

Kitsap 911 Executive Committee Meeting
April 26, 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 (03/22/23) (Chair)
5. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Chair)
 - a. A/P Warrant Numbers 5553 through 5620
Total \$829,637.36
 - b. Payroll Dated: 03/31/2023 and 04/14/2023
Total: \$842,030.19

6. Ratification of Executed Contracts-None (Kirton)
 - a. K911-067 ADCOMM Engineering, 03-20-2023 through 12/31/2025, \$69,800.00 (Kirton)

 - b. K911-068 Wellspring Employee Assistance Program, 04/01/23-termination, \$2.47 per employee, per month

7. Action Item-None

8. Discussion Items-None

9. Staff Reports (time-permitting) (Peabody)
 - a. LMR Project Update (Rogers)
 - b. Finance Report (Jameson)
 - c. Staffing Report (Kirton/Wecker)
 - d. Goals Update (Kirton)
 - e. Emerging Issues

10. Good of the Order

11. Adjourn

Topic: Kitsap 911 Executive Committee
Time: April 26, 2023 1:00PM Pacific Time (US and Canada)

Join Zoom Meeting
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Kitsap 911 Executive Committee Meeting of March 22, 2023

The Kitsap 911 Executive Committee met via a virtual Zoom meeting and in-person at Kitsap 911. Present were Director Dusty Wiley (Chair), Director David Ellingson, Director Joe Deets, Director Greg Wheeler, Strategic Advisory Board Chair Chief Ron Harding, Strategic Advisory Vice Chair Jim Gillard, Legal Counsel for Kitsap 911 Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson-Owens, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning. Guests: Alex Wensil- WA State Auditors, Vinny Shiel- WA State Auditors
Absent: Director John Gese

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

Washington State Auditors Exit Conference for fiscal year 2020/2021:

Washington State Auditors Alex Wensil the lead auditor and Vinny Shiel Audit Supervisor presented (Presentation attached). The Auditor issued for the Financial Audit results of January 1, 2020, through December 31, 2021 an unmodified opinion and reported no significant deficiencies in internal control, no deficiencies considered to be material weakness and no instance of noncompliance that were material to the financial statements of the Authority. Alex thanked Staff and Finance Manager Steve Rodgers for the audit. The next audit will be fall of 2023 and this will bring us back to the annual audit cycle.

Public Comment: None

Additions: None

Approval of Minutes 02/22/2023:

Director David Ellingson made a motion to approve minutes from 02/22/2023. Motion was seconded by Director John Deets. Motion Passed.

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 5495 through 5552 Total \$1,779,833.61
Payroll dated 03/03/2023 and 03/17/2023 Total \$886,651.80
Motion was seconded by Director Joe Deets. Motion Passed.**

Ratification of Executed Contract:

None

Action Items:

Appointment of Chair and Vice Chair

Director David Ellingson made a motion to appoint Director Dusty Wiley as the Chair of the Executive Committee for 2023. Motion passed.

Director Dusty Wiley made a motion to appoint Director David Ellingson as the Vice Chair of the Executive Committee for 2023. Motion Passed.

Resolution 2023-003 Declaring Certain Personal Property as Surplus

Finance Manager Steve Rogers stated this resolution declares the items listed on the page 19-20 in packet as surplus which allows us to remove from inventory and declare as surplus. Happy to remote none of the assets are being removed due to loss or theft they have simply reached end of life status.

Director David Ellingson made a motion to appoint Resolution 2023-003 Declaring Certain Personal Property as Surplus. Motion was seconded by Director Joe Deets. Motion passed.

Discussion Items:

None

Staff Reports:

LMR Project Update

Scott Peabody presented the current progress. Microwave System classroom training was completed the week before factory staging. Kitsap 911 Technicians went to Austin where our equipment was configured and tested and ready for installation. All the extensive tests passed. The equipment was shipped to RACOM in Lacey WA, and they will deliver and install at the tower sites.

A request for quote was requested for FCC Licensing and there were three responses. Available radio spectrum is the biggest technical risk to the program. The contract has been executed and starting next month the process will begin.

Land Mobile Radio (LMR) vendor demonstrations will be completed this week. The next steps will be to evaluate the RFP responses and apply evaluation weighting.

Finance Report

Finance Manager Steve Rogers reported our financial position as of February 28, 2023 (attached in agenda packet). This report includes the budget amendment that was adopted at the March 7, 2023, Board of Directors meeting. The February revenues 3.3M was received and are in-line with expectations. For

Operating expenditures, we are under our labor budget and under supplies and services. 1.9M has been spent to date on Radio and LMR. No reserves have been used to date and the risks remain the same.

Staffing Report

Maria Jameson-Owens reported as of today Kitsap 911 is 11.5 people short in operations. Six trainees in call receiving, six trainees on the floor, one in fire training on the floor and six in law enforcement training on the floor. The next academy starts on April 10 and we are looking to hire four. For the August academy we are looking to hire six. There will be nonstop training all year long. All Admin and Technical positions are fully staffed.

Goals Update

Technical Systems Manager Brandon Wecker reported on the 2023 Projects and Status.

2022-8 TSG Staffing Study- This task is reviewing our current staffing to assess what we will need for current support levels and the new LMR project. Scott and Brandon have been making good progress and hope to have a draft for Richard to review by the end of April and have given Director Kirton some preliminary numbers.

2012-9 Replace Security System- This is for the CCTV system and card access for the building. The team is currently working towards the project milestones however, there is an issue with supply chain related to the computers needed for this project. They have very long lead times. This could be a potential risk to the project completion time.

2022-12 MCT Replacement- Kitsap 911 has been removing items in order to make room for all the new equipment. 2/3 of the equipment has been received. Currently scheduling image creation with the vendor. Director Ellingson said last month you stated you did not have all the pieces yet for distribution, do you now have all those parts? The 2/3 is a splattering of different parts so there is not a complete MCT package to hand out at this time.

2022-13 CAD-to-CAD interface with South Sound 911- This project will create a CAD-to-CAD link between the two agencies. There is a rough schedule for this work and the vendor expects to have the interface ready to stage in the live environment by June, but it will likely not be turned on at that time. It will be turned on later in the year to allow training, policy creation and any additional testing.

Emerging Issues

Executive Director Richard Kirton said there are a few Bills still working their way through the legislative. One bill related to the PERS retirement will move all new Public Safety Telecommunicators into PSRRS retirement instead of PERS and give the option for existing telecommunicators to change retirement systems. It is currently in the rules committee in the senate.

There are a couple 988 bills still active, one that includes the funding for hybrid or mental health focused for response teams. This bill would provide grants. This may be of particular interest to our user agencies.

The Telecommunicator Certification Board is continuing to develop the training standards. Everything that has been decided so far is consistent with the training Kitsap 911 offers.

There have been articles and news stories about artificial intelligent (AI) and companies that are offering AI chat applications. In some case companies deployed these chat bots and people do not know they are

talking to a computer rather than a person. This technology is rapidly expanding and hearing some companies are developing versions of this that could be useful for 311 applications or 911 centers 10-digit non-emergency and information calls. This is something that is still being developed, and we will keep you posted.

Director Ellingson said we had a Washington State Fire Leadership meeting with representatives across the state and there was a lot of discussion on derailment. Does the 911 system statewide have access to all the right people so you have access to the wide variety of hazards that could happen. Mr. Kirton said it's been a while since we have exercised and participated with the user agencies, DEM, State Emergency Management, Navy, and others specifically about a derailment. He will talk with DEM Director about reviewing those policies. Kitsap 911 first calls would be to DEM and the State Department of Emergency Management.

Good of the Order-

None

Adjournment 13:51

The next regular meeting of the Kitsap 911 Executive Committee will be April 12, 2023



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Kitsap 911 Public Authority

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2020 through December 31, 2021– see draft report.
- Financial statement audit for January 1, 2020 through December 31, 2021– see draft report.

Audit Highlights

We would like to thank Authority staff, especially Steve Rogers - Finance Manager, for their cooperation during the audit. They made time to answer all our questions and responded to all our requests, helping us complete the audit.

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or noncompliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Financial Statement Audit Communication

We would like to bring the following to your attention:

- We didn't identify any material misstatements during the audit.
- There were no uncorrected misstatements in the audited financial statements.
- The audit addressed the following risks, which required special consideration:
 - Due to the possibility that management may be able to circumvent certain controls, standards require the auditor to assess the risk of management override.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at <https://portal.sao.wa.gov/SAOPortal>.

Management Representation Letter

We have included a copy of representations requested of management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$21,000 and actual audit costs will approximate that amount.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in fall 2023 and will cover the following general areas:

- Accountability for public resources
- Financial statement

The estimated cost for the next audit based on current rates is \$18,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

If expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office so we can schedule your audit to meet federal Single Audit requirements. Federal awards can include grants, loans, and non-cash assistance like equipment and supplies.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other

resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Kelly Collins, CPA, CFE, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit, (360) 260-6411 Tina.Watkins@sao.wa.gov

Amy Strzalka, CPA, Program Manager, (360) 845-1476, Amy.Strzalka@sao.wa.gov

Vinny Shiel, Assistant Audit Manager, (425) 510-0488, Vincent.Shiel@sao.wa.gov

Alex Wensil, Assistant State Auditor, (360) 845-1488, Alexandria.Wensil@sao.wa.gov



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Accountability Audit Report

Kitsap 911 Public Authority

For the period January 1, 2020 through December 31, 2021

Published (Inserted by OS)

Report No. 1032260



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**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Directors
Kitsap 911 Public Authority
Bremerton, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Authority operations. This information is valuable to management, the governing body and public stakeholders when assessing the government’s stewardship of public resources.

