

Kitsap 911 Board of Directors Meeting

March 5, 2024 (12:30 to 1:30)

Via Hybrid Option of Zoom or in-person at Norm Dicks Governance Center

A G E N D A

1	Call to Order	(Chair)
2	Additions to the agenda	(Chair)
3	Introduction of New Board Members: Clarence Moriwaki, Jennifer Chamberlin, Michael Goodnow	(Chair)
4	Public Comment (Limited to 2 minutes per speaker)	(Chair)
Action Items		
5	Executive Director Search Process	(Chair)
6	Strategic Positioning Process	(Jameson)
7	Approval of Board Minutes from 12/05/2023 , 12/15/2023 and 01/30/2023	(Chair)
8	Election of Board Chair and Vice Chair	(Chair)
9	Appointment of Executive Committee	(Chair)
10	Approval of Resolution 2024-003 – 2024 Budget Amendment	(Rogers)
Discussion Items		
11	Strategic Positioning Process	(Jameson)
Reports (time permitting)		
12	Audit of Kitsap 911 Systems	(Wecker)
13	Audit of Kitsap 911 Financials	(Rogers)
14	LMR Project Update	(Peabody)
15	Staffing Report	(Taylor)
16	Goals and Tech Project Report	(Wecker)
17	Finance Report	(Rogers)
18	Executive Committee Report – <ul style="list-style-type: none">• Approved various warrants, payroll and electronic fund transfers• Ratification of Contract K911-075, Battery Power Solutions• Approval of Resolution 2024-001, Declaring Certain Personal Property as Surplus• Approval of Resolution 2024-002, Adopting Wage for Acting Executive Director	(Jameson/Wiley)
19	Annual Performance Measures	(Jameson)
20	Good of the Order	(All)
21	Adjourn	(Chair)

Public Comment may be submitted to pubcomment@kitsap911.org All comments received prior to 12:00 PM on March 4, 2024 will be included in the public comment report (item 4 of the agenda). Comments received after that will be distributed to Kitsap 911 Board members after the meeting concludes. Members of the public may also comment during the meeting via zoom.

When: Mar 5, 2024 12:30 PM PST

Event Name: Kitsap 911 Board Meeting

Please click the link below to join the event:

https://events.zoom.us/j/AoQMqdsPohzoKwMLgzR7xj7djPX_yeo2cVBaV9KcWpF_Ptj76DDU~A2vRFkwaBwJfSf9i-rC4TcfrGprPXJQU_-D7584GSki2BKXp--z050I5cUKA



Kitsap 911 Board of Directors Meeting on December 5, 2023

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Katie Walters- Kitsap County Commissioner
Christine Rolfes- Kitsap County Commissioner
Sheriff John Gese- Kitsap County
Joe Deets-City of Bainbridge Island
Becky Erickson- City of Poulsbo Mayor
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor (Vice Chair)
Jeff Coughlin-City of Bremerton Council Member
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner

Staff:

Richard Kirton- Executive Director
Maria Jameson-Owens-Deputy Director
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Rachael Taylor- Human Resources
Scott Peabody-Radio Program Manager
Stephanie Browning- Administrative Specialist
Steve Rogers-Finance Manager

Absent:

Denise Frey- City of Bremerton Council Member

Guests:

South Kitsap Fire and Rescue Chief Jeff Faucett
Bainbridge Island Deputy Fire Chief Jeremy McGill

Call to Order: Chair David Ellingson called the meeting to order at 12:30 pm.

Additions: No Additions

Public Comment:

Deputy Chief Jeremy McGill with Bainbridge Island Fire Department (BIFD) Comment: Reiterating a letter sent this morning about the RACOM contract, BIFD supports the pending contract between RACOM and Kitsap 911 but indicated BIFD has already communicated several concerns related to IT security and network, customer support and problem resolution. He indicated BIFD has not received any specific information addressing their concerns and stemming from their prior experience with the PERVIS Station Alerting System. BIFD's prior experience with PERVIS leads them to want clear expectations and accountability to be included in new contracts. He acknowledged the hard work done so far on the contract and reiterated BIFD's support but requested a small delay to clarify language in the contract which he believes will result in greater success later.

