

Kitsap 911 Executive Committee Meeting

February 14, 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. Discussion Items
 - a. Strategic Positioning Process (Jameson/Hicks)
 - b. Executive Director Recruitment (Jameson/Hicks)
 - c. Audit of Kitsap 911 System Access (Wecker)
 - d. Audit of Kitsap 911 Financials (Rogers)
5. [Approval of Minutes \(01-24-2024\)](#) (Chair)
6. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Chair)
 - a. [A/P Warrant Numbers 6192 through 6243](#)
Total \$ 194,134.21
 - b. [Payroll Dated: 01-19-2024, 02-02-2024 and 02-03-2024 \(employee payout\)](#)
Total: \$867,769.31
 - c. [Use Tax Dated: January 2024](#)
Total Increase: \$ 136.85
7. Ratification of Executed Contracts
8. Ratification of Resolutions
 - [Resolution 2024-001: Declaring certain personal property and capital equipment as surplus](#)
 - [Resolution 2024-002: Acting Executive Director Wage](#)
9. Action Items
 - None
10. Staff Reports (time-permitting)
 - a. [Finance Report](#) (Rogers)
 - b. Staffing Report (Taylor)
 - c. [Goals and Tech Projects Update](#) (Wecker)
 - d. LMR Project Update (Peabody)
 - e. Emerging Issues (Jameson)
11. Good of the Order
12. Adjourn

Join Zoom Meeting

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

Meeting ID: 870 6747 8180

Passcode: 911

One tap mobile

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

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

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

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**Kitsap 911 Executive Committee Meeting Minutes
01/24/2024
Via Zoom or In-Person at Kitsap 911**

Attendees:

Director, Dusty Wiley (Chair)
Director, David Ellingson (Vice Chair)
Director, John Gese
Director, Joe Deets
Strategic Advisory Board Chair, Richard Lagrandeur
Strategic Advisory Board Vice Chair, Joe Clark
Executive Director, Richard Kirton
Deputy Director, Maria Jameson-Owens
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

Guests:

BI Council Member, Clarence Moriwaki

Absent:

Director, Greg Wheeler

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

Public Comment: No Public in Attendance

Additions: None

Approval of Minutes from December 13, 2023

Director Dusty Wiley made a motion to approve minutes from December 13, 2023. Motion was seconded by Director Joe Deets. Motion Passed.

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

Director Dusty Wiley moved approval of A/P 6135 through 6191. Total \$3,075,093.93. Payroll dated 12/22/2023 and 01/05/2024. Total \$768,452.26. Use Tax Dated November 2023 and December 2023. Total increase \$368.47. Motion was seconded by Director Joe Deets. Motion Passed.

Ratification of Executed Contract:

K911-075, Battery Power Solutions, Term- 2024-2031, Total: \$659,798.79

Director Wiley indicated that the total contract amount was listed incorrectly as \$659,708.79 on the meeting agenda but the actual amount is \$659,798.79.

Director Dusty Wiley moved approval of K911-075 Battery Power Solutions with the edited contract amount. Motion was seconded by Director Joe Deets. Motion Passed.

Action Items:

None

Discussion Items:

Senate Bill 5808 - Arbitration Legislation

Executive Director, Richard Kirton, explained that this is the bill that would grant binding arbitration to telecommunicators. The bill has passed out of committee with one amendment to remove state patrol telecommunicators from the bill. The legislature has passed the bill on to the rules committee to give binding arbitration to telecommunicators from local government. The Association of Washington Counties has expressed some concerns about the bill as has the City Association. There has been some effort to get a provision added to allow or require an arbitrator to take the employer's ability to pay into consideration when considering arbitration claims involving dispatchers but there is no visible traction on that amendment. The Association of Public Safety Communications Officials (APCO) and the National Emergency Number Association (NENA) are remaining neutral on this bill. We are just monitoring it at this time unless directed by the Executive Committee to take a position on this bill.

Director Ellingson asked if the Executive Committee wanted to take a position and they decided to remain neutral on the bill at this time.

Staff Reports:

Finance Report – Steve Rogers

Finance Manager, Steve Rogers, reported that we ended the year in the black. We received approximately \$20.1M in total revenues, which was about \$1.2M more than we budgeted. Sales tax

was 5.8% and telephone excise taxes were about 2.9% over our forecast, although we did have a 27% dip in December's landline excise tax receipts. This was due to a single company, but the underlying cause is still unknown. Other revenues were also over forecast by about 13.5%, due almost exclusively to that back payment we received from one of our tower lease customers.

On the expenditures side, we came in under our operating budget by 1.6% overall. Labor came in at 1.5% under, which is about \$165K, and non-labor expenditures came in at 2.2%, or \$57K, under budget. The margin of error we work with on the operating side is getting slimmer each year. From 2021 to 2023, that margin has shrunk from 6.5%, to 3%, and now to barely over 1.5%.

For the LMR radio project, we spent about 34% of our \$10.2M allocation, which is largely impacted by the timing of milestone payments. For our other capital projects, we spent about 72% of our \$2.6M allocation, and most of those unspent funds were carried over into 2024 with the placeholder budget passed in the last board meeting.

No reserves were used during the year and our risks remain the same.

During this first quarter of 2024, we'll be bringing a capital budget amendment for consideration, as well as a cashflow forecast. We'll also have a new format for our financial statements at the next meeting. There are several important decisions coming up, with respect to debt issuance and cashflow requirements, so we want to be sure that the financial information you're getting from us is as clear and understandable as it can possibly be.

Staffing Report – Rachael Taylor

Human Resources Manager, Rachel Taylor reported that there are eight positions short in operations. Four new hires started this week - three in law enforcement dispatch training and one in fire dispatch training.

Two employees put in their notice – one to go to Bremerton Police Department and the other due to overtime.

Goals & Tech Projects Update – Brandon Wecker

Technical Systems Manager, Brandon Wecker reported on the following items:

2023 - Wrap Up

The bulk of the projects in 2023 were completed on time or ahead of schedule. Here are some additional updates not given in December:

2022-9 - Replace Security System

This is the task to replace our building security system and cameras. The work needed to close out this project is complete. However, due to issues with supply as well as vendor responsiveness this project was completed much later than originally estimated.

2023-19 - Offsite Backup Enhancements

This is the task of improving our offsite backups of critical systems at both redundant locations and evaluating cold storage options. This project is complete.

2024 Projects List

This list only contains projects whose work has carried over into 2024, hence, gaps in the numbering. Once the budget amendment is completed and additional projects have been approved, they will be added to this list and renumbered. We have added some updated timelines to the projects. We will also be updating the LMR project with tasks along the same time as well. Updates on projects from the 2024 list are:

- 2019-1 - Backup Center - This is the task setup a new backup center. We met with the owner to review initial progress yesterday and answered some questions about our move-in requirements. We will be reviewing again before they close up the walls to ensure it is coming out the way we expected.
- 2019-3 - Replace UPS System - This is the project to replace the UPS at Kitsap 911 that is separate from the one you already approved for the DC power. We are working on final vendor proposal analysis and should be making a recommendation soon.
- 2022-13 - CAD to CAD with South Sound 911 - This is the task of creating a CAD to CAD link between us and south sound. We are closing in on punch list items and looking at starting the burn in test 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 completed the needs analysis for our classroom, training room, the EOC, and our conference rooms. We are reviewing the cost sheet and will be submitting it for management review and approval next month.

