528.32.10.0000 Regular Salaries	7,848,400	6,985,752	862,648	12.3%
23	528.32.10.0001 Overtime Pay	674,787	618,468	56,320	9.1%
24	528.32.10.0002 Retention Pay	100,000	360,000	(260,000)	-72.2%
25	528.32.10.0003 Sick Leave Payout	3,951	3,755	196	5.2%
26	528.32.10.0004 Annual Leave Payout	30,527	33,918	(3,391)	-10.0%
27	528.32.10.0005 Shift Differential Pay	3,932	3,514	419	11.9%
28	528.32.10.0006 Extra Help	51,311	55,251	(3,940)	-7.1%
29	528.32.10.0007 Out of Class Pay	-	10,558	(10,558)	-100.0%
30	528.32.10.0008 Miscellaneous Pay	77,038	113,197	(36,159)	-31.9%
31	528.32.10.0009 Salary/Benefit Attrition	(619,304)	(499,995)	(119,309)	23.9%
32	528.32.10.0010 Recruitment Bonus	30,000	30,000	-	0.0%
33	528.32.20.0001 Social Security	688,833	532,951	155,883	29.2%
34	528.32.20.0002 PERS Retirement	931,495	712,902	218,593	30.7%
35	528.32.20.0003 Medical Insurance	1,105,945	1,142,936	(36,991)	-3.2%
36	528.32.20.0004 Dental Insurance	81,621	72,762	8,858	12.2%
37	528.32.20.0005 Life Insurance	9,005	8,892	113	1.3%
38	528.32.20.0006 Meal Vouchers	19,200	19,200	-	0.0%
39	528.32.20.0008 Unemployment Compensation	36,017	30,543	5,474	17.9%
40	528.32.20.0011 Industrial Insurance	36,820	35,239	1,581	4.5%
41	528.32.20.0012 PFMLA	19,622	10,311	9,312	90.3%
42	Subtotal Operating Wages, Salaries, and Benefits	11,129,201	10,280,153	849,048	8.3%
43	528.32.31 Office/Operating Supplies	42,460	42,460	-	0.0%
44	528.32.32 Fuel Consumed	13,313	13,313	-	0.0%
45	528.32.35.0000 Small Tools & Equipment	17,843	17,843	-	0.0%
46	528.32.35.0001 Computer Software	218,478	218,478	-	0.0%
47	528.32.35.0002 Computer Equipment	21,720	21,720	-	0.0%
48	528.32.35.0003 Small Computer Equipment	13,575	13,575	-	0.0%
49	528.32.41.0000 Engineering & Architectural	2,166	2,166	-	0.0%
50	528.32.41.0001 Medical Background checks	11,580	11,580	-	0.0%
51	528.32.41.0002 Management Consulting	33,935	33,935	-	0.0%
52	528.32.41.0003 Legal Services	16,218	16,218	-	0.0%
53	528.32.41.0004 Other Professional Service	77,275	77,275	-	0.0%
54	528.32.41.0005 Advertising	9,673	9,673	-	0.0%
55	528.32.42.0000 Telephone	55,037	55,037	-	0.0%
56	528.32.42.0001 Cellular Telephone	23,069	23,069	-	0.0%
57	528.32.42.0002 Postage	4,986	4,986	-	0.0%
58	528.32.43.0000 Mileage	5,149	5,149	-	0.0%
59	528.32.43.0001 Travel	43,968	43,968	-	0.0%
60	528.32.43.0002 Per Diem	15,439	15,439	-	0.0%
61	528.32.43.0003 Non-Employee Mileage	-	-	-	0.0%
62	528.32.43.0004 Non Employee Travel	543	543	-	0.0%
63	528.32.45.0000 Rental Expense	4,000	4,000	-	0.0%

Account Description		Amended 2023	Adopted 2023	Delta	
				\$	%
64	591.28.70.0000 Lease Expense	166,030	166,030	-	0.0%
65	528.32.46.0000 Insurance	114,942	114,942	-	0.0%
66	528.32.47.0001 Utilities-Water	4,604	4,604	-	0.0%
67	528.32.47.0002 Utilities-Sewer	3,583	3,583	-	0.0%
68	528.32.47.03.04 Utilities-Electricity	148,459	148,459	-	0.0%
69	528.32.47.0005 Utilities-Waste Disposal	5,910	5,910	-	0.0%
70	528.32.47.0006 Utilities-Backup Internet & Cable	5,978	5,978	-	0.0%
71	528.32.48.0000 Repairs & Maintenance-Building	181,061	181,061	-	0.0%
72	528.32.48.01.02 Repairs & Maintenance-Equipment	104,338	104,338	-	0.0%
73	528.32.48.0003 Repairs & Maintenance-Computer Equipment	477,303	477,303	-	0.0%
74	528.32.49.00-02 Bank and Finance Charges	2,278	2,278	-	0.0%
75	528.32.49.0003 Dues & Subscriptions	31,978	31,978	-	0.0%
76	528.32.49.0004 Registration & Tuition	41,014	41,014	-	0.0%
77	528.32.49.0005 Printing & Binding	1,738	1,738	-	0.0%
78	528.32.49.0009 Other Miscellaneous	15,470	15,470	-	0.0%
79	528.32.41.0013 KCIS Charges (Network & Security)	133,714	133,714	-	0.0%
80	528.33.35.0001 Computer Software (MCT System)	2,898	2,898	-	0.0%
81	528.33.35.0002 Small Computer Equipment (MCT System)	28,795	28,795	-	0.0%
82	528.33.42.0001 Cellular Telephone (MCT System)	204,859	204,859	-	0.0%
83	528.33.48.0002 Repairs & Maint- Equipment (MCT System)	295	295	-	0.0%
84	528.33.48.0003 Repairs & Maint-Comp Equip (MCT System)	137,304	137,304	-	0.0%
85	528.33.41.0011 KCIS Charges (I/Leads)	149,088	149,088	-	0.0%
86	Subtotal Operating Supplies and Services	2,592,065	2,592,065	-	0.0%
87	Total Operating Budget Appropriation	13,721,266	12,872,218	849,048	6.6%

