

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**June 4, 2015**

<b>SERS Governing Board in Attendance</b>	Bob Colinas	Brier	Jerry Smith	Mountlake Terrace
	Michael Nelson	Edmonds	Jennifer Gregerson	Mukilteo
	Ray Stephanson	Everett	Gary Haakenson	Snohomish County
	Steven Jensen	Lynnwood	Richard Schrock	SCFD #1
	Jon Nehring	Marysville	Dr. Kent Saltonstall	Woodway
	Bob Crannell	Mill Creek		

	Michael Catlett	Brier	Rex Caldwell	Mukilteo
	Al Compaan	Edmonds	Brian Haseleu	Snohomish County
	James Lawless	Edmonds	Laura Caster	Snohomish County
	Murray Gordon	Everett	Ed Widdis	SCFD #1
	Jim Lever	Everett	Brad Reading	SCFD #1
	Debra Bryant	Everett	Mark Correira	SCFD #1
	Van AuBuchon	Lynnwood	Tom Howard	Woodway
	Richard Smith	Marysville	Tom Whitson	Woodway
	Ken Neaville	Mill Creek	Mark McDermott	SERS
	Josh Roundy	Mill Creek	Larry Kieling	SERS
	Greg Wilson	Mountlake Terrace	Eva Ammons	SERS

<b>Guests in Attendance</b>	Craig Boyd (SERS)	James Robinson (SNOPAC)	
	Brad Cattle (Anderson Hunter)	Joe Piksa (Motorola)	
	Phillip Kwon (Snohomish County)	David Mendel (PSERN)	
	Chris Alexander (Mukilteo)	De Meyers (CT)	
	Sky Fulton (SNOPAC/SNOCOM)	Tim Chrobuck (CT)	
	Kurt Mills (SNOPAC)	Tim Tometz (Day Wireless)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/FOLLOW-UP
<b>Call to Order / Roll Call</b>	Meeting called to order at 10:04 a.m. by Jon Nehring.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Introductions / Announcements	Round Table introductions were made.	
Public Comments		
Consent Items	<p>1. Acceptance of Minutes from the April 2, 2015 SERS Board Meeting.</p> <p>2. Approval of SERS payroll, invoice and expense summaries for April in the amount of \$214,930.27 and May in the amount of \$155,044.46.</p> <p>Warrant Numbers: 1852575,1854160,62,66-68,71,72,74m 75-77,1854179,80,1856186-91, 95-99,1856200-12,1856214-16,1857173,74,1858062-86,185956-71, 1859575-77,1861407-21, 1861941,1863117-25,30,31,1863130,5005620,33,5005709, 12, 5005722,36,37,5005826,34, 5005911,13,5006005,86,89, 80021705, 8002278</p> <p><i>Bob Colinas moved and Jerry Smith seconded a motion to approve the consent calendar including the Payroll and Expense Summary for April and May and the Board minutes for April. The vote was unanimously in favor.</i></p>	Consent Calendar and Board Minutes Approved.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p><b>Reports</b></p>	<p><u>SERS Director’s Report:</u> Mark thanked De Myers and Tim Chrobuck from CT for joining today’s meeting. De plans to represent CT at future Board meetings. Mark also thanked David Mendel, Project Director of Puget Sound Emergency Radio Network (PSERSN) for attending and noted that the King County measure appropriating funds for the PSERSN project, in the amount of \$274 million was approved by a 65% majority of voters in April. In terms of the SERS system, there continues to be interference issues although staff has been very successful at finding and eliminating many sources of interference. King County is also experiencing similar interference issues and has asked SERS staff to share their methods in locating and eliminating the origins of interference. Several examples of interference sources that were recently identified included a wireless controller for a concrete pumping truck operating in Everett and a piece of construction equipment used for compacting the ground. Mark noted that traditionally sources of interference were thought to be caused by equipment such as radios or devices designed to emit radio emissions, however, as staff continues find other (non-radio) devices emitting interference, that mindset has changed. In regards to the system it continues to function flawlessly. Staff recently relocated from both Paine Field and SNOPAC to the new facility in Marysville. An open house has yet to be scheduled, however, all are welcome to visit the new facility.</p> <p><u>Rebanding Report:</u> The final work on infrastructure rebanding was completed this week. The second touch of subscriber equipment is tentatively scheduled to start sometime after August which is dependent on King County completes rebanding their infrastructure. Although SERS is currently being blocked on a frequency, Mark complimented King County for turning down the power on that frequency in order to allow both systems to use the channel during busy times, without interfering with each other. <u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> <li>▪ SNOCOM – No Report</li> <li>▪ SNOPAC – Kurt Mills reported that school panic button system continues to roll out and is now live in 27 Everett schools. Snohomish, Stanwood and Monroe schools are slated to be online before the end of the school year. As result of the delay in the NW project, there is now opportunity to move forward with the Text to 911 project. SNOCOM has offered to act as a relay service for SNOPAC during the interim period while SNOPAC rolls out the service, which will take place in several stages.</li> </ul> <p>Public education and some technical issues need to be addressed prior to roll out, which could potentially take place as early as July. The public will be informed that voice calling remains the primary method reporting emergencies, with texting to be used in those cases when a voice call is not possible.</p>	

