

Kitsap 911 Executive Committee Meeting

April 10, 2024 ~ 1:00 PM to 3:00 PM

Via Zoom or Public in-person at Kitsap 911

A G E N D A

1. Call to Order (Chair)
2. Public Comment (limited to 2 minutes per speaker) (Chair)
3. Additions to Agenda (Chair)
4. [Approval of Minutes \(03-27-2024\)](#) (Chair)
5. Approval of Payment of Claims- Fund 89822 (Operating Fund) (Chair)
 - a. [A/P Warrant Numbers 6380 through 6421](#)
Total \$ 152,091.93
 - b. [Payroll Dated: 03/29/2024](#)
Total: \$ 461,684.06
 - c. Use Tax Dated: None
Total Increase: \$
6. Ratification of Executed Contracts
 - a. None
7. Action Items
 - a. None
8. Resolutions
 - a. None
9. Discussion Items
 - a. Hiring Subcommittee Report (Wheeler)
 - b. Budget Workshop (Jameson)
10. Staff Reports (time-permitting)
 - a. Continuous Improvement Progress Reports
 - i. Staffing (Taylor)
 - ii. Technology Services (Wecker)
 - 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

Topic: Kitsap 911 Executive Committee

Time: This is a recurring meeting

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Kitsap 911 Executive Committee Meeting Minutes
03/27/2024
Via Zoom or In-Person at Kitsap 911

| Attendees: | Guests: |
|---|--------------------------------------|
| Director, Dusty Wiley (Chair) | |
| Director, David Ellingson (Vice Chair) | |
| Director John Gese | |
| Director, Greg Wheeler (arrived late) | |
| Director, Rob Putaansuu | |
| Strategic Advisory Board Chair, Rick Lagrandeur | |
| Strategic Advisory Board Vice Chair, Joe Clark | Absent: |
| Acting Executive Director, Maria Jameson-Owens | Radio Program Manager, Scott Peabody |
| Finance Manager, Steve Rogers | |
| Technical Systems Manager, Brandon Wecker | |
| Attorney, Ken Bagwell | |
| Human Resources Manager, Rachael Taylor | |
| Asst. Director of Operations, Jamie Donley | |
| Executive Assistant, Barrie Hillman | |
| Training Supervisor, Chris Law | |
| Assistant Radio Program Manager, Mark Nelson | |
| Professional Standards Manager, Jenn Andrews | |

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

Public Comment: None

Additions: None

Approval of Minutes from February 28, 2024

Director Dave Ellingson made a motion to approve minutes from February 28, 2024. Motion was seconded by Director Gese. Motion passes

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

**Director Ellingson moved approval of A/P 6300 through 6379. Total \$ 694,947.58
Payroll dated 03-01-2024 and 03-15-2024, Total: \$ 833,890.00
Motion was seconded by Director Wiley. Motion Passed.**

Ratification of Executed Contract:

K911-078 Sabelhaus West Painting
K911-079 CEJA Engineering
KC197-24 Kitsap 911 AXON Tagging

Director Ellingson moved to ratify K911-078 Sabelhaus West, K911-079 CEJA Engineering, and KC197-24 Kitsap 911 AXON Tagging contracts. Director Wiley seconds. Motion passes.

Action Items:

None

Ratification of Resolutions

Finance Manager, Steve Rogers presented [Resolution 2024-004](#) to Dispose of Personal Property as Surplus.

This is a routine resolution that we do 2-4 times per year and Resolution 2024-004 allows us to remove items from our inventory which have been slated for disposal. The main reason for this resolution is we finally have a way to get rid of the satellite television dish that was uninstalled some time ago. The dish and all the other assets in the attachment have been taken out of service due to obsolescence, and we will be recycling what we can and disposing of the rest in order to provide Kitsap 911 with the highest level of benefit.

Director Ellingson moved to adopt Resolution 2024-004 Declaring Certain Personal Property as Surplus. Motion was seconded by Director Gese. Motion passes.

Discussion Items

Hiring Subcommittee Report

Report delayed until Director Wheeler could attend the meeting.

Senate Bill 5808

This bill recently passed and grants interest arbitration to our public safety telecommunicators. Our current contract ends in 2025 and contract negotiations might be different than they have been in the past. The Kitsap 911 Employees Guild has not had the tool of interest arbitration in the past but it

is a new tool available to them so this is just a heads up that things may be different at the next contract negotiation. We have a very good working relationship with the Guild.

Staff Reports:

Continuous Improvement Progress Reports

Finance

Finance Manager, Steve Rogers reported on what the finance group accomplished in 2023.

