

Kitsap 911 Executive Committee Meeting

February 28, 2024 ~ 1:00 PM to 3:00 PM

Via Zoom or Public 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 \(02-14-2024\)](#) (Chair)
5. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Chair)
 - a. [A/P Warrant Numbers 6244 through 6299](#)
Total \$ 601,754.27
 - b. [Payroll Dated: 02/16/2024](#)
Total: 401,965.22
 - c. Use Tax Dated: NONE
Total Increase: \$
6. Ratification of Executed Contracts
7. Action Items
 - a. Executive Director Search Process (Chair)
 - b. Strategic Positioning Process (Chair)
8. Resolutions
[Resolution 2024-003 Amending the 2024 Operating, Radio Project, and other Capital Projects Budgets](#) (Rogers)
9. Discussion Items
 - a. March 5, 2024 Board of Director's Meeting
 - i. Appointment of Chair/Vice Chair
 - ii. Appointment of Executive Committee
 - iii. 2024 Budget Amendment
 - iv. Audit of Kitsap 911 systems
 - v. Audit of Kitsap 911 Financials
 - vi. Executive Director Recruitment
 - vii. Annual Performance Measure Presentation
 - viii. Staff Reports
10. Staff Reports (time-permitting)
 - a. Staffing Report (Taylor)
 - b. [Goals and Tech Projects Update](#) (Wecker)
 - c. Continuous Improvement Process
 - i. Training (Law)
 - ii. [Operations](#) (Donley)
 - d. LMR Project Update (Wecker)
 - e. Emerging Issues (Jameson)
11. Good of the Order
12. Adjourn

Topic: Kitsap 911 Executive Committee

Time: This is a recurring meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/87067478180?pwd=L0FYWjhWk0tzcDlacUlyMlI3TDISZz09>

Meeting ID: 870 6747 8180

Passcode: 911

One tap mobile

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Dial by your location

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+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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Kitsap 911 Executive Committee Meeting Minutes
02/14/2024
Via Zoom or In-Person at Kitsap 911

Attendees:	Guests:
Director, Dusty Wiley (Chair)	Kitsap 911 attorney, Ken Bagwell
Director, David Ellingson (Vice Chair)	Dr. De Hicks
Undersheriff Russ Clithero for Director John Gese	Harriet Smith
Director, Greg Wheeler	
Strategic Advisory Board Chair, Rick Lagrandeur	
Strategic Advisory Board Vice Chair, Joe Clark	Absent:
Acting Executive Director, Maria Jameson-Owens	Director, Rob Putaansuu
Finance Manager, Steve Rogers	Director, John Gese
Technical Systems Manager, Brandon Wecker	
Radio Program Manager, Scott Peabody	
Attorney, Ken Bagwell	
Human Resources Manager, Rachael Taylor	
Asst. Director of Operations, Jamie Donley	
Executive Assistant, Barrie Hillman	
Administrative Specialist, Stephanie Browning	

Call to Order. Vice Chair, Dave Ellingson called the meeting to order at 1300.

Public Comment: None

Additions: None

Discussion Items: -**Strategic Positioning Process****(Jameson/Hicks)**

Acting Executive Director Maria Jameson Owens indicated that originally Kitsap 911 planned to conduct a strategic positioning process for March. Dr. De Hicks is at the meeting today to talk a bit about the process to help inform decision to move forward at this time.

RECORDING STARTED HERE

Dr. Hicks explained his background and long history of working with K911 and that this will be at least the third time he has worked with us for the strategic positioning process. He is also currently working with 200 other call centers. The only time he recommends pausing a strategic positioning process is if there is some major fundamental shift in the values, direction or governance structure that demands a rethinking. That is not the case at Kitsap 911. He recommends we continue with the process. He indicated that the timing to launch into a strategic positioning process now is very good because all the key players would be involved preparing a plan for the new executive director.

Director Ellingson emphasized how upheaval always occurs when a commanding officer leaves and suggests that some time to pause to analyze the indicators for hiring a new director first. What we might need most is to examine the current job description, do a salary survey and the field of current candidates to go down the path of hiring a permanent director.

Director Wheeler wonders if doing a parallel path for strategic positioning and an Executive Director Search is possible.

Director Ellingson reiterates this idea as proposing a two-step process of defining the process of hiring first and then set the stage for establishing strategic positioning from that point on.

Director Wheeler adds that part of the strategic positioning is establishing a solid foundation of where we are now, and this wouldn't need to be delayed. Any candidate would like a snapshot of where we are today.

Dr. Hicks explained that strategic positioning is a rapid cycle strategic planning process used for organizations that are well-established and this process does not change 50% of the direction of the organization. What it does is help you identify those high-level initiatives and create work plans that need to be launched in the next 18 –24 months. This is about looking at the landscape externally (taxation, political and social) and looking at internally at technology and staffing structure and asking ourselves, how do we position ourselves to take advantage of any of these challenges or scenarios coming our way. Most directors want some sort of playbook which helps them get up to speed better.

Dr. Hicks indicated that from his current knowledge of the market and industry there currently are very few quality candidates available in the field to step in as Executive Director right now. Dr. Hicks emphasized how Maria has functioned incredibly well in her position and is so well-set up to become the actual director. It is his recommendation that the Board appoints Maria as the director knowing she has 2.5 years to build up a new Deputy Director and set up succession planning for that before she retires. This job is very hard to do if you haven't been doing it as a career and people who are looking right now are looking because they have to be looking and he feels an executive search will result in Maria being named anyway until she retires. You can then move forward with strategic positioning as planned. The original succession plan was that Maria would become Executive Director eventually and that was why she was hired in that position in the first place.

Director Wiley expressed his support of this idea.

Undersheriff Clithero serving in Sheriff Gese's place indicated that the Sheriff last week was thinking holding off on strategic positioning was better but that he felt the Sheriff would support this idea as well.

Director Ellingson indicated that we are missing the small cities representative, and we do have time to consider this decision. It was decided to return to this discussion at the Feb 28 meeting and then Executive Committee will make a recommendation to the full board.

Attorney Ken Bagwell confirmed that according to the by-laws that the Executive Committee makes a recommendation to the board for the final decision on Executive Director appointment.

The guest made the comment via the chat function that this is a big decision and not one to take lightly.

Executive Director Recruitment

(Jameson/Hicks)

The Executive Committee will discuss further in the next Executive Committee meeting in order to make a recommendation to the Board for the next Board meeting. Dr. Hicks left the meeting at this point.

Audit of Kitsap 911 System Access

(Wecker)

Technical Services Manager, Brandon Wecker, shared that at 11:13 on 01/2/2024, TSG staff was notified to disable all access to Richard Kirton effective immediately. The first steps made were:

- Block all Office 365 Sign in's
- The password was reset
- Login logs were checked, and information given to Management
- Local Active directory logins for in building were disabled
- Local accounts on those devices were reset and blocked as well in the event of access still being possible

Monday morning TSG began systematically resetting all shared and service accounts where possible to ensure any known accounts could not be used as an entry way for any reasons along with deleting accounts that were named to him. Then we reset all shared service accounts and passwords and all known accounts. We also have been monitoring the log ins. On the 28th there a number of failed non-interactive log ins such as automated systems such as a phone attempting to check in, until such time as they were turned off or disabled or the sync happened with the new passwords. Since then, we have had zero attempts to log in and Kitsap County as they maintain our VPN and it is another way to log in. They showed the last log in to the Active Directory was on 06/01/2021. There have been no VPN logs as far back as they can trace (03/24/2022) and the Azure Active Directory goes back 30 days with no activity. We only have a few pending accounts to disable with shared passwords, but they are all third-party vendor accounts such as CDW. All Kitsap 911 accounts have been disabled or passwords changed. Mr. Wecker shared the spreadsheet we are using to track the status of accounts and will use in the future if ever needed. He confirmed that Kitsap 911 is secure.

Audit of Kitsap 911 Financials

(Rogers)

Financial Manager Steve Rogers indicated that Kitsap 911's funds and all of its financial data are completely secure, and it is business as usual. One of the first things we did was cut off the former

Executive Director's financial access. The Kitsap 911 credit card that was assigned to him was cancelled on that Monday morning, and we immediately started the process to remove him as a signer on all of our bank accounts, and that was completed later that week. Once that was done, we started to go back through all of the transactions on that credit card to confirm that all were legitimate. All transactions are reviewed as part of the accounts payable review process, so I am confident nothing will be found, but out of an abundance of caution, we will continue to work backward through all transactions to be 100% sure.

