

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

August 4, 2016

| | | | | |
|---|---|----------------------------|--|-------------------|
| 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 checked="" type="checkbox"/> Brian Haseleu | Snohomish County |
| | <input checked="" type="checkbox"/> Bryan Stanifer | 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"/> Charles Macklin | Mukilteo |
| | <input checked="" type="checkbox"/> Al Compaan | Edmonds | <input type="checkbox"/> Susan Neely | Snohomish County |
| | <input type="checkbox"/> James Lawless | Edmonds | <input type="checkbox"/> Laura Caster | Snohomish County |
| | <input type="checkbox"/> Murray Gordon | Everett | <input checked="" type="checkbox"/> Brad Reading | SCFD #1 |
| | <input checked="" type="checkbox"/> Jim Lever | Everett | <input type="checkbox"/> Tom Howard | Woodway |
| | <input type="checkbox"/> Debra Bryant | Everett | <input type="checkbox"/> Tom Whitson | Woodway |
| | <input type="checkbox"/> Richard Smith | Marysville | <input checked="" type="checkbox"/> Jon 'Wiz' Wiswell | SERS |
| | <input checked="" type="checkbox"/> Greg Elwin | Mill Creek | <input checked="" type="checkbox"/> Eva Ammons | SERS |
| | <input checked="" type="checkbox"/> Greg Wilson | Mountlake Terrace | <input checked="" type="checkbox"/> Brad Cattle | Anderson Hunter |
| | <input checked="" type="checkbox"/> Chris Alexander | Mukilteo | | |
| Guests in Attendance | Pete Caw (Mountlake) | Tim Thometz (Day Wireless) | | |
| | Kurt Mills (SNOPAC) | Matt Taylor (Day Wireless) | | |
| | Steve Guptill (Monroe Fire) | Sharon Brendle (SNOCOM) | | |
| | Phillip Kwon (Snohomish Co) | | | |
| | Paul DeCamp (CT) | | | |

| AGENDA ITEMS | COMMENTS & DISCUSSION | ACTION/ FOLLOW-UP |
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| Call to Order / Roll Call | The meeting was called to order at 10:04 a.m. by Jon Nehring. | |
| Introductions / Announcements | None | |
| Public Comments | None | |
| Consent Items | <p>Acceptance of Minutes from the July 7, 2016 SERS Board Meeting.</p> <p>Approval of the July 2016 Payroll, Invoice and Expense Summary in the amount of \$ 157,460.28</p> <p>Warrant Numbers: 1910793-04, 1914024-7, 32-52, 71, 55, 59-71 1915892-16, 5008870, 81, 5009004, 86, 5009121, 80036253, 80037306, 52.</p> <p><i>Richard Schrock moved and Brian Haseleu seconded a motion to approve the consent agenda including the SERS July 7th regular meeting minutes and the July 2016 payroll, invoice and expense summary. The motion passed unanimously.</i></p> | <p>Consent Calendar Approved</p> |

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| <p>Reports</p> | <p><u>SERS Director's Report:</u> Wiz reported on the following items:</p> <ul style="list-style-type: none"> ▪ Rebanding. He reported they're finishing up the templates and Motorola is due back the week of 8/15 to finish the reprogramming. ▪ System. There was a copper theft and fence damage at the Mountlake Terrace site. He estimates about \$2500 to repair. ▪ Battery Status. 13 of 14 batteries have been replaced. The last battery at Deer Creek will be taken care of once the road is repaired. He estimates that will be done the last of August. ▪ Tower Inspections. All 5 towers scheduled for this year have been inspected. 2 sites will be repaired and he's waiting for quotes on these. ▪ Console Project. Technician training was completed the week of 7/19. Fire Trail and 76th St console conventional resources have been wired and tested. Console programming is in process and the installations are ongoing. Upgrade Operations, from Illinois, are installing the converter data base this week. The cutover date has been moved to August 29th. He's confident that date will be met. ▪ HR Consultant. The employee handbook is in process and comments have been made on the first draft. The personnel committee will be the next stop for review. The first draft of the personnel/policy manual has also been reviewed. ▪ Clinton Move Feasibility. SERS existing contract ends on 12/31/17. Notice must be given of the intent not to renew by 9/30/17. A new microwave path study and new 800 MHz coverage study is in the works. ▪ Tulalip. The attorney has been working on a draft of a new agreement with them. ▪ Truck replacement. The old truck was recently sold at auction with net proceeds in the amount of \$6100. These funds will be put into the ER&R fund. <p><u>Communications Center Reports.</u></p> <ul style="list-style-type: none"> ▪ SNOCOM. No report. ▪ SNOPAC. Kurt reported that the consolidation discussions are moving along. There are links on both PSAP's websites that provide information on this process. He said they anticipate going to the board with recommendations at the end of the year or first part of 2017. Jon Nehring commented that the call transfer information provided at the last meeting was very educational. Kurt also reported that NW/Tyler have taken a new fresh look at the county's project and reallocated a number of additional resources to accelerate the delivery of software and hotfixes. He went on to explain that they are seeing the beginning of many improvements following Tyler's acquisition of New World. One of these was announced by | |

