

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**December 3, 2015**

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

|  |   |                   |   |                  |
|--|---|-------------------|---|------------------|
|  | <input type="checkbox"/> Michael Catlett          | Brier             | <input checked="" type="checkbox"/> Chris Alexander   | 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 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"/> Jon 'Wiz' Wiswell | SERS             |
|  | <input type="checkbox"/> Josh Roundy              | Mill Creek        | <input checked="" type="checkbox"/> Eva Ammons        | SERS             |
|  | <input checked="" type="checkbox"/> Greg Wilson   | Mountlake Terrace | <input checked="" type="checkbox"/> Larry Kieling     | SERS             |

|                                 |                               |                            |  |
|---------------------------------|-------------------------------|----------------------------|--|
| <b>Guests in<br/>Attendance</b> | Andi Hanson (SNOCOM)          | Sky Fulton (SNOCOM/SNOPAC) |  |
|                                 | Kurt Mills (SNOPAC)           | Brad Steiner (Motorola)    |  |
|                                 | James Robinson (SNOPAC)       | Andy Ruschak (Stantec)     |  |
|                                 | Terry Peterson (SNOCOM)       | De Meyers (CT)             |  |
|                                 | Brad Cattle (Anderson Hunter) |                            |  |
|                                 | Worth Norton (Marysville)     |                            |  |

| AGENDA<br>ITEMS                          | COMMENTS & DISCUSSION   | ACTION/<br>FOLLOW-<br>UP |
|--|---|--------------------------|
| <b>Call to Order /<br/>Roll Call</b>     | Meeting called to order at 10:05 a.m. by Jon Nehring.   |                          |
| <b>Introductions /<br/>Announcements</b> | Round Table introductions were made.  |                          |
| <b>Public<br/>Comments</b>               |   |                          |
| <b>Consent Items</b>                     | <p><b>1. Acceptance of Minutes from the November 12, 2015 SERS Board Meeting.</b></p> <p><b>2. Approval of SERS payroll, invoice and expense summaries for November in the amount of \$155,884.70.</b></p> <p><b>Warrant Numbers: 1875023,25,1876404,19,1878299,1878304,05,09-37,1880402-07,09-12,15-26,1880429-36,506900,03,5007013,15,21,22,94,98,5007109,10,80026941</b></p> |                          |

| AGENDA ITEMS          | COMMENTS & DISCUSSION  | ACTION/FOLLOW-UP   |
|-----------------------|--|--|
|                       | <p><b><i>Bob Colinas moved and Jerry Smith seconded a motion to approve the consent calendar including the Payroll and Expense Summary for December and the Board minutes for the November 12, 2015 meeting. The motion passed unanimously.</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>: Wiz reported that staff has been busy with a number of things, including holding a kick-off meeting with Stantec. Staff also met with SNOPAC on some Locution issues and are well on their way to getting those items resolved. A microwave dish that was damaged as a result of the storm has been repaired and staff is looking at other maintenance items that may have been neglected over the past several years that may need attention. There were some issues surrounding the encryption key that have been resolved and the radio in question is now in SERS possession. Wiz invited Members to contact him if anyone has questions regard this issue. A new purchasing policy and set of procedures are being developed that are more restrictive than what was done in the past.</p> <p><u>Rebanding Report</u>: Wiz reported that the second touch of user radios is tentatively scheduled to start in February. The FCC Transition Authority was told that work would begin the 1<sup>st</sup> quarter of 2016 and completed by the end of the 2<sup>nd</sup> quarter. Motorola has agreed to provide the group of technicians that SERS has requested for to do the work.</p> <p><u>Communications Center Reports</u>:</p> <ul style="list-style-type: none"> <li>▪ SNOCOM – Terry Peterson reported that SNOCOM has signed a contract with Locution to move forward and have been in contact with Wiz and staff regarding the project.</li> <li>▪ SNOPAC – Kurt Mills reported that although the New World system is online, given the fact that 4000 users are on the system there are a number of issues to resolve, some being technical in nature or others related to training. The New World CAD system has continued to perform wonderfully even during the recent windstorm which was on par with the Fourth of July in terms of activity. Kurt commended all who were involved in the project and noted that New World has been responsive to issues as they arise and are providing fixes on a timely basis.</li> </ul> <p><u>PSTC Report</u>: No Report</p> <p><u>CAD/RMS Report</u>: Sky Fulton concurred with Kurt thoughts and reiterated that the NW project has been very successful and given the size of the system some issues are to be expected.</p> |  |