Attached is our independent audit report on the Authority’s compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Authority operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Kitsap 911 Public Authority from January 1, 2020 through December 31, 2021.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Authority's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2021 and 2020, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Accounts payable – general disbursements and electronic funds transfers
- Procurement – public works, purchases and purchasing exemptions
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

RELATED REPORTS

Financial

Our opinion on the Authority's financial statements is provided in a separate report, which includes the Authority's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

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INFORMATION ABOUT THE AUTHORITY

Kitsap 911 Public Authority began operations as a separate organization on December 26, 2016. The Authority was previously a department of Kitsap County, Central Communication (CENCOM).

The Authority provides public safety emergency communications services and is governed by a Board of Directors. The Board is comprised of the three Kitsap County commissioners and the sheriff, the mayors of the Cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo, three fire commissioners, and two City of Bremerton Council members. The Authority has 84 employees and annual revenues of about \$12.1 million in 2020 and 2021.

Contact information related to this report	
Address:	Kitsap 911 Public Authority 911 Carver Street Bremerton, WA 98312
Contact:	Steve Rogers, Finance Manager
Telephone:	360-307-5802
Website:	www.kitsap911.org

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Kitsap 911 Public Authority at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR’S OFFICE

The State Auditor’s Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor’s Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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Financial Statements Audit Report

Kitsap 911 Public Authority

For the period January 1, 2020 through December 31, 2021

Published (Inserted by OS)

Report No. 1032251



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**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Directors
Kitsap 911 Public Authority
Bremerton, Washington

Report on Financial Statements

Please find attached our report on the Kitsap 911 Public Authority’s financial statements.

We are issuing this report in order to provide information on the Authority’s financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

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Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Kitsap 911 Public Authority January 1, 2020 through December 31, 2021

Board of Directors
Kitsap 911 Public Authority
Bremerton, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Kitsap 911 Public Authority, as of and for the years ended December 31, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the Authority's financial statements, and have issued our report thereon dated March 22, 2023.

We issued an unmodified opinion on the fair presentation of the Authority's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Authority using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audits of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However,

this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy, State Auditor

Olympia, WA

March 22, 2023

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Kitsap 911 Public Authority January 1, 2020 through December 31, 2021

Board of Directors
Kitsap 911 Public Authority
Bremerton, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Unmodified and Adverse Opinions

We have audited the financial statements of the Kitsap 911 Public Authority, as of and for the years ended December 31, 2021 and 2020, and the related notes to the financial statements, as listed in the financial section of our report.

Unmodified Opinion on the Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the Authority has prepared these financial statements to meet the financial reporting requirements of state law and accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System (BARS) Manual*. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash and investments of the Kitsap 911 Public Authority, and its changes in cash and investments, for the years ended December 31, 2021 and 2020, on the basis of accounting described in Note 1.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion, they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Kitsap 911 Public Authority, as of December 31, 2021 and 2020, or the changes in financial position or cash flows thereof for the years then ended, because of the significance of the matter discussed below.

Basis for Unmodified and Adverse Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit unmodified and adverse opinions.

Matter Giving Rise to Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. As described in Note 1 of the financial statements, the financial statements are prepared by the Authority in accordance with state law using accounting practices prescribed by the BARS Manual, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the BARS Manual described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and

Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority’s ability to continue as a going concern for a reasonable period of time; and
- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority’s financial statements. The Schedules of Liabilities are presented for purposes of additional analysis, as required by the prescribed BARS Manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the

United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated March 22, 2023 on our consideration of the Authority’s internal control over financial reporting and on the tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority’s internal control over financial reporting and compliance.



Pat McCarthy, State Auditor

Olympia, WA

March 22, 2023

FINANCIAL SECTION

Kitsap 911 Public Authority January 1, 2020 through December 31, 2021

FINANCIAL STATEMENTS

- Fund Resources and Uses Arising from Cash Transactions – 2021
- Fund Resources and Uses Arising from Cash Transactions – 2020
- Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2021
- Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2020
- Notes to the Financial Statements – 2021
- Notes to the Financial Statements – 2020

SUPPLEMENTARY AND OTHER INFORMATION

- Schedule of Liabilities – 2021
- Schedule of Liabilities – 2020

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- [Find your audit team](#)
- [Request public records](#)
- Search BARS manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



Richard A. Kirton, Executive Director

OFFICE 360.307.5800 FAX 360.792.5982 911 Carver St. Bremerton, WA 98312 KITSAP911.ORG

March 22, 2023

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:


We are providing this letter in connection with your audit of Kitsap 911 Public Authority for the period from January 1, 2020 through December 31, 2021. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.


General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.

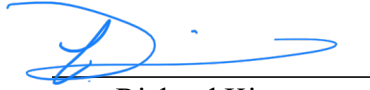
- 
- e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
 3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
 4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
 5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
 6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
 7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
 8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
 9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.

Additional representations related to the financial statements:

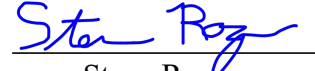
10. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the *Budgeting, Accounting and Reporting Standards Manual* (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements properly classify all funds and activities.
13. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.
14. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.

- 
15. Ending cash and investments are properly classified as nonspendable, restricted, committed, assigned, and unassigned.
 16. Significant assumptions we used in making accounting estimates are reasonable.
 17. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.
 - d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
 18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
 19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
 - a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
 - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
 - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
 20. We acknowledge our responsibility for reporting supplementary information (the Schedule of Liabilities) in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
 21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
 22. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to the financial statements taken as a whole.

23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.



Richard Kirton
Executive Director



Steve Rogers
Finance Manager

Executive Committee Radio Program Update

February 22, 2023

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402





Topics

- Microwave Project Update
- RFQ for FCC Licensing Services
- Hands On Demonstrations
- Next Steps



Microwave System Training



- **Classroom and Hands On Training**
- **Delivered at the Readiness Center (Bremerton)**
- **Completed the Week Before Factory Staging!**



Kitsap Microwave System

Teal
Lake

Hansville
Road

Suquamish

Mandus Olson

Orchard Heights

View
Park

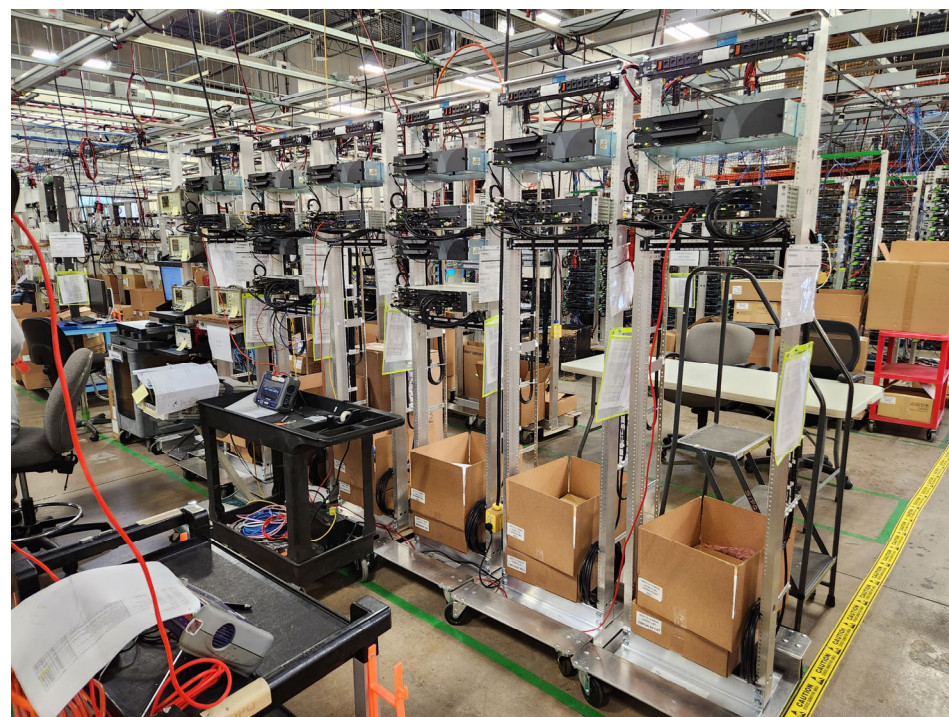
Cencom

Gold
Mtn.