Non-Operating/Special Projects and Technical Enhancements

Account Description		Amended 2023	Adopted 2023	Delta	
				\$	%
88	528.90.10.0000 Non-Op - Regular Salaries	196,743	135,000	61,742	45.7%
89	528.90.10.0001 Non-Op - Overtime	-	-	-	0.0%
90	528.90.10.0002 Non-Op - Retention Pay	-	-	-	0.0%
91	528.90.10.0003 Non-Op - Sick Leave Payout	-	-	-	0.0%
92	528.90.10.0004 Non-Op - Annual Leave Payout	-	-	-	0.0%
93	528.90.10.0006 Non-Op - Extra Help	104,412	-	104,412	0.0%
94	528.90.10.0007 Non-Op - Out Of Class Pay	-	-	-	0.0%
95	528.90.10.0008 Non-Op - Miscellaneous Pay	-	-	-	0.0%
96	528.90.20.0001 Non-Op - Social Security	15,051	10,328	4,723	45.7%
97	528.90.20.0002 Non-Op - PERS Retirement	15,289	14,027	1,262	9.0%
98	528.90.20.0003 Non-Op - Medical Insurance	21,083	19,486	1,597	8.2%
99	528.90.20.0004 Non-Op - Dental Insurance	1,644	1,384	260	18.8%
100	528.90.20.0005 Non-Op - Life Insurance	113	113	-	0.0%
101	528.90.20.0008 Non-Op - Unemployment Comp.	787	540	247	45.7%
102	528.90.20.0011 Non-Op - Industrial Insurance	472	266	206	77.6%
103	528.90.20.0012 Non-Op - PFML Premiums	429	200	229	114.6%
104	Subtotal Non-Operating Wages, Salaries, and Benefits	356,021	181,343	174,678	96.3%
105	528.90.31.0000 Non-Op Office Supplies	-	-	-	0.0%
106	528.90.35.0000 Non-Op Small Tools & Equipment	-	-	-	0.0%
107	528.90.35.0001 Non-Op Computer Software	-	-	-	0.0%
108	528.90.35.0002 Non-Op Computer Equipment	85,000	85,000	-	0.0%
109	528.90.35.0003 Non-Op Small Computer Equipment	-	-	-	0.0%
110	528.90.41.0000 Non-Op Engineering & Architectural	-	-	-	0.0%
111	528.90.41.0002 Non-Op Management Consulting	-	-	-	0.0%
112	528.90.41.0003 Non-Op Legal Services	-	-	-	0.0%
113	528.90.41.0004 Non-Op Other Professional Services	-	-	-	0.0%
114	528.90.41.0005 Non-Op Advertising	-	-	-	0.0%
115	528.90.42.0001 Non-Op Cellular Telephones	-	-	-	0.0%
116	528.90.42.0002 Non-Op Postage	-	-	-	0.0%
117	528.90.43.0000 Non-Op Mileage	-	-	-	0.0%
118	528.90.43.0001 Non-Op Travel	-	-	-	0.0%
119	528.90.43.0002 Non-Op Per Diem	-	-	-	0.0%
120	528.90.43.0003 Non-Op Non-Employee Mileage	-	-	-	0.0%
121	528.90.43.0004 Non-Op Non-Employee Travel	-	-	-	0.0%
122	528.90.45.0000 Non-Op Rental Expense	-	-	-	0.0%
123	528.90.48.0000 Non-Op Repairs & Maint-Building	-	-	-	0.0%
124	528.90.48.0002 Non-Op Repairs & Maint-Equipment	-	-	-	0.0%
125	528.90.48.0003 Non-Op Repairs & Maint-Computer	-	-	-	0.0%
126	528.90.49.0003 Non-Op Dues & Subscriptions	-	-	-	0.0%
127	528.90.49.0009 Non-Op Other	-	-	-	0.0%
128	Subtotal Non-Operating Supplies and Services	85,000	85,000	-	0.0%

129	1	MCT NPRVs	82,224	82,224	-	0.0%
130	2	First Due Annual Maintenance	78,514	78,514	-	0.0%
131	3	Upgrade Accounting Software	6,000	6,000	-	0.0%
132	4	VX Rail Infrastructure	200,000	200,000	-	0.0%
133	5	Secondary Edge Frontier Licenses	15,000	15,000	-	0.0%
134	6	UPS Hardware Replacement	300,000	300,000	-	0.0%
135	7	Data Logging Software	50,000	50,000	-	0.0%
136	8	Office and MDM Replacement	20,000	20,000	-	0.0%
137	9	Offsite Backup Enhancements	20,000	20,000	-	0.0%
138	10	First Due Interface	50,000	50,000	-	0.0%
139	11	Moveup Module	100,000	100,000	-	0.0%
140	12	Carver Roof Replacement	250,000	250,000	-	0.0%
141	13	Network Security Analysis	50,000	50,000	-	0.0%
142	14	Replace AV System	250,000	250,000	-	0.0%
143	15	Dispatch Floor Project - Carpet	150,000	150,000	-	0.0%
144	16	Dispatch Floor Project - Soundproofing	150,000	150,000	-	0.0%
145	17	Dispatch Floor Project - Console Furniture	500,000	500,000	-	0.0%
146	18	CCTV and Access Control Replacement	500,000	-	500,000	0.0%
147	Subtotal Capital and Other Non-Operating Projects		2,771,738	2,271,738	500,000	22.0%
148	Total Non-Operating Budget Appropriation		3,212,759	2,538,081	674,678	26.6%
149						
150	Total Appropriation (Operating and Non-Operating)		16,934,025	15,410,299		
151	Estimated 2023 Ending Fund Balance		3,008,517	4,532,243		
152	Non-Spendable Funds		-	-		
153	Reserved Funds (Stabilization Fund)		2,332,615	2,188,277		
154	Committed Funds		-	-		
155	Assigned Funds (Other)		-	815,000		
156	Assigned Funds (Tech Improvements)		-	1,000,000		
157	Unreserved Funds		675,901	528,966		
158	Total Appropriation (Operating/Non-Operating) + Ending Fund Balance		19,942,542	19,942,542		

Beginning Fund Balance + Revenues	19,942,542	19,942,542
Total Appropriation + Estimated Ending Fund Balance	19,942,542	19,942,542
Constitutionally Balanced if Zero	-	-

Capital Project Beginning Balance (Radio Replacement)

Account Description		Amended 2023	Adopted 2023	Delta	
				\$	%
1	Capital Project Assigned Revenues Beginning Balance	4,170,537	3,745,488	425,049	11.3%

Capital Project Revenues (Radio Replacement)

