



# Kitsap 911 Board of Directors Meeting

September 2, 2025 (12:30 to 2:00)

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

*Mission Statement: We are Kitsap 911 providing exceptional public safety emergency communications services every day.*

## CONSENT AGENDA

**Consent Agenda** - All matters listed within the Consent Agenda have been distributed to each member of the Board as a separate document for reading and study, are considered routine and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Board member or by citizen request.

[Click here to open the Board Meeting Packet.](#) Click on blue text to view the item.

A. Approval of Minutes: [Board of Directors 07-01-25; Special Board of Directors Meeting 07-08-2025](#)

B. Approval of Payment of Claims

1) [A/P Warrant Numbers: 7326 through 7456](#)

Total \$ 846,733.17

2) [Payroll Dated: 07-04-2025, 07-18-2025, 08-01-2025, and 08-15-2025](#)

Total: \$ 1,783,199.97

3) [Use Tax Dated: June 2025 and July 2025](#)

Total Increase: \$ 1,099.50

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C. Ratification of Executed Contracts (Includes contracts for budgeted items)

1) [K911-087 South Sound Electrical Purchased Services Agreement](#) - \$19,500.00

2) [K911-088 National Public Safety Group](#) – Contract Negotiations for CAD - \$49,000.

3) [K911-090 Mission Critical Partners](#) - \$39,901.00

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## **Kitsap 911 Board of Directors Meeting on July 1, 2025**

**Via Virtual Meeting and Norm Dicks Governance Center**

### **ATTENDING:**

#### **Board of Directors:**

Jennifer Chamberlin, City of Bremerton  
David Ellingson, Fire Commissioner (Chair)  
Becky Erickson, City of Poulsbo Mayor  
John Gese, Kitsap County Sheriff's Office  
Clarence Moriwaki, City of Bainbridge Island  
Bob Muhleman, Fire Commissioner  
Rob Putaansuu, City of Port Orchard Mayor  
Christine Rolfes, Kitsap County Commissioner  
Oran Root, Kitsap County Commissioner  
Katie Walters, Kitsap County Commissioner  
Greg Wheeler, City of Bremerton Mayor (Vice Chair)  
Dusty Wiley, Fire Commissioner  
Eric Younger, City of Bremerton

#### **Staff:**

Maria Jameson-Owens, Executive Director  
Brandon Wecker, Deputy Director  
Rachael Taylor, Human Resources Manager  
Steve Rogers, Kitsap 911 Finance Manager  
Jamie Donley, Associate Director of Operations  
John Higashi, Technical Services Manager  
Scott Peabody, Kitsap 911 Radio Program Manager  
Barrie Hillman, Executive Assistant

#### **Absent:**

**Guests:**

Chief Joe Clark, Bainbridge Island Police Department  
Chief Rick LaGrandeur, North Kitsap Fire & Rescue  
Chief Jeff Faucett, South Kitsap Fire & Rescue  
Chief Jared Moravec, Bainbridge Island Fire Department  
Chief Jay Christian, Central Kitsap Fire & Rescue  
Chief Jim Gillard, Poulsbo Fire Department  
Ken Bagwell  
Bryce Odin  
Stacy Miller  
Janette Onizuka  
Michelle Moen  
Alex Boeddeker

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**Call to Order:** Chair David Ellingson called the meeting to order at 1232.

**Additions:**

None.

**Public Comment:**

None.

**Consent Agenda**

Chair Ellingson introduced the consent agenda items.

**Director Greg Wheeler moved to approve the Consent Agenda including approval of minutes from the Board of Directors 06-03-2025 meeting; the approval of payment of claims for A/P Warrant Numbers 7256 through 7325 totaling \$1,166,329.53; the payroll dated 06-06-2025 and 06-20-2025 totaling \$902,283.49; and the Use Tax dated May 2025 with a total increase of \$573.54. Director Clarence Moriwaki seconds. Motion passed unanimously.**

**Employee Recognition**

None.

**Action Items**

**Approval of Cost-of-Living Wage**

Chair Ellingson indicated that this is a carryover from last month.

Director Katie Walters requested that Executive Director Maria Jameson-Owens, and Deputy Director Brandon Wecker leave the room saying she believes it inappropriate to discuss someone's salary when they are in the room.

Director Walters asked what the current salaries are.

Finance Manager, Steve Rogers, indicated that Ms. Jameson-Owens' gross salary before benefits is \$257,670.40 annually. Mr. Wecker's gross salary before benefits is \$219, 980.80 annually.

Director Walters said the reason we chose to defer this is not based on performance but based on the fact that they are already fairly compensated.

Chair Ellingson said there was also a salary survey done comparing other comparable districts that had similar positions in place, including 911 Executive Directors from various agencies.

Director Walters said that with that survey we were also in disagreement with those comparables. For Kitsap County, this would be a director position and this is way beyond what the highest paid director is paid. She understands the compression but even the sheriff is paid less. From the standpoint of the County, we are in a hiring freeze right now and she doesn't see us paying out more at this point. She is going to vote no on this and doesn't support it. She understands that the other 911 employees have received their cost-of-living adjustment but this shouldn't just be an automatic go ahead.

Director Christine Rolfes recalled that one of the issues was that we didn't want to do this at the beginning of the year when each one was within six months of being hired. We tentatively agreed that it would be more appropriate to do further in the year. This is following the path we had talked about and the effective date was to be May 1, the one-year anniversary.

Director Rob Putaansuu stated that because neither employee is part of a Collective Bargaining Agreement, legally we, as a public agency, cannot make it retroactive.

Director Moriwaki asked what the amount would be if these cost-of-living increases were created. Chair Ellingson indicated it was on the screen. Director Moriwaki said that \$11,380 is equivalent to the amount their organizations are being asked to contribute and if we are trying to be consistent, he doesn't believe it is appropriate for this time. He agrees Director Putaansuu that it would be unusual to post-pay for the position.

Director Oran Root asked if prior to this did the Directors receive the cost-of-living increase. Chair Ellingson confirm this was the practice every year.

Director Root indicated he believed in taking care of our people and making sure we can retain the best we can. He noted that Kitsap County is in a hiring freeze and they are in a difficult place.



**Director Root moved to give the 3% increase as we would any other director and deputy director. Director Bob Muhleman seconded the motion.**

Director Putaansuu asked for clarification if that was immediately or retroactive. Director Root amended the motion to state the following.

**Director Root moved to give the 3% increase as we would any other director and deputy director effective July 1, 2025. Director Bob Muhleman seconded the motion. A roll call vote was taken. The motion passed 9 to 4 with Director John Gese, Director Eric Younger, Director Walters, and Director Clarence Moriwaki voting no.**

Director Jennifer Chamberlin: Yes

Chair Ellingson: Yes

Director Becky Erickson: Yes

Director Root: Yes

Director John Gese: No

Director Eric Younger: No

Director Moriwaki: No

Director Muhleman: Yes

Director Putaansuu: Yes

Director Rolfes: Yes

Director Walters: No

Director Wheeler: Yes

Director Dusty Wiley: Yes

### **Approval of Computer Aided Dispatch (CAD) Request for Proposal (RFP) Vendor Selection**

Deputy Director, Brandon Wecker, shared a slide deck and indicated that this project was begun in the fall of 2024 because the servers that run our Computer Aided Dispatch system will be at the end of life and end of support in October 2026. This means they need to be upgraded in order to maintain compliance with Criminal Justice Information (CJI) criteria and to maintain our ability to run data requests for law enforcement. When this was initially identified, we budgeted a total of \$1.5 million in 2025, with additional budgeted in 2026 and possibly 2027. The upgrade is additionally complex because an “in-place” upgrade with our current vendor to their newest version is not possible. Moving to that would not provide any substantial benefit to Kitsap 911 or its member agencies or fulfilled CJI requirements.

Mr. Wecker compared the intended upgrade to the equivalent of moving from Windows 7 to Windows 10 where the new system is fundamentally different right down to the core of the CAD system.

We are nearing the end of Project 2025-17 Phase 1 and will be making a vendor

recommendation. He shared the scores in the required proposal components of the four vendors with the focus being on user experience. The bulk of the scores were based on feedback from Kitsap 911 staff as well as staff from member agencies. One vendor clearly scored in the lead across all categories and in some cases, by a significant margin. In order to get an apples-to-apples comparison on pricing, we needed to normalize the costs proposed from the vendors. Some vendors provided additional equipment that needed to be removed; others needed to have the required five years of maintenance calculated and we needed to score the proposals evenly based on the technology proposed. No one received a perfect score in this area but the scores were based off the lowest cost, the most complete proposal and then adjusted for cost based on how far off from the lowest score the other vendors were. This cost breakdown not only took into account the out-of-the-box cost for software but any implementation services, reoccurring service fees, a commitment of five years of pricing and any other adjustments needed for a like to like comparison.

When we look at all the scores, we came up with a final score with one vendor the clear winner. This vendor rated consistently higher than all the others by the participating member agencies and our staff.

On June 24<sup>th</sup>, we presented this information to the Strategic Advisory Board (SAB) and addressed their questions. Afterward we received a unanimous motion to bring the recommendation to you. Today the recommendation from Kitsap 911 is that Hexagon be selected as the most responsive and responsible bidder for the CAD RFP.

Chief Rick LaGrandeur indicated this recommendation was well-received by the SAB with a unanimous vote to move forward with Hexagon.

**Director Moriwaki moved to approve going forward with the contract negotiations with Hexagon as the selected CAD vendor. Director Root seconded the motion. Motion passed unanimously.**

Director Erickson asked what the CAD system does. Mr. Wecker explained that it is the core system that dispatchers use for entering call information, routing mobile units, and changing gears. It is the primary system of the three: CAD, radio and phone for dispatching 911 calls. Director Erickson asked for more explanation. Mr. Wecker said it keeps track of where all the units are and recommends what units go to an event which the dispatcher then accepts. Dispatchers use CAD to track all the information about a call and feed it back to the users in the field while they simultaneously give and receive updates. It allows them to send messages back and forth. It interfaces with a variety of third-party interfaces such as First Due. It really does everything in terms of computer-aided dispatch operations.

**Approval of Strategic Initiative #4 – Comprehensive Training & Development Plan**

Ms. Jameson-Owens indicated that at the last board meeting the Board reviewed Strategic Initiative #4 – the Comprehensive Training and Development Plan. There were no recommended changes.

**Director Rolfes moved to approve Strategic Initiative #4 – Comprehensive Training & Development Plan. Director Moriwaki seconded the motion. Motion passed unanimously.**

Director Walters asked what the fiscal impact of this will be. Ms. Jameson-Owens indicated that this will be examining current programs in place and enhancing those as a cost benefit rather than a cost outlay at the moment. Director Walters said she was supportive of the presentation made last month.

**Approval of the Communications Equipment Policy**

Ms. Jameson-Owens said that the Board reviewed the updated Communication Equipment Policy at the June 2025 board meeting. No recommendations for changes were given. This policy was reviewed by the Strategic Advisory Board (SAB) who recommends its adoption by the Board. Kitsap 911 believes this policy is an improvement for both member agencies and Kitsap 911.

Chief LaGrandeur indicated that SAB is in support of moving forward with this policy.

**Director Moriwaki moved to approve the Communications Equipment Policy. Director Putaansuu seconded the motion. The motion passed unanimously.**

**Approval of the Cancellation of the August Board Meeting**

**Director Putaansuu moved to cancel the August Board meeting. Director Erickson seconded the motion. Motion passed unanimously.**

Director Rolfes reiterated that this does give us less time to work on the budget.

Ms. Jameson-Owens indicated that as long as the Board is okay with the expectation that their first look at the budget would be in September with the expectation of approving it in October so the other agencies can move forward with their budgets. Also depending on the outcome of the vote at the Special Board Meeting on July 8, if that does not pass, we will need additional direction with could result in another special meeting.

Director Walters said because we have changed our format to monthly meetings, to keep this in mind when we set our schedule for next year.

## Discussion Items

### **Proposed Funding Formula**

Ms. Jameson-Owens indicated At the May 6 board meeting; the board was presented with three Funding Formula options:

- Option 1: A higher user fee increase, recommended by the Funding Committee and SAB.
- Option 2: A reduced-cost model that split the cost-per-unit between Kitsap 911 and its member agencies, scaled back capital projects, and lowered staffing goals.
- Option 3: Combine Proposition 2 with other revenues.

After deliberation, the Board voted to move forward with Option 2, balancing fiscal responsibility with operational needs. A bylaw change is required to implement this funding formula, and a vote is scheduled for July 8 at 1400 via Zoom. Passing this change requires a 2/3 supermajority, or 9 out of 13 voting members.

After speaking with many of the Board, it is clear this change is at risk of failing either because members won't be present to vote or plan to vote no.

Ms. Jameson-Owens believes it is important to discuss this now—before the vote—so we can make informed decisions and avoid unintended consequences.

At the last meeting, Dispatcher Hannah Augustine shared the personal toll of the job: the long hours, emotional weight, and time away from loved ones. Her story was a powerful reminder of the real people behind the phones and radios—people who are deeply committed to their work but need support.

The Board has recognized the difficulty in hiring and retaining skilled dispatchers. The Board has acknowledged the need for more staffing, better training, and stronger mental health support. The Board has approved strategic initiatives on a comprehensive plan for hiring, retention, training and development.

Kitsap 911 is consistently looking to find ways to do more with less. Today we will be discussing Initiative #5 on enhancing service management and efficiency. The goal is to identify and implement strategies that enable us to deliver more—at a lower cost. However, without this funding change, we simply cannot meet the expectations of member agencies, the public, or this board.

If this funding formula isn't approved—and no alternative is adopted, Kitsap 911 will be forced to cut services. It's the only viable way to reduce costs. Personnel make up 80% of our

operations budget, and the remaining 20% offers little flexibility. Cutting overtime to cover vacancies would leave us with fewer call takers to answer 911 calls and fewer dispatchers to staff radios.

Kitsap 911 is an essential service. The public and our member agencies rely on us to provide increasing levels of support and faster response times. Simply put officers, firefighters, and Emergency Medical Technicians cannot respond to emergencies they don't know about. Someone has to answer the 911 call. Someone has to dispatch help. That someone is Kitsap 911

We are committed to finishing the radio project. But we are just as committed to making sure there are skilled, focused, and supported dispatchers on the other end of those radios. Because radios don't save lives. People save lives.

Ms. Jameson-Owens realizes board members are facing competing priorities between individual agencies and the broader needs of Kitsap 911. She understands the need to try to balance these demands. This change does just that.

One of Kitsap 911's greatest challenges is the Board's difficult position—balancing the needs of individual agencies with the responsibility to fund a shared, countywide service. This structure makes it hard to prioritize the overall needs of the 911 system and increases the risk of underfunding this life-saving service.

This vote is bigger than numbers on a spreadsheet. It is a test of commitment to the system your communities rely on—every hour of every day. Kitsap 911 has worked closely with member agencies and financial experts to develop the most viable funding options available. If this funding formula is not approved, she respectfully asks the Board to identify what alternative solutions are being considered to sustain essential services for emergency responders and the public.

She would appreciate hearing those alternatives today to help prepare not only for the July 8 vote, but also for the broader financial planning required for the 2026 budget.

Director Rolfes asked that the spreadsheet with the cost increases could be projected.

Director Putaansuu asked how many board members can't participate and that it is imperative that we all have a say on this. It was determined we may be missing one Board member and he is comfortable with that.

Director Walters wanted to clarify that this funding model is not spread evenly across everyone but it's the highest users of the County and Bremerton really getting the increase. Ms. Jameson-Owens indicated it is based on the units of use – how many dispatched events over a rolling

three-year period. This is the same as the last version of the Funding Formula as well as equipment usages and specific requirements by the agency.

Director Walters said this is her concern that the cost burden is putting on those who actually can't pay like the County. The medical examiner and the County are all out of the County's general fund and with our already \$8 million hole we are trying to fill this year. That is public safety on the other side; deputies we can't fund because we are going to have this increase. So, what do we get? We have a hiring freeze and we are asking everyone to look at efficiencies so paying this amount is going to be a decrease in public safety on the other side. We have this increase and we have the radios. The radios are a given, we have to pay for those. She would prefer that the funding model were a distribution across all users versus the high users just because of the cost burden to the County and the City of Bremerton.

Director Putaansuu said he respectfully disagrees. He is sympathetic to the County because we all have budget challenges and this economy is not as robust as it once was. This formula has been historically based on use. Most of us are seeing increases here and he acknowledged the County's is much higher. The Option #1 none of us were comfortable with but Option 2 deferred some capital projects. Option 2 was a compromise from what was requested by the fire districts and he intends to support Option 2.

Director Rolfes asked Mr. Rogers to confirm that the April 18 version he is projecting is the same as the May 7<sup>th</sup> packet version. Mr. Rogers confirmed it was as he was projecting from the spreadsheet rather than the pdf version.

Director Rolfes confirmed that if we were not changing anything, the amount less would be \$94,000. Mr. Rogers said that is the preliminary number pending the outcome of the 2026 budget. We are splitting up the increase over three years. Director Rolfes said that doesn't seem like an enormous cut felt throughout the system and asked Ms. Jameson-Owens to explain how \$94,000 translates into a devastating reduction in spending when it's an increase in spending, not a reduction.

Ms. Jameson-Owens said that our sustained stabilization fund is 17% or \$3.4 million. With this funding increase, we are going to start the budget with a beginning balance of \$1.9 million down from \$3.7 million. Without the funding formula, we are not going to be cutting a person, we are going to be not filling overtime to backfill positions. Being short on dispatch and short on call takers right now, to get up to minimum staffing, we have to pay overtime. We pay a lot of overtime and it's the only place we can make a \$94,000 cut on the operations side. That means we will have less call takers and less dispatchers. If we don't have enough dispatchers, we cannot staff a console. We have three law enforcement and two fire consoles right now. If we can't staff one, something has to change and usually it won't be fire because they only have 1.5 consoles staffed for the day. The law channel will require some deputies move back over to

the North console or to the South console. Port Orchard and Bremerton officers would move to another console. The amount of traffic on the radio increases. The number of officers the dispatchers are tracking increases. They are already at a point where they are oversaturated with units on the radio.

While \$94,000 may not seem like a lot, it's going to keep people on those radios and on the consoles for longer.

Additionally, the most significant aspect to this change is the bylaws. The issue that we have budgetarily is that user fees have not increased for 16 years and there has been no Consumer Price Index (CPI) increases. There has been no increase and no allocation of cost of usage in the subscription models. Nothing. Kitsap 911 has had to absorb those. The change in bylaws prevents us from being in this position in the future.

Director Wheeler said that the testimony we had from the staff member last month highlighted the life of an employee. With Option 2 we would still make up the difference on the backs of the employees, correct?

Ms. Jameson-Owens said she is trying to avoid that by decreasing overtime. It is going to be a choice but it is a dangerous choice because it leaves us short-staffed. In 2024 our dispatchers worked 17,000 hours of overtime. In 2025 so far it has been 8500 hours. They are burned out. They are tired so putting more on top of them can't happen.

