

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**May 5, 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 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 type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Laura Caster	Snohomish County
	<input checked="" type="checkbox"/> James Lawless	Edmonds	<input checked="" type="checkbox"/> Brad Reading	SCFD #1
	<input checked="" type="checkbox"/> Murray Gordon	Everett	<input type="checkbox"/> Mark Correira	SCFD #1
	<input checked="" type="checkbox"/> Jim Lever	Everett	<input checked="" 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 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
	<input type="checkbox"/> Charles Macklin	Mukilteo	<input checked="" type="checkbox"/> Phillip Kwon	Snohomish County
<b>Guests in Attendance</b>	Pete Caw (Mountlake Terrace)		Tim Thometz (Day Wireless)	
	Steve Guptill (Monroe)		Kevin Robinson (Day Wireless)	
	Karl Christian (SNOPAC)		Andy Ruschak (Stantec)	
	Andie Hanson (SNOCOM)		David Mendel (King County)	
	Paul DeCamp (CT)		Joe Piksa (Motorola)	
	De Meyers (CT)			

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW- UP
<b>Call to Order / Roll Call</b>	Meeting called to order at 10:00 a.m. by Jon Nehring.	
<b>Introductions / Announcements</b>	Round Table introductions were made. Mayor Nehring stated that he would have to leave the meeting at 10:40 and so has asked Jerry Smith to run the Board meeting at that point in time.	
<b>Executive Session</b>	<u>Executive Session</u> : Jon Nehring stated that there is need for the Board to enter in Executive Session. The Executive Session will for last for 15 minutes which will begin at 10:10 a.m. and will continue until 10: 25 a.m. The Executive Session is for the purpose of receiving legal advice on potential legal proceedings that the SERS organization may come be involved in. At the conclusion of the Executive Session the Board will reopen in Regular Session.  At 10:25 a.m. the Board Meeting reopened in Regular Session.	

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Public Comment		
Resolution Honoring Steve Jensen	<p>Mayor Nehring stated that with the news that Steve Jensen is retiring and after discussions with other Board members he felt it appropriate to take a few moments to recognize the Chief's contribution to the organization as one of the original Board members. Chief Jensen noted that Dr. Saltonstall is also an original Board member and that Brad Cattle has also been involved with the Board from the beginning. Dr. Saltonstall congratulated the Chief on his retirement and his work on the Board. Mayor Nehring said that anyone who knows the Chief knows how much time and dedication the Chief has given to the organization and expressed how difficult it would be to lose both a friend and a mentor. Jon also stated his appreciation for the Chief's work on the Personnel and the Future Funding Committees over the past years.</p> <p>Richard Schrock read from the SERS Board Resolution recognizing the decades of outstanding public service by Lynnwood Police Chief Steven Jensen. The resolution also recognizes the many SERS Committee positions Steve has served on and the countless hours he has dedicated to the joint effort to provide excellent emergency radio communications for use by police, fire and dispatch agencies and the Board's deep appreciation for the many significant contributions the Chief Jensen has made to SERS since its inception. In conclusion, reading from the resolution Richard noted that the SERS Governing Board commends Chief Jensen for his decades of dedicated and outstanding public service and hopes that he enjoys many happy and rewarding years during his well-earned retirement, adopted the fifth day of May 2016. Jon Nehring opened the floor for comments before voting on the Resolution. Wiz said that it has been a pleasure working with Steve and having the opportunity to use him as a sounding board. He also stated he appreciate the work Steve has done for SERS.</p> <p>Steve Jensen said that over the years the SERS Board has performed admirably envisioning what the County communications system should be. He said that during his tenure on the Board he has appreciated the degree of commitment that Mayor Nehring has contributed to SERS and appreciated the way the Mayor and the Board as a whole has handled the issue over the past year in a head on fashion. Steve stated that he will miss all those he has worked with at the City and within SERS and is hopeful that all the communications efforts going forward will be as equally as successful as SERS. Steve thanked everyone and said that he hoped to see everyone in the future.</p> <p>Richard Schrock moved Bob Colinas second the Board resolution recognizing the decades of outstanding public service by Lynnwood Police Chief Steve Jensen. The motion passed unanimously.</p>	<p><b>Motion Passed</b></p>