Account Description		Amended 2023	Adopted 2023	Delta	
				\$	%
2	337.16.00.0001 Emergency Communications Sales Tax 2	6,613,461	6,613,461	-	0.0%
3	Total Revenue + Beginning Fund Balance	10,783,998	10,358,949		

Capital Appropriation (Radio Replacement)

Project Description		Amended 2023	Adopted 2023	Delta	
				\$	%
4	Microwave System	1,831,703	1,831,703	-	0.0%
5	MCT Replacement	3,740,000	3,740,000	-	0.0%
6	LMR Replacement Project	4,000,000	4,000,000	-	0.0%
7	Capital Projects Labor	-	256,154	(256,154)	-100.0%
8	Total Capital Project Appropriation (Radio Replacement)	9,571,703	9,827,857	168,895	-2.6%
9					
10	Capital Project Ending Fund Balance	1,212,295	531,092		
11	Assigned Funds (Radio Replacement)	1,212,295	531,092		
12	Total Appropriation (Radio Replacement Project) + Ending Fund Balance	10,783,998	10,358,949		

Kitsap 911 Public Authority

Resolution 2023-001

Adopting the 2023 Operating, Non-Operating/Special Project and Technical Enhancements, and Capital Project Budget Amendments.

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 charter requires the Board of Directors adopt the budget and the Bylaws establishes the Service Fee Formula for certain agencies.

NOW, THEREFORE, BE IT RESOLVED by the Kitsap 911 Board of Directors as follows:

Section 1. 2023 Operating, Non-Operating/Special Project and Technical Enhancements, and Capital Project Budgets Adopted. The Board of Directors hereby adopts the amended 2023 Operating, Non-Operating/Special Project and Technical Enhancements, and Capital Project budgets, including revenues and appropriations as attached in Exhibit 1.

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 immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Board of Directors on March 7, 2023, of which all Directors were notified, and a quorum was present.

KITSAP 911 BOARD OF DIRECTORS

DAVID ELLINGSON, CHAIR

ATTEST:

Richard A. Kirton, Executive Director

Beginning Fund Balances

Account Description		Amended 2023
1	308.31.00.0000 Beginning Restricted FSA Balance	2,232
2	308.31.00.0001 Beginning Restricted Balance	2,011,986
3	308.41.00.0001 Beginning Committed Balance	309,954
4	308.51.00.0001 Beginning Assigned Balance	2,393,320
5	308.91.00.0001 Beginning Unassigned Balance	3,023,455
6	Total Estimated Beginning Fund Balance	7,740,948

Operating Revenues

Account Description		Amended 2023
7	337.16.00.0000 Emergency Communications Sales Tax 1	6,613,461
8	337,361... Telephone Excise Taxes (Wireline, Wireless, and VoIP)	2,613,822
9	342.80.50.0001 Service Fees (County, Cities, Fire Districts, Tribes Base Fees)	2,054,641
10	342.80.50.0004 Service Fees (Operating Surcharges i.e. i/Leads, First Due)	238,173
11	342.80.50.0002 Contract Revenues (Humane Society)	50,000
12	362.50.00.0000 Tower Leases	390,432
13	342.80.40.0002 Emergency Management Facility Maintenance Charges	82,277
14	334.01.80.0000 State E911 CPD Contract KC (WA State Military)	49,181
15	361.11.00.0001 Investment Interest	30,000
16	Subtotal Operating Revenues	12,121,987
17	369.91, 333.20 Grants and Other Misc. Revenues	11,173
18	342.80.50.0000 MCT NPRV Surcharges	68,434
19	Subtotal Special and One-Time Revenues	79,607
20	Total Operating Revenues	12,201,594
21	Total Revenue + Beginning Fund Balance	19,942,542

Operating Appropriations

	Account Description		Amended 2023
22	528.32.10.0000	Regular Salaries	7,848,400
23	528.32.10.0001	Overtime Pay	674,787
24	528.32.10.0002	Retention Pay	100,000
25	528.32.10.0003	Sick Leave Payout	3,951
26	528.32.10.0004	Annual Leave Payout	30,527
27	528.32.10.0005	Shift Differential Pay	3,932
28	528.32.10.0006	Extra Help	51,311
29	528.32.10.0007	Out of Class Pay	-
30	528.32.10.0008	Miscellaneous Pay	77,038
31	528.32.10.0009	Salary/Benefit Attrition	(619,304)
32	528.32.10.0010	Recruitment Bonus	30,000
33	528.32.20.0001	Social Security	688,833
34	528.32.20.0002	PERS Retirement	931,495
35	528.32.20.0003	Medical Insurance	1,105,945
36	528.32.20.0004	Dental Insurance	81,621
37	528.32.20.0005	Life Insurance	9,005
38	528.32.20.0006	Meal Vouchers	19,200
39	528.32.20.0008	Unemployment Compensation	36,017
40	528.32.20.0011	Industrial Insurance	36,820
41	528.32.20.0012	PFMLA	19,622
42	Subtotal Operating Wages, Salaries, and Benefits		11,129,201
43	528.32.31	Office/Operating Supplies	42,460
44	528.32.32	Fuel Consumed	13,313
45	528.32.35.0000	Small Tools & Equipment	17,843
46	528.32.35.0001	Computer Software	218,478
47	528.32.35.0002	Computer Equipment	21,720
48	528.32.35.0003	Small Computer Equipment	13,575
49	528.32.41.0000	Engineering & Architectural	2,166
50	528.32.41.0001	Medical Background checks	11,580
51	528.32.41.0002	Management Consulting	33,935
52	528.32.41.0003	Legal Services	16,218
53	528.32.41.0004	Other Professional Service	77,275
54	528.32.41.0005	Advertising	9,673
55	528.32.42.0000	Telephone	55,037
56	528.32.42.0001	Cellular Telephone	23,069
57	528.32.42.0002	Postage	4,986
58	528.32.43.0000	Mileage	5,149
59	528.32.43.0001	Travel	43,968
60	528.32.43.0002	Per Diem	15,439
61	528.32.43.0003	Non-Employee Mileage	-
62	528.32.43.0004	Non Employee Travel	543
63	528.32.45.0000	Rental Expense	4,000

