



Kitsap 911 Board of Directors Meeting

October 7, 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 09-05-2025; Special Board of Directors Meeting 09-05-2025](#)
- B. Approval of Payment of Claims
 - 1) [A/P Warrant Numbers: 7457 through 7523 and ACH Payments](#)
Total \$ 1,101,767.32
 - 2) [Payroll Dated: 08-29-2025, 09-12-2025 and 09-26-25](#)
Total: \$ 1,349,184.17
 - 3) [Use Tax Dated: August 2025](#)
Total Increase: \$ 1,704.27
- C. Ratification of Executed Contracts (Includes contracts for budgeted items)
 - 1) None



Kitsap 911 Board of Directors Meeting on September 2, 2025

Via Virtual Meeting and Norm Dicks Government Building

ATTENDING:

Board of Directors:

Jennifer Chamberlin, City of Bremerton
David Ellingson, Fire Commissioner (Chair)
Becky Erickson, City of Poulsbo Mayor
Russ Clithero, 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

Staff:

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

Absent:

Eric Younger, City of Bremerton

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 Matt Brown, Port Orchard Police Department
Lance Holman, Holman Capital
Ken Bagwell
Bryce Odin
Alex Boeddeker

Call to Order: Chair David Ellingson called the meeting to order at 1231.

Additions:

Executive Director Maria Jameson-Owens requested that Agenda Item #10 Collective Bargaining Agreement be changed from an Action Item to a Discussion Item but remain in the same order on the agenda.

Public Comment:

None.

Consent Agenda

Chair Ellingson introduced the consent agenda items.

Director Beckey Erickson moved to approve the Consent Agenda including approval of minutes from the Board of Directors 07-01-2025 meeting and 07-08-2025 Special Board Meeting; the approval of payment of claims for A/P Warrant Numbers 7326 through 7456 totaling \$846,733.17; the payroll dated 07-04-2025, 07-18-2025, 08-01-2025, and 08-15-2025 totaling \$1,783,199.97; and the Use Tax dated June 2025 and July 2025 with a total increase of \$1,099.50. Director Oran Root seconds. Motion passed unanimously.

Employee Recognition

None.

Action Items

Approval of Strategic Initiative #5 - Enhancing Service Management and Efficiency

Ms. Jameson-Owens reminded that at the last Board Meeting we discussed Strategic Initiative #5 – Enhancing Service Management and Efficiency and the Board had no changes or updates to the initiative. Therefore, the final draft is ready for approval.

Director Rob Putaansuu moved to approve Strategic Initiative #5 – Enhancing Service Management and Efficiency. Director Katie Walters seconded the motion. Motion passes unanimously.

Approval of the Land Mobile Radio Project Master Finance Agreement

Finance Manager, Steve Rogers, indicated that the master financing agreement essentially lays out the core terms and conditions for any of the loans that we take out in the future against what is known as our guidance line of credit with the Holman Capital. Our first loan is expected to be approximately \$11 million. The way that this financing arrangement works is that once approved, we don't receive the \$11 million in one lump sum. Instead, we will submit a detailed list of the components being financed, and as we receive the invoices for those components, we'll submit those into Holman Capital, and they will pay those vendors directly on our behalf, drawing down against the \$11 million. If we decide to pay the loan off early, we are able to do so at any time on one of our scheduled payment dates.

This agreement was prepared by Holman Capital's legal team and has been reviewed by Kitsap 911's legal team, which includes our external legal counsel as well as the risk management team of our insurance provider, Washington Cities Insurance Association. All of their questions and comments have been addressed to their satisfaction so we would now ask for your approval for us to sign this agreement. Approving this now is important from a timing perspective so that our financing is in place when we need it to keep the radio project on schedule.

Director Walters commented that the contract has some incorrect dates for the end of elected terms for the Board of Directors. Mr. Rogers indicated those will be corrected.

Director Bob Muhleman moved to approve the Land Mobile Radio Project Master Financing Agreement. Director Dusty Wiley seconded the motion. Motion approved unanimously.

Approval of Radio as a Service

Ms. Jameson-Owens indicated that as we discussed at the June board meeting, we are recommending a "radio as a service" model for all non-member agency radios. This model supports interoperability and preserves the financial integrity of Proposition 2 (Prop 2) funding,

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.

Director Walters indicated that she went back to some of the materials when Kitsap 911 was proposing Prop 2 on the ballot in November 2021 and it was with 1 cent on every \$10.00 of

taxable purchases, Kitsap 911 will be able to secure funding to replace the entire emergency communication system. Further in the documents shows that the entire system does also include the fire Marshall, Community Development, the Juvenile Detention Center, and Emergency Management. She stated that because the county's general fund pays for the sheriff and the medical examiner, those two have been called out as members. Then the County under our general fund also pay for the Fire Marshall, Community Development, Juvenile Detention and Emergency Management. Now that the county is paying more because of the new service model, isn't it already included as part of what the Kitsap 911 is paying for because the intent of Prop 2 was to replace the entire emergency communication system?

Director Walter requested clarification on this because she is trying to preserve the County budget. She requested some clarification on why these have been pulled out because it is the same budget for the County.

Ms. Jameson-Owens indicated that Proposition 2 funds were for Kitsap 911 member agencies because we have never funded Mobile Computer Terminals (MCTs) or any type of other equipment for any of the other mentioned agencies. The unanticipated cost for those agencies could be \$70,000 to \$80,000 for radios for each.

It has been Kitsap 911's interpretation that we were sticking with the member agency philosophy but we have made some headway with the Fire Marshall's office. They have talked to us about joining the Kitsap County contract which means the amount they would have to pay would be much smaller each year. They would be required to have a contract for the entire period that it would take to pay off their radios.

We are trying to be flexible but we do not have the funds even in the Prop 2 money to pay for all of the extra radios. In the past the fire Marshall's office was supplied from Central Kitsap Fire who gave them their old radios, but that's not an option now because the old radios will not work on the new digital system. The Department of Emergency Management (DEM) has already found a solution. They got a grant for some of their radios and we also gave them a bit of a discount because they allowed us to use their facility for radio installs.

Ms. Jameson-Owens indicated that we really are trying to work with jurisdictions to make the process as easy as possible.

Director Walters asked how many years it would take to be able to give them a used radio?

Ms. Jameson-Owens indicated it could be up to 20 years before a radio needs to be replaced. They last a long time.

Director Clarence Moriwaki asked that with all these other agencies such as Juvenile Detention

and Emergency Management, have we informed them that they will have to pony up to be on the new system?

Ms. Jameson-Owens indicated that we have talked to the Fire Marshalls and DEM and the radio representatives have been talking to other emergency management representatives in the County. We have not talked to Juvenile Detention. One of our employees, John Sprague, was a previous Sheriff's Office employee and did not believe Juvenile was going to need to be on our radio system. They do not currently talk on our radio system today.

Director Moriwaki asked how many of them actually use the system now.

Ms. Jameson-Owens said there might be different options for what they need because there's going to be a mobile version that won't be a full radio but they will be able to talk on it as a radio when they need it. It is not as convenient or robust as a radio.

Director Moriwaki asked for clarification as to why we are under budget on the radio project now.

Ms. Jamson-Owens indicated it has taken us longer than anticipated to get to the point where we need to buy equipment. The first year, year and a half was spent building infrastructure and the biggest draw is going to be on buying the radios and equipment which has been delayed longer than anticipated.

Director Rolfes indicated that she would like to see what we think the revenues are going to be from the radio as a service model and allocated per non-member so that we have that structure because that's looks like some ongoing costs.

Chair Ellingson indicated that it should equal the expenses and be a wash because we won't charge them for anything that we haven't purchased.

Ms. Jameson-Owens said that Kitsap 911 is not making any money off of this issue. We're just providing them the service. We are charging them for any maintenance that we have to do on their radios, which accounts for the maintenance and administrative fees. The annual service is the same amount that every member agency is going to pay. The radio cost is the same amount that member agencies are going to pay. It is cheaper for Kitsap 911 to buy them because we buy them in bulk rather than the non-member agencies trying to buy a smaller number of radios. Kitsap 911 is not making any money on this.

Ms. Jameson-Owens indicated that the quote given to the Fire Marshall was \$65,000 based on the number of radios requested, but we are going to divide that up over a number of years. They would sign a contract to be a member agency for set term to cover the cost of the radios,

and it would cost them about \$8000 a year. It is also dependent on what equipment they want and if they can make the radio app on their cell phones work for them. That will be significantly less than trying to buy a \$7000 radio.

Director Rolfes indicated she did not mean to imply we would make a profit. The County Commissioners oversee a lot of different budgets. Even the Humane Society came to the County with a memo a couple weeks ago indicating they are raising their charges to all of their member agencies in part because they need to pay for 911 increased costs.

Director Rolfes requested a list of all the non-member agencies and an estimate of what the charges will be for them in the initial year if they are getting radios and then the ongoing costs so that the County knows what the additional costs are to each of the entities that the County funds.

Director Rolfes reiterated that the County is cutting programs this year and each of these increases is a cut that the County is going to have to make somewhere else. Director Rolfes indicated she is not asking us to not take the action, but she would to see that information.

Ms. Jameson-Owens said she can get that list to her and currently on it would be DEM, the Fire Marshall, and MultiCare Hospital. Animal Control and the Medical Examiner are already considered member agencies.

Director Putaansuu asked is animal control a member agency. Ms. Jameson-Owens indicated they are a contract agency with a \$50,000 minimum. Their increase is strictly related to their ongoing radio costs. They don't have to buy their radios because they have been a member of Kitsap 911. They primarily use the MCT function and not the radios, but they do have the ability to be on the radio if they need to.

Director Greg Wheeler moved to approve the Radio as a Service policy. Director Putaansuu seconded the motion. Motion approved unanimously.

Approval of Resolution 25-006 Public Records Index

Kitsap 911's attorney, Ken Bagwell, explained that recently agencies have been visited by the "1st Amendment Auditors" seeking a copy of the public records index referenced in RCW4256.070.

There's a legal requirement within that statute that agencies maintain an index of most, if not all of the records that the agency creates and maintained as a public record. But there is an opportunity to opt out of that requirement if in fact that requirement is unduly burdensome. Most agencies locally have opted out of maintaining the index.

In looking at this for Kitsap 911, there was a policy in place that did opt out of that indexing requirement but in an effort of just being overly cautious, we are creating an order establishing that Kitsap 911 will not need to maintain a public record index because it is unduly burdensome which would meet the requirements of the statute of being an official order. It is just the official order outlining why the indexing requirement is unduly burdensome and how it would negatively impact the agency.

Director Moriwaki asked what other agencies opted out. Mr. Bagwell indicated that just about all agencies that he works with including fire districts, water districts, port districts.

Director Moriwaki asked if we receive a Freedom of Information Act request, we can still comply. Mr. Bagwell said that we are not opting out of the requirement to comply with the Public Records Act, we are only opting out of the indexing requirement.

Director Moriwaki said that this was not the question. How is it done when there is a request. Are we able to easily find every record requested easily without indexing? Do you find another way so the public's right to know is not hindered. Mr. Bagwell indicated that because public records maintenance has become much easier with electronic records that not having an index does not hinder the agency's ability to respond to a public records request. However, to maintain an index that is specific to certain records and would grow every day is very burdensome.

Chair Ellingson indicated that the fire district office was visited by one of these individuals which the RCW requires you to have since 1973 to present. This individual visited the board meeting with a statement to get on record his request. Even for a small district the cost to create the index and maintain it was in the millions.

Director Jennifer Chamberlin asked if we need to add any further explanation or detail about why this is burdensome. Mr. Bagwell indicated the Resolution meets the legal requirements necessary to opt out of the indexing requirement addressing budgetary limitations, staff limitations as well as the sheer volume of records that would fall under that index.

Director Chamberlin asked if we had been subject to this request. Chair Ellingson said several agencies and school districts have been visited by this group. He emphasized that agencies also need to have authorized personnel only signs to keep visitors out of secure areas.

Director Chamberlin asked if there is any fine for not having it already. Chair Ellingson said the group is posting videos of their encounters with public officials to embarrass the agency. Mr. Bagwell said that we do have a policy that was adopted at some point to opt out but due to the recent activity we are putting this formal order into place and he is confident that our legal

position would be fine if it was every challenged.

Director Muhleman moved to approve Resoulution 2025-006 Public Records Index. Director Wiley seconded the motion. Motion approved unanimously

Closed Session – Collective Bargaining Agreement (CBA)

Chair Ellingson indicated the Board would go into closed session for the purpose of discussing the Collective Bargaining Agreement for 10 minutes at 12:57 returning at 1:07.

