SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

June 2, 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
	☐ Bryan Stanifer	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	☒ Brad Reading	SCFD #1
	☒ Murray Gordon	Everett	☐ Mark Correira	SCFD #1
	☐ Jim Lever	Everett	☐ Tom Howard	Woodway
	☐ Debra Bryant	Everett	☐ Tom Whitson	Woodway
	☐ Richard Smith	Marysville	☒ Jon 'Wiz' Wiswell	SERS
	☐ Greg Elwin	Mill Creek	☒ Eva Ammons	SERS
	☐ Greg Wilson	Mountlake Terrace	☒ Larry Kieling	SERS
	☒ Chris Alexander	Mukilteo	☒ Brad Cattle	Anderson Hunter
	☐ Charles Macklin	Mukilteo		

Guests in Attendance			
	Pete Caw (Mountlake Terrace)	Kevin Robinson (Day Wireless)	
	James Robinson (SNOPAC)		
	Terry Peterson (SNOCOM)		
	David Mendel (King County)		
	Paul DeCamp (CT)		
	Tim Thometz (Day Wireless)		

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. Jon Nehring reported that Interim Chief Bryan Stanifer will be taking former Chief Jensen's spot on the SERS Board as Lynnwood's designated voting member. Bryan was unable to attend today's meeting but Jon welcomed him to the Board. Chief Murray approved the request by Jon Nehring to place Bryan Stanifer on the Future Funding Committee.	
Public Comments		
Consent Items	1. **Acceptance of Minutes from the May 5, 2016 SERS Board Meeting.** 2. **Approval of the May 2016 Payroll, Invoice and Expense Summary in the amount of $ 239,008.31**	

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	Warrant Numbers: 1904428,20,1905777,95,1907480,1907483, 84,87,89,90-99,1907501,15,1908382,1908961,62,63,66, 1908967,68,69,70,71,5008518,5008534,5008551,53,62, 5008640,80034559,80035625,80035625,80035697.	
	Bob Colinas moved and Jerry Smith seconded a motion to approve the consent agenda including the SERS May 5th regular meeting minutes and the May 2016 payroll, invoice and expense summary. The motion passed unanimously.	**Consent Calendar Approved.**
Reports	SERS Director's Report: Wiz reported on the following items:

Rucker Hill Tower Painting - Wiz passed around a picture of the Rucker Hill tower to show the dramatic difference with its' new coat of paint.

Battery Replacement Project - Twelve of the 14 sites have been completed. One of the remaining sites will be completed this month. The last site, which is Deer Creek, will not be completed until road access is available. The road is expected to be repaired in the August timeframe.

Tower Inspections - Four towers have been inspected this year. The last tower inspection for the year will occur later this month. Two of the inspected towers have been repaired. Staff is reviewing the report on the third tower which has some maintenance items that need to be addressed.

Dispatch Console Project - The master site, 76th Street and training consoles have been installed and powered. The Fire Trail console has been installed but not yet powered. Console programming is in process. One new console will be installed at each of the com centers to see how it fits with the furniture and to give the dispatchers an opportunity to look at the equipment prior to cutover which is set for the first of August.

HR Consultant - Job descriptions are being finalized by the consultant which will then be sent to Wiz for final review before going to the Personnel Committee for review.

Staff position - The Personnel Committee and staff are in the process of replacing the technician who retired last month. The interview process has been completed and an offer of employment was sent to the selected candidate. A background check is in process. The goal is to bring the technician on board by the beginning of next month.