Continuous Improvement Process (CIP) Initiatives

Mr. Kirton explained that each work group at Kitsap 911 has two to three focus areas and sets two or three goals for improvement annually. Reporting to the Executive Committee is a new approach for increasing our improvements. Beginning with the first quarter, each meeting will have at least one person from a work group there to talk about their 2023 and 2024 CIP goals. Then at the second, third and fourth quarter meetings, they will talk about progress on their 2024 goals. The process will be repeated each year.

Human Resources – Rachael Taylor

Ms. Taylor reported on the 2023 Human Resources goals:

The first goal was to increase employee diversity to match our county's demographics. We attended more fairs than ever and reached more candidates in person. That connection with the community increased diversity by 5% percent in 2023.

The second goal was to fill each new hire training academy by keeping our trainee position continually open, boosting our jobs on proven effective job sites, and attending at least five

community events throughout the year. We attended many community events and increased candidate applications by 25% over the year before, however, we did not fill all three academies. We planned for 15 new candidates and hired nine. We had more than enough candidates for interviews, but many did not pass the background and medical testing phases. That goal will continue into 2024.

The third goal was to improve new hire retention by adjusting the recruitment process as needed to make sure we are hiring successful candidates. We did not increase our new hire retention in 2023. In 2022 we hired 18 and four left and in 2023 we hired nine and four left. Our retention did drop because of that some of which is beyond our control, but we will keep trying.

The final goal was to transition to e-forms for employee status changes to make things more efficient. We successfully utilized a system that routed documents to Richard electronically for signature which increased efficiency.

The 2024 goals are very similar to 2023:

We will continue with our goal to increase employee diversity. We have eliminated the testing fee which will help increase candidate pools.

We will continue to try and fill each new hire training academy using the same successful methods from 2023 including job fairs and high school career fairs are a big help to raise awareness about this career. We did five of those in 2023 and will continue.

We have the goal of filling each training academy so that we have three academies and four trainees per academy.

The next goal is to improve new hire retention – I will be doing quarterly check ins with new hires in order to get ahead of any issues.

Finally, we will continue to utilize NeoGov for efficiency and want to add the feature of allowing candidates to upload materials to NeoGov. This will eliminate the need to send manual emails to candidates which will save time.

Director Ellingson asks if we have seen changes in the demographics in applicants. Ms. Taylor confirms she has seen more diversity in the candidates in the statistics in NeoGov. With this broad diversity of applicants, we don't need to adjust anything else at this time.

Technical Support Group – Brandon Wecker

Mr. Wecker reported on the following 2023 goals:

Minimize Turn Around Time for MCT Repairs

- Training all helpdesk staff on image creation and deployment
 - Success - evaluated all helpdesk staff on their ability to successfully deploy and update an image by the TSG manager.
 - By the end of 2023 the TSG manager confirmed all non-probationary employees are capable of deploying an image to an MCT. Additionally, a member of the team was able to verbally walk through the entire process from memory.

- Additionally, create and maintain images for all MCT make and models.
 - Success was measured by the TSG manager spot checking the documentation
 - Regarding image updates one of the helpdesk team was actively working to add updates to an image at the end of 2023 and confirmed both techs who had been involved with image creation work have worked to keep images updated since creation earlier in 2023

Improve MCT Network, System, Security

- To improve the MCT network security we decided to plan and implement segmenting the MCT network by agency.
 - Success - Kitsap has completed network diagram and upon review we determined this item is less of a process improvement and more of network planning and security task. Therefore, this item has been moved to our data systems planning document.

Remote 911 and Dispatching Improvements

- The goal was to improve Kitsap 911's remote 911 capabilities to such a degree that the system could be moved from being a pilot to being successfully deployed for dispatch staff
 - Success - Kitsap 911 with support from Zetron deployed and tested the drop call fix in 2023 and worked to minimize the amount of deadtime from a drop occurring to the call being re-queued. Kitsap 911 also created a new queue to give priority to re-queued callers in the event of a dropped call.
 - Kitsap 911 moved remote 911 beyond the pilot phase with the addition of a full-time call receiver who resides and works in North Carolina. This user is able to successfully complete all functions of our Primary Call Receiver position using the Remote 911 system.

Mr. Wecker indicated these were the 2024 goals:

- Improve MCT Support
 - Improve user self-sufficiency by completing the roll out of self-service password reset and providing users with training and documentation by the end of 2024
 - Success will be measured by reviewing the totals of password reset work orders at the end of 2024 vs the total from the previous year
 - Success will also be measured by reviewing the totals for MCT password resets as provided by Kitsap County's Audit Log.
- Evaluate efficiencies and improving site check documentation and process.
 - Implement Automate generator testing
 - Success will be measured by having 100% of the sites capable doing automatic generator testing by the end of 2024
 - Switching to remote radio and microwave checks. Reducing the number of checks being done at each site to onsite only tasks
 - Success will be measured by comparing the 2024 site checklist to 2023 for a reduction in tasks
 - Create clear definitions of site checks vs site work
 - Success will be measured by ensuring there are work orders entered for 100% of site work

- Evaluate and improve monthly reports
 - This CIP will focus on the monthly TSG reports. We will review the reports to ensure they are done accurately and effectively. As part of this process, we will:
 - Validate with agencies that all reports are still needed
 - Evaluate the current needs of the agencies and update reports provided by Kitsap 911 as needed. If during this assessment new reports or large-scale report changes are requested, then those requests will be converted to tasks and will be reviewed as additions to K911's long range work plan
 - Determine if any reports would be better as maps
 - Evaluate if there are reports that the user could run themselves through Netviewer
 - Success will be measured by checking off each report has been validated as still needed and clearly identify who is using it. Success will also be measured by the work orders created for any report improvements made to satisfy agency requests.

Land Mobile Radio (LMR) Project Update – Scott Peabody

Mr. Peabody shared a graphic of the progress one month after the radio contract attached. There is real momentum and tremendous urgency to this project. The users and user experience are the first priority. We are one month since the Board approved the project and we are moving more quickly than the standard on implementation.

User Radios – we are preparing for early orders of radios to support the 2024 vehicle replacements. We will buy test radios as well and this order is on track to happen this month. We are designing the Radio ID Plan which allows for seamless coordination with other counties. We are also engaging agencies in determining how we are going to program, what impacts this has on operations, and the participants for this work have been determined by the agencies.

Dispatch Console System – this project is with Zetron and the project has been kicked off with a preliminary review of the design today and orders are being submitted within days. The priority is to get in front of the ordering calendar to avoid delays due to supply chain. We are benchmarking best screen designs and console layouts so we can implement a best-in-class solution.

Radio Infrastructure – We need to upgrade all the DC power battery systems at the sites and that contract has just been ratified. We completed the Tech Training last week with lots of collaboration among the vendor and technical staff. We have ordered the interface between the radio system and the CAD system which will be tested this summer. We are preparing the radio equipment order with the intention of ordering it by mid-February. The other important thing is determining antenna heights because the heights impact coverage and radio design and has implications for site agreements.

Microwave - Cutover to new microwave is happening today and tomorrow with minimal impact. We are in the last stages of getting that new system in place with new abilities the old system didn't have. Another order of equipment which will be done before the end of January.

Currently targeting the staging of building the LMR system in mid-June which will take most of the summer and then deploy this system to the field which will take us into the fall, possibly winter. Some of the sites on the air by end of 2024 but not all.

Emerging Issues-

No emerging issues.

Good of the Order-

Director Ellingson reported he has appointed three people as the Fire Commissioners representatives on the Board which will be himself, Dusty Wiley and Bob Muhleman, and Steve Newport will be the alternative. For the Executive Committee, the Fire Commissioner rep will be Dusty Wiley.

