

Washington
Military
Department



Emergency
Management
Division

State 911
Coordination Office
(SECO)

Effective Date: July 1, 2022*

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SECO SALARIES AND BENEFITS SUMMARY

***Effective until superseded or amended.
Supersedes all previous 911 Salaries and Benefits Policies**

See Also:

WAC 118-66

SECO County/WSP Communications Equipment Contract / Federal Grant
Policy

SECO County Contract Policy

SECO Public Education Policy

SECO Washington State Patrol Communications Contract Policy

This summary defines the eligible and ineligible reimbursement salaries and benefits through the County and Washington State Patrol (WSP) Communications Contracts.

SALARIES AND BENEFITS REIMBURSEMENTS

All salary and benefit reimbursement request(s) must be submitted on the SECO provided Salary and Benefits forms (within the Monthly Report forms). Forms must include employee name, warrant number and/or payroll document/tracking number, date of warrant and/or payroll document/tracking and be only for actual and documented time performing 911 duties.

Those that work part-time and/or spend less than 50 percent of their time working an eligible position - must document total hours and may only request reimbursement for actual hours spent on 911 duties.

The SECO may request additional documentation to support reimbursement requests.

1. Coordinator Professional Development (CPD) Section of Contracts

The CPD section, benefits all counties and the WSP Communications under contract with the SECO.

The following is part of the CPD category of authorized expenses and does not require local 911 excise tax revenue to be used against these expenses.

a. Public Education Coordinator – Line Item CPD3

i. Funds calculated up to **\$5,000** (per contract period).

ii. Funds may be used for reimbursement of salary and benefits (regular and overtime ONLY) for the 911 Public Education Coordinator and other PSAP/911 staff who assist with public education duties/efforts within the county and to attend contractual required subcommittee meetings and training.

b. MSAG/Mapping/GIS/Information Technical (IT) Coordinator Salaries and Benefits– Line Item CPD4.1, 4.3, and 4.5

i. Funds are calculated up to **\$13,500** (per contract period).

ii. Funds may be used for salaries and benefits (regular and overtime ONLY).

iii. Under regionalization Counties, only the host county is eligible to claim IT Coordinator salary/benefits and/or training.

c. Call Receiver and Training Coordinator Salaries and Benefits – Line Item CPD5

i. Pool of funds are calculated by number of FTE Call Receivers times **\$500** up to a total max of 30 call receivers or **\$15,000** (per contract period).

ii. Funds may be used for regular (only for new hire salaries up to \$2,000 per new hire), overtime, backfill and/or CTO salaries of the call receivers while in training.

iii. Funds may be used for the reimbursement of salary and benefits (regular and overtime ONLY) for the Training Coordinator to conduct training, preparing for training, or while attending contractual required subcommittee meetings and training.

2. Basic Service Operating (BSO) Section of Contracts

Eligible counties may submit for reimbursement of the following salaries and benefit expenses under the BSO Section of the contract:

- a. **911 County Coordinator – Line Item S4**
 - i. Funds calculated up to **\$63,807** (per contract period).
 - ii. Funds may be used for regular salary and benefits ONLY.
- b. **MSAG/Mapping/GIS Coordinator – Line Item S5.1 & S5.2**
 - i. Funds calculated up to **\$57,090** (per contract period)
 - ii. Funds may be used for regular salary and benefits and/or overtime.
- c. **Information Technology (IT) Coordinator – Line Item S6**
 - i. Funds calculated up to **\$27,014** (per contract period) to support and maintain WAC-eligible 911 equipment.
 - ii. Funds may be used for regular salary and benefits and/or overtime.
 - iii. Regionalization counties, only the host county is eligible to claim IT Coordinator expenses.
- d. **911 Call Receiver Salary and Benefits – Line Item S7**

Funds may be used for regular, overtime, backfill and CTO salaries and benefits. This may also include part-time and working supervisors.

 - i. County BSO Contracts
 - Funds calculated up to **\$289,150** (per contract period).
 - ii. Regionalization Counties
 - Funds calculated up to **\$578,300** per host county (per contract period). *Example: County A & B are regionalized. County A is the host county. County A is eligible for \$289,150 and an additional \$289,150 for County B. Total Call Receiver Salary for County A, as the “Host County”, would be \$578,300. County B is not eligible for call receiver salaries since they are considered a “non-host” county.*
- e. **Public Education Coordinator – Line Item S8**
 - i. Funds calculated up to **\$7,273** (per contract period).
 - ii. Funds may be used for regular salary and benefits and/or overtime.
 - iii. Funds may be used for other PSAP/911 staffs’ salary that assists the Public Education Coordinator.
- f. **Training Coordinator – Line Item S9**
 - i. Funds calculated up to **\$7,273** (per contract period).
 - ii. Funds may be used for regular salary and benefits and/or overtime.
 - iii. Under regionalization counties, only the Host County is eligible to claim this line item.

Equipment maintenance funds may also be used for salary/benefits for the IT Coordinator and should be claimed under each specific equipment maintenance line item.

3. Basic Service Operating (BSO) Section of Washington State Patrol Communications Contract

Washington State Patrol (WSP) Communications may submit for reimbursement of the following salary and benefits under the BSO Section of the contract.

- a. **911 WSP Communications Coordinator – Line Item S4**
 - i. Funds calculated up to **\$63,807** (per contract period).
 - ii. Funds may be used for regular salary/benefits ONLY.

INELIGIBLE COSTS

The following items are ineligible expenses to be reimbursed through the County or WSP Communications Contracts:

- a. **Backfill** salaries/benefit expenses are not eligible for reimbursement under the following line items:
 - CPD3 Public Education Coordinator Salary
 - CPD4.1 MSAG Salary
 - CPD4.3 Mapping/GIS Salary
 - CPD4.5 IT Salary
 - CPD5 Training Coordinator Salary
 - S4 County or WSP Communications Coordinator
 - S5.1 MSAG Salary

- S5.2 Mapping/GIS Salary
 - S6 IT Salary
 - S8 Public Education Salary
 - S9 Training Coordinator Salary
- b. **Overtime** salaries and benefit expenses are not eligible for reimbursement under the line item S4 County/WSP Communications Coordinator salary.