Kitsap 911 Board of Directors Meeting

December 1, 2026 (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 11-03-2026**

B. Approval of Payment of Claims

1) **A/P Warrant Numbers: 8302 through 8324**
   Total $283,238.76
2) **A/P Electronic Payments: October 24, 2026 to November 20, 2026**
   Total: $20,393.56
3) **Payroll Dated: 11-06-2026 and 11-20-2026**
   Total: $998,574.14
4) **Use Tax Dated: Oct 2026**
   Total: $3,485.10

C. Ratification of Executed Contracts (Includes contracts for budgeted items)
K911-106A – West Coast Mechanical Site HVAC Preventative Maintenance Addendum
K911-107 Halo SaaS Work Order Management System

Kitsap 911 Board of Directors Regular Meeting on November 3, 2026

Via Virtual Meeting and Norm Dicks Government Center

ATTENDING:

Board of Directors:

David Ellingson, Fire Commissioner (Chair)
Clarence Moriwaki, City of Bainbridge Island
Ken Dickinson, Kitsap County Sheriff's Office
Bob Muhleman, Fire Commissioner
Gerald Preuss, Fire Commissioner
Rob Putaansuu, City of Port Orchard
Jane Rebelowski, City of Bremerton (arrived at 1:12)
Christine Rolfes, Kitsap County Commissioner
Ed Stern, City of Poulsbo Mayor
Katie Walters, Kitsap County Commissioner
Greg Wheeler, City of Bremerton Mayor

Staff:

Jay English, Executive Director
Brandon Wecker, Deputy Director
Steve Rogers, Finance Manager
Scott Peabody, Radio Program Manager
Donno Cole, Technology Services Manager
Rachael Taylor, Human Resources Manager
Barrie Hillman, Executive Assistant

Absent:

Jennifer Chamberlin, City of Bremerton
Oran Root, Kitsap County Commissioner

Guests:
Chief Joe Clark, Bainbridge Island Police Department
Chief Rick LaGrandeur, North Kitsap Fire & Rescue
Ken Bagwell, Counsel
Kyle Boeddeker, Vice-President of Kitsap 911 Guild
Jenn Andrews
Jana Parker
MJ
Jay Christian
Alex B
Bryce Odin
Dawn Mullin, President of Kitsap 911 Guild
Rodney Raubach, Bremerton Police Department

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

Additions:

None

Consent Agenda
Chair Ellingson introduced the consent agenda items.

Director Ed Stern moved to approve the Consent Agenda including approval of minutes from the Board of Directors 09-01-2026 meeting; the approval of payment of claims for A/P Warrant Numbers 8200 through 8301 totaling $939,805.45; ACH payments July 27, 2026 through October 23, 2026, totaling $220,108.47; payroll dated 08-28-2026. 09-11-2026, 09-25, 2026, 10-09-2026, and 10-23-2026 totaling $2,351,345.53; and the Use Tax dated Sept 2026 with a total increase of $3,285.71; and ratifying contracts K911-105 and K911-100. Director Katie Walters seconds. Motion passed unanimously.

Recognition

Introduction of New Executive Director
Chair Ellingson introduced new Executive Director, Jay English. Mr. English thanked the Board for their support during the hiring phase and shared it is honor to serve Kitsap 911 and to continue to uphold and support its excellent work. At the request of the Board, Mr. English shared his background of 36 years in public safety including 21 years as a law enforcement officer as well as commander for three 911 centers. His career also includes working for the federal government in cybersecurity and public safety emergency communications.

Action Items

Board Restructure Project
Executive Assistant, Barrie Hillman, shared a slide deck reminding the Board that at the last meeting, they authorized issuing the first 30-day notice that a change to the Charter was being considered. The two options the Board has settled on is to consider the User Fee Agency approach of more fully aligning the seat allocation to the percentage of User Fees a group pays, or to remain in the status quo. The User Fee Approach would result in 11 total board seats including adding the Strategic Advisory Board (SAB) Chair to the Board as a voting member.

Chair of the SAB, Chief Rick LaGrandeur spoke to the Board indicating that the SAB had discussed the possibility of having the Chair sit on the Board and voted to approve their support of this should the changes be made.

Ms. Hillman invited the Board to consider issuing the second 30-day notice and shared the red-line proposed amendments to the Charter which would be sent with the second notice. The amendment language has been approved by counsel. She also indicated that for groups whose representation is reduced from three seats to two allows for the third person to serve as an alternant.

There was discussion clarifying that the second notice just indicates the amended language is being considered and that if the Board votes no to the change after the 30-day period has expired, the current allotment of seats on the Board would remain status quo.

Director Christine Rolfes moved to approve issuing the second 30-day notice with the proposal to amend the charter. Director Katie Walters seconded the motion. Motion passes unanimously.

Discussion

Director Greg Wheeler clarified that with the next 30-day notice being issued with this proposed amendment, we would be locked in this amendment with no changes. This was confirmed and Ms. Hillman indicated that the vote would be to either approve this change, go back to status quo, or start the process over.

December Special Meeting
Ms. Hillman indicated that the Board Restructure's second 30-day notice would expire one day after the December 1, 2026 meeting and asked if the Board wanted to consider rescheduling that meeting, scheduling a Special Board Meeting or delaying the vote on the Board Restructure to January. It was decided that she would issue a Doodle poll to see if we can get a Special Meeting with good attendance in December or otherwise, put it on the agenda in January.

Director Ken Dickinson reminded the Board that the new sheriff will be attending the next

Board Meeting.

Discussion Items

2027 Board of Director's Meeting Calendar
Mr. English presented the draft 2027 Board Meeting Calendar indicating that it mirrors the 2026 calendar with no significant changes.

Director Rob Putaansuu indicated that we don't typically meet in August and to prepare accordingly.

2027 Unrepresented Employees Wage Scale and Longevity Bonus
Mr. English shared the draft 2027 Employees Wage Scale representing a 3% increase based on the estimated October Cost of Living Adjustment (COLA). He indicated that the Collective Bargaining Agreements (CBAs) require that we use the Seattle, Tacoma, and Bellevue COLA Consumer Price Index (CPI). Historically the recommended increase for unrepresented employees has aligned increases with those provided to employees under the CBA. Currently the October CPI is predicted to be about 4.4%. Under the CBAs this would cap the increase for Operations at 4% and the Technical Services Group (TSG) at 3%. He recommended that the Board follow the TSG model for the unrepresented employees with a 3% increase. The cost for the salary increase is $53,000.

Additionally, he recommended that the unrepresented employees also be awarded the longevity bonus per the terms of the TSG CBA which results in a lower cost than using the Operations CBA. The cost of this would be $17,000.

Director Putaansuu indicated that this is consistent with the practices of the City of Port Orchard and he is in support of the proposed actions.

Strategic Initiative #2 – Review of Financial Philosophy

Finance Manager, Steve Rogers reported that for Action Item #2 – Review of the Funding Formula, we are now in the post-implementation analysis phase. In January 2027, he will complete an annual review as required by the bylaws of Kitsap 911's labor costs and if they are more than 6%, Kitsap 911 will refund the difference for the Calls for Service portion of the funding formula.

For Action Item #3 –Mr. Rogers reported that the revisions to the monthly finance report and budget worksheets have tripled the amount of data presented to the Board without increasing the presentation time.

For Action Item #4 – the implementation of a new Enterprise Resource Planning (ERP) system is underway with Tyler Technologies and will result in a state-of-the-art accounting system. Once this system is in place, focus will return to Action Item #1 – Review of Financial Processes and

Policies.

Strategic Initiative #3 – Comprehensive Hiring and Retention Plan
Human Resources Manager, Rachael Taylor reported that a project is underway to refine Kitsap 911's job descriptions and review competencies for each position to ensure we are attracting and hiring the most qualified candidates which should be completed by August 2027. In 2026 we attended 27 job fairs to boost awareness of the telecommunications career and increase applicants. The retention focus has resulted in a new professional development and mentor program with successful outcomes. They have also completed their 2026 employee succession plan survey and will use the data for professional development discussions with employees.

Strategic Initiative #4 – Comprehensive Training & Development Plan
Training Program Manager, Chris Law reported Kitsap 911's in-house training program for newly hired call receivers and the program for Law and Fire dispatchers has been approved by the Washington State Certification Board on September 10, 2026. Having an in-house program demonstrates to the citizens of Kitsap County, our user agencies and the board members that we are willing to go to great lengths to ensure that our training rises to and above state national standards, all while saving money and time.

Ms. Law reported that Kitsap County Sheriff's Office (KCSO), Central Kitsap Fire & Rescue, Poulsbo Fire Department, Bremerton Fire Department and North Kitsap Fired and Rescue participated in maritime and water rescue training during Kitsap 911's third quarter training days. In addition, Kitsap 911 has been providing refresher radio etiquette training for KCSO and Bremerton Police Department as well as a train-the-trainer event for other agencies.

Standing Reports

Strategic Advisory Board Report
Chief LaGrandeur reported that the SAB is pleased with the progress being made on the firmware update for mobile radios. Completing these updates will allow for the next phase of portable deployment to get underway, which several agencies are in need of. In addition, the last SAB meeting was held in person at Kitsap 911's Backup Center and the SAB was impressed with the upgrade from the previous Backup Center. This builds confidence that if something were to happen, Kitsap 911 could operate out of a solid functioning Backup Center. Lastly, the upgrade to the Computer Aided Dispatch (CAD) program in 2027 is also an opportunity to examine the agencies' deployment and run card practices and clean up the electronic file cabinet for efficiency.

Land Mobile Radio Progress Report
Radio Program Manager, Scott Peabody, shared a slide deck discussing the progress with updating firmware in mobile radios. He reported that the cause of the error message that took mobile radios out of service was found and the firmware update resolves the issue. L3Harris expected to give us the firmware in November but was able to get it out early on October 23. Installing the firmware is being done hands-on each radio to ensure success and those have

begun with more than half of Bremerton Police Department done.
Mr. Peabody reported that the goal is to have portable radios to all agencies by June and they are trying to accelerate that because it is on the critical path to cutover. The first set of portables will be delivered before Thanksgiving.

Director Rolfes asked what unresolved tickets are. Mr. Peabody said they are work order tickets for problems and the firmware will resolve a number of the unresolved tickets.

Monthly Financial Report
Mr. Rogers reported that we are still around 8% above our year-to-date expectations for sales tax. For sales tax, half of it is Proposition 2, which is assigned for use on the Radio Project and other tech projects. As for the other half, that overage plus the investment interest has allowed us to fully fund our stabilization fund without risking Proposition 2 revenues.

Our year-to-date labor is still hovering just under 11% under budget. TSG is within 2% so most of the variance comes from the operations side. We are about $400,000 under budget year to date, but all but about $150,000 of that is due to the Radio Project timeline. The 2026 budget assumed that we would be hit with some significant operating costs this year, but those hardware, software, and communications expenditures don't impact us until we reach that project milestone. It's now looking like that will be sometime in Q1 of next year, so any of the Proposition 2 money that we didn't spend here will just be carried forward next year, which reduces the amount of interest we will pay on our equipment loan.

