

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

February 5, 2015

SERS Governing Board in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input type="checkbox"/> Jerry Smith	Mountlake Terrace
	<input type="checkbox"/> Michael Nelson	Edmonds	<input type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input type="checkbox"/> Ray Stephanson	Everett	<input type="checkbox"/> Gary Haakenson	Snohomish County
	<input checked="" type="checkbox"/> Steven Jensen	Lynnwood	<input checked="" type="checkbox"/> Richard Schrock	SCFD #1
	<input checked="" type="checkbox"/> Jon Nehring	Marysville	<input checked="" type="checkbox"/> Dr. Kent Saltonstall	Woodway
	<input checked="" type="checkbox"/> Bob Crannell	Mill Creek		
	<input type="checkbox"/> Michael Catlett	Brier	<input checked="" type="checkbox"/> Rex Caldwell	Mukilteo
	<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input checked="" type="checkbox"/> Brian Haseleu	Snohomish County
	<input type="checkbox"/> James Lawless	Edmonds	<input type="checkbox"/> Laura Caster	Snohomish County
	<input checked="" type="checkbox"/> Murray Gordon	Everett	<input type="checkbox"/> Ed Widdis	SCFD #1
	<input checked="" type="checkbox"/> Jim Lever	Everett	<input checked="" type="checkbox"/> Brad Reading	SCFD #1
	<input type="checkbox"/> Debra Bryant	Everett	<input type="checkbox"/> Mark Correira	SCFD #1
	<input type="checkbox"/> Van AuBuchon	Lynnwood	<input checked="" type="checkbox"/> Tom Howard	Woodway
	<input type="checkbox"/> Richard Smith	Marysville	<input type="checkbox"/> Tom Whitson	Woodway
	<input type="checkbox"/> Ken Neaville	Mill Creek	<input checked="" type="checkbox"/> Mark McDermott	SERS
	<input type="checkbox"/> Josh Roundy	Mill Creek	<input checked="" type="checkbox"/> Larry Kieling	SERS
<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Eva Ammons	SERS	
Guests in Attendance	Brad Cattle (Anderson Hunter)		Debbie Grady (SNOCOM)	
	Craig Boyd (SERS)		David Mendel (King County)	
	Karl Wright (SERS)		Marjean Penny (CT)	
	Adam Burns (SERS)			
	Phillip Kwon (Snohomish County)			
	Pet Caw (Mountlake Terrace)			

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW- UP
Call to Order / Roll Call	Meeting called to order at 9:30 a.m. by Jon Nehring.	
Introductions / Announcements	Round Table introductions were made.	
Public Comments		
Consent Items	<p>1. Acceptance of Minutes from the December 4, 2014 SERS Board Meeting.</p> <p>2. Approval of SERS payroll, invoice and expense summaries for December in the amount of \$200,942.28 and January in the amount of \$317,730.25.</p> <p>Warrant Numbers: 1837534,35,1839041,43,44,46,47,184747,52,55,56,58,59,61-68,70-75,77,84,1842362-73,1843326-31,33-37,1843695-99,1843700-03,1844342-44,47,49-50,1845011-13,1845472-83,86-91,</p>	