Discussion Items

2026 Budget Workshop

Mr. Rogers shared a [slide deck](#) that will take the Board through the 2026 budget section by section.

REVENUES

First in the revenue section is sales tax on line 2. For 2026, we are projecting total sales tax receipts to be approximately \$14.47 million, which represents an increase of 2.8% over our 2025 budget, and a 1.0% increase over 2024 actuals. We only beat our sales tax revenue forecast last year by 1.8%, and the annualized data we have so far for 2025 appears to be suggesting at least some level of economic slowdown.

On line 3, excise taxes are flat with both our 2025 budget and 2024 actuals. Landline and VoIP taxes continue to trend sharply downward as they have for the past several years, but that is offset by increases in wireless revenues.

Line 4, service fees are increasing, thanks to two main factors. The first is from the recent update to the funding formula. We are still projecting a deficit for 2026 which will be covered later.

The Calls for Service portion was kept pretty flat with 2025, which leaves the Surcharges portion to make up the rest of the difference. Surcharges for the Law Enforcement side barely moved, but on the Fire side, the increases were primarily from the Purvis maintenance agreement, Sonic Wall, and the Computer Aided Dispatch (CAD) alerting interface.

Moving on to our Other Regular Revenues on line 5, the largest elements of this section are tower lease revenues, investment interest, and miscellaneous revenues. For 2026, the major contributors to that \$43K increase are from standard annual increases in our tower lease contracts as well as changes in our investment income. Since our payments for the Radio Project are ramping up, we expect a steep drop-off in our cash levels, which has a direct and obvious effect on the amount we receive from our invested balances.

The \$11 million you see for debt proceeds on line 6 is our current best estimate for how much we will need to borrow to keep the Radio Project on track. Our cash flow policy is still to use as much Prop 2 money as we can to limit our debt, so that number could be lower, depending on the timing of those milestone payments.

On line 7, the Intrafund Transfer line is blank for 2026. That was just a topside entry we made in the 2025 budget to make the regular and Prop 2 columns balance out, but with all the changes we've made over the past year, it's not needed.

To wrap up the revenue section, we have two grants that we receive regularly each year, and the amount rarely fluctuates very much, so line 8 is staying pretty flat. All in all, looking at line 9, we are projecting an increase of about 2% over our 2025 budget which is a decrease of about 1% over our 2024 actuals.

Director Rolfes asked where the interest income is on the budget. Mr. Rogers indicated that it is under Grants and Other Revenues.

Chair Ellingson shared that he saw an article that indicated a whole set of new taxes will kick in October 1st such as sales taxes on Information Technology (IT) services. He asked if we had looked at the impact to Kitsap 911 for those taxes. Mr. Rogers indicated it is difficult to predict but there is very little that we pay for that isn't currently taxed. There are exemptions to sales and use tax for professional services occasionally but he has not done the analysis to see what that impact will be but as soon as he has some meaningful analysis, he will share it.

OPERATING EXPENDITURES - LABOR

Starting off with line 11, there is a \$2.5 million increase in our labor budget. That might seem high, but there are 2 things that are NOT contributing to that number.

First, we are in the middle of CBA negotiations, so a portion of that increase is the amount that was authorized for the new contract, but wage scale increases are not part of that. Regular wages only increased from the annual Cost of Living Adjustment (COLA) and normal step increases.

Second, we always budget for our unfilled positions, but there is a big difference between the budget for 2025 and 2026. In 2025, almost 20% of the entire labor budget was due to vacancies, but this year, it's only 9%. Because we've been able to attract and retain more qualified candidates than ever before, we have been able to reduce our overtime hours for 3 years in a row, which has greatly improved both employee satisfaction and the services we provide.

The increase does include the premium increase from our medical insurance provider by 15%. When that is applied to our employee demographics, that accounts for over half a million dollars, which is 20% of the increase overall.

Second, the current CBA includes a 3-year retention bonus, which will be paid in 2026. This is only something that happens once every three years, and the current estimate for it is about \$360K, which is about 14% of the increase.

The rest of the increase is due to smaller factors, like annual leave hours being cashed out due to planned retirements, increases in payroll taxes, and so on. Just for a frame of reference, the increase caused by the 15% jump in medical premiums accounts for more than all of the smaller changes combined.

Those are the primary drivers behind the change, and there isn't any padding in there. As a percentage of our operating budget, labor is consistently around 70% and 2026 is no exception to that.

OPERATING EXPENDITURES - OTHER

To make things simple, most of the large swings that on lines 12-25 can be explained with the phrase "radio project." The first part of the project was very construction and deployment-heavy – 2026 is where we are going to have to start paying a lot of the ongoing costs for the new radio system.

Line 12 Supplies and Fuel – Estimates for consumables, such as fuel and janitorial supplies.

Line 13 Computer and Other Equipment – this increase is almost entirely due to new testing equipment needed for the radio system.

Line 14 Software – the overall increase is \$521,000, \$350,000 of which is for virtual server infrastructure, and about \$120,000 is from cybersecurity software and enhancements that we need for the new workstations. The new radio system is digital, so cybersecurity is not an area where we can scrimp. The total increase here is about \$400,000, \$370,00 of which is due to the LTE Cellular connections that will be turned on in 2026 for the new radios.

Line 18 Equipment Rental and Leases – There are some routine, annual increases, but those are completely offset by our revised timeline for the tower leases needed in Phase 2. When our 2025 budget was developed, it was done with certain projections for when those additional tower sites would be identified. As the timeline progressed, we were able to improve our outlook, and we now know that the tower sites in Phase 2 won't be needed in 2026. Overall,

this is a reduction of approximately \$417,000.

Line 19 Building Insurance and Utilities – similarly, there are increases to both our insurance premiums and utility rates, but again, those are completely offset by the revision to the timeline for Phase 2.

Line 20 Repairs and Maintenance – This is almost entirely due to the microwave and radio equipment support that we will begin paying for in 2026. Additionally, there is a new extended warranty for the fire alerting system, regular increases for our CAD system, dispatch radio consoles, data logging recorder, and phone system maintenance.

Line 23 Debt Service – this item is new, and that number may fluctuate a little, but that will depend on the final amount we borrow and what the interest rate is when we execute later this year.

In total, excluding labor, we expect an increase of approximately \$1.1 million. To recap, most of those changes are due to upcoming operating costs from the radio project. Overall, it is an increase to our operating budget of \$3.6 million, or 20%, which is on line 26.

Director Rolfes asked if we are comparing to 2025 actuals or 2025 budgeted numbers. Mr. Rogers said this is the 2025 budgeted numbers.

Director Chamberlin asked when the current bargaining agreement deadline is. Ms. Jameson-Owens said the current agreement expires 12-31-2025.

NON-OPERATING BUDGET

Looking at line 27, we expect to spend somewhere in the neighborhood of \$14.4 million, and the majority of this is from tech projects that are funded by Proposition 2. The two projects with the largest financial impact are \$9.7 million for the radio project and \$4.2 million to upgrade our CAD system, but there are a couple others as well, related to completing our new backup center and replacing our remote 911 kits.

Because most of our resources are being devoted to those larger projects, we're keeping other workload somewhat light. We'll be working on Artificial Intelligence (AI) integration for operations, a new finance system, a rebuild of our website to comply with Americans with Disabilities Act requirements, and some smaller tower site improvements. All in all, we expect to expend a little over \$276,000 on those projects.

ENDING FUND BALANCE

Starting with Proposition 2, we expect to bring in \$18.4 million in revenues, including the debt proceeds, and expend approximately \$20.1 million. This leaves us with an estimated \$933,000 that will continue to be assigned for future use on the radio and other technical projects. If we exclude beginning balances and the \$11 million in debt proceeds, we would expect to be able to cover our operating expenditures by approximately \$738,000 – this is an important number to see because this tells us whether or not Prop 2 will be able to fund our technology costs in the future, and it looks like that's the case. As far as totals are concerned, we are expecting to spend more than we are bringing in and deplete most of our Prop 2 cash reserves, which leaves us with a total estimated deficit of \$2.4 million for the year.

Just to recap the other the side, our other revenues will be an estimated \$13.1 million, operating costs are \$14.7 million, and capital projects are \$0.3 million, which leaves us with an operating deficit of \$1.6 million, and a total deficit of \$1.9 million for the year. As discussed, when we updated the funding formula, we said that Option 2, which is where Kitsap 911 absorbs 35% of the ongoing costs for the new radio system and the overall increase is split over 3 years, we could make it work but at a cost. We knew we would have to balance our budget with our cash reserves, so we are expecting our fund balance to decrease from \$5.2 million to \$3.4 million. The additional user fees helped, and we delayed capital projects and cut the operating budget where we could, but in the end, we are still projecting a negative net cash position of \$1.9 million in total.

On top of that, we follow the stabilization fund recommendation from the Government Finance Officers Association, which is to leave about 2 months' worth, or 17% of total operating costs, in the bank as unrestricted cash. For 2026, that number is \$3.6 million, which means our non-Prop 2 revenues are not sufficient to fully fund our stabilization fund. When we first presented the funding formula options, we estimated a shortfall in our stabilization fund of \$263,000, so this budgeted result is right in line with our initial projections.

Director Rolfes asked if the ending fund position for 2025 was the estimated numbers or the budgeted position. Mr. Rogers indicated that is the budgeted ending position.

Director Rolfes said that the 2026 estimated beginning fund balance is based on the 2025 budget not actuals. Mr. Rogers said it is the 2025 budget number. The beginning balance number is a bit irrelevant because we are going to draw it down to minimize the debt. We have found our beginning fund balance calculations have been reasonably accurate and it is a difficult calculation because we are keeping Prop 2 separate.

Director Rolfes indicated that if the budget is presented with 2025 budget numbers and not actuals, the Board does not get to see the real numbers. Looking at the meeting notes our revenues to date are higher and the expenditures are lower which should make the 2025 actuals ending in a better position than we thought a year ago and should impact our decision

on the 2026 budget.

Mr. Rogers said that is accurate thinking but the only areas we are expecting to do better on the operating cost side are related to the radio project and those funds are going to be swallowed up in the amount we draw down when we pay for radios and other components. On the non-Prop 2 side things are going as expected so we have a good handle on what our cash balances are doing. In the July Finance Report in the meeting packet, at the end of July we had \$7.95 million in Prop 2 revenues and \$3.45 million in other revenues. If this is consistent, we are hoping our non-Prop 2 cash doesn't dip down any further. Our Prop 2 revenues are going to be spent on the project and our other revenues are being drawn down by the deficits we have been accruing for the past several years. Sales tax is also exhibiting a change in behavior that will be explained in the finance report. We project our sales tax revenue will only be over by 2% this year.

Director Rolfes referred to page 79 of the meeting packet which shows the stabilization fund and periodic debt analysis as of July 31. It shows the stabilization fund has \$11.4 million in it as of July 31 which is \$8 million more than we need.

Mr. Rogers said that the way we calculate the stabilization fund is to take 70% of our operating budget and that is the amount that we need to keep in unreserved unrestricted cash, which is \$3.6 million. The amount we had in our bank at the end of July was \$11.4 million. The problem is that \$7.9 million is already designated to be out the door for the radio project. The stabilization fund has to be funded by our other regular revenues and those are insufficient. We have the money but it is assigned for future use and the Board was very explicit on what we could spend that money on.

Director Putaansuu indicated he would appreciate using 2025 actuals for passing the budget in October. He had Ms. Jameson-Owens confirm that Phase I of the radio project is done in 2027 but additional tower work will be done in Phase 2 in 2027 and 2028. He stated it is unfortunate that we are dipping into our reserves but this is why we made a conscious decision to separate out the radio funds because if we didn't this \$250,000 would be buried in a co-mingled budget and we wouldn't know that operationally we ate some of our radio money with operational needs. We may need to make some course corrections but in a couple of years the radio project is going to be complete and we will be able to comingle these funds and use some of these dollars for operational needs.

Mr. Rogers asked for clarification on what actuals he would like to be used. Director Putaansuu would like annualized 2025 actuals used to compare to the new budget.

FTEs

Mr. Rogers continued by showing the list of authorized regular FTE positions. We are not requesting any new positions.

Director Rolfes had Mr. Rogers confirm that the public records specialist role is being reclassified as an administrative specialist.

USER FEES

We kept Calls for Service pretty much flat with 2025, and going forward that section is going to keep pace with inflation, since it's now tied to our operating budget.