- New Inventory Tracking System - Spearheaded by Terese Ungren from our inventory team, we now not only have a more seamless process of conducting our annual audits, but we also have much more comprehensive reporting and tracking throughout the year. It will also be a very valuable tool for budgeting for hardware replacement cycles. This project was finished on time and its results have been overwhelmingly positive.
- Purchasing and Accounts Payable Assessment – We began by researching the bottlenecks in our purchasing and accounts payable processes. By far, the biggest issue we had was with how our purchase orders are processed, so we researched some software solutions and toward the end of the year, we decided on one called Nitro Studio. Our goal in 2023 was to identify our path forward, which we completed on time, thanks in large part to Will Jones, Ryan Rorie, and Brandon Wecker from our Technology Services Group, for making sure it met our cybersecurity standards and technical requirements.
- Fuel Credit Cards - In 2023, we closed our various fuel credit card accounts to use a consolidated, more streamlined solution through Wex Bank. The process, which was spearheaded by Stephanie Browning, is now much simpler for the card users themselves, and the administrative side is much faster, and provides us with better reporting and account management. This was completed on time and the results so far have been fantastic.

Mr. Rogers continued with the Finance Continuous Improvement Goals for 2024 indicating that due to recent staff departures, he took time to see where we have gaps and inefficiencies in our processes. There are four projects that we're focusing on this year as a result:

- Update financial reporting.
 - This goal was identified last year and with the new financial statements, this project is substantially complete. Throughout the year, we may make some adjustments here and there, but our over-arching goal of providing clearer and more transparent reporting is done and was completed on time in Q1.
- Improve the purchasing process.
 - We are in the process of implementing the Nitro Studio software and once complete, it will be an end-to-end solution to process all our purchase orders, complete with electronic file retention, automated internal policy checks, and an audit log. This system is built in SharePoint and has been customized to fit our agency's specific needs. We are currently in the testing phase to work out any bugs before we go live, and we expect to be switched over and out of the sandbox by the end of April.
- Improve the employee reimbursement process.

- There are various reasons that we pay an employee outside of their normal wages, the most common example being when an employee attends training that qualifies for per diem pay. Our process for this today is manual, which means it is very inefficient and time-consuming; consequently, our goal is to create a paperless process, possibly leveraging Nitro Studio or some other SharePoint tool. Our goal is to identify the solution by the end of Q2 and implement it by the end of Q3.
- Improve contract tracking.
 - This project is an extension of the transition that we started in 2020 to a paperless admin group. We've successfully implemented a nearly entirely paperless process for our accounts payable, accounts receivable, financial reporting, and payroll, and contracts is the logical next step. The first part will be creating a digital binder for each contract to replace the physical binders that we have; the second part will be to make each binder fully searchable; and the third part will be to create a consolidated tracking database that we can use to ensure better compliance with the terms. Our goal is to finish this by the end of the year, but given its scope, this may carry over into 2025.

Director Ellingson indicated that in the past we have been presented with the annual budget without a budget workshop beforehand. Are we planning for any budget workshops for the 2025 budget?

Mr. Rogers replied that we moved away from doing budget workshops from a request that the prior Executive Director had received and passed to him but this year we are going to be doing budget review work starting with the April 24 Executive Committee meeting. There will be a first draft presented then that highlights several of the scenarios we need to entertain to move forward.

Ms. Jameson-Owens added that we will take the budget to the Strategic Advisory Board (SAB) just before the Executive Committee meeting to get their input as well. She indicated that we could also schedule specific breakout meetings just on budget if preferred.

Director Ellingson indicated that presenting the budget in the April meeting is sufficient for now and asked if that will also include a revenue forecasting snapshot. Mr. Rogers confirmed that revenue forecasting will be part of it.

Director Ellingson indicated that the Fire Commissioners asked about the \$11 million shortfall at their meeting last night and asked if we had a timeline of when we might have to go out for a bond.

Mr. Rogers clarified that we don't have a short fall but have an \$11 million projected need to go out for debt, which has been planned for the radio project all along and is less than originally projected. There are various types of debt instruments we can utilize, and bonding is one of them. However, we aren't sure that bonding is the best method, and Mr. Rogers will come to the next Executive Committee meeting with recommendations on what debt instruments make the most sense.

Chair Ellingson indicated approval of the plan for budget planning by seeing parts of the budget over several meetings.

Mr. Rogers confirmed that unless something drastic happens, we will not have to take action on the debt in 2024.

Professional Standards

Professional Standards Manager, Jennifer Andrews presented the [2023 progress goals](#) for Professional Standards.

Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation Standards - Employees at Kitsap 911 use a shared spreadsheet to manage the evidence required to demonstrate we are meeting the CALEA standards. Jenn monitors this spreadsheet constantly and the goal was to have 100% of proofs completed for Year 3 by February 2023 and 80% of proofs for year 4 completed by December 2023. The exception to this was the time sensitive standards. CALEA gives agencies some wiggle room by letting them not proof up to 20% of the standards each year however Kitsap 911 chooses to proof 100% of the standards and show compliance with all applicable standards.

CALEA reviewed our documents in July 2023 and at the end of year four an onsite assessment is required. We completed our onsite assessment in February, and we were awarded reaccreditation. Ms. Jameson-Owens and Ms. Andrews will attend the CALEA conference in July to accept the award.

The goal for [2024](#) is to implement a new Quality Assurance (QA) Program. The current method is cumbersome and time consuming for supervisors. They are required to do quarterly QAs for each employee as well as for the National Center for Missing & Exploited Children for all missing people 21 years and under. We also do probationary QAs for those employees who have just signed off their training with three to four QAs per week.

Pulling data from our current program is inefficient and QAs are not being effectively used to improve performance and retention. An automated system that uses artificial intelligence (AI) technology would free up hours for supervisors each week that could then be spent on monitoring and developing employee performance, as well as recognizing employees who are exceeding standards.

The goal is to research QA programs that are available to our industry to determine the best fit and most cost-effective option. I have already reviewed four programs during the first quarter of 2024 and the business case will be ready by March 31, 2024.

Success will be determined by having a QA program selected by the third quarter and be ready for implementation by the start of 2025.

One obvious obstacle is the budget. Another obstacle is finding a program that will work with our current recording system.

Finance

Mr. Rogers presented the February 2024 financial statements which are attached below. We have received approximately \$3.4 million in revenues year to date, and this is about \$92,000 or 2.7% above

our projections. Sales tax came in about \$68,000 under budget, but excise taxes and other revenues came in about \$68,000 and \$92,000 over expectations, respectively. Last month, it was noted that we are starting to see a softening trend in sales tax revenues. The State's economic report shows a possible softening, but this could just be seasonal.

As for operating expenditures, we are under budget by about \$329,000 or 11% year-to-date. About 1/3rd of that is from labor and 2/3rds are from supplies and services. We have been able to lower overtime with strong recruiting and retention practices, which is the primary driver for the positive variance from budget. On the non-labor side, most of the variance comes from repairs and maintenance and professional services that came in a little bit lower for this time of year.

As for capital projects, the microwave and Land Mobile Radio Replacement projects are proceeding according to plan. To date, we've spent \$2.1 million of the \$7.3 million that we've allocated to be for the year for those two projects, and for all others, we've spent a combined \$70,000 of the \$1.5 million budget.

We haven't used any reserves to date and our primary risks now are rising costs due to inflation and a slowing economy.

Director Ellingson asked if falling short on the projected sale tax revenue is an anomaly?

Mr. Rogers indicated it is difficult to say if this is demonstrative of an on-going trend or if this is just a blip. The State's report came in 1% lower than anticipated. We projected to have brought in 9.87% of our annual proceeds but we are a little under that. It's hard to know the significance until the year plays out a little bit so this is noted just as an anomaly.

Director Putaansuu commented that Port Orchard saw a softening in January but returned to normal revenues in February. There is a building boom going on right now which can skew sales tax numbers a bit too. This is early in the year, but it is worth watching.

Staffing Report

Human Resources Manager, Rachael Taylor reported that since the last board meeting, we had two operations employees leave – one was terminated for a policy violation, and one was terminated for performance during their probationary period. We currently have 10 vacant positions on the dispatch floor.

We have three new call receiver trainees in training. We also have two assistant supervisors in training, and two in law enforcement dispatch training.

We're currently in the background phase of recruitment for our telecommunicator trainee position. We plan to hire four in April and another four in August.

We're hiring an administrative specialist, and we have two final candidates in background checks. We hope to have someone start in early May.

We are fully staffed in our tech group.

Goals & Tech Projects Update

Mr. Wecker reported that because of the approval of our budget amendment this month, we have updated our [2024 goals and tech list](#). Since the last meeting several completed projects have been removed. We have also reordered and renumbered the projects.

2019-1 - Backup Center Phase 1

This is the project to upgrade the backup center. We have reviewed all the electrical work and made one additional move in requirement to the building owner. The goal of completing this phase will be to replicate our current functionality from the courthouse to the new site.

2021-3 - Closest Unit Dispatch - Changing Gears Deployments

This project is to update all changing gears run cards to use the closest unit. We are working with the final agency to complete their run card changes.

2022-4 - CAD to CAD with South Sound 911

This project creates an interface between our two CAD systems. This got left off the project list attached to the agenda when it was rebuilt but it will be added again by the next update. All prep work is done on our side, we are working out staffing concerns between the associated agencies, and will set a start for the burn in period once they have completed working out their staffing agreements.