For capital projects, we will probably spend another $2 million on the radio project this year, depending on the pace of a few deliverables. As for our other capital projects, we are on pace and we expect to end the year close to our projections.

Lastly, we spent some of our debt proceeds to preserve some cash, and overall, our fund balances increased by just under 2% month-over-month. Our stabilization fund was fully funded using non-proposition 2 revenues this month, but we would still be about $320,000 short in funding for a separate labor reserve. Just for reference, at this point last year, we were 8% under our labor budget but ended up $51,000 over by the end of the year, so if that trend holds, we expect to close 2026 about 2-4% under budget, which means we would not need to use that labor reserve.

Director Rolfes asked if sales tax and interest perform better than we thought, is it possible to keep the agency fees steady for 2027 and not increase. Mr. Rogers indicated that for the Proposition 2 portion of an excess, we would use that to reduce debt spending. If there are any ways for cost savings, we will recommend the Board consider those.

Director Rolfes asked when we would know if there will be a rebate based on labor costs and Mr. Rogers indicated that is required to be done by March 31. He clarified that this is not influenced by the sales tax revenue and that there is no rebate for higher-than-expected sales tax.

Director Walters asked if we could make a separate policy for addressing fees if sales tax is higher. Mr. Rogers indicated this is limited by the governing documents.

Chair Ellingson indicated if the sales tax revenue is higher than expected, the Board expects a presentation of possible user fees savings.

Mr. English indicated there doesn't seem to be a mechanism in place to provide a refund from excess sales tax revenue currently, but he and Mr. Rogers will do some research, in addition to the planned analysis, and report back to the Board as the numbers for the year become more solidified.

Director Rolfes emphasized that it really isn't a rebate mechanism but just an analysis of the financial performance against the budget and determining if the fee increase needs to be as big next year because of the sales tax revenue. She shared the County has reduced their Full Time Equivalent (FTE) by 65 people since 2025, so every dollar spent on outside organizations comes back as staffing loss.

Director Putaansuu asked for clarification regarding the use of Proposition 2 to backfill the reserves. Mr. Rogers indicated that if the rainy day came and we had to use the stabilization fund and if we can't fully fund the stabilization fund with non-Proposition 2 revenues, the only two options are debt or using Proposition 2 revenues. However, right now we have been able to fully fund the stabilization fund without risking Proposition 2 revenues.

Director Stern emphasized that they are having the same conversations with the health district and other Boards to keep fees moderated and thoughtful. Director Stern, Mr. English and the Poulsbo Finance manager recently met to discuss this as well.

Mr. English indicated that the fees are based on Calls for Service to level the playing field. He emphasized that Mr. Rogers and he are continually analyzing the budget to ensure responsible and conservative practices. He does not want to have an increase in agency fees that is unwarranted but also does not want Kitsap 911 to be underfunded. He wants to work with the Board to make informed decisions and also be fair to agencies that we serve.

Goals and Projects Report
Technology Services Manager, Donno Cole reported on the status of the 2026 list of projects.

2025 -003 CAD Upgrade – The first major user facing workshop was held in October and six members of Operations and four members of TSG attending doing training on the new CAD system and formulating ideas for configuration. The next workshop will be in December, which will being the longest phase of the project, configuration which should run through March 2027.

2025-004 Backup Center Phase 2 – The fiber network connection will be completed on

November 10 which will allow TSG to complete the network layer configuration and establish connectivity between the systems hosting at Kitsap 911 and the equipment deployed to the Backup Center. This will complete Phase 2 and allow Phase 3 to being on schedule in 2027.

Project 2026-005 Temperature Sensors – This project to install temperature sensors at all remote radio sites was completed in third quarter.

Project 2026-008 Finance ERP – This project is on schedule and projected to cutover in last Quarter 2 2027.

Staffing Report
Ms. Taylor reported that we lost one call receiver due to retirement and one call receiver in training due to not meeting performance standards. This leaves 8 vacant positions in operations. There are five call receivers in floor training, two call receivers have been signed off and 1 dispatcher signed off. We have two dispatchers in floor training. We are fully staffed in admin and TSG.

Good of the Order

Director Putaansuu asked if the Board should consider a periodic review of the Board seats if the change is adopted to account for changing populations and user fees. Ms. Hillman indicated she would consult with counsel on the best method to incorporate that and report back to the Board.

Director Stern shared his thanks to supervisor Brandy D'Intinosanto who presented Kitsap 911's non-emergency phone line and Artificial Intelligence model to City of Poulsbo personnel. They were impressed by the demonstration call she made to our non-emergency line and appreciated her presentation.

Chair Ellingson reported information about the Washington Fire Commissioners Association Health Insurance program indicating that claims for over $50,000 have dramatically increased and they are looking for ways to find economy wherever they can.

Chair Ellingson reported that the Kitsap County Fire Commissioners named Maria Jameson-Owens, retired Kitsap 911 Executive Director, Person of the Year for 2026.

Director Wheeler thanked Interim Sheriff Ken Dickinson for his service to the Board as this will be his last meeting.

Meeting Adjourned at 13:40.

The next scheduled meeting of the Kitsap 911 Board of Directors is November 3, 2026 at 0900 virtually only via Zoom.

KITSAP 911 BOARD OF DIRECTORS RESTRUCTURE

SECOND NOTICE CHARTER AMENDMENT– NOV 3, 2026

GOALS TODAY

- Review options to propose the User Fee Approach or maintain status quo for the 2nd 30-day notice
  - Review the proposed Charter amendment language
- Approve or Reject (ACTION) "Consideration of the Proposal to amend the Charter" and issue the 2nd 30-day notice
  - If approved, the 2nd notice will include red-line edits to the Charter
  - If rejected, the 2nd notice will notify that no change is being made

USER FEE SEAT PERCENTAGE

User Fee Approach	Reps	User Fee Seat %	User Fee %
Cty Comm & KC Sheriff*	3	27%	27%
Bremerton	2	18%	22%
Fire	3	27%	30%
Small City*	2	18%	19%
SAB Chair (voting)	1	11%	
Total	**11**		

PROPOSED AMENDMENT TO THE CHARTER

- **Section 6.02. Board of Directors Composition.** The Board of Director's composition shall be as follows:

- Two Kitsap County officials one of whom must be a county commissioner;
- Two representatives from the City of Bremerton, one of which is the Mayor, and the other may be the fire chief, or chief of police or a City Council Member as appointed by the Bremerton City Council;
- Two Mayors or council members, fire chiefs, or chiefs of police appointed by the Mayors or City Councils of the Small Cities of Poulsbo, Port Orchard or Bainbridge Island.
- Three Fire Commissioners appointed by the Kitsap County Fire Commissioners Association; ~~and~~
- The Kitsap County Sheriff; and
- The Chair of the Strategic Advisory Board (SAB).

SIDE BY SIDE COMPARISON

User Fee % Approach C	
County Commissioner*	2
Kitsap Sheriff	1
Bremerton	2
Small City*	2
Fire Commissioner	3
SAB Chair	1
Total Voting	**11**

*3rd County Commissioner and Small City Representative serve as alternates.

Approach D – Status Quo	
County Commissioner	3
Kitsap Sheriff	1
Bremerton	3
Small City	3
Fire Commissioner	3
Total Voting	**13**

SUPER TUESDAY 2027 DRAFT SCHEDULE
(with a break from 12:00-12:30 p.m.)

Kitsap Transit	Kitsap Public Health	Emergency Management	Kitsap 911	KRCC

January 5th

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-3:15	Emergency Management

February 2nd

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-4:15	KRCC

March 2nd

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)

April 6th

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-3:15	Emergency Management

May 4th

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-4:15	KRCC

June 1st

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)

July 6th

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-3:15	Emergency Management

August 3rd (typically no meeting, if approved by board)

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)

September 7th

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-3:15	Emergency Management

October 5th

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-4:15	KRCC

November 2nd

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-4:15	KRCC

December 7th

8:30-10:00	Kitsap Public Health
10:30-12:00	Kitsap Transit
12:30-2:00	Kitsap 911 (L)
2:15-4:15	KRCC

NOTES:

(L) Boards in the 12:30 timeslot typically provide lunch for the board. Recommend having lunch delivered at 12:00 p.m. so board members can eat while the 12:30 agency sets up for their meeting.

Board of Directors
Radio Program Update

November 4, 2026

R. Scott Peabody, P.E.
speabody@kitsap911.org
360 552-8402

KITSAP CENCOM

Topics

- Mobile Radio Firmware Update
- High Level Program Milestones (de facto Schedule)
- Portable Radio Deliveries

Mobile Firmware Update



Critical Path Activity	Original Date	Actual Date
L3Harris Delivers Fix	First Week in November	23-Oct
K911 & RACOM Complete Local Testing	Mid November	28-Oct
Begin Installing Fix in Field Mobiles	Mid November	30-Oct
Finish Installing Fix	TBD	TBD

- As of Friday, 10/30:
  - 82 Radios on New Firmware
  - (51 Mobiles and 31 Portables)
- As of 11/3 Noon:
  - 112 Radios on New Firmware
  - (30 Radios Today So Far)

- Working with L3Harris, Installations Started Two Weeks Ahead of Original Plan
- Bremerton PD Requested Installing Fix on 10/30 Aligned with Radar Calibration
- Bremerton PD:
  - 44 of 85 Cars (~50%)

High-Level Program Milestones

		1Q 26	2Q26	3Q26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27	May 27	Jun 27	Jul 27	Aug 27
User Radios	P25 Personality Development														
	Portable Deliveries	7	2			Power Users 32	BFD (50)	BPD (150) PFD PPD	CKFR (150)	200	200	200	200		
	Upgrade Mobile Firmware				51										
Infrastructure	Coverage Acceptance Test														
	System Configuration														
	System Acceptance Test														
	30 Day Fault Free Operations														
	System Cutover														
Training	User Training Development														
	User Training														

20260922

Portable Delivery Status



- 37 Test Portables Delivered by Thanksgiving!
  - Radios Have Latest Firmware
  - Delivery from RACOM After Veterans Day
  - Kitsap 911 Must Asset Tag, Label, Test, and Distribute
- Need to Validate:
  - Encryption Feature OTAR (Over the Air Rekeying)
  - Emergency Signaling
  - Training

Kitsap 911 2026 Key Projects and Initiatives

Technical Projects				Estimated		
Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
2025	1	Data Center Improvement	3	Q1 2025	Q1 2026	Complete-
2025	2	SonicWall Replacement	2	Q1 2025	Q1 2026	Complete-
2025	3	CAD Upgrade Part 2	1	Q3 2025	Q4 2027	In-Progress
2025	4	Backup Center - Phase 2	3	Q1 2026	Q1 2027	In-Progress
2026	5	Temp Sensors at all Sites, Generator Room	4	Q1 2026	Q3 2026	Complete
2026	6	Kitsap 911 Website Rebuild	2	Q1 2026	Q2 2026	Complete
2026	7	Launch Non-Emergency Number with AI Integration	3	Q1 2026	Q2 2026	Complete
2026	8	Finance ERP and Implementation	2	Q1 2026	Q3 2027	In-Progress