We have begun to notify our vendors and customers of the change. Any checks that go out to an existing vendor this year will also receive a new W-9 and a letter instructing them to contact me immediately if the former Executive Director was their primary point of contact.

We revoked his building access, but we also changed the combination of our safe, changed the physical location of our check stock, and destroyed his signature stamp.

We have been carefully documenting everything that we've done to safeguard the agency and the tax dollars that support it.

Our actions in response to this situation have been systematic and thorough, but the internal controls and policies that we had in place prior to it were equally comprehensive. In 2018 we moved to the practice of the segregation of duties. This made it so no one person, including me, could bypass the internal controls alone.

Our practice is to be focused on making sure we have preventive controls and detective processes in place; because of that, the financial position can be reported to you every month and our annual report submitted to the state auditor's office with confidence. Whether we are buying a \$46M radio system or a pencil, not a single dollar leaves our bank without us knowing exactly how it is being spent and what we have to do to account for it. I have prepared the financial statements and signed every annual report since Kitsap 911 separated from the county, and I am very proud of the fact that every single audit report we have ever had has been clean. So clean, in fact, that last year, our auditors didn't even leave us with any recommendations and commented that our documentation was some of the most thorough they'd ever seen, which allowed them to finish much faster than anticipated, saving us thousands of dollars.

Approval of Minutes from January 24, 2024

Director Dusty Wiley made a motion to approve minutes from January 24, 2024. Motion was seconded by Director Wheeler. Motion Passed.

Approval of Payment of Claims – Fund 89822 (Operating Fund):

**Director Wiley moved approval of A/P 6192 through 6243. Total \$194,134.21
Payroll dated 01-19-2024, 02-02-2024 and 02-03-2024 Total: \$867,769.31
Use Tax Dated January 2024. Total \$136.85**

Motion was seconded by Director Wheeler. Motion Passed.

Ratification of Executed Contract:

None

Ratification of Resolutions

Director Wiley moved approval of Resolution 2024-001: Declaring certain personal property and capital equipment as surplus. Motion was seconded by Director Wheeler. Motion Passed.

Mr. Rogers indicated this is a routine resolution that we do 2-4 times per year and Resolution 2024-001 allows us to remove a number of items from our inventory which have been slated for disposal. All assets in the attachment have been taken out of service due to obsolescence, and the majority of them are MCTs which are being bought back by our MCT vendor, Datec. The rest are being sold, scrapped, or thrown away depending on which method provides Kitsap 911 with the greatest economic benefit.

Director Wheeler moved approval of Resolution 2024-002: Acting Executive Director Wage. Motion was seconded by Director Wiley. Motion Passed.

This resolution signifies Acting Executive Director, Maria Jameson-Owens will be moved to the Executive Director pay scale as of the date of her appointment.

Action Items:

None

Staff Reports:

Finance Report – Steve Rogers

Budget Status

Using a new reporting format, Mr. Rogers shared that the budget status report shows money coming in and what that money is being spent on each month; The groupings and colors are different but the goal of this new format is to ultimately show, on a monthly basis, if our year-to-date revenues are over or short of what we need to cover our year-to-date expenses. The orange section at the bottom shows that, year to date, we have both a proposition 2 and non-proposition 2 revenue shortage. The proposition 2 deficit isn't anything to be concerned about though, because as you can see on the LMR Replacement line, we had a \$2M month, which was expected, but we had funds that carried over from 2023 to cover that.

The non-proposition 2 side is a little more complicated to explain. Yes, we have a \$167K deficit, but we had to pay \$119K for our annual insurance policies in January and the First Due software license normally gets paid in December but was paid in January this time around. I'm not overly concerned at this point but if we are still in this position in the middle of the year, that will be a different story. For the past several years, we have passed budgets that have included a deficit, so the fact that we have one running should not be a surprise but seeing it in a monthly report is new and I don't want you to be concerned.

Fund Balances

Mr. Rogers shared that the fund balance report is a hybrid of a balance sheet and a cashflow statement. We aren't a GAAP-basis government, so we don't have a true balance sheet, but being able to know exactly how our fund account is looking is still crucial. The two sections break down the same information in two different ways: the green section shows our beginning and ending balances and shows how much of our cash is in a bank account and how much is invested. The blue section shows our beginning and ending balances of our proposition 2 revenues, non-proposition 2 revenues, and custodial funds. Looking at the ending balances of the two sections, it's the same amount, but we don't have two funds with \$10.5M sitting in each of them – this is just two different ways to show how the money is flowing.

For proposition 2 funds, we have about \$5M currently. If our revenues continue to come in as predicted, and if the radio project proceeds the way Scott says it is, then we should end the year with about \$2M to carry over into 2025, so we shouldn't need to go out for any debt this year. We will almost certainly have to in 2025 though, but how much depends on how this year goes.

Capital Projects

Mr. Rogers indicated that the capital projects report shows a list of all projects that the board has approved, both in the current year and in years prior. This is not meant to show a current to-do list, but instead a list of projects with appropriated funds that are in process, recently completed or still need to get done.

As you recall, the Board approved a placeholder capital projects budget. The items that were included in that are in red, but I didn't want to put them in the 2024 column yet until after we've done the budget amendment. The only new item that was approved was the cybersecurity project that we received grant approval for, which is why that's in the 2024 column. We are finalizing the proposed budget amendment, which will be presented at the February 28th Executive Committee meeting where we'll be asking for your approval to take it to the full Board in March.

Staffing Report – Rachael Taylor

Human Resources Manager, Rachael Taylor shared that we currently have eight vacant positions on the dispatch floor. We have one call receiver trainee on the floor about to be signed off. We have four in law enforcement dispatch training. In January we hired three new trainees who are currently in PCR academy. We have two assistant supervisors in training, one of them was a new hire in January. We posted our trainee position in January and had 220 applicants. At this time last year, we only had 67 applicants, so we're feeling optimistic about filling our academy beginning in April. We are currently in the testing phase of that recruitment. We plan to hire 4 trainees in April and another 4 in August.

We received one resignation since the last meeting – one of our administrative specialists accepted a position to further her career with Pierce County. We posted a finance specialist position yesterday and it will be open for two weeks. We are fully staffed in our tech group.

Goals & Tech Projects Update – Brandon Wecker

Mr. Wecker indicated the Technical Services Group has two new hires starting on Help Desk next week. He updated the following projects currently in process:

- 2019-3 - Replace UPS System. This is the project to replace the UPS at K911. We have selected and vendor and are in contract negotiations.
- 2021-6 - Closest Unit Dispatch - Changing Gears Deployments. We have updated all changing gears run cards to use closest unit. We are working with the final agency to complete their run card changes.
-
- 2022-13 - Cad to CAD with South Sound 911. We have created a redundant edge frontier environment. We are closing in on punch list items and looking at starting in the burn in period next month.
-
- 2023-23 - Replace AV System. This is the project to upgrade and replace our building AV system with more room specific AV systems. We have reviewed and approved the cost sheet and begun ordering and receiving equipment.
-
- 2023-26 - Dispatch Floor Projects - Console Furniture, carpeting, soundproofing. These are the three projects to refresh the dispatch floor. We currently evaluating the RFP responses.

Land Mobile Radio (LMR) Project Update – Scott Peabody

Mr. Peabody shared slides which are attached below that compared the work completed by the last Executive Committee meeting to the work completed by today's meeting which has been significant. They have ordered 10% of the radios for early installs and testing; designed the radio ID plan and licensed the marine channels. They have reviewed and revised the dispatch console system design and once I sign off, we will order that equipment. The DC power equipment is being shipped in April for the Radio Infrastructure and we already have the electrical permits. We have completed the Tech Training. In order to prevent ospreys from delaying installation, permitted bird deterrents were installed. They have verified the antenna heights with site visits which is critical information. The new logging recorders are being shipped on Friday. On the microwave project, the cutover is complete, and the old microwave has been turned off. The old equipment is part of the disposal resolution just voted on. They have completed design review of the additional sites and ordered the microwave equipment. Trying to schedule factory staging in first quarter to avoid the high demand for travel to Austin due to the April 8 eclipse.

The new mobile radios will get distributed as quickly as possible via putting new vehicles in service. The portables will get distributed two to three per agency for those people helping with testing. Improved coverage won't be evident until the infrastructure build is complete sometime late in the fourth quarter.