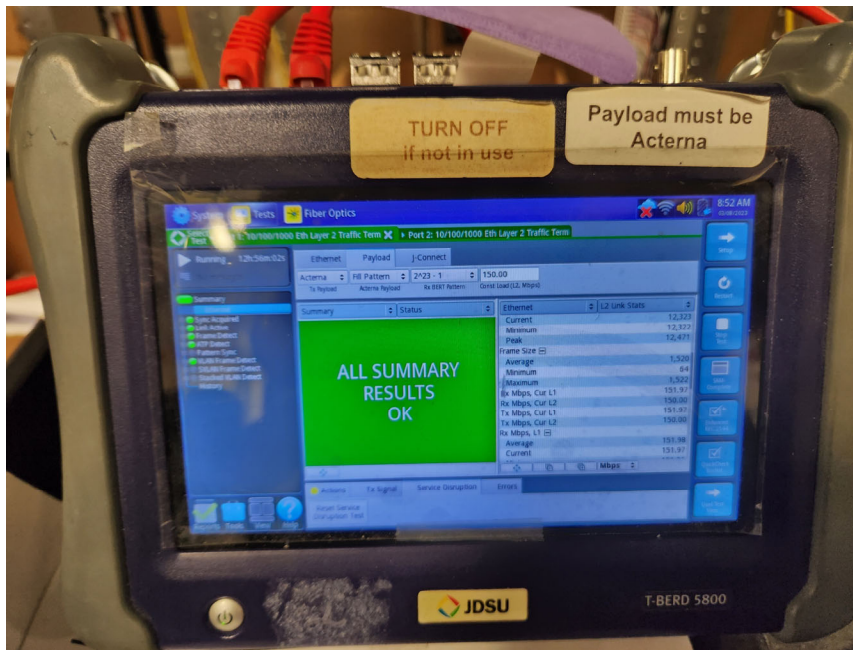
Newberry
Hill

Simon
Point

Lincoln
Hill

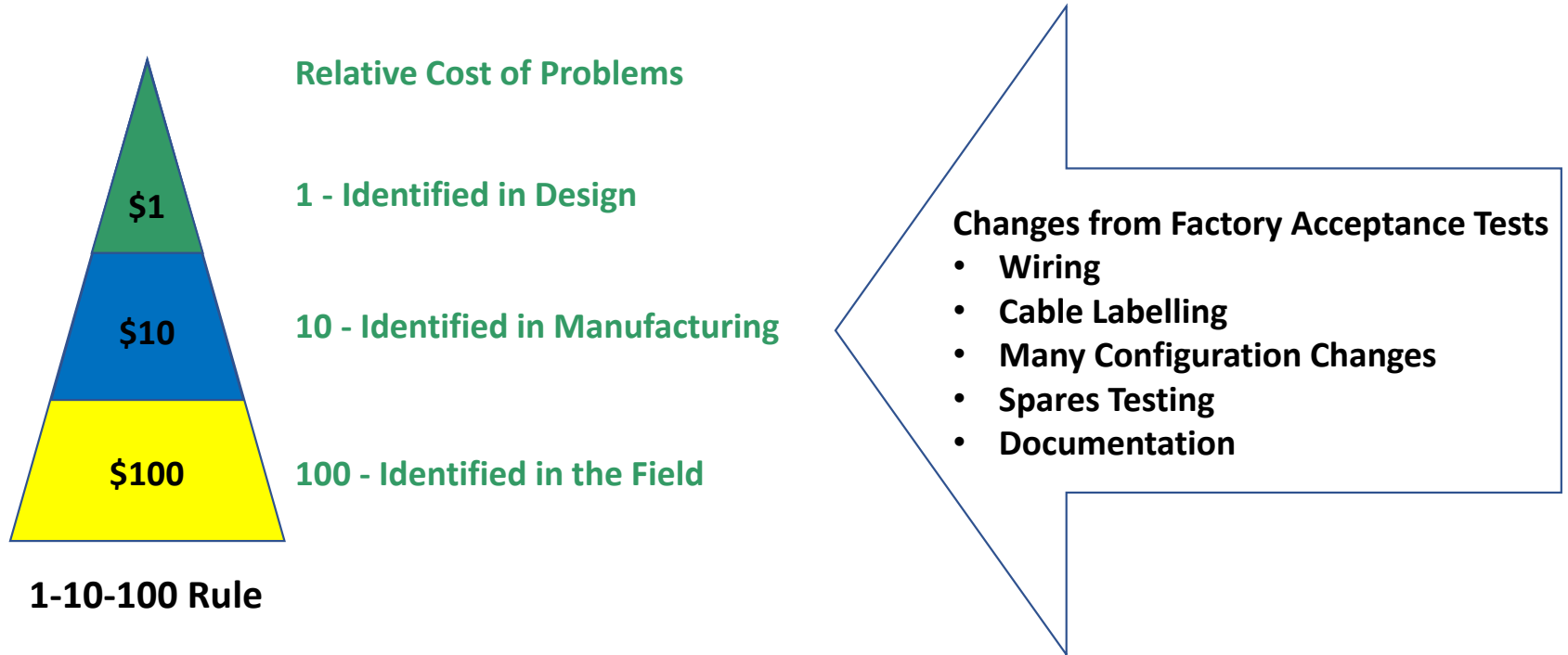


Extensive Testing



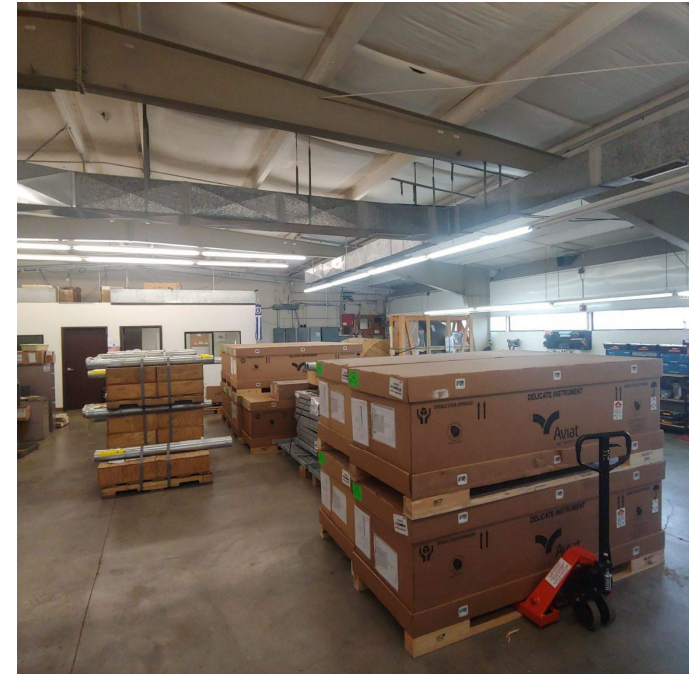
- Check Hardware, Software Licenses, and Wiring
- Verify Configurations
- Performance Tests
 - Link Tests
 - Services Tests
 - (including long overnight tests)
- Protection Tests
 - Link Failures
 - Card Failures
- Spares Testing

Factory Acceptance Testing and Quality Mgmt.



Crating and Shipping

~~Scheduled to Arrive
on March 28th!~~



Equipment in Lacey!



Request for Quote – FCC Licensing

- Available Radio Spectrum is the Biggest Technical Risk to the Program
 - Proximity to Canada
 - First Come Basis for Licensing
 - Unique Frequency Coordination Process
- Published RFQ – Three Responses

Quote	Price	Experience (# of WA Applications)	References
1	\$\$\$\$	700MHz: 0, 800 MHz: 3	2 CA, 2 TX
2	\$\$	700MHz: 6, 800MHz: 33	5 Puget Sound
3	\$	700MHz: 0, 800 MHz: 0	WY, CA, PA, MA



