

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**August 6, 2015**

<b>SERS Governing Board in Attendance</b>	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input checked="" 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 type="checkbox"/> Jon Nehring	Marysville	<input checked="" type="checkbox"/> Dr. Kent Saltonstall	Woodway
	<input type="checkbox"/> Bob Crannell	Mill Creek		

	<input type="checkbox"/> Michael Catlett	Brier	<input checked="" type="checkbox"/> Rex Caldwell	Mukilteo
	<input 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 Correia	SCFD #1
	<input type="checkbox"/> Van AuBuchon	Lynnwood	<input 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"/> Eva Ammons	SERS
	<input type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Larry Kieling	SERS

<b>Guests in Attendance</b>	Craig Boyd (SERS)	Tom Tomgtz (Day Wireless)	
	Phillip Kwon (Snohomish County)	Kevin Robinson (Day Wireless)	
	Pete Caw (Mountlake Terrace)	Matt Taylor (Day Wireless)	
	Amy Allison (Anderson Hunter)	Tim Chrobuck (CT)	
	Kurt Mills (SNOPAC)		
	Karen McKay (SNOCOM)		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW- UP
<b>Call to Order / Roll Call</b>	Meeting called to order at 10:00 a.m. by Jerry Smith.	
<b>Introductions / Announcements</b>	Round Table introductions were made.	
<b>Public Comments</b>		
<b>Consent Items</b>	<p><b>1. Acceptance of Minutes from the July 2, 2015 SERS Board Meeting.</b></p> <p><b>2. Approval of SERS payroll, invoice and expense summaries for July in the amount of 270,015.24</b></p> <p><b>Warrant Numbers: 1863144, 1866353-65,67-74,1868223,24-41,43,55,1870058,60,65,66,70,71,74,75,76, 1871725,26,30,31 5006298,5006375,78,98,5006402,5006592,80024192</b></p>	

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	<p><b><i>Brian Haseleu moved and Rex Caldwell seconded a motion to approve the consent calendar including the Payroll and Expense Summary for July and the Board minutes for July. The vote was unanimously in favor.</i></b></p>	<p><b>Consent Calendar and Board Minutes Approved.</b></p>
<p><b>Reports</b></p>	<p><u>SERS Director's Report</u>: Last month was relatively uneventful other than the Fourth of July when the system experienced some busies. Interference remains an issue while staff continues to find abandoned Nextel BDAs. Several types of test equipment is being evaluated that may prove useful in finding sources of interference.</p> <p><u>Rebanding Report</u>: The second touch of user radios is again delayed due to King County not completing infrastructure rebanding. The work is not expected to be completed until sometime in September. As a result, the second touch of user radios may not take place until the first of the year so that users are not affected during the holidays.</p> <p><u>Communications Center Reports</u>:</p> <ul style="list-style-type: none"> <li>▪ SNOCOM – Karen McKay reported that Text to 911 went live on July 8. Since that time, a total of 56 text messages have been received. Of the total, all but four requests for service were valid uses of the text messaging system. The remainder of the calls should have been done over the phone.</li> <li>▪ SNOPAC – No Report</li> </ul> <p><u>PSTC Report</u>: No Report</p> <p><u>CAD/RMS Report</u>: Kurt Mills reported that SNOPAC, SNOCOM and agencies have performed a series of tests after New World provided a hot fix that was geared to address the latency issues that caused the delay go-live in June. A combination of automation and scripts were used to hit the peak level of activity, using the amount of activity from the fourth of July in addition to a mass casualty incident. All tests since the hot fix have been successful and as a result unified command has approved go-live for October.</p> <p><u>Budget Subcommittee Report</u>: Brian Haseleu reported that the Budget Subcommittee met last week to discuss the 2<sup>nd</sup> Q BVA and replacement of battery stacks with a cost estimate of \$120,000. It has yet to be determined if the equipment is on State contract or if a formal bid process is required. The agenda includes a recommendation from the Funding Subcommittee to hire a consultant for the first elements of the next generation radio system project. The Budget Subcommittee is recommending that Replacement Reserves be used as the funding source for the consulting work. In 2015 the Board approved the purchase of two replacement vehicles. As a result of consultation with Brad Cattle Board action is required to fund the purchase from the</p>	

