

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

July 7, 2016

SERS Governing Board in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input 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 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 checked="" type="checkbox"/> Murray Gordon	Everett	<input 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 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"/> Larry Kieling	SERS
	<input checked="" type="checkbox"/> Chris Alexander	Mukilteo	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter

Guests in Attendance	Pete Caw (Mountlake Terrace)	Andy Ruschak (Stantec Consulting)	Sharon Brendle (SNOCOM)
	Eric Hicks (Everett)	Phillip Kwon (Snohomish County)	
	Terry Peterson (SNOCOM)	Kevin Robinson (Day Wireless)	
	Steve Dittoe (SNOPAC)	Tim Thometz (Day Wireless)	
	David Mendel (King County)	Matt Taylor (Day Wireless)	
	Paul DeCamp (CT)	Duane Leger (SERS)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
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>1. Acceptance of Minutes from the June 2, 2016 SERS Board Meeting.</p> <p>2. Approval of the June 2016 Payroll, Invoice and Expense Summary in the amount of \$ 278,285.77</p> <p>Warrant Numbers:</p> <p>1907500, 01, 03, 1908958, 60, 64, 65, 72, 73, 74, 1910774, 75, 78-92, 95-07, 09, 10, 12, 13, 1912301-23, 1914028-31, 5008696, 5008713, 24, 29, 5008812, 17, 82, 80035625, 75, 80036145, 80036792.</p>	

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	<p><i>Bob Colinas moved and Richard Schrock seconded a motion to approve the consent agenda including the SERS June 2nd regular meeting minutes and the June 2016 payroll, invoice and expense summary. The motion passed unanimously.</i></p>	<p>Consent Calendar Approved</p>
<p>Reports</p>	<p><u>SERS Director's Report:</u> Wiz reported on the following items:</p> <ul style="list-style-type: none"> ▪ Rebanding. Replacement technician is onboard, so they are betting back to the templates. Motorola is scheduled to come back out next week to handle the radio re-programming. They have been having trouble getting template approval from some of the agencies, so a new process has been put in place. Since this involves a mandate from the FCC, SERS position is if they receive no communication back from the agency, they will assume the template is good to go. ▪ System. The director reported a server failure earlier in the week, due to the age of the existing core. They are moving ahead in getting that server replaced. ▪ Battery Status. They have completed 13 of 14 sites. Due to road access issues at the Deer Creek site, that battery replacement is postponed until August when the road is scheduled to be repaired. They were able to fly into the site last week for maintenance issues. They determined that fuel level is sufficient through August. ▪ Tower Inspections. Wiz reported that they have inspected 5 out of 15 towers, and they're waiting for a final 5th report for this year. Repairs have been completed on two towers needing repairs, and they're waiting for quotes to address maintenance issues on another 2. The Rucker Tower has been re-painted and is now FAA compliant. ▪ Console Project. They completed dispatcher user training on June 22nd. Tech training on the consoles is scheduled for the 19th of July. The data base export has been completed so the conversion can go back into the new core. Console programming is still in progress and he anticipates completion by the end of next week. One new console has been installed at each com center, for demonstration purposes and to determine configuration with existing furniture. Cutover is schedule for the week of July 25th. ▪ HR Consultant. Job descriptions have been finalized and the personnel committee has reviewed and submitted changes that were then passed on to the HR Consultant. Work has also been started on the personnel/policy manual and he is in the process of reviewing. A health and wellness addendum has also been received and after review will be incorporated into the policy manual. ▪ New technician. The new technician started on July 1st. The director thanked Chief Wilson and his staff for handling the pre-employment background check. 	

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	<ul style="list-style-type: none"> ▪ Administrative Manager. Notice was received and his last day will be July 8th. Discussion has begun on finding a replacement. ▪ Clinton Move Feasibility. The Clinton site is currently costing over \$90,000 per year. The director reported that he thinks most of this cost could be saved by moving it. At a cost of \$100,000 to move the site, there will be a 1 year pay-back. The process includes a notice of intent not to renew the existing contract by September 30, 2017. A new microwave pass study is in the works. A coverage study is also being planned in order to determine there will be no loss in coverage. He reports that they met with officials of I-Com 911 who owns the new site and the meeting to discuss co-location went very well. ▪ Tulalip. The director received some requested stats from Tulalip's police chief. Because of the tribe's light usage, it was determined there would be very little noticeable impact on traffic if they come onto the system. The director has been working with the budget committee on what the costs would be to bring them on. All compiled data will be brought to the board for action prior to having any deal structured or negotiations started between SERS and Tulalip. There was also a question about whether there was any previously signed authorization and Wiz reported that a signed user agreement for interoperability with Tulalip, the North County Sheriff's Office and Marysville Police had been located. ▪ Generator Maintenance. Load testing has been started and two have been completed. He explained that since most of the generators are stand-by, sitting idle can cause problems. Some of the generators are also too large for the sites. A program is underway where each of the generators will undergo a full-load test to check performance. ▪ Truck replacement. The old truck is scheduled to be picked up by the auction house tomorrow and the auction is scheduled for July 30th. He proposes that funds received from the sale of the truck be moved into the ER&R fund. <p>Communications Center Reports.</p> <ul style="list-style-type: none"> ▪ Terry Peterson, SNOCOM's Director, reported that the launch of the 10-digit non-emergency number was successful. He added that based on call volume, the public was easily able to find the new number. He also reported the center received around 130 calls on the 4th of July, and normally receives about 40-60 calls per day. ▪ Steve Dittoe, from SNOPAC, reported similar responses on the 10 digit non-emergency number and sees around 150 calls a day coming into the center, with around 25% inappropriate for that line. They are planning an evaluation and test process next week. He added that they're seeing a lot of activity coming off of agency websites. 	