Clinton relocation project - SERS is currently paying over $90,000 a year for use of the Clinton site. Staff has been talking with Island County Fire District 3 who is the underlying landowner of a nearby tower site. The tower at this site is owned by ICOM 911. It appears | |

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	SERS could potentially save about $90,000 a year by moving to this site, which is located about 2 miles from the tower SERS currently uses. Later in the agenda there will be request to approve a microwave path study to determine if the new tower site is feasible in terms of microwave. Copper Theft: There was a recent copper theft at Clearview where the wire was ripped from the ground. The grounding protects the site from lighting strikes. Staff is reviewing options for site security including cameras. Once a solution is determined it will be presented to the Board. Rebanding Report: Wiz reported that staff continues building radio templates. Fire radios are essentially done. About 200 radios had to be redone due to an error involving user IDs. Jerry Smith asked Wiz to begin providing a printed copy of Director's report to the Board. Communications Center Reports: ▪ SNOCOM – Terry Peterson reported that both SNOCOM and SNOPAC implemented 10 digit non-emergency numbers, which went live yesterday. The system was soft-launched about 4 weeks ago, giving agencies a chance to update their websites. He noted that it has already proved that the public is looking for non-emergency numbers to use. ▪ SNOPAC – No Report PSTC Report: No Report CAD/RMS Report: No Report Budget Committee Report: Brian Haseleu reported that the first item discussed by the Budget Committee last week was a request by the Tulip Tribe to utilize the radio system for police dispatching. He noted that they are currently dispatching an average of 26 calls a day, which is not a large about of traffic. As a reminder, he said that the Tulalip Tribe was originally invited to join the system but chose to continue using their own radio system and not become a member of SERS. Brian stated that this situation is different than some of the other smaller agencies, whether they be tribal or other users on the system due to the fact that those users are on the system for mutual aid purposes for the benefit of the underlying members. Tulalip PD wishes to have that capability for the County Sheriff and Marysville PD but additionally would like to utilize the system for dispatching. Brian said the plan is to reach out to the Tribe and request population, area and call volume information, if the Board is receptive to continuing this line of discussion in terms of having an additional user on the system not only for mutual aid purposes but potentially for dispatch services. He said that this is different than	

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	what has been discussed by the Board up to this point. Brian noted that the Tulalips currently dispatch through their own radio system and would like to disband that system and be responsible for dispatching their units over the SERS system using base station type radios. Brian stated that one of the key provisions that would need to be included in an agreement is that that system only be used for public safety communications purposes. From a legal perspective, as part of an interlocal or other agreement, Brian stated that a waiver of sovereign immunity specifically in relationship to the system would be needed if the Board would like to continue along the path of bringing the Tribe onto the system. He stated that from a County perspective the Sheriff is a proponent of this request and he suspects that the City of Marysville would also be in favor of having the Tribe on the system for mutual aid purposes. Wiz noted that the call volume would have no effect on the system and coverage from the SERS system is far superior to the coverage from the single site system the Tribe is currently using. Brad Reading asked if the Tribe would be paying the full amount for maintenance for their share or would they be part of the County, like the fire districts. Brian responded that every time a user has been brought onto the system from an O&M perspective the user has always had to pay a complete share of the operations and maintenance. He said that from a Phase 2 capital component that's more of a function under the County's umbrella. Brian said that his recommendation is that for operations and maintenance it would require a full share for the Tribe to join and will require knowing the area, population and number of calls for service. Brian said that when the system was first put in use it was a certain dollar value but is now a depreciated asset. He said the plan is to hold the system together through 2020 until the next system comes online. The advantage of having the Tulalips on the system is another opportunity for shared costs going forward both with a capital component for the next system and for maintenance and operations. Brian said what the Board needs to take a look at is what the capital 'buy-in' would be at this point in time. Bob Colinas said that it makes sense to have the Tulalip Tribe on the system through an interlocal agreement. He noted that with the Tribe being a sovereign nation there are a lot of differences and he would want to see that they pay their fair share of the resources they use. He said he does not understand why SERS would want to give the Tribe a 'full boat' in the organization. Murray Gordon asked Bob why he wouldn't want to give the Tribe a full boat membership if they were paying their fair share. Bob responded that mainly because the Tribe is a sovereign nation and he doesn't have the answers to what the legal issues are involved and so if SERS decided to move forward that he would want to fully vet this issue because the Tribe is a different type of entity. His concern would be that he wouldn't want the Tribe to do something that they are able to do differently than what other agencies would not be able to do and potentially create a problem. Brad Reading said that Bob brought up a very good point and asked if SERS is considering making the Tribe a full Board member or treating the Tribe the same as a fire district or small city in the Phase 2 area. Brian said he believes the first step is to gather	