Director Ellingson attended the Washington Fire Commissioners' Association (WFCA) meeting this past weekend. Some topics included the WFCA Healthcare program. There was a 6% increase in premiums this past year but that was lower than most other programs. The WFCA ran a deficit the year before and ended the year at 3% over budget but used reserves to make up the difference. Of their claims, 30% were claims over \$50,000 (163 of them). Ten of them hit the stop-loss limit of \$275,000 and some of those were over \$1 million. There were several very expensive claims and the WFCA is being audited by the state auditor. The dental plan ran under budget.

Director Joe Deets indicated it was a pleasure to serve on the committee and we will be in good hands with Councilman Moriwaki. Director Ellingson thanks him for his work.

The meeting is adjourned at 13:45.

The next regular meeting of the Kitsap 911 Executive Committee will be February 14, 2024.

Progress – One Month After Radio Contract

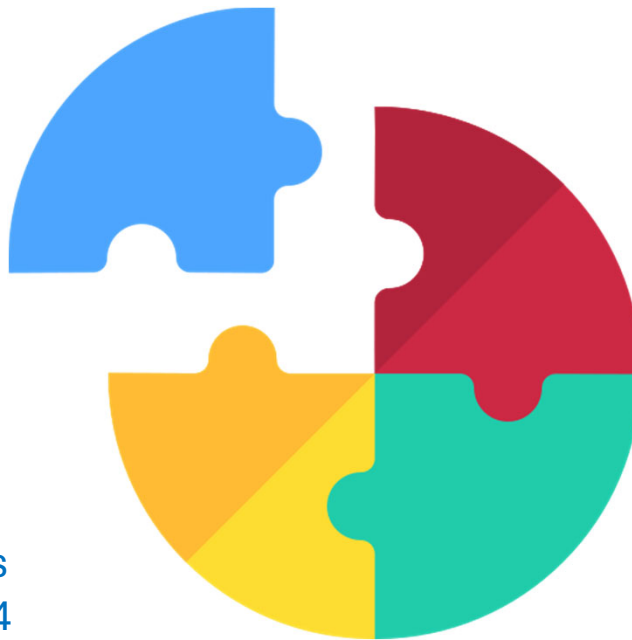


User Radios

- 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

ACCOUNTS PAYABLE
Warrant #6192-6230

Kitsap 911

Time: 07:47:23 Date: 01/22/2024

As Of: 01/23/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
7442	01/17/2024	01/23/2024	157 ADCOMM ENGINEERING LLC	237.50	FCC Licensing Conference Call reg P25
7412	01/16/2024	01/23/2024	412 ALL ABOUT TRANSMISSIONS & AUTO	274.97	2024-0116 Explorer Tow and troubleshoot
7413	01/10/2024	01/23/2024	479 AT&T MOBILITY LLC	389.64	11.20-12.19.2023
7414	01/17/2024	01/23/2024	573 BAGWELL LAW PLLC	624.00	12.01-12.31.2023
7415	01/16/2024	01/23/2024	167 CDW GOVERNMENT	60.96	2024-0110B EA Wireless Keyboard and mouse
7421	01/17/2024	01/23/2024	167 CDW GOVERNMENT	190.66	2024-0108 Adobe Pro Subscriptions for Records Clerk and Executive Assistant
7416	01/10/2024	01/23/2024	600 CENTURYLINK	347.19	01.02-02.02.2024 and correction to account
7417	01/15/2024	01/23/2024	470 COMCAST	545.53	01.18-02.17.2024
7418	01/03/2024	01/23/2024	483 CONNECTWISE	2,325.96	01.01-01.31.2024
7441	01/18/2024	01/23/2024	168 CORPORATE TRANSLATION SERVICES, INC	33.29	Translation Services
7419	01/09/2024	01/23/2024	190 DELL MARKETING L.P.	220.37	2023-1201
7420	01/04/2024	01/23/2024	190 DELL MARKETING L.P.	2,607.29	2023-1218A
7422	01/03/2024	01/23/2024	564 DOORDASH INC	384.00	December DashPass Subscription
7423	01/02/2024	01/23/2024	564 DOORDASH INC	930.00	December Expensed Meals
7424	01/08/2024	01/23/2024	599 FONEMED LLC	745.85	December 2023
7426	01/02/2024	01/23/2024	570 HIS HANDS MAINTENANCE	1,067.69	January 2024 Landscaping Services
7427	01/12/2024	01/23/2024	204 HOLADAY PARKS, INC.	3,003.00	2023-1206B VAV-10
7428	01/12/2024	01/23/2024	204 HOLADAY PARKS, INC.	8,954.18	2023-1115
7430	01/03/2024	01/23/2024	588 JOSEPH P BLASCHKA JR, DBA CEJA ENGINEERING CO	1,487.50	Radio Engineering Services- October and December
7431	01/03/2024	01/23/2024	585 JUSTICE SYSTEMS CORPORATION	2,867.59	2023-1116
7433	01/03/2024	01/23/2024	522 KITSAP COUNTY EMS AND TRAUMA CARE COUNCI	6,022.00	2024 KCEMS Council Dues
7432	01/03/2024	01/23/2024	294 KITSAP COUNTY SHERIFF	4.70	Correction to Translation Services bill
7434	01/16/2024	01/23/2024	213 KITSAP SUN (ADVERTISING)	90.84	RFI Console Furniture Legal Notice
7436	01/16/2024	01/23/2024	216 LANGUAGE LINE SERVICES, INC.	871.43	12.01-12.31.2023
7437	01/05/2024	01/23/2024	226 MAGNUM PRINT SOLUTION	65.47	Printer Toner
7425	01/17/2024	01/23/2024	476 MARK SIPES, HARBOR ENGRAVING	7.37	EOQ Plate Engraving
7438	01/16/2024	01/23/2024	519 NATIONAL TESTING NETWORK	750.00	01.01.2024-01.01.2025 Annual Renewal
7439	01/08/2024	01/23/2024	225 OFFICE DEPOT	127.64	Office Supplies and webcam for Executive Director
7440	01/16/2024	01/23/2024	233 PENINSULA SERVICES	40.00	CD #107389 12.01.23
7443	01/08/2024	01/23/2024	261 PETEK & ASSOCIATES	1,155.00	December 2023 Pre-Employment Psychological Eval
7444	01/12/2024	01/23/2024	480 PLATT ELECTRIC SUPPLY	258.85	2024-0110
7445	01/16/2024	01/23/2024	241 PUGET SOUND ENERGY	13,186.92	January 2024 Electical Statement
7446	01/16/2024	01/23/2024	462 RACOM CORPORATION	1,265.33	2024-0103A
7447	01/16/2024	01/23/2024	411093 ROGERS, STEVEN D	396.19	Travel Reimbursement
7448	01/17/2024	01/23/2024	346 SAFEGUARD BUSINESS SOLUTIONS, LOCKBOX 229	294.49	Kitsap 911 Warrant Checks
7449	01/05/2024	01/23/2024	496 SMARSH INC	6,471.53	12.11.2023-12.10.2024 Achive
7450	01/10/2024	01/23/2024	289 SOUTH KITSAP FIRE & RESCUE	1,404.12	December 2023 Tmobile Split
7451	01/10/2024	01/23/2024	249 SPOK, INC.	29.91	01.01-01.31.2024
7429	01/18/2024	01/23/2024	411163 SPRAGUE, JOHN W	128.64	Mileage Reimbursement