Chief Jeff Faucett with South Kitsap Fire and Rescue (SKFR) Comment: Chief Faucett also expressed support for going forward with the RACOM contract citing personal experience with scratchy radios citing the contract as a matter of public safety for all. He recognized the expertise of Mr. Scott Peabody with the technology and the due diligence conducted by Kitsap 911 and is not in favor of holding back this process. He is encouraging Kitsap 911 to stick to the original timeline of the contracting process to avoid further delay and to move forward with approval of the contract today.

Chief Jim Gillard of Poulsbo Fire Department (PFD) and Co-Chair of the Strategic Advisory Board (SAB) Comment: Chief Gillard initially shared Chief Faucett's concerns with the RACOM contract but after hearing from attorney Ken Bagwell and the other fire chiefs, Chief Gillard became much more confident that the language in the contract was sufficient and any delay now would significantly delay the overall project. He reiterated that he and the SAB voted to approve the contract with only one negative vote.

Approval of Minutes:

Director Deets made a motion to approve the minutes from 09/05/2023. Motion was seconded by Director Rolfes. Motion Passed.

Approval of Resolution 2023-009 2024 Board of Directors Meeting Schedule

Director Deets made a motion to approve the 2024 Board of Directors Meeting Schedule. Motion was seconded by Director Muhleman. Motion Passed.

Approval of Resolution 2023-008 2024 Radio and other Capital and Non-Operating Project Budget

Mr. Kirton offered explanation that the 2024 Operating Budget had already been approved but that the Capital Budget was delayed because of the radio project and the capital budget being voted on today was a placeholder budget for the first quarter which will then be amended at the next board meeting.

Finance Manager, Steve Roberts, presented the radio project and other capital and non-operating project budgets being voted on.

Director Deets made a motion to approve the 2024 Radio and other Capital and Non-Operating Budget. Motion was seconded by Director Muhleman. Motion Passed.

Approval of K911-072 RACOM

Chair Ellingson referred to the contract materials linked here in regard to the RACOM contract for reference. Scott Peabody of Kitsap 911's Technical Systems Group presented an update to the contract project with a slide deck available here. The presentation included a summary of the structure of the contract, the total ten-year contract amount, and the information on the contract documents themselves.

Mr. Kirton added that Kitsap 911's attorney, Ken Bagwell, has reviewed all the contract documents and the feedback which included the City of Pt. Orchard attorney review, and that Mr. Bagwell recommends execution. In addition, Mr. Peabody negotiated the contract and Technical Systems Manager Brandon Wecker reviewed the technical aspects and both reviewed the feedback and recommended execution of the contract. He also reiterated that the Strategic Advisory Board also voted to approve the contract with only one member voting against.

Director Joe Deets made a motion to delay approval of the RACOM contract until no later than December 15, 2023, to address the concerns of the BIFD. Motion was seconded by Director Becky Erickson. The roll call vote (see below) resulted in a tie vote and motion fails.

Motion Discussion:

Director Becky Erickson requested and received clarification about where the contract was linked for Directors to be able to review it.

Director Putaansuu expressed concern about organizing another meeting within ten days. He brought up concerns about being able to fully understand the content being presented when the presenter is on Zoom instead of in-person, mostly due to volume and asks that going forward where possible presenters are in person.

Director Greg Wheeler requested that a roll call vote is done if the motion stands.

Director Wheeler asked to confirm that the public comments from the Chiefs today included a request for delay from BIFD and requests to move forward from SKFR and PFD which were

confirmed by those commentators with head nods.

Director Ellingson reiterated that the SAB made up of the chiefs also voted to recommend execution of the contract with the exception of the BIFD chief.

Director Christine Rolfes indicated that if the contract affects all the jurisdictions, it seems wise to nail down the concerns of one that is more isolated than the other jurisdictions and recommended giving more time for that jurisdiction.

Director Putaansuu indicated he has already discussed the contract with his police and fire chiefs and plans to vote in favor of the contract.

Director Jeff Coughlin asked if someone could expand more on BIFD's concerns.