Microwave Expansion Project (Multi-Year)				Estimated		
Task#		Milestone	Priority	Start	Completion	Status
MVE	1	Complete microwave hops to additional radio sites	2	Q1 2025	Q4 2026	Not Started

LMR Replacement Project (Multi -Year)				Estimated		
Task#		Milestone	Priority	Start	Completion	Status
LMR	1	System Testing and Acceptance of Phase 1 Sites	1	Q1 2025	Q3 2026	In-Progress
LMR	2	Complete replacement of Law Portable Radios	1	Q1 2026	Q3 2026	Not Started
LMR	3	Phase 1 Coverage Testing	1	Q2 2025	Q2 2026	In-Progress
LMR	4	Complete Replacement all Fire Mobile Radios	1	Q4 2025	Q2 2026	Complete
LMR	5	Complete Replacement all Fire Portable Radios	1	Q1 2026	Q3 2026	Not Started

ACCOUNTS PAYABLE

Kitsap 911

Time: 11:21:54 Date: 10/28/2026

As Of: 10/30/2026

Warrant Numbers 8302-8309

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
10496	10/21/2026	10/30/2026	174	CITY OF BREMERTON UTILITY BILLING	801.48	09/08/2026-10/05/2026 Water & Sewer Utilities
10505	10/27/2026	10/30/2026	188	DATEC INCORPORATED	2,127.22	Printers, Scanners, & Hardware for New PRV SUV Vehicles 2026-01734; PGPD Reimbursable
10498	10/26/2026	10/30/2026	259	DBA THE DOCTORS CLINIC, FRANCISCAN MEDICAL GROU	55.00	Applicant Medical Testing
10507	10/26/2026	10/30/2026	675	ENVIRONMENT CONTROL SOUTH SOUND - 258	2,225.00	11/2026 Janitorial Services
10508	10/27/2026	10/30/2026	207	INTERGRAPH CORPORATION	183,921.00	Completion of Task 12: I/CAD 9.4 Database Migration to OCD; CAD Replacement Project; K911-094
10510	10/28/2026	10/30/2026	210	KELLEY CREATE	956.78	Reissue for Cancelled Check #8255 & 10/15/2026-11/14/2026 Copier Lease
10497	10/22/2026	10/30/2026	570	PACIFIC LANDSCAPE MANAGEMENT	436.80	Winterization of Irrigation System
10509	10/26/2026	10/30/2026	253	SUQUAMISH INDIAN TRIBE	34,389.06	01/01/2026-12/31/2026 Annual Tower Leases
				Report Total:	224,912.34	

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 _____ 10/28/2026

AUDITING OFFICER Steve Rogers 10/28/2026

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY Alexandra Boeddeker 10/28/2026

BOARD OF DIRECTORS CHAIR _____

ACCOUNTS PAYABLE

Kitsap 911

Time: 11:14:50 Date: 11/04/2026

As Of: 11/06/2026

Warrant Numbers 8310-8324

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
10512	11/02/2026	11/06/2026	160	AMERICAN TOWER CORPORATION	8,112.52	11/2026 View Park Tower Rental & Utilities Reimbursement
10533	11/03/2026	11/06/2026	573	BAGWELL LAW PLLC	975.00	10/2026 Legal Services
10513	10/29/2026	11/06/2026	648	BAINBRIDGE ISLAND SCHOOL DISTRICT #303	1.00	2026 Mandus Olson Tower Lease; KC-380-04
10514	11/02/2026	11/06/2026	165	BUSINESS TELECOM PRODUCTS, INC.	205.21	Headsets; 2026-01787
10515	11/02/2026	11/06/2026	627	DPS TELECOM	5,909.29	RTU Alarm Collector for Backup Center; 2026-01687
10516	11/02/2026	11/06/2026	579	EADIE KALTENBACHER	14,300.00	10/2026 GIS Mapping Services
10517	11/02/2026	11/06/2026	658	EDNETICS, INC.	4,005.25	Professional Services for Carver Firewall 2026-01481; Optical Transceivers for Juniper Firewalls 2026-01728
10518	11/02/2026	11/06/2026	507	NORTHWEST OPEN ACCESS NETWORK	312.00	10/2026 Telephone Service
10534	11/03/2026	11/06/2026	233	PENINSULA SERVICES	24.00	11/03/2026 Shredding Services
10519	10/29/2026	11/06/2026	241	PUGET SOUND ENERGY	22,795.10	11/2026 Carver, Tower, & Backup Site Electricity
10535	11/04/2026	11/06/2026	245	SELECT ADVANTAGE	1,000.00	10/2026 Dispatcher Assessment Services
10520	11/02/2026	11/06/2026	249	SPOK, INC.	34.57	11/2026 Telephone Services
10536	11/04/2026	11/06/2026	311	T-MOBILE	10.69	09/21/2026-10/20/2026 Cellular Telephones
10537	11/04/2026	11/06/2026	266	WA STATE PATROL BUDGET & FISCAL SERVICES	116.00	Employee Fingerprinting
10521	11/02/2026	11/06/2026	596	WEX BANK	525.79	10/2026 Vehicle Fuel
				Report Total:	58,326.42	

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 _____ 11/05/2026

AUDITING OFFICER Steve Rogers 11/05/2026

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY Alexandra Boeddeker 11/04/2026

BOARD OF DIRECTORS CHAIR _____

ACCOUNTS PAYABLE

Kitsap 911

Time: 15:29:14 Date: 11/02/2026

As Of: 11/04/2026

ACH Payments

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
10499	10/26/2026	11/04/2026	479	AT&T MOBILITY LLC	62.94	09/20/2026-10/19/2026 Cellular Telephones
10501	10/20/2026	11/04/2026	665	CASCADE NATURAL GAS CORPORATION	25.50	09/18/2026-10/16/2026 Backup Center Fuel
10500	10/20/2026	11/04/2026	172	CENTURYLINK	3,727.35	10/17/2026-11/16/2026 Telephone Service
10502	10/19/2026	11/04/2026	240	JEFFERSON COUNTY PUD #1	299.92	09/15/2026-10/14/2026 Tower Electricity
10504	10/19/2026	11/04/2026	218	LOWE'S BUSINESS ACCOUNT/SYNCB	102.58	10/2026 Card Statement
10511	10/28/2026	11/04/2026	653	NATIONAL PUBLIC SAFETY GROUP, LLC	15,052.66	K911-088; NPSG Contract #2025-1700; Amendment No. 1
10503	10/19/2026	11/04/2026	232	PENINSULA LIGHT CO.	126.12	09/15/2026-10/15/2026 Tower Electricity
10522	11/02/2026	11/04/2026	690	WAVEDIVISION HOLDINGS, LLC DBA ASTOUND	996.49	11/2026 Internet Service at Backup Center
				Report Total:	20,393.56	

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 _____ 11/03/2026

AUDITING OFFICER Steve Rogers 11/03/2026

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY Alexandra Boeddeker 11/02/2026

BOARD OF DIRECTORS CHAIR _____

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: **11/06/2026**
Pay Period: **10/19/2026** **to** **11/01/2026**

Pay Detail - FD00822		
Item	**Amount**	
Net Payroll	$	290,622.11
941 Tax (Withholding, Social Security & Medicare)		109,294.72
Unemployment		834.73
Labor & Industries		2,706.20
PFML Premiums		4,086.08
Long-Term Care Act Premiums		2,095.29
PERS Plan 2		12,779.20
PERS Plan 3		6,325.71
PSERS Plan 2		34,936.53
Washington State 457 and Roth		2,141.01
Mission Square 457 and Roth		4,449.77
AFLAC		1,107.26
Guild Dues		1,920.00
Total Payroll	**$**	**473,298.61**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
Health Insurance	$ 2,288.63	$ 63,057.19	**$ 65,345.82**
Dental Insurance	184.15	4,312.78	**4,496.93**
Life Insurance	220.73	375.20	**595.93**
Total Health Care & Other Benefits/Deductions			**$ 70,438.68**

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: **$ 543,737.29**
Transferred to Payroll Account **$ 473,298.61**

Alexandra Boeddeker — 11/04/2026

Prepared By (Kitsap 911) **DATE**

Authorized Signature (Kitsap 911) **DATE**

Board of Directors Chair **DATE**

Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: **11/20/2026**
Pay Period: **11/02/2026** **to** **11/15/2026**

Pay Detail - FD00822		
Item	**Amount**	
Net Payroll	$	327,021.79
941 Tax (Withholding, Social Security & Medicare)		128,115.89
Unemployment		938.24
Labor & Industries		2,454.42
PFML Premiums		4,420.90
Long-Term Care Act Premiums		2,347.97
PERS Plan 2		12,338.20
PERS Plan 3		5,455.34
PSERS Plan 2		32,522.83
Washington State 457 and Roth		2,176.75
Mission Square 457 and Roth		4,455.94
AFLAC		1,107.26
Guild Dues		1,920.00
Total Payroll	**$**	**525,275.53**

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	**Employee Portion**	**Kitsap 911 Portion**	**Total**
Health Insurance	$ 2,249.84	$ 61,092.59	**$ 63,342.43**
Dental Insurance	207.32	4,208.75	**4,416.07**
Life Insurance	220.72	375.20	**595.92**
Garnishments	904.61	-	**904.61**
Total Health Care & Other Benefits/Deductions			**$ 69,259.03**

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: **$ 594,534.56**
Transferred to Payroll Account **$ 525,275.53**

Alexandra Boeddeker — 11/18/2026
Prepared By (Kitsap 911) **DATE**

Authorized Signature (Kitsap 911) **DATE**

Board of Directors Chair **DATE**

Department of Revenue
Washington State

Combined Excise Tax Return

KITSAP 911 PUBLIC AUTHORITY
604-008-144

Filing Period: October 31, 2026 **Due Date:** November 25, 2026

Filing Frequency: Monthly

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	37,881.59	0.00	37,881.59	0.065000	2,462.30
			Total State Sales and Use		2,462.30

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

Location	Taxable Amount	Tax Rate	Tax Due
1801 - BREMERTON	37,881.59	0.027000	1,022.80
Total Local City and/or County Use Tax/Deferred Sales Tax			1,022.80

Total Tax	**3,485.10**
Subtotal	**3,485.10**
Total Amount Owed	**3,485.10**

Prepared by: Alexandra Boeddeker Date: 11/05/2026
Alexandra Boeddeker, Finance Specialist

Reviewed by: Date: 11/05/2026
Jay English, Executive Director

Approved by: Date:
Board of Directors Chair

Submission

Confirmation #: 0-054-906-672
Prepared By: Alex Boeddeker
Phone Number: (360) 307-5801
Email Address: accounting@kitsap911.org
Submitted Date: Nov-05-2026

Payment

Amount Due: $3,485.10
Amount Paid: $3,485.10
Effective Date: Nov-06-2026
Method: Bank Account (ACH Debit)