2023-5 - Replace UPS System

This is the project to replace the UPS at Kitsap 911. We finished up the negotiations with the vendor and have sent the contract to our attorney and insurance representative for review.

2023-8 -Improve Redundancy of VX Rail Infrastructure

We added the additional nodes to our server cluster last week. This project is now complete.

2023-10 - Replace Audio Visual (AV) System

This is the project to upgrade and replace our building AV system with more room-specific AV systems. We are working to acquire all the necessary equipment. We have moved the completion date of this project to Q3 based on the timelines for the painting and flooring project.

2023-11 - Dispatch Floor Projects - Console Furniture

This project replaces the console furniture on the dispatch floor. We are working on scheduling on-site vendor demonstrations. We have completed our evaluation criteria and will be working on the survey for our users.

2023-13 - Dispatch Floor Projects - Painting and Flooring

This project replaces the console furniture on the dispatch floor. We are currently working on replacing all the tile flooring while waiting for the carpet to be available. We have 1/3 of the building painting done primarily in the main hallway and the back of the building. We will be continuing to work on the front sections and in the offices. The last section done will be the dispatch floor.

2024-14 - Backup Center Phase 2

This is to improve the base functionality for the new backup center. This is a new project added to the list and cannot start until Phase 1 is complete. This project will use the backup center space to improve the capabilities and functionality of the backup center.

Just a closing note on the microwave and land mobile radio (LMR) project sections of the list: We added a couple place holders for continuing the microwave project and the LMR projects for 2024. We will fill out these sections with milestones before the next meeting.

Land Mobile Radio Project Update

Mr. Wecker presented on behalf of Radio Program Manager, Scott Peabody, who is in Texas doing factory staging. Mr. Wecker shared that Mr. Peabody has started sending out a monthly summary to the board on the overall status of the project. Mr. Wecker presented the progress to date using a slide that is [attached below](#).

A thumbs up on the slide indicates the work is well underway or completed. A thumbs down on the slide indicated that the progress was slower than expected. Mr. Peabody is working on a better ship date for the early deployment of radios. We are also working with Zetron on screen design issues for the consoles. They have chosen some difficult colors for the displays because dispatchers don't like looking at bright colors while working on the floor.

Director Ellingson asked what the roll out of the radios will look like?

Mr. Wecker indicated that only a small number of radios have been ordered, primarily test units and for vehicles that were identified ahead of time. There will be a second larger order and we will get a more polished system for the roll out of those.

Emerging Issues-

None

Hiring Committee Report

Mayor Wheeler joined the meeting at this point and reported that the Hiring Subcommittee's recommendation to the Board is to make permanent Acting Executive Director, Maria Jameson-Owens' position as Executive Director at the same wage and salary that the prior Executive Director had. Then the recommendation is to go out for a broad search for the Deputy Director position.

Director Wheeler added that there is a request from Director Erickson to get a salary survey done to get some comparable numbers for salaries in our region.

Director Wheeler indicated there are some simple reasons behind this recommendation in that while the organization is very stable and what happened with the former director is not indicative of the way the organization is run. However, having continuity at the top while also managing a multimillion-dollar radio project is the best way forward. The idea is to get the best person set up for succession to the Executive Director position eventually but there should be no guarantees that this is the succession plan to the next Deputy Director. Additionally, with Ms. Jameson-Owens taking this position, she would be able to provide additional knowledge and experience with the organization to the new Deputy Director. This will be a great opportunity to have a more structured transition down the road.

Director Wiley clarified that the Executive Director is the one who decides when to search for the Deputy Director not the Board of Directors. The Board of Directors only seeks and hires for the Executive Director's position.

Director Wheeler indicated that the Board should discuss their thoughts about the Deputy Director's position and that this person should have the knowledge and expertise to be qualified to compete for the Executive Director position eventually.

Attorney Ken Bagwell weighed in on the process indicating that at the last board meeting the committee was going to come back with a recommendation which they did. Now we need the full board to vote on naming Ms. Jameson-Owens Executive Director. At that meeting, the Board can have a conversation about the Deputy Director position. However, the first step is to get the recommendation in front of the full board.

Director Ellingson confirms that a motion is needed to recommend sending the Hiring Subcommittee's recommendation for the Executive Director position to the full board.

Director Ellingson moves to forward the recommendation of the Hiring Subcommittee to appoint the Executive Director. Director Wiley seconds. Motion passes.

Discussion: Director Putaansuu confirmed that the Executive Committee is not taking a position on the recommendation but just forwarding the recommendation to the board.

Director Ellingson confirmed that as Chair of the Board he can call a special meeting and directs that a Doodle poll be sent out to set the date.