Director Wheeler said that it then goes back to the public and the service the public has come to enjoy today will change. Ms. Jameson-Owens said that it is true with Option 2.

Director Putaansuu said Option 2 kept us whole and Option 1 provided more funding. What is being spoken to right now is not funding Option 2.

Director Wheeler said he is speaking to is Option 1 from the perspective of someone who has been on this Board for 16 years and had us climb out of a hole to where we do have a sustainable organization where we are able to attract and retain employees and provide a level of service that will work into the future. He is leaning towards Option 1.

Director Putaansuu said we had a robust discussion about that at the last Board meeting and he is certain that the folks who aren't comfortable with Option 2 are not going to be comfortable with Option 1 either. We have to move forward with something and Option 2 is a proposal that comes to middle ground.

Chair Ellingson said it spreads the increase over three years making it an easier pill to swallow.

Director Wheeler said he doesn't want to turn it into a three-option vote and if we have to choose the best of two bad options, he defers to that.

Director Rolfes requested information about how the console remodel was paid for and are there opportunities to recoup costs from remodeling the empty rooms.

Ms. Jameson-Owens said that the new consoles have been installed but we delayed moving employees back until after the 4<sup>th</sup> of July. The move starts July 7<sup>th</sup>. We received a grant from the State of Washington that paid for 50% of our consoles and we also had grants for the Unlimited Power Supply (UPS) upgrade and cybersecurity. We are getting about \$603,000 to pay for those consoles, which is why we were able to pay for them.

Once we move back, we will have the classroom available again and the space that the Department of Emergency Management (DEM) used to use. This room we allow other agencies to come in for training or classes. We are also looking at some of the ideas that the law enforcement agencies have asked about in terms of combining resources. Instead of every department having a records division, what is the option of combining those? This would be a lengthy research project but it is a model that South Sound 911 has been doing and there is potential cost savings there. If we did that, we might use that DEM space.

Director Gese said Ms. Jameson-Owens introduction resonated with him and he gives the same to the Commissioners. However, the Sheriff's Office is struggling and looking at budget cuts next year, possibly cutting deputy positions so those increases would be really felt on his end too. He would ask that we share the pain and the last thing we want to do is threaten each other with cutting service. We have to work together because the Sheriff's Office does not have a wealth of money and he is asking for Kitsap 911 to feel some of the pain he is feeling. Just like it wouldn't do any good to have 10 more deputies on the road if you don't have dispatchers, it also doesn't do any good to have 10 dispatchers and no deputies on the road. So, we have to figure this out.

Director Gese said that for 16 years, the Board has not done right necessarily by CENCOM by not increasing the use fees. Having the CPI increase in perpetuity is not something that we would normally agree to and he worries that gives CENCOM an advantage that doesn't address some of the issues we have to address as we go through economic downturns.

Ms. Jameson-Owens said that although there is a CPI increase there is also the potential of a refund to the agencies if the operations budget comes under a certain percentage at the end of the year. She continued that in no way is she threatening to do something – she simply has no other option but to cut \$94,000 from operations. Overtime eats up money. We still need to have people in the room answering 911 calls even if someone has to wait for an officer. It is a very difficult balance. Option 2 is the middle ground. We could really use Option 1 to bring



more people in but we can make Option 2 work. We can't make doing nothing work.

Director Wheeler said we know from data and metrics that the attrition was horrendous and we have the history of how the pressure of overtime and burning people out. If we are leaning towards Option 2, we need to check in and make sure this isn't permanent because it is not sustainable. We can't operate with the County being under threat and the tradeoff being the agency is under threat – that is not sustainable. So how do we establish a check-in? He doesn't want this to become the new normal and would like to get back to what a normal proper funding program would look like for Kitsap 911 but at the same time not at the expense of our County. The City of Bremerton is not proposing a hiring freeze today but he can't guarantee that into the future. It's going to take a little extra work but the Board is going to have to be looking at this more closely as this can't be the new normal.

Ms. Jameson-Owens said Option 2 is a step in the right direction but doing nothing is very detrimental.

Director Root said he agrees that Option 2 is the best option right now. This is the peaks and valleys versus the rolling hills effect on any organization. The rolling hills are much better than those peaks and valley because it costs more to climb that hill every single time. He agrees that we all want Option 1 but we need to maintain this rolling hill effect to keep going up and making sure that the Board gets Kitsap 911 what it needs to accomplish the mission without sinking the ship. Option 2 is the compromise.

Director Rolfes said that maybe it is to your detriment to have the elected officials on Kitsap 911's Board because they serve on 11 other Boards. She is on the Health Board and federal and state funding has been dramatically cut. She had to say don't come to the County to make up that gap. We are not going to give you more money and they have to rethink their budget. To the Cities, we are probably raising our jail bed prices again. The Humane Society is coming to all of the Cities with increases larger than Kitsap 911's because of liability insurance they have never had before. We are all seeing it and everybody's belt tightening so we are not being mean, we are trying to balance budgets.

### **Strategic Initiative #5 Enhancing Service Management and Efficiency**

Assistant Director of Operations, Jamie Donley introduced herself and said that as service demands continue to grow and evolve, Kitsap 911 must proactively adapt to remain efficient, responsive, and fiscally sustainable. This strategic initiative is designed to modernize how we manage complexity, optimize workload, and engage with the public—while working closely with our member agencies and regional partners to produce more with less. We're focusing on three key areas:

- Managing service complexity
- Improving call and workflow processes

- Enhancing public education around 911 services.

First, we are closely evaluating how our current service expectations align with workforce capacity. In collaboration with member agencies, we will explore opportunities to consolidate efforts, share responsibilities, and reimagine how work is completed—aiming to save time and money while maintaining reasonable workloads.

By coordinating with our partners, we can identify where duplication exists, where processes can be streamlined, and where joint solutions can maximize impact with fewer resources.

Second, we're improving call and workflow management. This includes the planned launch of a clearly defined non-emergency phone line by the end of 2025 to divert lower priority calls away from 911.

We are also exploring cost-saving innovations such as Artificial Intelligence (AI)-assisted call handling, smart routing, and digital workflows. Eliminating outdated practices—like printed data work, paper leave slips, and manual inventory—will reduce inefficiencies, cut administrative overhead, and improve agility across the system. These efforts not only enhance service delivery but reduce operational costs and free up resources for high-priority needs.

Finally, we recognize that educating the public is critical to long-term system efficiency. We will expand outreach campaigns in coordination with our member agencies to help the community better understand when and how to use 911, what alternatives exist, and what to expect during emergencies. Informed residents make smarter choices—reducing misuse of emergency lines and helping responders focus on true emergencies.

Together, these efforts will strengthen internal operations, foster regional collaboration, and reduce unnecessary strain on both personnel and infrastructure.

By working in partnership with our member agencies—and with other 911 centers where appropriate—we can better meet rising service demands while protecting the long-term viability of Kitsap 911. This initiative is not just about doing more. It's about doing it smarter—together.

Director Moriwaki said that he loves the idea of a non-emergency number. The City of Bainbridge has a dedicated phone line for fireworks calls and it really does work. He asked if this would be a specific staff person and would it help for calls that might be for social services.

Ms. Jameson-Owens indicated that Kitsap 911 is working with the SAB to look at other options such as having a dedicated 988 person directly associated with Kitsap 911 either in the center or virtually. Currently 988 doesn't have enough staffing to have an immediate response to every 911 call transferred so there will be potential delays. However, we are working on that process with the State office and 988. We are working with the SAB to determine specifically what calls go there. Another option is the nurse navigator line that Director Walters shared with her. This was considered several years ago but the cost was too high so we have a different

nurse triage line now. If there is a call with no need for Emergency Medical Services, we can transfer the line to the nurse triage and they walk them through the appropriate next steps. 911 Nurse Navigators is a similar process but can take a larger range of calls and a doctor can be connected to the caller. It can potentially take work load off of the 911 center and the emergency responders. We are researching what the agency needs are and the cost.

**Strategic Initiative #1 Board Education, Alignment and Structure Review**

Ms. Jameson-Owens said we have made good progress on Initiative 1 involving Board Education, Alignment, and Structure Review. In the essence of time, she will focus on Board Structure and Composition.

Action items 1 through 4 revolve around reviewing and evaluating the current structure by

- Gathering input from stakeholders,
- Reviewing best practices in governance for elect boards,
- Reviewing possible options for change,
- Presenting a recommendation for adjustments that improve fairness, effectiveness, and decision making.

In order to accomplish these actions, it is necessary to hire a consultant so there is no concern of bias impacting the final recommendations. She have met with three consulting groups thus far. One stands out as highly qualified and has prepared a 29-page proposal of how they will accomplish this project. The expense is budgeted in the 2025 budget for professional services that will cover this cost.

Prior to embarking on an agreement, she wants to ensure that the Board would like to move forward with hiring a consultant to do this work.

Director Moriwaki asked if there is a budget line item for new initiatives like this? Ms. Jameson-Owens indicated that we have a Professional Services line item that has \$40,000 in it.

Director Wheeler asked what the consultant would be focusing on. Ms. Jameson-Owens said the consultant has outlined a step-by-step process about doing initial information gathering remotely, then they would come do interviews with member agencies, SAB, Kitsap 911 staff and all the Board Members taking input on what is working and what is not. Then they look at what other agencies are doing, the effectiveness of the board, and the ideal number of board members who should be represented on the board. Kitsap 911 could do the work but the results could be perceived as being biased. A consultant is cleaner.

Director Wheeler and Director Rolfes indicated they are supportive.

Director Putaansuu confirmed that there is a process for selecting the firm. Ms. Jameson-

Owens indicated they reviewed three proposals and one stood out as the best.

Director Moriwaki confirmed the cost was less than \$40,000. Ms. Jameson-Owens confirmed it is.

### **Radio as a Service**

Ms. Jameson-Owens said we are now at a place in the radio project where we need to discuss non-member agency radios. Member agency radios are funded by Proposition 2 funds. Kitsap 911 member agencies are listed on the agenda item cover sheet. Non-member agencies are not eligible for Proposition 2 funds. A non-member agency is one that does not pay user fees to Kitsap 911. These include:

- Private Ambulance Companies
- Hospital
- Emergency Management
- Fire Marshal
- Juvenile Detention

To support interoperability and preserve the financial integrity of Proposition 2 funding, Kitsap 911 proposes a Radio as a Service model for non-member agencies. Under this model, Kitsap 911 would provide radios and on-going support in exchange for full cost recovery for all equipment needed, annual service, maintenance, and administrative fees, set up and programming fees, and costs for all non-warranty repairs. She asked for feedback from the Board on this proposal.

Director Moriwaki indicated that there was an error on the cover sheet listing Bainbridge and Poulsbo's police departments on the same line. Ms. Jameson-Owens indicated this was indeed an unintentional error.

Director Erickson asked if there is a policy in place to manage requests for radios from private organizations such as a towing service. Ms. Jameson-Owens indicated that the practice has been that requests for radios from a non-emergency responder is to have the SAB determine the impact and make a yes or no decision.

Director Rolfes asked if the chart of fees on the cover sheet was in addition to the user fee just discussed or part of it. Ms. Jameson-Owens said that chart is a list of member agencies and what they currently pay in user fees.

Director Rolfes asked what the fee for a non-member would be. Ms. Jameson-Owens indicated that the average cost of a radio is \$7,500 but that there are other options for these organizations. For example, the ambulance company may be a good example of one that can

use the phone app because they don't talk much on the radio and only indicate that they are responding. We have 50,000 licenses for the new radio systems phone app. The hospital has already paid for theirs. Emergency Management got a grant for theirs. There are other options other than \$7,500 for radios.

Director Walters asked what requests have been made by the Fire Marshals and Juvenile Detention. Ms. Jameson-Owens said that Juvenile Detention has not made a request yet and the Fire Marshal has asked for five radios.

Director Erickson asked if the radios given to other agencies have access to the secure channels. Ms. Jameson-Owens said no outside agency would be on the encrypted channels unless they are specifically authorized to be on those.

### Standing Reports

#### **LMR Project Report**

Radio Program Manager, Scott Peabody, shared a [slide deck](#) on the status of the project including percentage completion, the to-do list and the mobile replacement progress. This is a multi-stage program and the initial build was based on our existing sites. These can be done much faster because we already have the site leases. The permitting process is much faster and we don't have to go through lengthy negotiations and extensive engineering design. Stage 2 building of new sites will improve coverage and that will kick off near the end of 2025 and early 2026.

Mr. Peabody shared a slide of a tree design indicating the percentage of completion of the primary elements of the project. In the blue Financial box, we have 68% of the work done and 40% of it paid for. Partially that is a lag for billing and documentation but also managing cash flow. We have some big bills that will have to be paid in 2025. With User Radios, in total we are at 30% with about half the mobiles installed. The portables are easier to do but there are many more of them. Operational readiness is not ready to be done, which is normal for this stage. Infrastructure is 90% complete. Interoperability is 75% complete.

Mr. Peabody shared a slide of the To-dos organized by User Experience items and Infrastructure Items. There are 350 mobile radios to install, 1000 portable radios to distribute and 50 of the fixed base stations in fire and police stations to install. The new backup system is also being worked on to provide georedundancy. Training appears in many of the to-dos so we are ready when we cut over to the new system.

Mr. Peabody shared a slide about the mobile radio replacement progress. The process has been running substantially above the goal of 30 radios per month and we completed 42 in June. June included more difficult installations such as boats and smaller agencies where it is difficult to

keep a car out of service. There is potential to start the fire mobile installations early in the last part of 2025. The mobile installation site at the Department of Emergency Management will close in mid-July as the southern installations finish up. Next Monday we are opening up a new location in Poulsbo to work on the northern agencies. When we do fire, those are typically done at each of the agencies' sites where the mechanics are available. Bremerton Police Department is the first to be 100% done and Port Orchard Police Department is also complete.

Director Moriwaki asked what a radio personality is. Mr. Peabody said Motorola called their radio programming "code plugs" from back in the day when they actually plugged in software code with chips. Personalities are just the specific programming or configuration of the radio. Radios are more like computers than radios these days.

Director Moriwaki said he didn't see Bainbridge Island listed on the vehicles and asked when they are scheduled. Mr. Peabody said Poulsbo Police Department will be first due to immediate needs and then they will start weaving in Bainbridge Island Police Department and the Tribal Police Departments in third quarter and possibly by the end of July. An issue with the small agencies is that they don't have many spare vehicles so we have to tightly coordinate with when those vehicles are available. They vehicles have to be there when we start at the beginning of the day. One no-show throws the schedule in a tail spin.

### **Monthly Finance Report**

Finance Manager, Steve Rogers, reported that as of the end of May, our revenues were above, and our operating expenditures were below expectations.

We have received approximately \$8.7 million in revenues year to date, which is about \$728,000 above our projections. Sales tax came in about \$337,000 above expectations, excise taxes are a little less than 1% over budget, and other revenues are \$381,000 over expectations, which is again, primarily due to the one-off payments and tower lease revenues from earlier in the year.

Mr. Rogers share a slide showing the seasonality in sales tax in the last three months. In March, we received 6.8% more than expected year to date. In April, that dipped to 6.3%, and for May, we're at 5.9%. February is a strong month, but it artificially pumps up year-to-date revenues, and things tend to taper off for the remainder of the year.

As for operating expenditures, we were under our labor budget by about 7% year-to-date, and 9% under budget overall. This isn't surprising because when we made the 2025 budget, we thought we'd start to see a few of the new Proposition 2 related operating costs popping up by this point in the year, but like we've talked about during our debt discussions, we expect a lot of those to come online closer to Quarter 4 2025 or possibly into next year. We're still staying tight with our spending for both Proposition 2 and non-Proposition 2 revenues to conserve as

much cash as possible.

As for the Proposition 2-funded projects, the project is still moving along, and so far, we've spent about \$2.2 million of the \$11.7 million that we've allocated. As for our other capital and non-operating expenditures, we've spent about \$85,000 so far this year, after a couple of reclassifications.

Our fund balances are still looking good, and we are still looking good for our debt timing later this year. We are still ramping up the radio deliveries, so that excess cash amount will start to start coming down later this year.

Lastly, we haven't used any reserves to date and our primary risk at the moment are a slowing economy, as this would directly impact our primary source of revenues, and the tariffs, for obvious reasons.

Director Rolfes said that if she saw an update like and we were talking about raising taxes, she would say it was not needed. This report doesn't say that we need to raise our fees. Mr. Rogers said that the majority of the overage is from a back payment for a tower lease. We are also getting a grant for the equipment but he does not believe it wise to plan the budget off of revenues we can't predict. The only predictable one is sales tax and seasonality plays a big part of that. February artificially pumps up what our year end numbers look like. The economy is slowing and we try to project conservatively. As we have shown in prior meetings, the margin we have to work with at the end of the year is getting really, really close especially if we leave Proposition 2 out of all our revenue discussions. He encourages them not to be fooled by the February pump up and other one-off revenues.

Director Walters asked if Mr. Rogers could break out Proposition 2 so they can the comparison of the two types of revenue. Mr. Rogers said that in the financial report there is a second page which shows the fund balance and at the moment there is \$7.98 million in the Proposition 2 balance and 2.8 million in the other revenue.

Chair Ellingson said to remember that operational costs for the new radio system can't be rolled into the Proposition 2 funds and those have to be reported separately.

### **Strategic Advisory Board (SAB) Report**

Chair of the SAB and North Kitsap Fire and Rescue Chief Rick LaGrandeur reported the SAB is interested in the 988 possibility and excited to hear more about that. They are also interested in the non-emergency number for Kitsap 911. He also said that all the agencies have been asked to come up with a list of all the new vehicles we are going to need in 2026 so they can plan to purchase accordingly for the radio project.

Good of the Order

Chair Ellingson indicated that it was National Ice Cream Day and that the weather is cooperating for an ice cream stop on the way home.