Account Description		Amended 2023
64	591.28.70.0000 Lease Expense	166,030
65	528.32.46.0000 Insurance	114,942
66	528.32.47.0001 Utilities-Water	4,604
67	528.32.47.0002 Utilities-Sewer	3,583
68	528.32.47.03,04 Utilities-Electricity	148,459
69	528.32.47.0005 Utilities-Waste Disposal	5,910
70	528.32.47.0006 Utilities-Backup Internet & Cable	5,978
71	528.32.48.0000 Repairs & Maintenance-Building	181,061
72	528.32.48.01,02 Repairs & Maintenance-Equipment	104,338
73	528.32.48.0003 Repairs & Maintenance-Computer Equipment	477,303
74	528.32.49.00-02 Bank and Finance Charges	2,278
75	528.32.49.0003 Dues & Subscriptions	31,978
76	528.32.49.0004 Registration & Tuition	41,014
77	528.32.49.0005 Printing & Binding	1,738
78	528.32.49.0009 Other Miscellaneous	15,470
79	528.32.41.0013 KCIS Charges (Network & Security)	133,714
80	528.33.35.0001 Computer Software (MCT System)	2,898
81	528.33.35.0002 Small Computer Equipment (MCT System)	28,795
82	528.33.42.0001 Cellular Telephone (MCT System)	204,859
83	528.33.48.0002 Repairs & Maint- Equipment (MCT System)	295
84	528.33.48.0003 Repairs & Maint-Comp Equip (MCT System)	137,304
85	528.33.41.0011 KCIS Charges (I/Leads)	149,088
86	Subtotal Operating Supplies and Services	2,592,065
87	Total Operating Budget Appropriation	13,721,266

Non-Operating/Special Projects and Technical Enhancements

Account Description		Amended 2023
88	528.90.10.0000 Non-Op - Regular Salaries	196,743
89	528.90.10.0001 Non-Op - Overtime	-
90	528.90.10.0002 Non-Op - Retention Pay	-
91	528.90.10.0003 Non-Op - Sick Leave Payout	-
92	528.90.10.0004 Non-Op - Annual Leave Payout	-
93	528.90.10.0006 Non-Op - Extra Help	104,412
94	528.90.10.0007 Non-Op - Out Of Class Pay	-
95	528.90.10.0008 Non-Op - Miscellaneous Pay	-
96	528.90.20.0001 Non-Op - Social Security	15,051
97	528.90.20.0002 Non-Op - PERS Retirement	15,289
98	528.90.20.0003 Non-Op - Medical Insurance	21,083
99	528.90.20.0004 Non-Op - Dental Insurance	1,644
100	528.90.20.0005 Non-Op - Life Insurance	113
101	528.90.20.0008 Non-Op - Unemployment Comp.	787
102	528.90.20.0011 Non-Op - Industrial Insurance	472
103	528.90.20.0012 Non-Op - PFML Premiums	429
104	Subtotal Non-Operating Wages, Salaries, and Benefits	356,021
105	528.90.31.0000 Non-Op Office Supplies	-
106	528.90.35.0000 Non-Op Small Tools & Equipment	-
107	528.90.35.0001 Non-Op Computer Software	-
108	528.90.35.0002 Non-Op Computer Equipment	85,000
109	528.90.35.0003 Non-Op Small Computer Equipment	-
110	528.90.41.0000 Non-Op Engineering & Architectural	-
111	528.90.41.0002 Non-Op Management Consulting	-
112	528.90.41.0003 Non-Op Legal Services	-
113	528.90.41.0004 Non-Op Other Professional Services	-
114	528.90.41.0005 Non-Op Advertising	-
115	528.90.42.0001 Non-Op Cellular Telephones	-
116	528.90.42.0002 Non-Op Postage	-
117	528.90.43.0000 Non-Op Mileage	-
118	528.90.43.0001 Non-Op Travel	-
119	528.90.43.0002 Non-Op Per Diem	-
120	528.90.43.0003 Non-Op Non-Employee Mileage	-
121	528.90.43.0004 Non-Op Non-Employee Travel	-
122	528.90.45.0000 Non-Op Rental Expense	-
123	528.90.48.0000 Non-Op Repairs & Maint-Building	-
124	528.90.48.0002 Non-Op Repairs & Maint-Equipment	-
125	528.90.48.0003 Non-Op Repairs & Maint-Computer	-
126	528.90.49.0003 Non-Op Dues & Subscriptions	-
127	528.90.49.0009 Non-Op Other	-
128	Subtotal Non-Operating Supplies and Services	85,000

Exhibit 1

129	1	MCT NPRVs	82,224
130	2	First Due Annual Maintenance	78,514
131	3	Upgrade Accounting Software	6,000
132	4	VX Rail Infrastructure	200,000
133	5	Secondary Edge Frontier Licenses	15,000
134	6	UPS Hardware Replacement	300,000
135	7	Data Logging Software	50,000
136	8	Office and MDM Replacement	20,000
137	9	Offsite Backup Enhancements	20,000
138	10	First Due Interface	50,000
139	11	Moveup Module	100,000
140	12	Carver Roof Replacement	250,000
141	13	Network Security Analysis	50,000
142	14	Replace AV System	250,000
143	15	Dispatch Floor Project - Carpet	150,000
144	16	Dispatch Floor Project - Soundproofing	150,000
145	17	Dispatch Floor Project - Console Furniture	500,000
146	18	CCTV and Access Control Replacement	500,000
147	Subtotal Capital and Other Non-Operating Projects		2,771,738
148	Total Non-Operating Budget Appropriation		3,212,759
149			
150	Total Appropriation (Operating and Non-Operating)		16,934,025
151	Estimated 2023 Ending Fund Balance		3,008,517
152	Non-Spendable Funds		-
153	Reserved Funds (Stabilization Fund)		2,332,615
154	Committed Funds		-
155	Assigned Funds (Other)		-
156	Assigned Funds (Tech Improvements)		-
157	Unreserved Funds		675,901
158	Total Appropriation (Operating/Non-Operating) + Ending Fund Balance		19,942,542

Capital Project Beginning Balance (Radio Replacement)

Account Description		Amended 2023
1	Capital Project Assigned Revenues Beginning Balance	4,170,537

Capital Project Revenues (Radio Replacement)

Account Description		Amended 2023
2	337.16.00.0001 Emergency Communications Sales Tax 2	6,613,461
3	Total Revenue + Beginning Fund Balance	10,783,998

Capital Appropriation (Radio Replacement)

Project Description		Amended 2023
4	Microwave System	1,831,703
5	MCT Replacement	3,740,000
6	LMR Replacement Project	4,000,000
7	Total Capital Project Appropriation (Radio Replacement)	9,571,703
8		
9	Capital Project Ending Fund Balance	1,212,295
10	Assigned Funds (Radio Replacement)	1,212,295
11	Total Appropriation (Radio Replacement Project) + Ending Fund Balance	10,783,998

Kitsap 911 Public Authority

Resolution 2023-002

Resolution of official intent to reimburse expenditures with proceeds of a borrowing.