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	Wiz presented Chief Jensen a plaque on behalf of SERS in recognition of the Chief's service to the organization from 1999 to 2016.	
<p><b>Vote on Permanent Members to Represent SERS on the Consolidation Committee</b></p>	<p>Jon Nehring stated that last month the SERS Board granted him permission to go to the SNOCOM and SNOPAC Board and request permission for SERS to sit at the table during the com center consolidation discussion with the idea that SERS could provide valuable input and if the two com centers should decide to consolidate they would at that time also consider the possibility of folding SERS into that consolidation as well. Jon said that both com centers voted to allow SERS to enter into those talks and stated he recognizes there are some concerns on the part of some members of those boards regarding a whole host of issues, including SERS being involved in those discussions. Jon said that the SERS Board will do their best to address those concerns in any role that SERS plays in this process. Jon said the com center boards have indicated their desire to continue the process in such a fashion that does not interrupt their movement towards discussion of com center consolidation, which would mean that there would be a decision on com center consolidation first and if they should decide to consolidate then the expectation is that they would then consider folding SERS into the consolidation, which is the whole point of this exercise. Jon said that there is no need to complicate things on the initial portion of these talks and if it's more beneficial for SERS to be at the table and create input around the com centers and then have SERS considered towards the end of the process there is an appropriate way to do that. Jon asked Deputy Chief Lever to kick off the discussion regarding the selection of three representatives from SERS to sit at that table with the suggestion that Wiz be one of the three, another being from public safety and the third being an elected official. Jim Lever stated that he attended the consolidation meeting last Monday with Wiz where there were 3 representatives from both SNOPAC and SNOCOM. The purpose of the meeting was primarily for interviews for the selection of a facilitator to assist with the consolidation discussion. At that meeting there was also discussion about the timing, voter participation and what SERS representatives would be involved in the process. He stated that members of the Governance Committee informally discussed some names that the committee felt would be a good fit to represent SERS which include Mayor Nehring, Chief Compaan, Chief Wilson, and Wiz. Jim stated that he had previously been asked to participate and is willing to do so in any way that he can even if from the governance perspective. Jim said that in his option it's important and an excellent time for SERS to be involved in the discussion and have all the information on the table at the beginning, especially if SERS could potentially be included in the consolidation. Jon stated that he is willing represent SERS but if possible would like to have another member represent SERS as long as there is not a conflict of interest by having that person sit on one of the other boards. Bob Colinas said that he totally agrees with Mayor Nehring's opening comments and noted that among the various board meetings there is a lot of agency representation in any of the discussions. Bob stated that</p>	