Director Greg Wheeler agreed he would like additional information on BIFD's concerns because a gap has been identified that will need to be addressed by all now or later.

Chair Ellingson asked Deputy Chief McGill if he could provide additional information.

Chief McGill clarified that prior comments on the contract generated concern on the security of the network rather than the radios and towers themselves. They are concerned that software upgrades should have back up plans in case the upgrades create more problems similar to his experience with PERVIS. They would like clarification on the customer service RACOM will provide especially if the department needs help outside of regular business hours and what type of response times will RACOM prioritize. BIFD would like to see the contract language related to these topics.

Director Wheeler asked if these concerns were bulleted out in an email?

Mr. Kirton indicated that two Q&A sessions were held and BIFD was only able to attend the second one where Kitsap 911 attempted to identify parts of the contract that addressed the concerns on networking, testing, payment schedule, service response times, and cybersecurity.

Director Rolfes asked if a written version of Kitsap 911's second Q&A addressing BIFD's concerns, and the responses could be made available to the board to review and then take action in a special meeting

Director Putaansuu said that meeting again by December 15 or earlier would be ideal.

Director Wheeler is satisfied with the responses and is ready to move forward.

[audio challenges]

Mr. Kirton indicated that it was his understanding that all of BIFD's concerns were addressed at the second Q&A and that it is possible to provide the written notes from the meeting and confirmed that BIFD was not satisfied with the information provided at that meeting.

Chair Ellingson reiterates the motion as it stands above.

A roll call vote was conducted as follows:

Mayor Erickson: yes

Mayor Wheeler: no

Commissioner Garrido: yes

Mayor Putaansuu: no

Commissioner Rolfes: yes

Commissioner Ellingson: no

Commissioner Walters: yes

Representative Deets: yes

Commissioner Muhleman: no

Sherriff Gese: no

Commissioner Wiley: no

Councilman Coughlin: yes

Chair Ellingson called for a motion to approve K911-072 RACOM. Director Wheeler moved to approve K911-072 RACOM. Director Muhleman seconded the motion. The roll call vote (see below) resulted in a tie vote and the motion fails.

Motion Discussion:

Director Deets indicated he is very supportive of the project but just wants a bit more time to review the issues and will abstain from the vote due to the raised issues that he believes can be resolved quickly.

Director Rolfes reiterated that the issues are really technical questions and indicated she will vote against this motion in hopes that the clarity of the contract can be worked out quickly to alleviate the raised technical concerns.

Director Wheeler clarified he felt the concerns were more performance than technical and that the systems are in place to support performance.

Director Putaansuu clarified that the SAB which is a technical group did review and approve the contract.

Chair Ellingson restated the motion above and called for a roll call vote.

A roll call vote was conducted as follows:

Mayor Erickson: no

Mayor Wheeler: yes

Commissioner Garrido: no

Mayor Putaansuu: yes

Commissioner Rolfes: no

Commissioner Ellingson: yes

Commissioner Walters: no

Representative Deets: no

Director Muhleman: yes

Councilman Coughlin: no

Commissioner Wiley: yes

Sherriff Gese: yes

Director Erickson indicated that the tie on both votes causes both motions to fail and suggests again to wait a week.

Director Walters asks if the BIFD Deputy Chief could clarify what they would like to get from Kitsap 911 to continue advancing the vote on the contract.

Deputy Chief McGill indicated the written notes from the meeting would allow them to do more research into the contract and that a week would be sufficient time as they do not want to delay the contract any longer than that either.

Mr. Kirton suggested that the board consider making a motion to schedule a special meeting on a specific date give time for further contract review and to vote again on approval at that meeting.

Chair Ellingson called for a motion to set a special meeting on a specific date for the purpose of further contract review and vote to approve the contract. Director Wheeler so moved. Director Deets seconded the motion. Chair Ellingson called for ayes. The motion

passes.

Director Rolfes confirmed that Kitsap 911 will provide the second Q&A meeting notes and the contract to BIFD and the board and that BIFD would provide their comments to the Board prior to the special meeting.

Chair Ellingson confirmed the process for setting the special meeting date via doodle poll.