**The Meeting adjourned at 1404.**

***The next scheduled meeting of the Kitsap 911 Board of Directors is September 2, 2025, at 1230 Virtually or In-Person at Norm Dicks Government Chambers.***



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# Board of Directors Radio Program Update

July 1, 2025

R. Scott Peabody, P.E.

[speabody@kitsap911.org](mailto:speabody@kitsap911.org)

360 552-8402



# Topics

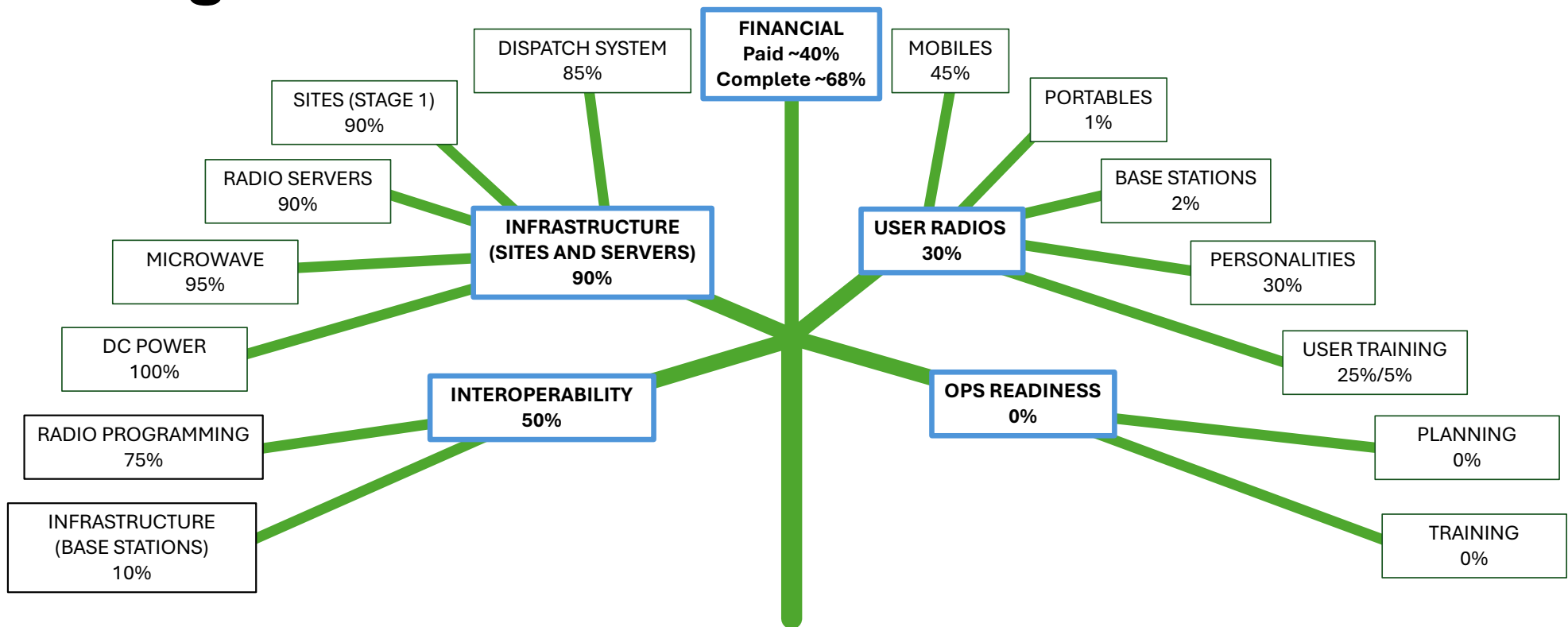


- Are We Done Yet?
  - Percentage Completion
  - To Do List
- Mobile Radio Replacement Progress



# Are We Done Yet? Percentage Complete?

## Stage 1: 15 Towers



# To Do List

## User Radio Tasks

- Program and Install ~350 Mobiles
- Program and Distribute 1000 Portables
- Program and Install 50 Base Stations
- Engage Agencies for Input
- Finish 80 Radio Personalities
- Train (&Train) All Public Safety Users

## Dispatch Console Systems

- Upgrade and Test Main System
- Move Newberry Hill System
- Train Dispatchers on P25 System
- Acceptance Test (Geo-redundancy)

## Operations Readiness

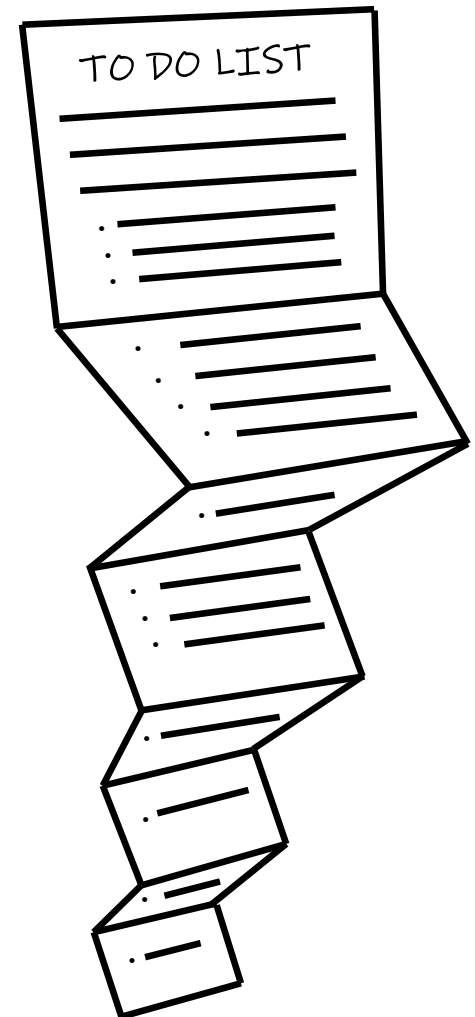
- Plan, Coordinate, and Train&Train&Train

## Infrastructure (Sites and Servers)

- Close Punchlist Items
- Site Acceptance at 15 Sites
- Finish Servers Configurations
- Optimize RF Coverage
- Acceptance Test (Geo-redundancy)
- Coverage Acceptance Drive Test
- Plan Stage 2 Coverage Improvements
- Plan VHF System Refresh
- Logging Recorders Reconfiguration
- Add FIPS Compliance to Microwave

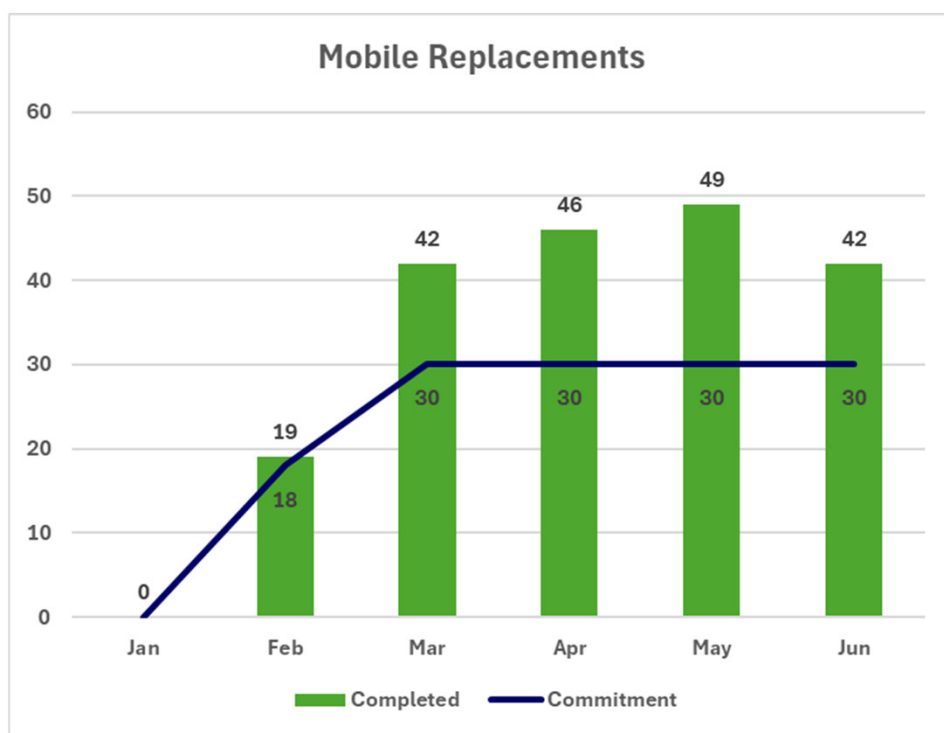
## Interoperability

- Add Interop Channels to Radios
- Execute Channel Sharing Agreements
- Work with Pierce County for Roaming
- Install Interop Base Stations
- Test and Train
- ...



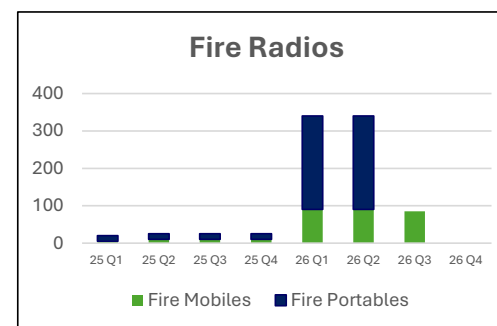
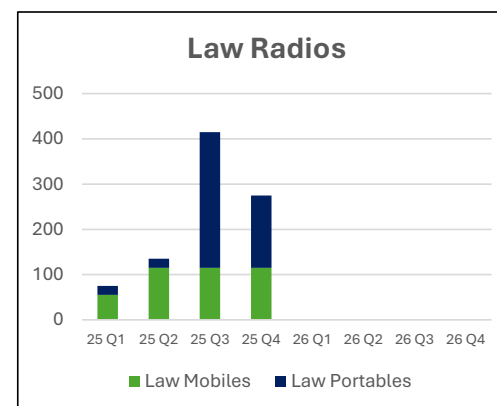


# Mobile Radio Replacement Progress



Mobile Replacements Ahead of Original Plan

## Original Plans

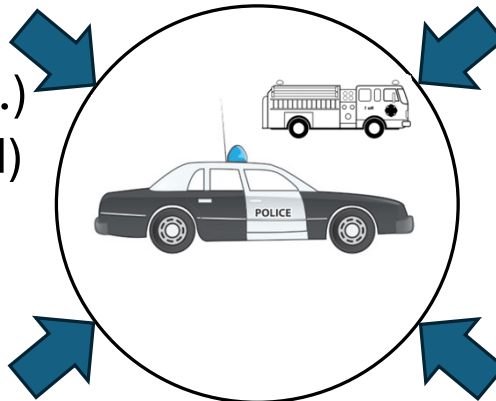


# Mobile Radio Replacement Status

## Mobile Radio Replacements are On Track

### 1. Mobile Replacement Radios

- 347 Mobiles Received
- 250-300 Replaced (est.)
- (515 Portable Received)



### 2. Locations:

*Closing Mid-July*

- South: DEM (Airport), Working Well
- North: Auto Glass Clinic Poulsbo  
*Opening Soon*

### 4. People

- Schedulers (Agencies, RACOM, K911)
- Drivers (Agencies)
- Installers (RACOM)

### 3. Vehicles

- KCSO: 99% Done
- BPD: 100% Done
- POPD: 100% Done
- DEM, KAC, KME: In Progress
- PPD: Scheduled 7/7 in Poulsbo



**Kitsap 911 SPECIAL Board of Directors Meeting on  
July 8, 2025  
Via Virtual Meeting**

**ATTENDING:**

**Board of Directors:**

David Ellingson, Fire Commissioner (Chair)  
Becky Erickson, City of Poulsbo Mayor  
John Gese, Kitsap County Sheriff's Office  
Clarence Moriwaki, City of Bainbridge Island  
Bob Muhleman, Fire Commissioner  
Rob Putaansuu, City of Port Orchard Mayor  
Christine Rolfes, Kitsap County Commissioner  
Oran Root, Kitsap County Commissioner  
Katie Walters, Kitsap County Commissioner  
Greg Wheeler, City of Bremerton Mayor (Vice Chair)  
Dusty Wiley, Fire Commissioner  
Eric Younger, City of Bremerton

**Staff:**

Maria Jameson-Owens, Executive Director  
Brandon Wecker, Deputy Director  
Rachael Taylor, Human Resources Manager  
Jamie Donley, Associate Director of Operations  
John Higashi, Technical Services Manager  
Barrie Hillman, Executive Assistant

**Absent:**

Jennifer Chamberlin, City of Bremerton  
Steve Rogers, Kitsap 911 Finance Manager

**Guests:**

Chief Rick LaGrandeur, North Kitsap Fire & Rescue  
Chief Jay Christian, Central Kitsap Fire & Rescue  
Chief Jared Moravec, Bainbridge Island Fire Department  
Interim Chief Robin Houtz, Port Gamble Police Department  
Deputy Chief, Andy Brandon, Port Orchard Police Department  
Ken Bagwell  
Bryce Odin  
Alex Boeddeker

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**Call to Order:** Chair David Ellingson called the meeting to order at 1400.

**Public Comment:**  
None.

**Approval of Resolution 2025-004 Adopting Changes to Bylaws Updating the Funding Formula**  
Chair Ellingson introduced the single action item on updating the Funding Formula in the Bylaws.

Executive Director, Maria Jameson-Owens, reminded the Board that we discussed the Funding Formula last week and this is the vote to change the Bylaws. It requires a 2/3s vote to approve to change the Bylaws.

Director Rolfes apologized that she did not know it required a 2/3rds vote.

**Director Rob Putaansuu moved to approve Resolution 2025-004 Adopting Changes to the Bylaws Updating the Funding Formula. Director Bob Muhleman seconds. Motion passed 10 to 3 with Director Rolfes and Director Walters voting no and Director Chamberlin absent.**

**Good of the Order**  
None.

**The Meeting adjourned at 1410.**

***The next scheduled meeting of the Kitsap 911 Board of Directors is September 2, 2025, at 1230 Virtually or In-Person at Norm Dicks Government Chambers.***



# ACCOUNTS PAYABLE

Kitsap 911

Time: 12:50:27 Date: 06/24/2025

As Of: 06/26/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7326-7342	Amount	Memo
9022	06/23/2025	06/26/2025 154	ABM JANITORIAL SERVICES		1,517.26	07/2025 Janitorial Services
9023	06/17/2025	06/26/2025 412	ALL ABOUT TRANSMISSIONS & AUTO		130.23	Oil Change & Service for Blue Truck; 2025-00779
9037	06/23/2025	06/26/2025 167	CDW GOVERNMENT		20,840.58	Microsoft Licenses for External Agency User Client Access; 2025-00640
9025	06/23/2025	06/26/2025 172	CENTURYLINK		3,991.74	06/17/2025-07/16/2025 Telephone Service
9024	06/18/2025	06/26/2025 600	CENTURYLINK		73.91	06/03/2025-07/02/2025 Telephone Services
9026	06/18/2025	06/26/2025 174	CITY OF BREMERTON UTILITY BILLING		846.50	05/05/2025-06/02/2025 Water & Sewer Utilities
9027	06/16/2025	06/26/2025 470	COMCAST		587.49	06/18/2025-07/17/2025 Backup Internet & Cable Service
9028	06/18/2025	06/26/2025 599	FONEMED LLC		595.00	05/2025 Nurse Triage Calls
9029	06/23/2025	06/26/2025 549	HAVIS, INC		326.51	Connector & Antenna Replacement; 2025-00747; Reimbursable by BPD
9012	06/20/2025	06/26/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRI		3,784.51	Pay Cycle(s) 06/20/2025 To 06/20/2025 - MSR 457 Plan (Flat)
9013	06/20/2025	06/26/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRI		550.00	Pay Cycle(s) 06/20/2025 To 06/20/2025 - MSR Roth IRA
9014	06/20/2025	06/26/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRI		165.68	Pay Cycle(s) 06/20/2025 To 06/20/2025 - MSR - 457 Loan Payment
9015	06/20/2025	06/26/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRI		3,432.40	Pay Cycle(s) 06/20/2025 To 06/20/2025 - MSR 457 Plan (%)
9030	06/17/2025	06/26/2025 222168	JAMESON-OWENS , MARIA K		494.12	Per Diem for APCO Summer Forum in Vancouver, WA
9031	06/23/2025	06/26/2025 240	JEFFERSON COUNTY PUD #1		198.63	05/16/2025-06/12/2025 Tower Electricity
9032	06/18/2025	06/26/2025 216	LANGUAGE LINE SERVICES, INC.		525.16	05/2025 Translation Services
9033	06/18/2025	06/26/2025 247805	LAW, CHRISTINE		149.64	Per Diem for APCO Summer Forum in Vancouver, WA
9034	06/23/2025	06/26/2025 218	LOWE'S BUSINESS ACCOUNT/SYNCB		93.43	06/2025 Card Statement
9036	06/23/2025	06/26/2025 644	PRIMUS ELECTRONICS CORPORATION		337.34	Coax & Connectors for CKFR ST51 Radio Base Station; 2025-00781
9035	06/16/2025	06/26/2025 264	VERIZON WIRELESS		19,435.43	05/11/2025-06/10/2025 & 05/11/2025-06/10/2025 Cellular Telephones
Report Total:					58,075.56	

ACCOUNTS PAYABLE

Kitsap 911


Time: 12:50:27 Date: 06/24/2025  
Page: 2

As Of: 06/26/2025

Accts	Received	Date Due	Vendor	Amount	Memo
Pay #					

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  
BOARD OF DIRECTORS CHAIR

	06/24/2025
<u>Steve Rogers</u>	<u>06/24/2025</u>
<u>Alexandra Boeddiker</u>	<u>06/24/2025</u>

ACCOUNTS PAYABLE

Kitsap 911


Time: 10:29:07 Date: 06/26/2025  
Page: 1

As Of: 06/27/2025

Accts	Pay #	Received	Date Due	Vendor	Warrant Number 7343	Amount	Memo
9043	06/26/2025	06/27/2025	635	RUSS BASSETT CORP		94,277.20	Glass Top Caps for Dispatch Floor Project; 2025-00594
Report Total:						94,277.20	

STATE OF WASHINGTON - COUNTY OF KITSAP  
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BOARD OF DIRECTORS CHAIR

	06/26/2025
<u>Steve Rogers</u>	<u>06/26/2025</u>
<u>Alexandra Boeddiker</u>	<u>06/26/2025</u>

# ACCOUNTS PAYABLE

Kitsap 911

Time: 15:02:48 Date: 06/26/2025

As Of: 06/30/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Number 7344	Amount	Memo
9046	06/26/2025	06/30/2025	462	RACOM CORPORATION	29,490.55	TO #3 - 1B Logging Recorder - (%5) Payment Upon Recorder Acceptance Testing; TO #3 - 1B Logging Recorder - (%5) Payment Upon Recorder Close Out; K911-072-3
Report Total:					29,490.55	

## STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY

AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

BOARD OF DIRECTORS CHAIR

	06/26/2025
<u>Steve Rogers</u>	<u>06/26/2025</u>
<u>Alexandra Boeddeker</u>	<u>06/26/2025</u>