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	<p>moving forward the com centers have their work outlined for them as the Matrix study is already in play. He stated that he agrees that SERS should be at the table as the discussions take place but would like to see it clarified during the meeting today that the decision process should be left with the com centers, which includes the cost of the facilitator. Bob said that although SERS should not be left out of the picture, in his opinion this is com center discussion. He noted that although SERS was not included in the Matrix study, if the com centers were to consolidate he agrees with the statement that SERS would then be considered as part of the consolidation. Richard Schrock stated that he agrees with both mayors and said that it seems that no one is suggesting that SERS be interjected right now into the discussion the consolidation committee is currently having, but that it be set aside until the com centers determine what they are going to do. Richard suggested that SERS, maybe through its Governance Committee, do some research internally or seek help from external sources to determine how well radio systems have worked in consolidated organizations in other areas and if so what were the issues. He said that this information will be helpful if it gets to the point that SERS is considered for consolidation and noted that this issue should also be addressed from a SERS perspective.</p> <p>Richard Schrock moved Murray Gordon seconded a motion to have the SERS President appoint three Board members to represent SERS in the com center consolidation discussion. Jon Nehring stated that his intention it to take Deputy Chief Lever's advice which would be to appoint Wiz, Al Compaan and Jon Nehring as SERS representatives. The motion passed unanimously.</p> <p>Murray Gordon said that with the vote being taken he believes that SERS should sit at the table and that all interests are served when looking at the opportunity to create a system and right now there are three silos, a north and south dispatch center and an emergency radio system, which are very strong organizations but they are still three silos. He said that his hope for the future is to create an organization where all radio communications issues fall under one umbrella in one system. Murray said that having one system would be in best interests of Snohomish County residents.</p>	<p><b>Motion Passed</b></p>
<p>Consent Items</p>	<ol style="list-style-type: none"> <li>1. <b>Acceptance of Minutes from the April 7, 2016 SERS Board Meeting.</b></li> <li>2. <b>Approval of SERS Invoice Summary for SERS April 2016 Payroll, Invoice and Expense Summary in the amount of \$195,482.21</b></li> </ol> <p><b>Warrant Numbers: 1900994,1901010,11,12,1902714-19,1902721-24,29,1902729-33,1904409,11,12,13,14-27, 1904430-35,1906529-39,1907479,81,82, 85,86,88, 5008258,5008320, 5008348,5008548, 80033407,80035625</b></p>	

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	<p><b><i>Bob Colinas moved and Brian Haseleu seconded a motion to approve the consent calendar which includes the SERS March 3, 2016 Regular Meeting Minutes, the April 7, 2016 Regular Meeting Minutes and the Payroll, Invoice &amp; Expense Summary for April 2016. The motion passed unanimously.</i></b></p>	<p><b>Consent Calendar Approved</b></p>
<p><b>Reports</b></p>	<p><u>SERS Director's Report:</u> Wiz reported the following:</p> <p>Battery Replacement Project – The replacement batteries have been installed at 10 sites. The batteries for the four additional sites, from the change order approved last month, are scheduled to ship next week.</p> <p>Tower Inspections - The plan is to inspect 5 towers each year on a three year cycle. Three towers have been inspected this year with the fourth tower scheduled to be inspected next week. Two towers were recently repaired for issues that found as a result of the inspections. The Rucker Hill tower, which is a painted red and white tower per FCC &amp; FAA regulations, is scheduled to be repainted next week.</p> <p>Dispatch Console Project: The training consoles, the console at 76<sup>th</sup> Street and the new master site have been installed and powered up. The console at Fire Trail has also been installed but yet to be powered. Dispatcher training on the new consoles will be coordinated with the com centers.</p> <p>HR Consultant: The kick off meeting with the HR consultant took place on Wednesday. The consultant will be scheduling time with each member of staff to review and revise their job descriptions as necessary.</p> <p>Robe Valley Paging Issue: Staff recently installed a 're-broadcaster' unit to resolve an ongoing issue that FD23 has had with receiving pages.</p> <p><u>Rebanding Report:</u> Wiz said that the vendor is standing down for the first two weeks of May so that staff can catch up on building radio templates for police. The second touch of fire radios has been completed with the exception of a few stragglers. The programming of those units is being scheduled for when they can be made available.</p> <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> <li>▪ SNOCOM – No Report</li> <li>▪ SNOPAC – No Report</li> </ul>	