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	<p>1846571-76,1847381-90,92,93,1848706-08,12,13,16,38,5004856,72,74,75,87,89,92,5004929,41,5005062,64,86,5005101,14,18,5005227,31,35</p> <p><i>Brian Haseleu moved and Bob Colinas seconded a motion to approve the consent calendar including the Payroll and Expense Summary for December and January and the Board minutes for December. The vote was unanimously in favor.</i></p>	<p>Consent Calendar and Board Minutes Approved.</p>
<p>Reports</p>	<p><u>SERS Director's Report</u>: Mark reported that the system has continued to operate flawlessly. Over the last three weeks there has been a significant amount of interference emanating from downtown Everett area, which staff is diligently working to locate. At this point it appears to be cellular in nature. The FCC has been notified and is planning to assist, but are currently investigating a similar issue in Bellevue. The interference does take some channels out of service when it occurs but is not affecting users other than causing an occasional static burst on the radios. Mark asked David Mendel, Project Director for the King County Radio Replacement Project also known as PSERN to provide an update on the King County System radio replacement project. David reported that a contract was signed with Motorola in December for \$ 112 million for the replacement of the radio system, including infrastructure, dispatch equipment and 19,000 subscriber radios, but does not include site development costs other than for 9 sites. The preliminary design is for 46 sites and so the County will take on development for the balance of the radio sites. The entire project has been transmitted to the King County Council as a \$273 million project, which includes all of the financing costs, project contingency of 20% and sales tax. The County has already started work on site acquisition work which starts with site viability with the assistance of an architectural and engineering firm. A final notice to proceed with design cannot start funding is provided by the King County Council which is expected to be through a levy lid lift, which would be assessed to homeowners at the rate of 7 cents per \$1000 over nine years. The 11 partner cities have signed an interlocal agreement to allow King County to be responsible for the entire project. Additionally an agencies and board of directors is being created, similar to the SERS model to own and operate the system. Currently this bound by a MOU until an Interlocal agreement is finalized. The King County Council is currently considering the funding measure with additional hearing scheduled over the coming weeks with a plan to have the measure on the ballot on the April 28th ballot. David stated that the various forms of funding were considered in great detail and what impact each method might have on other tax districts and through analysis found that a levy lid lift has no actual impact to the fire districts, however a parks and hospital district and potentially a flooding district would be impacted. Money has been included in the project through an interlocal agreement with all fire districts and fire authorities and includes a set of conditions to specifically protect those entities if something unforeseen happens. The use of a sales tax was considered but discarded as it was seen as regressive, unfairly affecting lower income individuals, and due to the fact that the sales tax rate for much of King County is already at 9.5%. David stated</p>	

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	<p>that it would be unwise to try to extrapolate an estimated cost for a SERS replacement system by looking at the PSERN project, due to the numbers of factors involved in projects of this magnitude. In regards to communications between King and Snohomish County systems, David noted both radio system work well into each other's coverage footprint and both SERS and King County are mindful of ensuring interoperability with new system rollouts. David said he was not aware of any analysis that was conducted to determine the success of the measure was not aware of any opposition to the project. The King County system provides both first responder and general government communications for users such as schools, public work and hospitals. He noted that PSERS would not be purchasing radios for non-governmental entities. In building coverage was not called out in the RFP but called out 97% street level coverage throughout the County which will improve in-building coverage. User fees including PSAPs will be charged a fee once the system is operational. The model shows the need for 9 technicians to maintain the system not including support staff which equates to the number in place today. PSERN will be set up like SERS and will only be managing infrastructure and will not handle subscriber equipment other than providing radio templates the same as SERS. Mark noted that the SERS system was specified to provide 95% coverage in medium density building using a public safety mic in urban areas and 95% coverage in light density building in rural area which would then provide sufficient street level coverage. King County is not planning to purchase land for new site development but will take advantage of currently available locations. Brad stated that many Snohomish County agencies are getting low on useable radios and are hesitant to purchase new digital radios the County decides purchase user radios as part of the new system rollout. He would like the SERS Board to address this issue as it may be prudent for agencies to consider purchasing used inexpensive radios in the short term. Murray stated that Everett has an ordinance to protect existing microwave paths from being blocked by development would be the County to consider a similar ordinance. David offered to meet with individual who may desire a more technical brief on the project. Mark thanked David for his time and felt the information shared is invaluable as SERS works on their system replacement project. Bob stated that the South County Mayors have included on their meeting agenda the topic of radio replacement. He would like all elected within the County to become involved in the discussion.</p> <p><u>Rebanding Report:</u> Mark reported that staff is in talks with Motorola about finishing up the three channels that have not been rebanded. Seattle has moved off one of the three channels that prevented SERS from moving forward. March anticipates the March timeframe before EPSCA and King County move off the two remaining channels after which time SERS can complete infrastructure rebanding.</p>	