This blue section is the new Cost per Unit component. The radio and MCT counts in these columns were provided by each respective agency, and the cost per unit amounts are in the next column over. These are 65% of the total cost, however, Kitsap 911 is absorbing 35%. The next column over is the total unit count times the cost per unit divided by 3, since we are spreading the total increase over 3 years. After that is the surcharges column, which shows the total costs for any other services requested by each individual agency.

Director Greg Wheeler referred back to the employee vacancy rate which is 9% this year. Mr. Rogers confirmed that last year 20% of the Labor budget was for vacant positions and this year it is 9% because we have fewer vacant rates.

Director Wheeler asked what the difference is year over year in the ending fund balance. Mr. Rogers said that this year we budgeted \$1.19 million for vacant positions and last year we budgeted approximately \$2.2 million. The delta is about \$1.03 million and approximately 5.9% of the operating budget.

Director Wheeler thought that individuals are trending back toward government jobs and folks are finding meaningful employment, which hasn't been the case in the last decade. Mr. Rogers shared an anecdote about the analysis of the labor market.

CAD Project Management

Kitsap 911 is preparing to implement a \$3.5 million upgrade to our Computer-Aided Dispatch system, the technology at the core of our operations. This is the technology at the core of our operations. It is the computer system that the dispatchers use and the mobile computer system that all law enforcement and fire use in their vehicles. It is at the heart of what we do and if CAD is down, the job is a million times more difficult to share information. It is also connected to the records management systems for law enforcement and fire. We have already contracted with National Public Safety Group (NPSG) to assist with contract negotiations, and we would also like to engage them for project management services.

This upgrade is not a routine version update—it is a transition to an entirely new CAD platform.

It will affect every Kitsap 911 employee, including our technicians, as well as every one of our partner agencies. It also directly impacts the Mobile Computer Terminals (MCTs) installed in police, fire, and EMS vehicles. While our staff are highly capable, they are already operating at or near full capacity with day-to-day responsibilities. Many are also heavily engaged in supporting the ongoing radio system upgrade.

The CAD project will require dedicated, sustained attention for at least 18 months. Having a project management group like National Public Safety will make this project much more sustainable and have a better outcome. If this project goes poorly, it will have a far-reaching impact to citizens. Internal staff will continue to play an important role, but the necessary level of focus cannot be met without compromising other critical priorities.

We chose National Public Safety Group after researching agencies that deal with public safety technology projects which is in line with our purchasing policy. They came highly recommended from other agencies within the state and this is in line with our purchasing policy.

NPSG brings key strengths:

- Specialized expertise in public safety technology with a strong track record managing CAD, Record Management Services, and Next Generation 911 implementations nationwide.
- A proven history of advocating for the best interests of public safety organizations, delivering reliable, trusted leadership on complex projects.

We have already seen significant benefit with their contract negotiation services, that will bring a cost savings and better overall terms. The overall cost for this will be about \$290,000 over an 18-month period. It has been included in the 2026 budget materials.

Board Review Structure Process

Kitsap 911 has contracted with Mission Critical Partners (MCP) to conduct a Board of Directors Composition and Effectiveness Study. Mission Critical Partners will be conducting an introductory session to the Board at a special board meeting on September 5, 2025 at 1100 via Zoom only.

The introductory session is followed up by a site visit on September 8 and 9. During this site visit they will be meeting with individual members of the Board and the Strategic Advisory Board for interviews. Additional time slots have been scheduled for interviews virtually in the

days and weeks following the site visit.

Mission Critical Partners will be gathering data and doing discovery and will then spend time conducting analysis which will be followed up by a final report and presentation to the board.

If you have not already done so, please email Barrie at bhillman@kitsap911.org with some time slots when you can do a virtual interview between September 11 and 30th.

Strategic Initiative #2 Progress Report

Mr. Rogers indicated that for action item #1, we will be reviewing and updating all of our finance policies and procedures. We started this, but it's taken a backseat to our work on the budget and financing, but we expect to resume work on that soon and be done by the end of the year. We're also going to be working to improve what and how we communicate important information to this board and the rest of our stakeholders. Not only that, but one of our new initiatives is the creation of a public-facing budget presentation. It is being designed to make financial information about Kitsap 911 readily available and easily understood. Once that is done, it will be published on our website.

As for our other big initiative, which is the funding formula, now that those changes have been approved, the only piece left to do is to get the 2026 user fees and budget approved. Once that's done, for at least the next 3 years, we'll be analyzing our budget performance to make sure the changes we made are solving the problem they were intending to fix.

Director Chamberlin asked what does "readily available and easily understood" mean.

Mr. Rogers said that the goal with the Board Budget presentation is to have highlighted information that is clear and simplified about our funding sources. It is geared to be public facing for anyone that is curious but might not have in-depth financial knowledge.

Ms. Chamberlin is supportive of having a more easily understood budget practice and asked whether there was a best practice that Kitsap 911 is employing with this.

Ms. Jameson-Owens indicated that current draft of the report is one that looks like an annual report rather than a spreadsheet and explains the different sections of the budget and where the numbers come from. We have seen several examples from other 911 centers that use this type of overview document for non-financial people, which has proven helpful.

Director Rolfes asked for more detail in the budget presentation for the next meeting. The presentation today was at a high level that she could not approve because it is not detailed enough. She wondered what we did last year. She said if we are going to be asked to approve a budget, please bring something that is not user-friendly but board-understandable.

Mr. Rogers said he can do that and that this presentation today was the same format that we gave in the prior year. He asked for clarification where more detail was needed.

Director Rolfes indicated that the financial statements from July 2025 are more detailed than the budget presentation. She requested that Mr. Rogers send what was approved last year and she will provide more information.

Standing Reports

Strategic Advisory Board (SAB) Report

Chief Rick LaGrandeur indicated that the SAB also discussed the Fire Marshal becoming a member agency through Kitsap County and are happy to support that as they are an important part of our response system especially for the fire districts to utilize them for investigations of fires.

He shared that the SAB members have also been invited to participate in interviews with Mission Critical Partners and are excited to be able to give some input on the board structure and will be interested to see what the results are.

Chief LaGrandeur said that the SAB is discussing the update of the agency service agreements which need to be addressed because of the changes with the funding formula and the communications equipment policy that was approved by the Board. Although the budget hasn't yet been approved, it is good for them to have the draft user fees to help them work through their 2026 budget processes as well.

Land Mobile Radio Project

Radio Program Manager, Scott Peabody, shared a [slide deck](#) about the status of the radio installations, the next radio order and news on the firmware and personality updates. The mobile installations were going well this summer with a slight slow down in July due to more complicated vehicles and boats. Then we discovered an error message called "IP unassigned" consistently coming up so we stopped installations to determine the cause. It is a typical computer error message that takes the radios out of service but the cause was discovered and we re-started installations at the end of August. This delay just puts us on the original schedule and we expect to finish Law Enforcement around the end of October and then we will start the more complicated installs on fire apparatus.

He continued that the next radio order will be submitted this week and the fire installations will follow the order selected by the SAB: South Kitsap, Bremerton Fire and Central Kitsap first. The

manufacturer has told us they will ship the radios by mid-October. He thanked the fire agencies for providing very detailed submittals on every vehicle so we can build these orders.

Finally, he said the firmware updates and the personalities that configure the radios need to be done on 256 radios. Each update takes about 45 minutes and keeps the radio out of service. We have verified the procedures and will start scheduling the updates with the agencies.

Monthly Financial Report

Mr. Rogers began with a deep look at sales tax revenue trends. The monthly financials are on track. At the end of July our revenues were above and our operating expenditures were below expectations. But there are some oddities. In [this graph](#) – this blue line shows how each month compares to the same month in the prior year. For example, this first data point shows that in March 2024 we received 3.9% more tax revenue than we did in March 2023 – the second one shows that August 2024 was 2.2% less than August 2023. The first observation is that we have some fluctuation from one month to the next, but overall, we've seen 6% growth year over year. The second observation is more worrisome. December 2024 revenues were over 10% higher than they were in 2023, but starting with January 2025, things started to change. In 2024, all of the highs were higher than the previous highs and the overall slope was positive, but in 2025, the highs have started to dip, and the slope is now trending negative. As any economist or stock trader will tell you, it's impossible to know when you're at the bottom or the top of the curve, but we're 7 months into 2025 so far, and that is starting to look a lot like the top of a bell curve.

This next graph is the same one but with the orange line showing the year-to-date totals compared year over year. Looking at it, this removes a lot of the volatility. Focusing on the March to July period – looking at this orange line, there is a downward slope. 2024's growth over 2023 was very flat, but not only that, when you look at the difference in the size of those purple boxes, the volatility is different.

We are not sure if we are experiencing stagnation or if we're at the edge of a slowdown, but sales tax behavior appears to be changing, and we should be cautious when looking at the overages we have right now.

Director Rolfes asked when we estimate what the sales tax revenue will be year over year, how do you determine this number?

Mr. Rogers uses the WA State Economists, two or three financial journals, sales tax trends and a number of different analyses. He also speaks to economists both in and outside of government. He tries to cast a wide net in order to avoid confirmation bias and to critically compare one body of work against another. We are experiencing a down turn in sales tax revenue.

Director Wheeler asked if the sales tax decline is after we factor in inflation.

Mr. Rogers indicated that these are the hard receipts we bring in year to year.

Director Erickson indicating that housing prices are also starting to fall, which is a sign of trouble.

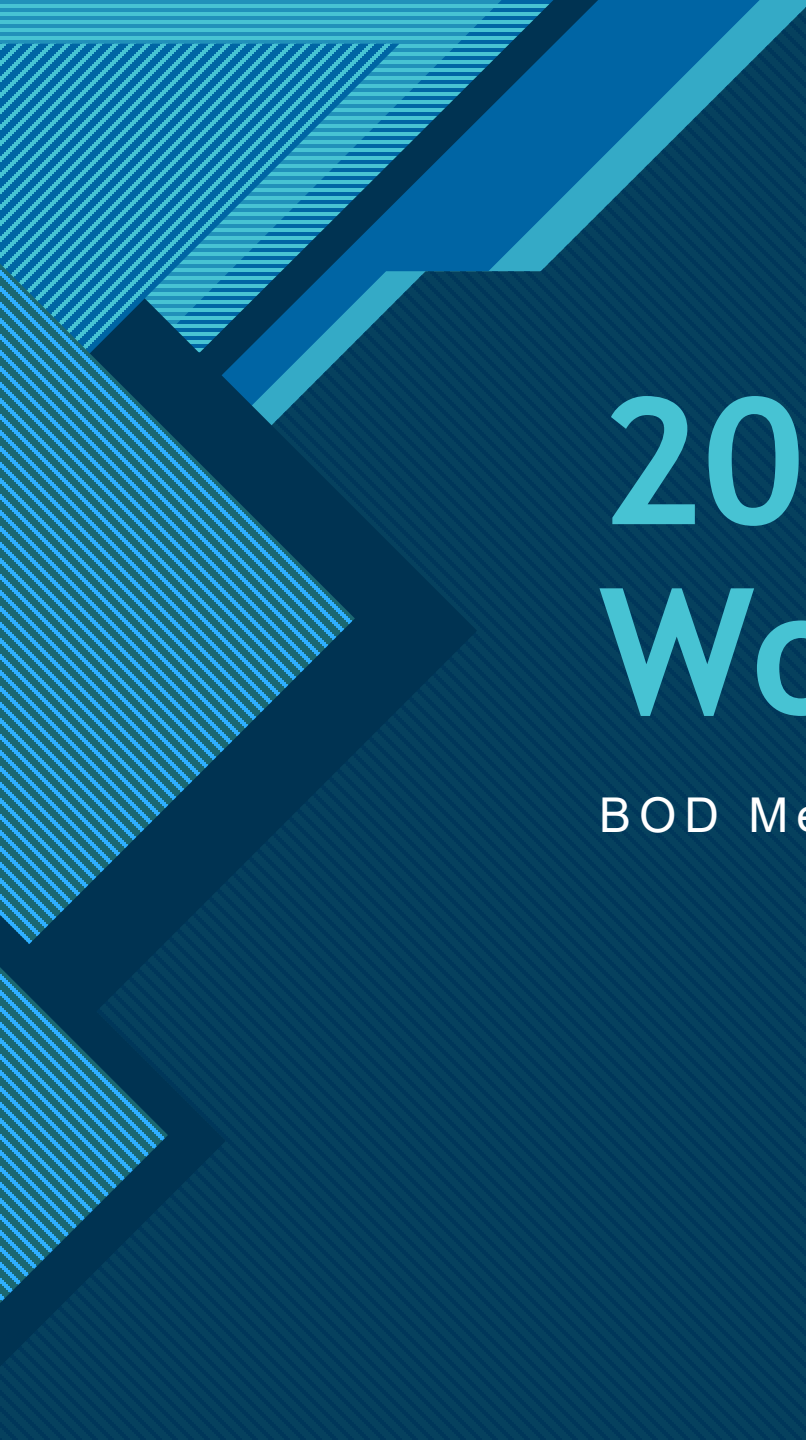
Good of the Order

Director Erickson asked about the status of the backup center.