Sales Tax Due

Kitsap 911

Time: 11:51:12 Date: 11/05/2026

10/01/2026 To 10/31/2026

Date	Account	Vendor	Remark	Line Amt	State	Local	Credit	Tax
10/16/2026	001 - 528 32 35 0001	INTRADYN		5,502.00	357.63	148.55		506.18
10/20/2026	001 - 528 32 35 0001	US BANK	YouEngage - Web Based Survey Subscription	228.00	14.82	6.16		20.98
10/20/2026	001 - 528 32 35 0001	US BANK	ACA-GPS License	399.00	25.94	10.77		36.71
10/23/2026	001 - 528 32 35 0001	GOSERCO, INC		9,252.59	601.42	249.82		851.24
10/23/2026	001 - 528 32 35 0001	GOVWORX, INC.		22,500.00	1,462.50	607.50		2,070.00
			001 - 528 32 35 0001	37,881.59	2,462.31	1,022.80		3,485.11
		Location:	0000 @2.70%	37,881.59		1,022.80		

State Tax @6.50	37,881.59	2,462.31		2,462.31
Location Taxes			1,022.80	
				3,485.11
Rounding Error				0.00

Actual paid: $3,485.10

KITSAP 911

CONTRACT REVIEW SHEET

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

A. GENERAL INFORMATION

1. Contractor: West Coast Mechanical
2. Purpose: Kitsap 911 Tower Sites HVAC Annual Maintenance– 3 year addendum to contract
3. Contract Amount: Y27:$4948; Y28:$5096; Y29:$5350 — Disburse [X] — Receive [ ]
4. Contract Term: 09-01-2027 to 09-01-2029
5. Contract Administrator: David Adkins — Contact: dadkins@westcoast-mech.com

Approved: _____ **Date** 11-23-2026

Executive Director

B. ACCOUNTING INFORMATION

1. Contract Control Number: K911-106
2. Fund Name: Site Maintenance
3. Payment from-Revenue to CC/Account Nbr: _____

C. RISK MANAGER REVIEW

1. [X] Approved [ ] Not Approved

Reviewer Ken Bagwell **Date** 07/02/2024

2. Comments: No comments on contract; no contractual edits in addendum

D. ATTORNEY REVIEW

1. [X] Approved [ ] Not Approved

Reviewer Farah Derosier **Date** 07-02-2024

2. Comments: No comments on contract; no contractual edits in addendum

H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.

(For contract signing authority, see Kitsap 911 Govening Directive # 60 Purchasing and Contracting)

_____ _____

Ratification By Kitsap 911 Executive Committee Chair **Date**

2025-2026

HVAC, PREVENTATIVE MAINTENANCE & REPAIR SERVICES PROPOSAL



KITSAP 911 REMOTE SITES HVAC PROPOSAL: OPTION 3- ONE TIME ANNUALLY MAINTENANCE – TWO YEAR CONTRACT

CONTACTS

Barrie Hillman
bhillman@kitsap911.org
360-307-5803

Khristopher LaPlante
360-340-4294
klaplante@kitsap911.org

Dave Adkins
253-303-3990
dadkins@westcoast-mech.com

TABLE OF CONTENTS

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SECTION 1

WHO WE ARE

We Deliver Quality.

We are the Pacific Northwest's premier innovative commercial and industrial HVAC service, maintenance, and construction provider.

With over 50 years of experience, we support some of the most prominent commercial organizations by providing creative HVAC and service plumbing to ensure comfort, maximum efficiency, improved air quality, and system reliability.

We Deliver Solutions.

Our customers have dynamic, immediate needs that require creative, fast, and targeted solutions. We believe that a temporary fix to a long-term problem is not a success and are committed to providing lasting resolutions.

We are fast, reliable, detail-oriented, and solutions-motivated, meaning we offer you outstanding care, brilliant craftmanship, and unmatched reliability whether you need equipment maintenance, a simple repair, or a major overhaul.

We Build Relationships.

With us, service is personal, and we pay attention to every detail when you contact us. Our goal is not just to earn your business today but to be so satisfied with our work that you are ready to call us again whenever you or another may need a repair or installation.

MECHANICAL

HVAC Maintenance, Service, Repair
Replacement & Construction
Chillers, Air & Water Cooled
Boilers, Steam & Hot Water Cooled
Pumps
Complex Piping Systems
Gas Piping
Hydronic Systems
Refrigeration Piping
Hydronic Piping
Compressed Air Piping
Variable Refrigerant Flow (VRF)
Cold Storage Systems
Environmental Chambers
Water Harvesting Systems
Cooling Towers

ELECTRICAL

Electrical Maintenance, Service, Repair
Replacement & Construction
Industrial & Commercial
Systems Installation
Electrical Wiring
Fan Installation
Lighting Installation
Circuit Installation & Repair
Generator Installation
Electric Switch Installation
Electrical Wiring
Electrical Panel Upgrades
Interior/Exterior Facility Maintenance
Overhead Cable Repair & Installation
Parking Lot Lighting Repairs
High Voltage Systems, Fuse Replacement

PLUMBING

Plumbing Maintenance, Service, Repair
Replacement & Construction
Video Camera Line Inspections with Recordings
Drain Cleaning
Backflow Testing, Repair & Replacement
Piping
Fixture Repair and Replacement
Mixing Valves
Commercial Water Heater Repair & Replacement
Pressure Reducing Valve Cleaning & Adjustment
Thermostatic Mixing Valve Cleaning & Adjustment
Sump Pump Operations Verification & Cleaning
Water Loop Balancing
InstaHot Flushes
Water Harvesting Systems
Water Leak Repairs
Light Sewage Cleaning
Pump Repair & Replacement
Sewer Drain Cleaning & Sewer Drain Repair
High Pressure Drain Jetting

SECTION 3

WELCOME LETTER

REFERENCE: KITSAP 911 REMOTE SITES HVAC PROPOSAL: ONE VISIT PER YEAR, TWO YEAR CONTRACT

Hello,

West Coast Mechanical Solutions appreciates the opportunity to submit this proposal for HVAC preventative maintenance services at your facility.

Our team will perform services in accordance with the scope outlined in Attachment A of the contract. Standard service hours are Monday through Friday, from 7:00 AM to 5:00 PM. In addition, we offer on-call support 24 hours a day, 365 days a year.

West Coast Mechanical Solutions is dedicated to delivering exceptional service for all your HVAC and plumbing needs. We look forward to the opportunity to support you in providing your tenants with a clean, comfortable, and safe environment.

Rates:

HVAC SERVICE (above standard maintenance)

- STANDARD | $160.00 per hour, $75.00 truck charge, per truck
- AFTER HOUR EMERGENCY | $247.50 per hour, $75.00 truck charge, per truck

PLUMBING SERVICE (if applicable)

- STANDARD | $172.00 per hour, $75.00 truck charge, per truck
- AFTER HOUR EMERGENCY | $258.00 per hour, $75.00 truck charge, per truck

ELECTRICAL SERVICE (if applicable)

- STANDARD | $172.00 per hour, $75.00 truck charge, per truck
- AFTER HOUR EMERGENCY | $258.00 per hour, $75.00 truck charge, per truck

Sincerely,

Dave Adkins

SECTION 4

CONTRACT

This agreement is between Kitsap 911 and West Coast Mechanical Solutions, LLC to provide one-time HVAC annual preventative maintenance under a two-year contract at the following rates for the following locations:

Total Maintenance for ALL Properties: 2 Year Contract = $5,506.00 + WWST

- EAST 30TH: 3027 Olympus Drive, Bremerton, WA
- GOLD MOUNTAIN: 1686 Minard Road West, Bremerton, WA
- HANSVILLE ROAD: 31821 Hansville Road Northeast, WA
- MANDUS OLSON: 10590 Mandus-Olson Road Northeast, Bainbridge Island, WA
- NEWBERRY HILL: 8115 Dickey Road, Silverdale, WA
- ORCHARD HEIGHTS: 1826 Fircrest Drive Southeast, Port Orchard, WA
- PURDY: 14515 54th Avenue Northwest, Purdy, WA
- SIMON POINT: 2400 Tahuyeh Lake Road Northwest, Bremerton, WA
- SUQUAMISH: 22063 Dewberry Road Northeast, Indianola, WA
- TEAL LAKE: 1057 Teal Lake Road, Port Ludlow, WA
- VIEW PARK: 8869 Southeast View Park Road, Port Orchard, WA

West Coast Mechanical Solutions, LLC will provide the following material to complete the necessary maintenance on equipment listed in Attachment B: Pleated Air Filters, Belts, Lubricants, and Cleaning Supplies.

In the event payment is not received within 30 days of invoicing, West Coast Mechanical Solutions, LLC has the right to withhold services until issues are corrected.

Exclusions: Structural, engineering, permits, roofing and anything not listed in Attachments A & B

The preauthorized amount for minor repairs found during service calls/maintenance is:

_____$0_____ NTE

Kitsap 911
Authorized Representative:

Date 8/11/25

Signature _____

Name/Title Brandon Wecker, Deputy Director

West Coast Mechanical Solutions, LLC
Authorized Representative:

Date: July 21, 2025

Dave Adkins, Project Manager

ATTACHMENT A: SERVICES

Heat Pumps

Bard & Marvair Units – Annual Service

- Replace all air filters (Merv. 8 filter rating)
- Check belts and adjust as needed
- Check electrical disconnects
- Check electrical wiring and electrical components for overheating and damage (contactors, relays, and connection points)
- Check all bearings and motors for proper operation
- Lubricate all bearings, motors, shafts and linkages and all other moving parts per manufactures specifications
- Test and verify units are operating properly
- Check coils for damage
- Check operation of condenser fans and indoor blower motors
- Check condensate pan for debris
- Check drain lines and traps (before summer)
- Check and verify for proper refrigerant charge
- Check condenser coil for dirt, cottonwood, lint, etc and clean
- Check evaporator coil for buildup and clean
- Verify all housings, panels, and guards are tight and secure
- Check for unusual noises
- Verify economizers operate properly (make setting adjustments as needed)
- Check for proper temperature split on coils
- Check expansion devices for proper operation
- Clean inside electrical cabinet
- Verify operation of all crankcase heaters
- Make sure all safety devices are working properly
- Clean outside air filters

ATTACHMENT A: SERVICES

Split Systems

Annual Service:

- Clean/Change filters
- Visually inspect for leaks
- Check for unusual noises
- Check electrical connections and tighten
- Inspect wiring & starter contacts for signs of wear, arcing, overheating, burns, etc.
- Check operation of condenser fans
- Check air handler for proper operation
- Check condensate pan for proper operation
- Check refrigeration charge for proper operation
- Check outside coil for dirt and cottonwood lint
- Check indoor coil for build up
- Verify all housings and guards are tight and secure
- Check proper operation of reversing valve (if applicable)
- Check for proper temperature split on coils
- Check expansion devices for proper operation
- Clean condenser coils
- Clean air handler sections

