SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

February 4, 2016

SERS Governing Board in Attendance	☒ Bob Colinas	Brier	☒ Jerry Smith	Mountlake Terrace
	☐ Michael Nelson	Edmonds	☐ Jennifer Gregerson	Mukilteo
	☐ Ray Stephanson	Everett	☒ Brian Haseleu	Snohomish County
	☒ Steven Jensen	Lynnwood	☒ Richard Schrock	SCFD #1
	☒ Jon Nehring	Marysville	☒ Dr. Kent Saltonstall	Woodway
	☐ Pam Pruitt	Mill Creek		

	☐ Michael Catlett	Brier	☐ Susan Neely	Snohomish County
	☒ Al Compaan	Edmonds	☐ Laura Caster	Snohomish County
	☒ James Lawless	Edmonds	☐ Ed Widdis	SCFD #1
	☒ Murray Gordon	Everett	☒ Brad Reading	SCFD #1
	☒ Jim Lever	Everett	☐ Mark Correira	SCFD #1
	☐ Debra Bryant	Everett	☐ Tom Howard	Woodway
	☒ Richard Smith	Marysville	☐ Tom Whitson	Woodway
	☐ Greg Elwin	Mill Creek	☒ Jon 'Wiz' Wiswell	SERS
	☒ Greg Wilson	Mountlake Terrace	☒ Eva Ammons	SERS
	☒ Chris Alexander	Mukilteo	☒ Larry Kieling	SERS
	☒ Charles Macklin	Mukilteo		

Guests in Attendance	Pete Caw (Mountlake Terrace)	Steve Ditto (SNOPAC)	Tim Thometz (Day
	Brad Cattle (Anderson Hunter)	Sky Fulton (SNOCOM/SNOPAC)	Kevin Robinson (Day
	Kurt Mills (SNOPAC)	De Meyers (CT)	
	Terry Peterson (SNOCOM)	David Mendel (King County)	
	Andie Hanson (SNOCOM)	Andy Ruschak (Stantec)	
	James Robinson (SNOPAC)	Joe Piksa (Motorola)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	Meeting called to order at 10:01 a.m. by Jon Nehring.	
Introductions / Announcements	Round Table introductions were made.	
Public Comments		
Election of Officers for 2016	Steve Jensen moved and Jerry Smith seconded a motion to nominate Jon Nehring for the position of SERS Board President for 2016. Jerry Smith moved and Brian Haseleu seconded a motion to close nominations. The motion to close nominations passed unanimously. The motion to nominate Jon Nehring as the SERS 2016 Board President passed unanimously. Bob Colinas moved and Murray Gordon seconded a motion to nominate Jerry Smith for the position of SERS Board Vice President for 2016. Bob Colinas moved and Brian Haseleu seconded a motion	**Motion Approved**

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	to close nominations. The motion to close nominations passed unanimously. The motion to nominate Jerry Smith as the SERS 2016 Board Vice President passed unanimously.	**Motion Approved**
	Steve Jensen moved and Richard Schrock seconded a motion to nominate Brian Haseleu to continue as SERS Treasurer for 2016. Murray Gordon moved and Bob Colinas seconded a motion to close nominations. The motion to close nominations passed unanimously. The motion to approve Brian Haseleu to serve as SERS Treasurer for 2016 passed unanimously.	**Motion Approved**
Consent Items	1. **Acceptance of Minutes from the January 7, 2016 SERS Board Meeting.** 2. **Approval of SERS Invoice Summary for December 2015 Invoices received in January in the amount of $53,523.31 & SERS January 2016 Payroll, Invoice and Expense Summary in the amount of $160,213.89.** **Warrant Numbers: 1889825-39,1890518-28,1891258-69,1891271-82,84,1892241-44,1892246,47,1892249-54,1892256-61,1893357,1893535,36,38-43,1894525-27,30-33,1895873,81,82,86,5007259,5007611,25,53,77,80030561,80031359** *Bob Colinas moved and Richard Schrock seconded a motion to approve the consent calendar including the Invoice Expense Summary for December 2015 Invoices received in January and the Payroll, invoice I& Expense Summary for January and the Board minutes for the January 7, 2016 meeting. The motion passed unanimously.*	**Consent Calendar and Board Minutes Approved.**
Reports	SERS Director's Report: Wiz reported that on January 25th there was a site trunking event, affecting the east simulcast system, which was caused by a dual simulcast controller failure. This resulted in the east simulcast subsystem operating in site trunking for 17 minutes at which time staff was able to restore the system to normal operation. Since that time Motorola has provided some specialized equipment that was installed to monitor the system data between individual sites and the master site. If another incident with the controllers occurs, the hope is that the monitoring equipment can help Motorola determine the source of the problem. Wiz reported that some additional storage space is being rented due to the amount of equipment SERS is required to keep on hand for the time being. Wiz noted that the Interlocal Agreement for the dispatch consoles has been signed by all three parties (SNOCOM, SNOPAC & SERS). The SERS President has also signed the Motorola Customer Service Agreement (CSA) allowing a PO to be cut for the dispatch. The next step in the process involves a Detailed Design Review (DDR) with the vendor that is done to ensure that everything needed to	