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| | <p>Tyler yesterday in that they are relocating an individual to Snohomish County who will be dedicated to this project.</p> <p><u>PSTC Report:</u> No Report</p> <p><u>CAD / RMS Report:</u> No Report</p> <p><u>Budget Committee Report:</u> Brian Haseleu reported that they had a meeting last week. He is reserving his report for later in the meeting under New Business.</p> <p><u>Personnel Committee Report:</u> Chief Wilson reported that the committee met on July 28th. They met with JB Consulting, the HR consulting group. He anticipates it will be a couple of months before the policy manual is finalized. They discussed current employee annual accruals. Exempt employees have PTO (paid time off), while non-exempt employees' banks are split between vacation and sick leave. The personnel committee recommends there be consistency between these 2 groups, and suggests that there be vacation and sick leave banks, rather than PTO, for all staff. He also reported that leave bank limits were discussed and said that the group recommended cap limits and payouts for employee leave accounts. The group has also asked the director to provide them with current employee leave accounts.</p> <p>Chief Wilson also reported that the committee, along with the SERS attorney, went over a report on a personnel matter. They discussed whether or not to fill the open Administrative Services Manager position or to hold off pending some further analysis of the SERS organization and associated work load. With regard to that open position, they plan to get together with Kurt Mills following this meeting to see if SNOPAC would be available to provide some HR services.</p> <p><u>Governance Committee Report:</u> Deputy Chief Lever reported that there are three issues they are starting to work on:</p> <ol style="list-style-type: none"> 1. Bringing Tulalip on board. He reported that Wiz will be arranging a meeting with Tulalip to be scheduled soon. Brad Cattle is currently working on a draft agreement. He hopes to be able to come back to the board in the near future and report on what Tulalip's expectations are. 2. Sauk-Suiattle Tribe Request. This request was not to join SERS, but was made in order to join SNOPAC. He has since learned that SNOPAC decided not to move forward with this request. Kurt clarified that Sauk's primary issue is related to radio coverage. The tribe thought that the 800MHz system could provide them the coverage they need, and that SNOPAC could assume their dispatching services. Kurt explained that doing this would create quite a few problems and Skagit has since offered the tribe a solution to their radio coverage issue. Wiz has also followed up the tribe on this issue. Brian added that he received confirmation from Snohomish County Sheriff | <p>Employee leave accounts to be provided to committee</p> <p>Wiz to schedule meeting with Tulalip</p> |

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| | <p>that they would prefer that Sauk stay with Skagit County until the time they have a larger presence in Snohomish County.</p> <p>3. Lake Stevens is interested in coming on as a full member of SERS. He hopes to schedule a meeting with Lake Stevens and the Governance Committee before the end of August or early September. He would then provide a full report to the board.</p> <p><u>Future Funding Committee:</u> Richard Schrock reported that the committee met last week with Andy Ruschak who gave them a preliminary draft report which is about 90% complete. He expects that the draft will be ready for presentation to the board by the September board meeting. He explained that the report is really shaping up to be a very productive work containing many options with varying price tags attached.</p> <p>Bob Colinas suggested that if Andy had the report finalized could it be sent out to the board members for their review prior to the next meeting. Wiz agreed with the suggestion and said the Future Funding Committee Chair is the point of contact for the report and he would be the one to make the decision to release it to the board prior to the meeting.</p> <p>Wiz welcomed members of the board to contact him with questions when technical matters come up in reports where they need further explanation on.</p> <p><u>Community Transit Report:</u> No Report</p> <p><u>PSERN Report:</u> No Report.</p> <p><u>Stantec Report:</u> No Report</p> | <p>Schedule meeting with Lake Stevens</p> <p>Stantec report available to board members prior to next meeting.</p> |
| <p>Old Business</p> | <p><u>Tulalip Police Department Request.</u> Wiz reported that the next step will be to set up a meeting with all parties.</p> <p><u>2017 Preliminary Budget.</u> Brian Haseleu presented a draft budget for the board review. He reminded the board that years ago, when SERS adopted the replacement reserve plan, the target for 2017 was \$2,627,354 for O&M. This year's budget is within a few thousand dollars of that target. He complimented Wiz and staff for their work on adjusting the budget in order to fit within the required parameters. Highlights of the budget include:</p> <p>Personnel costs – staying consistent with past practices and projecting everyone on the 2016 adopted wage table. The budget makes no determination on what the wage table will be for 2017, but it does give the board the ability to give a COLA up to 2.5%. He spoke about the new proposed position (IT Technician). While the new position is not included in the budget, there is \$25,000 of IT support included, as well as a contingency amount of \$35,000. The decision on whether a new position is added will be up to the Personnel Committee.</p> | <p>Wiz to work on finding additional funds for IT Tech Position</p> |

