

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**March 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 checked="" type="checkbox"/> Michael Nelson	Edmonds	<input type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input type="checkbox"/> Ray Stephanson	Everett	<input checked="" type="checkbox"/> Brian Haseleu	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 checked="" type="checkbox"/> Dr. Kent Saltonstall	Woodway
	<input checked="" type="checkbox"/> Pam Pruitt	Mill Creek		

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

<b>Guests in Attendance</b>	Pete Caw (Mountlake Terrace)	David Mendel (King County)	Andy Ruschak (Stantec)
	Brad Cattle (Anderson Hunter)	Joe Piksa (Motorola)	
	Phillip Kwon (Snohomish County)	De Meyers (CT)	
	Andie Hanson (SNOCOM)	Paul DeCamp (CT)	
	James Robinson (SNOPAC)	Marina Zuetell (MHZ Consulting)	
	Sky Fulton (SNOCOM/SNOPAC)	Kevin Robinson (Day Wireless)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW- UP
<b>Call to Order / Roll Call</b>	Meeting called to order at 10:01 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 February 4, 2016 SERS Board Meeting.</b></p> <p><b>2. Approval of SERS Invoice Summary for SERS February 2016 Payroll, Invoice and Expense Summary in the amount of \$248,850.62.</b></p> <p><b>Warrant Numbers: 1892255,1894524,28,29,1895864-72,74-79,83-85,87,1897573-75,77-88,5007868,5007935,5007964,5007966,80031359</b></p>	

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	<p><b><i>Bob Colinas moved and Richard Schrock seconded a motion to approve the consent calendar including the Payroll, Invoice &amp; Expense Summary for February and the Board minutes for the February 4, 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> <u>SERS Director's Report:</u> Wiz reported the plan going forward is to have 5 towers inspected in 2016, with another 5 towers scheduled for each of the following two years. The process will continue so that each tower is inspected on a 3 year cycle. Staff is scheduling repairs for items found from the first tower inspection.</p> <p>Staff is working to locate the source of the illegal carrier interfered that continues to show up on the system.</p> <p>A schedule is being developed for replacement of the batteries at 10 sites. The vendor recently received the batteries from the factory and is in the process of charging and testing the units.</p> <p>The order has been placed for the dispatch consoles. The ship date for the equipment is March 31<sup>st</sup> with a tentative cutover date of July 18<sup>th</sup>. A fallback date of July 25<sup>th</sup> was also set in case an issue arises during cutover.</p> <p>One site failed during the March 1<sup>st</sup> storm due to a power failure. This site has bad batteries and so could not run as long as necessary without the generator. Replacement batteries are scheduled to be installed at this location.</p> <p>The Personnel Committee is meeting with the HR Consultant that received the highest score in response to the RFP that involves rewriting the SERS Personnel Policy Manual and staff job descriptions.</p> <p><u>Rebanding Report:</u> Wiz reported that the second touch of subscriber equipment is scheduled to begin on Monday. Approximately four fire stations are anticipated to be completed by the end of the next week. Technicians from P&amp;R Communications in Ohio will be performing the work. The entire project is expected to take a minimum of 4-5 months.</p> <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> <li>▪ SNOCOM – Andie Hanson reported that IT staff has been testing Locution over the last week and is working with fire departments in preparation for incorporating the system into their operations.</li> <li>▪ SNOPAC – No Report</li> </ul>	

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	<p><u>PSTC Report</u>: The Committee did not meet last month.</p> <p><u>CAD/RMS Report</u>: Sky Fulton reported that a hot fix was installed last month. An executive level meeting with New World is scheduled to take place next week where project completion items will be discussed.</p> <p><u>Budget Committee Report</u>: Brian Haseleu reported that a number of items on the agenda are a result of last week's Budget Committee meeting, including a recommendation of a budget modification for the purchase of a vehicle this year and authorizing the purchase of the vehicle under the State contract. He noted that several modifications to the 2016 budget will be discussed at next month's Budget meeting. Those modifications include the allocation of funds for the Stantec contract and the battery replacement project. The committee is also recommending the surplus of the old microwave equipment and also discussed conceptually the Wave Broadband proposal as the Wave agreement was not available for review at that time.</p> <p><u>Personnel Committee Report</u>: Steve Jensen reported that responses to the Human Resources RFP have been scored. The committee is meeting with one of the consultants tomorrow to determine if the company is a good fit for the type of work being requested.</p> <p><u>Governance Committee Report</u>: No Report</p> <p><u>Future Funding Committee</u>: No Report</p> <p><u>Community Transit Report</u>: De Myers introduced Paul DeCamp who took over CT radio operations last year. De said that she manages large projects and noted that Paul will likely be talking about some of the efforts surrounding radio operations at future SERS meetings.</p> <p><u>PSERN Report</u>: David Mendel reported that the agency continues to work on site development which is expected to continue for at least 18 more months and noted that the agency is finding a lot of difficulty in developing sites on US Forest Service land. The lead time to develop those sites is anticipated to take from 2 to 4 years, depending on the specific location. PSERN is also working on the detail design review with Motorola. Two RFPs are currently being advertised, one for a general contractor for site construction and the other for a shelter and generator contractor to provide those items. The intention is to install prefab shelters at all of the locations, if possible. The agency also plans to procure within the County the towers needed for the project.</p> <p><u>Stantec Report</u>: Andy Ruschak reported that he is focusing on two deliverables, the first involves a radio survey inventory assessment to determine the condition of the subscriber units and the potential</p>	