Initial Frequency Plan should be available with 30-45 days

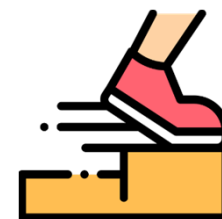
User Experience Demonstrations



**User Experience
Demonstrations will be
Completed This Week!**



**Vendor 4 Demo
March 23 & 24**



Next Steps

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



ACCOUNTS PAYABLE

Warrant 5553-5579

As Of: 03/30/2023

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6473	03/09/2023	03/30/2023	154	ABM JANITORIAL SERVICES	426.72 Feb 2023 Extra Days
6474	03/08/2023	03/30/2023	573	BAGWELL LAW PLLC	234.00 02.01.2023-02.28.2023
6476	03/08/2023	03/30/2023	172	CENTURYLINK	3,240.83 03.16-04.1623
6475	03/08/2023	03/30/2023	322	CENTURYLINK	95.56 02.04.23-03.03.23.23
6477	03/08/2023	03/30/2023	551	CH2O, INC.	270.27 Feb BW Labor
6478	03/17/2023	03/30/2023	174	CITY OF BREMERTON	633.13 02.06.23-03.06.23
6479	03/23/2023	03/30/2023	470	COMCAST	512.78 03.18.23-04.17.23
6480	03/15/2023	03/30/2023	188	DATEC INCORPORATED	309,691.20 2022-1206
6481	03/13/2023	03/30/2023	188	DATEC INCORPORATED	144,227.13 2022-1206
6482	02/24/2023	03/30/2023	190	DELL MARKETING L.P.	10,637.72 2023-0207A Quest Kace consulting services
6483	03/03/2023	03/30/2023	555	EVERGREEN HEALTH	605.00 Feb 1-28, 2023
6484	03/15/2023	03/30/2023	204	HOLADAY PARKS, INC.	2,647.37 Chiller programming
6485	03/15/2023	03/30/2023	210	KELLEY IMAGING	242.70 03/15/2023-04/14/2023
6486	03/15/2023	03/30/2023	376	KITSAP COUNTY I.S. DEPT	15,290.51 March 2023
6487	03/09/2023	03/30/2023	403	LES SCHWAB	1,700.29 2023-0126C
6488	03/17/2023	03/30/2023	476	MARK SIPES, HARBOR ENGRAVING	152.27 2022 EOY Award and plates
6489	03/20/2023	03/30/2023	224	NILSSON AUDIOLOGY	544.00 Audiogram for Applicant medical testing
6490	03/14/2023	03/30/2023	225	OFFICE DEPOT	72.38 2023-0313
6491	02/08/2023	03/30/2023	538	OLYMPIC PRESORT	2,235.01 Buisness Mailers
6492	02/13/2023	03/30/2023	228	ORKIN	142.75 March 2023
6493	03/04/2023	03/30/2023	261	PETEK & ASSOCIATES	1,540.00 Pre-employment Evaluations
6494	03/04/2023	03/30/2023	261	PETEK & ASSOCIATES	6,500.00 Peer Support Psychological consultation
6495	02/01/2023	03/30/2023	289	SOUTH KITSAP FIRE & RESCUE	14,877.39 Verizon Orchard Heights Tower lease split
6496	03/10/2023	03/30/2023	264	VERIZON WIRELESS	1,180.77 02/11-03/10/23
6497	03/10/2023	03/30/2023	264	VERIZON WIRELESS	15,306.71 02/11-03/10/23
6499	03/15/2023	03/30/2023	266	WA STATE PATROL BUDGET & FISCAL SERVICES	1,800.00 Access User Fee
6498	03/10/2023	03/30/2023	425	WASHINGTON STATE AUDITORS OFFICE	1,447.53 02/23 Accounting and Financial Audit
6500	03/13/2023	03/30/2023	372	WATSON FURNITURE GROUP INC	3,328.25 Office Furniture
6501	03/22/2023	03/30/2023	267	WCP SOLUTIONS	77.34 2023-0322
6502	03/08/2023	03/30/2023	478	ZONES IT SOLUTIONS INC	5,747.47 2023-0207

Report Total: 545,407.08

ACCOUNTS PAYABLE

Kitsap 911

Time: 09:13:54 Date: 03/29/2023

As Of: 03/30/2023


Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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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

	3/29/23
Stan Pog	03/29/2023
Stephanie Browning	03/29/2023

ACCOUNTS PAYABLE

Kitsap 911

Warrant 5580-5606

Time: 06:55:39 Date: 04/07/2023

As Of: 04/10/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
6512	03/30/2023	04/10/2023	154	ABM JANITORIAL SERVICES	1,517.26 March Janitorial Service	
6513	03/29/2023	04/10/2023	479	AT&T MOBILITY LLC	349.54 02/20-03/19/23	
6514	03/23/2023	04/10/2023	167	CDW GOVERNMENT	83.53 2023-0309	
6515	03/31/2023	04/10/2023	167	CDW GOVERNMENT	265.84 2023-0328A	
6516	03/31/2023	04/10/2023	167	CDW GOVERNMENT	1,092.09 2023-0327A	
6517	03/21/2023	04/10/2023	167	CDW GOVERNMENT	32,178.98 2023-0213	
6518	03/31/2023	04/10/2023	483	CONNECTWISE	2,194.92 04/01-04/30/23	
6519	04/05/2023	04/10/2023	190	DELL MARKETING L.P.	541.16 2023-0328	
6520	04/04/2023	04/10/2023	564	DOORDASH INC	132.00 March 2023 Dashpass	
6521	04/04/2023	04/10/2023	564	DOORDASH INC	878.86 March 2023 Expensed meals	
6522	04/03/2023	04/10/2023	579	EADIE KALTENBACHER	12,750.00 March 2023 Services	
6523	04/03/2023	04/10/2023	199	FERRELLGAS	18.40 Remaining balance for Suquamish Tower	
6524	03/29/2023	04/10/2023	201	GTP ACQUISITION PARTNERS I LLC	4,852.14 View Park Tower Rental	
6525	03/31/2023	04/10/2023	218	LOWE'S BUSINESS ACCOUNT	77.73 2023-0324	
6526	03/31/2023	04/10/2023	507	NORTHWEST OPEN ACCESS NETWORK	312.00 March 2023 Services	
6527	03/27/2023	04/10/2023	225	OFFICE DEPOT	136.02 2023-0320A	
6528	03/27/2023	04/10/2023	228	ORKIN	141.96 April 2023	
6529	03/29/2023	04/10/2023	232	PENINSULA LIGHT CO.	125.66 02/15-03/15/23	
6540	04/06/2023	04/10/2023	235	PHILLIPS 66 CO/SYNCB	202.33 Current Statement Balance 04/06/23	
6530	03/29/2023	04/10/2023	240	PUBLIC UTILITY DISTRICT	191.30 02/10-03/12/23	
6531	03/27/2023	04/10/2023	462	RACOM CORPORATION	167,015.71 Factory Staging	
6532	03/29/2023	04/10/2023	584	RS AMERICAS, INC	843.02 alcohol wipes	
6533	04/01/2023	04/10/2023	245	SELECT ADVANTAGE	50.00 March 2023 Dispatch Assessment	
6541	04/06/2023	04/10/2023	457	SHELL SMALL BUSINESS	201.02 Current Statement 04/14/2023	
6534	03/29/2023	04/10/2023	473	SHI INTERNATIONAL CORP	381.33 2023-0203	
6535	03/06/2023	04/10/2023	311	T-MOBILE	10.65 03/21-04/20/23	
6536	03/06/2023	04/10/2023	424	UNITES STATES POSTAL SERVICE	290.00 2023 Business Permit Fee Permit # 20000	BRM
6510	03/15/2023	04/10/2023	263	US BANK	8,158.78 02-27-2023 Statement	
6511	04/03/2023	04/10/2023	263	US BANK	12,441.58 03-27-2023 Statement	
6537	04/04/2023	04/10/2023	266	WA STATE PATROL BUDGET & FISCAL SERVICES	213.75 Fingerprint	
6538	03/24/2023	04/10/2023	267	WCP SOLUTIONS	269.78 2023-0322	
6539	04/03/2023	04/10/2023	163	WM CORPORTATE SERVICES INC	566.31 03/01-03/31/23	
Report Total:					248,483.65	

ACCOUNTS PAYABLE

Kitsap 911

Time: 06:55:39 Date: 04/07/2023

As Of: 04/10/2023



Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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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 Poy	 04/07/2023
Stephanie Browning	04/07/23

ACCOUNTS PAYABLE

Warrant 5607-5620

As Of: 04/14/2023

Time: 10:21:13 Date: 04/12/2023

Page: 1

Kitsap 911

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6551	04/10/2023	04/14/2023	573	BAGWELL LAW PLLC	721.50 03.01-03.31.23
6552	04/06/2023	04/14/2023	167	CDW GOVERNMENT	2,050.89 2023-0404
6553	04/10/2023	04/14/2023	322	CENTURYLINK	192.40 03.04-04.03.23
6554	04/07/2023	04/14/2023	558	COMPENSATION CONNECTIONS LLC	240.00 Consulting
6561	04/10/2023	04/14/2023	570	HIS HANDS MAINTENANCE	993.72 April 2023 Landscaping Services
6555	04/06/2023	04/14/2023	204	HOLADAY PARKS, INC.	3,647.28 HVAC Maintenance
6564	04/11/2023	04/14/2023	204	HOLADAY PARKS, INC.	3,228.23 service on HVAC
6556	04/11/2023	04/14/2023	545	KATHRYN M COLE	1,837.50 50% of annual report
6557	04/11/2023	04/14/2023	545	KATHRYN M COLE	1,867.50 Final annual report payment
6558	04/10/2023	04/14/2023	216	LANGUAGE LINE SERVICES, INC.	668.86 03/01-03/31/23
6559	04/10/2023	04/14/2023	534	LIONBRIDGE TECHNOLOGIES, LLC	10.71 March 23 Telephonic
6560	04/10/2023	04/14/2023	561	LUMEN, LEVEL3 COMMUNICATIONS LLC	1,345.94 04/01-04/30/23
6562	04/10/2023	04/14/2023	241	PUGET SOUND ENERGY	14,295.06 April Electrical
6569	04/11/2023	04/14/2023	244	SCGI CONSULTING GROUP	3,450.00 Final Intentional Culture Training
6563	04/11/2023	04/14/2023	354776	SIMONSON , TIMOTHY A	446.39 Reimbursement for IWCE training in las vegas
6565	04/01/2023	04/14/2023	478	ZONES IT SOLUTIONS INC	78.89 2023-0327
6566	04/01/2023	04/14/2023	478	ZONES IT SOLUTIONS INC	86.75 2023-0327
6567	04/01/2023	04/14/2023	478	ZONES IT SOLUTIONS INC	283.53 2023-0327
6568	04/01/2023	04/14/2023	478	ZONES IT SOLUTIONS INC	301.48 2023-0327
				Report Total:	35,746.63