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|--------------|--|------------------|
|              | <p><u>Budget Committee Report:</u> Brian Haseleu reported that the Budget Committee met last week where invoices and meeting minutes were reviewed. He noted that the full set of invoices to be approved each month are brought to the Board meeting each month. Going forward the stack of invoices will be placed on the corner of the table and so are readily available to anyone that would like to review them. A recommendation on the battery stack RFP will be made to the Board later in the agenda. The Committee also discussed the dispatch console replacement project, in terms of the sequence of events that would need to occur to move forward with the project. An update on the project will come from the Future Funding Committee. A resolution to the 2015 budget will also be presented later in the meeting. Wiz is reviewing current SERS purchasing policy and is in the process of making recommendations to improve current policy.</p> <p><u>Personnel Committee Report:</u> Steve Jensen reported that after having reviewed what is taking place across the County and region in terms of wage increases for 2016 the Committee has determined that a 2% COLA is appropriate for next year. The 2016 budget has 2.5% available for COLA adjustments. A formal recommendation will be made later in the agenda as reflected in Resolution 15-04. Although the CPI is 1.1% he noted that staff did not receive salary adjustments for some period of time during the recession. Brian noted that the County currently does not have a negotiated agreement covering 2015, 16 or 17 but what's on the table is a 2% COLA for each of those years and as so the proposed adjustment is consistent with what the County is working towards.</p> <p><u>Governance Committee Report:</u> No Report</p> <p><u>Funding Subcommittee:</u> Murray Gordon reported that the Committee held an abbreviated meeting and asked Richard Schrock to provide an update to the Board. Richard reported that during the last two Committee meetings the discussion has centered on the Motorola console acquisition issue. An interlocal agreement is pending between the two PSAPs and SERS to enable joint acquisition of a number of dispatch consoles. The new equipment would replace the outdated console equipment that is currently in operation and is a potential point of system failure. During those meetings Richard raised the question of having the console proposal reviewed by Stantec Consulting, in particular the timing of the of project and if there is anything that SERS should be made aware that could affect the future upgrade of the radio system. He noted that there is a short term risk in delaying the project an additional 30 days but the Committee felt the risk was acceptable. Stantec will be asked to provide a report on their findings in time for the January 7<sup>th</sup> Board meeting. The Board was asked to submit any questions regarding the console proposal to Murray which will be forwarded to Stantec. The plan is to have the report and possible recommendation to the Board in January.</p> |                  |