Section 1. The Kitsap 911 Public Authority (the “Authority”) reasonably expects to reimburse the expenditures described herein with the proceeds of debt to be incurred by the Authority (the “Reimbursement Bonds”).

Section 2. The expenditures with respect to which the Authority reasonably expects to be reimbursed from the proceeds of Reimbursement Bonds are for design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, reequipping, and improvement of emergency communication systems and facilities.

Section 3. The maximum principal amount of debt obligations expected to be issued for the project described in Section 2 is \$6,000,000.

Adopted this 7th day of March 2023.

KITSAP 911 BOARD OF DIRECTORS

David Ellingson, Chair

ATTEST:

Richard Kirton, Executive Director

Executive Summary

Kitsap 911 Board of Directors

Summary: For the one month ended January 31, 2023 (8.33% of the year elapsed), revenues were in-line with, and operating expenditures were slightly over the unamended year-to-date expectations.

Revenues: As of January 2023, we have received approximately \$1.6M (8.40%) of projected annual revenues, exceeding our year-to-date forecast of \$1.4M (7.66%) by approximately \$140K (0.74%).




Revenues	Expected	Actual	Variance	
Sales Tax 1	\$0.51 M 7.65%	\$0.56 M 8.43%	\$0.05 M 0.78%	●
Sales Tax 2	\$0.51 M 7.65%	\$0.56 M 8.43%	\$0.05 M 0.78%	●
Excise Tax	\$0.20 M 7.69%	\$0.22 M 8.50%	\$0.02 M 0.81%	●
Other Revenues	\$0.23 M 7.69%	\$0.24 M 8.23%	\$0.02 M 0.54%	●
Total Revenue	\$1.44 M 7.66%	\$1.58 M 8.40%	\$0.14 M 0.74%	●

We have received approximately \$1.1M (16.85%) in total sales tax revenues, which was above our year-to-date forecast of \$1.0M (15.30%) by approximately \$103K (1.55%). Total sales tax revenues are divided evenly on the table above between our two 1/10th of 1% allocations, each receiving \$557K (8.43%).

We have received approximately \$222K (8.50%) of the total projected excise tax revenues, which was in-line with our year-to-date forecast of \$201M (92.31%), over expectations by approximately \$21K (0.81%).

Other revenues received were \$245K (8.23%), which was in-line with our year-to-date forecast of \$229M (7.69%), over expectations by approximately \$16K (0.54%). For January 2023, the primary driver was normal timing differences in agency user fees and tower lease revenues.

Operating Expenditures: As of January 2023, we have expended approximately \$1.5M (11.55%) of our total operating expenditures appropriation, which was more than our unamended year-to-date expectation of \$1.4M (10.90%) by approximately \$84K (0.65%), due to expected increases in labor costs from the 2023-2025 CBA.

Operating Expenditures	Expected	Actual	Variance	
Operating Salaries & Benefits	\$0.82 M 7.95%	\$0.93 M 9.09%	-\$0.12 M -1.14%	
Operating Non-Labor	\$0.59 M 22.59%	\$0.55 M 21.30%	\$0.03 M 1.29%	
Total Operating Expenditures	\$1.40 M 10.90%	\$1.49 M 11.55%	-\$0.08 M 0.65%	

We have expended approximately \$0.9M (9.09%) of our total operating salaries and benefits budget, which was above our year-to-date goal of \$0.8M (7.95%) by approximately \$117K (14.37%). This was an expected overage, as the additional labor costs from the 2023-2025 CBA were finalized after the 2023 budget had been adopted. This is expected to be resolved with a budget amendment in the first quarter of 2023.

We have expended approximately \$552K (21.30%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was below our year-to-date goal of \$586K (22.59%), under expectations by approximately \$34K (1.29%).

Radio Replacement Project Expenditures: As of January 2023, we have expended approximately \$1.2M (11.60%) of our total annual appropriation of \$10.0M.

Radio Replacement Project	Appropriation	YTD	Remaining	
Technical Projects	\$9.83 M 100.00%	\$1.15 M 11.66%	\$8.68 M 88.34%	●
Non-Operating Labor	\$0.26 M 100.00%	\$0.02 M 9.39%	\$0.23 M 90.61%	●
Total Non-Operating Expenditures	\$10.08 M 100.00%	\$1.17 M 11.60%	\$8.91 M 88.40%	●

Other Capital Projects and Non-Operating Expenditures: As of January 2023, we have expended approximately \$1.8K (0.07%) of our total annual appropriation of \$2.4M.

Other Non-Operating Expenditures	Appropriation	YTD	Remaining	
Technical Projects	\$2.27 M 100.00%	\$0.00 M 0.00%	\$2.27 M 100.00%	●
Non-Operating Supplies and Services	\$0.09 M 100.00%	\$0.00 M 2.08%	\$0.08 M 97.92%	●
Total Non-Operating Expenditures	\$2.36 M 100.00%	\$0.00 M 0.07%	\$2.35 M 99.93%	●

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

Risks: The cost impact from rising inflation, supply chain disruption, and the shortage of certain supplies and services pose the greatest risk to our revenues, primarily because Kitsap 911’s main source of revenue is derived from taxable retail sales in Kitsap County. We will continue to monitor these and other risks over the coming months.