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

Stephanie Browning

04/12/2023

Stephanie Browning

04/12/2023



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE


Pay Date: 03/31/2023
Pay Period: 03/13/2023 to 03/26/2023

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 245,413.48
941 Tax (Withholding, Social Security & Medicare)	96,379.37
Unemployment	672.42
Labor & Industries	1,598.48
PFMLA	2,708.32
PERS 2 & PERS 3	57,885.17
Washington State Deferred Comp	55.04
Mission Square Deferred Comp and Roth IRA	3,669.97
AFLAC	-
Guild Dues	-
Total Payroll	\$ 408,382.25

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ -	\$ -	\$ -
Dental Insurance	-	-	-
Life Insurance	-	-	-
Total Health Care & Other Benefits/Deductions			\$ -

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

Payroll Amount Approved:	<u>\$ 408,382.25</u>
Transferred to Payroll Account	<u>\$ 408,382.25</u>



Prepared By (Kitsap 911)

03/28/2023

DATE



Authorized Signature (Kitsap 911)

3/28/23

DATE



Executive Committee Chair

~~3~~-4-24-23

DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 04/14/2023
Pay Period: 03/27/2023 to 04/09/2023

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 227,597.09
941 Tax (Withholding, Social Security & Medicare)	90,441.39
Unemployment	630.99
Labor & Industries	1,475.30
PFMLA	2,588.00
PERS 2 & PERS 3	56,362.26
Washington State Deferred Comp	1,942.17
Mission Square Deferred Comp and Roth IRA	3,596.53
AFLAC	687.95
Guild Dues	1,635.00
Total Payroll	\$ 386,956.68

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 1,835.80	\$ 41,065.01	\$ 42,900.81
Dental Insurance	129.44	3,168.15	3,297.59
Life Insurance	178.63	314.23	492.86
Total Health Care & Other Benefits/Deductions			\$ 46,691.26

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>\$ 433,647.94</u>
Transferred to Payroll Account	<u>\$ 386,956.68</u>

Stan Poz
 Prepared By (Kitsap 911)

04/11/2023
 DATE

[Signature]
 Authorized Signature (Kitsap 911)
[Signature]
 Executive Committee Chair

04/11/2023
 DATE
4-24-23
 DATE



**KITSAP 911
CONTRACT REVIEW SHEET**

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

A. GENERAL INFORMATION			
1. Contractor	ADCOMM Engineering		
2. Purpose	FCC Licensing		
3. Contract Amount	\$69,800.00	Disburse <input checked="" type="checkbox"/>	Receive <input type="checkbox"/>
4. Contract Term	03/20/2023-12/31/2023		
5. Contract Administrator	Scott Peabody	Phone	
Approved:	<u>Maria Jameson-Owens</u> <i>Executive Director</i>	Date	03/20/2023
B. ACCOUNTING INFORMATION			
1. Contract Control Number	K911-067		
2. Fund Name	Kitsap 911		
3. Payment from-Revenue to CC/Account Nbr			
4. Encumbered By		Date	
C. RISK MANAGER REVIEW			
1. <input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Reviewer		Date	
2. Comments: No Review Standard Professional Service Template Used			
D. ATTORNEY REVIEW			
1. <input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Reviewer		Date	
2. Comments: No Review Standard Professional Service Template Used			
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

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 ADCOMM Engineering, LLC. hereafter referred to as “ADCOMM,” having its principal offices at 24751 E Hemlock Drive, Rhododendron, OR 97049 (the Contractor).

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on March 20, 2023 and terminate on December 31, 2025. 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

Richard Kirton
Executive Director
Kitsap 911
911 Carver Street
Bremerton, WA 98312
(360)307-5800

Contractor's Contract Representative

Susan Ronning
Owner and Principal Engineer
ADCOMM Engineering
P.O. Box 308
Woodinville, WA 98072
(971)718-7574

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 \$69,800.00.
- 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 contain, or 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 Kitsap 911 may terminate the Contract in whole or in part whenever Kitsap 911 determines, in its sole discretion that such termination is in the best interests of Kitsap 911. Kitsap 911 may terminate the Contract upon giving the Contractor 10-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.

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. 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.
- 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 design work done by the Contractor will be done on AutoCAD, release 12 or higher or other systems mutually agreed upon, an electronic copy of which will be submitted to Kitsap 911 upon request or at the end of the job. Should a construction project result from the work of the Contractor, the record drawings from the Contractor will be transposed onto the electronic design drawings and submitted to Kitsap 911.
- 12.3 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 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 **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.
- 17.7 **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.

- 17.8 **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.
- 17.9 **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.
- 17.10 **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 17 day March, 2023

ADCOMM



Owner and Principal Engineer

Susan E. Ronning

(Print Name)

Federal Tax ID No: 47-5086654

DATED this 20 day March, 2023

KITSAP 911

Maria Jameson-Owens, Deputy Director for RK
Richard Kinton, Executive Director

ATTEST:

Stephanie Browning

EXHIBIT A: DESCRIPTION OF SERVICES

Kitsap 911 (Kitsap) is improving its public safety communications networks and requires professional services for spectrum analysis and FCC licensing of a Project 25 (P25) Phase 2 digital communication system. The P25 radio communications equipment and services will be used to support critical public safety dispatching and coordination between various law enforcement, fire, rescue/emergency medical service agencies and/or departments operating within Kitsap County. Communications systems operated by Kitsap must be available for continuous duty, "24/7", error free operation.

In December of 2022, Kitsap 911 opened four sealed proposals for the P25 system and immediately began evaluating the proposals to select a radio system vendor. While the vendor selection and the contract negotiations occur, Kitsap 911 prefers to complete the initial frequency feasibility study so radio design can begin soon after the P25 system contract is fully executed. The four proposals were almost identical in the design using 5-6 channels in two simulcast zones at existing VHF sites, the Gold Mountain high site, the Purdy transfer station site in Pierce County to the south, and the Cultus Bay site on Whidbey Island to the north and various low sites within Kitsap County.

The objectives of this project are to:

- A. Provide frequency plan sufficient to enable radio system design without adding delays to design and, ultimately, the implementation of the radio system.
- B. License the required frequencies without delaying the implementation of the radio system.

The Professional Services will include all:

- Spectrum Analysis, sometimes called a Feasibility Study, of 700 MHz and 800 MHz frequencies sufficient for radio system design.
- If applicable, development and presentation of an application for 700 MHz spectrum to the Region 43 700 MHz RPC (Regional Planning Committee) following procedures as required by the RPC including interoperability infrastructure, low power, and itinerant operations.
- If applicable, development and presentation of an application for 800 MHz spectrum to the Region 43 800 MHz RPC following procedures as required by the RPC including interoperability infrastructure, simplex, and itinerant operations.
- If applicable, work with an APCO licensing coordinator (Association of Public-Safety Communications Officials) to obtain coordination and licensing for non-Public-Safety designated frequencies
- Licensing and frequency coordination fees
- File FCC applications with attachments as necessary to obtain FCC authorizations (licenses) for the P25 radio system and other associated radio transmissions.
- File FCC construction notifications as needed.
- Other related frequency analysis and FCC licensing as requested.

All work will be subject to the approval of the Kitsap 911's Program Manager.

ANTICIPATED PROJECT TIMELINE

Table 1 details the anticipated project timeline following contract execution. Note performance of all work is subject to the availability of the required information needed to perform each task, including final site locations, detailed site design data, etc.

TABLE 1: PROPOSED PROJECT TIMELINE

TASKS	DURATION	CUMULATIVE DURATION
Feasibility Study	1 month	1 month
Final Frequency Plan Development	1 month	2 months
Preparation of Region 43 RPC Application(s)	2 months	4 months
Obtain Region 43 RPC Approval(s)	1 month	5 months
Preparation and Submission of FCC Applications and Exhibits	1 month	6 months
FCC License Grants	3 months	9 months
Filing of FCC Construction Notifications	(annual intervals following license grants)	N/A

EXHIBIT B: COMPENSATION

ADCOMM will perform the requested work for a total not-to-exceed, all-inclusive amount of **\$69,800**.

This price **includes** the estimated frequency coordination fees charged by an FCC certified frequency coordinator.

The quoted amount is based on the following assumptions:

- 6 frequencies per simulcast zone
- 2 simulcast zones, 9 sites each (18 total sites)
- 0 multicast or other sites
- 3 conventional interoperability repeaters
- A mix of 60 percent NPSPAC and 40 percent non-NPSPAC frequencies
- All frequencies and sites licensed concurrently
- No rework due to site changes and/or design/technical parameter changes

FCC licensing professional services are billed in accordance with the table below, with all work anticipated to be performed by Mr. Mike Norin, Technical Specialist.