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	the information but said that his initial thought would be to have the Tribe as a user on the system and not a Board member. He said as SERS considers the next generation system then there could be the discussion about having the Tribe become a voting member. Brian said that currently the Stillaguamish Tribe is a user who pays into the system for mutual aid purposes. Brian anticipates that something similar could be put in place for the Tulalip Tribe where they pay their share for operations and maintenance. Wiz said that after having several discussions with the Tulalip Police Chief the route that seemed to make sense was to make the Tribe users of the system. He said that they would like to join the system in order to improve coverage and reliability that they need as a police agency. Brian said that at a minimum an interlocal would be put in place. He said that all users on the system are required to sign a user agreement that states that the agency must abide by both SERS and FCC rules and regulations including the ability for SERS to turn off radios if necessary. Brad said that in whatever capacity a waiver of sovereign immunity should mean that if they don't comply with the contractual provisions they can be taken to task just like any other participants in a contract. He said that SERS wants to enforce the rights and obligations that the participants have at whatever level the entities are participating. Brad stated that is the reason SERS drafted a waiver of sovereign immunity with the Stillaguamish Tribe and the hope is that SERS would negotiate the same degree for a waiver of sovereign immunity with the Tulalips. The interlocal would include the cost formula for use of the system. Brad noted that the agreement would also require Board approval. Murray said that this would be consistent with what has been discussed within the Future Funding Committee about the potential of bringing on other users to the system, whether it be Community Transit or school districts, etc. Murray said he has asked Andy Ruschak/Stantec to look at the possibility of whether or not there are any school districts that would be interested in becoming part of the new system in the future. He noted that those entities would also be considered as users of the system. Wiz said that one of the things driving this request is there is some grant money available for the Tribe that can be used to purchase new radios, which would be needed to make the switch to the SERS system. The grant money will be lost if it is not spent by the end of August and so the Tribe would like an idea if the Board is open to having them join the system. If not they would use the grant dollars for another purpose. Richard Schrock asked if there should be a motion to authorize staff to continue negotiations with the Tribe. Bob Colinas asked if staff is already doing this. Brian said that the idea is currently being evaluated and he didn't feel that a motion would be necessary if the Board is comfortable with continuing the evaluation. Bob agreed with Brian's statement and Jon Nehring said it appears there is Board consensus to continue with the evaluation. Brian said all the information would then be brought back to the Board. Wiz stated that the Tribe would have their own talk group to start with but since they do a lot of interoperating with the Sheriff's Department the Sheriff's Department would have to authorize some talk groups to be programmed in the radios for interoperability. This	

