

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**January 7, 2016**

<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"/>	Snohomish County
	<input type="checkbox"/> Steven Jensen	Lynnwood	<input checked="" type="checkbox"/> Richard Schrock	SCFD #1
	<input checked="" type="checkbox"/> Jon Nehring	Marysville	<input checked="" type="checkbox"/> Dr. Kent Saltonstall	Woodway
	<input type="checkbox"/>	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 checked="" type="checkbox"/> James Lawless	Edmonds	<input checked="" 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 type="checkbox"/> Brad Reading	SCFD #1
	<input type="checkbox"/> Debra Bryant	Everett	<input type="checkbox"/> Mark Correia	SCFD #1
	<input type="checkbox"/>	Lynnwood	<input type="checkbox"/> Tom Howard	Woodway
	<input checked="" 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 checked="" 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 Attendance</b>	Rachelle Heinzen (Sno County)	Sky Fulton (SNOCOM/SNOPAC)	Tony Minor (King County)
	Kurt Mills (SNOPAC)	Tim Thometz (Day Wireless)	Steve Ditto (SNOPAC)
	James Robinson (SNOPAC)	Kevin Robinson (Day Wireless)	Tim Chrobuck (CT)
	Terry Peterson (SNOCOM)	Spencer Bahner (City of Seattle)	Jim Nichol (Motorola)
	Worth Norton (Marysville)	Phillip Kwon (Snohomish County)	
	Andy Ruschak (Stantec)	Joe Piksa (Motorola)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW- UP
<b>Call to Order / Roll Call</b>	Meeting called to order at 10:05 a.m. by Jon Nehring.	
<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 December 3, 2015 SERS Board Meeting.</b></p> <p><b>2. Approval of SERS payroll, invoice and expense summaries for December in the amount of \$ \$156,423.79</b></p> <p><b>Warrant Numbers: 1884977,188832939,31,32,39,40,45,46,48-56,59-67,72-81,188 9021-37,18,1892255,5007147,31,47,48,76, 85,87,80028981,8030235,80030470,80031359</b></p>	

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	<p><b><i>Brian Haseleu moved and Murray Gordon seconded a motion to approve the consent calendar including the Payroll and Expense Summary for January, the Invoice Expense Summary for 2015 invoices received in 2016 and the Board minutes for the January 7, 2016 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 the order for site batteries has been placed. The vendor was asked to expedite the order if possible and will have provide a ship date in the coming days. A system issue occurred over the past week that involved the core router equipment. One of the two advanced replacements failed and was replaced. Wiz noted that the console replacement project will replace the old core router equipment. He also noted that the annual review of all employees has been completed.</p> <p><u>Rebanding Report</u>: Wiz said everything is on track for rebanding to start mid-February.</p> <p><u>Communications Center Reports</u>:</p> <ul style="list-style-type: none"> <li>▪ SNOCOM – No Report</li> <li>▪ SNOPAC – Kurt reported that New World is working with the PSAPs on system optimization. The PSAPs are meeting on January 19th to start discussions regarding potential consolidation.</li> </ul> <p><u>PSTC Report</u>: Terry Peterson said the conversation continues on how best to move forward in terms of systems management of the New World System and how that relates to both the PTSC and JPAC Committees. He anticipates some changes to occur in the next few months.</p> <p><u>CAD/RMS Report</u>: Sky Fulton reported that hotfix 9 is currently being tested in the development system.</p> <p><u>Budget Committee Report</u>: Brian reported that Budget Committee held a brief meeting in December. The Committee is recommending approval of the Motorola Service agreement that is found later in the agenda. Phillip provided a preliminary BVA through November to give an idea of what the budget will look like through the end of the year. The BVA report, a discussion involving the surplus of equipment and a proposal for LED lighting is also included in the Board agenda. The Committee is also continuing to look at SERS purchasing and other internal policies and procedures. Any suggested changes will be brought to the Board.</p> <p><u>Personnel Committee Report</u>: No Report</p> <p><u>Governance Committee Report</u>: No Report</p>	