ATTACHMENT B: EQUIPMENT LIST

Site Name	Location	County	Coordinates (NAD83)	Number of Units (Configuration)	Make	Model/Model series
E30th	*3027 Olympus Drive Bremerton, WA 98310*	*Kitsap*	47-35-26.31 122-37-11.77	1	Bard	WA302/ WA372
Gold Mountain	*1686 Minard Road West Bremerton, WA*	*Kitsap*	47-32-55.8 122-47-08.1	1 Air Handler,	Trane	TTA-SVX02B-EN 18-AC60D8-1
				2 heat pumps (Lead/Lag)	Trane	TWE-SVK03CN-EN
Hansville Road	*31821 Hansville Rd NE Hansville, WA*	*Kitsap*	47-51-01.77 122-32-33.37	2 (Lead/Lag)	Bard	WA253
Mandus Olson	*10590 Mandus-Olson Road NE Bainbridge Island, WA*	*Kitsap*	47-39-21.81 122-32-50.11	2 (Lead/Lag)	Bard	WA302/ WA372
Newberry Hill	*8115 Dickey Road Silverdale, WA*	*Kitsap*	47-38-17.51 122-43-32.12	2 (Lead/Lag)	Bard	WL253
Orchard Heights	*1826 Fircrest Drive SE Port Orchard, WA*	*Kitsap*	47-31-55.32 122-35-59.83	2 (Lead/Lag)	Bard	WA253
Purdy	*14515 54th Avenue N.W. Purdy, WA*	*Pierce*	47-23-27.0 122-36-29.0	2 (Lead/Lag)	Marvair	AVP60ACA05CU1000G6 *(ED-F000107603-000-032 & ED-F000107603-000-033)*
Simon Point	*2400 Tahuyeh Lake Rd NW Bremerton, WA*	*Kitsap*	47-35-15.0 122-49-6.0	2 (Lead/Lag)	Bard	W36A1 & W36L1
Suquamish	*22063 Dewberry Rd NE Indianola, WA*	*Kitsap*	47-45-35.09 122-31.03.62	2 (Lead/Lag)	Bard	WL253
Teal Lake	*1057 Teal Lake Road Port Ludlow, WA*	*Jefferson*	47-54.02.10 122-40-13.65	2 (Lead/Lag)	Bard	WL253
View Park	*8869 SE View Park Road Port Orchard, WA*	*Kitsap*	47-28-49.0 122-32-02.0	1	Bard	WL253

WCMS INFORMATION

24/7 Dispatch

253-225-0667

BUSINESS OFFICE

2823 29TH AVE, SW, STE 109
TUMWATER, WA, 98512
253-225-0667
office@westcoast-mech.com

Dave Adkins, Project Manager
253-303-3990
dadkins@westcoast-mech.com

Ross McIsaac, Partner
360-789-0453
rmcisaac@westcoast-mech.com

Invoicing
253-225-0667
office@westcoast-mech.com



WEST COAST
MECHANICAL
SOLUTIONS

PREVENTATIVE MAINTENANCE AGREEMENT – CONTRACT RENEWAL

ADDENDUM A

This Addendum is between Kitsap 911 and West Coast Mechanical Solutions, LLC to provide HVAC preventative annual maintenance at the following property:

KITSAP 911 REMOTE SITES HVAC

September 1,2027

- Annual Billing = $4,948.00 + WSST
- Total Contract Price = $4,948.00 + WSST
  Contracted Rates:
  HVAC Service Repair Outside of Contract / Truck Charge = $185.00 / $100.00
  Plumbing + Electrical Service Repair / Truck Charge = $185.00 / $100.00

September 1,2028

- Annual Billing = $5,096.00 + WSST
- Total Contract Price = $5,096.00+ WSST
  Contracted Rates:
  HVAC Service Repair Outside of Contract / Truck Charge = $TBD / $TBD
  Plumbing + Electrical Service Repair / Truck Charge = $TBD / $TBD

September 1, 2029

- Annual Billing = $5,350.00 + WSST
- Total Contract Price = $5,350.00 + WSST
  Contracted Rates:
  HVAC Service Repair Outside of Contract / Truck Charge = $TBD / $TBD
  Plumbing + Electrical Service Repair / Truck Charge = $TBD / $TBD

This agreement may automatically renew each year on the anniversary date unless either party provides written notice of termination at least thirty 30 days prior to the renewal date. On each anniversary date after September 2nd, 2029, the pricing may increase.

The preauthorized amount for minor repairs found during service calls/maintenance is:

Ø NTE

Kitsap 911
Authorized Representative:

Date 9-21-2026

Signature [signature]

Name/Title Dano Cole, TSG MGR

West Coast Mechanical Solutions, LLC
Authorized Representative:

Date: 9/16/2026

Dave Adkins, Project Manager

KITSAP 911

CONTRACT REVIEW SHEET

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

A. GENERAL INFORMATION

1. Contractor: Halo
2. Purpose: HALO Software for Work Order and Project Management – 2 year
3. Contract Amount: $59,214.40 — Disburse: X — Receive:
4. Contract Term: 11-23-2026 to 11-22-2028
5. Contract Administrator: Lenny Clifton — Contact: Lenny.Clifton@imaginehalo.com

Approved: _____ **Date** _____

Executive Director

B. ACCOUNTING INFORMATION

1. Contract Control Number: K911-106
2. Fund Name: Computer - Software
3. Payment from-Revenue to CC/Account Nbr:

C. RISK MANAGER REVIEW

1. [X] Approved [ ] Not Approved

Reviewer Ken Bagwell **Date** 11-09-2026

2. Comments: Standard Terms and Conditions limits liability only for last 12 months and no indemnification language. Same as previously signed SaaS T&C agreements.

D. ATTORNEY REVIEW

1. [X] Approved [ ] Not Approved

Reviewer Farah Derosier **Date** 11-09-2026

2. Comments: Standard Terms and Conditions limits liability only for last 12 months and no indemnification language. Same as previously signed SaaS T&C agreements.

H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.

(For contract signing authority, see Kitsap 911 Govening Directive # 60 Purchasing and Contracting)

Ratification By Kitsap 911 Executive Committee Chair _____ **Date** _____

Docusign Envelope ID: 611F94E1-79BE-8E54-80AC-B9296E90783B

PROPOSAL

Terms and Conditions of Business

CUSTOMER INFORMATION	ACCOUNTS BILLING INFORMATION
Company Name: Kitsap 911	**Accounts Contact Name:** Accounting
Contact Name: Donno Cole **Contact Number/email:** 360-801-0670 / dcole@kitsap911.org	**Accounts Email Address:** accounting@kitsap911.org
Company Address: 911 Carver St Bremerton, WA 98312	**Accounts Billing Address:** 911 Carver St Bremerton, WA 98312
Website: https://www.kitsap911.org	**Purchase Order Number:** PO_2026_01841

ORDER DETAILS

Item Code	Qty	Description	Price	Other	Amount
HHA	16	Named Licenses Cloud hosted, SaaS offering at $89.10 per agent, per month. Paid upfront for two years. 10% discount applied.			$34,214.4
HPS	1	Halo Standard Professional Services Bundle Implemented by a Halo consultant			$25,000

TOTAL	$59,214.4

ADDITIONAL COMMENTS

Please note, it is Halo Software LLC's preference to onboard all new HaloITSM clients via one of our Third Party Halo Certified Implementation Partners.

Implemented internally, paying up front for two years.

Docusign Envelope ID: 611F94E1-79BE-8E54-80AC-B9296E90783B

1. RELATIONSHIP, APPLICABILITY OF TERMS

(a) These Terms and Conditions of Business, set out the terms and conditions on which HALO shall provide Services to the Customer, and on which Customer shall use the Services.

(b) By using the Services, or by signing or accepting an Order Form, the Customer confirms that it accepts and agrees to be legally bound by all terms and conditions of this Agreement.

2. DEFINITIONS

For the purposes of this Agreement, the following definitions shall apply:

(a) "Affiliate" shall mean any entity that directly or indirectly controls, is controlled by, or is under common control with the subject party.

(b) "Customer" or "You" means the person, company or organization that has ordered the Services or the Support Services. Where an individual purchases Services or Support Services for business use, the Customer shall be that individual's employer or the company on whose behalf the purchase is made (and Halo will assume that such individual has the authority to purchase on behalf of their employer or such company); or (b) where an entity or organization purchases the Services or the Support Services for use by its employees, agents, Affiliates, employees of Affiliates and independent contractors, the Customer shall be that entity or organization (and such entity or organization shall be responsible for all use by its employees of the Services).

(c) "Documentation" Shall mean the user manual of the Services as well as any other materials and documentation provided by Halo as part of and/or defining the scope and functionality of the Services, as may be made available by Halo, at its sole discretion, and as may be amended by Halo, from time to time, at its sole discretion – provided always that such amendments shall not have the intention or effect of limiting the scope, functionality or security of the Services.

(d) "Halo" means Halo Software LLC, a company incorporated in Wyoming and with its registered office address at 400 Sequoia Dr, STE 104, Bellingham, WA, 98226.

(e) "Order Form" shall mean a purchase order or another mutually agreed upon document, whether in hard copy or electronic form, by which You may order subscription to the Services or to any other services of Halo that accompanies this Agreement and any other document referenced or incorporated into such Order Form, all as agreed and accepted in writing by Halo.

(f) "Services" shall mean the web-based automated software as a service platform consisting of the features, tools and services, as detailed in the Order Form, to which You are granted with access by Halo under this Agreement, including any Updates thereto and Support Services.

(g) "Software" means the online software-as-a-service solution(s) provided by Halo, including any Updates.

(h) "Support Services" shall mean, collectively the following services that may be provided by Halo to its customers, at its sole discretion: (i) the support for the correction of errors in the Services; and (ii) provision of Updates to the Services. Support Services are purchased and provided as a single service and cannot be purchased or provided independent of each other.

(i) "Update(s)" shall mean modifications, corrections, updates and enhancements to the Software or the Services that Halo, in its sole discretion, makes generally available as part of its Services or Support Services, from time to time, including those intended to correct an error in the Services, and that may or may not include additional features, level of performance and/or functionality for the Services. Updates shall not materially reduce the scope, functionality, performance or security of the Services.

(j) "User(s)" shall mean those individuals authorized by You or on Your behalf to use the Services up to the number allowed under the Order Form.

(k) "Your Data" refers to the data provided by You that resides in Your Services environment, including, without limitation, Third Party Content (as defined herein), files, materials, data, text, audio, video, images or other content and information submitted by You and Your Users to the Services or generated through Your use of the Services.

3. GRANT OF RIGHTS

(a) Subject to the full payment of the fees and subject to the terms and conditions set forth in this Agreement, upon Halo's acceptance of Your Order Form and for the Subscription Term, You are granted a non-exclusive, non-assignable, royalty free, worldwide limited right to use the Services solely for Your internal business operations and subject to the terms of the Agreement. You may allow Your Users to use the Services for this purpose and You are responsible for Your Users' compliance with this Agreement.

4. REGISTRATION

(a) To obtain access to the Service, You must enroll an account with Halo in Your name to enable the access and use of it. You are responsible for maintaining the confidentiality of Your user credentials and password. It is strictly prohibited to share Your user credentials and password with any other person; it is Your sole responsibility to protect Your user credentials and password, and to refrain from sharing such with any other person. You understand and agree that You are liable for any activity performed by any person accessing the Services using your user credentials and password.