Chief Faucett confirmed that any correspondence that goes to BIFD will go to all the members of the SAB.

Staffing Report

Kitsap 911 Deputy Director Maria Jameson-Owens indicated that Kitsap 911 is only ten employees short in staffing. One employee has left since the last meeting due to personal reasons. One call receiver is in training and two employees in fire training. In October an assessment center was held, and the result was promotion of one supervisor and one assistant supervisor. We are in the process of hiring two outside laterals as assistant supervisors. We are in the last phase of the process to hire four new telecommunicators in January 2024, three of which are laterals. We have hired two technicians that started this week, we hired an executive assistant who starts in January, and a public records specialist who started a couple of weeks ago.

Goals and Tech Project Report

Technical Services Manager, Brandon Wecker provided updates on several technical projects.

The projects he highlighted in his remarks are:

#2019-10 Back-Up Center

We are waiting on a rework of the design and will be moving it forward with approval by Richard soon.

#2019-3 Replace UPS System & Secondary DC System

We have received Request for Proposal (RFP) responses, and we are evaluating them.

Secondarily, we have finished reviewing RFP responses and selected BPS as the vendor.

#2022-9 Replace Security System

The vendor has provided time estimates and we are working on scheduling their completion this month.

#2022-13 CAD to CAD with South Sound

Our team and South Sound staff are working diligently to get the project done as soon as we can but we want it to be as stable as possible and as such we are delaying the roll of this out into 2024 but we will continue to provide updates to the chiefs.

#2023-14 Data Logging Software

We have intentionally delayed this project until 2024 so that we can see what is provided by the radio and microwave solutions, so we have a better idea of what we need before we purchase.

#2023-18 Improve redundancy of VX Rail Infrastructure

This is our infrastructure that supports all of our remote 911 and virtual servers. The final reconfiguration of this system requires a two-day outage and we have chosen to delay this after we have passed the critical storm and flu seasons.

#2023-19 Offsite Backup Enhancements

This project improves our off-site backups of critical systems both at redundant locations and evaluating cold storage. We have purchased our recommended solution and are working on implementation. This project is still on track to be completed by the end of the year.

Cyber Security Grant projects – funding received for update training for obtaining a Certified Information Systems Security Professional designation for our Network Engineer; Purchase and implementation of Multi-Factor Tokens for cloud services to improve security and account validation; and engaging an independent security advisor to audit the system.

Mr. Kirton indicated the time was 1:29 and that the meeting was set to end at 1:30.

Chair Ellingson confirmed the remaining reports had no special notes to address and asked the Board to move to the Good of the Order.

Good of the Order

Mr. Kirton indicated the State Auditor's Office had recognized Mr. Steve Rogers during his work with the auditors and the sound fiscal management for Kitsap 911 and how his thorough work allowed the audit to be completed early and save thousands of dollars.

Chair Ellingson congratulated those members who were recently elected.

Chair Ellingson wished everyone the very best holiday season.

The meeting was adjourned at 1:32 PM.

A special meeting date prior to December 15, 2023, is yet to be scheduled and public notice will be made.

The next scheduled meeting of the Kitsap 911 Board of Directors is March 5, 2023, at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.



Kitsap 911 Board of Directors Meeting on December 15, 2023

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Katie Walters- Kitsap County Commissioner
Christine Rolfes- Kitsap County Commissioner
Sheriff John Gese- Kitsap County
Joe Deets-City of Bainbridge Island
Denis Frey, Bremerton City Council Member
Becky Erickson- City of Poulsbo Mayor
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor (Vice Chair)
Jeff Coughlin-City of Bremerton Council Member
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner

Staff:

Richard Kirton- Executive Director
Maria Jameson-Owens-Deputy Director
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Rachael Taylor- Human Resources
Scott Peabody-Radio Program Manager
Stephanie Browning- Administrative Specialist
Steve Rogers-Finance Manager

Absent:

Guests:

Ken Bagwell, Attorney to Kitsap 911

Bainbridge Island Fire Commissioner, Tim Carey

Bainbridge Island Fire, Chief Jared Moravec

Call to Order: Chair David Ellingson called the meeting to order at 12:30 pm.