Director Ellingson asked that Mr. Peabody present this information to Fire Commissioners at their County Commissioner's meeting at the end of the month which he will do.

Director Ellingson indicated that the Board wants a monthly status report on the project and requested a paper report be provided to them as well as the quarterly report at the Board meeting.

Emerging Issues-

None

Good of the Order-

Sending out new meeting requests for Executive Committee meetings and Board meetings to accommodate a new webinar link and new meeting organizer.

The meeting is adjourned at 1357.

The next regular meeting of the Kitsap 911 Executive Committee will be February 28, 2024.

Progress – One Month After Radio Contract

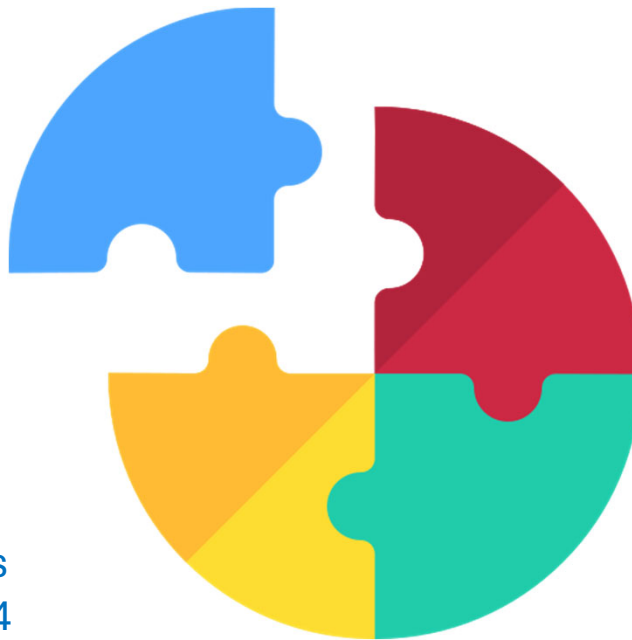


User Radios

- Preparing Order For Early Installs and Test Radios
- Designing Radio ID Plan
- Engaging Agencies in Developing Radio Profiles

Microwave

- Now Cutover to New Microwave
- ✓ Design Review of Add'l Sites
- Order Equipment by 1/31/24



Dispatch Console System

- ✓ Project Kickoff
- Order Equipment ASAP
- Benchmarking Best Screen Designs

Radio Instructure

- ✓ DC Power Contract
- ✓ Tech Training
- ✓ Ordered P25 to CAD Interface
- Preparing Equipment Order
- Determining Antenna Heights

Progress – Radio Contract Signed 12/15/23

User Radios

- ✓ Ordered 10% of Radios For Early Installs and Testing
- ✓ Designed Radio ID Plan
- ✓ Licensed Marine Channels
 - Engaging Agencies in Developing Radio Profiles

Microwave

- ✓ Cutover to New Microwave
- ✓ Turning Off Old Microwave
- ✓ Scheduling Disposal
- ✓ Design Review of Add'l Sites
- ✓ Order Equipment by 1/31/24
 - Scheduling Factory Staging – Eclipse



Dispatch Console System

- ✓ Project Kickoff
- ✓ Reviewed and Revised Design
 - Ordering Equipment Any Day
 - Scheduling the First Meeting on Screen Designs

Radio Instructure

- ✓ DC Power Equipment
 - Shipping Mid-April, Permitted
- ✓ Tech Training
- ✓ Bird Deterrent Installed
- ✓ Site Visits to Verify Antenna Heights
- ✓ Logging Recorders Shipping
 - Preparing Equipment Order

ACCOUNTS PAYABLE

Warrants #6244-6283

As Of: 02/16/2024

Time: 14:29:52 Date: 02/13/2024

Page: 1

Kitsap 911

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
7479	01/31/2024	02/16/2024	154	ABM JANITORIAL SERVICES	1,517.26	January 2024 Janitorial Services
7480	01/31/2024	02/16/2024	154	ABM JANITORIAL SERVICES	1,517.26	December 2023 Janitorial Services
7488	01/31/2024	02/16/2024	479	AT&T MOBILITY LLC	389.66	12.20.2023-01.19.2024
7489	02/01/2024	02/16/2024	573	BAGWELL LAW PLLC	2,008.50	01.01.2024-01.31.2024
7509	01/31/2024	02/16/2024	428	BATTERY POWER SOLUTIONS, LLC	65,979.88	Progress billing: 10% payment
7491	01/31/2024	02/16/2024	167	CDW GOVERNMENT	222.59	2024-0126
7492	01/31/2024	02/16/2024	172	CENTURYLINK	3,389.04	01.17.2024 - 02.17.2024
7493	01/31/2024	02/16/2024	483	CONNECTWISE	2,325.96	02.01.2024 - 02.29.2024
7494	01/31/2024	02/16/2024	180	COOPER FUEL	808.03	2023-1128D MINARD RD (Gold MTN)
7496	02/13/2024	02/16/2024	188	DATEC INCORPORATED	163.80	2023-1026
7497	02/13/2024	02/16/2024	190	DELL MARKETING L.P.	147.40	2024-0126
7498	02/01/2024	02/16/2024	564	DOORDASH INC	402.00	January DashPass Subscription
7499	02/01/2024	02/16/2024	564	DOORDASH INC	793.88	January Expensed Meals
7500	02/01/2024	02/16/2024	579	EADIE KALTENBACHER	13,250.00	January 2024
7501	02/01/2024	02/16/2024	198	FEDEX	111.67	Feb 2, 2024 Invoice
7502	02/08/2024	02/16/2024	599	FONEMED LLC	1,129.05	January 2024
7503	02/08/2024	02/16/2024	338	GOVERNMENTJOBS.COM, INC	12,078.00	06/25/24-06/24/25
7504	02/01/2024	02/16/2024	201	GTP ACQUISITION PARTNERS I LLC	5,057.89	View Park Tower Rental
7490	02/12/2024	02/16/2024	411179	HILLMAN, C BARRIE T	36.50	Sundries Reimbursment for CALEA Assessment
7506	01/31/2024	02/16/2024	570	HIS HANDS MAINTENANCE	1,067.69	February 2024
7507	01/31/2024	02/16/2024	204	HOLADAY PARKS, INC.	8,301.38	Replace supply fab motor vs replace VAV Unit
7505	01/31/2024	02/16/2024	207	INTERGRAPH CORPORATION	346,815.15	02/01/2024 to 01/31/2025 Annual
7508	01/30/2024	02/16/2024	210	KELLEY IMAGING	626.64	02/15/2024-03/14/2024
7510	02/08/2024	02/16/2024	519	NATIONAL TESTING NETWORK	1,438.00	JANUARY Voucher Usage
7511	01/31/2024	02/16/2024	507	NORTHWEST OPEN ACCESS NETWORK	312.00	January 2024
7512	02/05/2024	02/16/2024	225	OFFICE DEPOT	31.66	2024-0131A
7513	02/05/2024	02/16/2024	225	OFFICE DEPOT	57.25	Post-its, legal pads and pens
7514	01/18/2024	02/16/2024	232	PENINSULA LIGHT CO.	122.12	12.15.23 - 01.15.24
7528	01/29/2024	02/16/2024	241	PUGET SOUND ENERGY	13,713.55	February 2024 Electical Statement
7517	01/05/2024	02/16/2024	462	RACOM CORPORATION	70,505.74	mendment to the Microwave Contract K911-061. This invoice includes the 10% due upon written notice to proceed
7518	01/27/2024	02/16/2024	411093	ROGERS, STEVEN D	21.94	reimbursement for postage
7519	02/02/2024	02/16/2024	245	SELECT ADVANTAGE	100.00	January 2024 assessment services
7529	01/31/2024	02/16/2024	496	SMARSH INC	63.00	01-Jan-2024 - 31-Jan-2024 - Add'l CX
7527	02/07/2024	02/16/2024	289	SOUTH KITSAP FIRE & RESCUE	1,446.24	January 2024 Tmobile Split
7520	01/31/2024	02/16/2024	249	SPOK, INC.	30.36	02/01/2024 - 02/29/2024
7531	01/24/2024	02/16/2024	577	STRYKER SALES LLC	188.45	AED Electrodes Replacement
7521	01/31/2024	02/16/2024	311	T-MOBILE	10.66	12.21.23-01.20.24
7530	02/09/2024	02/16/2024	259	THE DOCTORS CLINIC	272.00	Applicant Medical Testing