Note the estimate of the required frequency coordination fees to be charged by an FCC certified frequency coordinator is included in the not-to-exceed price.

RATE INFORMATION

CATEGORY	RATE
Principal	\$215/hour
Chief Engineer	\$215/hour
Technical Specialist	\$190/hour
Senior Consultant	\$180/hour
Consultant	\$160/hour
Project Manager	\$150/hour
Site Manager	\$150/hour
Engineer	\$140/hour
Technical Writer	\$115/hour
Office Manager	\$80/hour
Technical Assistant	\$75/hour
Administrative Assistant	\$70/hour



**KITSAP 911
CONTRACT REVIEW SHEET**

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

A. GENERAL INFORMATION			
1. Contractor	Wellspring Family Services Employee Assistance		
2. Purpose	Employee Assistant Program		
3. Contract Amount	\$2.47 per employee, per month	Disburse <input checked="" type="checkbox"/>	Receive <input type="checkbox"/>
4. Contract Term	03/31/2023 - Termination		
5. Contract Administrator	Rachael Taylor	Phone	
Approved:	<u>Maria Jameson-Owens</u> <i>Executive Director</i>	Date	03/31/2023
B. ACCOUNTING INFORMATION			
1. Contract Control Number	K911-068		
2. Fund Name	Kitsap 911		
3. Payment from-Revenue to CC/Account Nbr			
4. Encumbered By		Date	
C. RISK MANAGER REVIEW			
1. <input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Reviewer	Date
		Tanya Crites	03/03/23
2. Comments: Reviewed and updated insurance types			
D. ATTORNEY REVIEW			
1. <input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Reviewer	Date
		Ken Bagwell	03/06/23
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



GROUP SERVICE AGREEMENT

Wellspring Family Services Employee Assistance Program, d.b.a. **Wellspring EAP**, 1900 Rainier South, Seattle, WA 98144, (the "Agency") will provide a professional employee assistance program (the "Program") for all eligible employees/agents of **Kitsap 911, 911 Carver Street, Bremerton, WA 98312** (the "Employer"). This program is designed as an assessment and referral benefit for Employer's benefits eligible employees and their benefits eligible family members ("Clients"), as defined in Section III of this Agreement.

Services for this contract will commence on **4/1/2023**. The Agreement shall automatically renew annually thereafter unless cancelled by either party upon written notice. Upon cancellation of contract, fees are payable, in full, for the entire calendar month following receipt of notice.

I. SCOPE OF SERVICES

1. CORE SERVICES

- A. Telephonic Consultation Services.** The Agency will provide the following referral and consultation services via telephone. There is no limit to the number of referral and consultation calls.
- (1) **Client Resources & Referral.** Clients may call the Agency 24/7 requesting information and resources as available in the community and throughout the United States for services.
 - (2) **Management Consultations.** Employer's designated managers and supervisors may call the Agency 24/7 for professional consultations regarding concerns in the workplace.
 - (3) **Crisis Triage.** When clients' support needs are of an urgent nature, level of risk is determined, and referrals to emergency services may be made when appropriate.
- B. Program Administration.** The Agency shall provide planning and coordination of the following services: ongoing program development, contract management, customer support services, program promotion, utilization reports, service evaluation, and quality assurance.
- C. Employee & Supervisor Orientations.** The Agency will provide Employer on-site or web-based orientation and training in the use of the program.
- D. Employee & Supervisor Web Services.** The Agency will provide Employer with login information for Agency's Internet site. The Agency may customize the site with the Employer's logo and other identifying information and provide a bypass link to the Employer's intranet.

E. Work-Life Consultation, Resources and Referral.

- (1) **Childcare/Parenting.** Clients will have access to research, resource, & referral assistance related to the care of dependent children. Expert consultation about childcare & parenting-related topics is provided, and referrals to vetted care providers with confirmed availability is provided upon request.
- (2) **Older Adult & Eldercare.** Clients will have access to research, resource, & referral assistance related to the care of adult and elder family members. Expert consultation about eldercare & related topics is provided, and referrals to vetted care providers with confirmed availability is provided upon request.
- (3) **Daily Living.** Clients will have access to research, resource, & referral assistance related to consumer products and services. Referrals to vetted professional consumer resources and services are provided upon request.
- (4) **Legal.** Clients will have access to referrals to network attorneys for assistance with legal questions. Questions pertaining to current employment related issues will be excluded from this service. If the Client elects to have work performed by the attorney beyond the initial consultation, the Client will negotiate payment for the work performed.
- (5) **Financial.** Clients will have access to professional financial services to assist them in managing their personal financial concerns.
- (6) **ID Theft.** Client will have access to consultation and assistance for support regarding identity theft incidents. The benefit does not cover employer or employee benefit vendor breaches.

2. ASSESSMENT AND COUNSELING SERVICES

Clients will have access to professional assessment and referral services with the Agency's affiliate providers. The number of sessions shall not exceed the number of visits stated in the accompanying Schedule 1. The Agency shall determine what qualifies as an unrelated issue. Sessions will be with a licensed or qualified professional counselor to assist Client in identifying Client's problem, developing a plan to address the concern, and making a referral for ongoing care when appropriate. Whenever possible, appointments will be offered in a location and at a time that is convenient to the Client. Clients who fail to attend their first session without at least 24-hours advance notice of cancellation will be assessed that session. Client is responsible for any additional missed sessions in accordance with the provider's no-show policy.

3. SUPERVISOR DIRECTED/MANDATORY REFERRAL SUPPORT

The Agency may provide consultation, referral, and case management services for Employer to resolve an employee performance concern and/or policy violation that may affect the employee's employment status.

4. MANAGEMENT SERVICES

- A. On-Site Grief & Trauma Support.** The Agency, upon receiving notice from Employer of the occurrence of a traumatic incident or loss impacting workplace performance and environment, may provide a professional counselor to facilitate on-site meetings with affected employee groups. Such incidents may include the death of an employee or an employee's family member, the diagnosis of a serious illness, a serious workplace accident, or a situation causing fear for employees.
- B. Managing Effective Change.** The Agency may provide support and facilitation to assist the Employer in managing employee reactions to mergers, downsizing, or major organizational transformations.
- C. Executive and Leadership Coaching.** The Agency may provide one-on-one coaching with a seasoned professional to facilitate sharpened leadership skills, social and communication skills, analytic capabilities, and self-discovery of strengths and limitations.
- D. On-site Management Consultations and Group Facilitation.** The Agency may provide on-site consultation for supervisors or teams that need assistance managing the performance of individual employees or groups of employees. This could include mediation, facilitation of workplace conflicts, or teambuilding.
- E. Training & Organizational Development.** The Agency may provide educational and management seminars to help employees and supervisors handle the various aspects of work and family life more effectively. A broad range of topics is covered and a current menu of training can be provided to the Employer. Customized training seminars can be created at the request of Employer.

5. DOT/SAP SUBSTANCE ABUSE PROFESSIONAL ASSESSMENT SERVICES

In accordance with 49 CFR 40, utilizing reliable alcohol and drug abuse assessment tools and consistent with sound clinical and established substance abuse professional standards of care in clinical practice, the Agency will provide Employer a list of qualified Substance Abuse Professionals to conduct a face-to-face initial evaluation of the client. Based on the results of the evaluation, the Substance Abuse Professional may perform the following services: refer the employee to the appropriate treatment program; conduct follow up evaluation of the employee prior to return to safety-sensitive duties; make recommendations for additional treatment, aftercare, education, or support group services to assist client after the employee returns to safety sensitive duties; and/or present the Employer a plan for follow-up drug and alcohol testing. The Employer will engage the Substance Abuse Professional on a case-by-case basis and be responsible for paying them directly.

II. CONFIDENTIALITY

- A. Client Information. The Agency shall comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the HIPAA Regulations with respect to the Agency's provision of services to the Client. All services provided by the Agency are confidential and protected within the guidelines prescribed by federal and state law. No information will be released without the written consent of the Client.
- B. Employer Information. During the course of providing the services described herein, the Agency may receive information from the Employer or Client that is confidential in nature. Any Confidential Information shall be received and maintained by the Agency in the strictest confidence in accordance with applicable law, and shall not be disclosed to any third party. Furthermore, the Agency shall not use such Confidential Information for any purpose.

III. EMPLOYEE ASSISTANCE PROGRAM ELIGIBILITY

In its sole discretion, the Employer shall determine the eligibility of an Employee or of an Employee's family member to receive employee assistance services under this Agreement.

IV. REFERENCES

Employer and Agency may use each other as references in promoting the Employee Assistance Program.

V. INSURANCE

The Agency will maintain general liability insurance in the amount of \$3,000,000.00, *which names Kitsap 911 as an additional insured*, and professional liability insurance of \$1,000,000.00 per incident with \$3,000,000.00 annual aggregate. In addition, The Agency requires that its affiliate clinical providers carry a minimum of \$1,000,000.00 in malpractice insurance.