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	<p>He thanked Wiz for his engagement in the MCC-7500 planning process. Given their operational requirements, he said they had found some significant challenges to the installation of the equipment at SNOPAC. He said he thought they had found a path-through thanks to Day Wireless' saving of old equipment. He is hearing good reports from Motorola on the installation plan.</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, but it was lightly attended. No formal recommendations came out of that meeting.</p> <ul style="list-style-type: none"> ▪ Tulalip Police Department. They did discuss the analysis of Tulalip's use of the system and subsequent assessments. Based on their calculations, it was revealed that the use would be around 1.37% of the system, and the bill for 2016 would have been about \$35,000. The book value of the Phase 1 service area would be \$2.9 million. The original value of the system was \$17.6 million. Taking the 1.37% and applying it to the depreciated book value of the Phase 1 service area, the amount would be around \$40,000. This amount would be the capital contribution if Tulalip came to the system. Brian also reported that Tulalip is not just interested in using the system for mutual aid, but they have proposed to use it with their own dispatch center. He expects feedback on this proposed usage from the other dispatch agencies. ▪ 2017 Budget. Brian reported that after Wiz had gone over the budget again and re-examined the actual expenditures, he was able to compare a base line budget with no new staff with one where a technology person was added. With this exercise, it was determined that there were some significant savings that could be gained. If the board does add an additional technology staff member, the budget would still come in under the targeted amount of \$2.6 million. ▪ ER&R fund. This was established a couple of years ago, the balance is now near \$300,000. A policy was adopted that stated that 9% of the current replacement value of all assets would be transferred to the ER&R fund. Brian spoke about a challenge resulting from this transfer. ▪ Dual-Prime Site Generators. Assets at these 6 sites are running 24/7 due to the lack of commercial power available at the sites. He explained that the budget committee recommends adding these assets to the ER&R fund so that funds would be available for replacement on a predictable pattern, rather than chancing an unplanned failure. ▪ Planned Replacements. These include another vehicle, as well as 2 generators at Granite Falls. 	

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	<ul style="list-style-type: none"> ▪ Replacement Reserves. This covers the extension of the system through 2020, and involves the upgrade to the latest version of the Motorola system, which would be about \$370,000. He explained that this would be the last upgrade that will support the Smart-X boxes before the entire system can be replaced and the switch made from analog to digital. <p>Brian explained that due to the low number of attendees at the last budget committee meeting these topics will be addressed again at the next meeting with action sought at the SERS August board meeting.</p> <p>Personnel Committee Report: Chief Wilson reported that the committee met on June 23rd. They reviewed recommended modifications to the updated draft job descriptions from JB Consulting. Those positions included: Director, Admin Services Manager, Admin Services Analyst, Facility and Logistics, Lead Coordinator, Communication Center Specialist, Electronic Communication Specialist, Lead Electronic Communication Specialist, and IT Technician. They discussed having JB Consulting conduct a comparable study on the existing positions and determine if the current job classification accurately reflect the job duties. They also reviewed and made recommendations with regards to some of the policy edits from the consulting group. They had a preliminary discussion about adding an IT position to SERS to manage the IT Infrastructure. They reviewed the completed background investigation on a new employee and reviewed some minor changes and additions to the SERS employment evaluation form. They also discussed finding a replacement to fill Larry’s position, but explained that it would be too early to proceed until the comparable study is made available. They also discussed asking SNOPAC to provide some assistance with HR and other services prior to posting the open position.</p> <p>Governance Committee Report: Deputy Chief Lever said they would postpone committee meetings during consolidation talks.</p> <p>Future Funding Committee: Chief Gordon reminded everyone that besides himself, the following people serve on the committee: Mayor Nehring, Commissioner Schrock, Mayor Colinas, Mayor Smith, Brian Haseleu, and Chief Bryan Stanifer. He added that the committee has received broad support from the Snohomish County Council and staff. He added that he and Wiz received copy of the Stantec draft report on the first set of deliverables. The report is about 80% complete, and a brief review is planned. He intends to call for a future funding committee meeting sometime during the week of July 25th. The intent of the meeting would be for a detailed overview of the report to be provided and allow input from the funding committee at which time, if it’s to their desire, a recommendation be made to present it to the full board at the August meeting.</p> <p>Community Transit Report: Paul DeCamp provided a status update that CT has signed a contract with Day Wireless to provide radio management support for the next two years, with an additional 3 year option.</p>	