ACCOUNTS PAYABLE
warrants # 6284-6299
As Of: 02/23/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
7533	02/15/2024	02/23/2024	157 ADCOMM ENGINEERING LLC	380.00	FCC Licensing Conference Call
7534	02/15/2024	02/23/2024	568 AUTOGLASS PLUS INC	580.76	2024-0208 - Roque New Windshield
7545	12/12/2023	02/23/2024	604 CANOPY WORLD, INC.	6,742.01	2023-0905 Canopy and bed slide for new blue truck
7535	02/13/2024	02/23/2024	167 CDW GOVERNMENT	71.52	2024-0209 - Adobe (Peabody)
7536	01/30/2024	02/23/2024	167 CDW GOVERNMENT	927.94	2024-0126 (CKFR ST57)
7544	02/10/2024	02/23/2024	190 DELL MARKETING L.P.	9,397.97	2024-0206 - Five PCs/Eight Monitors for AV Project
7537	02/14/2024	02/23/2024	351 KITSAP READINESS CENTER JMG	6,000.00	2024 Annual JMG Fee
7538	01/30/2024	02/23/2024	215 LABOR RELATIONS	175.00	LRIS Subscription w/hard copy - 2024
7546	01/31/2024	02/23/2024	216 LANGUAGE LINE SERVICES, INC.	698.55	01.01.2024-01.31.2024
7549	01/27/2024	02/23/2024	514 LM INSURANCE CORPORATION	78.00	Policy WC5-33S-B21D6V-012
7539	01/30/2024	02/23/2024	417 PENINSULA FIRE INC	10.37	2023-1023
7540	02/13/2024	02/23/2024	233 PENINSULA SERVICES	60.00	CD#107755 01.04.24 & CD\$108134 1.26.2024
7541	02/13/2024	02/23/2024	261 PETEK & ASSOCIATES	1,155.00	January 2024- PreEmployment Psychological exams
7547	02/06/2024	02/23/2024	480 PLATT ELECTRIC SUPPLY	40.76	2024-0215 v- transformer for lights
7542	02/13/2024	02/23/2024	606 PORT ORCHARD PLUMBING & HEATING, INC.	409.50	2023-1228
7548	02/08/2024	02/23/2024	436 PRINTING SERVICES, INC	212.94	2024-0205A - Chris Law - Business cards & New letterhead
7543	02/15/2024	02/23/2024	411093 ROGERS, STEVEN D	686.95	Travel for 02/14/24 Execuitve committee Meeting
Report Total:				<u>27,627.27</u>	

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

Rachelle M. Tate 02/20/24
Stan Rog 02/21/204
[Signature] 02/21/2024

ACCOUNTS PAYABLE

Kitsap 911

Time: 14:29:52 Date: 02/13/2024

As Of: 02/16/2024

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
7522	01/31/2024	02/16/2024	264 VERIZON WIRELESS	1,424.45	12.11.23-01.10.24
7523	01/31/2024	02/16/2024	379 VERTIV CORPORATION	14,867.58	2023-1117A UPS Battery replacement
7524	01/30/2024	02/16/2024	267 WCP SOLUTIONS	521.50	2024-0126A Toilet Paper/Janitor Supplies
7525	01/31/2024	02/16/2024	596 WEX BANK	202.66	January 2024 Fuel Purchase
7526	02/01/2024	02/16/2024	163 WM CORPORTATE SERVICES INC	658.61	01.01.24-01.31.24
Report Total:				574,127.00	

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

	02/15/2024
	02/15/2024
<i>Rachelle M. Tate</i>	02/13/2024



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE


Pay Date: 02/16/2024
Pay Period: 01/29/2024 to 02/11/2024

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 239,923.96
941 Tax (Withholding, Social Security & Medicare)	92,008.73
Unemployment	680.27
Labor & Industries	1,478.94
PFML Premiums	2,478.43
Long-Term Care Act Premiums	1,722.15
PERS 2 & PERS 3	55,195.57
Washington State Deferred Comp	2,313.44
Mission Square Deferred Comp and Roth IRA	3,867.62
AFLAC	578.61
Guild Dues	1,717.50
Total Payroll	\$ 401,965.22

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,049.74	\$ 49,143.25	\$ 51,192.99
Dental Insurance	177.44	3,866.24	4,043.68
Life Insurance	190.12	328.30	518.42
Total Health Care & Other Benefits/Deductions			\$ 55,755.09

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:	\$ 457,720.31
Transferred to Payroll Account	\$ 401,965.22



Prepared By (Kitsap 911)

02/12/2024

DATE



Authorized Signature (Kitsap 911)

02/12/2024

DATE

Executive Committee Chair

DATE

Kitsap 911 Public Authority
2024 Budget Summary

		Amended 2024	Adopted 2024	Comparison Between Amended and Adopted	
1	Beginning Fund Balances				
2	308.31.00.0000 Beginning Restricted FSA Balance	11,721	15,123	(3,402)	-22.49%
3	308.31.00.0001 Beginning Restricted Balance	-	-	-	0.00%
4	308.41.00.0001 Beginning Committed Balance	1,474,559	765,900	708,659	92.53%
5	308.51.00.0001 Beginning Assigned Balance	1,883,796	1,883,796	-	0.00%
6	308.91.00.0001 Beginning Unassigned Balance	3,772,619	-	3,772,619	0.00%
7	Total Estimated Beginning Fund Balance	7,142,695	2,664,818	4,477,877	168.04%
8	Operating Revenues				
9	Sales and Excise Tax				
10	337.16.00.0000 Emergency Communications Sales Tax 1	7,040,065	7,040,065	-	0.00%
11	337.63.00.0000 Telephone Excise Tax	176,857	176,857	-	0.00%
12	337.64.00.0000 Wireless Telephone Excise Tax	1,881,262	1,881,262	-	0.00%
13	337.64.00.0001 Prepaid Wireless Telephone Excise Tax	283,092	283,092	-	0.00%
14	337.65.00.0000 VoIP Telephone Excise Tax	305,113	305,113	-	0.00%
15	361.40.00.0001 Penalties & Interest on Other Taxes	2,351	2,351	-	0.00%
16	Subtotal Sales and Excise Tax	9,688,741	9,688,741	-	0.00%
17	Service Fees and Surcharges				
18	342.80.50.0001 Service Fees (County, Cities, Fire Districts, Tribes Base Fees)	2,054,684	2,054,684	-	0.00%
19	342.80.50.0002 Contract Revenues (Humane Society)	50,000	50,000	-	0.00%
20	342.80.50.0004 Service Fees (Operating Surcharges i.e. I/Leads, First Due)	243,234	243,234	-	0.00%
21	Subtotal Service Fees and Surcharges	2,347,918	2,347,918	-	0.00%
22	Other Regular Revenues				
23	362.50.00.0000 Tower Leases	399,991	399,991	-	0.00%
24	342.80.40.0002 Emergency Management Facility Maintenance Charges	-	-	-	0.00%
25	334.01.80.0000 State E911 CPD Contract KC (WA State Military)	50,000	50,000	-	0.00%
26	334.01.80.0000 Cyber Security Grant (WA State Military)	94,000	94,000	-	0.00%
27	361.11.00.0001 Investment Interest	37,776	37,776	-	0.00%
28	369.91.00.0000 Other Misc Revenue	9,367	9,367	-	0.00%
29	Subtotal Other Regular Revenues	591,134	591,134	-	0.00%
30	Grants and Other Revenues				
31	333.20.60.0000 State & Community HWY	970	970	-	0.00%
32	342.80.50.0000 MCT NPRV Surcharges	99,541	99,541	-	0.00%
33	Subtotal Grants and Other Revenues	100,511	100,511	-	0.00%
34	Total Operating Revenues	12,728,304	12,728,304	-	0.00%
35	Beginning Fund Balances and Total Operating Revenues	19,870,999	15,393,122	4,477,877	29.09%