Good of the Order-

None

The meeting is adjourned at 1358.

The next regular meeting of the Kitsap 911 Executive Committee will be April 10, 2024

Kitsap 911 Public Authority

Resolution 2024-004

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.

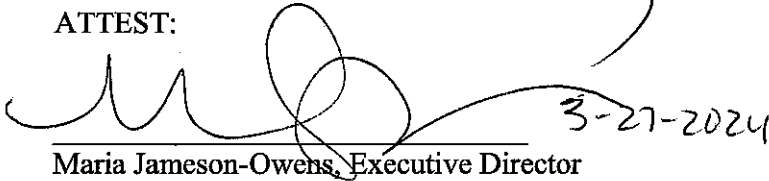
Section 4. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Executive Committee on March 27, 2024, of which all Directors were notified, and a quorum was present.

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


Dusty Wiley, Chair

ATTEST:


3-27-2024
Maria Jameson-Owens, Executive Director

Resolution 2024-004

Attachment A

| Asset Number | Description | Serial # |
|--------------|---------------------------------------|------------|
| 70085 | DISH TV NETWORK | 37128 |
| 61238 | TABLET, RUGGED F110, MCT | RFA39F2357 |
| 61268 | Tablet, Rugged F110, MCT | RG339F1458 |
| 70190 | PRINTER, LASERJET, 1320N | CNBC49506R |
| 70229 | PRINTER, LASERJET, 1320N | CNBC49506T |
| 70290 | PRINTER, LASERJET, 1320N | CNFC55D05V |
| 70716 | TABLET, RUGGED F110, MCT(Cencom-0013) | RH503F0129 |



Kitsap 911 - CENCOM Memorandum

TO: Maria Jameson-Owens, Interim Executive Director

FROM: Jennifer Andrews, PSPM

DATE: 02/16/2024

SUBJECT: CALEA Year-End Summary - 2023

The CIP Initiatives for CALEA accreditation in 2023 were to have 100% of the proofs for Year 3 completed by February 27, 2023, and to have 80% of the proofs for Year 4 completed by December 2023. The exception to this was time-sensitive standards.

Kitsap 911 uses a shared spreadsheet to track standard assignments and statuses. Each person assigned to proof a standard can check the status at any time. As the Accreditation Manager, I am constantly monitoring various sources for proofs and, as they become available, uploading them to PowerDMS. CALEA gives agencies some wiggle room by allowing them to not proof up to 20% of the non-mandatory standards each year. However, Kitsap 911 chooses to show compliance with all applicable standards.

We were successful in achieving both of our goals for 2023. Assessment Year 3 ended February 12, 2023. CALEA reviewed our Year 3 standards electronically in July and, after a couple of very minor policy adjustments, approved our re-accreditation. Year 4 is the end of an assessment cycle and requires an on-site assessment. Because of this, we had to have all of our proofs completed by December 29; well before our normal review period. All of our non-time-sensitive standards were proofed by December 15.

We completed our on-site assessment from February 12-15, and we were awarded re-accreditation.



Kitsap 911 - CENCOM Memorandum

TO: Maria Jameson-Owens, Interim Executive Director
FROM: Jennifer Andrews, PSPM
DATE: 03/12/2024
SUBJECT: 2024 CIP

Implement New QA Program

Our current method of conducting quarterly QAs is cumbersome and time consuming for supervisors. Pulling data from our current program is inefficient and is not being effectively used to improve performance and retention. An automated system that uses AI technology would free up hours for supervisors each week that could then be spent on monitoring and developing employee performance, as well as recognizing employees who are exceeding standards.

My goal for 2024 is to research QA programs that are available to our industry to determine the best fit and most cost effective option. I have already reviewed four programs during the first quarter of 2024 and am working on a business case to present to Management. The business case will be ready by 3/31/24

Success will be determined by having a QA program selected by the third quarter and ready for implementation by the start of 2025.

Obstacles - One obvious obstacle is the budget. Another obstacle is finding a program that will work with our current recording system.

I am currently drafting the cost/benefit analysis and obtaining references for my recommendation for the QA product.