ACCOUNTS PAYABLE

Kitsap 911

Time: 07:47:23 Date: 01/22/2024

As Of: 01/23/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
7452	01/10/2024	01/23/2024	311 T-MOBILE	10.65	11.21.2023-12.20.2023
7453	01/17/2024	01/23/2024	273 TPSC	110,011.50	January 2024 Medical
7454	01/03/2024	01/23/2024	267 WCP SOLUTIONS	410.16	2024-0102 Toilet Paper/Janitor Supplies
7455	01/17/2024	01/23/2024	163 WM CORPORTATE SERVICES INC	603.94	12.01-12.31.2023
Report Total:				170,903.85	

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

	02/07/2024
<i>Stephanie Browning</i>	01/22/2024
<i>Stephanie Browning</i>	01/22/2024

ACCOUNTS PAYABLE

Warrant 6231-6243

As Of: 01/31/2024

Time: 13:51:08 Date: 01/26/2024

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Kitsap 911

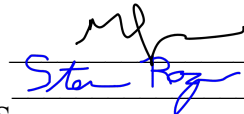
Accts Pay #	Received	Date Due	Vendor	Amount	Memo
7456	01/22/2024	01/31/2024	322 CENTURYLINK, BUSINESS SERVICES	84.36	12.04.23-01.03.24
7457	01/25/2024	01/31/2024	174 CITY OF BREMERTON UTILITY BILLING	664.15	12.04.23-01.08.24
7458	01/25/2024	01/31/2024	198 FEDEX	142.39	Jan 19, 2024 Statement
7459	01/26/2024	01/31/2024	204 HOLADAY PARKS, INC.	582.70	Restrooms not heating work
7460	01/23/2024	01/31/2024	240 JEFFERSON COUNTY PUD #1	221.94	12.11.23-01.11.24
7461	01/01/2024	01/31/2024	561 LUMEN, LEVEL3 COMMUNICATIONS LLC	1,376.70	01.01-01.31.2024
7463	01/25/2024	01/31/2024	605 NATIONAL PELRA	225.00	Rachael Taylors Membership
7464	01/22/2024	01/31/2024	225 OFFICE DEPOT	267.49	Copy Paper
7466	01/24/2024	01/31/2024	411152 PEABODY, RONALD S	4,800.79	Travel Reimbursement
7462	01/25/2024	01/31/2024	436 PRINTING SERVICES, INC	267.54	K911 Window Envelopes
7465	01/25/2024	01/31/2024	241 PUGET SOUND ENERGY	456.17	Mandus Olson
7467	01/15/2024	01/31/2024	263 US BANK	3,307.64	12.26.2023 Statement
7468	01/24/2024	01/31/2024	264 VERIZON WIRELESS	10,833.49	12.11.23-01.10.24

Report Total: 23,230.36

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

 01/26/2024

01/29/2024

 01/29/2024



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 01/19/2024
Pay Period: 01/01/2024 to 01/14/2024

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 237,458.64
941 Tax (Withholding, Social Security & Medicare)	90,208.38
Unemployment	644.14
Labor & Industries	1,322.68
PFML Premiums	2,449.13
Long-Term Care Act Premiums	1,704.63
PERS 2 & PERS 3	54,732.16
Washington State Deferred Comp	2,313.85
Mission Square Deferred Comp and Roth IRA	4,186.39
AFLAC	578.61
Guild Dues	1,732.50
Total Payroll	\$ 397,331.11

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,080.77	\$ 46,919.58	\$ 49,000.35
Dental Insurance	177.08	3,913.92	4,091.00
Life Insurance	178.62	332.99	511.61
Total Health Care & Other Benefits/Deductions			\$ 53,602.96

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:	\$ 450,934.07
Transferred to Payroll Account	\$ 397,331.11

Prepared By (Kitsap 911)	01/16/2024
Authorized Signature (Kitsap 911)	DATE
Executive Committee Chair	DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE


Pay Date: 02/02/2024
Pay Period: 01/15/2024 to 01/28/2024

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 276,123.72
941 Tax (Withholding, Social Security & Medicare)	120,769.54
Unemployment	791.72
Labor & Industries	1,357.00
PFML Premiums	2,930.01
Long-Term Care Act Premiums	2,097.39
PERS 2 & PERS 3	56,626.75
Washington State Deferred Comp	2,311.31
Mission Square Deferred Comp and Roth IRA	4,290.19
AFLAC	578.61
Guild Dues	1,807.50
Total Payroll	\$ 469,683.74

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,064.97	\$ 48,294.06	\$ 50,359.03
Dental Insurance	178.90	3,994.66	4,173.56
Life Insurance	190.13	347.06	537.19
Total Health Care & Other Benefits/Deductions			\$ 55,069.78

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:	\$ 524,753.52
Transferred to Payroll Account	\$ 469,683.74



Prepared By (Kitsap 911)

01/31/2024

DATE



Authorized Signature (Kitsap 911)

01/31/2024

DATE

Executive Committee Chair

DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 02/03/2024
Pay Period: 01/15/2024 to 01/28/2024

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 632.24
941 Tax (Withholding, Social Security & Medicare)	120.82
Unemployment	1.40
Labor & Industries	-
PFML Premiums	-
Long-Term Care Act Premiums	-
PERS 2 & PERS 3	-
Washington State Deferred Comp	-
Mission Square Deferred Comp and Roth IRA	-
AFLAC	-
Guild Dues	-
Total Payroll	\$ 754.46

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: \$ 754.46
Transferred to Payroll Account \$ 754.46

Stephanie Browning 02/01/2024
 _____ **DATE**

[Signature] 02/05/2024
 _____ **DATE**

Executive Committee Chair **DATE**

Combined Excise Tax Return

KITSAP 911 PUBLIC AUTHORITY
604-008-144

Filing Period: January 31, 2024 **Due Date:** February 26, 2024
Filing Frequency: Monthly

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	1,487.50	0.00	1,487.50	0.065000	96.69
Total State Sales and Use					96.69

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

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	1,487.50	0.027000	40.16
Total Local City and/or County Use Tax/Deferred Sales Tax			40.16

Total Tax	136.85
Subtotal	136.85
Total Amount Owed	136.85

Prepared by: Steve Rogers Date: 02/08/2024
Steve Rogers, Finance Manager

Reviewed by: Maria Jameson-Owens Date: 02/09/2024
Maria Jameson-Owens, Acting Director

Approved by: _____ Date: _____
Executive Committee Board Member

Submission

Confirmation #: 0-038-334-765
Prepared By: Steve Rogers
Phone Number: (360) 307-5802
Email Address: srogers@kitsap911.org
Submitted Date: Feb-08-2024

Payment

Amount Due: \$136.85
Amount Paid: \$136.85
Effective Date: Feb-26-2024
Method: Bank Account (ACH Debit)

Kitsap 911 Public Authority

Resolution 2024-001

Declaring Certain Personal Property as Surplus to the Needs of Kitsap 911 and Removing Said Property from Inventory.

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

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

WHEREAS, the Board of Directors has appointed an Executive Committee and delegated certain powers and authority to the Executive Committee in accordance with article VI of the Bylaws; and

WHEREAS, Kitsap 911 Governing Directive 60 requires the Executive Committee to authorize the removal of surplus personal property/capital equipment from the inventory prior to disposal; and

WHEREAS, the Authority has determined that the personal property/capital equipment listed in Attachment A is surplus to the needs of the Authority.

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

Section 1. Declaring Surplus Property. The Personal Property/Capital Equipment described in Attachment A is no longer needed or necessary for the Authority’s purposes and is declared surplus.