# ACCOUNTS PAYABLE

Kitsap 911

Time: 10:53:47 Date: 06/30/2025

As Of: 07/03/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7345-7360	Amount	Memo
9038	06/25/2025	07/03/2025	157	ADCOMM ENGINEERING LLC	712.50	05/2025 FCC Licensing Services
9047	06/30/2025	07/03/2025	479	AT&T MOBILITY LLC	74.81	05/20/2025-06/19/2025 Cellular Telephones
9044	06/26/2025	07/03/2025	351062	BOEDDEKER , KYLE C	288.60	Per Diem for Hexagon Live in Las Vegas
9051	06/30/2025	07/03/2025	629	CONVERGINT TECHNOLOGIES LLC	6,242.53	Electric Door Strike for New Card Readers; 2025-00629
9052	06/30/2025	07/03/2025	186	CUMMINS, INC.	31,569.42	Backup Center Generator; 2024-00455
9039	06/25/2025	07/03/2025	619	FASTSIGNS	102.65	Name Plate Sliders; 2025-00736
9048	06/30/2025	07/03/2025	507	NORTHWEST OPEN ACCESS NETWORK	312.00	06/2025 Telephone Services
9040	06/25/2025	07/03/2025	232	PENINSULA LIGHT CO.	164.04	05/15/2025-06/15/2025 Tower Electricity
9053	06/30/2025	07/03/2025	644	PRIMUS ELECTRONICS CORPORATION	465.70	Replacement Antennas for P25 Radios; 2025-00782; BPD will Reimburse for One Antenna.
9049	06/30/2025	07/03/2025	241	PUGET SOUND ENERGY	15,469.96	07/2025 Carver, Tower, & Backup Site Electricity
9041	06/25/2025	07/03/2025	347472	ROQUETA , HEATHER L	138.16	Per Diem for Peer Support Training in Ellensburg
9050	06/30/2025	07/03/2025	249	SPOK, INC.	31.35	07/2025 Telephone Services
9045	06/26/2025	07/03/2025	360111	TETRICK , ANDREW E	471.24	Per Diem for Hexagon Live in Las Vegas
9054	06/30/2025	07/03/2025	379	VERTIV CORPORATION	6,417.68	AHU5 Control Board Replacement; 2025-00702
9042	06/25/2025	07/03/2025	266	WA STATE PATROL BUDGET & FISCAL SERVICES	1,800.00	04/2025-06/2025 ACCESS User Fee
9055	06/30/2025	07/03/2025	478	ZONES, LLC	3,780.50	PDU's for Inverters; 2025-00798
Report Total:					68,041.14	

## STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY

AUDITING OFFICER

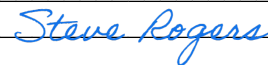
ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

BOARD OF DIRECTORS CHAIR



07/02/2025



07/02/2025



06/30/2025

# ACCOUNTS PAYABLE

Kitsap 911

Time: 06:15:10 Date: 07/09/2025

As Of: 07/11/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7361-7376	Amount	Memo
9068	06/30/2025	07/11/2025 160	AMERICAN TOWER CORPORATION		7,782.24	07/2025 View Park Tower Rental & Utilities Reimbursement
9066	07/01/2025	07/11/2025 573	BAGWELL LAW PLLC		1,735.50	06/2025 Legal Services
9069	07/01/2025	07/11/2025 594	CROW CANYON SYSTEMS, INC		3,588.00	08/18/2025-08/17/2026 Purchasing for Office 365 Renewal
9070	07/07/2025	07/11/2025 564	DOORDASH INC		1,290.86	06/2025 DashPass Subscription & 06/2025 Expensed Meals
9071	07/01/2025	07/11/2025 579	EADIE KALTENBACHER		13,750.00	06/2025 GIS Mapping Services
9072	07/07/2025	07/11/2025 651	FUELCARE, INC.		14,856.66	Fuel Polishing for View Park 2025-00810; Fuel Polishing for Carver 2025-00809; Fuel Polishing for Gold Mountain 2025-00807
9057	07/04/2025	07/11/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIR		3,699.75	Pay Cycle 07/04/2025 - MSR 457 Plan (Flat)
9058	07/04/2025	07/11/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIR		550.00	Pay Cycle 07/04/2025 - MSR Roth IRA
9059	07/04/2025	07/11/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIR		165.68	Pay Cycle 07/04/2025 - MSR - 457 Loan Payment
9060	07/04/2025	07/11/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIR		3,919.93	Pay Cycle 07/04/2025 - MSR 457 Plan (%)
9073	06/30/2025	07/11/2025 217	LEGACY TELECOMMUNICATIONS		58,309.13	UPS Replacement K911-076: Upaid Balance for Contract Close Out; 2nd Battery Cabinet; Payment Milestones - (See Invoice)
9074	06/26/2025	07/11/2025 649	NORTH COAST ELECTRIC COMPANY		224.69	Pipe Clamps for Radio Install for CKFR Station 51; 2025-00766
9075	07/07/2025	07/11/2025 570	PACIFIC LANDSCAPE MANAGEMENT		1,112.75	07/2025 Landscaping Services
9076	06/30/2025	07/11/2025 233	PENINSULA SERVICES		48.00	06/2025 Shredding Services
9077	07/02/2025	07/11/2025 584	RS AMERICAS, INC		646.55	Janitorial Supplies; 2025-00804
9078	06/11/2025	07/11/2025 245	SELECT ADVANTAGE		25.00	05/2025 Dispatcher Assessment Services
9082	07/07/2025	07/11/2025 261	SHIELD ASSESSMENTS		1,860.00	06/2025 Pre-employment Psychological Evaluations
9079	07/07/2025	07/11/2025 311	T-MOBILE		17.66	05/21/2025-06/20/2025 Cellular Telephones
9080	07/07/2025	07/11/2025 163	WM CORPORTATE SERVICES INC		801.23	06/2025 Waste Disposal Services
Report Total:					114,383.63	

# ACCOUNTS PAYABLE

Kitsap 911

Time: 06:15:10 Date: 07/09/2025

As Of: 07/11/2025

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



07/09/2025

AUDITING OFFICER

*Steve Rogers*

07/09/2025

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

*Alexandra Boeddiker*

07/09/2025

BOARD OF DIRECTORS CHAIR

# ACCOUNTS PAYABLE

Kitsap 911

Time: 09:54:00 Date: 07/16/2025

As Of: 07/18/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7392-7406	Amount	Memo
9097	07/16/2025	07/18/2025	160	AMERICAN TOWER CORPORATION	370.08	Apple Cove 2025 Tower Rental
9084	07/09/2025	07/18/2025	322	CENTURYLINK, BUSINESS SERVICES	231.91	06/04/2025-07/03/2025 Telephone Services
9098	07/16/2025	07/18/2025	600	CENTURYLINK	73.93	07/03/2025-08/02/2025 Telephone Services
9092	07/15/2025	07/18/2025	470	COMCAST	752.35	07/18/2025-08/17/2025 Backup Internet & Cable Service
9083	07/14/2025	07/18/2025	179	CONSOLIDATED ELECTRICAL DISTRIBUTORS	49,743.52	UPS for the Backup Center; 2024-00462
9085	07/14/2025	07/18/2025	188	DATEC INCORPORATED	1,410.86	MCT Hardware for New BFD Boat; 2025-00788; BFD Reimbursable
9086	07/14/2025	07/18/2025	599	FONEMED LLC	920.60	06/2025 Nurse Triage Calls
9087	07/09/2025	07/18/2025	576	HERMANSON COMPANY, LLP	1,987.34	Hansville Tower HVAC Maintenance
9088	07/10/2025	07/18/2025	207	INTERGRAPH CORPORATION	33,320.74	I/Push to Talk to Harris P25 Configuration - Test & Production; 09/01/2025-08/31/2026 MS SQL Server
9099	07/16/2025	07/18/2025	216	LANGUAGE LINE SERVICES, INC.	537.01	06/2025 Translation Services
9089	07/09/2025	07/18/2025	224	NILSSON AUDIOLOGY	272.00	Audiograms for Applicant Testing
9094	07/15/2025	07/18/2025	652	ONE WORKPLACE L FERRARI LLC	9,676.84	9 Leap Chairs; 2025-00769
9090	07/10/2025	07/18/2025	273	TPSC	120,331.90	08/2025 Employee Medical/Dental/Life Insurance
9093	07/15/2025	07/18/2025	264	VERIZON WIRELESS	18,931.12	06/11/2025-07/10/2025 & 06/11/2025-07/10/2025 Cellular Telephones
9091	07/14/2025	07/18/2025	596	WEX BANK	461.48	06/2025 Vehicle Fuel
Report Total:					239,021.68	

## STATE OF WASHINGTON - COUNTY OF KITSAP

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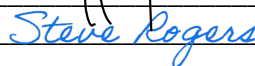

APPROVED BY

AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

BOARD OF DIRECTORS CHAIR

	07/16/2025
	07/16/2025
	07/16/2025



# ACCOUNTS PAYABLE

Kitsap 911

Time: 17:06:18 Date: 07/28/2025

As Of: 07/31/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7407-7408	Amount	Memo
9120	06/26/2025	07/31/2025	263	US BANK	2,704.24	05/26/2025 Credit Card Statement
9119	06/26/2025	07/31/2025	482	US BANK	2,707.22	06/26/2025 Travel Credit Crad Statements
Report Total:					5,411.46	

## 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

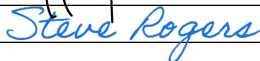
ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

BOARD OR DIRECTORS CHAIR



07/30/2025



07/30/2025



07/29/2025

# ACCOUNTS PAYABLE

Kitsap 911

Time: 09:40:02 Date: 07/30/2025

As Of: 08/01/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7409-7423	Amount	Memo
9121	07/28/2025	08/01/2025	154	ABM JANITORIAL SERVICES	1,517.26	08/2025 Janitorial Services
9122	07/29/2025	08/01/2025	479	AT&T MOBILITY LLC	74.76	06/20/2025-07/19/2025 Cellular Telephones
9123	07/17/2025	08/01/2025	167	CDW GOVERNMENT	476.77	Adobe Acrobat Pro Subscription Renewal; 2025-00845
9124	07/28/2025	08/01/2025	172	CENTURYLINK	3,619.05	07/17/2025-08/16/2025 Telephone Service
9125	07/28/2025	08/01/2025	174	CITY OF BREMERTON UTILITY BILLING	923.74	06/02/2025-07/07/2025 Water & Sewer utilities
9101	07/18/2025	08/01/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	3,643.23	Pay Cycle 07/18/2025 - MSR 457 Plan (Flat)
9102	07/18/2025	08/01/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	550.00	Pay Cycle 07/18/2025 - MSR Roth IRA
9103	07/18/2025	08/01/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	165.68	Pay Cycle 07/18/2025 - MSR - 457 Loan Payment
9104	07/18/2025	08/01/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	3,723.20	Pay Cycle 07/18/2025 - MSR 457 Plan (%)
9126	07/29/2025	08/01/2025	240	JEFFERSON COUNTY PUD #1	242.03	06/12/2025-07/14/2025 Tower Electricity
9131	07/29/2025	08/01/2025	218	LOWE'S BUSINESS ACCOUNT/SYNCB	219.52	07/2025 Card Statement
9127	07/21/2025	08/01/2025	232	PENINSULA LIGHT CO.	245.56	06/15/2025-07/15/2025 Tower Electricity
9128	07/29/2025	08/01/2025	233	PENINSULA SERVICES	24.00	07/2025 Shredding Services
9143	07/30/2025	08/01/2025	241	PUGET SOUND ENERGY	18,310.98	08/2025 Carver, Tower, & Backup Site Electricity
9144	07/29/2025	08/01/2025	252	STRUCTURED	6,541.08	2025 Mitel Renewal; 2025-00855
9129	07/22/2025	08/01/2025	431	SUMMIT LAW GROUP PLLC	222.50	06/2025 Legal Services
9145	07/30/2025	08/01/2025	311	T-MOBILE	17.66	06/21/2025-07/20/2025 Cellular Telephones
9130	07/29/2025	08/01/2025	259	THE DOCTORS CLINIC	480.00	Applicant Medical Testing
Report Total:					40,997.02	

## STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY

AUDITING OFFICER

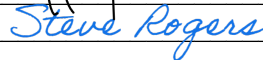
ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

BOARD OF DIRECTORS CHAIR



07/31/2025



07/31/2025



07/30/2025

# ACCOUNTS PAYABLE

Kitsap 911

Time: 15:12:56 Date: 08/05/2025

As Of: 08/08/2025


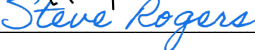

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7424-7436	Amount	Memo
9147	08/05/2025	08/08/2025	160	AMERICAN TOWER CORPORATION	7,782.24	08/2025 View Park Tower Rental & Utilities Reimbursement
9148	08/05/2025	08/08/2025	573	BAGWELL LAW PLLC	1,365.00	07/2025 Legal Services
9149	08/05/2025	08/08/2025	167	CDW GOVERNMENT	8,701.14	Windows 11 for Workstations 2025-00883; CAD Server Extended Security Updates 2025-00830
9150	08/05/2025	08/08/2025	564	DOORDASH INC	1,275.34	07/2025 DashPass Subscription & 07/2025 Expensed Meals
9151	08/05/2025	08/08/2025	579	EADIE KALTENBACHER	13,750.00	07/2025 GIS Mapping Services
9133	08/01/2025	08/08/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	3,628.35	Pay Cycle 08/01/2025 - MSR 457 Plan (Flat)
9134	08/01/2025	08/08/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	550.00	Pay Cycle 08/01/2025 - MSR Roth IRA
9135	08/01/2025	08/08/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	165.68	Pay Cycle 08/01/2025 - MSR - 457 Loan Payment
9142	08/01/2025	08/08/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	894.99	Pay Cycle 08/01/2025 - MSR 457 Plan (%)
9153	08/05/2025	08/08/2025	226	MAGNUM PRINT SOLUTION	655.11	Printer Toner; 2025-00880
9152	08/05/2025	08/08/2025	476	MARK SIPE, HARBOR ENGRAVING	16.38	Q2 2025 EOQ 2025-00885 (Two Invoices Due to Error)
9154	07/31/2025	08/08/2025	507	NORTHWEST OPEN ACCESS NETWORK	312.00	07/2025 Telephone Services
9155	08/05/2025	08/08/2025	225	OFFICE DEPOT	55.65	Office Supplies; 2025-00890
9156	07/30/2025	08/08/2025	228	ORKIN, LLC	102.15	07/2025 Pest Control Services
9157	08/05/2025	08/08/2025	570	PACIFIC LANDSCAPE MANAGEMENT	1,112.75	08/2025 Landscaping Services
9158	07/31/2025	08/08/2025	249	SPOK, INC.	31.35	08/2025 Telephone Services
Report Total:					40,398.13	

## STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY  
AUDITING OFFICER  
ATTACHED DOCUMENTS ARE  
ORIGINALS AND CERTIFIED BY  
BOARD OF DIRECTORS CHAIR

 08/06/2025  
 08/05/2025  
 08/05/2025

# ACCOUNTS PAYABLE

Kitsap 911

Time: 08:18:50 Date: 08/18/2025

As Of: 08/20/2025

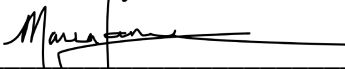
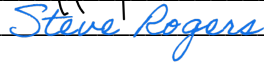

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7437-7456	Amount	Memo
9160	08/11/2025	08/20/2025 154	ABM JANITORIAL SERVICES		200.00	08/2025 Janitorial Services (Price Difference to Equal New Rate)
9161	08/11/2025	08/20/2025 167	CDW GOVERNMENT		185.25	Two Visio Licenses; 2025-00828
9162	08/07/2025	08/20/2025 322	CENTURYLINK, BUSINESS SERVICES		225.78	07/04/2025-08/03/2025 Telephone Services
9169	08/13/2025	08/20/2025 600	CENTURYLINK		73.93	08/03/2025-09/02/2025 Telephone Services
9187	08/14/2025	08/20/2025 188	DATEC INCORPORATED		1,296.21	MCT Replacement Items for City of Bremerton Public Works (PO#2025-851); 2025-00862
9170	08/13/2025	08/20/2025 198	FEDEX		116.60	07/25/2025 Shipping Services
9163	08/11/2025	08/20/2025 599	FONEMED LLC		595.00	07/2025 Nurse Triage Calls
9188	07/14/2025	08/20/2025 170	KITSAP 911 PETTY CASH		296.61	Q2 2025 Petty Cash Reimbursement
9171	08/13/2025	08/20/2025 216	LANGUAGE LINE SERVICES, INC.		488.64	07/2025 Translation Services
9172	08/13/2025	08/20/2025 228	ORKIN, LLC		170.35	08/2025 Pest Control Services
9173	08/12/2025	08/20/2025 231	PAUL KIRCHOFF		9,009.52	Pre-Employment Background Investigations
9164	08/11/2025	08/20/2025 233	PENINSULA SERVICES		48.00	08/2025 Shredding Services
9189	08/14/2025	08/20/2025 494	PURVIS SYSTEMS INCORPORATED		17,331.85	Station 21 Dorm Remotes & Hardware 2025-00870; Station 23 Speakers, Hardware, & Install 2025-00871
9174	08/12/2025	08/20/2025 462	RACOM CORPORATION		287.12	Tait Repair of Fire 1 Reciter from NH Base Station
9190	08/14/2025	08/20/2025 411135	RORIE, RYAN J		24.00	Parking Reimbursement for CyberSecurity Summit - Reissue for Lost Check #7159
9175	08/13/2025	08/20/2025 273	TPSC		122,297.01	09/2025 Employee Medical/Dental/Life Insurance
9165	08/11/2025	08/20/2025 379	VERTIV CORPORATION		2,286.65	Diagnose AC in Equipment Room; 2025-00840
9191	08/14/2025	08/20/2025 267	WCP SOLUTIONS		897.65	Janitorial Supplies; 2025-00831 & 2025-00737
9176	08/13/2025	08/20/2025 596	WEX BANK		194.74	07/2025 Vehicle Fuel
9166	08/06/2025	08/20/2025 163	WM CORPORTATE SERVICES INC		611.89	07/2025 Waste Disposal Services
Report Total:					156,636.80	

## STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY  
AUDITING OFFICER  
ATTACHED DOCUMENTS ARE ORIGINALS  
AND CERTIFIED BY  
BOARD OF DIRECTORS CHAIR

	08/19/2025
	08/18/2025
	08/18/2025



# Kitsap 911

## AFFIDAVIT FOR PAYROLL ISSUE

**Pay Date:** 07/04/2025  
**Pay Period:** 06/16/2025 to 06/29/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 275,810.52
941 Tax (Withholding, Social Security & Medicare)	113,882.38
Unemployment	799.37
Labor & Industries	1,804.41
PFML Premiums	3,662.58
Long-Term Care Act Premiums	2,042.21
PERS Plan 2	16,343.86
PERS Plan 3	6,519.63
PSERS Plan 2	40,219.33
Washington State 457 and Roth	1,875.05
Mission Square 457 and Roth	8,335.36
AFLAC	1,200.00
Guild Dues	1,875.00
<b>Total Payroll</b>	<b>\$ 474,369.70</b>

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,167.82	\$ 53,750.49	\$ 55,918.31
Dental Insurance	181.42	4,178.81	4,360.23
Life Insurance	220.73	351.75	572.48
State Income Tax - NC	158.18	-	158.18
Garnishments	(172.28)	-	(172.28)
<b>Total Health Care &amp; Other Benefits/Deductions</b>			<b>\$ 60,836.92</b>

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:** \$ 535,206.62  
**Transferred to Payroll Account** \$ 474,369.70

*Alexandra Boeddicker*  
Prepared By (Kitsap 911)