Kitsap 911 Public Authority
2024 Budget Summary

	Amended 2024	Adopted 2024	Comparison Between Amended and Adopted	
36	Operating Expenditures			
37	Operating Wages, Salaries, and Benefits			
38	528.32.10.0000 Regular Salaries	8,709,285	8,643,162	66,123 0.77%
39	528.32.10.0001 Overtime Pay	755,747	755,747	- 0.00%
40	528.32.10.0002 Retention Pay	-	-	- 0.00%
41	528.32.10.0003 Sick Leave Payout	6,685	6,685	- 0.00%
42	528.32.10.0004 Annual Leave Payout	27,644	27,644	- 0.00%
43	528.32.10.0005 Shift Differential Pay	3,862	3,862	- 0.00%
44	528.32.10.0006 Extra Help	44,583	44,583	- 0.00%
45	528.32.10.0007 Out of Class Pay	5,000	5,000	- 0.00%
46	528.32.10.0008 Miscellaneous Pay	86,177	86,177	- 0.00%
47	528.32.10.0009 Salary/Benefit Attrition	(600,871)	(600,871)	- 0.00%
48	528.32.10.0010 Recruitment Bonus	9,000	9,000	- 0.00%
49	528.32.20.0001 Social Security	757,069	752,010	5,058 0.67%
50	528.32.20.0002 PERS Retirement	918,095	911,225	6,870 0.75%
51	528.32.20.0003 Medical Insurance	1,103,394	1,095,723	7,671 0.70%
52	528.32.20.0004 Dental Insurance	80,454	79,822	632 0.79%
53	528.32.20.0005 Life Insurance	9,342	9,230	113 1.22%
54	528.32.20.0006 Meal Vouchers	20,084	20,084	- 0.00%
55	528.32.20.0008 Unemployment Compensation	39,585	39,321	264 0.67%
56	528.32.20.0010 Personnel Benefits	-	-	- 0.00%
57	528.32.20.0011 Industrial Insurance	42,445	41,971	473 1.13%
58	528.32.20.0012 PFMLA	21,182	21,038	144 0.68%
59	528.32.20.0013 Out of State Payroll Taxes	1,000	1,000	- 0.00%
60	Total Operating Wages, Salaries, and Benefits	12,039,763	11,952,413	87,350 0.73%
61	Operating Supplies and Services			
62	Supplies and Fuel			
63	528.32.31.0000 Office Supplies	14,816	14,816	- 0.00%
64	528.32.31.0001 Tech Supplies	1,560	1,560	- 0.00%
65	528.32.31.0002 Employee Recognition	10,448	10,448	- 0.00%
66	528.32.31.0003 Reference Materials	871	871	- 0.00%
67	528.32.31.0004 Janitorial Supplies	7,124	7,124	- 0.00%
68	528.32.31.0005 PEC Supplies	5,000	5,000	- 0.00%
69	528.32.32.0000 Fuel-Generators	2,600	2,600	- 0.00%
70	528.32.32.0002 Fuel-Towers	3,120	3,120	- 0.00%
71	528.32.32.0003 Fuel Vehicle	7,696	7,696	- 0.00%
72	Subtotal Supplies and Fuel	53,235	53,235	- 0.00%
73	Computer Equipment and Software			
74	528.32.35.0000 Small Tools & Equipment	14,495	14,495	- 0.00%
75	528.32.35.0001 Computer Software	349,699	369,707	(20,008) -5.41%
76	528.32.35.0002 Computer Equipment	39,728	39,728	- 0.00%
77	528.32.35.0003 Small Computer Equipment	13,000	13,000	- 0.00%
78	Subtotal Computer Equipment and Software	416,922	436,930	(20,008) -4.58%
79	Professional Services			
80	528.32.41.0000 Engineering & Architectural	5,200	5,200	- 0.00%
81	528.32.41.0001 Applicant Testing and Screening	20,482	41,952	(21,470) -51.18%
82	528.32.41.0002 Management Consulting	42,497	42,497	- 0.00%
83	528.32.41.0003 Legal Services	12,762	12,762	- 0.00%
84	528.32.41.0004 Other Professional Service	259,513	238,043	21,470 9.02%
85	528.32.41.0005 Advertising	9,263	9,263	- 0.00%
86	528.32.41.0006 Legal Settlement Costs	-	-	- 0.00%
87	528.32.41.0008 Translation Services	4,486	4,486	- 0.00%
88	Subtotal Professional Services	354,202	354,202	(0) 0.00%
89	Communication and Travel			
90	528.32.42.0000 Telephone	75,218	75,218	- 0.00%
91	528.32.42.0001 Cellular Telephone	23,067	23,067	- 0.00%
92	528.32.42.0002 Postage	4,775	4,775	- 0.00%
93	528.32.43.0000 Mileage	5,087	5,087	- 0.00%
94	528.32.43.0001 Travel	47,097	47,097	- 0.00%
95	528.32.43.0002 Per Diem	16,228	16,228	- 0.00%
96	528.32.43.0003 Non-Employee Mileage	-	-	- 0.00%
97	528.32.43.0004 Non-Employee Travel	520	520	- 0.00%
98	Subtotal Communication and Travel	171,992	171,992	- 0.00%
99	Equipment Rental and Leases			
100	528.32.45.0000 Rental Expense	5,738	5,738	- 0.00%
101	591.28.70.0000 Lease Expense	212,163	174,465	37,698 21.61%
102	591.28.70.0001 SBITA Expense	26,577	-	26,577 0.00%
103	Subtotal Equipment Rental and Leases	244,478	180,203	64,275 35.67%

Kitsap 911 Public Authority
2024 Budget Summary

		Amended 2024	Adopted 2024	Comparison Between Amended and Adopted	
104	Building Insurance and Utilities				
105	528.32.46.0000 Insurance	123,754	81,628	42,125	51.61%
106	528.32.47.0001 Utilities-Water	3,548	3,548	-	0.00%
107	528.32.47.0002 Utilities-Sewer	5,280	5,280	-	0.00%
108	528.32.47.0003 Electricity Cencom	129,106	129,106	-	0.00%
109	528.32.47.0004 Electricity Tower Sites	30,060	30,060	-	0.00%
110	528.32.47.0005 Utilities-Waste Disposal	7,003	7,003	-	0.00%
111	528.32.47.0006 Utilities-Backup Internet & Cable	6,212	6,212	-	0.00%
112	Subtotal Building Insurance and Utilities	304,963	262,837	42,125	16.03%
113	Repairs and Maintenance				
114	528.32.48.0000 Repairs & Maintenance-Building	190,690	163,650	27,040	16.52%
115	528.32.48.0001 Repairs & Maint-Improvements	12,480	12,480	-	0.00%
116	528.32.48.0002 Repairs & Maint-Equipment	90,836	90,836	-	0.00%
117	528.32.48.0003 Repairs & Maintenance-Computer Equipment	567,439	567,439	-	0.00%
118	Subtotal Repairs and Maintenance	861,444	834,404	27,040	3.24%
119	KCIS Network and Information Technology				
120	528.33.41.0011 KCIS Charges (I/Leads)	161,529	161,529	-	0.00%
121	528.32.41.0013 KCIS Charges (Network & Security)	139,063	139,063	-	0.00%
122	528.32.41.0016 KCIS Charges (GIS)	-	-	-	0.00%
123	Subtotal KCIS Network and Information Technology	300,591	300,591	-	0.00%
124	MCT Hardware and Software				
125	528.33.35.0000 Small Tools and Equipment (MCT System)	-	-	-	0.00%
126	528.33.35.0001 Computer Software (MCT System)	35,814	35,814	-	0.00%
127	528.33.35.0002 Small Computer Equipment (MCT System)	23,345	23,345	-	0.00%
128	528.33.41.0013 Network and Support (MCT System)	2,059	2,059	-	0.00%
129	528.33.42.0001 Cellular Telephone (MCT System)	223,600	223,600	-	0.00%
130	528.33.48.0002 Repairs & Maint- Equipment (MCT System)	282	282	-	0.00%
131	528.33.48.0003 Repairs & Maint-Comp Equip (MCT System)	79,359	79,359	-	0.00%
132	Subtotal MCT Hardware and Software	364,459	364,459	-	0.00%
133	Other Expenditures				
134	528.32.49.0000 Credit Card Processing Fees	18	18	-	0.00%
135	528.32.49.0001 Bank Account Maintenance Fees	1,437	1,437	-	0.00%
136	528.32.49.0002 Finance Charges & Late Fees	350	350	-	0.00%
137	528.32.49.0003 Dues & Subscriptions	26,533	26,533	-	0.00%
138	528.32.49.0004 Registration & Tuition	35,803	35,803	-	0.00%
139	528.32.49.0005 Printing & Binding	1,889	1,889	-	0.00%
140	528.32.49.0009 Other Miscellaneous	11,401	11,401	-	0.00%
141	Subtotal Other Expenditures	77,431	77,431	-	0.00%
142	Total Operating Supplies and Services	3,149,718	3,036,285	113,432	3.74%
143	Total Operating Expenditures	15,189,481	14,988,699	200,782	1.34%