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	<p>use these radios may have on a new system. The second focus is the assessment of SERS radio sites. Andy has made some site visits, with SERS staff, to assess the physical, electrical tower conditions at the various sites. He also commented that he has received more responses to the user survey. Murray noted that the survey is very complete and in some ways very complex. For Everett Fire multiple individuals were involved to complete the survey. Al Compaan asked if the goal was to receive a single response from each user agency. Andy responded that the goal is to get as many people as possible to complete the survey as each individual will have a different take on their user experience. He also noted that if there are particular items a user may not have an answer to they may simply skip those items and simply respond to the questions where the user is able to provide input. The idea is to receive as much feedback as possible. The comment period is open for another 1-2 months. Steve Jensen stated his field staff found the survey to be very complex and so were told to respond only to questions that they were able to answer. Al Compaan agreed and felt that the survey should be reworked possibly taking a two tiered approach, with one component being more technical and the other focusing on the user experience. Andy responded that he would redraft the survey to address those concerns. He will also be conducting agency interviews and sharing with leadership of each agency the types of responses that were received from that agency's users.</p>	
<p><b>Old Business</b></p>	<p><u>Resolution 16-02</u>: Wiz reported that at the January Board meeting and at the request of the SERS Director the Board unanimously declared as surplus the old east loop microwave equipment that was recently replaced and is no longer of use to SERS. The Board also authorized the transfer of this equipment, if possible, to King County. The authority to surplus this equipment is conditioned on; (1) determining the market value of the equipment and (2) determining the best way to dispose of the equipment. Originally staff reached out to 4 vendors who deal in used microwave equipment and learned that two of the vendors had no interest in the equipment. The other two said they would investigate the value, if any, for this type of equipment. Since that time staff has learned that none of the four vendors contacted were interested in obtaining the equipment. Staff also looked at eBay for an equal sized lot of similar equipment and found the price is not enough to recover the cost to SERS to crate and ship this amount of equipment and so the equipment has no market value other than scrap. King County and the City of Seattle are both currently using the exact version of microwave equipment which is scheduled to be replaced in several years as part of the PSERN project. Currently both agencies are having issues in finding old spare microwave equipment to maintain their systems until their systems are replaced and so have asked SERS about the possibility of acquiring the old east loop microwave equipment. The Director and SERS Attorney have determined the appropriate way to properly dispose of the equipment is by 'bill of</p>	

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	<p>sale' and Board resolution. There will be no cost to SERS and both agencies will provide the labor and transportation from SERS to their respective locations. Wiz noted that draft Resolution 16-02 essentially states this information. The bills of sales included with the resolution lists the specific equipment that would be provided to each agency. Wiz requested that the Board take action to approve the resolution.</p> <p>Bob Colinas moved and Jerry Smith seconded a motion authorizing Resolution 16-02 declaring that certain items, specifically items listed, to be surplus property and be disposed of as stated and that the President and Secretary of the Board are authorized to sign the bills of sale. Bob Colinas said that the resolution identifies as everything going to the two agencies, either King County of the City of Seattle and asked that if either agency did not want some of the equipment listed if the Director would have the authority to properly dispose or scrap the remaining equipment. Wiz responded both representatives from King County and Seattle have seen the bill of sale and are anxious to obtain all the equipment listed as soon as possible. David Mendel agreed that it makes a lot of sense to transfer the equipment to King County and Seattle as it has no market value and due to fact that those agencies are unable to obtain new spare parts for their microwave system. The motion passed unanimously.</p> <p><u>Resolution 16-03</u>: Bob Colinas moved and Richard Schrock seconded a motion that Resolution 16-03 be authorized for the purchase of a new vehicle in the amount not to exceed \$52,000. Bob Colinas stated that SERS vehicles are purchased through the Washington State Contract. Wiz stated that the vehicle will be the heaviest duty truck and probably the most expensive of any in SERS Fleet as it is needed to access sites through rough terrain and have the ability to pull the snow cat. Brian noted the purchase of the vehicle involves a two-step process. Resolution 16-03 will modify the budget to allow for the expenditure of funds so that there is budget authority and secondarily the Board will approve by motion to purchase the vehicle through the State contract. The motion passed unanimously.</p> <p>Bob Colinas moved and Richard Schrock seconded a motion to authorize the purchase off Washington State contract for a 2016 F350 diesel truck in the amount not to exceed \$52,000. The motion passed unanimously.</p> <p><u>Wave Broadband</u>: Wiz reported that as stated in prior meetings, the Comcast service is unreliable. Also data speed available through Comcast is very low and not enough to meet the needs of SERS operations as IT and network capabilities are increasing. As a result staff has been looking at another vendor to replace Comcast and found that Wave Broadband will meets SERS' data requirements. Wiz noted that Wave Broadband is the company that owns Black Rock, who supplies fiber to a multiple agencies throughout</p>	<p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p>