Kitsap 911 2024 Key Projects and Initiatives

| Technical Projects | | | Estimated | | | |
|--------------------|--------------------|--|-----------|-----------|------------|-----------------------------|
| Proj/Task# | Project/Initiative | | Priority | Start | Completion | Status |
| 2019 | 1 | Backup Center - Phase 1 | 3 | 9/30/2022 | TBD | In Progress |
| 2019 | 2 | SUPPORT - RMS/JMS Replacement (Support KCIS) | 3 | | 6/30/2023 | In Progress |
| 2021 | 3 | Closest Fire Unit Dispatch- Changing Gears Deployments | 2 | 6/1/2021 | Q4 2024 | Delayed Start - In Progress |
| 2022 | 4 | Cad to Cad Interface with South Sound 911 | 3 | Q3 2022 | Q4 2023 | In Progress |
| 2023 | 5 | Replace UPS | 5 | 4Q 2022 | TBD | In Progress |
| 2023 | 6 | Data Logging Software | 3 | Q2 2023 | TBD | Rescheduled |
| 2023 | 7 | Secondary Edge Frontier License | 3 | Q3 2023 | Q3 2024 | In Progress |
| 2023 | 8 | Improve redundancy of VX Rail Infrastructure | 3 | 4/1/2023 | Q1 2024 | Complete |
| 2023 | 9 | Cyber Security Upgrade | 3 | Q4 2023 | Q1 2024 | Not Started |
| 2023 | 10 | Replace AV System | 4 | Q4 2023 | Q3 2024 | In Progress |
| 2023 | 11 | Dispatch Floor Project - Carpet | 3 | Q4 2023 | Q2 2025 | In Progress |
| 2023 | 12 | Dispatch Floor Project - Soundproofing | 3 | Q4 2023 | Q2 2025 | In Progress |
| 2023 | 13 | Dispatch Floor Project - Console Furniture | 2 | Q4 2023 | Q2 2025 | In Progress |
| 2024 | 14 | Backup Center - Phase 2 | 3 | TBD | TBD | Not Started |

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

| Microwave Expansion Project (Multi-Year) | | | Estimated | | | |
|--|-----------|---|-----------|---------|------------|-------------|
| Task# | Milestone | | Priority | Start | Completion | Status |
| MVE | 1 | Add connections to three sites (involving changes at six sites). Additional Milestones coming | 2 | Q1 2024 | Q4 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, additional Milestones coming | 1 | Q4 2023 | TBD | In Progress |

SAB

Radio Program Update

March 26, 2024

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402





March 2024

Progress Report
Kitsap 911 P25 Digital Radio Program



March 15, 2024

Prepared by:
R. Scott Peabody, PE

Beginning March 15th

- Summary
- A Closer Look
- Project Schedules



Progress

User Radios

- Ordered Early Deployment Mobiles and Test Portables
- 👎 Factory Ship Date 6/21/24
- 👍 Requested Partial Shipment to Improve Delivery Date

Microwave

- Close Out of First (2023) Build
- Expansion to E 30th, Kingston, and Norm Dicks Center sites
- 👍 Factory Staging in Austin TX 3/26/24 (Ahead of Total Solar Eclipse)



Dispatch Console System

- Ordered Equipment 2/20/24
- 👎 Reviewed Screen Designs
- 👍 Revised Initial Deployment Plan

Radio Infrastructure

- 👍 Ordered 3/21/24
- Review of Coverage in April
- Start Assembly of System in Lacey 6/19/24
- Integration Testing and Acceptance by Labor Day