Kitsap 911

Monthly Financials for the Month Ended 01/31/2023

Description	2023 Annual Budget	January 2023 Expected Budget \$	January 2023 Expected Budget %	January 2023 Actual	Delta to Annual Budget		Delta to YTD Budget		
					\$	%	\$	%	
Revenues									
Sales Tax 1	\$ 6,613,461	\$ 505,930	7.65%	\$ 557,284	\$6,056,178	8.43%	\$51,354	110.15%	
Sales Tax 2	6,613,461	505,930	7.65%	557,284	6,056,178	8.43%	51,354	110.15%	
Telephone Excise Tax	2,613,822	201,063	7.69%	222,192	2,391,630	8.50%	21,129	110.51%	
Other Revenues	2,974,311	228,793	7.69%	244,644	2,729,666	8.23%	15,851	106.93%	
Total Revenues	\$18,815,055	\$1,441,716	7.66%	\$ 1,581,404	\$17,233,651	8.40%	\$139,688	109.69%	
Operating Expenditures									
Operating Labor									
Salaries	\$ 8,214,411	\$ 631,878	7.69%	\$ 712,120	\$7,502,291	8.67%	\$80,242	112.70%	
Payroll Taxes	609,044	60,904	10.00%	68,738	540,305	11.29%	7,834	112.86%	
Benefits	1,956,692	163,058	8.33%	153,960	1,802,733	7.87%	(9,098)	94.42%	
Budgeted Attrition	(499,995)	(38,461)	7.69%	-	(499,995)	0.00%	38,461	0.00%	
Total Labor	\$ 10,280,153	\$ 817,379	7.95%	\$ 934,818	\$9,345,334	9.09%	\$117,439	114.37%	
Operating Supplies and Services									
Supplies	\$ 359,082	\$ 53,108	14.79%	\$ 14,739	\$344,344	4.10%	(\$38,370)	27.75%	
Professional Services	423,976	39,896	9.41%	37,047	386,929	8.74%	(2,849)	92.86%	
Communications	287,950	25,685	8.92%	28,839	259,112	10.02%	3,153	112.28%	
Travel	65,098	3,496	5.37%	421	64,678	0.65%	(3,075)	12.04%	
Advertising	9,673	340	3.51%	1,000	8,673	10.34%	660	294.54%	
Operating Rents/Leases	170,030	11,613	6.83%	37,162	132,869	21.86%	25,548	320.00%	
Insurance	114,942	114,942	100.00%	95,195	19,747	82.82%	(19,747)	82.82%	
Utilities	168,534	14,258	8.46%	14,418	154,116	8.56%	160	101.12%	
Repairs & Maintenance	900,301	310,244	34.46%	316,461	583,840	35.15%	6,217	102.00%	
Miscellaneous	92,478	12,050	13.03%	6,829	85,650	7.38%	(5,221)	56.67%	
Total Non-Labor	2,592,065	585,632	22.59%	552,109	\$2,039,956	21.30%	(\$33,523)	94.28%	
Total Operating Expenditures	\$ 12,872,218	\$ 1,403,011	10.90%	\$ 1,486,927	\$11,385,291	11.55%	\$83,916	105.98%	
Capital and Other Non-Operating Expenditures									
Radio Replacement Project									
Technical Projects	\$ 9,827,857			\$ 1,145,843	\$8,682,014	11.66%			
Non-Operating Labor	256,343			24,083	232,260	9.39%			
Non-Operating Supplies and Services	-			-	-	0.00%			
Total Non-Operating Expenditures	10,084,200			1,169,926	\$8,914,274	11.60%			
Other Capital and Non-Operating Expenditures									
Technical Projects	\$ 2,271,738			-	\$2,271,738	0.00%			
Non-Operating Labor	-			-	-	0.00%			
Non-Operating Supplies and Services	85,000			1,767	83,233	2.08%			
Total Non-Operating Expenditures	2,356,738			1,767	\$2,354,971	0.07%			
Total Expenditures	\$ 25,313,156			\$ 2,658,619	\$22,654,536	10.50%			



Kitsap 911

Fund Balance Summary

Net Fund Position	as of 01/31/2023
Temporary Investment Balance	\$ 6,809,388.49
Cash Balance	
Warrant Account	1,946,303.89
Payroll Account	996,426.08
Flex Spending Account	46,856.28
Petty Cash	402.15
Cash Subtotal	<u>2,989,988.40</u>
Total Cash and Cash Equivalents	<u>9,799,376.89</u>
Add: Outstanding Warrants	1,048,207.72
Less: Outstanding Receipts	-
Net Fund Position	<u>\$ 10,847,584.61</u>

Funds Committed for Capital and Non-Operating Projects

As of January 2023

Funds Committed for Non-Operating Projects and Expenditures

Job Code	Project	Estimated Project Total	Total Funds Appropriated	Current Month Expenditures	LTD Expenditures	Budgeted Funds Remaining	Approved via Resolution No.
64	Dispatch Floor Project - Console Furniture	500,000.00	500,000.00	-	-	500,000.00	2022-007
40	UPS Hardware Replacement	300,000.00	300,000.00	-	-	300,000.00	2022-007
62	Carver Roof Replacement	250,000.00	250,000.00	-	-	250,000.00	2022-007
67	Replace AV System	250,000.00	250,000.00	-	-	250,000.00	2022-007
68	VX Rail Infrastructure	200,000.00	200,000.00	-	-	200,000.00	2022-007
65	Dispatch Floor Project - Carpet	150,000.00	150,000.00	-	-	150,000.00	2022-007
66	Dispatch Floor Project - Soundproofing	150,000.00	150,000.00	-	-	150,000.00	2022-007
69	Move-up Module	100,000.00	100,000.00	-	-	100,000.00	2022-007
55	Replace Blue Truck	80,000.00	80,000.00	-	-	80,000.00	2022-002
44	Server Virtualization & Cyber Security	55,000.00	55,000.00	-	-	55,000.00	2022-002
70	Data Logging Software	50,000.00	50,000.00	-	-	50,000.00	2022-007
71	First Due Interface	50,000.00	50,000.00	-	-	50,000.00	2022-007
72	Network Security Analysis	50,000.00	50,000.00	-	-	50,000.00	2022-007
56	Replace Supervisor & Training Room PCs	23,000.00	23,000.00	-	-	23,000.00	2022-002
74	Office and MDM Replacement	20,000.00	20,000.00	-	-	20,000.00	2022-007
75	Offsite Backup Enhancements	20,000.00	20,000.00	-	-	20,000.00	2022-007
49	Antenna Repairs	20,000.00	20,000.00	-	-	20,000.00	2022-002
73	Secondary Edge Frontier Licenses	15,000.00	15,000.00	-	-	15,000.00	2022-007
Subtotal Capital Projects		\$ 2,283,000.00	\$ 2,283,000.00	\$ -	\$ -	\$ 2,283,000.00	