VI. PAYMENT FOR SERVICES

The Agency's fees are attached hereto and incorporated by reference on Schedule #1. Rates are guaranteed for the initial twenty-four (24) months of this contract. After the initial twenty-four (24) month period, rates may be changed by the Agency through written notice delivered to Employer thirty (30) days prior to the effective date of price increase.

The fee for core, assessment and counseling, supervisor directed/mandatory referral support and management services will be charged on a per employee per month formula and billed as outlined in Schedule #1. Additional supervisor directed/mandatory referral support, and management services are based upon actual utilization and will be billed monthly. If Employer pays on an annual or semi-annual basis and this agreement is terminated before the end of the pre-paid period, the Employer is eligible to receive a refund for 25% of the prepaid amount for the remaining months of the contract.

Payment of fees are due within thirty (30) days of billing and a finance charge will accrue on the unpaid balance at a rate of one percent (1%) per month, commencing thirty (30) days after billing.

VII. INDEPENDENT CONTRACTOR STATUS

The Agency is an independent contractor with respect to the services provided pursuant to this Agreement and in no way should this agreement be construed to create an Employer-employee relationship. Neither the Agency nor any employee of the Agency shall be entitled to any benefits accorded the Company's employees by virtue of the services provided under this Agreement. All payments made hereunder for services performed shall be made to the Agency as an independent contractor.

VIII. INDEMNIFICATION

Each party shall, at its own expense, indemnify, defend, and hold harmless the other party, its trustees, officers, employees, and agents from and against all demands, claims, causes of action, losses, damages, costs, and expenses of any kind (including, without limitation, reasonable attorney fees), and other liabilities asserted or claimed by anyone, including its employees, arising from or in connection with its performance or nonperformance under the terms of this agreement or its negligent or intentional action or omission of its directors, officers, employees or agents in performing its obligations hereunder.

IX. DISPUTE RESOLUTION

In entering this agreement, it is assumed that a relationship of cooperation and understanding will be maintained between the parties. However, in the event of any dispute, or disagreement over the terms and conditions contained herein, such dispute will be settled through arbitration under the rules of the American Arbitration Association. Only one arbitrator will be used and both parties shall agree upon this arbitrator. If the parties are unable to agree on an arbitrator, then a presiding judge of the King County Superior Court shall select one.

X. TERMINATION

The term of this agreement is for two years and will be automatically renewed unless either party notifies the other of its intent to terminate. Either party may terminate this contract without cause upon providing ninety (90) days written notice.

XI. NOTICES

All notices demands, consents, approvals and other communications given pursuant to this Agreement shall be effective when received by the recipient and must be in writing and delivered by hand, facsimile (with confirmation) or overnight courier service, addressed to the party to be notified, at the address contained herein. Either party may change its address for notices set forth above by giving at least ten (10) days prior notice of such change to the other party.

XII. AMENDMENTS

This agreement contains the full understanding of the parties and supersedes and cancels all prior negotiations, correspondence, or communication between the parties. No oral modification to this Agreement shall be effective; however, this agreement may be modified or amended by written signed agreement by both parties.

XIII. GOVERNING LAW

This Agreement shall be deemed to be entered into in King County, Washington, and shall be governed by and interpreted in accordance with the laws of the State of Washington applicable to agreements executed and fully carried out within Washington.

XIV. ATTORNEY'S FEES

In any action needed to enforce the provisions of this agreement, the prevailing party shall be entitled to recover from the other party all reasonable costs and reasonable attorney's fees incurred by the prevailing party as a result of such action from the losing party.

XV. ENTIRE AGREEMENT

This agreement and any attached Schedules constitute the entire agreement between the Agency and the Employer with respect to the Employee Assistance Program and fully supersede any agreement, statements, projections, covenants, representation, and warranties made by either party prior to execution of this Agreement. Any modification, amendment, or supplement to this Agreement must be made in writing and executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the commencement date indicated.

**Wellspring Family Services
d.b.a. Wellspring EAP**

DocuSigned by:
By: Laura McMillan
653EFEC8D45B4AB...

Name: Laura McMillan

Title: EVP, Employee Assistance Program

Date: 3/31/2023

Kitsap 911

DocuSigned by:
By: Maria Jameson-Owens
A4D29FF8D131427...

Name: Maria Jameson-Owens

Title: Deputy Director

Date: 3/31/2023

Schedule 1

Medium Group Standard Plan

Number of Covered Employees* 78
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Kitsap 911

Effective: **4/1/2023** through **3/31/2025**

<p>1. Core Services</p> <ul style="list-style-type: none"> • Telephonic Consultation Services <ul style="list-style-type: none"> for Employees: <ul style="list-style-type: none"> o Crisis Triage o Worklife Consultation, Resources & Referral Services <ul style="list-style-type: none"> ▪ Childcare/Parenting ▪ Older Adult & Eldercare ▪ Legal ▪ Daily Living ▪ Financial ▪ ID Theft for HR / Managers: <ul style="list-style-type: none"> o Crisis Triage o Telephonic Support o In-The-Moment Coaching • Employee and HR / Management Web Portals <ul style="list-style-type: none"> o Employee & Supervisor Orientations <p>2. Assessment and Counseling Services Face-to-face, video, telephonic, asynchronous text and live chat modalities included</p> <ul style="list-style-type: none"> • Up to <u> 3 </u> problem assessment visits, per eligible client per unrelated issue per Calendar Year included in PEPM Fee <p>3. Supervisor Directed / Mandatory Referrals</p> <ul style="list-style-type: none"> • Up to <u> 0 </u> Case(s) per Plan Year Included in PEPM Fee <p>Additional cases may be purchased at \$370 and up per Case. (Please connect with your Account Executive regarding DOT/SAP referrals or Fitness for Duty Assessments).</p> <p>4. Grief Trauma and Support (CISM)</p> <ul style="list-style-type: none"> • Includes <u> 0 </u> 2-Hour Virtual Session(s) per Plan Year Included in PEPM Fee <p>Additional virtual CISM sessions may be purchased at \$215 and up per Hour. On-Site CISM sessions may be purchased at \$215 and up per Hour, plus cost of materials and travel expenses.</p> <p>5. Training & Organizational Development</p> <ul style="list-style-type: none"> • Includes <u> 0 </u> Live Core Webinar(s) from Wellspring EAP Learning Catalog per Plan Year included in PEPM Fee <p>Additional Virtual Training Sessions may be purchased at \$350 and up per Hour. On-Site Training Sessions may be purchased at \$350 and up per Hour, plus cost of materials and travel expenses.</p>	<p>\$2.47 Per Employee Per Month (PEPM) Fee</p>
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*indicates number of employees at time of signed contract. **Please note:** employer is required to notify Wellspring EAP if the population count, stated on the most recent monthly/quarterly invoice, has changed by more than 10 employees.



Executive Summary

Kitsap 911 Board of Directors

Summary: For the three months ended March 31, 2023 (25.00% of the year elapsed), revenues and operating expenditures were in-line with our year-to-date expectations.

Revenues: As of March 2023, we have received approximately \$4.9M (25.95%) of projected annual revenues, exceeding our year-to-date forecast of \$4.8M (25.30%) by approximately \$122K (0.65%).

Revenues	Expected	Actual	Variance	
Sales Tax 1	\$1.63 M 24.62%	\$1.69 M 25.48%	\$0.06 M 0.86%	●
Sales Tax 2	\$1.63 M 24.62%	\$1.69 M 25.48%	\$0.06 M 0.86%	●
Excise Tax	\$0.70 M 26.92%	\$0.67 M 25.68%	-\$0.03 M -1.24%	◆
Other Revenues	\$0.80 M 26.92%	\$0.84 M 28.26%	\$0.04 M 1.34%	●
Total Revenue	\$4.76 M 25.30%	\$4.88 M 25.95%	\$0.12 M 0.65%	●

We have received approximately \$3.4M (25.48%) in total sales tax revenues, which was in-line with our year-to-date forecast of \$3.3M (24.62%) by approximately \$114K (1.73%). Total sales tax revenues are divided evenly on the table above between our two 1/10th of 1% allocations, each receiving \$1.7M year-to-date.

We have received approximately \$671 (25.68%) of the total projected excise tax revenues, which was in-line with our year-to-date forecast of \$703K (26.92%), below expectations by approximately \$32K (1.24%).

Other revenues received were \$841K (28.26%), which was above our year-to-date forecast of \$801K (26.92%), over expectations by approximately \$40K (1.34%). For March 2023, the only fluctuations noted were due to normal timing differences.

Operating Expenditures: As of March 2023, we have expended approximately \$4.1M (29.65%) of our total operating expenditures appropriation, which was under our year-to-date expectation of \$4.3M (31.32%) by approximately \$230K (1.67%).

Operating Expenditures	Expected	Actual	Variance	
Operating Salaries & Benefits	\$3.21 M 28.81%	\$3.17 M 28.48%	\$0.04 M 0.33%	●
Operating Non-Labor	\$1.09 M 42.14%	\$0.90 M 34.66%	\$0.19 M 7.48%	●
Total Operating Expenditures	\$4.30 M 31.32%	\$4.07 M 29.65%	\$0.23 M -1.67%	●

We have expended approximately \$3.2M (28.48%) of our total operating salaries and benefits budget, which was in-line with our year-to-date goal of \$3.2M (28.81%), under budget by approximately \$36K (1.14%).