Technology Services Manager, John Higashi indicated that the backup center is very close to replicating what we have at the Courthouse. There have been a few setbacks this past month with the electrical and utilities getting installed but it is very close. Ms. Jameson-Owens said we also still have our current backup center in the Courthouse and we have multiple remote kits in the homes of dispatchers where people can log in from there if needed.

The Meeting adjourned at 1406.

***The next scheduled meeting of the Kitsap 911 Board of Directors is October 7, 2025, at 1230
Virtually or In-Person at Norm Dicks Government Chambers.***



2026 Budget Workshop

BOD Meeting – 09/02/2025

2026 Budget - Revenues

Kitsap 911 Public Authority Budget Summary 2026

		2026 Budget			2025 Budget			Total Change	
		Regular	Proposition 2	Total	Regular	Proposition 2	Total	\$	%
1	Total Estimated Beginning Fund Balance	\$ 5,245,000	\$ 3,354,580	\$ 8,599,580	\$ 5,151,841	\$ 252,954	\$ 5,404,795	\$ 3,194,785	59.11%
2	Sales Tax	7,237,045	7,237,045	14,474,091	7,040,065	7,040,065	14,080,131	393,960	2.80%
3	Excise Taxes	2,734,359	-	2,734,359	2,718,354	-	2,718,354	16,005	0.59%
4	Service Fees and Surcharges	2,455,677	124,684	2,580,360	2,200,619	124,347	2,324,966	255,394	10.98%
5	Other Regular Revenues	591,687	-	591,687	548,236	-	548,236	43,450	7.93%
6	Proceeds from Debt Issuance	-	11,000,000	11,000,000	-	11,000,000	11,000,000	-	0.00%
7	Intrafund Transfers	-	-	-	(1,500,000)	1,500,000	-	-	0.00%
8	Grants and Other Revenues	53,202	-	53,202	52,142	-	52,142	1,060	2.03%
9	Total Revenues	13,071,969	18,361,729	31,433,698	11,059,416	19,664,413	30,723,828	709,870	2.31%
10	Total Beginning Funds and Revenues	\$ 18,316,969	\$ 21,716,309	\$ 40,033,278	\$ 16,211,257	\$ 19,917,366	\$ 36,128,623	\$ 3,904,655	10.81%

2026 Budget - Operating Expenditures

Kitsap 911 Public Authority

Budget Summary

2026

2026 Budget

2025 Budget

Total Change

		2026 Budget			2025 Budget			Total Change	
		Regular	Proposition 2	Total	Regular	Proposition 2	Total	\$	%
11	Total Wages, Salaries, and Benefits	\$ 12,636,359	\$ 2,777,393	\$ 15,413,752	\$ 10,367,244	\$ 2,540,334	\$ 12,907,577	2,506,175	19.42%
12	Supplies and Fuel	\$ 54,594	\$ 9,270	\$ 63,864	51,770	44	\$ 51,814	12,050	23.26%
13	Computer and Other Equipment	81,370	35,020	116,390	73,645	9,465	83,110	33,280	40.04%
14	Software	221,085	757,926	979,010	457,887	-	457,887	521,123	113.81%
15	Professional Services	384,599	16,480	401,079	360,776	515	361,291	39,788	11.01%
16	Communication	95,883	381,141	477,024	77,063	326	77,389	399,635	516.39%
17	Training and Travel	114,832	-	114,832	94,929	-	94,929	19,903	20.97%
18	Equipment Rental and Leases	221,605	60,887	282,492	307,604	392,099	699,703	(417,211)	-59.63%
19	Building Insurance and Utilities	311,138	39,758	350,896	346,794	66,811	413,606	(62,709)	-15.16%
20	Repairs and Maintenance	512,219	1,053,190	1,565,409	903,486	558,637	1,462,123	103,286	7.06%
21	KCIS Network and Information Technology	-	76,180	76,180	117,903	-	117,903	(41,723)	-35.39%
22	MCT Hardware and Software	-	446,456	446,456	374,410	51,500	425,910	20,546	4.82%
23	Debt Service	-	967,219	967,219	-	470,000	470,000	497,219	105.79%
24	Other Expenditures	46,083	2,575	48,658	84,159	397	84,556	(35,898)	-42.45%
25	Total Operating Supplies and Services	2,043,407	3,846,102	5,889,508	3,250,425	1,549,794	4,800,220	1,089,289	22.69%
26	Total Operating Expenditures	\$ 14,679,766	\$ 6,623,495	\$ 21,303,261	\$ 13,617,669	\$ 4,090,128	\$ 17,707,797	3,595,464	20.30%

2026 Budget - Capital & Non-Operating Expenditures

Kitsap 911 Public Authority				
Budget Summary				
2026		2026 Budget		
		Regular	Proposition 2	Total
27	Capital and Other Non-Operating Projects	276,000	14,160,000	14,436,000
28	Total Capital and Other Non-Operating Projects	276,000	14,160,000	14,436,000
29	Total Appropriation	\$ 14,955,766	\$ 20,783,495	\$ 35,739,261

2026 Budget - Ending Fund Balance & Cash Position

Kitsap 911 Public Authority

Budget Summary

2026

2026 Budget

2025 Budget

Total Change

Regular Proposition 2 Total

Regular Proposition 2 Total \$ %

1	Total Estimated Beginning Fund Balance	\$ 5,245,000	\$ 3,354,580	\$ 8,599,580
9	Total Revenues	13,071,969	18,361,729	31,433,698
10	Total Beginning Funds and Revenues	\$ 18,316,969	\$ 21,716,309	\$ 40,033,278
26	Total Operating Expenditures	\$ 14,679,766	\$ 6,623,495	\$ 21,303,261
28	Total Capital and Other Non-Operating Projects	276,000	14,160,000	14,436,000
29	Total Appropriation	\$ 14,955,766	\$ 20,783,495	\$ 35,739,261
30	Estimated Ending Fund Balance	3,361,203	932,814	4,294,017
31	Total Appropriation and Ending Fund Balance	\$ 18,316,969	\$ 21,716,309	\$ 40,033,278

\$ 5,151,841	\$ 252,954	\$ 5,404,795	\$ 3,194,785	59.11%
11,059,416	19,664,413	30,723,828	709,870	2.31%
\$ 16,211,257	\$ 19,917,366	\$ 36,128,623	\$ 3,904,655	10.81%
\$ 13,617,669	\$ 4,090,128	\$ 17,707,797	3,595,464	20.30%
76,000	14,957,742	15,033,742	(597,742)	-3.98%
\$ 13,693,669	\$ 19,047,870	\$ 32,741,539	\$ 2,997,722	9.16%
2,517,588	869,496	3,387,084	906,933	26.78%
\$ 16,211,257	\$ 19,917,366	\$ 36,128,623	\$ 3,904,655	10.81%

32 Budgeted Operating (Deficit)/Surplus

33	Total Revenues - Excluding Debt Proceeds	13,071,969	7,361,729	20,433,698
34	Operating Expenditures	(14,679,766)	(6,623,495)	(21,303,261)
35	Structurally Balanced, or (Over)/Under by:	(\$1,607,797)	\$738,234	(\$869,563)

36

37 Total Budgeted (Deficit)/Surplus

38	Total Revenues	13,071,969	18,361,729	31,433,698
39	Total Expenditures	(14,955,766)	(20,783,495)	(35,739,261)
40	Total (Deficit)/Surplus	(\$1,883,797)	(\$2,421,766)	(\$4,305,563)

Stabilization Fund (2 Months of Operating Costs)

Total Operating Costs	\$21,303,261
GFOA Recommendation	17%
Total Stabilization Fund	\$3,621,554

Regular Ending Fund Balance	3,361,203
(Under) / Over Funded by	(\$260,351)

2026 Budget - Authorized Regular FTE Positions

Kitsap 911 Authorized Regular FTE Positions			
Classification	Grade	2026	2025
Administrative Specialist	Admin1	3.0	2.0
Executive Assistant	EXAD2U	1.0	1.0
Public Records Specialist	PUBREC	0.0	1.0
Deputy Director	M4	1.0	1.0
Executive Director	ED	1.0	1.0
Finance Manager	M1	1.0	1.0
Human Resources Manager	M1	1.0	1.0
Assistant Director for Operations	M2	1.0	1.0
Operations Program Manager	PM1	0.0	0.0
Professional Standards Program Manager	PM1	1.0	1.0
Training Program Manager	PM1	1.0	1.0
Public Safety Communications Assistant Supervisor	OS1	6.0	6.0
Public Safety Communications Supervisor	OS3	4.0	4.0
Public Safety Systems Analyst	T7	0.0	0.0
Public Safety Systems Engineer	T8	5.0	5.0
Public Safety Systems Master Technician	T6	2.0	2.0
Public Safety Systems Senior Technician	T4	1.0	1.0
Public Safety Systems Technician	T2	4.0	4.0
Public Safety Telecommunicator 1	OP2	12.0	12.0
Public Safety Telecommunicator 2	OP4	39.0	39.0
Public Safety Telecommunicator Trainee	OP1	0.0	0.0
Senior Public Safety Program Manager/Radio Engineer	PM1	1.0	1.0
Technical Services Manager	M2	1.0	1.0
Total		86.0	86.0

2026 Budget - User Fees

Agency	Calls for Service			Cost per Unit (Total Increase Split Over 3 Years)						Total Surcharges	2026 Allocation	Difference		
	CFS Minimum	Total Calls	Total CFS	Count	CPR	Total CPR	Count	CPM	Total CPM			2025 Allocation	\$	%
Kitsap County	\$ -	78,503	\$ 621,117.86	348	\$120.25	\$ 13,949.00	124	\$ 633.92	\$ 26,202.03	\$ 2,446.88	\$ 663,715.77	\$ 572,876.05	\$ 90,839.72	15.86%
Kitsap Medical Examiner	-	456	3,607.88	25	120.25	1,002.08	0	633.92	-	2,820.37	7,430.33	9,722.86	(2,292.53)	-23.58%
Kitsap Animal Control	50,000.00	5,675	-	10	120.25	400.83	5	633.92	1,056.53	1,389.37	52,846.73	50,000.00	2,846.73	5.69%
Poulsbo PD	-	10,804	85,481.54	61	120.25	2,445.08	25	633.92	5,282.67	2,446.88	95,656.17	84,156.97	11,499.20	13.66%
Bainbridge Island PD	-	11,421	90,363.26	61	120.25	2,445.08	23	633.92	4,860.05	2,502.37	100,170.76	88,561.20	11,609.56	13.11%
Port Orchard PD	-	17,270	136,640.71	74	120.25	2,966.17	25	633.92	5,282.67	1,810.88	146,700.43	130,199.02	16,501.41	12.67%
Suquamish PD	-	8,212	64,973.57	51	120.25	2,044.25	15	633.92	3,169.60	1,969.88	72,157.30	64,441.43	7,715.87	11.97%
Pt. Gamble PD	-	6,310	49,924.89	48	120.25	1,924.00	20	633.92	4,226.13	1,866.37	57,941.39	51,028.89	6,912.50	13.55%
Bremerton PD	-	43,801	346,554.70	187	120.25	7,495.58	55	633.92	11,621.87	1,810.88	367,483.03	321,726.31	45,756.72	14.22%
Bremerton Fire	-	9,863	157,100.53	76	120.25	3,046.33	11	881.35	3,231.62	25,325.26	188,703.74	184,108.58	4,595.16	2.50%
North Kitsap F&R	-	3,195	50,890.82	93	120.25	3,727.75	11	881.35	3,231.62	22,678.47	80,528.66	67,207.20	13,321.47	19.82%
Port Gamble Fire	-	270	4,300.63	0	120.25	-	0	881.35	-	1,865.46	6,166.09	5,879.17	286.92	4.88%
Central Kitsap F&R	-	10,060	160,238.39	196	120.25	7,856.33	24	881.35	7,050.80	26,597.26	201,742.78	188,674.22	13,068.56	6.93%
South Kitsap F&R	-	12,069	192,238.29	144	120.25	5,772.00	22	881.35	6,463.23	29,267.73	233,741.25	222,103.69	11,637.56	5.24%
Poulsbo Fire/FD18	-	4,012	63,904.22	105	120.25	4,208.75	17	881.35	4,994.32	26,597.26	99,704.55	87,557.71	12,146.84	13.87%
Bainbridge Island Fire	-	3,180	50,651.90	125	120.25	5,010.42	0	881.35	-	25,325.26	80,987.58	72,375.50	8,612.08	11.90%
Total	\$ 50,000.00	225,101	\$ 2,077,989.19	1,604		\$ 64,293.65	377		\$ 86,673.14	\$ 176,720.58	\$ 2,455,676.56	\$ 2,200,618.78	\$ 255,057.77	11.59%