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| | <p><i>Richard Schrock asked if Wiz has looked to the PSAPs to provide additional technical support, and he replied that he has looked into that.</i></p> <p>Brian covered standby pay, overtime and benefits, which are calculated in at 39% for 2017.</p> <p>Supplies – This expense went down to build some capacity for the IT support position.</p> <p>Professional Services – This expense went up at 18%.</p> <p>Communications – This is up roughly 25% due to the move to wave/broadband and adding additional communications to 2 sites.</p> <p>Training – This was reduced by 50% which was due to moving training to the replacement reserve system.</p> <p>Rentals – This went up marginally due to agreements that are currently in place. This assumes the Clinton lease at the higher level, \$100,000.</p> <p>Repair/maintenance – The amount shows a decrease of over 26%, but there are detailed estimates that make up the repair and maintenance components. This category also includes the WCIA insurance estimate, which is expected to be increased due to this years' claim.</p> <p>Operating Reserve Contingency – Includes the 1.5% that has been in place for each year to date.</p> <p>Replacement Reserves, and the transfer to ER&R (Equipment Revolving and Repair) fund – Contributions to both of these funds are included. The \$64,000 for the ER&R fund is based on an earlier Resolution by the board to have 9% of the current replacement value to be transferred into that fund.</p> <p>The projected Operating Budget for 2017 is \$2.6 million.</p> <p>Two other budgets were also presented:</p> <p>ER&R – the plan for 2017 is to replace one of the vehicles and 2 of the dual prime generators.</p> <p>Replacement Reserves Fund – Brian highlighted a couple of amounts: 1) (\$278,556) for some necessary test equipment for the system. This equipment is needed to maintain not only the existing system but would also be used in the next system they move to. The other large amount 2) (\$500,000) includes funds for an upgrade to the final version of Motorola's SmartX software that will support the analog transfers. This is the last version that will be available for purchase. The remaining \$100,000 is to cover the Clinton site move.</p> <p>Brian next spoke of the allocation of the operating costs, and went over the updates on population, area size and calls for service. He described the assessment formula based upon those figures.</p> | |

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| | <p>Discussion followed among board members on the proposed budget for 2017.</p> <p>Mayor Bob Colinas made a motion for the SERS Board to direct the Director to draft a resolution that would adopt the proposed 2017 budget at the next regular meeting in September. The motion was seconded by Chief Compaan. The motion was approved unanimously.</p> | <p>Motion approved to draft Resolution on 2017 budget</p> |
| New Business | <p>2nd Quarter BVA (Budget versus Actual) Report.</p> <p>Brian reported that it is included in the board packet. He added that the Budget Committee will review this during their next meeting.</p> <p>2016 SERS Amended Budget Attachment A of Resolution 16-4.</p> <p>Brian recalled that this may have already had action taken on this and been adopted.</p> | |
| Executive Session | <p>Jon Nehring stated there was a need for an Executive Session. Brad Cattle stated that the Executive Session is for the purposes of reviewing a public employee and to discuss with legal counsel a legal claim. The Board recessed into Executive Session at 11:00 am with an announced ending time of 11:30;</p> <ul style="list-style-type: none"> ▪ the meeting was extended 15 minutes by public announcement just prior to 11:30; ▪ the meeting was extended 30 minutes by public announcement just prior to 11:45; ▪ the meeting was extended 15 minutes by public announcement just prior to 12:15; ▪ the meeting was extended 15 minutes by public announcement just prior to 12:30 | |
| Adjourn | <p>The Executive Session ended at 12:45 at which time the Board returned to regular session and the Board Meeting was adjourned without further action or announcement.</p> | |
| Upcoming Meetings | <ul style="list-style-type: none"> ▪ Budget Committee – August 26th – 10:00 a.m. at SERS Conference Room. ▪ SERS Governing Board: September 1st – 10:00 am at Edmonds City Hall, 3rd floor Brackett Room. | |