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	<p>ER&amp;R account. The Board approved the purchase of the vehicles but did not specifically state which fund use for this purpose. This is a housekeeping issue, due to the fact that a Board resolution is required to pull funds out of the ER&amp;R account.</p> <p><u>Personnel Subcommittee Report</u>: No Report</p> <p><u>Governance Subcommittee Report</u>: No Report</p> <p><u>Funding Subcommittee</u>: Murray Gordon reported that at the July meeting the Subcommittee agreed to set a process in place to interview the 3 finalists (Televate, ADCOMM and Sparling) competing to assist SERS with the initial steps of the radio replacement project. Four Subcommittee Members agreed to sit on the interview panel: Steve Jensen, Richard Schrock, Bob Colinas and Murray Gordon. The interviews took place on July 21<sup>st</sup>. Mark McDermott supplied the list of questions that was asked of each consultant. As a result of the total scoring and conversations, Sparling was determined by the group to be the top performer. As a result of discussion and vote by the full committee the recommendation to the Board that Sparling be selected as the consultant and agree to authorize the President and SERS attorney to enter into contract negotiations with the company.</p> <p>Steve Jensen moved Bob Colinas seconded a motion to authorize the SERS President, SERS legal and SERS staff to enter into negotiations with Sparling on contractual services. Steve Jensen felt that the process was well done and fair. Richard Schrock stated that although that Sparling was selected over the other consultants for various reasons, the interview committee felt that all three finalists were well prepared for the interview and have the ability to do the work. It is hoped that all the three consultants consider offering their services for later stages of the projects. Mark stated that the plan is that Sparling will present to the Board the work they are planning to do and will provide monthly status reports at future Board meetings. The vote was unanimously in favor.</p> <p><u>Community Transit Report</u>: Tim Chrobuck reported that the needs analysis is almost finished. Extracted from those needs will be the requirements for the wireless communications platform including the voice system. CT is also shopping for used parts to maintain their current system.</p>	<p><b>Motion Approved</b></p>
<p><b>Old Business</b></p>	<p><u>Appropriation to fund from the SERS ER&amp;R Fund two replacement vehicles previously approved for purchase by the SERS Board:</u></p> <p>Mark reported that although a previous action taken by the Board authorizing the purchase of the two replacement vehicles was sufficient to make the purchase a separate Board action is must be taken to authorize that the expenditure for the vehicles be taken from the ER&amp;R account.</p>	

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	<p>Steve Jensen moved and Richard Schrock seconded a motion to authorize \$66,567.47 from the ER&amp;R fund for the purchase of the two replacement vehicles. Both vehicles were purchase through the State contract. The vote was unanimously in favor.</p>	<p><b>Motion Approved</b></p>
<p><b>New Business</b></p>	<p><u>Appropriation to fund from the SERS ER&amp;R Fund two replacement vehicles previously approved for purchase by the SERS Board:</u></p> <p>Mark reported that although a previous action taken by the Board authorizing the purchase of the two replacement vehicles was sufficient to make the purchase a separate Board action is must be taken to authorize that the expenditure for the vehicles be taken from the ER&amp;R account.</p> <p>Steve Jensen moved and Richard Schrock seconded a motion to authorize \$66,567.47 from the ER&amp;R fund for the purchase of the two replacement vehicles. Both vehicles were purchase through the State contract. The vote was unanimously in favor.</p> <p><u>Recommendation by SERS Future Funding Subcommittee regarding selection of the successful bidder to the SERS Next Generation Radio System Consultant RFP:</u> This item was addressed under the Funding Subcommittee Report.</p> <p><u>2<sup>nd</sup> Quarter 2015BVA:</u></p> <p>Brian reported that the 2<sup>nd</sup> Q BVA breaks out the different funds including, Operations &amp; Maintenance Budget, Replacement Reserves Budget and the Equipment Replacement &amp; Reserves Budget. The O&amp;M and ER&amp;R budgets are tracking as anticipated. Once the final negotiated contract for system consultant is available the Budget Subcommittee will be making a recommendation to appropriate money from the RR fund to support that contract. There will also be a recommendation that the underrun from the 2014 budget be used to pay for the battery stacks. Brian said it would be appropriate to have a motion authorizing staff to get bids for the equipment.</p> <p>Murray Gordon moved and Richard Schrock seconded a motion to authorize SERS staff to obtain formal bids for the replacement battery stacks. Results would then be brought to the Board for review. The vote was unanimously in favor.</p>	<p><b>Motion Approved</b></p> <p><b>Motion Approved</b></p>
<p><b>Executive Session</b></p>		

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<b>Miscellaneous</b>	Brad Reading thanked SERS staff for setting up an online scanner with the fire talk groups which now allows personnel to use their phones to listen to fire communications.	
<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 Reserves Purchases to Extend Life of System</i></li> </ul>	
<b>Adjourn</b>	The meeting adjourned at 10:29 a.m.	