<b>AGENDA ITEMS</b>	<b>COMMENTS &amp; DISCUSSION</b>	<b>ACTION/ FOLLOW- UP</b>
<b>Old Business</b>	None	

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<p><b>New Business</b></p>	<p><u>First Quarter 2015 BVA:</u> Brian Haseleu reported that in its current form the BVBA report shows two components, Operations &amp; Maintenance (which is funded through annual assessments) plus the Replacement Reserve fund (put in place to ensure continued operation of the system through the 2020 timeframe). As a result of a discussion by the Budget Subcommittee, the plan is to also include the Equipment Replacement Reserve Fund on future reports. The ER&amp;R fund established in 2014 and was initially funded with \$280,000. The 2015 O&amp;M Budget is tracking as anticipated. An action to authorize expenditure of Replacement Reserve Dollars will occur at a future Board meeting.</p> <p><u>Preliminary 2016 SERS Operating Budget:</u> Brian reported that the draft budget provides a first look at what is being proposed for 2016. He reminded the Board that in 2012 a plan was developed to extend the life of the system through 2020. In 2013 the Board committed to that plan with the Replacement Reserves fund to ensure sufficient spare parts were obtained to extend life of the system through 2020. The 2016 proposed budget is consistent and within the parameters of what was projected in 2012. The 2016 draft budget also shows all staff positions, where each is currently at in terms of salary along with the projected salary steps for 2016I, which may or may not occur and is determined by a separate process. The tentative set aside of 2.5% provides flexibility for COLA or wage increases necessitated by comparing staff to similar positions in the region. Any action in regards to salaries would take place at a later point in time. The proposed budget also breaks out Standby from Overtime which have previously been bundled together. Standby pay is very predictable due to the fact that one SERS tech is always on standby, including evenings and weekends, while overtime is variable depending on projects taking place, weather related issues and responses to system issues that occur after normal business hours. The contingency for operating reserves is defined as 1.5% of the previous year's operating budget to cover unanticipated events. The contribution to replacement reserves is what was anticipated as part of the master plan through 2020. SERS staff follows the County benefits plan which is currently under open negotiations. In anticipation to Affordable Care Act changes in 2018, one of the County's prime prerogatives is to stay under the ACA implementation threshold in order to avoid paying the excise tax. Although the ACA excise tax goes into effect in 2018, the County benefits plan year runs from April through March which means that 2017 plan year will be subject to the excise tax calculation for 2018. Although SERS currently follows the County benefits program it reserves the right to secure benefits through other avenues as there is no guarantee the County would remain under the excise tax threshold. The hope is to remain under the County plan as it is the most cost effective means of obtaining benefits for staff. Calls for service information is being gathered from the com centers and the County demographers will be providing updated area and population statistics necessary to develop 2016 agency assessments. The goal is to provide this information to Board well in advance of a Board vote on the proposed budget. Mark noted that as a result of due diligence by admin staff, State L&amp;I agree to reclassify SERS technical staff in a category that more closely matches their job function and significantly reduces the amount paid to the State.</p>	

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<b>Executive Session</b>	None	
<b>Miscellaneous</b>	Rex Caldwell introduced Mukilteo’s new Fire Chief Chris Alexander. Chris noted that he is originally from the Kansas City area and spent the last two years in Texas.	
<b>Upcoming Issues</b>	<ul style="list-style-type: none"> <li>▪ <i>Public Records/Electronic Media Policy</i></li> <li>▪ <i>Update to the Maintenance and Operations Standards</i></li> <li>▪ <i>Replacement Reserve and Available Cash Policy</i></li> <li>▪ <i>Motorola SUA II</i></li> <li>▪ <i>2<sup>nd</sup> Quarter Replacement Reserves Purchases to Extend Life of System</i></li> <li>▪ <i>Rebanding – Agreement with the Snohomish County Radio Shop</i></li> <li>▪ <i>Aviat Contract for Microwave Purchase</i></li> <li>▪ <i>Star Touch Inquiry for Gold Hill</i></li> <li>▪ <i>Private Ambulance Services Discussion</i></li> </ul>	
<b>Adjourn</b>	The meeting adjourned at 10:45 a.m.	