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	complete the project has been included and any excess items are removed. Any changes will be reflected by a pricing adjustment. Wiz said he was very pleased that Motorola was willing to assign both the specific system technologist and project manager that he requested due to the fact that the console replacement project is very complex process and will take place in a live dispatch environment. The product is scheduled to ship on March 31st with an anticipated the project completion in the mid-summer timeframe.

Additional illegal carriers have been showing up on east simulcast, which staff is attempting to locate. An illegal carrier is a signal on the system that is not generated by an authorized mobile or portable radio. When an illegal carrier is received the system will remove the channel from service until there is no activity for set period of time, which is definable in the system. Illegal carriers are very elusive due to their intermittent nature making them difficult to track. Both east and west simulcast are seeing more busies than in the past and so staff is looking at ways to improve the situation.

Last month a Comcast service interruption was found to be the result of a billing error by the company, who then proceeded to shut off service without prior notice to SERS. Comcast provides both internet service and connectivity to allow SERS' techs to remotely access radio sites. As a result of ongoing issues with Comcast, staff is looking at other options such as Wave Broadband. Chief Jensen asked Wiz to provide an update to the Board next month on the progress in securing an alternate vendor.

Staff is in the process of scheduling tower inspections for the year. Five towers are scheduled to be inspected in 2016.

Rebanding Report: Wiz reported that the second touch of user radios is scheduled to begin on March 7th.

Communications Center Reports:

- SNOCOM – No Report

- SNOPAC – Kurt Mill thanked all who worked to develop the Dispatch Console Interlocal Agreement.

PSTC Report: Wiz reported that last month's PSTC meeting was cancelled.

CAD/RMS Report: Sky Fulton reported that a hotfix installation will take place next Wednesday morning between 4 a.m. and 8 a.m. Both dispatch centers have notified user agencies that the system will be unavailable during that time. Andie Hansen has been asked to act as system manager as the NW effort moves from project to operations status. Terry Peterson said it has yet to be determined what will be needed in terms of supporting the system in long term. | |

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	Budget Committee Report: Brian reported that the Budget Committee discussed a number of operational items during last week's meeting including excess vehicles on hand, the need for tower inspections to occur on a regular basis. Also, staff is investigating what it will take to replace dual prime generators at the high sites and looking at alternative options. Next month the Budget Committee will be taking a look at the rolling stock inventory and discuss a plan for vehicle replacement going forward. The committee will also be discussing an alternative to Comcast as reported in the Director's report.

Personnel Committee Report: No Report

Governance Committee Report: Jim Lever reported that he planned to talk with Wiz and the committee to discuss governance going forward.

Future Funding Committee: Murray Gordon reported that the committee did not meet this morning. He also noted that an email received from Andy Ruschak indicated that only 3 individuals have completed the Stantec User Survey. In order to move forward with the project Murray stated that it is essential that input is received from all stakeholders. He asked that Andy and Jon Nehring meet with him after the Board meeting to discuss how best to get the message out to a wider audience.

Community Transit Report: De Meyers reported that having gone through both a needs assessment and alternative assessment in terms of scope, schedule and budget, cellular was found to be the front runner. As a result CT decided to perform a drive test, look at some reports provided by Snohomish County Sheriff and talk with both AT&T and Verizon. From the drive test analysis and meeting with the carriers De noted there were found to be no 'deal breakers' by moving in that direction. As part of the proof of concept CT plans to equip and operate a bus to determine how this option would work. CT also meet with their CAD/AVL vendor to explore what a design and implementation might look like. She anticipates the project taking about three years to complete.