Section 2. Authorizing Disposal. The Executive Director is authorized to dispose of said property in accordance with Governing Directive 60.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 4. 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 Executive Committee on February 14, 2024, of which all Directors were notified, and a quorum was present.

**KITSAP 911 EXECUTIVE COMMITTEE
OF THE BOARD OF DIRECTORS**

Dave Ellingson, VICE-CHAIR

ATTEST:

Maria Jameson-Owens, Executive Director

Asset Number	Description	Serial #
60018	MICROWAVE REPEATER,SUQUAMISH	A22061D1
60020	CONSTELLATION-10/11 SUQUAMISH (RADIO)	A22061D1B1
60021	DSX-1 JACKFIELD 16, SUQUAMISH	2341200003
60023	LARUS LOOP SWITCH, SUQUAMISH	2050641
60025	CONSTELLATION-10/11, (RADIO)	A22061D1A1
60026	MICROWAVE REPEATER,	A22061C1
60028	DSX-1 JACKFIELD 16,	U0691876
60030	CONSTELLATION-10/11 (B1)	A22061C1B1
60031	LARUS LOOP SWITCH	2050640
60032	CONSTELLATION-10/11 (A1)	A22061C1A1
60034	MICROWAVE REPEATER, LINCOLN (RACK ONLY)	A22061F1
60036	DSX-1 JACKFIELD 16, LINCOLN	10068130008
60038	LARUS LOOP SWITCH, LINCOLN	1081507
60039	CONSTELLATION-10/11 NP (RADIO)	A22061F1B1
60040	CONSTELLATION-10/11 NP (RADIO)	A22061F1A1
60041	MICROWAVE RADIO, BASEPLATE	A22061E1
60043	DSX-1 JACKFIELD 16	8788570002
60045	LARUS LOOP SWITCH	2050642
60046	CONSTELATION-10/11 NP LANDFILL	22061E1B1
60047	CONSTELATION-10/11 NP LANDFILL	22061E1A1
60070	CONSTELLATION-10/11 TEAL LAKE(RADIO)	A22061J1A1
60073	DSX-1 JACKFIELD 16, TEAL LAKE	8788550004
60074	MICROWAVE REPEATER, BASEPLATE	A22061E2
60076	DSX-1 JACKFIELD 16	15300906
60077	CONSTELLATION-10/11, (RADIO)	22061E2A1
60079	CONSTELLATION-10/11,VIEW PARK	A22061L1 3
60081	DSX-1 JACKFIELD 16, VIEW PARK	9798570003
60324	UHF BASESTATION, MCT2	18004081
60372	UHF BASE STATION, MCT	18034418
60498	UHF BASE STATION, MCT	18026429
60621	MINICOM DX KVM	991700300040
60624	MINICOM DX KVM	991700300038
60633	Computer, Laptop, (T4-MINI)	S6GKSA56195
60713	UHF BASE STATION, MCT	18004079
60727	UHF BASE STATION, MCT	18004080
60799	Minicom DX KVM	901191000000
60899	Computer, Desktop (was ofcasst)	844B4J1
61074	DSX-1 JACKFIELD SIMON PT - NEWBERRYHILL	246852000000
61147	Laptop, Toughbook CF-31,MCT(POPD-14/725)	3LTYA76925
61201	Laptop, Toughbook CF19, MCT (OLD BIFD-0011)	5EKSA30256
61202	Laptop, Toughbook CF19, MCT	5EKSA30250
61255	Tablet, Rugged F110, MCT	RG339F1472
61256	Tablet, Rugged F110, MCT	RG339F1462
61257	Tablet, Rugged F110, MCT	RG339F1478
61258	Tablet, Rugged F110, MCT	RG339F1457
61259	Tablet, Rugged F110, MCT	RG339F1471
61260	Tablet, Rugged F110, MCT	RG339F1469
61261	Tablet, Rugged F110, MCT	RG339F1477
61264	Tablet, Rugged F110, MCT	RG339F1470
61265	Tablet, Rugged F110, MCT	RG339F1473
61269	Tablet, Rugged F110, MCT	RG339F1475
61311	Tablet, Rugged F110, MCT	RG339F1474
61314	Tablet, Rugged F110, MCT	RG339F1476

Attachment A

61316	Tablet, Rugged F110, MCT	RG339F1461
61317	Tablet, Rugged F110, MCT	RG339F1459
61320	Tablet, Rugged F110, MCT	RG339F1489
61332	Tablet, Rugged F110, MCT	RG339F1487
61334	Laptop, Toughbook CF31, MCT	6AKSA58326
61335	Laptop, Toughbook CF31, MCT-Replaced2022	6AKSA58330
61336	Laptop, Toughbook CF31, MCT	6AKSA58241
61337	Laptop, Toughbook CF31, MCT	6BKSA64369
61338	Laptop, Toughbook CF19, MCT	6CKSA54999
61339	Laptop, Toughbook CF19, MCT	6CKSA55027
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61379	Laptop, Toughbook CF31, MCT	6DKSA68228
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61381	Laptop, Toughbook CF31, MCT	6DKSA68119
61382	Laptop, Toughbook CF31, MCT	6DKSA68273
61383	Laptop, Toughbook CF31, MCT	6DKSA68129
61384	Laptop, Toughbook CF31, MCT	6DKSA68237

Attachment A

61385	Laptop, Toughbook CF31, MCT	6DKSA68136
61386	Laptop, Toughbook CF31, MCT	6DKSA68126
61387	Laptop, Toughbook CF31, MCT ,CENCOM-0017	6BKSA61708
61389	Laptop, Toughbook CF31, MCT,CENCOM-0018	6AKSA59186
61390	Laptop, Toughbook CF31, MCT	6BKSA62617
61391	Laptop, Toughbook CF31, MCT	6BKSA62597
61392	Laptop, Toughbook CF31, MCT	6BKSA61705
61393	Laptop, Toughbook CF31, MCT	6BKSA62631
61394	Laptop, Toughbook CF31, MCT	6CKSA65795
61395	Laptop, Toughbook CF19, MCT	5JKSA45001
61396	Laptop, Toughbook CF19, MCT	5JKSA44992
61397	Laptop, Toughbook CF19, MCT	5JKSA44993
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61435	Laptop, Toughbook CF31, MCT	6DKSA68771
61436	Laptop, Toughbook CF31, MCT	6DKSA68911
61437	Laptop, Toughbook CF31, MCT	6DKSA68598
61438	Laptop, Toughbook CF31, MCT	6DKSA68907
61439	Laptop, Toughbook CF31, MCT	6DKSA68580
61440	Laptop, Toughbook CF31, MCT	6DKSA68733

Attachment A

61441	Laptop, Toughbook CF31, MCT	6DKSA68763
61442	Laptop, Toughbook CF31, MCT	6DKSA68637
61443	Laptop, Toughbook CF31, MCT	6DKSA68577
61444	Laptop, Toughbook CF31, MCT	6DKSA68902
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61492	Laptop, Toughbook CF31, MCT	6DKSA68617
61494	Laptop, Toughbook CF31, MCT	6DKSA68578
61495	Laptop, Toughbook CF31, MCT	6DKSA68585

