

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

November 5, 2015

SERS Governing Board in Attendance	<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 type="checkbox"/> Bob Crannell	Mill Creek		

	<input type="checkbox"/> Michael Catlett	Brier	<input checked="" type="checkbox"/> Chris Alexander	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 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

Guests in Attendance	Pete Caw (Mountlake Terrace)	De Meyers (CT)	
	Kurt Mills (SNOPAC)	Brad Steiner (Motorola)	
	Terry Peterson (SNOCOM)		
	Brad Cattle (Anderson Hunter)		
	David Mendel (PSERN)		
	Tim Chrobuck (CT)		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW- UP
Call to Order / Roll Call	Meeting called to order at 10:40 a.m. by Jon Nehring.	
Introductions / Announcements	<p>Jon Nehring noted that the Board will now recess in Executive Session to discuss legal issues related to the recent termination of an employee and potential claims concerning that termination. The Executive Session will last 10 minutes so it will conclude at 11:50 am. At the conclusion of the Executive Session, the Board will return to its regular meeting. The Regular Board Meeting Reconvened at 10:50 pm.</p> <p>Jon Nehring introduced Jon 'Wiz' Wiswell as SERS Interim Director. Wiz stated that he is happy to be here in support of both staff and the SERS Board.</p> <p>Round Table introductions were made.</p>	

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Public Comments		
Consent Items	<p>1. Acceptance of Minutes from the October 1, 2015 SERS Board Meeting.</p> <p>2. Approval of SERS payroll, invoice and expense summaries for October in the amount of \$196,879.36.</p> <p>Warrant Numbers: 1875023,25,1876404,19,1878299, 1878304,05,09-27,29-37, 1880402,03-07,09-12,15-26,29-33,35,36,5006900,03,500713,15, 21,22,5007015,21, 5007094,98,5007019,10,80026941</p> <p><i>Bob Colinas moved and Jerry Smith seconded a motion to approve the consent calendar including the Payroll and Expense Summary for October and the Board minutes for October 1 meeting. The motion passed unanimously.</i></p>	<p>Consent Calendar and Board Minutes Approved.</p>
Reports	<p><u>SERS Director's Report:</u> Wiz reported that in October an alternate controller failed on the west simulcast system. Motorola was asked to assist due to the complexity of the problem which involved both hardware and software issues. Users we not affected as the system operated on a redundant controller. Due to the large amount of rainfall this week a rockslide occurred across the Deer Creek site access road, in the same place where a slide happened several years ago. SERS staff contacted WA State DNR who came out the next day to restore the road. Staff is in the process of removing the old east loop microwave equipment as final cutover to the new system was completed last week. Staff is currently investigating various solutions to upgrade security at both the SERS shop and radio sites. Wiz stated that he is very pleased to be here.</p> <p><u>Rebanding Report:</u> Wiz reported that the second touch of user equipment will take place over the 1st and 2nd quarters of next year. This will complete the final step in the rebanding project.</p> <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> ▪ SNOCOM – Terry Peterson reported that the New World cutover last month went very smoothly. The downtime was minimal and there has not been any system wide issues to date. Staff is in the process of working through smaller issues. ▪ SNOPAC – Kurt Mills stated that he has a great deal appreciation for all those involved in the New World project and noted that this was largest project NW has ever undertaken. He also thanked the user agencies and those individuals that headed up the various groups supporting the project. Users are seeing great benefits in using the new system such as the map based location capability. Bob Colinas complimented both com centers and congratulated 	