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	<p>Snohomish County. As requested Wave Broadband provided a proposal that includes connection to two additional sites for a total of four sites. The 4 sites include the SERS office and SNOPAC which currently have Comcast connectivity plus Marysville Tank and SNOCOM locations. Wiz stated that it is critical to have network connectivity to the four sites going forward. Presently Comcast is charging SERS \$612 a month for the two sites. Wave Broadband comes to about \$1573 for connection to the four sites. The cost differential for 2016, which includes a \$2500 one time installation fee comes to about \$7,300 above what was budgeted for Comcast for 2016, but the added cost includes two additional sites. It will take about 6 weeks to get online with Wave Broadband and so by the time of cutover SERS will have bought about 5 months of Comcast service for 2016 which factors into the cost differential. For 2017 and beyond the cost will be about \$1600 a month for four sites with Wave Broadband. The contract is for 5 years and the company will provide government pricing and free service for the first month. Brad Cattle has reviewed and made some adjustments to the contract. Wiz requested that the contract be approved substantially as presented here today subject to any final adjustments made with the approval of the SERS Director, the SERS Attorney and SERS President. Brad Cattle stated that he does not anticipate any changes to the contract.</p> <p>Bob Colinas moved and Jerry Smith seconded a motion for the SERS board to authorize approval of the Wave Broadband substantially as presented. Bob asked if Wiz and Brad Cattle are comfortable with the termination language of the contract. Brad responded there is a 5 year termination time frame and so SERS would need to 'buy out' of the agreement if an early termination was requested. Brad said he spoke to Wiz about this issue and learned that Wiz felt comfortable with the terms in the agreement due to the capital investment being made by Wave Cable. The company will install equipment at each of the sites and provide a demarcation point for SERS to connect to the fiber. Brad noted that he was impressed by the vendor stating that they will provide 99.999% system reliability and if that number is not reached, certain concessions are provided to the customer. Steve Jensen stated that the additional cost for moving to Wave Broadband is basically due to the additional facilities to receive connectivity. He noted that predicated on comments at the last Board meeting and from reliability and capacity concerns the Budget Committee feels that approving the Wave Broadband agreement is a good solution to enhance service. James Robinson asked if there will be connection to the County 'meet me cabinet'. Wiz responded that it will be possible since SERS will be on the Wave Broadband / Black Rock fiber network. James also asked if SERS will be using one of the two Black Rock fiber connections that come into the SNOPAC building. Wiz said he was uncertain at this point but noted that it probably will be the case since Wave Broadband stated that they would have dual entry into the SNOPAC facility. Steve Jensen said that it was assumed that the connection would go through the meet</p>	

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	me cabinet and noted that the cities that are on the fiber ring which connects to the County had to agree to an Interlocal agreement in order to connect to the ring. He said that if SERS were to connect to the ring Brad Cattle should be involved to determine if SERS would be required to enter into an interlocal agreement. The motion passed unanimously.	<b>Motion Approved</b>
<b>New Business</b>	<u>2015 4<sup>th</sup> Q BVA Preliminary Report (2<sup>nd</sup>):</u> Brian reported the packet includes an update to the 2015 end of the year BVA. He anticipates a finalized report will be available for the April Board meeting. Brian noted that during the Budget Committee discussion on the purchase of the vehicle the Committee determined that in 2015 the transfer 9% of the rolling stock replacement cost into the ER&R fund did not take place as planned. This will be addressed later in 2016, if there is sufficient budget capacity. In order to not miss this in the future the plan going forward is to line up the transfer of 9% of the rolling stock replacement cost to the ER&R fund at the same time as the request to transfer of dollars to the Replacement Reserves fund, as budgeted, occurs each year.	
<b>Executive Session</b>	<p><u>Executive Session:</u> Brad Cattle said that the Board will now recess into Executive Session for 25 minutes, until 11:10 a.m. The purpose of the Executive Session is to cover three matters, one is to review the performance of a public employee and the other two items are to discuss with legal counsel the possibility of two claims, one is a claim to be asserted by SERS and the other is a potential claim against SERS. At the conclusion of the Executive Session the Board will returns to regular session and at that time may be action taken by the Board. At that point in time the meeting will be adjourned.</p> <p>Bob Colinas moved Richard Schrock seconded a motion that the Board authorize the President’s signature to the Employment Services Agreement with Jon ‘Wiz’ Wiswell amending and adding the phrase ‘in October 2016 which is the one year anniversary the salary is scheduled to increase to Step 5 pending a satisfactory performance review’. The motion passed unanimously.</p>	<b>Motion Approved</b>
<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 11:12 a.m.	