07/01/2025  
DATE

*[Signature]*  
Authorized Signature (Kitsap 911)

07/01/2025  
DATE

Board of Directors Chair

DATE



# Kitsap 911

## AFFIDAVIT FOR PAYROLL ISSUE

**Pay Date:** 07/18/2025  
**Pay Period:** 06/30/2025 to 07/13/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 265,281.42
941 Tax (Withholding, Social Security & Medicare)	107,860.41
Unemployment	761.47
Labor & Industries	1,682.90
PFML Premiums	3,505.15
Long-Term Care Act Premiums	1,945.47
PERS Plan 2	12,129.98
PERS Plan 3	5,270.47
PSERS Plan 2	33,173.26
Washington State 457 and Roth	1,883.75
Mission Square 457 and Roth	8,082.11
AFLAC	1,200.04
Guild Dues	1,845.00
<b>Total Payroll</b>	<b>\$ 444,621.43</b>

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,137.15	\$ 53,749.87	\$ 55,887.02
Dental Insurance	176.59	4,178.54	4,355.13
Life Insurance	220.72	351.75	572.47
State Income Tax - NC	157.92	-	157.92
Garnishments	-	-	-
<b>Total Health Care &amp; Other Benefits/Deductions</b>			<b>\$ 60,972.54</b>

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:** \$ 505,593.97  
**Transferred to Payroll Account** \$ 444,621.43

*Alexandra Boeddeker*  
Prepared By (Kitsap 911)  
*Margaret*  
Authorized Signature (Kitsap 911)

07/16/2025  
DATE  
07/16/2025  
DATE

Board of Directors Chair

DATE



# Kitsap 911

## AFFIDAVIT FOR PAYROLL ISSUE

**Pay Date:** 08/01/2025  
**Pay Period:** 07/14/2025 to 07/27/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 256,940.39
941 Tax (Withholding, Social Security & Medicare)	104,163.44
Unemployment	721.85
Labor & Industries	1,582.20
PFML Premiums	3,373.98
Long-Term Care Act Premiums	1,864.99
PERS Plan 2	11,592.62
PERS Plan 3	4,668.18
PSERS Plan 2	31,516.57
Washington State 457 and Roth	1,882.25
Mission Square 457 and Roth	5,239.02
AFLAC	1,200.02
Guild Dues	1,845.00
<b>Total Payroll</b>	<b>\$ 426,590.51</b>

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,154.12	\$ 53,699.16	\$ 55,853.28
Dental Insurance	175.07	4,141.02	4,316.09
Life Insurance	220.73	351.75	572.48
State Income Tax - NC	129.55	-	129.55
Garnishments	-	-	-
<b>Total Health Care &amp; Other Benefits/Deductions</b>			<b>\$ 60,871.40</b>

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:** \$ 487,461.91  
**Transferred to Payroll Account** \$ 426,590.51

*Alexandra Boeddiker*  
Prepared By (Kitsap 911)  
*Maria*  
Authorized Signature (Kitsap 911)

07/29/2025  
DATE  
07/30/2025  
DATE

Board of Directors Chair

DATE



# Kitsap 911

## AFFIDAVIT FOR PAYROLL ISSUE

**Pay Date:** 08/15/2025  
**Pay Period:** 07/28/2025 to 08/10/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 264,168.84
941 Tax (Withholding, Social Security & Medicare)	106,468.62
Unemployment	734.33
Labor & Industries	1,684.45
PFML Premiums	3,460.06
Long-Term Care Act Premiums	1,921.29
PERS Plan 2	11,627.22
PERS Plan 3	4,664.24
PSERS Plan 2	32,957.42
Washington State 457 and Roth	1,949.16
Mission Square 457 and Roth	4,907.68
AFLAC	1,200.02
Guild Dues	1,875.00
<b>Total Payroll</b>	<b>\$ 437,618.33</b>

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,219.62	\$ 54,525.88	\$ 56,745.50
Dental Insurance	183.31	4,140.75	4,324.06
Life Insurance	220.72	351.75	572.47
State Income Tax - NC	137.31	-	137.31
Garnishments	-	-	-
<b>Total Health Care &amp; Other Benefits/Deductions</b>			<b>\$ 61,779.34</b>

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:** \$ 499,397.67  
**Transferred to Payroll Account** \$ 437,618.33

*Alexandra Boeddeker*  
Prepared By (Kitsap 911)  
*[Signature]*  
Authorized Signature (Kitsap 911)

08/13/2025  
DATE  
08/13/2025  
DATE

Board of Directors Chair

DATE



## Combined Excise Tax Return

KITSAP 911 PUBLIC AUTHORITY  
604-008-144

**Filing Period:** June 30, 2025

**Due Date:** July 25, 2025

**Filing Frequency:** Monthly

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	7,482.34	0.00	7,482.34	0.065000	486.35
<b>Total State Sales and Use</b>					<b>486.35</b>

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

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	7,482.34	0.027000	202.02
<b>Total Local City and/or County Use Tax/Deferred Sales Tax</b>			<b>202.02</b>

<b>Total Tax</b>	<b>688.37</b>
<b>Subtotal</b>	<b>688.37</b>
<b>Total Amount Owed</b>	<b>688.37</b>

Prepared by: Alexandra Boeddeker Date: 07/07/2025  
Alexandra Boeddeker, Finance Specialist

Reviewed by: [Signature] Date: 07/07/2025  
Maria Jameson-Owens, Executive Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Directors Chair

### Submission

**Confirmation #:** 0-047-585-326  
**Prepared By:** Alexandra Boeddeker  
**Phone Number:** (360) 307-5801  
**Email Address:** aboeddeker@kitsap911.org  
**Submitted Date:** Jul-07-2025

### Payment

**Amount Due:** \$688.37  
**Amount Paid:** \$688.37  
**Effective Date:** Jul-07-2025  
**Method:** Bank Account (ACH Debit)

# Sales Tax Due

Kitsap 911

Time: 15:01:35

Date: 07/07/2025

06/01/2025 To 06/30/2025

Page: 1

Date	Account	Vendor	Remark	Line Amt	Tax	Credit	Tax Due
06/06/2025	001 - 528 32 35 0001	UNTETHERED LABS, INC.		7,145.00	657.34	0.00	657.34
			001 - 528 32 35 0001	7,145.00	657.34		657.34
Date	Account	Vendor	Remark	Line Amt	Tax	Credit	Tax Due
06/26/2025	001 - 594 28 60 0001	PRIMUS ELECTRONICS CORPORATION		337.34	31.04	0.00	31.04
			001 - 594 28 60 0001	337.34	31.04		31.04
			Location:	7,482.34	688.38		688.38
				7,482.34	688.38		688.38

Actual Paid: \$688.37

## Combined Excise Tax Return

KITSAP 911 PUBLIC AUTHORITY  
604-008-144

**Filing Period:** July 31, 2025

**Due Date:** August 25, 2025

**Filing Frequency:** Monthly

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	4,468.79	0.00	4,468.79	0.065000	290.47
<b>Total State Sales and Use</b>					<b>290.47</b>

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

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	4,468.79	0.027000	120.66
<b>Total Local City and/or County Use Tax/Deferred Sales Tax</b>			<b>120.66</b>

<b>Total Tax</b>	<b>411.13</b>
<b>Subtotal</b>	<b>411.13</b>
<b>Total Amount Owed</b>	<b>411.13</b>

Prepared by: Alexandra Boeddeker Date: 08/07/2025  
Alexandra Boeddeker, Finance Specialist

Reviewed by: Maria Jameson-Owens Date: 08/11/2025  
Maria Jameson-Owens, Executive Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Directors Chair

### Submission

**Confirmation #:** 0-048-161-366  
**Prepared By:** Alexandra Boeddeker  
**Phone Number:** (360) 307-5801  
**Email Address:** aboeddeker@kitsap911.org  
**Submitted Date:** Aug-07-2025

### Payment

**Amount Due:** \$411.13  
**Amount Paid:** \$411.13  
**Effective Date:** Aug-08-2025  
**Method:** Bank Account (ACH Debit)

# Sales Tax Due

Kitsap 911

Time: 07:13:26

Date: 08/07/2025

07/01/2025 To 07/31/2025

Page: 1

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax
07/11/2025	001 - 528 32 35 0001	CROW CANYON SYSTEMS, INC		3,588.00		330.10		330.10

001 - 528 32 35 0001 3,588.00 330.10 330.10

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax
07/31/2025	001 - 528 33 35 0002	US BANK	Gamber-Johnson - MCT Replacement Equipment for BPD - Reimbursable	415.09		38.19		38.19

001 - 528 33 35 0002 415.09 38.19 38.19

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax
07/03/2025	001 - 594 28 60 0001	PRIMUS ELECTRONICS CORPORATION		465.70		42.84		42.84

001 - 594 28 60 0001 465.70 42.84 42.84

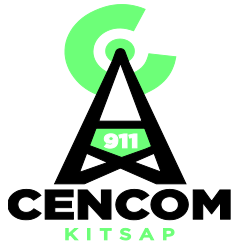
Location: 0000 @9.20% 4,468.79 411.13

State Tax @0.00 4,468.79

Location Taxes 411.13

411.13

Rounding Error 0.00



**KITSAP 911**  
**CONTRACT REVIEW SHEET**

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

**A. GENERAL INFORMATION**

1. Contractor South Sound Electrical  
2. Purpose Purchased Services Agreement for Electrical Systems at CENCOM  
3. Contract Amount 19,500 Disburse ☒ Receive ☐  
4. Contract Term 07-14-2025 – 07-13-2026 with 1 option to renew for 12 mos.  
5. Contract Administrator Ray Boink Phone 360-871-3881  
**Approved:** Maria Jameson-Owens **Date** 07/14/2025  
Executive Director

**B. ACCOUNTING INFORMATION**

1. Contract Control Number K911-087  
2. Fund Name Kitsap 911 Operating  
3. Payment from-Revenue to CC/Account Nbr \_\_\_\_\_

**C. RISK MANAGER REVIEW**

1. ☒ Approved ☐ Not Approved  
**Reviewer** WCIA **Date** 11/2024  
2. Comments: Standard contract template reviewed annually.

**D. ATTORNEY REVIEW**

1. ☒ Approved ☐ Not Approved  
**Reviewer** Ken Bagwell **Date** 11/2024  
2. Comments: Standard contract template reviewed annually

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS  
READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**  
(For contract signing authority, see Kitsap 911 Governing Directive # 60 Purchasing and Contracting)

\_\_\_\_\_  
Ratification By Kitsap 911 Board Chair

\_\_\_\_\_  
Date

**CONTRACT FOR ELECTRICAL SYSTEMS PURCHASED SERVICES**

This Contract is for Purchased electrical infrastructure services to accommodate routine, continuing and necessary functions (the Contract) is entered into by and between Kitsap 911 (Kitsap 911) with its principal offices at 911 Carver Street, Bremerton Washington 98312 hereafter referred to as "Owners" and South Sound Electric having its principal offices at PO Box 937, Port Orchard, WA 98366 (the Contractor).

**SECTION 1. EFFECTIVE DATE OF CONTRACT**

The Contract will become effective July 15, 2025, and terminate on July 14, 2026, with the option to extend for one additional 12-month period. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap 911.

**SECTION 2. CONTRACT DOCUMENTS**

- 2.1 Description of services being requested from the scope of coverage set forth in Exhibit A.
- 2.2 Compensation Schedule set forth in Exhibit B.
- 2.3 Exhibits are considered contract documents and incorporated by reference here in.

**SECTION 3. SERVICES TO BE PROVIDED**

- 3.1 A description of the services to be performed by the Contractor is set forth in Exhibit A, Scope of Coverage, which is attached to the Contract and incorporated by this reference.
- 3.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by Kitsap 911.
- 3.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 3.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 3.5 The Contractor will confer with Kitsap 911 from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by Kitsap 911.

#### **SECTION 4. CONTRACT REPRESENTATIVES**

Kitsap 911 and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

##### Kitsap 911 Contract Representative

John Higashi,  
Technical Services Manager  
911 W. Carver Street, Bremerton, WA 98312  
[jhigashi@kitsap911.org](mailto:jhigashi@kitsap911.org)  
360-307-5800

##### Contractor's Contract Representative

South Sound Electric – Raymond Boink  
Project Manager  
PO Box 971, Port Orchard, WA 98366  
cell: 360-871-3881  
[ray@southsoundelectric.com](mailto:ray@southsoundelectric.com)

#### **SECTION 5. COMPENSATION**

- 5.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.
- 5.2 The total amount payable under the Contract by Kitsap 911 to the Contractor in no event will exceed \$19,500.00 annually before tax.
- 5.3 Unless otherwise provided in the Contract, the Contractor will submit an invoice to Kitsap 911 for payment upon execution of each service visit. Subject to the other provisions of the Contract, Kitsap 911 generally will pay such an invoice within 30 days of receiving it.
- 5.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 5.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 5.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from Kitsap 911, Kitsap 911 may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.
- 5.7 It is agreed that the customer shall be billed for any and all Kitsap 911 pre-approved components and materials required to successfully complete services required under this agreement. The Contractor will provide Kitsap 911 with quotes for approval.

## **SECTION 6. AMENDMENTS AND CHANGES IN WORK**

- 6.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by Kitsap 911.
- 6.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by Kitsap 911 and has become effective.

## **SECTION 7. HOLD HARMLESS AND INDEMNIFICATION**

- 7.1 The Contractor shall defend, indemnify and hold the Kitsap 911, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of Kitsap 911.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and Kitsap 911, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

## **SECTION 8. INSURANCE**

- 8.1 **Insurance Term-** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.
- 8.2 **No Limitation-** Contractor maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit Kitsap 911 recourse to any remedy available at law or in equity.



### 8.3 Minimum Scope of Insurance

Contractor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

### 8.4 Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

8.5 **Other Insurance Provision-** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage maintained by Kitsap 911 shall be excess of the Contractor's insurance and shall not contribute with it.

8.6 **Acceptability of Insurers-** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

### 8.7 Verification of Coverage

Contractor shall furnish Kitsap 911 with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

## 8.8 **Subcontractors' Insurance**

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that Kitsap 911 is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

8.9 **Notice of Cancellation-** The Contractor shall provide Kitsap 911 with written notice of any policy cancellation within two business days of their receipt of such notice.

8.10 **Failure to Maintain Insurance-** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which Kitsap 911 may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Kitsap 911 on demand, or at the sole discretion of Kitsap 911, offset against funds due the Contractor from Kitsap 911.

8.11 **Kitsap 911 Full Availability of Contractor Limits-** If the Contractor maintains higher insurance limits than the minimums shown above, Kitsap 911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to Kitsap 911 evidences limits of liability lower than those maintained by the Contractor.

## **SECTION 9. TERMINATION**

9.1 Kitsap 911 may terminate the Contract in whole or in part whenever Kitsap 911 determines, in its sole discretion that such termination is in the best interests of Kitsap 911. Kitsap 911 may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, Kitsap 911 will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

9.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, Kitsap 911 may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by Kitsap 911 to the Contractor. No costs incurred after the effective date of the termination will be paid.

9.3 If the Contractor breaches any of its obligations under the Contract and fails to cure the breach within 10 days of written notice to do so by Kitsap 911, Kitsap 911 may terminate the Contract. In that event, Kitsap 911 will pay the Contractor only for the costs of services

accepted by Kitsap 911. Upon such termination, Kitsap 911, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by Kitsap 911 in completing the work and all damages sustained by Kitsap 911 by reason of the Contractor's breach.

## **SECTION 10. ASSIGNMENT, DELEGATION AND SUBCONTRACTING**

- 10.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of Kitsap 911.
- 10.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

## **SECTION 11. INDEPENDENT CONTRACTOR**

- 11.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of Kitsap 911. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.
- 11.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any Kitsap 911 benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Kitsap 911 employees.
- 11.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of Kitsap 911.

## **SECTION 12. NONDISCRIMINATION**

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

## **SECTION 13. DISPUTES**

Differences, disputes and disagreements between the Contractor and Kitsap 911 arising under or out of the Contract will be brought to the attention of Kitsap 911 at the earliest possible time so that the

matter may be settled, or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by Kitsap 911 contract representative or designee. All rulings, orders, instructions and decisions of Kitsap 911 contract representative will be final and conclusive.

#### **SECTION 14. CONFIDENTIALITY**

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by Kitsap 911 or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of Kitsap 911 or an order entered by a court of competent jurisdiction. The Contractor will promptly give Kitsap 911 written notice of any judicial proceeding seeking disclosure of such information.

#### **SECTION 15. CHOICE OF LAW, JURISDICTION AND VENUE**

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

#### **SECTION 16. MISCELLANEOUS**

- 16.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 16.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 16.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from Kitsap 911 contract representative or designee.
- 16.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.
- 16.5 **Records Inspection and Retention.** Kitsap 911 may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.

**16.6 Prevailing Wages:**

The contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work.

1. RCW 39.12.010 - The Prevailing Rate of Wage. Contact the Department of Labor and Industries, to confirm the current prevailing wage rate for applicable workers on this particular public work project.

2. RCW 39.12.040 - Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid. Before an awarding agency may pay any sum due on account, it must receive a statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries. Following final acceptance of a public work project, and before any final money is disbursed, each contractor and sub-contractor must submit to the awarding agency an Affidavit of Wages Paid, certified by the Department of Labor and Industries.

3. RCW 39.12.070 - Fees Authorized for Approval Certification and Arbitrations. Any fees charged by the Department of Labor and Industries for approvals or fees to cover costs of arbitration conducted shall be the responsibility of the contractor.

**16.7 Successors and Assigns.** Kitsap 911, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.

**16.8 Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

**16.9 Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.

**16.10 Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representative's provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.

16.11 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous – No Waiver), 17.5 (Miscellaneous – Records Inspection and Retention) and Section 17.7 (Miscellaneous – Severability).

DATED this 10<sup>th</sup> day July, 2025.      DATED this 10<sup>th</sup> day July, 2025.

CONTRACTOR

Raymond Boink  
South Sound Electric  
Raymond Boink  
Ray Boink

Federal Tax ID No: 20-2879605

Kitsap 911

[Signature]  
Maria Jameson-Owens, Executive Director

ATTEST:  
  
\_\_\_\_\_



## EXHIBIT A – SCOPE OF COVERAGE

**The following Scope of Coverage has been tailored specifically to outline the maintenance and service schedule being provided for Kitsap 911 for the purpose of accomplishing routine, continuing, and necessary function of the electrical systems ensuring continuity of service for a 24-hour public safety agency.**

### A. Specific Scope of Coverage:

- 1) Annual (1x/year minimum) inspections and preventative maintenance on the electrical systems contained at the site at 911 Carver Street W, Bremerton, WA 98312.
- 2) Conducting work required to accommodate the routine, continuing, and necessary function of the systems during annual inspections, service calls or emergency service calls.
- 3) On-call and emergency service of electrical systems as needed for maintaining continuing electrical service function necessary for telecommunications operations as determined by Kitsap 911.