Additions: No Additions

Public Comment:

Chief Jared Moravec with Bainbridge Island Fire Department (BIFD) Comment:

Chief Moravec has sent a letter of response to their concerns with the RACOM contract. He acknowledges the hard work done so far, especially Mr. Peabody. While they remain uncomfortable with the contract currently, they understand the need to move forward and will not object to the vote of approval if that takes place today.

Mr. Kirton clarified who an attendee was whose only identification on the Zoom call was a cell phone number as Bainbridge Island Fire Commissioner Tim Carey.

Approval of K911-072 RACOM Contract

Chair Ellingson indicated we are here today to consider a motion to approve the RACOM contract.

Director Deets requested time to comment before the motion was made. Director Deets indicated his appreciation for the extra time and that he believes further delay is not necessary and intends to vote yes for the contract. He appreciates the work of the board and BIFD and requests that the board be vigilant in the exercise of the contract.

Director Rolfes made a request for more regular updates on the implementation of the project. More frequently than usual so the Board knows the progress and the vendor knows the Board is tracking progress.

Mr. Kirton affirmed that there will be a report at every Board meeting, Executive Committee meeting and monthly updates can be provided.

Mr. Peabody presented slides on the response to the contract feedback linked here. He

reiterated that the system is going to be the same as the system used by WA State Department of Transportation which is 80% larger than our system and was also delivered by RACOM. This system is working fine. There is a detailed test plan but is generic in nature now and will be tailored to our needs after contracting. There will be a review and revision process for each test plan. There were concerns about the payment schedule, but the hold back is 20% which is higher than the usual 10% holdback. This system will be self-supported just like systems used by King and Snohomish County. RACOM will do time and materials for anything outside of that we need and are in Lacey which advocates for short response times. Cybersecurity insurance language is in the contract, and we will receive quarterly updates on anything we need to know and risk assessments as well. We feel that there is satisfactory language in the contract which is a design-build contract meaning some things are still left to design after contracting. There is a short window to take advantage of an upcoming slow period in the manufacturing of radios just after the beginning of the year. Approving now will shave months out of the implementation process. He acknowledged concerns with the PERVIS system, but he emphasized the success RACOM has had already in the region and on this project and the Board should feel comfortable with this vendor.

Director Erickson asked what the process will be for the elements that are not yet designed so that the parties involved such as, Poulsbo Fire and Bainbridge Island Police department, have the services they need citing prior difficult experiences with design-build contracts.

Mr. Peabody emphasized how user experience has been prioritized and the feedback provided has been incorporated up to now and will continue through the design-build process. An example is we will engage the agencies in the programming of the radios. The Quality Management Program has been developed with Quality Checklists and Quality Controls which support continuous engagement with all agencies, the dispatchers, and the technical support group through the process. He confirmed there is a regular group that he meets with in this process with multiple representatives impacted by the project. He is very comfortable we have a sustained model to continue to align with the agencies.

Director Erickson emphasized the need for all agency voices to be heard in the design-build process.

Mr. Peabody emphasized that from the beginning they have prioritized the user experience and incorporated feedback from the agencies in the requirements of the coverage. We will engage the agencies in the programming of each of the radios. The quality management program document was one of the first developed in the project. The agencies and technical groups will be engaged in the project throughout so that we can continue to align with the agencies.

Mr. Kirton reminded the Board that both the Executive Committee and Strategic Advisory Board (SAB) recommended approval of the contract.

Chair Ellingson called for a motion to approve K911-072 RACOM Contract. Director Gese moved to approve K911-072 RACOM Contract and the Kitsap 911 response to the BIFD. Director Muhleman seconded the motion. The motion passed unanimously.

Motion Discussion:

Director Rolfes thanked the BIFD, Mr. Kirton and Mr. Peabody for helping the Board move forward comfortably.