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	<p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> ▪ SNOCOM – Debbie Grady reported that a number of projects are underway, with the primary focus being the New World project. ▪ SNOPAC – No Report <p><u>PSTC Report:</u> No Report</p> <p><u>CAD/RMS Report:</u> Sky reported that NW go-live date is June 9th. Training plans are being finalized with a plan to have shared CAD dispatcher training between com centers, South County mobile training schedules have been distributed, a north County training center has been set up and are reaching out to users. The SO has begun training, Everett in doing SME training and brining their people online the end of this month. The 10.4 release was received and is currently under testing.</p> <p><u>Budget Subcommittee Report:</u> Brian reported that the packet includes the Budget Subcommittee’s approved December and January Invoice & Expense Summaries, a copy of the State Auditor’s Report that was prepared and provided to the State and a draft the 4th Quarter BVA. The Budget Subcommittee also discussed the purchase of replacement vehicles, adjusting the wage tables for 2015, and will be recommending joining the NWIMT. A discussion of the draft lease for the proposed shop location is included on the agenda.</p> <p><u>Personnel Subcommittee Report:</u> Steve Jensen stated that a brief Executive Session will be called later in the agenda and will be recommending action after the Board reconvenes.</p> <p><u>Governance Subcommittee Report:</u> Jim Lever reported that he met with Mark in January to review previous meetings back and looked at the LA RICS model of governance model. As a to- do list they looked at possible recommendations that might come the Future Funding Subcommittee and may look at Phase 3 consultant study on the PSAPs.</p> <p><u>Funding Subcommittee:</u> Murray Gordon reported that the Subcommittee has not met for several months but he did meet for a brief time this morning with Jon, Mark and Brien where they talked about the work that needs to be done over the next several years and the need to add additional members to the Funding Subcommittee. He also believes that the make-up of committees in general should be discussed and the membership of each committee.</p> <p><u>Community Transit Report:</u> Marjean Penny reported that CT Is investigating the source of significant 700 MHz interference affecting two sites to the point that the interference is their base radios offline. Two engineering firms are assisting are assisting.</p>	

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<p>Old Business</p>	<p><u>Alderwood Mall Antenna System Update:</u> Mark reported that coverage issues within the mall have been resolved. SERS and Macy's are currently in the process of attaching to the General Growth Properties head-end BDA. JC Penny's is also working with GGP on connecting to the system.</p> <p><u>SERS Maintenance Facility Update:</u> As was discussed last month, Mark reported that talked with the Budget Subcommittee about the opportunity to provide additional services to SERS users as well as public safety users in Skagit and Island Counties. He plans to send out a doodle calendar for those interested in looking at what could potentially be the new facility for SERS staff. Kurt stated that the SERS lease with SNOPAC runs through October 2016, but could be broken. Steve stated that one of the aspects to consider is what would the impact to if any to both SNOPAC and SNOCOM if staff were to move farther north. Kurt said that is has been beneficial and he is very appreciative of having SERS staff on site, so that when events are occurring staff is available.</p> <p><u>Alderwood Mall Antenna System Update:</u> Mark reported that last month a Distributed Antenna System (DAS) was installed, unfortunately it did not meet public safety grade specifications. Staff has spent about 30 hours assisting the vendor and contract engineer. As of yesterday it appears the system is now ready be turned on, once final tests are completed. He noted that there have been issues with some of the anchor stores wanting to install their own individual DAS systems. This will not be allowed due to potential interference on the SERS system as there should be only one 'head-end' within a mall, campus or similar facility. SERS has a legal right to prevent this as a result of FCC rules which places a monetary fine of \$100,000 for violators. Mark has communicated this information to the stores. The solution is that the anchor stores must connect to the Alderwood DAS system.</p>	
<p>New Business</p>	<p><u>SERS Election of Officers for 2015:</u> Jon opened the floor for nominations.</p> <p>Bob Colinas nominated Jon Nehring as SERS President for 2015. Nominations were closed. Bob Colinas moved and Murray Gordon seconded a motion to elect Jon Nehring as SERS President for 2015. The vote was unanimously in favor.</p> <p>Bob Colinas nominated Jerry Smith as SERS Vice-President for 2015. Nominations were closed. Bob Colinas moved and Murray Gordon seconded a motion to elect Jerry Smith as SERS Vice-President for 2015. The vote was unanimously in favor.</p> <p>Steve Jensen moved to nominate Brian Haseleu as SERS Treasurer for 2015. Nominations were closed. Steve Jensen moved and Jim Lever seconded a motion to elect Brian Haseleu at SERS Treasurer for 2015. The vote was unanimously in favor.</p>	<p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p>