Bob Colinas asked Andy Ruschak if SERS should consider a similar solution and if so would there be any stability or reliability concerns that would need to be considered. Andy responded that the approach that CT is considering is commercial wireless and more than likely 4G LTE as the protocol. This is not the trend for public safety communications, however, that paradigm may change 10-15 years. Andy said that commercial wireless is not a solution | |

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	that he would consider for public safety for several reasons. When commercial power is disconnected at a public safety site there are typically 3-5 days or more of continuous run time available as a result of battery and generator backup. With a wireless carrier, site resiliency can vary depending on the type and amount of redundancy in place. Battery back-up may only last a few hours and sites may or may not have a backup generator available. Also the ability to refuel the generator may depend upon a sub-contractor. This is one of the reasons public safety steers away from commercial wireless carriers as sites may fail from weather or incident related events. Other issues with a commercial solution involves system capacity. Public safety system agencies own the system capacity as opposed to commercial system where public safety users are sharing the system with non-government users. Even if government users were provided a higher- priority for system access it may not be guaranteed by the carrier. In terms of transit, Andy considers coaches are a 'floating data hub' and so there's a data aspect to how transit operates that includes vehicle tracking, billing, etc. Andy views transit more as a public service organization as opposed to public safety entity and so when considering voice communications he feels that the wireless carriers are not to the level of reliability that a traditional push-to-talk radio system offers, as found in public safety radio systems. Bob Colinas said there has been talk over time of the possibility of CT and SERS working together but with the routes both agencies seems to be taking there appears to be more of a separation than what was considered in the past. Andy said that if CT drivers were to have the ability to interoperate with first responders it would be a challenge for wireless carriers to provide voice communications that interfaces with conventional or P25 push-to-talk public safety systems. Dee said that CT is looking at QoS in their own private network and using Verizon and AT&T as backup. She noted that interoperability is important to the agency but operationally it will go through dispatch. CT is aware of the issues and will continue to look at risks. CT is also working with other agencies including SERS and PSERN through their monthly Region Advisory Committee (RAC) meetings.

PSERN Report: David Mendel reported that the agency is working on site development in parallel with the Detailed Design Review (DDR). He noted that one of the things that has come up recently is the fact that most jurisdictions within King County have restrictions on tower heights. This is primarily the result of the proliferation of cell towers. Oftentimes there are no exceptions to allow public safety to exceed those tower height limits. David noted that the cellular | |

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	carriers have a completely opposite model from the land mobile radio (LMR) systems. Cellular systems use a number of short towers with each tower providing limited coverage designed to service a specific area as opposed to LMR where the Public Safety systems typically use large towers in order to provide coverage to as large an area as possible. David said that as PSERN develops their system that includes 30 new radio sites, in addition to the 26 sites that exist today, the agency will have to fight the height restriction battle on a city by city basis throughout King County. He noted that this is an issue that SERS will need to consider when planning for the replacement radio system. PSERN has begun discussions with Sound Transit, particularly Link Light Rail which is one of the largest customers in the King County Regional Network. David said that he is concerned that the PSERN system may not have adequate coverage to reach into Snohomish County when the Link Light Rail system is built out to Lynnwood. He would like everyone to start thinking about how to deal with this issue and consider that there may be an actual need to start converging networks as things move forward into the next decade at which time Sound Transit expects to run their north extension into Lynnwood. David will be reaching out to folks within Snohomish County, including the SERS Director to start having discussions about how communications might be handled with the County. He noted that from Sound Transits' perspective their agency does not want to have to switch radio systems when moving from King to Snohomish County. Murray Gordon said that the issue of tower height restrictions within Snohomish County is something that the Future Funding Committee will need to research with the help of the consultant, well in advance of the new system buildout. Bob Colinas asked about the State statute on the siting of essential public facilities and if towers would fall under this category. David said that PSERN looked at the statue and realized that it would require the State Legislature approving a change to RCW. Another issue to consider involving tower height is the reluctance of landowners to cut trees that may block radio signals over time as the trees grow in the antenna's signal path over time. <u>Stantec Report</u>: Andy Ruschak reported that his team has had a busy month from gathering data on the SERS radio system. Recently email notices were sent out regarding the radio user online survey, which is the primary tool for gathering feedback from user agencies. The survey is also being modified for use by the PSAPs. Kurt Mills and Terry Peterson have been asked	