5. LICENSE RESTRICTIONS

(a) Except as required to enable you to enjoy the proper benefit from the use of the Services as contemplated by this Agreement, You may not, or permit anyone to: (i) copy, reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas or algorithms of the Services or any software, documentation or data related to or provided with the Services; (ii) translate, modify, make derivative work of, the Services or any of its components and/or outputs; (iii) assign, sublicense, pledge, lease, rent, disclose, publish, sell, market, or share Your rights under this Agreement; (iv) make the Services or materials resulting from the Services available in any manner to any third party for use in the third party's business operations (unless such access is expressly permitted in writing by Halo for the specific license or materials from the Services You have subscribed for); (v) use the Services and/or its outputs unlawfully or in any manner not expressly authorized by this Agreement; or (vi) or access or use the Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to Halo.

(b) You shall not knowingly or willfully use the Services in any manner that could damage, disable, overburden, impair or otherwise interfere with Halo's provision of the Services.

(c) The rights granted under this Agreement are limited to the number of Users specified in the Order Form. Except as expressly provided herein, no part of the Services or Documentation may be copied, reproduced, distributed, republished, downloaded, displayed, posted or transmitted in any form or by any means, including but not limited to electronic, mechanical, photocopying, recording, or other means, except as required to enjoy the proper benefit from the use of the Services as contemplated by this Agreement, and You agree to make every reasonable effort to prevent unauthorized third parties from accessing the Services.

(d) You will not delete or in any manner alter the copyright, trademark, or other proprietary rights notices of Halo, if any, appearing on or in the Services, screen outputs and prints generated with the Services as delivered to You.

6. THE CUSTOMER AGREES

During the term of this Agreement, the Customer Agrees:

(a) To pay the subscription charges prescribed in each agreed Order Form in accordance with the terms and conditions of this Agreement. If at any time should the whole or any part thereof be in arrears then HALO shall be entitled to suspend all services hereunder until payment is made in full.

(b) To notify HALO in a timely manner either by e-mail or verbally of any error, flaw, failure, or fault in the HALO software that produces an incorrect or unexpected result, or causes it to behave in unintended ways.

(c) To pay HALO's Standard Charge (based on $300 per hour) on presentation of an invoice after written approval for (i) resolving issues originating as a result of the Customer requesting service in the event

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that the fault is either customer induced due to misuse or a programming error affected by the customer or his agent, or caused by an unsanctioned third-party integration; (ii) any maintenance calls where service is requested and supplied outside Agreement hours defined in the Service Level Agreement stated below; and (iii) any additional services required by Customer and agreed to by Halo

7. CUSTOMER OBLIGATIONS

(a) You will be responsible for ensuring that Your use of the Services complies with all applicable laws, statutes, regulations and ordinances.

(b) You will: (i) be solely responsible for the nature, quality and accuracy of Your Data; (ii) ensure that Your Data (including the storage or transmission thereof) complies with this Agreement and any and all applicable laws, and regulations; and (iii) promptly handle and resolve any notices and claims relating to Your Data, including any notices sent to You by any person claiming that any of Your Data violates any person's rights.

(c) In order for Halo to provide You with certain Services, it is required that You will obtain an access to information and content of third parties (the "Third Party Content") that is required in connection with the Services, such sharing of access and/or disclosure of Third Party Content shall be at your own risk and responsibility, and You hereby represent and warrant to Halo that You have the right to include such Third Party Content in Your Data.

8. CONSENT TO USE OF DATA

(a) You agree that Halo may collect, use, store and transmit electronic data relating to Your use of the Services, and that such collected data may identify Your computer (including the Internet Protocol Address), operating system, Services' usage, and the individual User. Halo may use this information to improve its products and services and to recommend additional features provided by Halo to You and Your individual Users, provided that, any such use and disclosure shall be made in a form that does not personally identify You and does not make any correlation between You and Your Data (except for the purpose of recommending additional features to You and Your individual Users). Any personal data included in such data, and all other personal data provided to Halo and/or collected by Halo in connection with Your access to, and use of, the Services, are collected, used, stored and transmitted in accordance with Halo's Privacy Statement located at https://haloitsm.com/privacy-policy. To the extent that anything in this Section conflicts with the terms of Halo's Privacy Statement, the terms of the Privacy Statement shall prevail.

9. HALO AGREES:

During the term of this Agreement, Halo agrees:

(a) to provide to the Customer: (i) access to and use of the Services, as described in the Documentation; (ii) access to the Documentation; and (iii) Support Services, each as set out in these Terms & Conditions and in accordance with the Service Level Agreement in Annex 1.

(b) not to materially reduce the scope, functionality, performance or security of the Services, except as explicitly provided for in this Agreement (e.g. in relation to its suspension rights)

(c) at the request and expense of the Customer, to escalate the time frame of resolution of any error, flaw, failure, or fault in the Services that produces an incorrect or unexpected result, or causes it to behave in unintended ways.

(d) subject to the prior written agreement between the parties (including as to cost, time, location and content), to provide further detailed training of the Customer's employees, agents, contractors or third-party service providers, in the use and configuration of the Services.

10. SUSPENSION

(a) To the extent and only for so long as Halo reasonably believes it to be necessary, Halo reserves the right to temporarily suspend Your access to the Services at any time, without incurring liability of any kind if (i) it identifies an attack on Your account, or any attempt to access or manipulate Your account by a third party without Your consent; (ii) it reasonably believes suspension of the Services (or any part of it) is necessary to protect Halo's network or its other customers' use of the Services or to limit its or Your potential liability in the event of any unlawful or suspected unlawful activity by any user of the Services (whether or not an authorized User) or any third party claim against Halo or You; or (iii) it is required by law or by a regulatory or government body to suspend Your access to the Services (or any part of it). Halo will use reasonable efforts to inform You of any suspension (including the reasoning), and to restore access, as soon as reasonably possible, but You acknowledge and accept that prior notice may not always be practicable.

(b) Halo may, having previously advised the Customer, suspend its obligations under this Agreement for any period during which any amount owed by the Customer to Halo remains unpaid for more than 30 days.

11. WARRANTIES; DISCLAIMERS

(a) Limited Warranty. Halo warrants that the Services will perform in all material respects in accordance with the Documentation associated therewith.

(b) Remedies. Halo will use reasonable efforts to remedy any non-conformance in the Services which is reported to Halo pursuant to this clause 11. Halo may at its discretion repair, replace or provide a reasonable work around to any such non-conforming or defective Services (without materially reducing the scope, functionality, performance or security of the Services), or it may offer to grant a credit to You in an amount as determined by Halo, at its sole discretion. If such offer is not acceptable, or is not provided, and the non-conformity is not remedied, then You will have the right to terminate this Agreement for breach pursuant to clause 16(d) below.

(c) Any unauthorized modification of the Services, tampering with the Services, use of the Services inconsistent with the accompanying Documentation, or related breach of this Agreement voids the warranty.

(d) Disclaimer. EXCEPT AS SET OUT IN THIS AGREEMENT, HALO DOES NOT GUARANTEE THAT THE SERVICES WILL BE PERFORMED ERROR-FREE OR UNINTERRUPTED, THAT HALO WILL CORRECT ALL SERVICES ERRORS, OR THAT THE ALGORITHMS USED IN THE SERVICES WILL BE COMPLETE OR ACCURATE. YOU ACKNOWLEDGE THAT HALO DOES NOT CONTROL THE TRANSFER OF DATA OVER COMMUNICATIONS FACILITIES, INCLUDING THE INTERNET, THAT ARE NOT WITHIN ITS DIRECT CONTROL AND THAT THE SERVICE MAY BE SUBJECT TO LIMITATIONS, DELAYS, INTERRUPTIONS, AND OTHER PROBLEMS INHERENT IN THE USE OF SUCH COMMUNICATIONS FACILITIES. HALO IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS. TO THE EXTENT NOT PROHIBITED BY LAW, THESE WARRANTIES ARE EXCLUSIVE AND THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS INCLUDING FOR HARDWARE, SYSTEMS, NETWORKS OR ENVIRONMENTS OR FOR MERCHANTABILITY, SATISFACTORY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY HALO, ITS EMPLOYEES, DISTRIBUTORS, DEALERS OR AGENTS SHALL INCREASE THE SCOPE OF THE ABOVE WARRANTIES OR CREATE ANY NEW WARRANTIES. WHILE HALO MAKES REASONABLE EFFORTS TO ENSURE THAT YOUR DATA WILL BE SECURE, HALO DOES NOT GUARANTEE THAT THE SERVICES WILL BE FREE FROM LOSS, CORRUPTION, ATTACK, VIRUSES, "WORMS", "TROJAN HORSES" OR OTHER HARMFUL COMPONENTS, OR FROM INTERFERENCE, HACKING OR OTHER SECURITY INTRUSIONS. YOU SHOULD BE SURE TO BACK UP YOUR OWN SYSTEM PERIODICALLY TO ENSURE THAT ALL OF YOUR DATA IS AVAILABLE TO YOU IN THE EVENT OF ANY LOSS OR DAMAGE.

(e) Third Party Content Disclaimer. Halo makes no guarantees concerning the accuracy, reliability, currency, or quality of the Third Party Content, including any content, displayed through or while using the Services. Halo shall not be liable for the performance of software and systems

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owned by any third parties or for services and information provided, maintained or controlled by third parties, including but not limited to compilations of such information and Third Party Content in the Services.

12. LIMITATION OF LIABILITY; INDEMNITY

(a) Nothing in this Agreement shall exclude or restrict the liability of either party (the "Defaulting Party") to the other for (i) death or personal injury resulting from the negligent act of the Defaulting Party; (ii) any fraudulent misrepresentation by the Defaulting Party; (iii) any other liability to the extent that it cannot be limited or excluded by law; or (iv) any amounts agreed to be paid by Customer to Halo for Services provided under this Agreement.

(b) Limitation of Liability. SUBJECT TO CLAUSE 12(a) AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND ARISING FROM THIS AGREEMENT, WHETHER RESULTING FROM TORT (INCLUDING NEGLIGENCE), BREACH OF CONTRACT, PRODUCT LIABILITY, OR OTHER FORM OF ACTION, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE EACH PARTY'S TOTAL LIABILITY UNDER THIS AGREEMENT WILL BE LIMITED TO THE FEES PAID TO HALO UNDER THIS AGREEMENT, IN THE TWELVE (12) MONTHS PERIOD IMMEDIATELY PRIOR TO THE DATE THE CAUSE OF ACTION AROSE.

(c) Indemnification by Halo. Subject to the provisions of this clause 12, in the event of any claim made, threatened or brought against Customer alleging that the intellectual property rights of a third party have been infringed by virtue of: (i) Customer's use of the Services in accordance with the terms of this Agreement; or (ii) Halo's use of any third party components (each a "Claim Against Customer") Halo will defend Customer, and indemnify Customer against all costs, expenses (including attorney's fees and settlement costs), liabilities and damages that are actually and reasonably incurred or finally awarded by a court of competent jurisdiction to be paid to any third party in respect of such Claim Against Customer.