Kitsap 911 Public Authority
2024 Budget Summary

		Amended 2024	Adopted 2024	Comparison Between Amended and Adopted	
144	Technical, Capital, and Other Non-Operating Projects				
145	Non-Operating Supplies and Services				
146	528.90.31.0000 Non-Op Office Supplies	-	-	-	0.00%
147	528.90.35.0000 Non-Op Small Tools & Equipment	44	44	-	0.00%
148	528.90.35.0001 Non-Op Computer Software	9,465	9,465	-	0.00%
149	528.90.35.0002 Non-Op Computer Equipment	-	-	-	0.00%
150	528.90.35.0003 Non-Op Small Computer Equipment	-	-	-	0.00%
151	528.90.41.0000 Non-Op Engineering & Architectural	-	-	-	0.00%
152	528.90.41.0002 Non-Op Management Consulting	-	-	-	0.00%
153	528.90.41.0003 Non-Op Legal Services	-	-	-	0.00%
154	528.90.41.0004 Non-Op Other Professional Services	-	-	-	0.00%
155	528.90.41.0005 Non-Op Advertising	515	515	-	0.00%
156	528.90.42.0001 Non-Op Cellular Telephones	-	-	-	0.00%
157	528.90.42.0002 Non-Op Postage	-	-	-	0.00%
158	528.90.43.0000 Non-Op Mileage	205	205	-	0.00%
159	528.90.43.0001 Non-Op Travel	121	121	-	0.00%
160	528.90.43.0002 Non-Op Per Diem	-	-	-	0.00%
161	528.90.43.0003 Non-Op Non-Employee Mileage	-	-	-	0.00%
162	528.90.43.0004 Non-Op Non-Employee Travel	-	-	-	0.00%
163	528.90.45.0000 Non-Op Rental Expense	-	-	-	0.00%
164	528.90.48.0000 Non-Op Repairs & Maint-Building	-	-	-	0.00%
165	528.90.48.0002 Non-Op Repairs & Maint-Equipment	-	-	-	0.00%
166	528.90.48.0003 Non-Op Repairs & Maint-Computer	-	-	-	0.00%
167	528.90.49.0003 Non-Op Dues & Subscriptions	-	-	-	0.00%
168	528.90.49.0009 Non-Op Other	-	-	-	0.00%
169	Subtotal Non-Operating Supplies and Services	10,350	10,350	-	0.00%
170	Non-Operating Projects				
171	1 MCT NPRVs	99,541	99,541		
172	2 First Due Annual Maintenance	81,017	81,017		
173	3 Secondary Edge Frontier Licenses	15,000	-		
174	4 UPS Hardware Replacement	300,000	300,000		
175	5 Data Logging Software	50,000	-		
176	7 Replace AV System	50,000	-		
177	8 Dispatch Floor Project - Carpet	150,000	150,000		
178	9 Dispatch Floor Project - Soundproofing	150,000	150,000		
179	10 Dispatch Floor Project - Console Furniture	500,000	500,000		
180	11 Cybersecurity Upgrade Project	94,000	94,000		
181	13 First Due Interface	-	50,000		
182	Subtotal Non-Operating Projects	1,489,559	1,424,559		
183	Total Technical, Capital, and Other Non-Operating Projects	1,499,909	1,434,909		
184	Total Operating and Non-Operating Appropriation	16,689,390	16,423,608	265,782	1.62%
185	Estimated Ending Fund Balance	3,181,609	(1,030,485)	4,212,095	-408.75%
186	Total Appropriation and Estimated Ending Fund Balance	19,870,999	15,393,122	4,477,877	29.09%

Kitsap 911 Public Authority
2024 Radio Project Budget

		Comparison Between:			
		Amended	Adopted	Amended	Adopted
		2024	2024	\$	%
1	Beginning Assigned Balance and Revenues				
2	Capital Project Assigned Revenues Beginning Balance	6,483,090	856,274	5,626,816	657.13%
3	337.16.00.0001 Emergency Communications Sales Tax 2	7,040,065	7,040,065	-	0.00%
4	Total Assigned Beginning Balance and Revenues	13,523,155	7,896,339	5,626,816	71.26%
5	Capital Project Appropriation				
6	Microwave System	767,518	1,924,793	(1,157,275)	-60.12%
7	LMR Replacement Project	10,950,000	5,000,000	5,950,000	119.00%
8	Capital Projects Labor	395,409	395,409	-	0.00%
9	Backup Center	300,000	-	300,000	0.00%
10	Logging Recorder Replacement	200,000	-	200,000	0.00%
11	Data Logging Software	50,000	-	50,000	0.00%
12	DC System Batteries	50,000	-	50,000	0.00%
13	CAD to Radio Interface	50,000	-	50,000	0.00%
14	Total Capital Project Appropriation	12,762,926	7,320,201	5,442,725	74.35%
15	Estimated Radio Project Ending Balance (Assigned)	760,229	576,138	184,091	31.95%
16	Total Appropriation and Ending Balance	13,523,155	7,896,339	5,626,816	71.26%

Kitsap 911 Authorized Regular FTE Positions

Classification	Grade	Amended	Adopted
		2024	2024
Administrative Specialist	Admin1	2	2
Administrative Assistant	EXAD2U	1	1
Public Records Specialist	PUBREC	1	0.5
Deputy Director	M4	1	1
Executive Director	ED	1	1
Finance Manager	M1	1	1
Human Resources Manager	M1	1	1
Assistant Director for Operations	M2	1	1
Professional Standards Program Manager	PM1	1	1
Public Safety Communications Assistant Supervisor	OS1	6	6
Public Safety Communications Supervisor	OS2	4	4
Public Safety Systems Analyst	T7	0	0
Public Safety Systems Engineer	T8	4	4
Public Safety Systems Master Technician	T6	2	2
Public Safety Systems Senior Technician	T4	1	1
Public Safety Systems Technician	T2	4	4
Public Safety Telecommunicator 1	OP2	12	12
Public Safety Telecommunicator 2	OP4	37	37
Public Safety Telecommunicator Trainee	OP1	0	0
Senior Public Safety Program Manager/Radio Engineer	PM1	1	1
Technical Services Manager	M2	1	1
Training Program Manager	PM1	1	1
Total		83.00	82.50

Kitsap 911 Public Authority

Resolution 2024-003

Amending the 2024 Operating, Radio Project, and Other Capital Projects Budgets, and the 2024 Authorized Regular FTE Positions.

WHEREAS, on April 25, 2016 the Board of County Commissioners adopted ordinance 532-2016 enacting chapter 2.110 of the Kitsap County code (the “Ordinance”), creating the Kitsap 911 Public Authority; approving a charter therefor; establishing a Board of Directors to govern the affairs of Kitsap 911; and providing how Kitsap 911 shall conduct its affairs; and

WHEREAS, Kitsap 911 (the “Authority”) is a public corporation organized pursuant to RCW 35.21.730; and

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

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

Section 1. 2024 Operating Budget Amended. The Board of Directors hereby amends the 2024 Operating and Other Capital Projects Budget, including operating revenues and appropriations as attached in Exhibit 1.

Section 2. 2024 Radio Project Budget Amended. The Board of Directors hereby amends the 2024 Radio Project Budget, including operating revenues and appropriations as attached in Exhibit 2.

Section 3. Authorized Regular FTE Positions. The Board of Directors hereby amends the 2024 Authorized Regular FTE Positions as attached in Exhibit 3.

Section 4. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 5. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Board of Directors on March 5, 2024, of which all Directors were notified, and a quorum was present.