ACCOUNTS PAYABLE
warrant check#'s: 6396-6421
As Of: 04/05/2024

Time: 08:57:51 Date: 04/02/2024
Page: 1

Kitsap 911

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo | |
|----------------|------------|------------|--------|---|-----------|--|
| 7676 | 03/27/2024 | 04/05/2024 | 154 | ABM JANITORIAL SERVICES | 1,517.26 | March 2024 Janitorial Services |
| 7695 | 04/01/2024 | 04/05/2024 | 479 | AT&T MOBILITY LLC | 244.54 | 02.20.24-03.19.24 |
| 7678 | 03/28/2024 | 04/05/2024 | 167 | CDW GOVERNMENT | 4,058.96 | 2024-0319B - MS EA addition 10/01/23-10/01/24 |
| 7679 | 03/26/2024 | 04/05/2024 | 188 | DATEC INCORPORATED | 1,137.86 | 2024-0311B KCSO Reimbursable |
| 7701 | 04/02/2024 | 04/05/2024 | 564 | DOORDASH INC | 679.32 | March 2024 Expensed Meals |
| 7687 | 04/01/2024 | 04/05/2024 | 579 | EADIE KALTENBACHER | 13,250.00 | MARCH 2024 |
| 7694 | 04/01/2024 | 04/05/2024 | 198 | FEDEX | 2.31 | March 29, 2024 Invoice - LATE FEE |
| 7677 | 03/27/2024 | 04/05/2024 | 201 | GTP ACQUISITION PARTNERS I LLC | 5,057.89 | View Park Tower Rental |
| 7680 | 03/26/2024 | 04/05/2024 | 204 | HOLADAY PARKS, INC. | 540.54 | 2024-0304A - replace leaking gasket on AHU-1B CW Supply |
| 7692 | 04/01/2024 | 04/05/2024 | 204 | HOLADAY PARKS, INC. | 1,514.60 | 2024-0220 Remove and replace VAV controller on UNIT VAC-10 |
| 7681 | 03/26/2024 | 04/05/2024 | 240 | JEFFERSON COUNTY PUD #1 | 198.46 | 02.08.24-03.08.24 |
| 7603 | 03/04/2024 | 04/05/2024 | 588 | JOSEPH P BLASCHKA JR, DBA CEJA ENGINEERING CO | 1,312.50 | Radio Engineering Services- February 2024 K911-079 |
| 7682 | 03/28/2024 | 04/05/2024 | 545 | KATHRYN M COLE | 3,875.00 | FINAL ANNUAL report 2023 |
| 7702 | 04/02/2024 | 04/05/2024 | 210 | KELLEY CREATE | 242.70 | 04/15/2024-05/14/2024 |
| 7683 | 03/26/2024 | 04/05/2024 | 226 | MAGNUM PRINT SOLUTION | 254.33 | printer toner |
| 7688 | 04/01/2024 | 04/05/2024 | 507 | NORTHWEST OPEN ACCESS NETWORK | 312.00 | MARCH 2024 |
| 7685 | 03/26/2024 | 04/05/2024 | 328 | NORTHWEST POLICE | 150.00 | 2024 agency Membership |
| 7697 | 04/01/2024 | 04/05/2024 | 233 | PENINSULA SERVICES | 40.00 | CD#108903 |
| 7703 | 04/02/2024 | 04/05/2024 | 608 | PEOPLEREADY INC | 276.33 | 03.26.24-03.31.24 - general help moving for projects |
| 7684 | 03/27/2024 | 04/05/2024 | 436 | PRINTING SERVICES, INC | 862.68 | 2023 Annual reports Printed |
| 7689 | 04/01/2024 | 04/05/2024 | 241 | PUGET SOUND ENERGY | 14,633.63 | APRIL 2024 Electrical Statement |
| 7690 | 04/01/2024 | 04/05/2024 | 249 | SPOK, INC. | 29.85 | 04.01.24-04.30.24 |
| 7693 | 04/01/2024 | 04/05/2024 | 311 | T-MOBILE | 10.66 | 02.21.24-03.20.24 |
| 7686 | 03/27/2024 | 04/05/2024 | 263 | US BANK | 19,912.65 | 03.25.24 Statement |
| 7698 | 04/01/2024 | 04/05/2024 | 482 | US BANK | 792.05 | CENCOM TRAVEL 2 Statement 03.25.24 |
| 7699 | 04/01/2024 | 04/05/2024 | 482 | US BANK | 220.07 | CENCOM TRAVEL 1 - Statement 03.25.24 |
| 7700 | 04/01/2024 | 04/05/2024 | 482 | US BANK | 354.80 | CENCOM TRAVEL 3 - Statement 03.25.24 |
| 7691 | 04/01/2024 | 04/05/2024 | 596 | WEX BANK | 268.74 | MARCH 2024 Fuel Purchases |
| 7696 | 04/01/2024 | 04/05/2024 | 163 | WM CORPORTATE SERVICES INC | 656.52 | 03.01.24-03.31.24 |

Report Total: 72,406.25

ACCOUNTS PAYABLE

Kitsap 911

Time: 08:57:51 Date: 04/02/2024

As Of: 04/05/2024


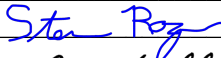

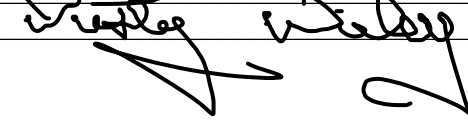
Page: 2

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|----------|----------|--------|--------|------|
|----------------|----------|----------|--------|--------|------|

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

| | |
|--|------------|
|  | 04/04/2024 |
|  | 04/04/2024 |
|  | 04/02/2024 |
|  | 4-5-24 |



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE


Pay Date: 03/29/2024
Pay Period: 03/11/2024 to 03/24/2024

| Pay Detail - FD00822 | |
|---|----------------------|
| Item | Amount |
| Net Payroll | \$ 249,040.16 |
| 941 Tax (Withholding, Social Security & Medicare) | 97,592.23 |
| Unemployment | 690.67 |
| Labor & Industries | 1,513.06 |
| PFML Premiums | 2,532.79 |
| Long-Term Care Act Premiums | 1,757.09 |
| PERS 2 & PERS 3 | 56,347.50 |
| Washington State Deferred Comp | 411.08 |
| Mission Square Deferred Comp and Roth IRA | 4,453.48 |
| AFLAC | - |
| Flex Spending - Health Equity | 47,346.00 |
| Guild Dues | - |
| Total Payroll | \$ 461,684.06 |