We have expended approximately \$898K (34.66%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was below our year-to-date goal of \$1.1M (42.14%), under expectations by approximately \$194K (7.48%).

Radio, LMR, and MCT Replacement Project Expenditures: As of March 2023, we have expended approximately \$3.2M (31.57%) of our total annual appropriation of \$10.2M.

Radio, LMR, & MCT Replacement Projects	Appropriation	YTD	Remaining	
Technical Projects	\$9.83 M 100.00%	\$3.13 M 31.85%	\$6.70 M 68.15%	●
Non-Operating Labor	\$0.36 M 100.00%	\$0.08 M 23.67%	\$0.27 M 76.33%	●
Total Non-Operating Expenditures	\$10.18 M 100.00%	\$3.21 M 31.57%	\$6.97 M 68.43%	●

Other Capital Projects and Non-Operating Expenditures: As of March 2023, we have expended approximately \$109K (4.18%) of our total annual appropriation of \$2.6M.

Other Non-Operating Expenditures	Appropriation	YTD	Remaining	
Technical Projects	\$2.52 M 100.00%	\$0.11 M 4.26%	\$2.41 M 95.74%	●
Non-Operating Supplies and Services	\$0.09 M 100.00%	\$0.00 M 2.08%	\$0.08 M 97.92%	●
Total Non-Operating Expenditures	\$2.60 M 100.00%	\$0.11 M 4.18%	\$2.49 M 95.82%	●

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

Risks: A slowing economy, 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

Fund Balance Summary

Net Fund Position	as of 03/31/2023
Temporary Investment Balance	\$ 6,259,917.06
Cash Balance	
Warrant Account	1,492,990.26
Payroll Account	629,534.38
Flex Spending Account	36,161.32
Petty Cash	400.00
Cash Subtotal	<u>2,159,085.96</u>
Total Cash and Cash Equivalents	<u>8,419,003.02</u>
Add: Outstanding Warrants	545,491.05
Less: Outstanding Receipts	-
Net Fund Position	<u><u>\$ 8,964,494.07</u></u>

Funds Committed for Capital and Non-Operating Projects
As of March 2023

Funds Committed for Non-Operating Projects and Expenditures

Job Code	Project	Estimated Project Total	Total Funds Appropriated	Current Month Expenditures	YTD 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
61	CCTV and Access Control Replacement	500,000.00	500,000.00	-	-	-	500,000.00	2023-001
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	138,547.50	138,547.50	138,547.50	111,452.50	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		\$ 2,783,000.00	\$ 2,783,000.00	\$ 138,547.50	\$ 138,547.50	\$ 138,547.50	\$ 2,644,452.50	

Funds Committed for Capital Projects

Job Code	Project	Estimated Project Total	Total Funds Committed	Current Month Expenditures	YTD Expenditures	LTD Expenditures	Budgeted Funds Remaining	Approved via Resolution No.
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	1,066,770.43	2,787,506.90	2,787,506.90	952,493.10	2022-010
57	Microwave System	2,000,000.00	2,000,000.00	175,781.32	342,768.03	342,797.03	1,657,202.97	2022-002
Subtotal Non-Operating Projects		\$ 44,740,000.00	\$ 9,740,000.00	\$ 1,242,551.75	\$ 3,130,274.93	\$ 3,130,303.93	\$ 6,609,696.07	
Total Capital and Non-Operating Projects		\$ 47,523,000.00	\$ 12,523,000.00	\$ 1,381,099.25	\$ 3,268,822.43	\$ 3,268,851.43	\$ 9,254,148.57	

Funds Assigned

As of March 2023

Job Code	Project	Year Assigned	Total Funds Assigned	Current Month Expenditures	YTD 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	1,685,310.00	-	-	-	1,685,310.00
	Payroll Cashflow	2023	350,000.00	-	-	-	350,000.00
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			\$ 4,473,577.18	\$ -	\$ -	\$ -	\$ 4,473,577.18



Kitsap 911

Monthly Financials for the Month Ended 03/31/2023

Description	2023 Annual Budget	March 2023 Expected Budget \$	March 2023 Expected Budget %	March 2023 YTD	Delta to Annual Budget		Delta to YTD Budget		
					\$	%	\$	%	
Revenues									
Sales Tax 1	\$ 6,613,461	\$ 1,628,234	24.62%	\$ 1,685,310	\$4,928,151	25.48%	\$57,076	103.51%	
Sales Tax 2	6,613,461	1,628,234	24.62%	1,685,310	4,928,151	25.48%	57,076	103.51%	
Telephone Excise Tax	2,613,822	703,721	26.92%	671,265	1,942,556	25.68%	(32,456)	95.39%	
Other Revenues	2,974,311	800,776	26.92%	840,625	2,133,685	28.26%	39,849	104.98%	
Total Revenues	\$18,815,055	\$4,760,965	25.30%	\$ 4,882,510	\$13,932,544	25.95%	\$121,545	102.55%	
Operating Expenditures									
Operating Labor									
Salaries	\$ 8,819,946	\$ 2,551,000	28.92%	\$ 2,367,259	\$6,452,687	26.84%	(\$183,741)	92.80%	
Payroll Taxes	781,293	195,323	25.00%	195,140	586,153	24.98%	(183)	99.91%	
Benefits	2,147,265	626,286	29.17%	606,946	1,540,319	28.27%	(19,339)	96.91%	
Budgeted Attrition	(619,304)	(166,736)	26.92%	-	(619,304)	0.00%	166,736	0.00%	
Total Labor	\$ 11,129,201	\$ 3,205,873	28.81%	\$ 3,169,345	\$7,959,855	28.48%	(\$36,528)	98.86%	
Operating Supplies and Services									
Supplies	\$ 359,082	\$ 136,667	38.06%	\$ 67,359	\$291,724	18.76%	(\$69,308)	49.29%	
Professional Services	423,976	83,311	19.65%	141,980	281,996	33.49%	58,668	170.42%	
Communications	287,950	75,241	26.13%	73,399	214,551	25.49%	(1,843)	97.55%	
Travel	65,098	14,510	22.29%	1,607	63,491	2.47%	(12,903)	11.08%	
Advertising	9,673	2,410	24.92%	1,526	8,147	15.77%	(885)	63.30%	
Operating Rents/Leases	170,030	29,058	17.09%	49,125	120,905	28.89%	20,067	169.06%	
Insurance	114,942	114,942	100.00%	95,195	19,747	82.82%	(19,747)	82.82%	
Utilities	168,534	43,381	25.74%	45,994	122,539	27.29%	2,614	106.03%	
Repairs & Maintenance	900,301	568,090	63.10%	413,542	486,759	45.93%	(154,548)	72.80%	
Miscellaneous	92,478	24,608	26.61%	8,679	83,799	9.39%	(15,929)	35.27%	
Total Supplies and Services	2,592,065	1,092,220	42.14%	898,406	\$1,693,660	34.66%	(\$193,814)	82.26%	
Total Operating Expenditures	\$ 13,721,266	\$ 4,298,093	31.32%	\$ 4,067,751	\$9,653,515	29.65%	(\$230,342)	94.64%	
Capital and Other Non-Operating Expenditures									
Radio, LMR, and MCT Replacement Projects									
Technical Projects	\$ 9,827,857			\$ 3,130,275	\$6,697,582	31.85%			
Non-Operating Labor	356,021			84,272	271,750	23.67%			
Non-Operating Supplies and Services	-			-	-	0.00%			
Total Non-Operating Expenditures	10,183,878			3,214,546	\$6,969,332	31.57%			
Other Capital and Non-Operating Expenditures									
Technical Projects	\$ 2,515,584			107,042	\$2,408,542	4.26%			
Non-Operating Supplies and Services	85,000			1,767	83,233	2.08%			
Total Non-Operating Expenditures	2,600,584			108,809	\$2,491,775	4.18%			
Total Expenditures	\$ 26,505,728			\$ 7,391,106	\$19,114,622	27.88%			

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	Complete+
2022	11	Replace Blue Truck	4	11/1/2022	Q3 2023	At Risk
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	4/1/2023	Q4 2023	⁷⁹ In Progress

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
2023	27	Support Fire Service Efforts to Improve EMS Wait times with SMMC	3	Q1 2023	TBD	In Progress

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	Complete
MV	2	Factory Staging Assessment Testing	1	3/6/2023	3/10/2023	Complete
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	Complete
LMR	2	First cut of RFP proposals	2	3/20/2023	3/27/2023	Complete
LMR	3	RFP Interviews and Reference Checks	3	3/27/2023	4/7/2023	Late

Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
LMR	4	Final Vendor Selection Recommendation	2	9/29/2023	TBD	
LMR	5	Contract Negotiations with awarded responder	2	TBD	TBD	
LMR	6	Project Kick off and begin system design work	1	Q4 2023	TBD	