Attachment A

61496	Laptop, Toughbook CF31, MCT	6DKSA68667
61497	Laptop, Toughbook CF31, MCT	6DKSA68615
61498	Laptop, Toughbook CF31, MCT	6DKSA68746
61499	Laptop, Toughbook CF31, MCT	6DKSA68575
61500	Laptop, Toughbook CF31, MCT	6DKSA68229
61501	Laptop, Toughbook CF31, MCT	6DKSA68736
61502	Laptop, Toughbook CF31, MCT	6DKSA68289
61503	Laptop, Toughbook CF31, MCT	6DKSA69040
61504	Laptop, Toughbook CF31, MCT	6DKSA68682
61505	Laptop, Toughbook CF31, MCT	6DKSA68754
61506	Laptop, Toughbook CF31, MCT	6DKSA68670
61507	Laptop, Toughbook CF31, MCT	6DKSA68588
61508	Laptop, Toughbook CF31, MCT	6DKSA68597
61509	Laptop, Toughbook CF31, MCT	6DKSA68666
61510	Laptop, Toughbook CF31, MCT	6DKSA68691
61511	Laptop, Toughbook CF31, MCT	6DKSA68567
61512	Laptop, Toughbook CF31, MCT	6DKSA68900
61513	Laptop, Toughbook CF19, MCT	6CKSA54671
61514	Laptop, Toughbook CF19, MCT	6CKSA55002
61515	Laptop, Toughbook CF31, MCT	6DKSA68250
61516	Laptop, Toughbook CF31, MCT	6DKSA68100
61517	Laptop, Toughbook CF31, MCT	6DKSA68122
61518	Laptop, Toughbook CF31, MCT	6DKSA68282
61520	Laptop, Toughbook CF31, MCT	6DKSA68255
61521	Laptop, Toughbook CF31, MCT	6DKSA68238
61522	Laptop, Toughbook CF31, MCT	6DKSA68253
61525	Laptop, Toughbook CF31, MCT	6DKSA68110
61526	Laptop, Toughbook CF31, MCT	6DKSA68230
61527	Laptop, Toughbook CF31, MCT	6DKSA68288
61528	Laptop, Toughbook CF31, MCT	6DKSA68233
61532	Laptop, Toughbook CF31, MCT	6DKSA68106
61534	Laptop, Toughbook CF31, MCT, CENCOM-0019	6CKSA65258
61535	Laptop, Toughbook CF31, MCT (BPD-0027)	6JKSA90265
61536	Laptop, Toughbook CF31, MCT (BPD-0028)	6JKSA90260
61537	Laptop, Toughbook CF31, MCT (BPD-0029)	6JKSA90417
61538	Laptop, Toughbook CF31, MCT (BPD-0030)	6JKSA90081
61541	Laptop, Toughbook CF31, MCT (POPD-0023)	5LKSA53813
61543	Laptop, Touchbook CF31, MCT (KCSO-0099)	6JKSA90101
61544	Laptop, Toughbook, CF31, MCT	6KKSA93011
61545	Laptop, Toughbook, CF31, MCT	6KKSA92911
61546	Laptop, Toughbook, CF31,MCT(CENCOM-0005)	6KKSA93066
61549	Laptop, Toughbook, CF31, MCT	6KKSA92824
61550	Laptop, Toughbook, CF31, MCT	6KKSA93047
61551	Laptop, Toughbook, CF31, MCT	6KKSA93212
61552	Laptop, Toughbook, CF31, MCT	6KKSA92818
61553	Laptop, Toughbook, CF31, MCT	6KKSA93048
70028	MICROWAVE REPEATER, GOLD MTN	A22061H1
70029	LARUS LOOP SWITCH, GOLD MTN	2050643
70030	CONSTELLATION-10/11, GOLD MTN	A22061H1B1
70031	DSX-1 JACKFIELD 16	9798620002
70032	CONSTELLATION-10/11, GOLD MTN	A22061H1A1
70042	MICROWAVE REPEATER	A22061G1
70043	CONSTELLATION-10/11 NP (RADIO)	A22061G1B1
70044	DSX-1 JACKFIELD 16 PAIR DS1	10082570008

Attachment A

70046	LARUS LOOP SWITCH	2050638
70060	UHF BASE STATION, MCT	18026428
70086	Microwave Ancillary Equipment	N/A
70128	PRINTER, LASERJET, 1320N	CNBC497ORD
70134	COMPUTER, NC 8510P LAPTOP (Tim's old pc)	CNU80615R4
70139	MINICOM DX KVM	992008000000
70158	Laptop, HP	5CD6241S94
70280	MINICOM KVM User Terminal	992600000000
70291	MINICOM DX 8X323 MATRIX SWITCH	99267200004
70292	MINICOM DX KVM	991611000000
70294	DSX-1 JACKFIELD 16	135238002
70296	Constellation-10/11.NEW CENCOM	2061A2-3
70297	DSX-1 JACKFIELD 16	9798620004
70298	LARUS LOOP SWITCH, NEW CENCOM	2020646
70299	CONSTELLATION-10/11 NEW CENCOM	A22061A1A1
70300	DSX-1 JACKFIELD 16	9715010003
70301	CONSTELLATION-10/11 NEW CENCOM	A22061A1B1
70307	PROLIANT DL385 G2 SERVER (NAS SERVER 2)	USE733N3DT
70409	MINICOM DXU-IP KVM	992021000000
70410	MINICOM DX KVM	991526000000
70412	MINICOM DX KVM	991902000000
70422	Laptop, Toughbook, CF-33, MCT	7FTTA02520
70426	Laptop, Toughbook CF-33, MCT	8GTTA37137
70427	Laptop, Toughbook CF-33, MCT	8GTTA37131
70430	Laptop, Toughbook CF-33, MCT	8GTTA37308
70431	MICROWAVE REPEATER, ORCHARD	A22061B1
70432	CONSTELLATION-10/11 NP ORCHARD	22061B1 B1
70433	CONSTELLATION-10/11 NP ORCHARD	22061B1 A1
70434	LARUS LOOP SWITCH, ORCHARD	2050645
70435	DSX-1 JACKFIELDS 16,DS1 ORCHARD	2312760003
70473	Laptop, Toughbook CF-33, MCT (BPD-0041)	8LTTC61071
70474	Laptop, Toughbook CF-33, MCT (BPD-0042)	8LTTC61005
70475	Laptop, Toughbook CF-33, MCT (BPD-0043)	8LTTC61037
70477	Laptop, Toughbook CF-33, MCT (BPD-0045)	8LTTC61027
70480	Laptop, Toughbook CF-33, MCT (BPD-0048)	8LTTC61004
70481	Laptop, Toughbook CF-33, MCT (BPD-0049)	8LTTC60951
70482	Laptop, Toughbook CF-33, MCT,CENCOM-0008	9HTTC98027
70501	Laptop, Toughbook CF-33,MCT(CENCOM-0012)	9JTTC09543
70506	Laptop, Toughbook, CF-33, MCT	9KTTC13800
70508	Laptop,Toughbook, CF-33, MCT	9KTTC13876
70511	Laptop, Toughbook, CF-33, MCT	9KTTC11189
70512	Laptop, Toughbook, CF-33, MCT	9KTTC11276
70513	Laptop, Toughbook, CF-33, MCT	9KTTC11291
70514	Laptop, Toughbook, CF-33, MCT	9KTTC13842
70515	Laptop, Toughbook, CF-33, MCT	9KTTC13882
70516	Laptop, Toughbook CF-33, MCT,CENCOM-0010	0ATTC24710
70517	Laptop, Toughbook CF-33, MCT,CENCOM-0011	0ATTC24719
70521	Laptop, Toughbook CF-31,MCT(CKFR-0031)	0AKKC94605
70720	TABLET, RUGGED F110, MCT	RH503F0133
70723	Laptop, Toughbook CF-19, MCT	6KKSA77805
70801	Toughbook, MCT, FZ-55 (CENCOM-0015)	0JTTA80824
70802	Toughbook, MCT, FZ-55 (CENCOM-0016)	0JTTA80793
70824	Tablet, Rugged, MCT Dell	5VXXYX2

Kitsap 911 Public Authority

Resolution 2024 - 002

Resolution Adopting Wage for Acting Executive Director

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

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

WHEREAS, the Board of Directors has appointed an Executive Committee and delegated certain powers and authority to the Executive Committee in accordance with article VI of the Bylaws; and

WHEREAS, the Kitsap 911 Executive Committee appointed Maria Jameson-Owens as the Acting Executive Director of Kitsap 911, effective January 30, 2024.