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	to assist in distributing the survey to com center staff. Unfortunately there has been limited response to the agency user survey and so other ways are being considered to encourage participation by user agencies. Andy stressed that it's important that agencies concerns are heard, which is the reason for participating in the user survey. Kurt asked Andy to send the user surveys to himself and Terry so they can be distributed to the user agencies.	
Old Business	<u>Dispatch Console Interlocal Agreement</u>: An update was provided during the Director's Report.	
New Business	<u>Resolution 16-01</u>: Setting the Date and Time for Board meetings. Jon Nehring asked if anyone had a desire to change the Board date or meeting times.	
	Bob Colinas moved and Murray Gordon seconded a motion to approve Resolution 16 setting the Board date and meeting time. The motion passed unanimously.	**Motion Approved**
	<u>4th Q Preliminary BVA</u>: Brian Haseleu noted that the preliminary BVA shows that the budget is tracking and with a $78,000 underrun in the O&M Budget. As discussed in the Budget Committee meeting there is still a question of an outstanding leave payout but even if that t were to occur these there would still be an underrun for the 2015 budget. The Replacement Reserve and ER&R funds are both tracking and so the budget is in good shape at year end. Brian anticipates having a final BVA available next month.	
	<u>Surplus of 2001 Ford Expedition, 2000 Skandic 600 Snowmobile & Trailer</u>: Wiz said that the inventory includes a 2001 Ford Expedition that is no longer needed and should have been surplused when the replacement vehicle was received last year. The snowmobile was last used was about 3 years ago due to the fact that it does not work well in non-groomed snow areas. When the technician look took it out the snowmobile got stuck and the tech had to walk out. Another technician then hiked in to retrieve the vehicle and was able to turn the vehicle but ended up getting stuck again and also had walk out. Several weeks later the crew was able to retrieve the vehicle. Since the snowmobile does not work in the areas that the technicians travel it's of no use to SERS. Wiz asked the Board to declare the 2000 Skandic 600 Snowmobile & Trailer as surplus so it can be sent to public auction. Brian Haseleu said that the request to surplus the Ford Expedition and 2000 Skandic snowmobile and trailer was discussed by the Budget Committee who made a recommendation for the Board to surplus the equipment.	
	Bob Colinas moved and Jerry Smith seconded a motion to surplus the 2001 Ford Expedition and the 2000 Skandic 600 Snowmobile & Trailer The motion passed unanimously.	**Motion Approved**

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	Comcast Replacement: Wiz reported that staff is looking at a service provider to replace Comcast. He anticipates bringing a recommendation to the Board in March. 2003 Ford Replacement: Wiz said the SERS fleet includes a 2003 Ford F350 with over 180,000 miles. Snohomish County's fleet policy is to replace diesel vehicles at 150,000 miles. By the end of the year the truck will is expected to have over 200,000 miles. Wiz would like to replace the truck this year and so wanted to make the Board aware of the issue. Wiz plans to bring his request to Budget Committee in February.	
Executive Session	Jon Nehring stated that the Board does have a need of an Executive Session. Brad Cattle stated that the SERS Board will now recess into Executive Session. The purpose of the Executive Session is two-fold. One is to review the performance of a public employee and the second is to discuss with the SERS Attorney the prospect of potential litigation. The Executive Session will last approximately 20 minutes and so the anticipated time the Board is expected to reconvene is 11:10 a.m. It's anticipated that when the Board returns to regular session they will take action and at the conclusion of that action the Board meeting will be adjourned. At 11:10 the Brad Cattle announced that the Executive Session will be extended an additional 25 minutes and so the anticipated time the Board is expected to reconvene is 11:35 a.m. At 11:35 a.m. the Board reconvened in open session. Bob Colinas moved and Chris Alexander seconded a motion to approve the employment contract with Jon 'Wiz' Wiswell, effective January 1, 2016. The motion passed unanimously.	**Motion Approved**
Miscellaneous		
Upcoming Issues	▪ *Update to the Maintenance and Operations Standards* ▪ *Replacement Reserves Purchases to Extend Life of System*	
Adjourn	The meeting adjourned at 11:37 a.m.	