Funds Committed for Capital Projects

Job Code	Project	Estimated Project Total	Total Funds Appropriated	Current Month Expenditures	LTD Expenditures	Budgeted Funds Remaining	Approved via Resolution No.
	Capital Project Labor		256,154.00	24,082.93	24,082.93	256,154.00	
58	LMR Replacement Project	39,000,000.00	4,000,000.00	-	-	4,000,000.00	2022-010
63	MCT Replacement	3,740,000.00	3,740,000.00	978,827.30	978,827.30	2,761,172.70	2022-010
57	Microwave System	2,000,000.00	2,000,000.00	167,015.71	168,438.63	1,831,561.37	2022-002
Subtotal Non-Operating Projects		\$ 44,740,000.00	\$ 9,996,154.00	\$ 1,169,925.94	\$ 1,171,348.86	\$ 8,848,888.07	
Total Capital and Non-Operating Projects		\$ 47,023,000.00	\$ 12,279,154.00	\$ 1,169,925.94	\$ 1,171,348.86	\$ 11,131,888.07	

Funds Assigned

As of January 2023

Job Code	Project	Year Assigned	Total Funds Assigned	Current Month Expenditures	LTD Expenditures	Assigned Funds Remaining
	Stabilization Fund	2023	2,188,277.00	-	-	2,188,277.00
	Microwave System (Equipment and Installation) - Cash Flow	2023	557,283.62	-	-	557,283.62
	Payroll Cashflow	2023	350,000.00	-	-	350,000.00
61	CCTV and Access Control Replacement	2022	500,000.00	-	-	500,000.00
29	Unexpended Fire Alerting Project Funds	2022	128,192.11	-	-	128,192.11
26	Backup Center	2022	108,673.07	-	-	108,673.07
50	Simulcast Tuning	2022	13,125.00	-	-	13,125.00
Total Assigned Funds			<u>3,845,550.80</u>	<u>-</u>	<u>-</u>	<u>3,845,550.80</u>

Kitsap 911 2023 Key Projects and Initiatives

Technical Projects			Estimated			
Proj/Task#	Project/Initiative		Priority	Start	Completion	Status
2019	1	Backup Center - develop plans to leverage remote 911 to provide a more geo-diverse backup	3	9/30/2022	TBD	In Progress
2019	2	SUPPORT - RMS/JMS Replacement (Support KCIS)	3		6/30/2023	At Risk
2019	3	Replace UPS	5	4Q 2022	TBD	In Progress
2020	4	Evaluate feasibility of bringing all IT functions in house	4			
2020	5	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)	3			Pending
2021	6	Closest Fire Unit Dispatch- Changing Gears Deployments	2	6/1/2021	Q4 2024	Delayed Start - In Progress
2022	7	Replace inventory/asset management software	4	9/30/2022	Q1 2023	Complete+
2022	8	Complete 10-year TSG Staffing Analysis	2	12/28/2022	Q2 2023	In Progress
2022	9	Security System Replacement	2	4Q 2022	Q3 2023	In Progress
2022	10	Replace Kitsap 911 Roof	3	1/16/2023	Q1 2023	In Progress
2022	11	Replace Blue Truck	4	11/1/2022	Q3 2023	In Progress
2022	12	MCT Replacement	1	10/19/2022	Q2 2023	In Progress
2022	13	Cad to Cad Interface with South Sound 911	2	Q3 2022	Q4 2023	In Progress
2023	14	Data Logging Software	3	Q2 2023	Q4 2023	Not Started
2023	15	Office and MDM Replacement	3	1/15/2023	Q2 2023	In Progress
2023	16	Upgrade Accounting Software	4	Q2 2023	TBD	Not Started
2023	17	Secondary Edge Frontier License	3	Q3 2023	TBD	Not Started
2023	18	Improve redundancy of VX Rail Infrastructure	3			Pending

Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
2023	19	Offsite Backup Enhancements	3	Q2 2023	Q4 2024	Not Started
2023	20	Network Security Analysis	3	Q3 2023	Q4 2023	Not Started
2023	21	First Due Interface for Edge Frontier	4	Q4 2023	TBD	Not Started
2023	22	Move Up Module	4			Pending
2023	23	Replace AV System	4	Q4 2023	TBD	Not Started
2023	24	Dispatch Floor Project - Carpet	3	Q4 2023	TBD	Not Started
2023	25	Dispatch Floor Project - Soundproofing	3	Q4 2023	TBD	Not Started
2023	26	Dispatch Floor Project - Console Furniture	2	Q4 2023	TBD	Not Started

Microwave Replacement Project (Multi-Year)			Estimated			
Task#		Milestone	Priority	Start	Completion	Status
MV	1	Onsite training for Staff	2	2/27/2023	3/3/2023	In Progress
MV	2	Factory Staging Assessment Testing	1	3/6/2023	3/10/2023	In Progress
MV	3	Indoor Equipment Installation	2	5/15/2023	8/1/2023	
MV	4	Outdoor Equipment Installation	2	7/1/2023	11/1/2023	
MV	5	Project Completion	2		Q1 2024	

LMR Replacement Project (Multi -Year)			Estimated			
Task#		Milestone	Priority	Start	Completion	Status
LMR	1	Vendor Demonstations	3	2/15/2023	3/24/2023	In Progress
LMR	2	First cut of RFP proposals	2	3/20/2023	3/27/2023	
LMR	3	RFP Interviews and Reference Checks	3	3/27/2023	4/7/2023	
LMR	4	Final Vendor Selection Recommendation	2	9/29/2023	TBD	

Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
LMR	5	Contract Negotiations with awarded responder	2	TBD	TBD	
LMR	6	Project Kick off and begin system design work	1	Q4 2023	TBD	