Board of Directors Radio Program Update

September 2, 2025

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402



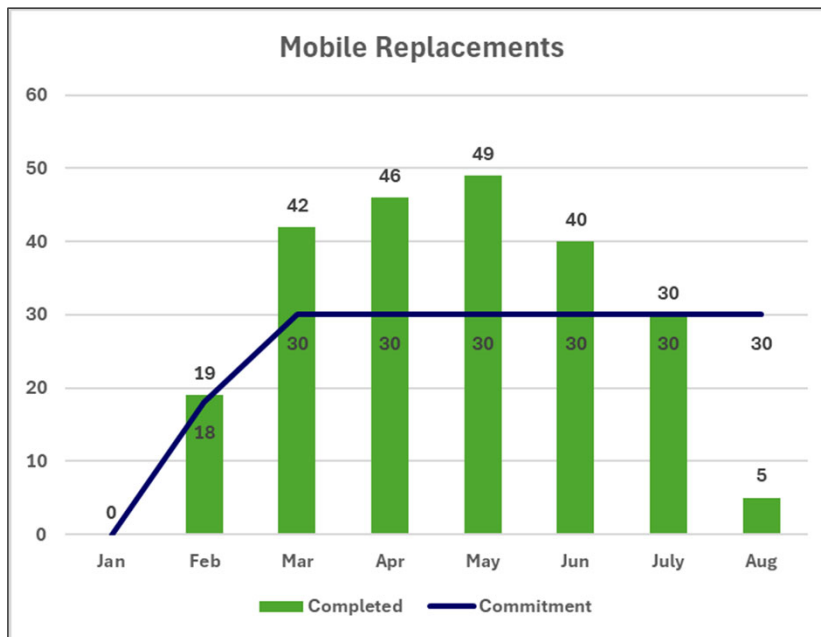
Topics



- Mobile Radio Replacement Progress
- Fire Radio Replacement Orders
- Firmware and Personality Updates



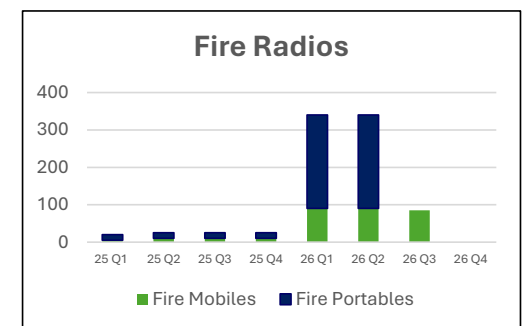
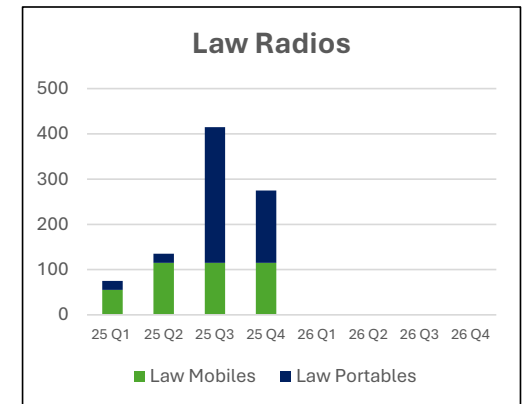
Mobile Radio Replacement Progress



Mobile Replacements Slightly Ahead of Original Plans

- More Complicated Vehicles
- Quality Problem – “IP Address Unassigned”

Original Plans



Fire Radio Replacements Orders

Fifth User Radio Order			
Agency	Portables	Mobiles	Base Stations
BFD	50	31	3
CKFR	135	52	5
SKFR	114	35	7
Total Radios by Type	299	118	15

Sixth User Radio Order			
Agency	Portables	Mobiles	Base Stations
PFD	58	29	5
NKFR*	82	33	2
BIFD*	75	32	3
Total Radios by Type	215	94	10

* Forecast

- Targeting Labor Day to Submit Order
- Forecast Already Submitted to Harris for Faster Delivery (mid-Oct)
- Targeting Nov. to Order Based on Law Installs at 30-40 per month)
- Add Fire Marshal Radios

Thank you to Fire Agencies for Submitting Requests!



Firmware and Personality Updates

- **Bad News! 256 Firmware Updates Needed**
 - **Firmware Updates : ~45 minutes**
 - **Personality Updates: ~3 minutes**
 - **Known: Early Deployments – Kitsap 911 Features**
 - **New: Fixes for Quality Problem**

Agency	Mobiles
KCSO	146
BPD	49
POPD	18
Other Agencies	43
Total	256

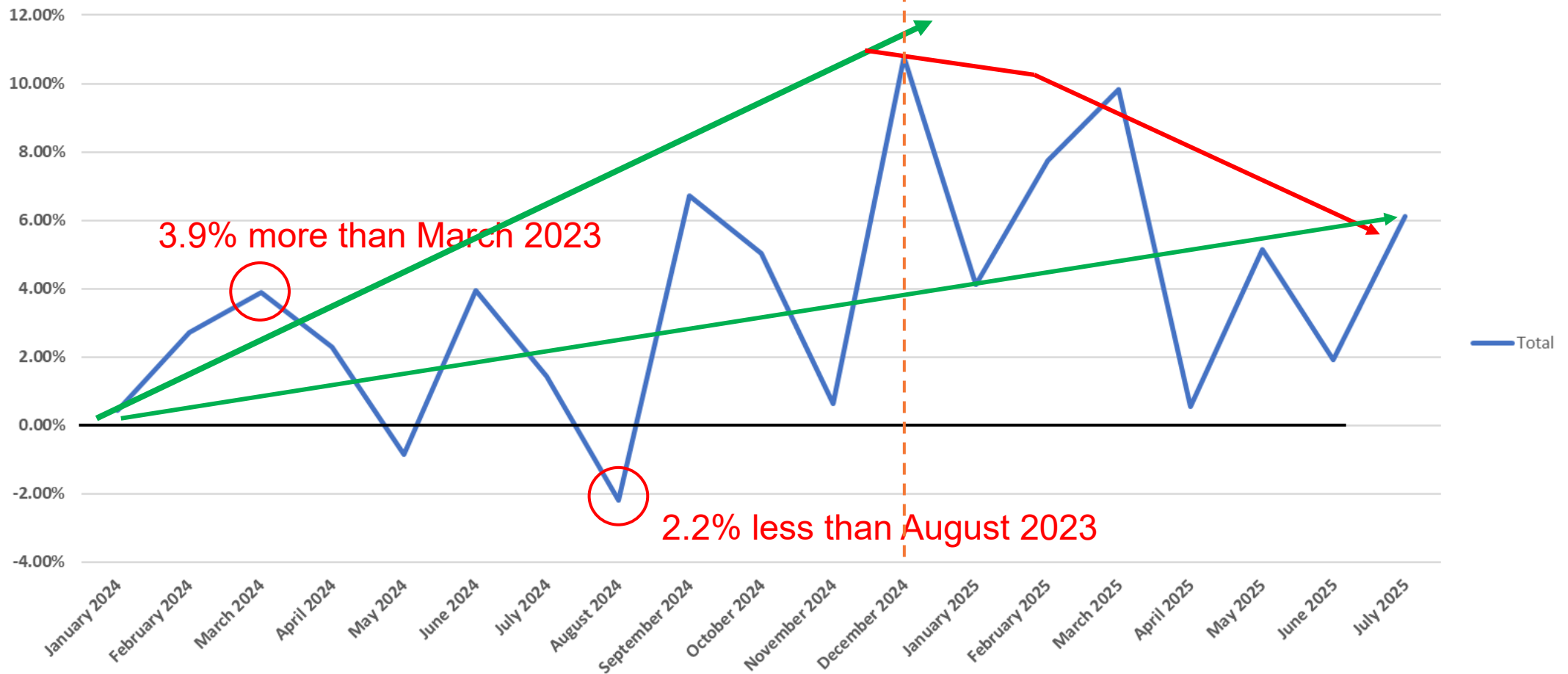
- **Technicians Performing Updates**
- **Verifying Procedures**
- **Scheduling Site Visits**

Sales Tax Analysis

Sum of MOM

Sales Tax Revenues Year-Over-Year Comparison

Month-Over-Month

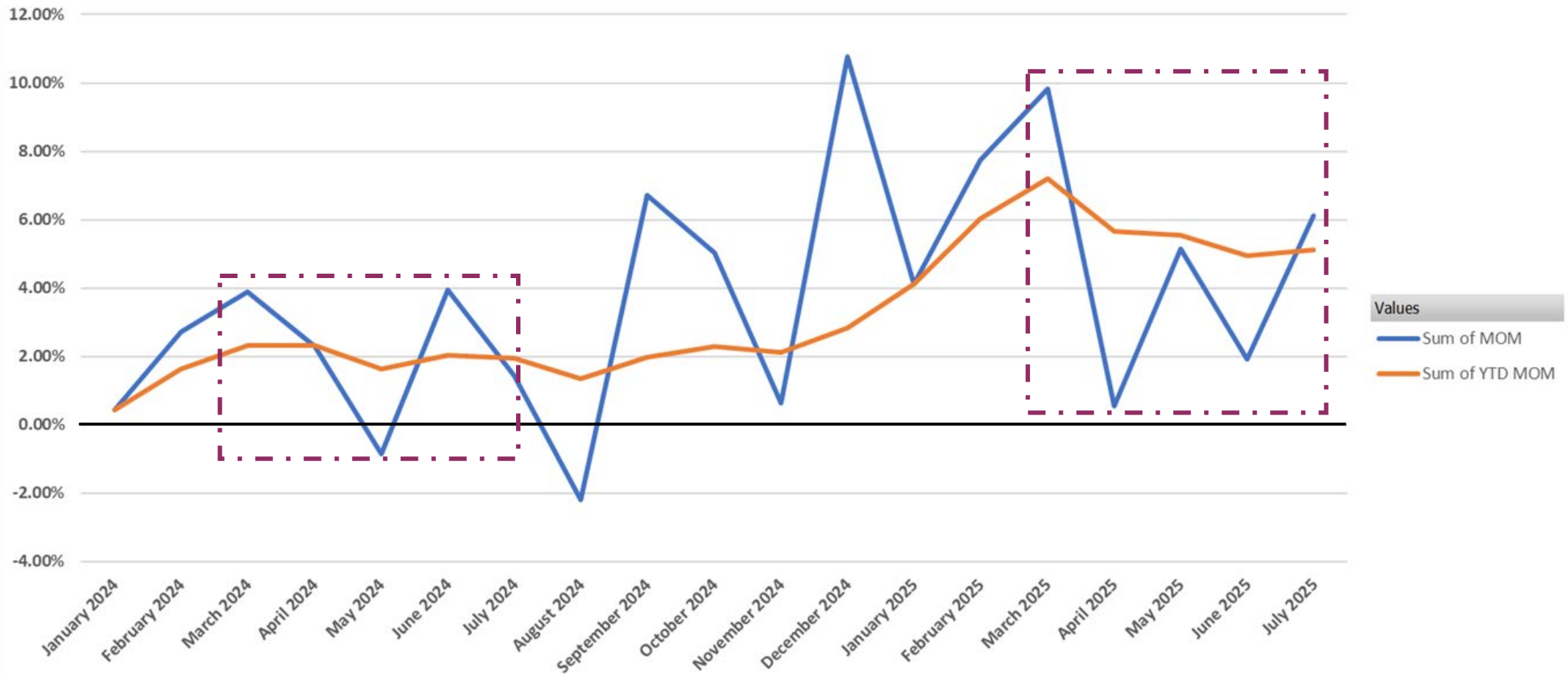


Date ▾

Sum of MOM Sum of YTD MOM

Sales Tax Revenues Year-Over-Year Comparison

Month-Over-Month and YTD Month-Over-Month



Date ▼



Kitsap 911 SPECIAL Board of Directors SPECIAL Meeting on September 5, 2025 Via Virtual Meeting

ATTENDING:

Board of Directors:

David Ellingson, Fire Commissioner (Chair)
Becky Erickson, City of Poulsbo Mayor
Russ Clithero, 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
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
Barrie Hillman, Executive Assistant

Absent:

Jennifer Chamberlin, City of Bremerton
Katie Walters, Kitsap County Commissioner

Guests:

Gigi Smith, Mission Critical Partners
Kevin Bayer, Mission Critical Partners
Chief Rick LaGrandeur, North Kitsap Fire & Rescue
Chief Joe Clark, Bainbridge Police Department

Call to Order: Chair David Ellingson called the meeting to order at 1101.