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	<p>Bob Colinas moved and Brian Haseleu seconded a motion to designate the position of SERS Director as the Secretary of the Corporation. The vote was unanimously in favor.</p> <p><u>Committee Chair Appointments:</u> Jon asked Members to review the list of SERS committee assignments and ask that he be contacted within the next several weeks if anyone wishes to join or be removed from a committee assignment He also encouraged those currently not involved in the Future Funding Subcommittee to consider joining, as system replacement date is quickly approaching. Jon would especially encourage those individuals that would be able to see the project through implementation.</p> <p><u>Resolution 15-01 Reconfirming Schedule and Location of the SERS Governing Board:</u> Murray Gordon moved and Bob Colinas seconded a motion to approve Resolution 15-01 which states that Board meetings for 2015 will commence at 9:30 on the first Thursday of each calendar month. The vote was unanimously in favor. Murray Gordon then suggested that 10:00 a.m. might be a more appropriate start time.</p> <p>Bob Colinas moved and Murray Gordon seconded a motion to amend Resolution 15-01 to show the change the start time of 2015 Board meetings from 9:30 a.m. to 10:00 a.m. The vote was unanimously in favor.</p> <p><u>SERS State Auditor Report:</u> Mark reported that packet includes results of the State Financial Audit Report for 2013 and the State Accountability Audit for 2012 and 2013. SERS received a favorable audit report with only minor suggestions, including the fact that the Director was approves their own fuel card purchases. Going forward Larry will review and approve the Mark's fuel purchases. The auditor also suggested notating where fuel purchased for the two 100 transfer tanks is used. This includes fueling low site generators, the snow cat, pressure washer and other miscellaneous equipment. Staff now keeps sheets in their trucks to note when the fuel is distributed. Also the auditor suggested that staff keep track of small inexpensive parts such as connectors. Mark encourages the auditor to bring up this issue as it would be helpful for staff to be proactive on stocking small parts to avoid running out of necessary parts. This will help with defining a software program that could be purchased to help keep track of inventory items. In regards to the financial audit, Brian stated that the Auditor suggested the notes with SERS financial statement state was the major contributor to SERS. They also asked for a very high level of detail to be included in the SERS financials. The County Finance Department who handle SERS accounting services will review the auditor's recommendations.</p> <p><u>Preliminary 2014 Year end BVA:</u> Brian reported that the 4th Quarter Draft BVA which shows an underrun of approximately \$66,000 for the operating budget. On May 1st, \$280,000 was earmarked for an equipment replacement and reserve fund that was created to be used for</p>	<p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p>

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	<p>replacement and purchase of rolling stock. Included each year's annual operating budget 9% of the of the original purchase price of the rolling stock is set aside for the ER&R fund to have the ability to replace rolling stock going forward. Mark noted that in 2014 the budget made available \$86,000 from cash reserves for system extension purchases; however, staff was able to meet the requirements for system extension in 2014 within the regular operating budget. Mark thanked the Board for giving staff the staff the ability to react to third party vendors and purchase used equipment as it becomes available which is realized is savings when compared to purchasing new equipment.</p> <p><u>SERS Vehicle Purchases:</u> Mark asked Board approval to tap into the ER&R fund for the purpose of replacing two aging vehicles. All SERS trucks have vehicles have over 150,000 miles with one of the trucks constantly in need of repair. He would like to purchase two vehicles with a total cost not to exceed \$80,000. The purchase will be made through the Washington State Contract. A resolution is not required to authorize access to the funds as the budget includes money designated for this purpose.</p> <p>Bob Colinas moved and Ken Saltonstall seconded a motion to authorize up to \$80,000 in ER&R funds to for the purchase of two replacement trucks. The vote was unanimously in favor. Mark noted that \$35,000 from the 2015 budget will be placed in the ER&R fund.</p> <p>SERS ILA with NWIMT: Mark reported that the packet includes an ILA that would allow SERS to join the Northwest Incident Management Team. As the team was deployed during the OSO slide he notices some deficiencies that he felt could help in filling. Mark talked with Brad Reading about the possibility of joining the team. In order for Mark to be involved with the team requires that SERS become a member. Mark has taken Communications Leader training. The annual cost of membership is \$500. Brad Reading has reviewed the agreement.</p> <p>Richard Schrock moved and Jim Lever seconded a motion to approve the ILA agreement with the NWIMT. The vote was unanimously in favor.</p> <p><u>SERS Lease Agreement with Pacific Industrial Park:</u> Mark stated that discussed in the past, SERS is in need of additional space. Due to the fact the lease for the Paine Field shop expired at the end of December, staff began looking at the possibility of expanding at the current facility and potential spaces to relocate. As SERS currently operates today, the current location is a poor fit. As an example each time the snow cat is stored it must first be taken off the trailer requiring space for the snow cat and additional space to store the trailer, which is 22 feet long. A space was found in Marysville that was formally used as the US Customs radio shop, is ideally suited for SERS operations.</p>	<p>Motion Approved</p> <p>Motion Approved</p>