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

Section 1. Executive Director Wage for Acting Executive Director Adopted. Acting Executive Director Maria Jameson-Owens shall receive the Executive Director wage during the time she is in the position, pursuant to Attachment 1 of Resolution 2023-010.

Section 2. Effective Date. Maria Jameson-Owens will receive the Executive Director wage, effective January 30, 2024.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

MOVED AND PASSED at a meeting of the Kitsap 911 Executive Committee on February 14, 2024, of which all Executive Committee Members were notified, and a quorum was present.

KITSAP 911 EXECUTIVE COMMITTEE

Dusty Wiley, CHAIR

ATTEST:

Ken Bagwell, General Counsel

Kitsap 911 Public Authority

Resolution 2023-010

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

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

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

WHEREAS, the Board of Directors has appointed an Executive Committee and delegated certain powers and authority to the Executive Committee in accordance with article VI of the Bylaws; and

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

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

Section 1. Wage Scales. The salary and wage scales in Attachment 1 from Resolution 2022-011 is repealed and the salary and wage scales in Attachment 1 of this resolution are adopted. All wage and salary compensation of Kitsap 911 unrepresented Administrative and Management employees shall be in accordance with this Salary and Wage Scale Schedule and any future amendments thereto.

Section 2. Wages for extra help employees, whose wages are not tied to the wage scales in Attachment 1, shall increase by 4.8%.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 4. Effective Date. This resolution shall become effective January 1, 2024.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Executive Committee on December 13, 2023, of which all Directors were notified, and a quorum was present.

**KITSAP 911 EXECUTIVE COMMITTEE
OF THE BOARD OF DIRECTORS**


Dusty Wiley, Executive Committee CHAIR

ATTEST:


Ken Bagwell, General Counsel

Resolution 2023-010

Attachment 1

Management Annual Salary Scales Effective 01/01/2024		
	Minimum	Maximum
E.D.	\$ 257,674.20	\$ 257,674.20
M4	167,429.78	226,030.20
M3	156,964.61	211,902.22
M2	149,490.57	201,812.27
M1	133,473.84	180,189.68
PMRE	161,457.92	161,457.92

Administrative and Extra Help Hourly Wage Scales - Effective 01/01/2024							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Admin 2	\$ 43.01	\$ 45.16	\$ 47.38	\$ 49.78	\$ 52.27	\$ 54.87	\$ 57.63
Admin 1	36.07	37.87	39.74	41.76	43.85	46.03	48.34
PRS	30.28	31.79	33.38	35.05	36.80	38.64	40.57
Office Clerk	20.72	21.75	22.84	23.98	25.18	26.22	27.76
TECMAN 2	76.48						
RPA 1	76.17						

Executive Summary

Kitsap 911 Board of Directors

Summary: For the year-to-date period ended January 31, 2024, revenues were above, and operating expenditures were below expectations.

Revenues: As of January 2024, we have received approximately \$1.66M (8.42%) of projected annual revenues, exceeding our year-to-date forecast of \$1.52M by approximately \$146K (9.63%).

We have received approximately \$1.12M (7.95%) of the total sales tax revenues, which was above our year-to-date forecast of \$1.10M by approximately \$40K (3.66%). Total sales tax revenues are divided evenly on the table above between our two 1/10th of 1% allocations, each receiving approximately \$540K year-to-date.

We have received approximately \$224K (8.44%) of the total projected excise tax revenues, which was above our year-to-date forecast of \$204K by approximately \$20K (9.72%).

We have received approximately \$321K (11.08%) of the total projected for other revenues, which was above our year-to-date forecast of \$234K by approximately \$87K (37.13%). For the current month, the variance from budget was primarily due to normal timing differences in the receipt of tower lease and user agency payments.

Operating Expenditures: As of January 31, 2024, we have expended approximately \$1.27M (8.39%) of our total operating expenditures appropriation, which was under our year-to-date expectation of \$1.60M, by approximately \$317K (20.04%).

We have expended approximately \$900K (7.53%) of our total operating salaries and benefits budget, which was below our year-to-date goal of \$933K by approximately \$33K (3.58%).

We have expended approximately \$367K (11.68%) of the total non-labor operating expenditures, which below our year-to-date goal of \$651K by approximately \$284K (43.63%). For the current month, the variance from budget was primarily due to the timing of repairs, maintenance agreements, and professional services.

Proposition 2-Funded Capital Project Expenditures: As of January 31, 2024, we have expended approximately \$2.04M (27.90%) of our total annual appropriation of \$7.32M.

Other Capital Projects and Non-Operating Expenditures: As of January 31, 2024, we have expended approximately \$4K (0.30%) of our total annual appropriation of \$1.48M.

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 Public Authority

Budget Status Report

For the One Month Ended January 31, 2024

	Year-to-Date Actual	YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
REVENUES					
Sales and Excise Taxes					
Sales Tax	\$ 559,715	\$ 539,973	103.66%	\$ 7,040,065	7.95%
Sales Tax (Proposition 2)	559,715	539,973	103.66%	7,040,065	7.95%
Telephone Excise Taxes	223,558	203,744	109.72%	2,648,676	8.44%
Total Sales and Excise Taxes	1,342,988	1,283,690	104.62%	16,728,806	8.03%
Agency Fees and Surcharges					
Agency User Fees	147,036	180,609	81.41%	2,347,918	6.26%
NPRV MCT Surcharges	67,027	7,657	875.37%	99,541	67.34%
Total Agency Fees and Surcharges	214,063	188,266	113.70%	2,447,459	8.75%
State and Federal Funding					
State Military Grant	-	11,077	0.00%	144,000	0.00%
State and Community Highway Grant	-	75	0.00%	970	0.00%
Other Grants	-	-	0.00%	-	0.00%
Total State and Federal Funding	-	11,152	0.00%	144,970	0.00%
Other Revenues					
Tower Lease Revenue	82,951	30,769	269.60%	399,991	20.74%
Investment Interest	18,949	2,906	652.11%	37,776	50.16%
Miscellaneous Revenues	4,663	721	647.21%	9,367	49.78%
Total Other Revenues	106,563	34,395	309.82%	447,134	23.83%
TOTAL REVENUES	\$ 1,663,614	\$ 1,517,503	109.63%	\$ 19,768,369	8.42%
OPERATING EXPENDITURES					
Labor and Personnel					
Salaries and Wages	\$ 669,465	\$ 737,066	90.83%	\$ 9,581,861	6.99%
Benefits	167,728	176,340	95.12%	2,116,084	7.93%
Payroll Taxes	62,374	65,795	94.80%	855,340	7.29%
Budgeted Attrition	-	(46,221)	0.00%	(600,871)	0.00%
Total Labor and Personnel	899,568	932,981	96.42%	11,952,413	7.53%
Building and Tower Sites					
Lease/Rent Payments	5,190	18,072	28.72%	217,901	2.38%
Repairs and Maintenance - Facilities	15,999	70,858	22.58%	208,890	7.66%
Insurance	119,233	123,754	96.35%	123,754	96.35%
Utilities	17,159	15,330	111.93%	181,209	9.47%
Total Building and Tower Sites	157,581	228,014	69.11%	731,753	21.53%
Computer and Other Equipment					
Repairs and Maintenance - Equipment	34,602	271,267	12.76%	821,685	4.21%
Software	91,945	59,985	153.28%	405,581	22.67%
Total Computer and Other Equipment	126,547	331,253	38.20%	1,227,266	10.31%