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	<p><u>Future Funding Committee:</u> Murray Gordon asked Andy Ruschak to provide a short overview of the Stantec console report that was previously distributed to the Board. Andy reminded Members that approximately 6 weeks ago Stantec was asked to review the Motorola Console Proposal and to address some specific questions raised by the Board in order to ensure the console procurement was timely. Within the report Stantec also offers an opinion on how it might affect the company's ability to assist in defining a replacement radio system. With the assistance of Wiz and SERS staff, Stantec took an in-depth look at the situation with the existing radio consoles. The report shows that there is risk of system failure due to the age of the equipment which is no longer supported by the vendor and is subject to failure at any time. Stantec also looked at the situation from both an operations and support perspective to understand what SERS is up against in terms of system maintenance. A variety of other potential options were considered but in conclusion Stantec feels that procurement of the Motorola console equipment is timely, represents risk mitigation, good stewardship of taxpayer dollars and will carry SERS another 5-6 years, until the new radio system is procured and installed. Purchasing the consoles at this point in time will not affect the methodology that Stantec will use in determining and specifying a replacement radio system. Although the console procurement would create a upgrade strategy that Motorola could use to potentially offer a new radio system, Andy believes that in 4 -5 years an RFP that that is based on the operational needs and technical requirements would not preclude any vendor from offering a solution at a competitive price. Bob Colinas said that he feels the Future Funding Committee has done their due diligence on this issue with the help of Andy, who has done an excellent job in creating the report and, as a result, he is in support of the Motorola Console project. Richard Schrock said that he echoed the comments made by Mayor Colinas.</p> <p>Richard Schrock moved and Jerry Smith seconded a motion to approve the Stantec Motorola Console Purchase and Opinion Report. The motion passed unanimously.</p> <p><u>Community Transit Report:</u> Tim Chrobuck reported that coverage testing was just completed. A finalized coverage analysis should be completed by the next meeting.</p> <p><u>PSERN Report:</u> Tony Minor stated that although he is not directly involved with PSERN he works closely with the project team and so could offer a high level overview of the project status. Currently the team is focused on site procurement and preliminary design review activities. The project remains on track although there have been issues receiving documents from the contractor on a timely basis. That issue is being addressed.</p>	



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<p><b>New Business</b></p>	<p><u>BVA through November 30, 2015:</u> Brian Haseleu reported that the preliminary BVA through the end of November shows that there is a remaining budget of approximately \$230,000. That doesn't account for the fact that approximately \$60,000 needs to be moved to the ER&amp;R fund for the purchase of the two vehicles. It's anticipated that that SERS will be under budget at the end of the year.</p> <p><u>Motorola 2016 Service Agreement:</u> Brian reported that the agreement, totaling \$121,391.76 plus tax is for the annual renewal for Motorola Services. He also noted that the Interlocal Agreement approved earlier in the agenda requires SERS to pay for factory support services for components of the new dispatch consoles when those assets are put into service. As a result there will be an adjustment to this contract later in the year to cover the additional costs associated with the new console equipment. Board action to amend the contract will be required at that time. The Budget Committee is recommending Board approval of the Motorola 2016 Service Agreement in the amount of \$121,391.76 plus applicable tax.</p> <p>Brian Haseleu moved and Jerry Smith seconded Board acceptance of the Motorola Service Agreement for 2016 in the amount of \$121,391.76 plus applicable tax. The motion was passed unanimously.</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><u>Equipment Surplus:</u> Wiz stated that when he first started as Director of SERS he began looking at the various items being stored at SERS that are no longer of use to the operation. One of the items is a 2005 Ford F350 that has been expensive to maintain and was replaced earlier this year. Wiz asked the Board to declare the vehicle surplus and allow staff to take the proper steps to surplus the vehicle. Also, Wiz would like the Board to declare as surplus the old east loop microwave equipment that was recently replaced and is of no use to SERS. Staff has reached out to four vendors that deal in used radio/microwave equipment and learned that two are not interested in this old equipment and the other two are investigating what the value is, if any, for this type of equipment. Staff also looked at eBay and for the whole lot of similar equipment was prices at \$10,000, which means that a used equipment reseller would probably at most pay about \$5000 or less for the equipment. Due to the amount it would cost SERS to ship this amount of equipment to a</p>	<p><b>Motion Approved</b></p>