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|----------------------------|--|------------------|
|                            | <p><u>Community Transit Report:</u> De Meyers reported that during the recent storm the Apple Cove site failed and four other sites reverted to generator power. De commended SERS on their support noting that within 40 minutes Apple Cove was back online. CT is looking at improving site security including access cards and use of cameras. She suggest that SERS and CT discuss the possibility of working together on site security measures. CT will also be installing Tower Top Amplifiers at 11 of their sites to improve coverage. In terms of new system planning, one of the four options is to use cellular for data and voice communications. As a result CT will be performing coverage analysis of both AT&amp;T and Verizon by through field testing. This information will be used to help to determine what option CT will choose for their next generation system.</p> <p><u>PSERN Report:</u> No Report</p> <p><u>Stantec Report:</u> Andy Ruschak reported that Stantec staff held a kick-off meeting with SERS staff earlier this week. The meeting was a high level overview that touched on the tasks, expectations, deliverables and milestones related to the consulting project. One of the first tasks will be a user needs analysis. The plan is to have an online survey form on a SharePoint site that will be accessible by agency stakeholders. The form will also be available in a paper format. Andy stressed that it is very important that all user agencies participate by completing the form. Stantec will also be eliciting feedback from dispatch operators. Once the form is available agencies will be contacted. He noted that the forms and the participant's names will be confidential but did ask that respondents provide their contact information in case Stantec has follow up questions as a result of particular response.</p> |                  |
| <p><b>Old Business</b></p> | <p><u>Battery Stack Replacement Bid &amp; Contract:</u> Wiz reported that of the 4 responses to the bid one vendor was found to be in non-compliance. The City of Seattle and SERS have had good working relationships with the 3 remaining vendors that responded to the bid and so would have no problem hiring any of the three to perform the job. As a result he requested the Board awarding the bid and contract to American Power Systems, the vendor with the lowest bid. Brian said that the Budget Committee also recommends contracting with American Power Systems. Due to the 4-6 week lead time to receive the units SERS won't be expending any dollars on this project in 2015. The Budget Committee's intention and recommended funding source is to use a portion of the 2014 underrun for the battery purchase which will require Board approval to modify the 2016 budget, in order to have access to those funds. Larry noted that that the contract which is part of the RFP, included in the Board packet, is very simple with little that can be modified by either party. As a result and in order to expedite the purchase the Budget Committee and legal have suggested that the Board award the contract to American Power Systems and approve the draft</p>  |                  |

| AGENDA ITEMS                    | COMMENTS & DISCUSSION  | ACTION/FOLLOW-UP              |
|---------------------------------|--|-------------------------------|
|                                 | <p>agreement as to form, with the understanding that any minor changes be approved by legal allowing the Board President to sign the agreement without further Board involvement.</p> <p>Bob Colinas moved and Jerry Smith seconded a motion to award the battery stack bid to American Power Systems and to authorize the Board President to sign an agreement with American Power Systems pending final legal review for the purchase of replacement batteries in the amount of \$124,861.13 from the 2016 operating budget. The motion passed unanimously.</p>  | <p><b>Motion Approved</b></p> |
| <p><b>New Business</b></p>      | <p><u>Resolution 15-04 COLA Adjustment</u>: Brian Haseleu moved and Richard Schrock seconded a motion to adopt Resolution 15-04 allowing for a COLA increase in the amount 2% for SERS employees to be effective January 1<sup>st</sup> of 2016. The motion passed unanimously.</p> <p><u>Resolution 15-05</u>: Brian reported that Resolution 15-05 with attachment A is comprised of 4 elements including: (1) Moving the expenditure of \$66,657 for the two vehicles purchased in 2015 to the ER&amp;R fund; (2) Expending \$177,000 out of the O&amp;M fund, which is a roll forward from 2014, to finalize the east loop microwave project which was completed in 2015; (3) allow for appropriation authority within the 2015 replacement reserve fund of \$110,000 to cover the two battery stack replacements that took place earlier this year, a portion of the microwave loop project and other supplies;(4) Use of replacement reserve dollars in the amount of \$35,000 which is an estimate of activity in 2015 for Stantec consulting services. Board action will be required in 2016 to appropriate the remainder of dollars for the consulting project.</p> <p>Steve Jensen moved and Jerry Smith seconded a motion to approve Resolution 15-05 amending the SERS 2015 budget. The motion passed unanimously.</p> | <p><b>Motion Approved</b></p> |
| <p><b>Executive Session</b></p> | <p>Jon Nehring stated that there is need for an Executive Session. Brad Cattle stated that the Board will recess into Executive Session for approximately 10 minutes to discuss potential litigation. The Board will return to regular session at the conclusion of the Executive Session. There will not be any announcement or Board action taken. The meeting will be adjourned at the conclusion of the Executive Session.</p>   |                               |
| <p><b>Miscellaneous</b></p>     |  |                               |

| AGENDA ITEMS           | COMMENTS & DISCUSSION   | ACTION/FOLLOW-UP |
|------------------------|---|------------------|
| <b>Upcoming Issues</b> | <ul style="list-style-type: none"> <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 10:37 a.m.   |                  |