Kitsap 911 Public Authority
Budget Status Report
For the One Month Ended January 31, 2024

	Year-to-Date Actual	YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
Supplies and Professional Services					
Supplies	8,360	6,488	128.86%	43,866	19.06%
Professional Services	35,043	60,938	57.51%	647,590	5.41%
Communications	19,283	29,138	66.18%	326,659	5.90%
Total Supplies and Professional Services	62,686	96,564	64.92%	1,018,116	6.16%
Other Operating Expenditures					
Travel and Training	5,300	5,624	94.23%	104,735	5.06%
Miscellaneous	14,876	7,295	203.93%	61,339	24.25%
Total Other Operating Expenditures	20,176	12,919	156.17%	166,074	12.15%
SUBTOTAL OPERATING EXPENDITURES	\$ 1,266,558	\$ 1,601,731	79.07%	\$ 15,095,623	8.39%
CAPITAL AND OTHER NON-OPERATING EXPENDITURES					
Proposition 2-Funded Projects					
LMR Replacement	\$ 2,017,222			\$ 5,000,000	40.34%
Microwave System Replacement	259			1,924,793	0.01%
MCT Replacement	-			-	0.00%
Non-Operating Labor	24,605			395,409	6.22%
Total Proposition 2-Funded Projects	2,042,086			7,320,201	27.90%
Other Non-Operating Projects					
Non-Operating Supplies and Services	1,578			10,350	15.25%
Capital Projects	2,868			1,474,559	0.19%
Total Other Non-Operating Projects	4,446			1,484,909	0.30%
SUBTOTAL OTHER NON-OPERATING PROJECTS	\$ 2,046,532			\$ 8,805,110	23.24%
TOTAL EXPENDITURES	\$ 3,313,090			\$ 23,900,733	13.86%

BUDGET POSITION AND ANALYSIS	
Revenues Over/(Short) of Expenditures	Year to Date
Proposition 2 Budget (Deficit)/Surplus	\$ (1,482,371)
Prior Years' Unassigned Funds	1,482,371
Total	\$ -
Non-Proposition 2 Budget (Deficit)/Surplus	\$ (167,105)
Prior Years' Unassigned Funds	167,105
Proposition 2 Surplus Revenues	-
Stabilization Fund Reserve	-
Total	\$ -

Kitsap 911 Public Authority

Fund Balance Report As of January 31, 2024

CASH AND INVESTMENT BALANCES

Balance Type	Beginning 12/31/2023	Current Activity	Ending 01/31/2024
KCIP Investments	\$ 9,818,556	\$ (1,881,051)	\$ 7,937,505
Cash in Bank	2,348,174	231,575	2,579,748
Total Non-Custodial Cash and Investments	\$ 12,166,730	\$ (1,649,476)	\$ 10,517,254
Custodial Funds (FSA Account)	16,390	(4,669)	11,721
Total Cash and Investments	\$ 12,183,120	\$ (1,654,145)	\$ 10,528,975

USE OF FUNDS

	For the Month Ended: 01/31/2024
Primary Revenue Sources	
Ending Cash Balance as of 12/31/2023	\$ 5,683,640
Revenues	1,103,899
Operating Expenditures - Labor	(899,568)
Operating Expenditures - Non-Labor	(366,991)
Capital Expenditures	(4,446)
Ending Cash Balance	\$ 5,516,535
Proposition 2	
Ending Cash Balance as of 12/31/2023	\$ 6,483,090
Revenues	559,715
Capital Expenditures	(2,042,086)
Ending Cash Balance	\$ 5,000,719
Total Non-Custodial Cash Balance	\$ 10,517,254
Custodial Funds	
Ending Cash Balance as of 12/31/2023	\$ 16,390
Transfers In	-
Transfers Out	(4,669)
Ending Cash Balance	\$ 11,721
Total Cash Balance	\$ 10,528,975

Current Capital and Other Non-Operating Projects

As of January 31, 2024

Job Code	Project Description	Project Cost Estimate	Funds Appropriated in:			Expenditures			Unspent Balance
			Prior Years	2024	Total	January Actual	Current Year-to-Date	Current Life-to-Date	
26	Backup Center	\$ 140,000	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ 31,327	\$ 108,673
29	Unexpended Fire Alerting Project Funds	128,192	128,192	-	128,192	-	-	6,205	121,987
40	UPS Hardware Replacement	300,000	300,000	-	300,000	-	-	659	299,341
44	Server Virtualization & Cyber Security	55,000	55,000	94,000	149,000	-	-	8,107	140,893
49	Antenna Repairs	20,000	20,000	-	20,000	-	-	-	20,000
50	Simulcast Tuning	13,710	13,710	-	13,710	-	-	585	13,125
55	Replace Blue Truck	80,000	80,000	-	80,000	-	-	61,731	18,269
56	Replace Supervisor & Training Room PCs	23,000	23,000	-	23,000	-	-	-	23,000
57	Microwave System	2,000,000	2,000,000	-	2,000,000	259	259	1,229,111	770,889
58	LMR Replacement Project	39,000,000	4,000,000	-	4,000,000	2,017,222	2,017,222	2,038,380	1,961,620
61	CCTV and Access Control Replacement	500,000	500,000	-	500,000	-	-	155,271	344,729
62	Carver Roof Replacement	250,000	250,000	-	250,000	-	-	138,548	111,453
63	MCT Replacement	3,740,000	3,740,000	-	3,740,000	-	-	2,918,249	821,751
64	Dispatch Floor Project - Console Furniture	500,000	500,000	-	500,000	-	-	-	500,000
65	Dispatch Floor Project - Carpet	150,000	150,000	-	150,000	-	-	-	150,000
66	Dispatch Floor Project - Soundproofing	150,000	150,000	-	150,000	-	-	-	150,000
67	Replace AV System	250,000	250,000	-	250,000	-	-	108	249,892
68	VX Rail Infrastructure	200,000	200,000	-	200,000	-	-	209,435	(9,435)
69	Move-up Module	100,000	100,000	-	100,000	-	-	-	100,000
70	Data Logging Software	50,000	50,000	-	50,000	-	-	-	50,000
71	First Due Interface	50,000	50,000	-	50,000	-	-	-	50,000
72	Network Security Analysis	50,000	50,000	-	50,000	-	-	-	50,000
73	Secondary Edge Frontier Licenses	15,000	15,000	-	15,000	-	-	-	15,000
74	Office and MDM Replacement	20,000	20,000	-	20,000	-	-	-	20,000
75	Offsite Backup Enhancements	20,000	20,000	-	20,000	-	-	-	20,000
Total		\$ 47,804,902	\$ 12,804,902	\$ 94,000	\$ 12,898,902	\$ 2,017,480	\$ 2,017,480	\$ 6,797,716	\$ 6,101,186

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