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	<p>That location is 8,100 sf while the current space is 5,500 sf. If SERS were to remain at the current location and secure an additional space it would increase the total by about 2,000 sf. Comparing the two locations under this scenario shows that the Marysville shop would provide an additional 744 sf. The major advantage by moving to Maryville means that all SERS staff would be under one roof. Currently administrative staff is located at SNOFAC, while the technical crew operated at several spaces within the Paine Field business park. Mark stated that if it is the will of the Board had would like the President to sign the lease after review by the SERS attorney. Bob Colinas stated he would like the Board to more thoroughly vet this proposal. He wondered if a better location might be found that is more central to SERS service area and what has changed to require additional space. He asked that the Budget Subcommittee more thoroughly review the proposal and answer any additional questions that Members might have before presenting it to the Board for consideration. Mark stated that due to the fact that staff is constantly driving throughout the County to service the various locations moving to north Marysville does not affect the amount of miles driven or wear and tear of the vehicles. Mark stated that one of the main factors is the amount of space required to store the various vehicles and equipment needed to maintain the system. In regards of service of the user base the location of the shop would have not impact as staff is constantly due to the fact that staff is at the com centers during the day when needed and at night staff responds to com center issues from home. Steve Jensen asked that a white paper be prepared and noted that Mark had previously suggested the new facility would provide a venue to begin a user radio installation and servicing. He asked for more information about this plan and said would not support approval of the lease without prior attorney review. Bob Colinas asked that the lease be returned to the Budget Subcommittee for a full review and that a white paper be developed to address the questions the Board has had in the past in regards to the relocating the shop. Steve noted that although several Members have toured the proposed facility, he asked that others be invited to visit the site. Brian noted that the reason that the Budget Subcommittee felt it best to simply address the move to show a direct comparison between the current and proposed facility and so left out any discussion regarding expanding SERS services to the user community. This would be an item for future discussions. Steve felt that if SERS was to consider expanding services that should have been included in the conversation. Brian noted that the lease for the currently shop was extended an additional 6 months and so provides sufficient time to review the plan. The Budget Subcommittee will develop a more formal report in the form of a white paper. Jim Lever stated that he would also like to see the costs associated with moving to the new facility. Brad Reading suggested that Members submit any questions to the Jon Nehring. Mark apologized to the Board for bringing up the idea of standing up a shop previously. The idea of providing user services is something the Board may wish to consider in the future but not the reason for moving.</p>	

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	<p>Bob Colinas moved and Steve Jensen seconded a motion to request the Budget Subcommittee provide a white paper to address all aspects of staff moving to a new facility. The vote was unanimously in favor. Brian suggested that Mark set up times when Members can tour the new and current facilities.</p>	<p>Motion Approved</p>
<p>Executive Session</p>	<p>Jon stated that the Board has a need to recess in Executive Session for 10 minutes to conclude by 11:03 a.m. The purpose of the Executive Session is to review the performance of public employees. At the conclusion of the Executive Session, there may be action taken by the SERS Governing Board of Directors when it reconvenes in regular, open session. The SERS Governing Board will be adjourned after returning to open session to conduct any of the business before the Board.</p>	
<p>Board Meeting Reconvened</p>	<p>John Nehring stated called the Board meeting to order at 11:03 a.m. and opened the floor for any motions.</p> <p><u>SERS Adjusted Wage Tables for COLA:</u> Bob Colinas moved and Jim Lever seconded a motion authorizing a 2% COLA increase for all SERS employees effective retroactive to January 1st, 2015. He noted that the Board did not meet in January and so the reason to make the COLA retroactive. The vote was unanimously in favor. The employee wage table including the approved COLA will be presented at the next Board meeting.</p>	<p>Motion Approved</p>
<p>Miscellaneous</p>		
<p>Upcoming Issues</p>	<ul style="list-style-type: none"> ▪ <i>Public Records/Electronic Media Policy</i> ▪ <i>Update to the Maintenance and Operations Standards</i> ▪ <i>Replacement Reserve and Available Cash Policy</i> ▪ <i>Motorola SUA II</i> ▪ <i>2nd Quarter Replacement Reserves Purchases to Extend Life of System</i> ▪ <i>Rebanding – Agreement with the Snohomish County Radio Shop</i> ▪ <i>Aviat Contract for Microwave Purchase</i> ▪ <i>Star Touch Inquiry for Gold Hill</i> ▪ <i>Private Ambulance Services Discussion</i> 	
<p>Adjourn</p>	<p>The meeting adjourned at 11:17 a.m.</p>	