(d) Resolving Claims. In the event of a Claim Against Customer, Halo shall have the right in its absolute discretion and at its own expense: (i) to procure the right for the Customer to continue using the Services in accordance with the terms of this Agreement; (ii) to make such alterations, modifications or adjustments to the Services so that they become non-infringing; or (iii) to replace the Services with non-infringing services, in each case provided that there is no material decrease in the scope or functionality of the Services. If Halo is unable to resolve a Claim Against Customer by taking one of the actions under clause 12.2, Customer shall have the right to terminate this Agreement upon repayment to the Customer of the Subscription Fee for Services paid for but not yet rendered as of the effective date of termination on a pro rata basis and, together with the indemnity granted above, such right shall be the Customer's sole and exclusive remedy under this Agreement in respect of any such Claim Against Customer.

(e) The indemnity provided above shall not apply to the extent that any claim (a) does not cite the Services as the basis of the Claim; or (b) arises as a result of or in connection with or attributable to: (i) any configurations or modifications made to the Services by the Customer or on the Customer's behalf (other than by Halo); (ii) the combination of the Services with any third party software, components, environment or platform not expressly permitted by Halo; or (iii) any other use of the Services in breach of this Agreement.

(f) Subject to the provisions of this clause, in the event of any claim made, threatened or brought against Halo, attributable to the use of or access to the Services by the Customer other than in accordance with this Agreement (a "Claim Against Halo"), the Customer shall defend Halo and indemnify Halo against all costs, expenses (including attorney's fees and settlement costs), liabilities and damages, that are actually and reasonably incurred, or awarded by a court of competent jurisdiction to be paid to any third party, in respect of such Claim Against Halo.

(g) The indemnity obligations in this clause do not apply unless the Indemnitee (i) promptly notifies the Indemnitor of the threat or notice of such a Claim, provided that failure to promptly notify will not affect the right to indemnification unless the Indemnitor is materially prejudiced by the late notice; (ii) does not make any admission as to liability or compromise or agree any settlement of the Claim without the prior written consent of the Indemnitor (which shall not be unreasonably withheld or delayed), or otherwise prejudice Indemnitor or any other third party's defense of such Claim; (iii) gives Indemnitor, or such person as Indemnitor shall direct, immediate and complete control of the conduct or settlement of all negotiations and litigation arising from the Claim; and (iv) gives Indemnitor, and other third parties as Indemnitor shall direct, all reasonable assistance with the conduct or settlement of any such negotiations or litigation.

(h) The provisions of this clause set out the Indemnitee's exclusive remedy, and the Indemnitor's sole liability, in relation to any Claims referred to in this clause.

(i) The warranties, disclaimers and limitations of liability set out in this Agreement allocate the risks associated with this Agreement between the parties. This allocation is reflected in the pricing of the Services and is an essential element of the basis of the bargain between the parties.

13. INTELLECTUAL PROPERTY RIGHTS

(a) Halo Ownership. This Agreement gives You limited subscription to access and use the Services. You acknowledge and agree that all right, title and interest, including, without limitation, all copyrights, trademarks, trade names, logos and service marks, trade secrets and know how patents, licenses, designs and algorithms, utility models, and all improvements thereto, and any other intellectual property rights, in and to, the Services and the Documentation (including but not limited to any images, photographs, animations, video, audio, music, text, and "applets" incorporated into the Services), are owned solely by Halo (or of its third party licensors). All rights not specifically granted to You under this Agreement, including, without limitations, all copyrights, trademarks, trade names, logos and service marks, trade secrets and know how patents, licenses, designs and algorithms, utility models, and all improvements thereto, and any other intellectual property rights are reserved by Halo and its licensors.

(b) Your Ownership. You reserve all rights in Your Data and Halo does not claim ownership of Your Data that is transmitted, stored, or processed as part of the Services. Halo also does not control, verify, or endorse Your Data that You and others make available on the Services. You warrant that: (a) You have all the rights in Your Data necessary for the purpose of this Agreement and the use of the Services and, (b) the storage, use or transmission of Your Data through the Services as contemplated by this Agreement does not violate any law or this Agreement.

14. CONFIDENTIALITY

(a) Each party (the "Disclosing Party") may disclose to the other (the "Receiving Party") certain confidential technical and business information which the Disclosing Party desires the Receiving Party to treat as confidential.

(b) "Confidential Information" means any information disclosed by either party to the other party, either directly or indirectly, in writing, orally, electronically or by inspection of tangible objects (including without limitation documents, prototypes, equipment, technical data, trade secrets and know-how, product plans, Services, services, suppliers, customer lists and customer information, prices and costs, markets, software, databases, developments, inventions, processes, formulas, technology, employee information, designs, drawings, engineering, hardware configuration information, marketing, licenses, finances, budgets and other business information), which is designated as "Confidential", "Proprietary" or some similar designation at or prior to the time of disclosure, or which should otherwise reasonably be considered confidential by the Receiving Party.

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(c) Confidential Information may also include information disclosed to a Disclosing Party by third parties.

(d) Confidential Information shall not, however, include any information which the Receiving Party can document (i) was publicly known and made generally available prior to the time of disclosure by the Disclosing Party or an authorized third party; (ii) becomes publicly known and made generally available after disclosure through no action or inaction of the Receiving Party in violation of any obligation of confidentiality; (iii) is already in the possession of the Receiving Party at the time of disclosure without any obligation of confidentiality; (iv) is lawfully obtained by the Receiving Party from a third party without a breach of such third party's obligations of confidentiality; or (v) is independently developed by the Receiving Party without use of or reference to the Disclosing Party's Confidential Information.

(e) Receiving Party agrees: (i) to take reasonable precautions to protect such Confidential Information; (ii) not to use, copy or reproduce the other party's Confidential Information for any purpose outside the scope of this Agreement; (iii) not to divulge to any third person any such Confidential Information, except to those of its representatives who need to know the information for the purposes of this Agreement, provided that they inform such Representatives of the confidentiality provisions of this Agreement and, as soon as reasonably practicable, the confidential nature of the Confidential Information and at all times remain responsible for their representatives' compliance with the obligations of confidentiality set out in this Agreement, and liable for any loss or damage whatsoever caused by the failure of any of its Representatives to comply with the terms of this Agreement; and (iv) to notify the other party if it suspects or becomes aware of any unauthorized copying, use or disclosure of the other party's Confidential Information in any form.

(f) Each party retains all ownership rights in and to its Confidential Information.

(g) Despite the provisions of this clause 14, neither party shall be restricted from disclosing the other party's Confidential Information or any part of it as may be required pursuant to a judicial or other lawful government order or otherwise by law, but only: (i) to the minimum extent required to comply with such requirement; and (ii) subject to the party obliged to comply with such requirement giving the other party as much notice of the terms of the order as may be legally permissible and reasonably practicable; and (iii) provided that it makes reasonable efforts to ensure that the Confidential Information disclosed is handled in a confidential manner.

(h) Nothing in this clause 14 shall prevent: (i) Halo from disclosing the Software or the Documentation, and providing services similar to the Services, to any third party; or (ii) the Customer from disclosing the Software or Documentation to such of its employees, sub-contractors, Affiliates, and advisors as is necessary for the Customer to be able to exercise its rights and comply with its obligations under this Agreement.

(i) The obligations and restrictions in this clause will survive for 3 years after the termination or expiry of this Agreement.

15. PAYMENT TERMS

(a) Unless explicitly set forth in this Agreement, all fees and other amounts due under this Agreement are non-cancellable and non-refundable.

(b) The fees and all other amounts due as specified in this Agreement and associated Order Form(s) and price lists are net amounts to be received by Halo, exclusive of all taxes, duties, and assessments, including without limitation all sales, property, import duty, withholding, excise, ad valorem, use taxes and other taxes based on the Services subscription provided under this Agreement (collectively, the "Taxes"), and are not subject to offset or reduction because of any Taxes incurred by You or otherwise due as a result of this Agreement.

(c) All charges under this Agreement are subject to tax, where applicable. An invoice will be sent to the Customer for all payments under this Agreement, with relevant taxes applied, where applicable.

(d) Unless otherwise agreed to by the parties in writing, You shall pay all fees or amounts (together with any Taxes) within 30 days of the date of receipt of a valid and correct invoice.

(e) Without prejudice to any other rights and remedies to which Halo may be entitled, a late fee shall be charged on any overdue amounts and any other fees and expenses not paid as provided under this Agreement at the rate of one percent (1%) per month, or the highest rate allowable under applicable law, whichever is less, commencing with the date payment was due.

16. DURATION OF THIS AGREEMENT; TERMINATION

(a) This Agreement shall commence on the date of first provision of the Services, and shall continue for a period of twelve (12) consecutive months or such other period agreed between the parties in writing on the initial Order Form (the "Initial Term").

(b) At the end of the Initial Term, or any subsequent Renewal Term (as defined below), You may renew Your subscription to the Services (to the extent Halo still offers such Services to its customers at such time) for an additional term of twelve (12) consecutive months or such other period agreed to in writing on the relevant Order Form (the "Renewal Term" and collectively with the Initial Term, shall be referred to as "Subscription Term"), provided that (i) You are current on all payments due to Halo, whether under this Agreement or under any other agreement with Halo, and (ii) You pay Halo, or its Affiliate (as instructed by Halo, at its sole discretion), the renewal fee for the respective Renewal Term, according to Halo's then-current pricing or as otherwise agreed. Any such renewal shall be documented through an agreed Order Form.

(c) The Agreement shall automatically renew unless notice is given by the Customer with a minimum of 30 days notice before the current subscription period ends.

(d) If either party (the "Defaulting Party") has committed any breach of the Agreement, and has not remedied such breach within fourteen (14) days after notice to that effect from the other party (the "Affected Party"), this Agreement may be terminated by notice from the Affected Party to the Defaulting Party at their last known address.

(e) If either party (the "Insolvent Party") shall be adjudged insolvent or bankrupt, or shall be unable to pay its debts as they fall due, or shall make assignment for the benefit of its creditors generally, or have a receiver appointed for it or for any of its property or assets, or if it shall discontinue or abandon or dispose of the whole or a substantial part of its business, or shall have a petition presented or a resolution passed for its winding up, or if a notice is issued convening a meeting for the purpose of passing any such resolution, the other party shall have the right at any time thereafter to terminate this Agreement immediately by notice to the Insolvent Party.

17. VARIATION OF MAINTENANCE CHARGE

(a) HALO SOFTWARE LLC may vary the subscription charge payable annually in respect of its proprietary software and services, provided that any such increase shall be limited to an increase of no more than five percent (5%) or the retail price index (RPI), whichever is the higher. No such variation shall take effect earlier than one (1) year after the commencement of the term of this Agreement, or less than one (1) year after a preceding variation. HALO SOFTWARE LLC shall provide the Customer with not less than thirty (30) days' prior written notice of any such increase.

(b) Notwithstanding clause 17(a), the pricing of any third-party software, services, or data made available by HALO SOFTWARE LLC, including without limitation Halo Asset Discovery powered by Lansweeper, shall not be subject to the pricing limitations set out in this Agreement. Any increase in charges for such third-party products or services may be passed through to the Customer to reflect increases imposed by the relevant third-party supplier, provided that HALO SOFTWARE LLC gives the Customer not less than thirty (30) days' prior written notice of such increase.