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	<p>PSERN Report: David Mendel reported that the site development work is on-going for the project. There are 52 radio sites to build, and they are moving along with final designs for the civil site development. Some building permits have been approved and they are getting their final designs on a site-by-site basis completed. Five lease agreements are complete. David added that while some progress has been found, a long road still exists. He added that it was most likely underestimated on what it would take to complete the project. He explained that the greatest risk with the project are managing stake holder expectations. He urged those in attendance to think carefully when having discussions with and conveying their messages to the stake holders in the early stages of the project.</p> <p>He also made an offer to the board regarding PSERN coming in and doing a more in-depth discussion about lessons learned, along with suggestions they may have for SERS. He isn't sure whether the funding committee is the right venue for this discussion, but he wanted to formally offer this to the board for their consideration. He feels they have information that could influence decision making here. Chief Gordon suggested that December would be a good time for this presentation.</p> <p>Stantec Report: Andy Ruschak reported that the Phase 1 deliverable, which included the 85% draft report. He explained that for the most part, the report is complete, but it still has the opportunity for the SERS technical team, as well as the Board, to review the breadth and depth of the report to see what it contains. Phase 2 deals with the design aspect of SERS existing coverage, looking at where deficiencies exist and where potential sites may be added in the future.</p>	
<p>Old Business</p>	<p>Tulalip Police Department Request. Brian explained that they are now at a point where legal needs to weigh in on what the proper structure would be in order to bring them into the system. He would still like to hear from the PSAPs on whether any issues would arise from having them dispatch on the system rather than just using it for mutual aid. Brad Cattle asked if everyone was comfortable about Tulalip being only a user, not a member. Chief Gordon requested more information on this. Richard Schrock asked if SNOPAC had ever discussed with Tulalip about servicing their area with emergency dispatch. Steve Dittoe replied that they had invited them last year and conducted a tour of their facility. He added that they met with them and members of a Federal task force that were advising Tulalip on PSAP development. At that time they were unable to establish any dialogue that led to anything being planned.</p> <p>Wiz reported that at this point his discussions with the Tulalip Police Department have indicated that they wish to continue providing their own dispatch services, but also wish to utilize the SERS system because of the better coverage than what they currently have. There has been no discussion of Tulalip being a member of the SERS board.</p> <p>Brad Cattle will work with Wiz to draft an agreement that would include the proper organizational and technical aspects and would then deliver the agreement to the SERS board to review. Once an Interlocal</p>	

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	<p>Agreement has been created establishing them as a user, then it would be forwarded to Tulalip for their legal department to review.</p> <p>A lengthy discussion followed with regard to questions and concerns of this potential agreement.</p>	
New Business	<p>T-Mobile Marysville Tank Site Agreement. Wiz reported that T-Mobile would pay Marysville directly for the site use and would pay SERS for the tower use. They want to put a shelter (actually a cabinet) on the site in order to house their equipment. SERS has been working with them on facilitating this, and Wiz thinks they have an agreement that everyone is happy with. Brad Cattle has also been involved in the agreement. He further explained that the Marysville Tank Site is one of the major sites where SERS wants to put in the Wave Broadband/Fiber Optic Cable that the board approved doing earlier this year. He went on to state that T-Mobile will end up paying for that cable to be trenched into the site. Larry has been working with T-Mobile and Brad on this agreement. Wiz and others discussed the restrictions that have already been put in place in the agreement.</p> <p><i>Mayor Colinas moved to authorize the Board President to sign the T-Mobile Site Lease Agreement. The motion was seconded by Richard Schrock. The motion passed with all in favor, one abstaining.</i></p> <p>Brian Haseleu disclosed that his wife works for T-Mobile, in a department not connected with this site acquisition. He felt it necessary to disclose this connection and asked to abstain from the vote.</p>	Motion Approved
Recognition	<p>President Nehring recognized the many contributions of Larry Kieling. Larry recently gave his notice and will be leaving SERS at the end of Friday, July 8. He thanked him for his eleven years of dedicated service to the agency and wished him well in his new position.</p> <p>Larry expressed his thanks to the organization, as well as to Mayor Nehring, Wiz and Eva. He added that the SERS crew puts out 110% every day and everyone cares about the work they do.</p> <p>The board expressed their appreciation of Larry with a round of applause.</p>	
Executive Session	<p>Jon Nehring said there is need for an Executive Session. Brad Cattle stated that the Executive Session will review a public employee. The session will begin at 11:10, and is expected to run for 10 minutes. At the conclusion of the Executive Session the Board will return to regular session and adjourn. No action is expected.</p> <p>At 11: 20 the Board returned to regular session. No action was taken and no announcements were made.</p>	
Adjourn	The meeting adjourned at 11:20 a.m.	

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Upcoming Meetings	<ul style="list-style-type: none"> ▪ Budget Committee – July 29th – 10:00 a.m. at SERS Conference Room. ▪ SERS Governing Board: August 4th – 10:00 am at Edmonds City Hall, 3rd floor Brackett Room. 	