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	<p>both Kurt and Terry for a job well done. He also shared his appreciation for the leadership from both boards in regards to the project.</p> <p><u>PSTC Report</u>: Kurt reported that the PUD text messaging system is being deconstructed and as a result the MDC Board will also be decommissioned. Going forward users will be relying on commercial wireless for this type functionality.</p> <p><u>CAD/RMS Report</u>: No Report</p> <p><u>Budget Committee Report</u>: Brian Haseleu reported that agenda includes the 3 Q BVA, the Stantec Consulting Agreement, the battery replacement bid and an update on the dispatch console project.</p> <p><u>Personnel Committee Report</u>: Jon Nehring reported that the under new business an Interim Director Contract will be presented. There will be a discussion regarding a potential COLA adjustment at the December Board meeting.</p> <p><u>Governance Committee Report</u>: No Report</p> <p><u>Funding Subcommittee</u>: Murray said that two items were addressed by the Funding Committee earlier today. The first involved the Stantec Consulting contract for \$107,000 which includes an addendum to allow for additional services, if requested by the Board. The contract will be will be presented later in the agenda.</p> <p>The proposed MCC7500 Console purchase was also discussed. A draft interlocal agreement between SERS and the PSAP's was reviewed. SERS legal was asked to include additional language to address items raised during the meeting. The revised draft will be reviewed at next month's Funding Committee meeting.</p> <p><u>Community Transit Report</u>: De Meyers reported that the alternative analysis in terms of updating the CT system has been completed. Four options were considered including the use of the existing voice system, upgrading to P25, SERS and PSERN partnerships, and voice over cellular. CT also looked at cellular data and voice over IP for use on the buses. She noted that there are also other needs outside of voice and data for communications. CT has hired a consulting firm to run a drive test to provide analysis of the current system and will be doing interviews with wireless carriers. She thanked Wiz for his participation in CT's Regional Advisory Committee (RAC).</p> <p><u>PSERN Report</u>: No Report</p>	
Old Business	<p><u>Stantec Consulting Contract & Addendum</u>: Murray Gordon moved and Bob Colinas seconded a motion to approve the Stantec Agreement including Addendum 1 and provided the SERS president authorization to request additional work outside the contract for up</p>	

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	<p>10% of the contract price with the SERS Presidents approval. The vote passed unanimously.</p> <p><u>MCC7500 Console Discussion:</u> Bob Colinas reported that the console discussion at the Funding Committee meeting involved language in the draft interlocal agreement between SERS and the two PSAPs. More work is needed on the agreement before being brought to the Board for consideration.</p> <p><u>Battery Replacement Request for Bids:</u> Wiz reported that bid responses for the battery replacement project are due next week. He is anxious to get the batteries installed before winter weather becomes an issue at the high sites. Some of the radio sites have failed batteries that at this point cannot support the system if generator or commercial power were to fail. The plan is to bring the battery contract to the December Board for approval. The batteries have a 4-6 week lead time. It was verified that this equipment is not available through the WSCA/NASPO contract.</p>	<p>Motion Approved</p>
<p>New Business</p>	<p>SERS 3rd Quarter BVA- Brian reported in terms of the 3 Q BVA there is an issue with the employee separation payoff and noted that the Supplies category shows as being over budget. Wiz is being asked to request a transfer of \$170,000 to RR as was previously approved by the Board. As previously discussed, a recommendation via resolution will be brought to the Board to authorize the payment of the Stantec agreement using RR dollars. In terms of the battery replacements the plan is to utilize the underrun from the 2014 O&M budget to pay for the equipment. This may not occur until 2016 by the time the contract is approved and the batteries are received. Brian also noted that appropriations for the microwave project must also be addressed which will be included in the budget resolution.</p> <p><u>Request for Proposals for HR Services:</u> Jon Nehring reported that the RFP for HR services developed by Brad Cattle was created to address development of a current policy handbook. Two potential consultant have been identified. He asked Members to contact Larry know if someone has a suggestion. The focus will be to review the general personnel policies and staff job descriptions. Bob Colinas suggested that WCIA be contacted as they should already have a set of policies that could be implemented by SERS. Larry will contact the WCIA rep.</p> <p>Richard Schrock moved and Jerry Smith seconded a motion to approve the Request for Proposals for Human Resources Service. The motion passed unanimously.</p> <p><u>Ratification of SERS Interim Director:</u> Brad Cattle stated that to ensure that SERS operational needs are met an agreement has been negotiated with Jon 'Wiz' Wiswell which needs to be ratified. Jon stated that the Personnel Committee moved quickly and were pleased to find someone that could immediately fill the need as</p>	

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	<p>Interim Directory. This short term contract will be revisited in January.</p> <p>Bob Colinas moved and Dr. Kent Saltonstall seconded motion to ratify the SERS Interim Director contract. The motion passed unanimously.</p>	<p>Motion Approved</p>
Executive Session		
Miscellaneous		
Upcoming Issues	<ul style="list-style-type: none"> ▪ <i>Update to the Maintenance and Operations Standards</i> ▪ <i>Replacement Reserves Purchases to Extend Life of System</i> 	
Adjourn	The meeting adjourned at 11:30 p.m.	