### B. General Scope of Coverage:

- 1) Written records of services completed through detailed invoicing (materials, labor, permits, etc.) will be provided by Contractor.
- 2) Contractor will be pre-authorized to conduct work up to the Pre-Authorized Limit in Exhibit B. Should work be required beyond the Pre-Authorized Limit, Contractor will provide quotes for approval prior to completing the work.
- 3) Contractor will provide Kitsap 911 priority scheduling for service.
- 4) Contractor will strive for a 30-minute call back for emergency service calls and four-hour on-site for emergency service.

### C. Comments/Clarifications/Exclusions:

- (1) Work required that is not considered emergency or necessary for maintaining functionality of Kitsap 911 operations do not fall under the scope of this Contract and will be put to competitive bid per RCW 39.04 as small public works projects.
- (2) Services performed above and beyond this scope shall require prior approval by Kitsap 911.

## EXHIBIT B – COMPENSATION

Pre-Authorized Service Call Limit:	\$500.00
Maximum Annual Contracted Amount:	\$19,500.00
Work performed during Business Hours (Mon-Fri 0800 to 1600) Rate Per Hour:	\$185/hr Journeyman \$145/hr Apprentice
Work performed outside Business Hours & on Holidays Rate Per Hour:	\$228/hr Overtime \$286/hr Holiday

Notes:

- (1) Washington Sales Tax is not included.
- (2) Hourly rates listed will be used to provide detailed invoicing for service calls and are set for the term of this contract.
- (3) If no work is completed by Contractor during the term of this contract, no monies will be due by Kitsap 911.





**KITSAP 911  
CONTRACT REVIEW SHEET**

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

**A. GENERAL INFORMATION**

1. Contractor National Public Safety Group LLC  
2. Purpose Contract Negotiations for CAD Replacement Project  
3. Contract Amount \$49,000 Disburse ☒ Receive ☐  
4. Contract Term 6 months from effective date 07-24-2025  
5. Contract Administrator Buck Mims Phone 910-420-3667  
Approved: *M. Mims* Date 07/28/2025  
Executive Director

**B. ACCOUNTING INFORMATION**

1. Contract Control Number K911-088  
2. Fund Name CAD Replacement Capital Project  
3. Payment from-Revenue to CC/Account Nbr \_\_\_\_\_

**C. RISK MANAGER REVIEW**

1. ☒ Approved ☐ Not Approved  
Reviewer Farah Derosier Date 07/17/2025  
2. Comments: Consider Section 7 Limitation of Liability.

**D. ATTORNEY REVIEW**

1. ☒ Approved ☐ Not Approved  
Reviewer Ken Bagwell Date 07/17/2025  
2. Comments: Edit Exhibit C, early termination terms, and submitting jurisdiction outside WA

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS  
READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**  
(For contract signing authority, see Kitsap 911 Governing Directive # 60 Purchasing and Contracting)

\_\_\_\_\_  
Ratification By Kitsap 911 Board of Directors Chair

\_\_\_\_\_  
Date



## **CONSULTING AGREEMENT**

THIS CONSULTING AGREEMENT ("Agreement") is entered into (the "Effective Date") upon execution of all necessary signatures by and between the Customer Kitsap 911, 911 Carver St, Bremerton, WA 98312 (the "Customer", and National Public Safety Group, LLC, a North Carolina limited liability company, 124 Newington Way, Aberdeen, North Carolina 28315, (the "Consultant" or "NPSG") (Customer and Consultant, individually, a "Party" and, collectively, the "Parties").

### **RECITALS**

- A. The Customer intends to secure professional services more fully described in this Agreement, and on the attached Exhibit A, entitled "Scope of Services".
- B. The Consultant is experienced in the selection, procurement, and implementation of public safety software, hardware, and related systems and offered to provide the Customer and its affiliates with certain consulting services, and the Customer desires to receive the consulting services, subject to the terms and conditions set forth herein.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants, agreements and conditions set forth herein, the Parties hereby agree as follows:

1. Engagement.

- a. Services. The Customer hereby engages the Consultant to perform the Services, as more particularly set forth on Exhibit A (as may be amended or supplemented pursuant to the terms of the Agreement from time to time) (collectively, the "Services"), and the Consultant hereby accepts the engagement and agrees to provide the Services.
- b. Performance of the Services.
  - i. During the Term of the Agreement (as defined in Exhibit C), the Consultant commits to dedicate its best efforts to render the Services, and the Consultant shall work as many hours as may be reasonably necessary to timely render the Services pursuant to this Agreement.
  - ii. The Consultant shall render to the Customer and its affiliates (when applicable) the Services in a timely and professional manner consistent with industry standards applicable in the Consultant's field of work in accordance with this Agreement.
  - iii. The Consultant may subcontract certain portions of the Services or other obligations under this Agreement to parties whom or which the Consultant believes to be competent and professionally qualified therefor. In performing the Services, the Consultant agrees to provide its own or subcontracted personnel, equipment, tools, and other materials at the Consultant's own expense.
  - iv. The Customer shall make its facilities and equipment available to the Consultant at no cost to Consultant and as reasonably necessary in connection with the Services.



2. Independent Contractor Relationship. The Consultant's relationship with the Customer shall be that of an independent contractor, and nothing in this Agreement shall be construed to create a partnership, joint venture, agency, or employer-employee relationship between the Parties. The Consultant is not the agent of the Customer or any of its affiliates and is not authorized and shall not have any authority to make any representation, contract, or commitment on behalf of the Customer or its affiliates, or otherwise bind the Customer or its affiliates in any respect whatsoever. For the avoidance of doubt, Consultant is not authorized to make any representation, contract or commitment on behalf of the Customer or its affiliates for the purchase of Public Safety Software Systems. The Consultant shall be solely responsible for all tax returns and payments required to be filed with or made to any federal, state or local tax authority with respect to the Consultant's performance of the Services and receipt of fees under this Agreement. The Customer may regularly report amounts paid to the Consultant with the Internal Revenue Service as required by law.
3. Compensation.
  - a. Consulting Fees. The Customer shall, in consideration of the performance of the Services, pay the Consultant the sums set forth on Exhibit B (the "Consulting Fees").
  - b. Travel Costs. If applicable, Customer shall pay Consultant for the Travel Costs listed on Exhibit B.
  - c. Payment Milestones. See Exhibit C
  - d. Payments. Payments will be made by ACH within 30 days of being invoiced.
  - e. Late Payments are subject to a 1.5% interest fee per month on the outstanding late balance.
  - f. Taxes. The costs outlined in Exhibit B do not include any taxes – local, county, state, or federal. Customer is responsible for paying all taxes, if any, on the services provided by the Consultant. If Consultant is required to pay applicable taxes for the Customer's specific jurisdiction, those will be invoiced to and paid by the Customer. Consultant, however, shall be responsible for its income taxes.
4. Term and Termination.
  - a. Term. This Agreement shall commence on the Effective Date and shall terminate pursuant to the timeline in Exhibit C. This Agreement may be immediately terminated for cause by a Party if the other Party substantially fails to perform through no fault of the terminating Party, and the non-performing Party does not commence correction of the failure of performance within thirty (30) days of the terminating Party's sending notice to the non-performing Party. Any Notice by Consultant shall include a report showing the status of all items listed in the Scope of Work current through the termination date.
  - b. Effect of Termination. The termination of this Agreement shall in no way affect or impair any right which accrued to either Party prior to the date when such termination became effective. Upon the effective date of any termination of this Agreement, the Consultant shall





immediately cease performing the Services, and, in the event of breach by the Customer, the Customer shall pay all the Consulting Fees due to the Consultant for work completed through termination. The provisions of Section 2, Section 3(b), Section 5, Section 6, Section 7, Section 8, Section 9, and this Section 4(b) shall survive termination of this Agreement.

- c. Extension of Consulting Services. Subject to compliance with applicable law, Customer may request that Consultant provide additional or extended services related to the Services ("Additional Services"), upon which Customer and Consultant shall endeavor to agree upon the terms of (i) an amendment to Exhibit A in order to add the additional or extended services thereto and (ii) an amendment to Exhibit B and Exhibit C in order to add the Additional Services thereto (the "Amendments"). The Parties acknowledge and agree that the provision of Additional Services and the compensation therefore shall be subject to negotiation, preparation, and execution of the Amendments, which shall be subject to the sole and exclusive discretion of each of the Parties.
- d. Termination of this Agreement by either Party shall not act as a waiver of any breach of this Agreement and shall not act as a release of either Party from any liability for breach of such Party's obligations under this Agreement. Neither Party shall be liable to the other for damages of any kind solely as a result of terminating this Agreement in accordance with its terms, and termination of this Agreement by a Party shall be without prejudice to any other right or remedy of such Party under this Agreement or applicable law.

5. Confidentiality.

- a. Customer Confidential Information. By virtue of this Agreement, the Consultant will have access to confidential information and materials of the Customer that is provided to the Consultant after the execution of this Agreement and so designated in writing (collectively, the "Customer Confidential Information"). Customer Confidential Information does not include information that (i) is already in the Consultant's possession at the time of disclosure by the Customer, (ii) is or becomes part of public knowledge other than as a result of any action or inaction of the Consultant, (iii) is obtained by the Consultant from an unrelated third party without a duty of confidentiality, or (iv) is independently developed by the Consultant. The Consultant shall not use Customer Confidential Information for any purpose other than in furtherance of this Agreement and the activities described herein. The Consultant shall not disclose Customer Confidential Information to any third parties except as otherwise permitted hereunder. The Consultant shall maintain Customer Confidential Information with at least the same degree of care it uses to protect its own proprietary information of a similar nature or sensitivity, but no less than reasonable care under the circumstances. The Consultant shall promptly advise the Customer in writing of any misappropriation or misuse of Customer Confidential Information of which the Consultant becomes aware.
- b. Consultant Confidential Information. By virtue of this Agreement, the Customer will have access to confidential information and materials of the Consultant that is provided to the Customer after the execution of this Agreement and so designated in writing (collectively, the "Consultant Confidential Information"). Consultant Confidential Information does not include information that (i) is already in the Customer's possession at the time of disclosure by the Consultant, (ii) is or becomes part of public knowledge other than as a result of any action or inaction of the Customer, (iii) is obtained by the Customer from an unrelated third party



without a duty of confidentiality, or (iv) is independently developed by the Customer. The Customer shall not use Consultant Confidential Information for any purpose other than in furtherance of this Agreement and the activities described herein. The Customer shall not disclose Consultant Confidential Information to any third parties except as otherwise permitted hereunder. The Customer shall maintain Consultant Confidential Information with at least the same degree of care it uses to protect its own proprietary information of a similar nature or sensitivity, but no less than reasonable care under the circumstances. The Customer shall promptly advise the Consultant in writing of any misappropriation or misuse of Consultant Confidential Information of which the Customer becomes aware.

- c. Exclusions. Notwithstanding the foregoing, this Agreement shall not prevent the Consultant from disclosing Customer Confidential Information or the Customer from disclosing Consultant Confidential Information to the extent required by a judicial order or other legal obligation; provided, however, that, in such event, the Party from which disclosure is sought shall promptly notify the other Party in writing to allow intervention to contest or minimize the scope of the disclosure (including application for a protective order) and shall provide such notice prior to making any disclosure. Further, Each Party may disclose the terms and conditions of this Agreement (i) in confidence, to legal counsel, (ii) in confidence, to accountants, and (iii) in connection with the enforcement of this Agreement or any rights hereunder.
- d. Equitable Relief. The Consultant acknowledges that unauthorized use or disclosure of Customer Confidential Information could cause the Customer irreparable harm for which its remedies at law would be inadequate, and, similarly, the Customer acknowledges that unauthorized use or disclosure of Consultant Confidential Information could cause the Consultant irreparable harm for which its remedies at law would be inadequate. Accordingly, each Party acknowledges and agrees that the other Party will be entitled, in addition to any other remedies available to it at law or in equity, to the issuance of injunctive relief enjoining any breach or threatened breach of its obligations hereunder.

6. Warranties.

- a. Authority. Each Party represents, warrants, and covenants that it has the full power and authority to enter into this Agreement and to perform its obligations hereunder, without the need for any consent or approval not yet obtained.
- b. No Implied Warranties. The Customer agrees that (i) the Consultant is not the manufacturer, distributor, or developer of any of the products or services subject to the Services (collectively, the "Third-Party Products"), (ii) the warranties and representations, if any, applicable to any of the Third-Party Products (including, without limitation, their respective specifications) are those of the manufacturer, distributor, or developer thereof and not the Consultant, and (iii) the Consultant bears no obligation or liability related to or resultant from the warranties or representations, if any, applicable to any of the Third-Party Products (including, without limitation, their respective specifications). THE WARRANTY SET FORTH IN SECTION 6(A) IS THE ONLY WARRANTY MADE BY THE CONSULTANT HEREUNDER. THE CONSULTANT HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, SATISFACTORY QUALITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.



7. Limitation on Liability. UNDER NO CIRCUMSTANCE SHALL THE CONSULTANT’S LIABILITY ARISING OUT OF OR IN CONNECTION WITH ANY ORDER OR OTHER AGREEMENT BETWEEN THE CONSULTANT AND THE CUSTOMER OR THE CONSULTANT’S PERFORMANCE OR ASSERTED FAILURE TO PERFORM HEREUNDER, IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE CONSULTING FEES PAID IN THE PREVIOUS TWELVE MONTHS BEFORE TERMINATION. IN NO EVENT SHALL THE CONSULTANT BE LIABLE FOR SPECIAL, PUNITIVE, INCIDENTAL, EXEMPLARY, CONSEQUENTIAL OR OTHER INDIRECT DAMAGES INCLUDING, WITHOUT LIMITATION, DAMAGES RESULTING FROM LOSS OF USE OR GOODWILL, WHETHER OR NOT THE CONSULTANT HAS BEEN ADVISED OF THE POSSIBILITY THEREOF. This limitation of liability represents an allocation of risks between the Customer and the Consultant, which allocation is reflected in the Consulting Fees. The Customer acknowledges that the amount of the Consulting Fees reflects and incorporates the disclaimer of warranties and limitation of liability and remedies set forth herein (without which the Consulting Fees would have been substantially higher). Further, without limitation upon the generality of any other provision hereof, the remedies of the Customer shall be limited to the refund of the Consulting Fees.
8. Indemnification.
- a. Consultant. The Consultant shall indemnify, defend, and hold the Customer, its officers, officials and its employees harmless from and against any and all claims, injuries, damages, losses or suits arising out of or result from acts, errors or omissions of the consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of Customer. The Customer shall, in the event of a claim for indemnification under this Section 8(a), provide the Consultant with all reasonable information and assistance to settle or defend the claim, and the Consultant shall not, without the prior written approval of the Customer, not to be unreasonably withheld or delayed, consent to the entry of any judgment or enter into any settlement with respect to any claim for indemnification under this Section 8(a) (i) if the judgment or settlement does not include, as an unconditional term thereof, a release from all liability in respect to the claim to the Customer and its employees or (ii) if, as a result thereof, injunctive or other equitable relief would be imposed against the Customer or any of its employees or if the judgment or settlement could reasonably be anticipated to materially and adversely affect the business, operations or assets of the Customer or any of its employees.
  - b. Customer. The Customer shall indemnify, defend, and hold the Consultant and its officers, and employees harmless from and against any and all claims, injuries, damages, losses or suits arising out of or result from acts, errors or omissions of the consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of Consultant. The Consultant shall, in the event of a claim for indemnification under this Section 8(b), provide the Customer with all reasonable information and assistance to settle or defend the claim, and the Customer shall not, without the prior written approval of the Consultant, not to be unreasonably withheld or delayed, consent to the entry of any judgment or enter into any settlement with respect to any claim for indemnification under this Section 8(b) (i) if the judgment or settlement does not include, as an unconditional term thereof, a release from all liability in respect to the claim to the Consultant and its members, managers, and employees or (ii) if, as a result thereof, injunctive or other equitable relief would be imposed against the Consultant or any of and its members, managers or employees or if the judgment or settlement could reasonably be anticipated to materially and adversely affect the business,



operations or assets of the Consultant or any of and its members, managers or employees.

9. Non-Disparagement.

- a. Consultant. The Consultant agrees to instruct its members and employees to refrain from any disparaging statements (including, but not limited to, statements that amount to libel or slander) (i) about the Customer or any of its officers or employees or (ii) that pertain to any personal or confidential matters that may cause embarrassment to the Customer or any of its employees or officers; provided, however, that the foregoing restrictions shall not apply to any testimony that the Consultant is compelled by law to give (whether written or verbal).
- b. Customer. The Customer agrees to instruct its officers, officials, employees and representatives to refrain from any disparaging statements (including, but not limited to, statements that amount to libel or slander) (i) about the Consultant or any of its members or employees or (ii) that pertain to any personal or confidential matters that may cause embarrassment to the Consultant or any of its employees or members; provided, however, that the foregoing restrictions shall not apply to any testimony that the Customer is compelled by law to give (whether written or verbal).

10. Insurance. The Consultant will maintain general liability insurance in the amounts shown in Exhibit D of this agreement.

11. Miscellaneous.

- a. Entire Agreement; Waiver; Amendment. This Agreement, including any appendices hereto, constitutes the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all other prior agreements or undertakings with respect to the subject matter hereof, both written and oral. No delay or failure on the part of any Party in the exercise of any right, power or remedy shall operate as a waiver thereof, nor shall any single or partial exercise by any of them of any right, power or remedy preclude other or further exercise thereof, or the exercise of any other right, power or remedy. No amendment, modification or waiver of, or consent with respect to, any provision of this Agreement shall in any event be effective unless the same shall be in writing and signed and delivered by the Party against which or whom enforcement is sought, and then any such amendment, modification, waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.
- b. Severability. If the application of any provision of this Agreement to any particular facts or circumstances shall for any reason be held to be invalid, illegal or unenforceable by a court, arbitration panel or other tribunal of competent jurisdiction, then (i) the validity, legality and enforceability of such provision as applied to any other particular facts or circumstances, and the other provisions of this Agreement, shall not in any way be affected or impaired thereby, and (ii) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties. If, moreover, any provision contained in this Agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with applicable law.