KITSAP 911 BOARD OF DIRECTORS

DAVID ELLINGSON, CHAIR

ATTEST:

Maria Jameson-Owens, Acting Executive Director

Kitsap 911 Public Authority
2024 Budget Summary

**Amended
 2024**

1	Beginning Fund Balances		
2	308.31.00.0000	Beginning Restricted FSA Balance	11,721
3	308.31.00.0001	Beginning Restricted Balance	-
4	308.41.00.0001	Beginning Committed Balance	1,474,559
5	308.51.00.0001	Beginning Assigned Balance	1,883,796
6	308.91.00.0001	Beginning Unassigned Balance	3,772,619
7	Total Estimated Beginning Fund Balance		7,142,695
8	Operating Revenues		
9	Sales and Excise Tax		
10	337.16.00.0000	Emergency Communications Sales Tax 1	7,040,065
11	337.63.00.0000	Telephone Excise Tax	176,857
12	337.64.00.0000	Wireless Telephone Excise Tax	1,881,262
13	337.64.00.0001	Prepaid Wireless Telephone Excise Tax	283,092
14	337.65.00.0000	VoIP Telephone Excise Tax	305,113
15	361.40.00.0001	Penalties & Interest on Other Taxes	2,351
16	Subtotal Sales and Excise Tax		9,688,741
17	Service Fees and Surcharges		
18	342.80.50.0001	Service Fees (County, Cities, Fire Districts, Tribes Base Fees)	2,054,684
19	342.80.50.0002	Contract Revenues (Humane Society)	50,000
20	342.80.50.0004	Service Fees (Operating Surcharges i.e. i/Leads, First Due)	243,234
21	Subtotal Service Fees and Surcharges		2,347,918
22	Other Regular Revenues		
23	362.50.00.0000	Tower Leases	399,991
24	342.80.40.0002	Emergency Management Facility Maintenance Charges	-
25	334.01.80.0000	State E911 CPD Contract KC (WA State Military)	50,000
26	334.01.80.0000	Cyber Security Grant (WA State Military)	94,000
27	361.11.00.0001	Investment Interest	37,776
28	369.91.00.0000	Other Misc Revenue	9,367
29	Subtotal Other Regular Revenues		591,134
30	Grants and Other Revenues		
31	333.20.60.0000	State & Community HWY	970
32	342.80.50.0000	MCT NPRV Surcharges	99,541
33	Subtotal Grants and Other Revenues		100,511
34	Total Operating Revenues		12,728,304
35	Beginning Fund Balances and Total Operating Revenues		19,870,999

Kitsap 911 Public Authority
2024 Budget Summary

**Amended
 2024**

36	Operating Expenditures		
37	Operating Wages, Salaries, and Benefits		
38	528.32.10.0000	Regular Salaries	8,709,285
39	528.32.10.0001	Overtime Pay	755,747
40	528.32.10.0002	Retention Pay	-
41	528.32.10.0003	Sick Leave Payout	6,685
42	528.32.10.0004	Annual Leave Payout	27,644
43	528.32.10.0005	Shift Differential Pay	3,862
44	528.32.10.0006	Extra Help	44,583
45	528.32.10.0007	Out of Class Pay	5,000
46	528.32.10.0008	Miscellaneous Pay	86,177
47	528.32.10.0009	Salary/Benefit Attrition	(600,871)
48	528.32.10.0010	Recruitment Bonus	9,000
49	528.32.20.0001	Social Security	757,069
50	528.32.20.0002	PERS Retirement	918,095
51	528.32.20.0003	Medical Insurance	1,103,394
52	528.32.20.0004	Dental Insurance	80,454
53	528.32.20.0005	Life Insurance	9,342
54	528.32.20.0006	Meal Vouchers	20,084
55	528.32.20.0008	Unemployment Compensation	39,585
56	528.32.20.0010	Personnel Benefits	-
57	528.32.20.0011	Industrial Insurance	42,445
58	528.32.20.0012	PFMLA	21,182
59	528.32.20.0013	Out of State Payroll Taxes	1,000
60	Total Operating Wages, Salaries, and Benefits		12,039,763
61	Operating Supplies and Services		
62	Supplies and Fuel		
63	528.32.31.0000	Office Supplies	14,816
64	528.32.31.0001	Tech Supplies	1,560
65	528.32.31.0002	Employee Recognition	10,448
66	528.32.31.0003	Reference Materials	871
67	528.32.31.0004	Janitorial Supplies	7,124
68	528.32.31.0005	PEC Supplies	5,000
69	528.32.32.0000	Fuel-Generators	2,600
70	528.32.32.0002	Fuel-Towers	3,120
71	528.32.32.0003	Fuel Vehicle	7,696
72	Subtotal Supplies and Fuel		53,235
73	Computer Equipment and Software		
74	528.32.35.0000	Small Tools & Equipment	14,495
75	528.32.35.0001	Computer Software	349,699
76	528.32.35.0002	Computer Equipment	39,728
77	528.32.35.0003	Small Computer Equipment	13,000
78	Subtotal Computer Equipment and Software		416,922

Kitsap 911 Public Authority
2024 Budget Summary

**Amended
 2024**

79	Professional Services		
80	528.32.41.0000	Engineering & Architectural	5,200
81	528.32.41.0001	Applicant Testing and Screening	20,482
82	528.32.41.0002	Management Consulting	42,497
83	528.32.41.0003	Legal Services	12,762
84	528.32.41.0004	Other Professional Service	259,513
85	528.32.41.0005	Advertising	9,263
86	528.32.41.0006	Legal Settlement Costs	-
87	528.32.41.0008	Translation Services	4,486
88	Subtotal Professional Services		354,202
89	Communication and Travel		
90	528.32.42.0000	Telephone	75,218
91	528.32.42.0001	Cellular Telephone	23,067
92	528.32.42.0002	Postage	4,775
93	528.32.43.0000	Mileage	5,087
94	528.32.43.0001	Travel	47,097
95	528.32.43.0002	Per Diem	16,228
96	528.32.43.0003	Non-Employee Mileage	-
97	528.32.43.0004	Non Employee Travel	520
98	Subtotal Communication and Travel		171,992
99	Equipment Rental and Leases		
100	528.32.45.0000	Rental Expense	5,738
101	591.28.70.0000	Lease Expense	212,163
102	591.28.70.0001	SBITA Expense	26,577
103	Subtotal Equipment Rental and Leases		244,478
104	Building Insurance and Utilities		
105	528.32.46.0000	Insurance	123,754
106	528.32.47.0001	Utilities-Water	3,548
107	528.32.47.0002	Utilities-Sewer	5,280
108	528.32.47.0003	Electricity Cencom	129,106
109	528.32.47.0004	Electricity Tower Sites	30,060
110	528.32.47.0005	Utilities-Waste Disposal	7,003
111	528.32.47.0006	Utilities-Backup Internet & Cable	6,212
112	Subtotal Building Insurance and Utilities		304,963
113	Repairs and Maintenance		
114	528.32.48.0000	Repairs & Maintenance-Building	190,690
115	528.32.48.0001	Repairs & Maint-Improvements	12,480
116	528.32.48.0002	Repairs & Maint-Equipment	90,836
117	528.32.48.0003	Repairs & Maintenance-Computer Equipment	567,439
118	Subtotal Repairs and Maintenance		861,444
119	KCIS Network and Information Technology		
120	528.33.41.0011	KCIS Charges (I/Leads)	161,529
121	528.32.41.0013	KCIS Charges (Network & Security)	139,063
122	528.32.41.0016	KCIS Charges (GIS)	-

Kitsap 911 Public Authority
2024 Budget Summary

		Amended 2024
123	Subtotal KCIS Network and Information Technology	300,591
124	MCT Hardware and Software	
125	528.33.35.0000 Small Tools and Equipment (MCT System)	-
126	528.33.35.0001 Computer Software (MCT System)	35,814
127	528.33.35.0002 Small Computer Equipment (MCT System)	23,345
128	528.33.41.0013 Network and Support (MCT System)	2,059
129	528.33.42.0001 Cellular Telephone (MCT System)	223,600
130	528.33.48.0002 Repairs & Maint- Equipment (MCT System)	282
131	528.33.48.0003 Repairs & Maint-Comp Equip (MCT System)	79,359
132	Subtotal MCT Hardware and Software	364,459
133	Other Expenditures	
134	528.32.49.0000 Credit Card Processing Fees	18
135	528.32.49.0001 Bank Account Maintenance Fees	1,437
136	528.32.49.0002 Finance Charges & Late Fees	350
137	528.32.49.0003 Dues & Subscriptions	26,533
138	528.32.49.0004 Registration & Tuition	35,803
139	528.32.49.0005 Printing & Binding	1,889
140	528.32.49.0009 Other Miscellaneous	11,401
141	Subtotal Other Expenditures	77,431
142	Total Operating Supplies and Services	3,149,718
143	Total Operating Expenditures	15,189,481