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

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


| | |
|---------------------------------------|----------------------|
| Payroll Amount Approved: | <u>\$ 461,684.06</u> |
| Transferred to Payroll Account | <u>\$ 461,684.06</u> |



Prepared By (Kitsap 911)

03/25/2024

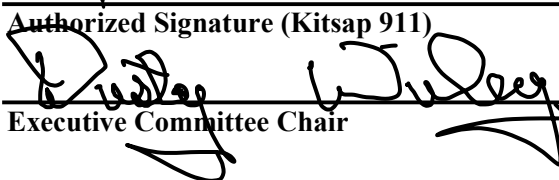
DATE



Authorized Signature (Kitsap 911)

03/25/2024

DATE



Executive Committee Chair

4-5-24

DATE

Kitsap 911 2024 Key Projects and Initiatives

| Technical Projects | | | Estimated | | | |
|--------------------|--------------------|--|-----------|-----------|------------|-----------------------------|
| Proj/Task# | Project/Initiative | | Priority | Start | Completion | Status |
| 2019 | 1 | Backup Center - Phase 1 | 3 | 9/30/2022 | TBD | In Progress |
| 2019 | 2 | SUPPORT - RMS/JMS Replacement (Support KCIS) | 3 | | 6/30/2023 | In Progress |
| 2021 | 3 | Closest Fire Unit Dispatch- Changing Gears Deployments | 2 | 6/1/2021 | Q4 2024 | Delayed Start - In Progress |
| 2022 | 4 | Cad to Cad Interface with South Sound 911 | 3 | Q3 2022 | Q4 2023 | In Progress |
| 2023 | 5 | Replace UPS | 5 | 4Q 2022 | TBD | In Progress |
| 2023 | 6 | Data Logging Software | 3 | Q2 2023 | TBD | Rescheduled |
| 2023 | 7 | Secondary Edge Frontier License | 3 | Q3 2023 | Q3 2024 | In Progress |
| 2023 | 8 | Improve redundancy of VX Rail Infrastructure | 3 | 4/1/2023 | Q1 2024 | Complete |
| 2023 | 9 | Cyber Security Upgrade | 3 | Q4 2023 | Q1 2024 | Not Started |
| 2023 | 10 | Replace AV System | 4 | Q4 2023 | Q3 2024 | In Progress |
| 2023 | 11 | Dispatch Floor Project - Carpet | 3 | Q4 2023 | Q2 2025 | In Progress |
| 2023 | 12 | Dispatch Floor Project - Soundproofing | 3 | Q4 2023 | Q2 2025 | In Progress |
| 2023 | 13 | Dispatch Floor Project - Console Furniture | 2 | Q4 2023 | Q2 2025 | In Progress |
| 2024 | 14 | Backup Center - Phase 2 | 3 | TBD | TBD | Not Started |

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

| Microwave Expansion Project (Multi-Year) | | | Estimated | | | |
|--|-----------|---|-----------|---------|------------|-------------|
| Task# | Milestone | | Priority | Start | Completion | Status |
| MVE | 1 | Complete microwave design (sufficient to order) and order | 2 | Q1 2024 | 1/31/2024 | Complete |
| MVE | 2 | Complete Factory Acceptance Testing | 2 | Q1 2024 | 3/31/2024 | Complete |
| MVE | 3 | Receive microwave equipment | 2 | Q2 2024 | 4/1/2024 | Complete |
| MVE | 4 | Install and Commission microwave equipment | 2 | Q2 2024 | Q4 2024 | In Progress |

| LMR Replacement Project (Multi -Year) | | | Estimated | | | |
|---------------------------------------|-----------|--|-----------|---------|------------|-------------|
| Task# | Milestone | | Priority | Start | Completion | Status |
| LMR | 1 | Order Early Deployment Mobile Radios and Begin Vehicle Installations | 1 | Q1 2024 | Q2 2024 | In Progress |
| LMR | 2 | Obtain Radio Licenses | 1 | Q1 2024 | Q3 2024 | In Progress |
| LMR | 3 | Integration Testing of Radio System, Console system, CAD, etc. | 1 | Q2 2024 | Q4 2024 | In Progress |
| LMR | 4 | Move Radio Equipment to Tower Sites | 1 | Q3 2024 | Q1 2025 | Not Started |
| LMR | 5 | System Testing and Acceptance of Phase 1 Sites | 1 | Q1 2025 | Q2 2025 | Not Started |
| LMR | 6 | DC Power Systems Replacement | 2 | Q4 2023 | Q2 2025 | In Progress |