- c. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Washington. Any and all claims, controversies, and causes of action arising out of or relating to this Agreement, whether sounding in contract, tort, or statute, shall be governed by the laws of the State of Washington, including its statutes of limitations, without giving effect to any conflict-of-laws rule that would result in the application of the laws of a different jurisdiction. Each Party hereby (i) irrevocably submits and consents to the exclusive jurisdiction and venue of the Superior Court of the State of Washington for Kitsap County and the United States District Court for the Western District of Washington, as well as all respective appellate courts therefrom, (collectively, the “Courts”) over any action, suit or proceeding arising out of or relating to this Agreement, (ii) consents to the exercise of personal jurisdiction thereover and venue in the Courts and hereby waives any objection and defense to the exercise of personal jurisdiction or venue, (iii) covenants that it will not commence any action, suit or proceeding arising out of or relating to this Agreement except in the Courts, and (iv) agrees that any action brought in contravention of this Section 11(c) is subject to dismissal at any time and at any stage of the action, suit or proceeding, and no action taken by the other Party in defending, counterclaiming or appealing shall be construed as a waiver of this right to immediate dismissal and a Party bringing an action in contravention of this in contravention of this Section 11(c) shall be liable to the other Party for the costs, expenses and attorneys’ fees incurred in successfully dismissing the action or successfully transferring the action to the Courts. No provision of this Section 11(c) shall be construed, however, to affect the right of any Party to enforce a judgment rendered by the Courts in any other jurisdiction.
- d. Remedies. All rights and remedies hereunder shall be cumulative, may be exercised singularly or concurrently and, unless otherwise stated herein, shall not be deemed exclusive.
- e. Notices. Any notice required or permitted to be given hereunder shall be in writing and given by (a) personal delivery, (b) overnight delivery by a nationally recognized courier (e.g., FedEx or UPS) to the address hereinabove set forth for the recipient or (c) by certified or registered mail, return receipt requested, by the United States Postal Service to the address set forth herein for the recipient. Any notice given set forth shall be deemed given upon the earlier of actual receipt or refusal of receipt. The address set forth herein may be changed as to any Party upon at least ten (10) days prior notice thereof to the other Party. The addresses hereinabove set forth may be changed as to any Party upon at least ten (10) days prior notice thereof to the other Parties.
- f. Construction. This Agreement was negotiated by the Parties and is to be deemed to have been prepared jointly by the Parties after arms-length negotiations. Any rule of construing language against the drafting party shall not apply.
- g. Exhibits. All Exhibits attached hereto are hereby incorporated by reference into, and made a part of, this Agreement.
- h. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall together constitute one and the same agreement (it being understood that all Parties need not sign the same counterpart). This Agreement, to the extent signed and delivered or countersigned and returned by means of a facsimile machine or other or electronic reproductive image of a manual signature, shall be treated in all manner and respects as an original agreement and shall be considered to have





the same binding legal effect as if it were the original signed version thereof delivered in person.

- i. No Third-Party Beneficiaries. Nothing in this Agreement shall be construed as giving any person or entity, other than the Parties hereto, any right, remedy, or claim under or in respect to this Agreement or any provision hereof.
- j. Headings. The section headings throughout this Agreement are for convenience and reference only, and words contained therein shall in no way be held to explain, modify, simplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.
- k. Piggybacking. To the extent allowed by applicable law, any public procurement unit, within or without the Customer's state, which is permitted to purchase services and products under the terms of a contract entered into by another awarding or sponsoring public procurement unit ("Piggybacking") may do so subject to the terms of this subsection 11(k). The Parties shall permit other public procurement units to Piggyback on this Agreement for the purchase of the services and products provided hereunder; provided, however, that, notwithstanding any other provision of this Agreement or otherwise, any agreement that relies on Piggybacking of this Agreement shall (a) be subject to acceptance by Consultant in its sole and absolute discretion, (b) be subject to the execution and delivery of all applicable contracts on terms and conditions acceptable to Consultant in its sole and absolute discretion, and (c) include a provision under which the customer thereunder shall defend, indemnify and hold Consultant harmless from all claims, demands, expenses, and causes of actions, of every kind, arising out of, or in any way connected to, directly or indirectly, the use of this Agreement, except as caused by Consultant's sole or gross negligence.



IN WITNESS WHEREOF, this Agreement is executed as of the date written above.

**CUSTOMER**

Signature: Maria Jameson-Owens  
Name: Maria Jameson-Owens  
Title: Executive Director  
Date: 07/24/2025

***Optional, only if needed:***

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**National Public Safety Group, LLC**

Signature: Buck Mims  
Name: Buck Mims  
Title: Chief Executive Officer  
Date: July 23<sup>rd</sup>, 2025



**Exhibit A**  
**Scope of Work**

**NPSG will assist the Customer with their public safety software project, which will include:**

- Computer Aided Dispatch (CAD)
- Mobile Data System (MDS)

**NPSG will provide services for the following agencies:**

- Kitsap 911

**NPSG will provide these services for the term of the Agreement, which is defined in Exhibit C.**

**Phase I**

***Needs Assessment***

The NPSG team will perform a thorough Needs Assessment, which will include services such as:

- Identify and document goals and objectives
- Review and take notes from any existing strategic plans that may be in place
- Document any partner agencies that need integration—public safety agencies, neighboring counties, public works, etc. This includes existing agreements and future wants
- Identify the agency's Project Team
- Identify the time goals/deadlines of your specific project
- Provide a project schedule in the NPSG project tool for the Needs Assessment and Procurement phases
  - Chosen software provider will have their own project tool for the software project
- Set up and lead bi-weekly calls throughout the Needs Assessment to ensure assigned tasks on both sides are being completed
- Interview the different department and division team members to find out workflows, software needs, issues, and processes
- Create a technical matrix that is used for the statement of work and agreement
- Create a Needs Assessment document that is to be used once a contract is signed with a public safety software provider. This document is a discovery document to assist the provider implement their solution. It includes information on interfaces, conversion and data retention requirements, workflows, approval processes, the respective contact people involved, and other logistical data that can ensure the projects start efficiently and effectively.

**Phase II – *Not chosen***  
***Selection Process***



### Phase III

#### **Procurement Process**

The NPSG team will lead and manage the Procurement process, as the Customer(s) desires, which will include services such as:

- Upon a Vendor being awarded a Selection, NPSG retrieves the company's contract
- NPSG works with the Customer's Procurement, Risk, Legal, and operational departments to vet the agreement.
- The NPSG Procurement Team has a system for contract negotiations which include vetting the following criteria:
  - Price – One time costs and ongoing costs
  - Payment terms
  - Statement of Work (SOW) Review
    - You are assigned a Project Manager is specifically assigned to the SOW, who has a deep understanding and familiarity public safety software statements of work
    - Determine accuracy of the Statement of Work (SOW)
    - Professional Services standards
      - Project Manager – work to ensure they have the needed experience to implement a project of your magnitude
      - Project tools – work to ensure the provider will be using acceptable project management tools to track and implement your project
      - Team members – work to ensure the assigned team members have the needed experience to implement a project of your magnitude
    - Work to ensure there is a reliability testing plan that is sufficient
  - Support level agreement
    - Support tiers with guaranteed response times
    - Annual SSMA or Subscription increase percentage caps
    - If SaaS, guaranteed uptime with penalties
    - Ongoing support parameters
    - Cybersecurity standards
    - Identification of personnel who will be assigned to support Customer
  - Updates and Upgrades
    - Costs
  - All Terms and Conditions, with some specific language regarding
    - Assignment
    - Non-interference
    - Data ownership
- NPSG assists in redlining and commenting on the price, terms, and conditions to assist the agency in finalizing a successful contract
- Attend management or Commissioner meetings needed to get approval for the contract signing

### Phase IV – Not chosen

#### **Project Management**

Exhibit B  
Cost Proposal



## National Public Safety Group Proposal

Proposal Services for: *CAD Consulting Project - Procure - PM Services*

Proposal for: **Kitsap County 911**  
Contact: **Maria Jameson-Owens** Date: 7/9/2025  
*Executive Director* Valid: 1/5/2026  
Division:  
Email: mjameso@kitsap911.org Phone: 360.307.5820  
NPSG Contact: Buck Mims Email: bm619@npsg.org

Item	Total
<b>Phase I</b>	
Needs Assessment	NA
<b>Phase II</b>	
Selection	NA
<b>Phase III</b>	
Procurement	\$49,000
<b>Phase IV</b>	
Project Management	NA
Total Consulting Services:	\$49,000

Item	Total
Consulting as a Service	<i>Not chosen</i> \$0
Legal Fee	<i>Not chosen</i> \$0

Total Cost: \$49,000

### NOTES

This document should not be shared unless the proper FOIA laws have been met.

**This proposal includes services for this project for this many months after effective date:**

6

**A \$4,000 Legal Fee is added for agencies using their own PSA**

See full agreement for all terms and conditions

## Travel

Travel is included in the above consulting fees, and will not be charged separately.


**\*NPSG will have Consultants onsite for up to the following number of days:**

		For
Procurement	<b>1</b>	Final Negotiations

***\* Does not include travel days***



**Exhibit C**  
Payment Terms

<div>  <b>Payment terms</b> </div>						
Month	Milestone	Begin/End	Percentage	Unit Cost	Payment	Paid to Date
	<b>* Projected Project Length:</b>	<b>6</b>				
1	Effective Date	Begin	17%	\$49,000	\$8,166.67	\$8,167
2	Monthly payment		17%	\$49,000	\$8,166.67	\$16,333
3	Monthly payment		17%	\$49,000	\$8,166.67	\$24,500
4	Monthly payment		17%	\$49,000	\$8,166.67	\$32,667
5	Monthly payment		17%	\$49,000	\$8,166.67	\$40,833
6	Monthly payment		17%	\$49,000	\$8,166.67	\$49,000
			<b>Total Payments:</b>		<b>\$49,000.00</b>	

*\*Projected project length is listed above and below. We will continue to provide services **for up to this many months.***

**Term of the Agreement**

This is a fixed-fee agreement with **time limit** paid over monthly payments for up to: **6 months.**

**If project is completed before the projected time, the balance of unpaid payments will be due and invoiced for payment.**



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Molamphy Insurance, LLC DBA NorthState Insurance &amp; Advisors</b> <b>580 SW Broad St</b> <b>Southern Pines, NC 28387</b>	<b>CONTACT NAME:</b> Michelle Burgess	<b>FAX (A/C, No):</b> (910)687-4866	
	<b>PHONE (A/C, No, Ext):</b> (910)687-4899	<b>E-MAIL ADDRESS:</b> mburgess@northstateins.com	
<b>INSURED</b> <b>National Public Safety Group, LLC</b> <b>124 Newington Way</b> <b>Aberdeen, NC 28315</b>	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Nationwide Assurance Company		<b>10723</b>
	<b>INSURER B:</b> Sequoia Insurance Company		<b>22985</b>
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

## COVERAGES

CERTIFICATE NUMBER: 00006936-250710140357

REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary & Non-Con GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> TRU- <input type="checkbox"/> LOC <input type="checkbox"/> JEC1 OTHER:	Y	Y	ACP CG023069354982	06/15/2025	06/15/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ACP CG023069354982	06/15/2025	06/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	QWC1475202	07/11/2025	07/11/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

**Kitsap 911**  
**911 Carver St.**  
**Bremerton, WA 98312**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Michelle B Burgess*

76

(MBB)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Little Insurance PO Box 629  SOUTHERN PINES NC 28388		<b>CONTACT</b> NAME: Kenneth Little PHONE (A/C, No, Ext): (910) 692-6881 E-MAIL: littlek70@aol.com ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: LLOYD'S OF LONDON INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		<b>FAX</b> (A/C, No): (910) 692-1863  <b>NAIC #</b> AA112
<b>INSURED</b>  National Public Safety Group, LLC 124 Newington Way  Aberdeen NC 28315				

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liability		W2DA39229201	01/01/2025	01/01/2026	Each Occurrence	\$2,000,000
						Aggregate	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The retroactive date for the Professional Liability policy is January 1st, 2021.

**CERTIFICATE HOLDER****CANCELLATION**

Kitsap 911 911 Carver St  Bremerton WA 98312	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> Kenneth Little
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**KITSAP 911  
CONTRACT REVIEW SHEET**

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

**A. GENERAL INFORMATION**

1. Contractor Mission Critical Partners  
2. Purpose Assess the composition and effectiveness of the Board of Directors  
3. Contract Amount \$39,901.00 Disburse ☒ Receive ☐  
4. Contract Term July 21, 2025 to December 31, 2026  
5. Contract Administrator Darrin Reilly Phone 888-862-7911  
Approved: *[Signature]* Date 07/28/2025  
Executive Director

**B. ACCOUNTING INFORMATION**

1. Contract Control Number K911-090  
2. Fund Name Professional Services  
3. Payment from-Revenue to CC/Account Nbr \_\_\_\_\_

**C. RISK MANAGER REVIEW**

1. ☒ Approved ☐ Not Approved  
Reviewer Farah Derosier Date 01/30/2024  
2. Comments: Standard K911 contract template

**D. ATTORNEY REVIEW**

1. ☒ Approved ☐ Not Approved  
Reviewer Ken Bagwell Date 01/30/2024  
2. Comments: Standard K911 contract template

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS  
READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**  
(For contract signing authority, see Kitsap 911 Governing Directive # 60 Purchasing and Contracting)

\_\_\_\_\_  
Ratification By Kitsap 911 Board of Directors Chair

\_\_\_\_\_  
Date

## **CONTRACT FOR PROFESSIONAL SERVICES**

This Contract for Professional Services (the Contract) is entered into by and between Kitsap 911 with its principle offices at 911 Carver Street, Bremerton Washington 98312 hereafter referred to as "Kitsap 911" and Mission Critical Partners, having its principal offices at 690 Grays Woods Blvd, Ste. 100, Port Matilda, PA 16870 (the Contractor).

### **SECTION 1. EFFECTIVE DATE OF CONTRACT**

The Contract will become effective on July 21, 2025 and terminate on December 31, 2026. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap 911.

### **SECTION 2. SERVICES TO BE PROVIDED**

- 2.1 A description of the services to be performed by the Contractor is set forth in Exhibit A: - Proposal, which is attached to the Contract and incorporated by this reference.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by Kitsap 911
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 2.5 The Contractor will confer with Kitsap 911 from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by Kitsap 911.

### **SECTION 3. CONTRACT REPRESENTATIVES**

Kitsap 911 and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

#### Kitsap 911 Contract Representative

Maria Jameson-Owens, Executive Director

Kitsap 911  
911 Carver Street W  
Bremerton, WA 98312  
360-307-5820  
Mjameso@kitsap911.org

Contractor's Contract Representative

Darrin Reilly, President and CEO  
Mission Critical Partners, LLC  
690 Gray's Woods Blvd. Suite 100  
Port Matilda, PA 16870  
888-862-7911  
[Contracts@MissionCriticalPartners.com](mailto:Contracts@MissionCriticalPartners.com)

**SECTION 4. COMPENSATION**

- 4.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.
- 4.2 The total amount payable under the Contract by Kitsap 911 to the Contractor in no event will exceed \$39,901.00 before tax.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to Kitsap 911 once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, Kitsap 911 generally will pay such an invoice within 30 days of receiving it.
- 4.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from Kitsap 911, Kitsap 911 may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

## SECTION 5. AMENDMENTS AND CHANGES IN WORK

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by Kitsap 911.
- 5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by Kitsap 911 and has become effective.

## SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

- 6.1 The Contractor shall defend, indemnify and hold Kitsap 911, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with Contractor's negligent acts or omission in the performance of this Agreement, except for injuries and damages caused by the sole negligence of Kitsap 911.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and Kitsap 911, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

## SECTION 7. INSURANCE

- 7.1 **Insurance Term-** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.
- 7.2 **No Limitation-** Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the

coverage provided by such insurance or otherwise limit Kitsap 911's recourse to any remedy available at law or in equity.

### **7.3 Minimum Scope of Insurance**

Contractor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Contractor's profession.

### **7.4 Minimum Amounts of Insurance**

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

**7.5 Other Insurance Provision-** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage maintained by Kitsap 911 shall be excess of the Contractor's insurance and shall not contribute with it.

**7.6 Acceptability of Insurers-** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

- 7.7 Verification of Coverage-** Contractor shall furnish Kitsap 911 with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contract before commencement of the work.
- 7.8 Notice of Cancellation-** The Contractor shall provide Kitsap 911 with written notice of any policy cancellation within two business days of their receipt of such notice.
- 7.9 Failure to Maintain Insurance-** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which Kitsap 911 may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Kitsap 911 on demand, or at the sole discretion of Kitsap 911, offset against funds due the Contractor from Kitsap 911.
- 7.10 Kitsap 911 Full Availability of Contractor Limits-** If the Contractor maintains higher insurance limits than the minimums shown above, Kitsap 911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to Kitsap 911 evidences limits of liability lower than those maintained by the Contractor.

## **SECTION 8. TERMINATION**

- 8.1** Kitsap 911 may terminate the Contract in whole or in part whenever Kitsap 911 determines, in its sole discretion that such termination is in the best interests of Kitsap 911. Kitsap 911 may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, Kitsap 911 will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.
- 8.2** If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, Kitsap 911 may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by Kitsap 911 to the Contractor. No costs incurred after the effective date of the termination will be paid.
- 8.3** If the Contractor breaches any of its obligations under the Contract and fails to cure the breach within 10 days of written notice to do so by Kitsap 911, Kitsap

911 may terminate the Contract. In that event, Kitsap 911 will pay the Contractor only for the costs of services accepted by Kitsap 911. Upon such termination, Kitsap 911, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by Kitsap 911 in completing the work and all damages sustained by Kitsap 911 by reason of the Contractor's breach.

## **SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING**

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of Kitsap 911.
- 9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

## **SECTION 10. INDEPENDENT CONTRACTOR**

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of Kitsap 911. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.
- 10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any Kitsap 911 benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Kitsap 911 employees.
- 10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of Kitsap 911.

## **SECTION 11. NONDISCRIMINATION**

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.



## **SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED**

- 12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be “works for hire” as defined by the U.S. Copyright Act of 1976 and will be owned by Kitsap 911. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.
- 12.2 All design work done by the Contractor will be done on AutoCAD, release 12 or higher or other systems mutually agreed upon, an electronic copy of which will be submitted to Kitsap 911 upon request or at the end of the job. Should a construction project result from the work of the Contractor, the record drawings from the Contractor will be transposed onto the electronic design drawings and submitted to Kitsap 911.
- 12.3 An electronic copy of all word processing documents will be submitted to Kitsap 911 upon request or at the end of the job using the word processing program and version specified by Kitsap 911.

## **SECTION 13. PATENT/COPYRIGHT INFRINGEMENT**

The Contractor will hold harmless, indemnify and defend Kitsap 911, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against Kitsap 911, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by Kitsap 911 of any notice of such claim.

## **SECTION 14. DISPUTES**

Differences, disputes and disagreements between the Contractor and Kitsap 911 arising under or out of the Contract will be brought to the attention of Kitsap 911 at the earliest possible time so that the matter may be resolved or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by Kitsap 911 contract representative or designee. All rulings, orders, instructions and decisions of Kitsap 911 contract representative will be final and conclusive.

## **SECTION 15. CONFIDENTIALITY**

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by Kitsap 911 or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of Kitsap 911 or an order entered by a court of competent jurisdiction. The Contractor will promptly give Kitsap 911 written notice of any judicial proceeding seeking disclosure of such information.

## SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

## SECTION 17. MISCELLANEOUS

- 17.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 17.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 17.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from Kitsap 911 contract representative or designee.
- 17.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.
- 17.5 **Records Inspection and Retention.** Kitsap 911 may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.
- 17.6 **Successors and Assigns.** Kitsap 911, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 17.7 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts

with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

- 17.8 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.
- 17.9 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representative's provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.
- 17.10 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous – No Waiver), 17.5 (Miscellaneous – Records Inspection and Retention) and Section 17.7 (Miscellaneous – Severability).

DATED this 23rd day July, 2025.

DATED this \_\_\_\_ day \_\_\_\_\_, 2025.

CONTRACTOR

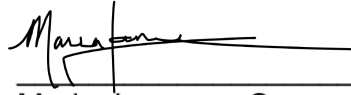


\_\_\_\_\_  
Director of Contract Administration

John L. Spearly, Director of Contract Administration  
\_\_\_\_\_  
(Print Name)

Federal Tax ID No: 26-4026964

**Kitsap 911**



07/24/2025

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Maria Jameson-Owens, Director

ATTEST:

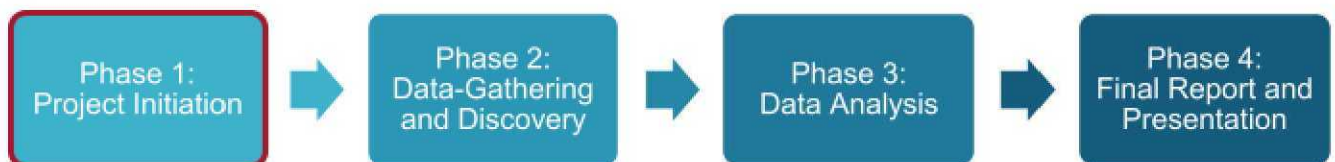
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## Project Understanding

Mission Critical Partners® understands that Kitsap 911 is seeking professional consulting support to proactively assess the composition and effectiveness of its Board of Directors (Board). The Kitsap 911 Board consists of 13 members—three county commissioners and the sheriff, the mayors of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo, three fire commissioners, and two Bremerton City Council members. The purpose of the board is to control and oversee Kitsap 911's operations and funds, correct any deficiencies, and assure that the purposes described in the Ordinance and Charter are reasonably accomplished. MCP will assess the composition and effectiveness of the Board, its mission and objectives.

## Scope of Work

### Phase 1: Project Initiation



The MCP team will initiate your project by conducting a facilitated **virtual project introduction** meeting with the Kitsap 911 core team to conduct introductions. This meeting will set the overall foundation for the tasks outlined, allow the teams to review the scope of work (SOW) and high-level project schedule, and confirm the dates for the on-site kickoff and data gathering and discovery meetings. This meeting is typically recorded so that those who are germane to the project but unable to be present can view the meeting at their convenience.

Prior to being on site MCP will conduct a virtual review of the project plan for the Board. This will assist in preparing for the site visit and understanding the expectations.

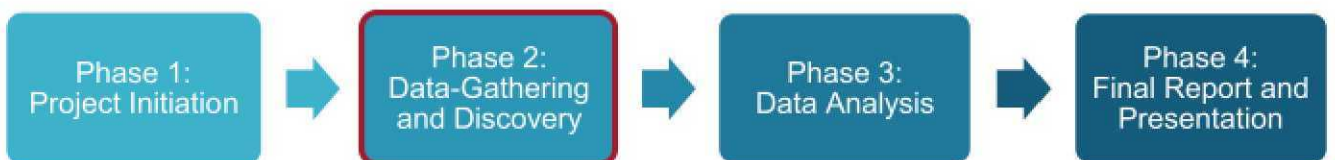
The **on-site kickoff meeting** with the Kitsap 911 project core team typically occurs two to three weeks after the project's introduction call. Our project manager (PM) and staff will meet with the Kitsap 911 project core team and key stakeholders to introduce project team members, clarify roles and reach a mutual understanding of the tasks at hand. MCP's PM will facilitate the meeting and will: clarify roles; review and align project scope, milestones, schedules, deliverables, timeline, and communications plan.



#### Deliverables:

- Remote project introduction meeting
- Pre-on-site virtual review with the Board
- On-site project initiation meeting
- Updated project schedule

### Phase 2: Data Gathering and Discovery





To gather the data needed to accomplish your project, we propose that in conjunction with planning for the on-site project initiation meeting and data gathering, the MCP team will work with Kitsap 911 to finalize the information gathering strategy and schedule. The MCP team proposes to be on site for up to two days.

To allow time for initial data and most importantly, to allow for alignment with Kitsap 911 and stakeholder schedules to promote attendance and participation, MCP suggests scheduling of the site visit two to three weeks after the virtual project introduction call.

**MCP uses qualitative and quantitative data to support the exploratory, people-based research and engagement to examine the challenges at hand.** Under the current understanding, MCP's PM and select SMEs anticipate spending one day on site conducting interviews, focus groups, and listening sessions.

The MCP team will leverage our extensive nationwide stakeholder outreach and facilitator experience to make the process as efficient as possible for all participants. The MCP team will interact with various stakeholders to gain the most information and best perspective to develop a clear vision of how MCP can support and/or enable Kitsap 911 to achieve its goals and objectives as defined in the project understanding and others as they may arise during the course of this project.

Information collected and reviewed in studies such as requested by the Kitsap 911 not only focuses on assessing the areas requested but always seeks to uncover hidden challenges and bring creative solutions to historically persistent issues that continue to impact the effectiveness of the organization.

### ***Information Compilation***

It is important to note that level of detail that MCP is able to provide in a report is highly contingent upon the quality of the data that is able to be provided by Kitsap 911. To mitigate this to the best of everyone's ability, MCP will provide Kitsap 911 with a data-gathering checklist and an upload link to MCP's secure file sharing system. MCP will facilitate a remote data gathering review call. This call will answer questions Kitsap 911 may have about the requested data, troubleshoot known issues that may exist with acquiring the requested data, and discuss alternatives should particular data be known to be inaccessible or too cumbersome to obtain.

### ***Data Required***

Based upon Kitsap 911 capabilities, MCP will determine what data will need to be provided to accomplish the objectives in the stated key areas of interest and concern specifically staffing and organization structure, training, quality assurance and improvement, and workforce engagement and satisfaction. This may include:

- Organizational structure diagram
- Board roles, responsibilities, and position descriptions
- Board committees roles, responsibilities and position descriptions
- Ordinance, charter and bylaws
- Board policies and workflows
- Current/past strategic plans (as applicable)

### ***Leverage Existing Research and Initiatives***

While MCP will leverage information from previous and current relevant work provided by Kitsap 911, client agencies, and other stakeholders, this is one of the most valuable aspects of engaging MCP as your partner in this endeavor. This is because of our commitment to innovation, constant engagement in industry working groups (i.e., National Emergency Number Association [NENA] 911/988), contracted partner of the National 911 Program, publication of blogs and whitepapers on topics across the entire public safety communication ecosystem, and production of webinars focused on client interests. As a result, MCP has developed an extensive library that we use to solve our clients' persistent and new challenges.

### **Interviews, Focus Groups, and Listening Sessions**

We will interact with a variety of stakeholders to gain the most information and best perspective to develop a clear vision of how your governance body performs today. Our approach strives to understand the oversight and service levels desired by Kitsap 911. The demands placed upon Kitsap 911, your partner agencies, and the communities will dictate the viability of the recommendations.

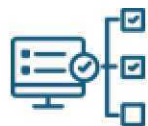
MCP will obtain user feedback through interviews with representatives of the stakeholder group as defined by the project team. It is envisioned that this group would include the Kitsap 911 leadership, as well as the executive-level leaders of the agency. Representatives from Kitsap 911, including operations staff will also be part of this approach. The intent of these interviews is to build an accurate understanding of the issues and concerns that have brought about this study.

### **Collective Agency Support**

To prepare the involved Kitsap 911 stakeholders for interviews and ensure that time is spent productively, MCP will use various types of collection methods and gather information as outlined in this scope of work. MCP asks Kitsap 911 to:

- Help coordinate meetings related to the project to ensure the inclusion of key stakeholders
  - Provide a list of stakeholders to be interviewed
  - Representation of users who can articulate communications needs and requirements
  - Contact information for each stakeholder
  - Schedule the stakeholder interviews
  - Secure an appropriate venue and identify a preferred virtual platform application
  - Disseminate the provided meeting invitations
- Provide requested data and reference materials to MCP in a timely manner, as needed
- Distribute provided meeting materials (agenda, minutes, handouts, etc.)

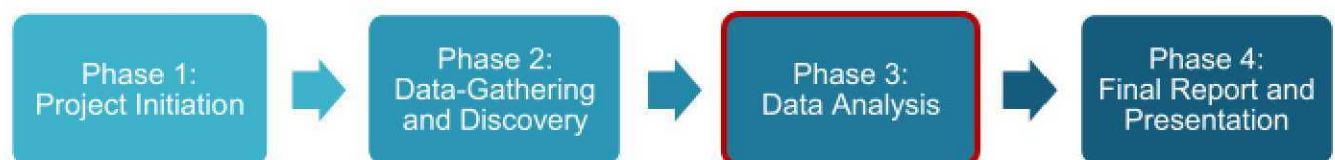
Interviews with additional stakeholders may take place if deemed necessary by MCP and Kitsap 911.



#### **Deliverables:**

- Data collection checklist and upload link
- Information-gathering review call
- Completion of on-site research and discovery schedule

## **Phase 3: Data Analysis**



MCP will review and assess the collected data to assess current conditions and lay the foundation for developing practical, executable recommendations and strategies that can serve Kitsap 911 into the future.

The composition and effectiveness analysis of public safety communications services is often a sensitive topic because each stakeholder has a sense of ownership regarding their respective roles, responsibilities and service expectations. There are several potential negative impacts that can arise, such as personnel and financial management issues, and overall delivery impacts. All of this must be balanced with identifying



opportunities for improvements if any, that can be achieved. The ultimate goal must be driven by a shared commitment to providing improved service and response outcomes to the communities, field responders, and communications staff.

### **Qualitative and Quantitative Analysis**

MCP approaches service staffing assessment engagements by using information garnered through data collection, research, and observations, to detail the current state and provide the analytical portion of the study that measures findings to national standards and best practices, as well as MCP's industry experience and knowledge.

- **Standard** – something set up and established by authority as a rule for the measure of quantity, weight, extent, value, or quality
- **Best Practice** – a procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption
- **Industry Experience** – primarily involves a minimum of ten years of combined education, work experience, and specialization in a respective industry or market segment

The information acquired through MCP's methodology ranges from hard numbers (quantitative data) to opinions and anecdotal input (qualitative data). Where data is more quantitative in nature, MCP relies on established public safety and private industry metrics to assess and evaluate an organization. Where data is qualitative in nature or metrics have not previously been established, MCP draws on its collective industry experience and awareness of best practices to create those metrics and assess the status of the organization.

Throughout this engagement, MCP will endeavor to make clear where analysis and findings are based on measurable, quantitative data, and where MCP necessarily draws its findings from inherently more subjective evaluations. MCP's years of experience have demonstrated that subjective assessments, backed by thoughtful and unbiased comparisons with public safety and private industry best practices, along with industry exposure, as referenced throughout this document, are just as meaningful and important as hard, quantitative evaluations. Both play a role in identifying where organizations stand today and where they should place their priorities and finite resources in crafting a plan to address critical areas at risk now and into the future.

MCP also has a proven track record of using the "game board" approach to help leaders tackle complex issues. This simple yet powerful framework focuses on five central components of any strategy:

Approach
<ul style="list-style-type: none"><li>• <b>Current State</b><ul style="list-style-type: none"><li>– Where does the organization stand today?</li></ul></li><li>• <b>Future State</b><ul style="list-style-type: none"><li>– Where does the organization want to go, and what is it being called upon to do?</li></ul></li><li>• <b>Case for Change</b><ul style="list-style-type: none"><li>– What is the compelling reason to change?</li><li>– What will happen if the organization does not change?</li></ul></li><li>• <b>Barriers to Success</b><ul style="list-style-type: none"><li>– What will make change difficult?</li><li>– What can be controlled/influenced?</li><li>– What must be worked around?</li></ul></li></ul>



Approach
<ul style="list-style-type: none"> <li>• <b>Strategy (or Way Forward)</b> <ul style="list-style-type: none"> <li>– What three to five initiatives will help reach the desired future state?</li> </ul> </li> </ul>

MCP’s review will create a **baseline** that allows leadership and stakeholders involved to have a clear vision of a future state of the governing board makeup, goals related to attaining that vision, and metrics that success can be measured. To distill this information into an actionable report with practical and actionable recommendations and strategies for stakeholders, MCP will analyze all pertinent information and will evaluate each item.

### Governance

Governance is often a top concern for project stakeholders. MCP’s experience indicates that governance modeling is important so that all involved parties understand their level of influence and input into the organization. This may include policy considerations at the political level, as well as technology, and operational practices and protocols—such as SOPs. MCP will incorporate the unique characteristics of the stakeholders into a governance analysis structure and recommend an appropriate structure for sustained oversight and performance.

MCP will review the current agreements in place and make recommendations applicable to an appropriate structure that aligns with best practices:

Governance
<ul style="list-style-type: none"> <li>• Governance board makeup and structure</li> <li>• Strategic advisory board makeup and structure</li> <li>• Members’ buy-in provisions and withdrawal provisions</li> <li>• Service level benchmarks</li> <li>• Governing documents</li> <li>• Governance policies, agreements and workflows</li> <li>• Strategic initiatives and objectives</li> </ul>

MCP will examine governance model options and meet with Kitsap 911 staff and stakeholders to determine what legal structure will provide the greatest benefit to Kitsap 911 and its signature agencies.

### Analysis Summary

MCP’s analysis will bring industry standards to bear and will be based on MCP’s experience, knowledge of best practices, and industry knowledge. By leveraging MCP’s approach to focus on answering questions related to the governance structure and organizational oversight, Kitsap 911’s key areas of interest, strategies can be developed that can lead Kitsap 911 and its client agencies into the future.

MCP will take the results of the qualitative and quantitative analysis and develop a draft report outline and review it remotely with Kitsap 911 to promote continued alignment of expected items and sections of the report to be covered. In addition, a remote review of the draft report provides a discussion opportunity while allowing the Kitsap 911 project team to provide additional agency comments, input, and/or direction to the MCP team or clarify further the data upon which the report is based. Any remedial information collection will be scheduled/completed as the outline is reviewed and revised. MCP will take the approved outline, highlight preliminary findings, and initial recommendations, which MCP will review with Kitsap 911.

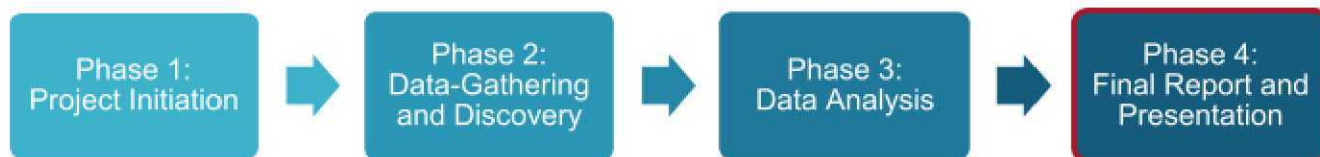
A **final composition and effectiveness study** will be provided and serve as the foundation for the report content and actionable recommendations to collectively guide Kitsap 911's decisions related governance structure and organizational oversight.



**Deliverables:**

- Preliminary recommendations briefing via video conference platform
- Review of draft report outline via video conference platform

## Phase 4: Final Report and Presentation

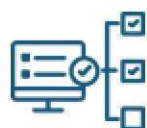


Barring any agreed-upon changes to the timeline that may arise during the project kickoff meeting, the draft and final report will be delivered to Kitsap within three months of project initiation.

MCP proposes that the report will be prepared using the following methodology. MCP will compile the qualitative and quantitative data collected during the data collection, discovery, and information gathering activities into a final report that addresses the governance composition and effectiveness of Kitsap 911. The evaluated data and requirements identified by stakeholders will be incorporated into MCP's report development process as highlighted in the table below:

Table 1: Final Report Process

Item	Description
<b>Draft Report</b>	<ul style="list-style-type: none"> <li>• Compile and review the draft report</li> <li>• Answer questions and clarify recommendations and findings</li> </ul>
<b>Final Report</b>	<ul style="list-style-type: none"> <li>• Provide a draft report to Kitsap 911 for feedback</li> <li>• Incorporate Kitsap 911's changes or clarifications into the report</li> <li>• Provide the final version of the report</li> </ul>
<b>Presentation</b>	<ul style="list-style-type: none"> <li>• Make one in-person presentation to Kitsap 911</li> <li>• Address any final questions or clarifications</li> <li>• Discuss steps for adopting recommendations</li> </ul>



**Deliverables:**

- Draft Composition and Effectiveness Study
- Final Composition and Effectiveness Study
- In-person presentation

## Project Expectations and Assumptions

MCP anticipates the project will require the following:

- The MCP team proposes to be on site up to two days data gathering and discovery and one day for an in-person presentation of the final report.
- A step-by-step review of the SOW will be conducted **prior to the on-site** kickoff meeting. Any updates or changes from the initial SOW outlined in this proposal will be documented for mutual agreement and to allow for clarification of expectations to be addressed in the deliverables. In the event, that the requested changes increase the level of effort originally agreed upon, if the parties agree the changes cannot be absorbed in the original pricing, MCP will provide the Kitsap with pricing for those changes.
- To maximize participation and ease of scheduling, MCP asks Kitsap 911 to:
  - Provide a list of stakeholders to be interviewed
    - Representation of users who can articulate Board composition and effectiveness
    - Contact information for each stakeholder
  - Schedule the stakeholder interviews
    - Secure an appropriate venue and identify a preferred virtual platform application
    - Disseminate the provided meeting invitations
- At a minimum, bi-weekly, remote 30-minute project progress calls with MCP's PM through the original project schedule end date.
- MCP will submit an initial draft plan in electronic (PDF) format to be delivered to the project core team for review.
  - Four hours with MCP's project manager and applicable SMEs to conduct client review of the Composition and Effectiveness Study
- MCP uses a risk management matrix to identify and monitor risks that can impact scope, schedule, budget and deliverables quality. As soon as risks to the project are identified, MCP will initiate discussions with the agencies to establish if a change order is required and develop the content if so determined.
- After 120 days from the submittal date, MCP reserves the right to revisit pricing and scope with Kitsap 911 to address any potential changes that may have occurred since the submittal that could impact delivery.
- To be more responsive to Kitsap 911's needs, MCP respectfully reserves the right to move professional fees and expenses between tasks, as needed, to complete the scope of work, as long as the total amount billed to Kitsap 911 does not exceed the contract amount.

## EXHIBIT B: Compensation

Service Description	Fee
Composition and Effectiveness Study	\$36,575
In-person final presentation	\$3,326
Total	39,901

Price does not include any applicable sales tax.