Public Comment:

None.

Mission Critical Partners Presentation

Executive Director, Maria Jameson-Owens, introduced Gigi Smith and Kevin Bayer of Mission Critical Partners (MCP) who have been contracted to conduct a Board Effectiveness and Composition Study which is an important step for Strategic Initiative #1.

Ms. Smith introduced herself and indicated her familiarity with our region. She began as a telecommunicator, trainer, supervisor and was police operations manager. She has served as the President of APCO International and has been a Project Manager with MCP. Mr. Bayer indicated he has 25 years in public safety in three different dispatch centers. He has been liaison to the suburban fire chief's association. Has just started with MCP in the last year and will serve as a subject matter expert (SME).

Project Overview

Ms. Smith shared a [slide deck](#) and reiterated why MCP has been contracted, which is to assist Kitsap 911 in proactively assessing the composition and effectiveness of its Board of Directors, its mission and its objectives. A communications center's roles and relationships has changed with many partnerships. There will be four phases in the process. The first is Project Initiation with this introductory meeting and review desired outcomes and define success.

Phase 2 is Data Gathering and Discovery which would be gathering documents, minutes, bylaws and on-site interviews and focus group meetings as well as virtual interviews and listening sessions.

Phase 3 is Data Analysis where MCP digs into the information they have gathered up on current conditions and beginning to find foundations for the developing practical, executable recommendations and strategies. They will also do comparable analysis with other 911 Boards to compare apples to apples.

Phase 4 is the Draft and Final Composition of the Study. There will be a final report and presentation made to the Board. The group will never specifically quote anyone from Phase 3 so people feel comfortable sharing with them. We also want to applaud things that are going well and meeting best practices. MCP has a quality assurance and review team to make sure the report can be shared publicly with confidence.

Ms. Smith reviewed the project timeline with the goal of finishing Phase 4 by mid-December.

Defining Success

Ms. Smith asked the attendees to share what they imagine the success or outcome of this report would be.

Ms. Jameson-Owens shared that in 2016 Kitsap 911 became a stand-alone entity from Kitsap County and our Board Structure was not changed or reviewed at that time. She would love to see a thorough review that talks about how we are functioning, as well as comparables to what are the best practices. It is very important to have that done by an outside agency so there is no concerns of bias. The outcome she hopes for is that the board thoroughly reviews and considers recommendations and looks at making the best decisions for the Kitsap 911 Board.

Chair of the Board, Dave Ellingson, said his definition of success would be to review the overall effectiveness of the organization. We want to make sure that we are postured in a position so we can manage whatever comes our way in the future. We will have some, employee turnover and we ought to be in a position where we can have a seamless transition. Service delivery to our member agencies is really important. We serve agencies that are critical to the safety and security of the county, and we need to make sure that we're on our game all the time, meeting or exceeding those agencies' expectations of us as an organization. Employee success is part of that equation. We have an outstanding group of very dedicated employees that put their own lives as a secondary objective to serving the requirements of Kitsap 911. We have to encourage them to maximize their effectiveness in the organization and that they can invest their talents and be recognized as a result of that. We have to position the organization for the future. Employees and technology are going to revolutionize every 5 years, and we will have to look at the external environment to see what kind of influencers are coming our way and try to position ourselves to make sure that we are ready to counter or meet those changes.

Director Clarence Moriwaki wants to focus primarily on best practices. There are models out there for best practices of not just governmental organizations, but nonprofits, and Non-Government Organizations (NGOs). He has been on many boards, statewide and others, as well as governmental, and some of the best practices seem to be lacking. He wants an honest comparison of about what normal boards do and expect, and how they operate, how decision processes are made. He also would like discussion on board succession to make sure that there is an influx of new ideas and new perspectives, to avoid stagnation. There is value in continuity and institutional knowledge, but there is also the fear of being on too long that you become intransigent, and this is the way it's always been done. On most boards there is a term limit, just to ensure that you have enough people who have had enough years in the past for the institutional memory, but not enough that new ideas may not be welcome.

Director Christine Rolfes said she would hope that the end result will be summaries of things affirming what we are doing well and some actionable items that are things that we can discuss and work on early in 2026.

Director Rob Putaansuu said it is important that we do this body of work and analyze our organization for best practices and if our board is structured appropriately. At the conclusion of this process and whatever outcomes there are, we take those recommendations seriously and potentially implement them.

Director Greg Wheeler said he would like guardrails. Moving forward won't be a straight line. So we should make sure that we have guardrails to keep us in our swim lanes as the policy makers. With the high-level policies, when we do our hard work, we don't cross too far into the administration part and methods for correcting that if need be. For the future sustainability of our governance and the quality of this organization, it is important to have clear guidelines.

Director Becky Erickson said she is retiring at the end of December after 16 years on the Board. She has seen people work really hard to try to support the staff of this organization to provide great service for Kitsap County. She would like to encourage that the study of Board composition be done very carefully. There are four mayors and two County Commissioners, all of whom have huge jobs who manage large organizations from a business perspective totally transparently. She urged that we take into consideration the time constraints of the Board members. The people around this screen are very busy human beings, and we are trying to do the best we can with the information that is presented to us.

Next Steps

Ms. Smith indicated that if people wanted to share more thoughts after the close of the meeting, they are welcome to send those to Executive Assistant, Barrie Hillman.

Director Moriwaki commented that the stop light graphic on the slide deck was a good representation of all the suggestions the Board Members get on their social media.

Ms. Smith gave the Board an overview of the themes that would be discussed during the interviews in the following week including:

- Your perception of the mission, and what the alignment looks like with the board and Kitsap 911.
- governance and decision making.
- strategic visioning, Communication and relationships.
- Financial Oversight and resource allocation.
- The board's composition and the structure?
- Relationships.
- And then an overall assessment. If you can make one recommendation, what would that be?
- What's the greatest strength?

- Where's the biggest area for improvement?

They are asking everyone the same questions but also allow for the organic conversation as well.

Director Oran Root indicated he is looking forward to the results.

Good of the Order

None.

The Meeting adjourned at 1135.

***The next scheduled meeting of the Kitsap 911 Board of Directors is October 7, 2025, at 1230
Virtually or In-Person at Norm Dicks Government Chambers.***

Composition and Effectiveness Study

Kitsap 911 Board of Directors

September 2025

Agenda

- Introductions
- Project overview
- Defining success
- Open discussion
- Next steps



Introductions

MCP Core Team

- Bret Hubbard, Client Services Director
- Bonnie Maney, Senior Advisor
- Gigi Smith, Project Manager
- Kevin Bayer, Governance SME