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	is the same thing would need to be done if they wanted to interoperate with the City of Marysville. The agency that "owns" the talk group must give approval to allow others on their talk group. Brian stated that additional information will be brought back to the Board regarding this issue. Brian said that the bulk of the time spent at the last Budget Committee meeting was a preliminary look at the 2017 budget. He stated that the 2016 Adopted Budget is approximately $2.6 million. One of the exercises that took place several years ago involving the system extension project led by Chief Gordon and the Future Funding Committee, involved implementing a five year plan to take the system through 2020. That five year plan estimated that each year that the Budget would increase by approximately 2.7%. Brian said the budget was held to this amount over the last few years. He said that when the Budget Committee first sat down to look at the draft 2017 budget staff went through the exercise of adding up all the costs including personnel, as a sort of boiler plate to start the conversation. The initial number of the draft budget was greater than the 2.7% increase due to several reasons. Also, when the draft budget was first reviewed it did not include the number for the Motorola maintenance agreement which would put the budget well above the threshold of 2.7%. Brian said that one of the ideas that was proposed was the addition of an IT position to staff, which would be more specifically related to IT versus radio issues. Brian said that this is something that the Board will have to consider. He noted that this item alone, considering approximately $100,000 for salary and benefits, would result in a 4% growth factor to the budget. Brian said that this item was put below the budget total until it can be discussed by the Board to determine if there is the capability and need for an add to staff. Brian said that the committee reviewed the budget line item by line item looking at all the different elements to try to drive down the budget to a manageable level. He said that staff did a good job at bringing items for consideration. Brian said that an overlap was considered for system directors with the hiring of a new system director. Brian said that there was a good in-depth discussion about recruitment. Historically Prothman and Associates have been used for this purpose which would cost about $25,000. Some of the ideas discussed was for SERS to do an in-house executive search, using a consultant other than Prothman or potentially using another agency to assist with recruitment, which could provide an opportunity to save some money. Brian noted that the HR consultant currently doing work for SERS also offers recruiting services. Brian said that the last report received from ADCOMM Engineering indicated that SERS needed to invest in staff training. The committee discussed taking some of the training needs and placing those into the RR bucket.	

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	Brian said that the committee also had an-in depth discussion on what elements should be replaced in the equipment revolving (ER&R) fund and putting the replacement of some of the generators within this fund. Brian said it appears there is the ability to move these generators out of the operating fund. Brian said that the Budget Committee plans to meet next month to dig even deeper in to the budget and bring something to the Board that fits within the 2.7% growth factor as anticipated. He said the document that the Committee used is a line item by line item and vendor by vendor worksheet that is 6 or 7 pages long. The plan is bring the budget to the Board by category, similar to what has been presented in the past. Jon said that the budget is down to about a 3% increase and so it's very close. He also noted that there will be some add-ons that will be brought to the Board for consideration. Bob Colinas asked if the committee had any discussion about using another agency for IT services. As an example, in the past Mill Creek had entered into an interlocal agreement with SNOCOM to provide the City IT services. He suggested that this might be something for SERS to consider. Brian noted that SERS has expended money under a professional contract to perform some IT work. He said there are several different options available; if SERS hires an IT person then the professional services contract would go away as the work would be done in-house. The estimate for contracted services is $45,000 for 2017. He said that if an IT person was hired it would be closer to $100,000. Wiz said that in addition to the contracted work right now one of the radio techs is also doing some of the IT work, but he doesn't have the skill set needed. He stated that the tech is only spending about 18% of his time on radio related issues, which is what he was hired to do, with the rest of his time is spent on IT. The IT person that would be hired would do primarily IT but ideally also be a person that would also be able to augment radio work that the other technicians do, including standby and after hours support. He said that a full time IT staff person is needed and it's only going to get worse in terms of the amount of IT support that will needed in the future. Jon said that this is a separate discussion for the budget. He said that the committee will not be able include this in the proposed budget and said it will need to be run through the Personnel Committee so they can determine the different options available. Brad Reading said that when you hire an IT person you won't get rid of needing a contracted IT person to assist, as there is no one IT person that knows everything. He said there are very few people who know it all and so there will still need the need for an IT contract. He noted that SNOCOM or SNOPAC are exceptions to this rule in terms of what can offer in terms of IT support. Jon said that he agreed with Brad's statement and noted that even cities end up having to hire outside IT assistance at times. Bob said that from his experience at Brier anytime the City needs something they call their IT contractor, who is able to do the work remotely and is does not have to be on-site. Wiz said that this would	

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	not work as well for SERS due to the fact that the system is limited to who and how you can get into the radio system. He said that by not being connected to the internet it prevents someone from hacking into the system. Wiz said that means a lot of the work must be done on-site. Terry Peterson said that if SERS has a scope of services available SNOPAC and SNOCOM would be interested in looking at it to see what assistance could be provided by their agencies. Wiz said that part of the work that the HR consultant is doing is writing a job description for an IT person in preparation for what's coming down the path.