Finance Report

Finance Manager, Steve Roberts indicated that this was not an action item but just a standard staff report. As of October, both revenues and expenditures are trending favorably as is November so far in our review. More revenue was generated than expected. The biggest fluctuation was receipt of a \$247,000 back payment from a tower lease customer. Kudos to Mark Nelson and Stephanie Browning for getting that contract done. Expenditure also looks good. The labor budget is under budget by 2% and the non-labor budget is under by 5% and on track for December. The radio project has spent about 34% of the \$10.2 million allocation. For the other capital projects, we have spent about 42% of our \$2.6 million allocation and the \$1.5 million unspent funds are being carried over to our 2024 placeholder budget. No reserves have been used to date and risks remain the same. The only note is a trend in that we ended 2021 at 6.5% underbudget and 2022 at 3% underbudget, and in contrast we are predicted to have less than a 1% cushion in 2023. He is monitoring purchasing and tracking the downturn in inflation but just wanted to note this trend.

The meeting was adjourned at 12:53 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is March 5, 2024 at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.



**Kitsap 911 Board of Directors Special Meeting on
January 30, 2024**

Via Virtual Meeting and Kitsap 911

ATTENDING:

Board of Directors:

Sheriff John Gese- Kitsap County
Becky Erickson- City of Poulsbo Mayor
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor (Vice Chair)
Jennifer Chamberlin-City of Bremerton Council Member
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner
Clarence Moriwaki – City of Bainbridge Island
Katie Walters- Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner

Staff:

Maria Jameson-Owens-Deputy Director
Barrie Hillman, Executive Assistant
Stephanie Browning- Administrative Specialist

Absent:

Christine Rolfes- Kitsap County Commissioner
Michael Goodnow – Bremerton City Council

Guests:

Ken Bagwell, Attorney to Kitsap 911	IPhone (8)	K. Robb
Andrew	IPhonep	Kellie
BD	J2	KMcCarty
Becky Lester	Jamie Aumock	KOMO TV
Brandon	Jared Moravec, BIFD	Misha
Capcom KingTV	Jill	Misty Ashbrook
Chris Law	Jill Danielsen	MV
Citizen	Jim Gillard – Poulsbo Fire	Natalie S.
Dawn	JLynch	Nathan Piling
Dp	John Smith	Observer
Drew Tetrick	Joseph Ring	Observer
	Jp	Observer

Call to Order: Chair David Ellingson called the meeting to order at 1500 pm.

Public Comment:
No public comments.

Excused to Executive Session

Chair Ellingson indicated that the agenda was for one item and that the Board would be conducting an Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. He indicated the Board would return to the public meeting at 1518 PM allowing 15 minutes for the Executive Session. The Board excused themselves to the Executive Session at 1503 PM.

Return to Special Board Meeting

The Board returned to the Board Meeting at 1518 PM. It took a minute or so for all the members to return and Board member Dusty Wiley experienced technical difficulties which prevented him from being able to rejoin the meeting.

Action Items

Chair Ellingson asked if there was a motion to put forth to the board of Kitsap 911.

Director Rob Putaansuu moved to accept the resignation of Executive Director Richard Kirton and waive the two-week notice requirement. Director Erickson seconds the motion. Motion passes.

Ken Bagwell recommends that the board make a motion appointing Maria Jameson-

Owens as the Acting Executive Director and authorizing Kitsap 911 staff to take any steps necessary to effectuate the continuity of Kitsap 911 business.

Chair Ellingson also stated that no action was taken in the Executive Session and the only action being taken is in this open session.

Director Erickson moved to appointing Maria Jameson-Owens as the Acting Executive Director and authorizing Kitsap 911 staff to take any steps necessary to effectuate the continuity of Kitsap 911 business. Director Garrido seconded. Motion passes.

Chair Ellingson read the press release which is attached below.

The meeting was adjourned at 1521 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is March 5, 2024, at 12:30
Virtually or In-Person at Norm Dicks Government Chambers.***



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

FOR IMMEDIATE RELEASE – KITSAP 911 Executive Director Resigns

Contact: Chair of Kitsap 911 Board of Directors, David Ellingson at 360-271-1815

(Bremerton, WA)

Kitsap 911 Board of Directors announces the resignation of Executive Director, Richard Kirton effective immediately.

Deputy Director Maria K. Jameson-Owens has been appointed Acting Executive Director pending a permanent replacement.



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

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