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	<p>reseller any profit would be lost in shipping costs. King County is currently using this exact version of microwave equipment, which they are scheduled to replace in several years. Currently King County is having issues with finding old spare microwave equipment to maintain their system, until it is replaced, and so they have asked SERS about the possibility of acquiring the old east loop equipment. Wiz is asking the Board to first declare the microwave equipment as surplus and authorize staff to dispose of it and if possible transfer the equipment to King County at no cost allowing King County to pick up the equipment and put it to use on their system.</p> <p>Bob Colinas moved and Richard Schrock seconded a motion to authorize the SERS board to surplus the 2005 Ford F350 truck and surplus the old microwave equipment as noted on the document to King County. The truck will be sent to auction. Staff will work with Snohomish County Fleet for assistance. Brian Haseleu asked that staff work with Brad Cattle, SERS attorney, to ensure the proper steps are followed to surplus the equipment. Bob said that it's important to document the fair market value even if the microwave equipment is of no value. The motion passed unanimously.</p> <p><u>LED Facility Lighting Proposal:</u> Wiz reported that the landlord of the SERS office in Marysville came to him and staff with a proposal to replace all the lighting within the facility with LED lights. The Board packet contains a copy of the proposal which shows that Snohomish County PUD and the landlord will share in the cost of the replacement project. The landlord has asked SERS to share his cost of the project with SERS which equates to SERS paying about 25 cents on the dollar to replace the lights. The cost to SERS would be approximately \$6,500. With the energy and maintenance the cost savings to SERS would result in a payback after about 2 years. SERS has about 6 ½ years left on the lease. Wiz asked for the Board to approve this 'green' project.</p> <p>Richard Schrock moved and Murray Gordon seconded a motion to authorize staff to move forward with the LED lighting project as outlined in the proposal. The motion passed unanimously.</p> <p><u>SERS BDA Policy:</u> Wiz stated he would like to develop a SERS policy for BDA and other in-building radio systems. BDA is an acronym for Bi-Directional Amplifier. The purpose of a BDA or similar system is to take the radio signal outside of a building and put it inside the building and to also bring a signal from a portable radio transmitting inside a building to the outside in order to allow a user to talk on the radio system. Some buildings are constructed so that radio signals are unable to penetrate the interior of a building. Underground basements are also a challenge for radio signal penetration. In order to get public safety radio communications within a building, BDA systems or other solutions must be employed as required by both the International Fire Code and Snohomish County Fire Code for new building construction and major remodels of older buildings. SERS has not had a formal policy in place</p>	<p><b>Motion Approved</b></p> <p><b>Motion Approved</b></p>

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	<p>regarding these systems but it is has been understood in the past that SERS is not responsible for the design, installation or maintenance of BDAs which is the responsibility of the building owner or occupant. The licensee of the system, meaning SERS, is responsible to oversee the project to make sure the design is correct. The Fire Marshall is also responsible for ensuring the system works properly before signing off on the building project. There is more than one approach to provide in-building coverage and so the solution would not necessarily involve the use of a BDA as long as the performance specifications within the building are met. Wiz also noted that some in-building systems may not be forward compatible when SERS moves to digital operation with the new radio system in 5-6 years. The building owner would then be responsible for upgrading their system at that point in time. Brian noted that the policy should also state that if an in-building system causes interference at the time of activation or while in operation that SERS has the right to require the interfering system to be shut off. Another document that is being drafted is for building owners to complete which asks for a 24 hour contact name and number and information on the specific location of their in-building system in case of interference to the SERS system. Murray said he is hopeful that developers, architects and builders have the fire code and policy available at the beginning of construction rather learning about the requirement after construction was completed. Jon Nehring ask Wiz to work with Brad on developing the policy and to bring a draft policy, when available, to the Board.</p> <p><u>2016 Member Delegate Letters:</u> Jon asked that each Member agency provide a letter designating their delegate and alternate to the SERS Board for 2016. Larry will also send an email reminder to Member agencies.</p>	
<b>Executive Session</b>	<p>Jon stated that the SERS Governing Board will now recess into Executive Session that will conclude by 11:00 a.m. The purpose of the executive session is to review the performance of a public employee and to discuss contract negotiations in which the publication would disadvantage SERS. At the conclusion of the Executive Session there may be action taken by the SERS Governing Board when the Board of Directors when it reconvenes into open session.</p> <p>The SERS governing Board will now adjourn and will return to open session shortly.</p>	
<b>Miscellaneous</b>		
<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 11:01 a.m.	