Introductions

Kitsap County Core Team

- Maria Jameson-Owens, Executive Director
- Barrie Hillman, Executive Assistant

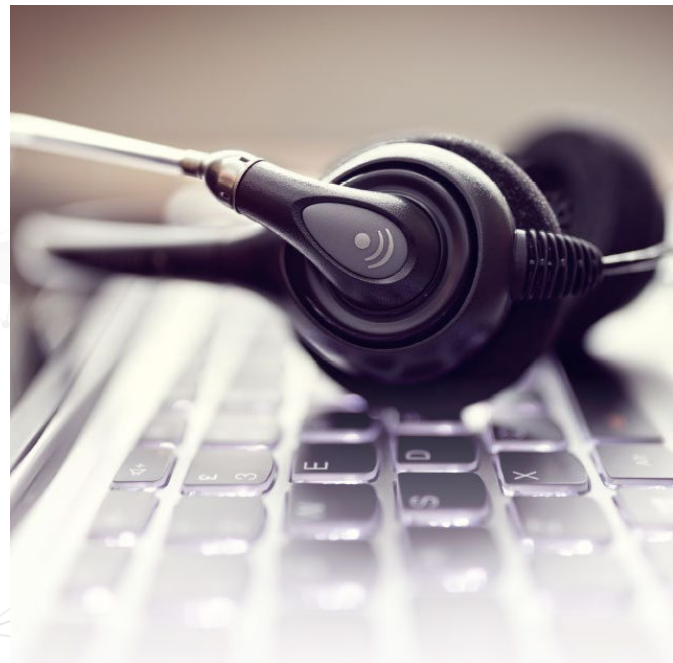


Project Overview

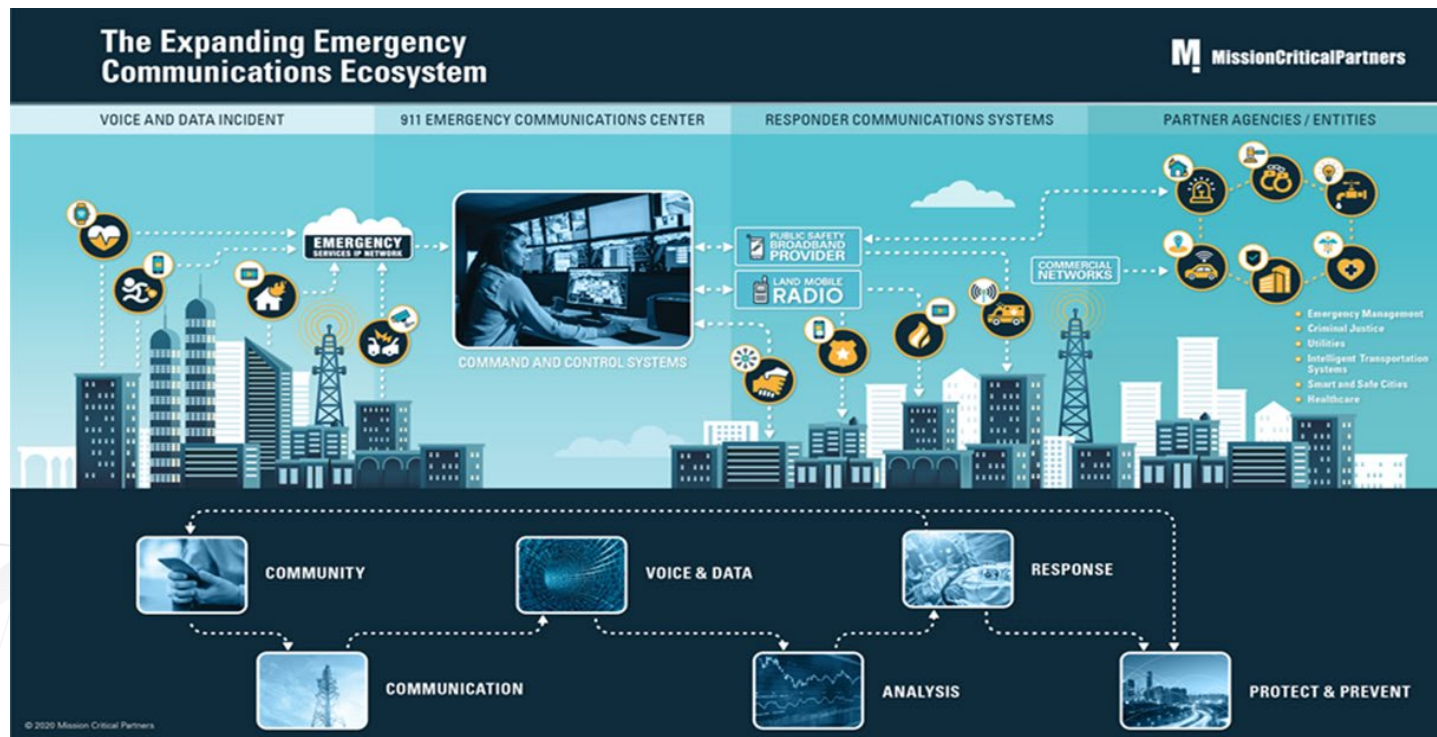
Composition and Effectiveness Study

Why We Are Here

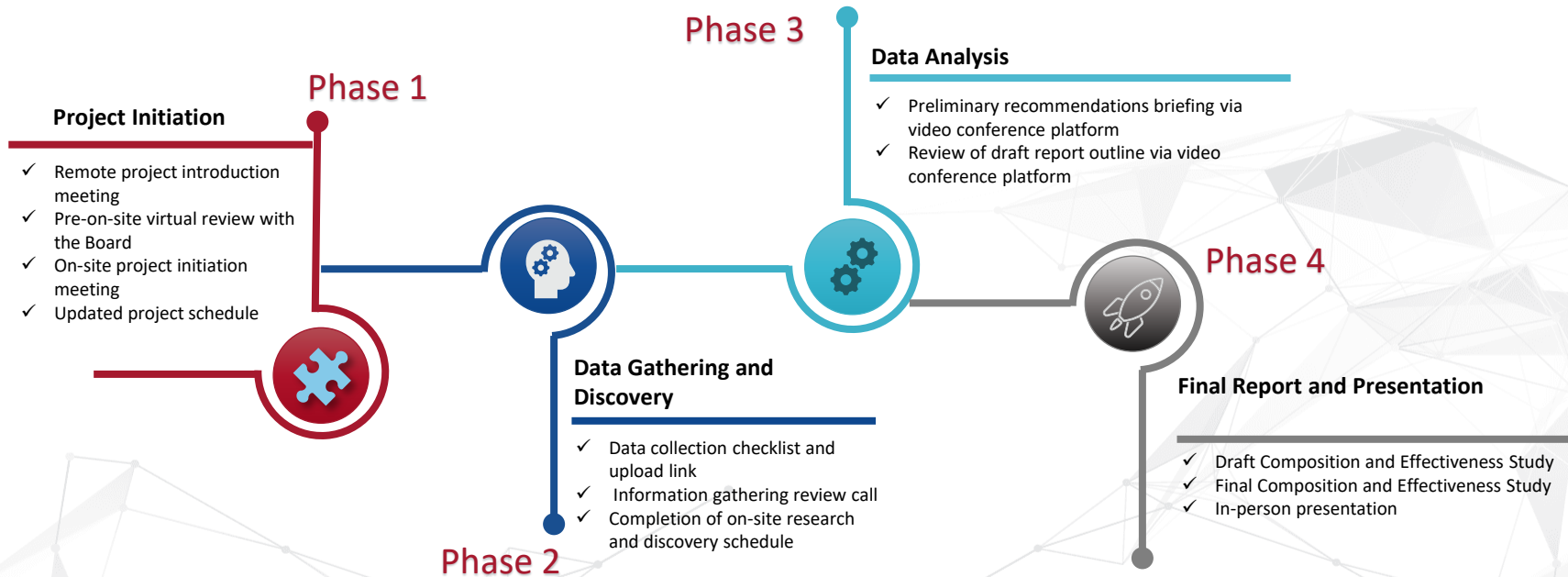
This strategic initiative voted on by the Board of Directors, is to assist Kitsap 911 in proactively assessing the composition and effectiveness of it's Board of Directors, it's mission and objectives.



The Expanding Emergency Communications Ecosystem

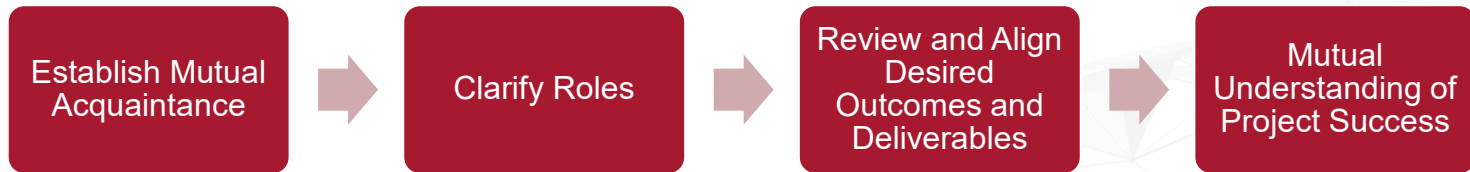


Composition and Effectiveness Study



Phase 1: Project Initiation

Virtual kickoff meeting with the designated project core team to:



Project Initiation

- ✓ 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

- ***Data information-gathering strategy and schedule***
 - A secure link will be provided for the data gathered
- ***On-site interviews and focus groups***
 - MCP's PM and select SME(s) will spend two days on-site conducting interviews, focus groups, and observation to gain an in-depth understanding of key issues.

Data Gathering and Discovery

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

Phase 3: Data Analysis

Using the data collected 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 and the Board into the future.

- Data Analysis:
 - Governance Board makeup and structure
 - Strategic Advisory Board makeup and structure
 - Members' buy-in provisions and withdrawal provisions
 - Service level benchmarks
 - Governing documents
 - Governance policies, agreements, and workflows
 - Strategic initiatives and objectives

Data Analysis

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

Phase 4: Draft and Final Composition and Effectiveness Study

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

Draft/Final Composition and Effectiveness Study

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

Project Timeline



Phase	Description	Start	End	August 2025	Sept 2025	October 2025	Nov 2025	Dec 2025	January 2026
1	Project Initiation	August 2025	September 2025						
2	Data Discovery to Benchmark Current Conditions	September 2025	October 2025						
3	Data Analysis	September 2025	November 2025						
4	Delivery and Presentation of Report	November 2025	December 2025						

Defining Success

integrity
care
leadership
vision
mission
responsibility
inspiring
character
credibility
honesty
values
others



Next Steps

Next Steps

- 30-minute project progress calls
 - Bi-weekly: TBD
- On-site dates: September 8-9
 - Virtual dates: Through September
- Identify any outstanding issues or expectations



Questions



Thank You.

Questions, comments?

Gigi Smith

gigismith@missioncriticalpartners.com

www.MissionCriticalPartners.com

Your Mission Matters

ACCOUNTS PAYABLE

Kitsap 911

Time: 09:12:46 Date: 08/19/2025

As Of: 08/27/2025




Page: 1

Accts	Pay #	Received	Date Due	Vendor	Warrant Numbers 7457-7458	Amount	Memo
9193	08/18/2025	08/27/2025	263	US BANK		19,035.13	07/26/2025 Credit Card Statement
9192	08/18/2025	08/27/2025	482	US BANK		3,502.83	07/26/2025 Travel Credit Card Statement
Report Total:						22,537.96	

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

	08/26/2025
	08/26/2025
	08/19/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 14:25:26 Date: 08/25/2025

As Of: 08/27/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7459-7468	Amount	Memo
9200	08/19/2025	08/27/2025	172	CENTURYLINK	3,682.02	08/17/2025-09/16/2025 Telephone Service
9201	08/21/2025	08/27/2025	174	CITY OF BREMERTON UTILITY BILLING	854.78	07/07/2025-08/04/2025 Water & Sewer Utilities
9196	08/18/2025	08/27/2025	470	COMCAST	752.35	08/18/2025-09/17/2025 Backup Internet & Cable Service
9202	08/21/2025	08/27/2025	198	FEDEX	28.31	07/29/2025 Shipping Services
9178	08/15/2025	08/27/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	3,892.00	Pay Cycle 08/15/2025 - MSR 457 Plan (Flat)
9179	08/15/2025	08/27/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	850.00	Pay Cycle 08/15/2025 - MSR Roth IRA
9180	08/15/2025	08/27/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	165.68	Pay Cycle 08/15/2025 - MSR - 457 Loan Payment
9197	08/19/2025	08/27/2025	240	JEFFERSON COUNTY PUD #1	257.66	07/14/2025-08/12/2025 Tower Electricity
9198	08/19/2025	08/27/2025	217	LEGACY TELECOMMUNICATIONS	14,742.00	Annual Generator Inspections & Services
9204	08/21/2025	08/27/2025	228	ORKIN, LLC	1,962.46	09/2025-08/2026 Pest Control Services
9205	08/21/2025	08/27/2025	462	RACOM CORPORATION	695,044.01	K911-072-2; TO#2 - Stage 1 A User Devices -(25%) Payment Upon Order of Equipment - 308 Portables and Mobiles - Radio Order #4
9199	08/18/2025	08/27/2025	264	VERIZON WIRELESS	17,868.31	07/11/2025-08/10/2025 & 07/11/2025-08/10/2025 Cellular Telephones
Report Total:					740,099.58	

STATE OF WASHINGTON - COUNTY OF KITSAP

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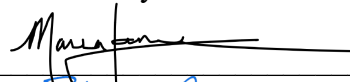
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AUDITING OFFICER

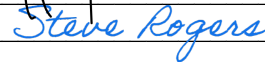
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AND CERTIFIED BY

BOARD OF DIRECTORS CHAIR



08/26/2025



08/26/2025



08/25/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 08:15:13 Date: 08/28/2025

As Of: 08/29/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7469-7478	Amount	Memo
9206	08/25/2025	08/29/2025	154	ABM JANITORIAL SERVICES	1,717.26	09/2025 Janitorial Services
9207	08/25/2025	08/29/2025	479	AT&T MOBILITY LLC	74.76	07/20/2025-08/19/2025 Cellular Telephones
9211	08/26/2025	08/29/2025	642	CURALINC LLC	656.64	04/2025-03/2026 SupportLinc Employee Assistance Program - Previously Unapplied Rate Change
9208	08/25/2025	08/29/2025	634	INTRADYN	315.60	Text Archiving Licenses; 2025-00658
9223	08/28/2025	08/29/2025	210	KELLEY CREATE	2,912.01	02/15/2025-08/14/2025 Copier Lease
9212	08/26/2025	08/29/2025	217	LEGACY TELECOMMUNICATIONS	16,685.25	K911-076 Amount Due to Close Installation
9203	08/19/2025	08/29/2025	218	LOWE'S BUSINESS ACCOUNT/SYNCB	310.97	08/2025 Card Statement
9209	08/25/2025	08/29/2025	225	OFFICE DEPOT	52.96	Custom Banner; 2025-00594
9221	08/27/2025	08/29/2025	232	PENINSULA LIGHT CO.	199.93	07/15/2025-08/15/2025 Tower Electricity
9210	08/25/2025	08/29/2025	647	VALMONT TELECOMMUNICATIONS, INC.	647.91	Parts for PFD Station 76 Base Station; 2025-00904
Report Total:					23,573.29	

STATE OF WASHINGTON - COUNTY OF KITSAP

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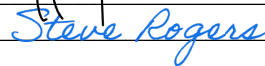
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08/28/2025



08/28/2025



08/28/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 09:43:45 Date: 09/03/2025

As Of: 09/04/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7480-7490	Amount	Memo
9227	09/02/2025	09/04/2025	160	AMERICAN TOWER CORPORATION	7,782.24	09/2025 View Park Tower Rental & Utilities Reimbursement
9224	08/28/2025	09/04/2025	165	BUSINESS TELECOM PRODUCTS, INC.	818.21	In-Ear Headsets & Mute Switches; 2025-00850
9228	09/02/2025	09/04/2025	579	EADIE KALTENBACHER	13,750.00	08/2025 GIS Mapping Services
9225	08/28/2025	09/04/2025	549	HAVIS, INC	362.51	Connector & Antenna Replacement; 2025-00911
9214	08/29/2025	09/04/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	4,847.01	Pay Cycle 08/29/2025 - MSR 457 Plan (Flat)
9215	08/29/2025	09/04/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	850.00	Pay Cycle 08/29/2025 - MSR Roth IRA
9216	08/29/2025	09/04/2025	572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIRE	165.68	Pay Cycle 08/29/2025 - MSR - 457 Loan Payment
9233	09/02/2025	09/04/2025	634	INTRADYN	157.80	Text Archiving License; 2025-00926
9232	09/02/2025	09/04/2025	390	JOY COMPANIES, INC.	5,546.88	Replaced Cable Climb at Mandus Olson Tower Sire; 2025-00825
9226	09/02/2025	09/04/2025	507	NORTHWEST OPEN ACCESS NETWORK	312.00	08/2025 Telephone Services
9229	08/28/2025	09/04/2025	241	PUGET SOUND ENERGY	17,486.50	09/2025 Carver, Tower, & Backup Site Electricity
9230	09/02/2025	09/04/2025	249	SPOK, INC.	32.45	09/2025 Telephone Services
9231	09/02/2025	09/04/2025	388	WESTBAY AUTO PARTS, INC	204.19	Replacement Genset Battery; 2025-00945 (Originally 2025-00937)
Report Total:					52,315.47	

STATE OF WASHINGTON - COUNTY OF KITSAP

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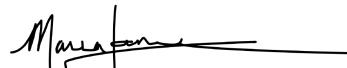
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Steve Rogers

09/03/2025

09/03/2025


Alexandra Boeddeker

09/03/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 09:17:08 Date: 09/10/2025