Kitsap 911 Public Authority
2024 Budget Summary

**Amended
 2024**

144	Technical, Capital, and Other Non-Operating Projects		
145	Non-Operating Supplies and Services		
146	528.90.31.0000	Non-Op Office Supplies	-
147	528.90.35.0000	Non-Op Small Tools & Equipment	44
148	528.90.35.0001	Non-Op Computer Software	9,465
149	528.90.35.0002	Non-Op Computer Equipment	-
150	528.90.35.0003	Non-Op Small Computer Equipment	-
151	528.90.41.0000	Non-Op Engineering & Architectural	-
152	528.90.41.0002	Non-Op Management Consulting	-
153	528.90.41.0003	Non-Op Legal Services	-
154	528.90.41.0004	Non-Op Other Professional Services	-
155	528.90.41.0005	Non-Op Advertising	515
156	528.90.42.0001	Non-Op Cellular Telephones	-
157	528.90.42.0002	Non-Op Postage	-
158	528.90.43.0000	Non-Op Mileage	205
159	528.90.43.0001	Non-Op Travel	121
160	528.90.43.0002	Non-Op Per Diem	-
161	528.90.43.0003	Non-Op Non-Employee Mileage	-
162	528.90.43.0004	Non-Op Non-Employee Travel	-
163	528.90.45.0000	Non-Op Rental Expense	-
164	528.90.48.0000	Non-Op Repairs & Maint-Building	-
165	528.90.48.0002	Non-Op Repairs & Maint-Equipment	-
166	528.90.48.0003	Non-Op Repairs & Maint-Computer	-
167	528.90.49.0003	Non-Op Dues & Subscriptions	-
168	528.90.49.0009	Non-Op Other	-
169	Subtotal Non-Operating Supplies and Services		10,350
170	Non-Operating Projects		
171	1	MCT NPRVs	99,541
172	2	First Due Annual Maintenance	81,017
173	3	Secondary Edge Frontier Licenses	15,000
174	4	UPS Hardware Replacement	300,000
175	5	Data Logging Software	50,000
176	7	Replace AV System	50,000
177	8	Dispatch Floor Project - Carpet	150,000
178	9	Dispatch Floor Project - Soundproofing	150,000
179	10	Dispatch Floor Project - Console Furniture	500,000
180	11	Cybersecurity Upgrade Project	94,000
181	13	First Due Interface	-
182	Subtotal Non-Operating Projects		1,489,559
183	Total Technical, Capital, and Other Non-Operating Projects		1,499,909
184	Total Operating and Non-Operating Appropriation		16,689,390
185	Estimated Ending Fund Balance		3,181,609
186	Total Appropriation and Estimated Ending Fund Balance		19,870,999

Kitsap 911 Public Authority
2024 Radio Project Budget

		Amended 2024
1	Beginning Assigned Balance and Revenues	
2	Capital Project Assigned Revenues Beginning Balance	6,483,090
3	337.16.00.0001 Emergency Communications Sales Tax 2	7,040,065
4	Total Assigned Beginning Balance and Revenues	13,523,155
5	Capital Project Appropriation	
6	Microwave System	767,518
7	LMR Replacement Project	10,950,000
8	Capital Projects Labor	395,409
9	Backup Center	300,000
10	Logging Recorder Replacement	200,000
11	Data Logging Software	50,000
12	DC System Batteries	50,000
13	CAD to Radio Interface	50,000
14	Total Capital Project Appropriation	12,762,926
15	Estimated Radio Project Ending Balance (Assigned)	760,229
16	Total Appropriation and Ending Balance	13,523,155

Kitsap 911 Authorized Regular FTE Positions

Classification	Grade	Amended 2024
Administrative Specialist	Admin1	2.0
Administrative Assistant	EXAD2U	1.0
Public Records Specialist	PUBREC	1.0
Deputy Director	M4	1.0
Executive Director	ED	1.0
Finance Manager	M1	1.0
Human Resources Manager	M1	1.0
Assistant Director for Operations	M2	1.0
Professional Standards Program Manager	PM1	1.0
Public Safety Communications Assistant Supervisor	OS1	6.0
Public Safety Communications Supervisor	OS2	4.0
Public Safety Systems Analyst	T7	0.0
Public Safety Systems Engineer	T8	4.0
Public Safety Systems Master Technician	T6	2.0
Public Safety Systems Senior Technician	T4	1.0
Public Safety Systems Technician	T2	4.0
Public Safety Telecommunicator 1	OP2	12.0
Public Safety Telecommunicator 2	OP4	37.0
Public Safety Telecommunicator Trainee	OP1	0.0
Senior Public Safety Program Manager/Radio Engineer	PM1	1.0
Technical Services Manager	M2	1.0
Training Program Manager	PM1	1.0
Total		83.0

Kitsap 911 2024 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	In Progress
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	13	Cad to Cad Interface with South Sound 911			2	Q3 2022	Q4 2023	In Progress
2023	14	Data Logging Software			3	Q2 2023	TBD	Rescheduled
2023	17	Secondary Edge Frontier License			3	Q3 2023	Q3 2024	In Progress
2023	18	Improve redundancy of VX Rail Infrastructure			3	4/1/2023	Q1 2024	Rescheduled
2023	19	Offsite Backup Enhancements			3	Q2 2023	Q4 2023	Complete
2023	20	Network Security Analysis			3	Q4 2023	Q1 2024	Not Started
2023	21	First Due Interface for Edge Frontier			4	Q4 2024	TBD	Not Started
2023	23	Replace AV System			4	Q4 2023	Q2 2024	In Progress
2023	24	Dispatch Floor Project - Carpet			3	Q4 2023	Q2 2025	In Progress
2023	25	Dispatch Floor Project - Soundproofing			3	Q4 2023	Q2 2025	In Progress
2023	26	Dispatch Floor Project - Console Furniture			2	Q4 2023	Q2 2025	In Progress

Microwave Replacement Project (Multi-Year)				Estimated				
Task#	Milestone			Priority	Start	Completion	Status	
MV	5	Project Completion			2	1/22/2024	Q1 2024	In Progress

LMR Replacement Project (Multi -Year)				Estimated				
Task#	Milestone			Priority	Start	Completion	Status	
LMR	6	Project Kick off and begin system design work			1	Q4 2023	TBD	In Progress



KITSAP 911 Memorandum

To: Executive Board, Kitsap 911
From: Jamie Donley, Assistant Director of Operations
Date: December 31, 2023
Subject: 2023 Continuous Improvement Process Report

Reduce Overtime

Since July of 2023, we have been consistently working fewer and fewer overtime hours, and as of today, we have worked about 263 fewer hours than we did at this same point in 2022. That might not sound like a lot overall, but to appreciate how incredible that is, you have to consider where we were headed last year compared to where we are headed this year.

By the end of 2022, we had worked 3,368.25 hours, almost 26%, more hours than we had in 2021. We were on a steep, upward trajectory that continued into the first part of this year; but as of today, not only did we not increase the number of overtime hours we worked, but we are about 2% lower year-over-year, and still trending downward.

Intentional Culture

For our Intentional Culture we have been doing the Stay Interviews this year with people reporting that they are happier and that they have more of a work life balance. The statements we have heard are:

How do you feel coming to work?

“No more impending doom due to getting mandated.”

“Good, now that OT is down is happy to be here.”

“It’s better because it is a more positive environment.”

What do you like most and least about working here?

“Teamwork is great! Love seeing everyone working together.”

“It is so welcoming being here and people are so helpful and positive.”

“The culture, it has really been great to come to work.”

What can we do more of or less of as your managers?

“Keep doing what we are doing.”

“Loves seeing the update emails on what we are doing and being in the loop.”

As of 12/31/2023 we have a few Stay Interviews left and in the process of scheduling them.

Professional Development

Professional Development throughout the year, Operation Supervisors met with employees about what they would like to do here or what path do they see themselves taking. Each Supervisor followed up with employees who expressed interest in being promoted and going into supervisory roles, training, or committing to a committee.

This year we've had 5 employees accepted into the Acting Lead role. One employee is fully trained while the other four will be trained or completing training in 2024. We also held a Supervisor Assessment Center this year where three internal employees either were applying for Supervisor or Assistant Supervisor. From that assessment we had one promoted to Supervisor who will start in January of 2024 and one who was promoted to Assistant Supervisor. That employee just finished Acting Lead training and will be moving onto Assistant Supervisor training in January.

Also, in 2023 we had three employees who expressed interest in going the training route. They were accepted into the Training group and have all become Certified Training Officers.

For employees wanting to get involved on committees we had one accepted into the Peer Support Team, one into the Tech CCB Committee, and one accepted into the Telecommunicator Emergency Response Taskforce (TERT).

Overall, with the amount of overtime and training Kitsap 911 has had this year, we believe we have had a successful year developing our employees and looking forward to a busy year ahead.