Continuous Improvement Process Initiatives

Workgroup	Focus Area	Current Goal
All	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	Annual Proofs at least 80% complete by end of December, not including time sensitive standards	
CAL	Annual proofs 100% complete by end of February each year	
FIN	Review and update Purchasing Process	<p>As our purchasing needs have increased over the last couple of years, bottlenecks and inefficiencies that lead to frustration and delays have become evident our current processes. To that end, the finance group will be researching each step of the purchasing process to identify specific areas where improvements can be made; additionally, we will be updating some of the navigation and content on our website that relates to purchasing. Our goal is to implement a revamped process by the end of Q2 2023.</p> <p>We currently have multiple credit cards that are used specifically for gas for our vehicles. These credit accounts are inflexible and difficult to administer, and as a result, we will be researching the implementation of a consolidated solution. If we determine that it would be a good fit for Kitsap 911 (which we expect to do by the end of Q1 2023), we will deploy the new program, close the current gas credit accounts, and update all related policies and procedures in DMS. If implemented, we expect to be able to accomplish this by the end of Q2 2023.</p>
FIN	Review and update inventory process	We have recently deployed Asset Panda to replace Track It as our inventory accounting solution. Our goal is to complete the 2023 inventory count in Asset Panda and to upload to DMS the new procedures needed to do the inventory count, as well as to add, modify, and retire an asset. We expect to be able to accomplish this by the end of Q4 2023.
FIN	Review and update Policies and Procedures	With certain recent changes affecting the finance group, the language in certain policies and procedures need to be made current, namely those related to petty cash and meals provided by Kitsap 911; additionally, some updates are needed due to recent changes in accounting guidance or internal methodology, namely payroll processes, EFT disbursements, and remote check deposits. Once complete, the appropriate DMS documents will make reference to a consolidated folder location where additional guides and resources will be maintained. We expect to be able to accomplish this by the end of Q4 2023.
HR	Increase employee diversity	Increase employee diversity to match our county's demographics by calling all applicants bi-weekly who have not signed up for testing to offer free testing, and by attending in-person recruitment at events in our community and the surrounding areas. Success will be measured by comparing Kitsap 911 and Kitsap County demographics at the end of 2023.
HR	Fill each new hire training academy	Fill each new hire training academy by advertising the position effectively, boosting on social media and websites that have proved effective, and attending all available community events, such as job fairs, during open recruitments. Success will be measured by comparing academy sizes with the hiring goals set in the 2023 Hiring Plan.
HR	Improve new hire retention	Improve new hire retention percentage over 2022's percentage by adjusting the recruitment process as needed to make sure we are hiring successful candidates. Success will be measured by comparing 2022 new hire retention with 2023 new hire retention at the end of 2023.
HR	Transition to E-forms for Employee Changes	Transition to eForms to streamline our internal processes. This would also make the change process easier and more accessible to employees who would no longer have to fill out and deliver paper forms. We will make this change incrementally, starting with internal HR forms and then adding finance changes. Forms will be routed for electronic approval to the appropriate source and all information stored electronically. Success will be measured by a decrease in time spent handling these forms as well as quicker turn around times for task completion.

OPS	Reduce Overtime	Collaborate with HR on innovative retention and recruitment methods to make Kitsap 911 a place people want to work and employees want to stay for the long haul. Continue to proactively review schedule quarterly during preparation; limit non-essential meetings, training etc. that would create overtime or reduce the number of employees available to work while still considering the need to keep employees engaged and finding a balance. Continue to communicate and work with the guild on agreements to reduce mandatory overtime and keeping all overtime at a reasonable level. Success will be measured by a decrease in the overall amount of overtime worked in 2023 in comparison to previous years.
OPS	Intentional Culture	Leadership Team and Supervisors will continue applying the strategies learned during the School of Leadership to cultivate an intentional culture of acceptance, flexibility, and teamwork. We will discuss topics at Supervisor meetings and training days to stay in alignment with this focus. We will continue to bring employees into the conversation to hear their perspectives and ensure the culture expectations are not a directive but a value for all employees. Throughout 2023 management will conduct Stay Interviews with all employees to keep in communication with employees, encourage the "open door" policy, and gauge employee satisfaction with their work environment. Success of this goal will be measured by comparing previous stay interviews with those conducted in 2022. Success will be an increase in employee satisfaction and in increase in non-probationary employee retention.
OPS & TRN	Professional Development	Focus on professional development for all employees. Management and supervisors will have conversations with employees about where they want to go at Kitsap 911. Document professional development plans to help employees draft the path they want to follow. Success of this measure will be an increased number of employees joining committees, the training program, or applying for supervisory roles.
TRN	Reduce time from hire to sign off	Evaluate changes made to the training program in 2022 to determine if they have been beneficial in reducing the time from hire to working independently on the floor. This will be measured by comparing how long it takes trainees to be signed off as PCR and their continued success in the position through the end of probation versus years prior to 2022.
TRN	Build CTO consistency and training delivery skills	<p>Improving the consistency of CTO delivery of training is vital to our retention of newly hired employees, therefore we will spend focused time on what it means to deliver foundational training and training to policy for our CTO group this year. We will have four quarterly CTO workshops throughout 2023, with dedicated time spent on developing adult learning principles knowledge and how to facilitate adult learning in a public safety environment. Developing this knowledge will lessen the amount of frustration trainees have reported regarding trainers teaching from trainer style versus to policy. In addition, it might mitigate some of the lengthier training time when trainees switch from one trainer to another and receive correction on style versus policy, thus slowing down the time from classroom to sign-off.</p> <p>The Training Supervisor will check-in with trainee at the end of each training cycle to verify how that training process unfolded, were there any inconsistencies in training materials taught, then provide performance coaching to the Trainer if needed. Success will be measured by a decrease in the amount of inconsistencies reported throughout the year.</p>
TSG	Minimize turn around time for MCT repairs	<p>All helpdesk staff trained on image creation and deployment (TSG Training Day Scheduled and training plan for 2023). Success will be measured by evaluating all helpdesk staff on their ability to successfully deploy and update an image by the TSG manager.</p> <p>Images created and maintained for all MCT makes/models and standardize the process with documented responsibilities. Success will be measured by the TSG manager spot checking the documentation after image creation has been completed and again prior to the end of the year and discussing with the helpdesk to determine if there were any changes needed and confirming that the changes have made it into the documentation.</p>

TSG	Improve MCT network, system, security	<p>Plan and implement segmenting the MCT network by agency (Multi Year and will require county interaction). Planning in 2023 with implementation in or before 2024.</p> <p>*May change based on level of service provided to MCTs in the future. Success will be measured by completion of a new network diagram depicting the segregated networks and approval to proceed in 2023. Success in 2024 will be measured by completing the move of MCTs into their planned segregated networks.</p>
TSG	Tower Site Upgrades	<p>Research and replace if needed HVAC at GM</p> <p>Complete Fence repair at GM</p> <p>Review restroom facilities at GM</p> <p>Add Overhangs at site building entrances (4ft overhang), prevent water incursion as needed.</p> <p>Evaluate additional environmental sensing and automation</p>