As Of: 09/12/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7491-7507	Amount	Memo
9247	09/09/2025	09/12/2025	412	ALL ABOUT TRANSMISSIONS & AUTO	96.44	Odometer Interval Service for Explorer; 2025-00944
9249	09/09/2025	09/12/2025	654	AMAZON CAPITAL SERVICES, INC.	409.68	08/2025 Amazon Invoicing
9235	09/03/2025	09/12/2025	573	BAGWELL LAW PLLC	741.00	08/2025 Legal Services
9236	09/02/2025	09/12/2025	551	CH2O, INC.	281.08	08/2025 Glycol Water Treatment; 2022-0119
9237	09/08/2025	09/12/2025	564	DOORDASH INC	1,258.00	08/2025 DashPass Subscription & 08/2025 Expensed Meals
9259	09/10/2025	09/12/2025	198	FEDEX	38.40	08/14/2025 Shipping Services
9244	09/09/2025	09/12/2025	204	HOLADAY PARKS, INC.	3,943.94	08/2025 Maintenance - Controls Billing; Replace EEV for AHU-5 2025-00726
9238	09/08/2025	09/12/2025	225	OFFICE DEPOT	246.18	Office Supplies; 2025-00849
9239	09/08/2025	09/12/2025	570	PACIFIC LANDSCAPE MANAGEMENT	1,112.75	09/2025 Landscaping Services
9240	09/08/2025	09/12/2025	233	PENINSULA SERVICES	24.00	09/2025 Shredding Services
9241	09/09/2025	09/12/2025	584	RS AMERICAS, INC	140.82	Janitorial Supplies; 2025-00953
9248	09/09/2025	09/12/2025	248	SOUTH SOUND ELECTRIC, INC.	7,023.61	Add Power Outlets to Server Row in Equipment Room; 2025-00846
9242	09/03/2025	09/12/2025	311	T-MOBILE	17.66	07/21/2025-08/20/2025 Cellular Telephones
9261	09/10/2025	09/12/2025	273	TPSC	131,891.83	010/2025 Employee Medical/Dental/Life Insurance
9243	09/09/2025	09/12/2025	388	WESTBAY AUTO PARTS, INC	207.25	Replacement "Hot-Swappable" Genset Battery; 2025-00937
9245	09/03/2025	09/12/2025	596	WEX BANK	200.47	08/2025 Vehicle Fuel
9260	09/10/2025	09/12/2025	163	WM CORPORTATE SERVICES INC	702.26	08/2025 Waste Disposal Services; Metal Roff-Off Dumpster 2025-00915
Report Total:					148,335.37	

STATE OF WASHINGTON - COUNTY OF KITSAP

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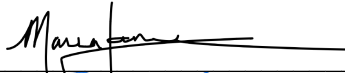
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BOARD OF DIRECTORS CHAIR


Steve Rogers

09/10/2025

09/10/2025


Alexandra Boeddeker

09/10/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 08:47:09 Date: 09/17/2025

As Of: 09/19/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Warrant Numbers 7508-7523	Amount	Memo
9262	09/12/2025	09/19/2025 412	ALL ABOUT TRANSMISSIONS & AUTO		18.88	Odometer Interval Service for Explorer; 2025-00944 (Partial Payment)
9263	09/11/2025	09/19/2025 165	BUSINESS TELECOM PRODUCTS, INC.		232.60	Testing New Amps; 2025-00899
9264	09/16/2025	09/19/2025 167	CDW GOVERNMENT		43,227.81	Horizon License 2025-2028; 2025-00921
9273	09/17/2025	09/19/2025 600	CENTURYLINK		79.90	09/03/2025-10/02/2025 Telephone Services
9274	09/17/2025	09/19/2025 174	CITY OF BREMERTON UTILITY BILLING		865.62	08/04/2025-09/02/2025 Water & Sewer Utilities
9265	09/16/2025	09/19/2025 470	COMCAST		752.35	09/18/2025-10/17/2025 Backup Internet & Cable Service
9266	09/10/2025	09/19/2025 633	GOVWORX, INC.		22,500.00	CommsCoach Annual Subscription
9251	09/12/2025	09/19/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIR		4,826.91	Pay Cycle 09/12/2025 - MSR 457 Plan (Flat)
9252	09/12/2025	09/19/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIR		850.00	Pay Cycle 09/12/2025 - MSR Roth IRA
9253	09/12/2025	09/19/2025 572	INTERNATIONAL CITY MANAGEMENT ASSOCIATIO, RETIR		165.68	Pay Cycle 09/12/2025 - MSR - 457 Loan Payment
9275	09/17/2025	09/19/2025 216	LANGUAGE LINE SERVICES, INC.		401.91	08/2025 Translation Services
9267	09/16/2025	09/19/2025 407447	LAPLANTE , KHRISTOPHER D		44.50	Ferry Reimbursement
9268	09/11/2025	09/19/2025 417	PENINSULA FIRE INC		469.51	Yearly On & Offsite Fire Extinguisher Certification; 2025-00869
9269	09/16/2025	09/19/2025 644	PRIMUS ELECTRONICS CORPORATION		266.37	Base Station Parts for PFD Station 76; 2025-00932
9276	09/17/2025	09/19/2025 640	SILVERDALE WATER DISTRICT		154.68	06/2025-07/2025 Water Utility (8341 Building 5 Dickey Rd)
9270	09/16/2025	09/19/2025 264	VERIZON WIRELESS		19,053.14	08/11/2025-09/10/2025 & 08/11/2025-09/10/2025 Cellular Telephones
9271	09/11/2025	09/19/2025 163	WM CORPORTATE SERVICES INC		1,256.37	20 Yard Dumpster Rental; 2025-00898
9272	09/16/2025	09/19/2025 478	ZONES, LLC		8,349.18	Mimecast Renewal; 2025-00854
Report Total:					103,515.41	

STATE OF WASHINGTON - COUNTY OF KITSAP

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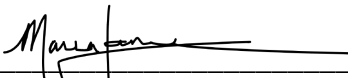
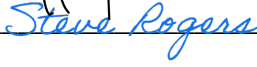

APPROVED BY

AUDITING OFFICER

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AND CERTIFIED BY

BOARD OF DIRECTORS CHAIR

	09/17/2025
	09/17/2025
	09/17/2025

ACCOUNTS PAYABLE

Kitsap 911

Time: 06:34:16 Date: 09/22/2025

As Of: 09/23/2025

Page: 1

Accts	Pay #	Received	Date Due	Vendor	ACH Transactions	Amount	Memo
9280	09/19/2025	09/23/2025	263	US BANK		9,753.43	08/26/2025 Credit Card Statement
9279	09/19/2025	09/23/2025	482	US BANK		1,636.81	08/26/2025 Travel Credit Card Statement
Report Total:						11,390.24	

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

	09/22/2025
<u>Steve Rogers</u>	<u>09/22/2025</u>
<u>Alexandra Boeddeker</u>	<u>09/22/2025</u>



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 08/29/2025
Pay Period: 08/11/2025 to 08/24/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 280,425.21
941 Tax (Withholding, Social Security & Medicare)	111,828.40
Unemployment	750.69
Labor & Industries	1,707.05
PFML Premiums	3,493.20
Long-Term Care Act Premiums	1,978.07
PERS Plan 2	11,672.22
PERS Plan 3	4,196.26
PSERS Plan 2	34,250.95
Washington State 457 and Roth	469.55
Mission Square 457 and Roth	5,862.69
AFLAC	-
Guild Dues	90.00
Total Payroll	\$ 456,724.29

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 40.43	\$ 1,130.28	\$ 1,170.71
Dental Insurance	4.36	110.02	114.38
Life Insurance	-	9.38	9.38
State Income Tax - NC	149.40	-	149.40
Garnishments	-	-	-
Total Health Care & Other Benefits/Deductions			\$ 1,443.87

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: \$ 458,168.16
Transferred to Payroll Account \$ 456,724.29

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

08/27/2025
DATE
08/27/2025
DATE

Board of Directors Chair

DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 09/12/2025
Pay Period: 08/25/2025 to 09/07/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 272,505.29
941 Tax (Withholding, Social Security & Medicare)	107,041.70
Unemployment	764.09
Labor & Industries	1,667.65
PFML Premiums	3,393.94
Long-Term Care Act Premiums	1,971.71
PERS Plan 2	11,647.78
PERS Plan 3	4,130.15
PSERS Plan 2	33,904.61
Washington State 457 and Roth	1,927.38
Mission Square 457 and Roth	5,842.59
AFLAC	1,200.02
Guild Dues	1,875.00
Total Payroll	\$ 447,871.91

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,196.70	\$ 55,243.12	\$ 57,439.82
Dental Insurance	179.43	4,251.04	4,430.47
Life Insurance	220.73	361.13	581.86
State Income Tax - NC	135.62	-	135.62
Garnishments	-	-	-
Total Health Care & Other Benefits/Deductions			\$ 62,587.77

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: \$ 510,459.68
Transferred to Payroll Account \$ 447,871.91

Alexandra Boeddicker
Prepared By (Kitsap 911)
[Signature]
Authorized Signature (Kitsap 911)

09/09/2025
DATE
09/10/2025
DATE

Board of Directors Chair

DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 09/26/2025
Pay Period: 09/08/2025 to 09/21/2025

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 269,584.91
941 Tax (Withholding, Social Security & Medicare)	106,742.29
Unemployment	756.69
Labor & Industries	1,679.63
PFML Premiums	3,329.82
Long-Term Care Act Premiums	1,969.38
PERS Plan 2	11,641.53
PERS Plan 3	4,588.96
PSERS Plan 2	33,452.46
Washington State 457 and Roth	1,893.52
Mission Square 457 and Roth	5,903.76
AFLAC	1,200.02
Guild Dues	1,845.00
Total Payroll	\$ 444,587.97

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 2,227.75	\$ 54,880.27	\$ 57,108.02
Dental Insurance	181.13	4,223.48	4,404.61
Life Insurance	220.72	356.44	577.16
State Income Tax - NC	148.46	-	148.46
Garnishments	-	-	-
Total Health Care & Other Benefits/Deductions			\$ 62,238.25

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: \$ 506,826.22
Transferred to Payroll Account \$ 444,587.97

Alexandra Boeddicker

Prepared By (Kitsap 911)
Maria

Authorized Signature (Kitsap 911)

09/24/2025
DATE
09/24/2025
DATE

Board of Directors Chair

DATE

Combined Excise Tax Return

KITSAP 911 PUBLIC AUTHORITY
604-008-144

Filing Period: August 31, 2025

Due Date: September 25, 2025

Filing Frequency: Monthly

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	18,524.68	0.00	18,524.68	0.065000	1,204.10
Total State Sales and Use					1,204.10

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

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	18,524.68	0.027000	500.17
Total Local City and/or County Use Tax/Deferred Sales Tax			500.17

Total Tax	1,704.27
Subtotal	1,704.27
Total Amount Owed	1,704.27

Prepared by: Alexandra Boeddeker Date: 09/09/2025
Alexandra Boeddeker, Finance Specialist

Reviewed by: Maria Jameson-Owens Date: 09/09/2025
Maria Jameson-Owens, Executive Director

Approved by: _____ Date: _____
Board of Directors Chair

Submission

Confirmation #: 0-048-441-471
Prepared By: Alexandra Boeddeker
Phone Number: (360) 307-5801
Email Address: aboeddeker@kitsap911.com
Submitted Date: Sep-09-2025

Payment

Amount Due: \$1,704.27
Amount Paid: \$1,704.27
Effective Date: Sep-10-2025
Method: Bank Account (ACH Debit)

Sales Tax Due

Kitsap 911

Time: 13:13:50

Date: 09/09/2025

08/01/2025 To 08/31/2025

Page: 1

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
08/29/2025	001 - 528 32 35 0001	INTRADYN		315.60	20.51	8.52		29.03
001 - 528 32 35 0001				315.60	20.51	8.52		29.03

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
08/27/2025	001 - 528 32 48 0002	US BANK	Anritsu - Freight Charge	43.23	2.81	1.17		3.98
001 - 528 32 48 0002				43.23	2.81	1.17		3.98

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
08/20/2025	001 - 594 28 60 0099	PURVIS SYSTEMS INCORPORATED		13,919.90	904.79	375.84		1,280.63
08/20/2025	001 - 594 28 60 0099	PURVIS SYSTEMS INCORPORATED		3,411.95	221.78	92.12		313.90
001 - 594 28 60 0099				17,331.85	1,126.57	467.96		1,594.53

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax Due
08/27/2025	001 - 594 28 60 0001	US BANK	Essential Trading Systems - Microphones for LMR Project	834.00	54.21	22.52		76.73
001 - 594 28 60 0001				834.00	54.21	22.52		76.73

Location: 0000 @2.70% 18,524.68 500.17

State Tax @6.50	18,524.68	1,204.10	1,204.10
Location Taxes		500.17	
			1,704.27
Rounding Error			-0.01