Brian said in preparation for the next meeting the PSAPs will need to provide call volume for 2015 so the numbers can be incorporated into the formulas so the budget can be reviewed from an assessment perspective.

Brian said that the last item in terms of the budget was discussed was the Clinton site lease which is costing about $90,000 a year and noted that it would be nice to be able to move to another less expensive site. The first step to determine the possibility of moving involves a microwave path study that will be discussed later in the agenda. He noted that although it may cost $80,000 - $90,000 to move to another site it could result in a one year pay back. He said that it would make SERS a more stable system with a better landlord relationship as the other tower, which is located about 2 miles from the current tower, is owned by ICOM911.

Personnel Committee Report: Jon Nehring said that he thanked Greg Wilson for taking over the chairmanship of the Personnel Committee and said that he did some really good work on some items that will be discussed briefly later in Executive Session.

Governance Committee Report: No Report

Future Funding Committee: No Report

Community Transit Report: Paul DeCamp reported that CT performed on-site pilot of their CAD AVL vendors' voice over IP solution using a cellular data circuit. They will have a briefing on the result of the test and formulating their next steps once they have collected all the information.

PSERN Report: David Mendel reported that the agency is continuing to finish their system design with Motorola. In parallel with that PSERN is continuing with their civil site development, which includes a lot of permits being filed and leases tentatively agreed to, followed by the legislative process which could be lengthy.

Stantec Report: Wiz reported that Stantec is continuing to work on their report. | |
| Old Business | | |

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New Business	Clinton (Cultus Bay) Microwave Path: Wiz reported that he requested a quote from Aviat, included in the Board packet, for an engineering path study for the proposed new site at Clinton (Cultus Bay) to ensure that there are no obstructions such as hills that would block the microwave path, which is line of site. He said that SERS runs loop microwave and so there are two paths that go to the Clinton site currently. Wiz noted that SERS bought the last microwave system from Aviat and is the company that does SERS microwave work. The study consists of both an in-house engineering study and a field study which involves sighting the path. The vendor will also drive the path as much as possible, confirm the site coordinates and determine how high the antennas have to be placed on the tower. Wiz requested Board approval to commission the Aviat path study as described on the quote in the amount of $8,726. He noted that the study is the first thing that needs to be done to prove there is a viable microwave path before proceeding with the project.

Bob Colinas moved and Jerry Smith to authorize the SERS Director to sign a professional services agreement subject to the approval by the SERS Attorney for the Aviat path study for a total cost not to exceed $8,726 plus sales tax. Bob asked if the company carries liability insurance that includes errors and omissions. Wiz said that he is sure Aviat holds appropriate coverage and said that if the company shows there is a path available then they hold that responsibility. Brad Cattle said the issues raised will be addressed within the agreement. The motion passed unanimously.

Tulalip PD Request: See discussion under Budget Committee report. | **Motion Approved** |
Executive Session	Jon Nehring said there is need for an Executive Session that he anticipates will last 10 minutes. Brad Cattle stated that Executive Session will address two topics, review of the performance of a public employee and legal advice on a claim potentially asserted by SERS. The session will begin at 10:50. At the conclusion of the Executive Session the Board will return to regular session at 11:00. At that time there may be an announcement in regards to a contract that the Board would take action on. After that the meeting will adjourn. At 11:00 Brad Cattle announced that that the Executive Session would be extended 10 minute and will conclude at 11:10 a.m. At which time the Board will return to regular session. At 11: 11 the Board returned to regular session. No action was taken and no announcements were made.	
Adjourn	Meeting adjourned at 11:12 a.m.	
Miscellaneous		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Upcoming Issues	▪ *Update to the Maintenance and Operations Standards* ▪ *Replacement Reserves Purchases to Extend Life of System*	