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18. PROHIBITION OF ORAL VARIATIONS

(a) No representation relating to, or in any way connected, with the HALO SOFTWARE LLC software shall be deemed to be made on behalf of HALO SOFTWARE LLC, nor shall any such representation bind HALO SOFTWARE LLC unless such representation is made in writing, and signed by a Director of HALO SOFTWARE LLC.

19. GENERALLY

(a) This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.

(b) HALO's rights hereunder shall not be affected by granting of any time or indulgence to the Customer.

(c) Governing Law and Exclusive Jurisdiction. This Agreement shall be governed and construed in accordance with the laws of Washington State without regard to conflict of laws principles. You agree to the exclusive jurisdiction of the WA courts for all disputes relating to or arising out of this Agreement, including issues relating to the Services.

(d) No Assignments. Neither party may sell, lease, assign, or otherwise transfer, this Agreement in whole or in part, or its rights or obligations under this Agreement without the express written consent of the other party, provided, however, that such consent shall not be unreasonably withheld in relation to the proposed assignment of this Agreement to any acquirer or Affiliate (as the case may be) in connection with a merger, acquisition, or sale of all or substantially all of the subject party's assets. Subject to the foregoing, this Agreement will bind and inure to the benefit of each party's successors and permitted assigns.

(e) Entire Agreement. This Agreement together with any agreed Order Form(s) constitutes the complete understanding between the parties, and replaces and supersedes all previous oral or written agreements, understandings, or arrangements between the parties. In case of contradiction between the provisions of this Agreement and any other written agreement between the parties hereto (other than an Order Form), the provisions of this Agreement shall prevail, unless explicitly stated otherwise in a written agreement signed by both parties.

(f) Modifications. Halo Software LLC may amend this Agreement at any time by providing You a reasonable notice. In such case, You shall have the sole responsibility to review such amended version of Agreement. The amended terms and conditions of this Agreement shall bind You upon their effective date. Halo shall not exercise this right to materially prejudice You, or to reduce its obligations or the scope, functionality or security of the Services. If You do not agree to any changes to this Agreement, you must immediately cease use of the Services and Documentation and may terminate all subscriptions by giving written notice to Halo within 14 days of the effective date of the change. Following such termination, Halo shall refund any amounts paid for Services paid for but not yet rendered for the period after the effective date of termination, on a pro rata basis

(g) Unenforceable Terms. Unenforceable Terms shall not affect the Enforceability of the Remaining Terms. Should any term of this Agreement be declared void or unenforceable by any court of competent jurisdiction, such declaration shall have no effect on the remaining terms hereof.

(h) Failure to Enforce Does Not Constitute Waiver. The failure of either party to enforce any rights granted hereunder or to take action against the other party in the event of any breach hereunder shall not be deemed a waiver by that party as to subsequent enforcement of rights or subsequent actions in the event of future breaches.

(i) Matters beyond reasonable control. If either party is unable to perform any obligation under this Agreement because of a matter beyond that party's reasonable control, such as lightning, flood, exceptionally severe weather, fire, explosion, war, civil disorder, industrial disputes, act of terrorism or acts of local or central Government, or other competent authorities, or events beyond the reasonable control of that party's Suppliers, that party will have no liability to the other for that failure to perform.

(j) Anti-corruption. Each party shall: (i) comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption, including, but not limited to, the UK Bribery Act 2010; (ii) have and maintain in place throughout the Subscription Period its own policies and procedures designed to ensure compliance with anti-bribery and anti-corruption laws, as appropriate; and (iii) promptly report to the other party any request or demand for any undue financial or other advantage of any kind made or received by it in connection with the performance of this Agreement.

(k) Third Party Beneficiaries. The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement, and nothing in this Agreement shall confer or purport to confer on any third party any benefit or any right to enforce any term of this Agreement.

(l) Any notice to be given under this Agreement shall be in writing. Notices for shall be sent by post to the party's registered office address from time to time or by email to any email address that may have been provided for such purpose. For the purposes of this clause, "post" shall mean registered post with guaranteed next day delivery, for post within the UK only, or an overnight service from an internationally recognized courier service, for international post. Any such notice or other document shall be deemed to have been served: if delivered by email - 24 hours after delivery; and if sent by post - upon the expiration of two (2) Working Days after posting or collection by the courier.

(m) Survival. Any rights or remedies of Halo Software LLC respecting payment of fees by You and the provisions relating to payment obligations, confidentiality, intellectual property, limitation of liability, indemnities, and governing law shall survive termination or expiry of this Agreement.

(n) HALO warrants that, throughout the term of this Agreement, HALO shall not permit the acquisition of any stake in HALO, whether by merger, sale, private equity investment, or otherwise, by any third party, and that this restriction shall remain in effect for no less than ten (10) years from the effective date.

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ANNEX 1 – SERVICE LEVEL AGREEMENT

1. SERVICE LEVEL AGREEMENT

HALO will provide support for the Services in accordance with the following Service Level Agreement terms. Any variations required by the Customer must be agreed, in writing, by both parties prior to an order being placed.

2. NUMBER OF HOURS COVERED

(a) The "Working Week" is Monday through until Friday for the fifty-two (52) weeks in the civil Calendar year.
(b) The "Working Week" does not include Federal (Public) Holidays.
(c) The "Working Day" for all US Customers is 24 hours a day. Our "Working Day" for our International Customers will be confirmed upon request.

3. SUPPORT PROCEDURE

(a) To receive support for an issue, **a ticket must be raised** within our database, a ticket number received by you from HALO, and all subsequent communications to reference this ticket number in accordance with the Support Procedure detailed below.
(b) To raise a ticket via our HALO Customer Support portal, logins must be requested from the HALO Support team. This portal access allows tracking of tickets progress also.
(c) You will receive a ticket number from our database, for you to track progress, and quote when contacting us.
(d) If no ticket number is received, please assume that HALO are unaware of the issue.
(e) If your issue requires urgent assistance, please telephone our Support Team.
(f) In the unlikely event of no answer, please leave a voicemail when prompted, and our team will call you back.
(g) To track progress on a ticket, please ensure to update via the web portal, or e-mail with the original ticket number in the subject line as detailed in the Acknowledgement e-mail. Creating duplicate calls will only slow down progress on all tickets.
(h) For our team to remote in, please go to Help > Request Remote Assistance, or www.haloitsm.com/remote, run the file and provide the ID number to your HALO representative.
(i) For additional licenses, support and upgrades renewal enquiries, additional professional service and other general enquiries, please telephone our Sales Team.

4. LEVELS OF SUPPORT

HALO provides three levels of support to the Customer on all issues relating to HALO Services, that are not requested changes to the software's functionality at the time of purchase.

These three levels of support are:

FIRST (1ST) LEVEL SUPPORT

(a) 1st Level Support calls will usually cover basic setup and functionality of the software, can be submitted via telephone, e-mail or web portal, and aim to be resolved within 1 business day.
(b) Initial 1st level of support is provided in the following formats:
  - Detailed Main HALO Guide.
  - The Main Guide broken out into Mini Guides.
  - Informative videos.
  - Detailed Help File within the Help Desk Software.
  - Access to HALO's Knowledge Base via Support Web Portal.
(c) Additional 1st level of support includes a telephone call to our Support Team, where our team will undertake an immediate effort to resolve your issue by telephone and/or remote support.
(d) All calls, regardless if resolved by 1st Level Support or not, will be logged in our database, and a ticket number issued, as detailed above.
(e) If your call cannot be resolved by 1st Level Support, it will be escalated to second (2nd) Level Support.

SECOND (2ND) LEVEL SUPPORT

(f) 2nd Level Support calls will usually cover advanced functionality of the software; can be submitted via telephone, e-mail or web portal, and aim to be resolved within ten (10) business days.
(g) The 2nd Level of Support is provided beyond the support provided by 1st Level Support detailed above, up to the support provided by 3rd level support detailed below.
(h) All calls that cannot be resolved immediately by 1st Level Support will be escalated to 2nd Level Support.
(i) Where necessary, 2nd Level Support will engage the assistance of third (3rd) level Support to resolve incidents as quickly as possible.
(j) If your call cannot be resolved by 2nd Level Support, your call will be escalated to 3rd Level Support.

THIRD (3RD) LEVEL SUPPORT

(k) Third (3rd) Level Support calls usually will cover changes to the coding of the software, can be submitted via telephone, e-mail or web portal, and aim to be resolved within 1 calendar month.
(l) The 3rd Level of Support is provided beyond the support provided by 1st and 2nd Level Support detailed above.
(m) All calls that cannot be resolved by 2nd Level Support will be escalated to 3rd Level Support.

5. RESPONSE TIMES

(a) We aim to initially respond to E-mail and Web Portal submitted support calls within eight (8) working hours.
(b) We aim to answer telephone support calls within 4 minutes.
(c) However, if telephone support calls are not answered, a voicemail message can be left, and all messages will be responded to as soon as possible.

6. PRIORITY ONE ISSUES

(a) In the unlikely event of an issue with a significant impact to the ability to use the Services, these issues are classed as Priority One (1) issues, and dealt with immediately upon being reported to the HALO Support Team.
(b) These issues must be raised by telephone, and a ticket number obtained immediately.
(c) P1 issues remain P1 until dealt with, and no longer significantly impacts the ability to use the Services.

7. EXCLUSIONS

(a) We only support the Services, its components and features.
(b) Any additional support with 3rd party applications, including Microsoft products, is not provided as a standard part of the Agreement offered by us.
(c) Additional support outside of the Agreement may be available at our discretion, and will be chargeable under this Service Level Agreement.

8. CHARGEABLE

(a) Support covers Telephone and Remote support only for the HALO Services.
(b) Support on 3rd party products and modifications would be chargeable to you.
(c) Additional Professional Services are available to you, including but not limited to, On-Site Implementation & Customization, On-Site Training, Data Migration, and Third-Party Application Integration, and are chargeable to you.
(d) Professional Services may be delivered by our in house team of consultants or outsourced to a Certified Partner dependent on timescales and scope.
(e) No chargeable work will be carried out by us for you, until we are in receipt of a Purchase order, or monies in full.

9. COMPLAINTS

(a) All complaints of service must be submitted in writing to HALO SOFTWARE LLC, including Ticket Numbers, times and dates relevant to the ticket(s) in question and contact details of main point of contact that will be dealing with the complaint for you.

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(b) HALO SOFTWARE LLC will investigate and aim to respond to your complaints within 10 business working days.

(c) All complaints are aimed to be resolved within 30 calendar days to the satisfaction of both parties.

10. COMPENSATION

(a) No monetary reimbursements of costs will be provided for support during the period following purchase.

COMMENCEMENT DATE OF AGREEMENT:

As an authorized representative of the Customer, I agree that the above document will be adhered to.

Signature: Signed by: 03410BF1D370423...

Individual's Name: Jay English

Job Title: Executive Director

Business Name: Kitsap 911

Date: 11/23/2026

As an authorized representative of HALO SOFTWARE LLC, I agree that the above document will be adhered to.

Signature: Signed by: Lenny Clifton 2244F0EC8C234F5...

Individual's Name: Lenny Clifton

Job Title: Account Executive

Business Name: Halo Software LLC

Date: 11/19/2026