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	<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 the Budget Committee met last week which was attended by Lynnwood Police Detective Dilworth and Brad Cattle. The first order of business was a discussion on what would be included in the insurance claim to WCIA. The claim will include Det. Dilworth's loss estimate to the SERS organization and included in that claim will be the City of Lynnwood's investigative costs, the Anderson Hunter Legal costs and the costs for the State Auditor. Brian noted that internal staff time related to the investigation cannot be included in the claim. Brad Cattle coordinated with WCIA and as a result of a strong recommendation by WCIA a letter has been submitted requesting an extension. Brad stated the plans to contact AIG insurance this afternoon to confirm that the extension has been issued. Wiz reported that he received confirmation that the letter was received by AIG. In terms of the case, Brad said that the amount which appears to have been taken is around \$180,000 but some of those items included in this amount have been recovered. It's unclear at this point how much SERS can get for the items that were recovered. Brad said that in addition to that figure the hope is that the insurance company will also acknowledge the costs for Anderson Hunter, Lynnwood Police and the State Auditor's time.</p> <p>Brian stated that Budget Committee also did preliminary review of 2017 draft budget worksheet. The committee also looked at the Replacement Reserve fund and the elements that were put in the plan 3 years ago to ensure SERS had the ability to extend the system through 2020. Brian stated that staff did a great job of reviewing what would be needed through 2020 in terms of parts especially as result of the console replacement project, which includes the upgrade of the master site. This will also be reviewed in greater detail by the Budget Committee. Brian said that the plan is to schedule a longer Budget meeting in May in order to focus on the 2017 budget in depth. He invited any Board Members interested in being part of this process to contact him or Wiz if in regards to attending the meeting which is scheduled to take place at SERS office on Thursday May 26<sup>th</sup> from 1:00- 3:00 p.m. Bob Colinas complimented Brian and the Budget Committee for their early review of the 2017 budget so that Member assessments are distributed as early as possible.</p> <p><u>Personnel Committee Report</u>: Wiz reported that the committee has been working on two issues, the first being the HR consultant as was reported in the Director's report. The committee will also be involved in the hiring of a replacement technician for the technician that is retiring at the end the month. The advertisement for the job opening was published last month. Scoring of respondents will be taking place in the coming days which will be followed by interviews for the</p>	

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	<p>selected finalists. Mayor Smith stated with the retirement of Steve Jensen the Personnel Committee is down one member. He encouraged anyone interested in being on the committee to contact him or Mayor Nehring.</p> <p><u>Governance Committee Report</u>: No Report</p> <p><u>Future Funding Committee</u>: Murray Gordon reported that committee has not met for several months in part as they have been waiting for the report from Stantec. Murray said that he would defer this report to allow Andy Ruschak the time to provide the Board the information that he has developed.</p> <p><u>Community Transit Report</u>: Paul DeCamp reported that CT has completed their project to replace all tower top amplifiers at all of their transmit/receive sites. That was combined with a project to add advanced power monitors to all of their sites which has resulted in significant alignment improvements across all of CT's towers. De Meyers added that CT is in their last phase of due diligence for the voice over cellular solution. A pilot is scheduled for the third week of May using their connection to Verizon. A go no-go decision on this specific alternative, of the 6 alternatives proposed, will be made in June.</p> <p><u>PSERN Report</u>: David Mendel reported that the project is moving forward with much of the focus involving system elements with Motorola. The rest of the work involves site development and obtaining leases and permits.</p> <p><u>Stantec Report</u>: Andy Ruschak said that he wanted to give a presentation on the project status and noted that his power point presentation is also included in the Board packet. Andy said the first phase of the project included the following: a needs analysis and assessment of the radio sites, dispatch centers, user radios, system capacity, call processing, interoperability, and developing a radio replacement schedule. He stated that the second phase of the consulting project involves investigating viable designs for a future radio system and for Stantec to work in combination with SERS on three final designs which would then be analyzed and ranked. This phase also includes an analysis of regulatory, interoperability and fiscal concerns.</p> <p>Andy reported that the detailed inventory report has been completed and shows that almost all of the current radios in operation will not be useable in a future system. Bob Colinas asked if Stantec is looking for a solution that will not limit SERS to a proprietary format. Andy acknowledged that they are looking at a standard called P25 phase two which uses a technology called TDMA which will almost effectively double the call capacity without having to add more physical channels to what is now in place. Regardless of whether that solution is provided by Motorola, Harris or another vendor of</p>	

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	<p>radios that are put on that system will all be able to leverage this improved TDMA capacity.</p> <p>Andy noted that the survey which provided a lot of useful information gave an overall positive review of the current system but included details on coverage holes as well.</p> <p>The site assessments show that the SERS sites are in good condition with the exception of sites not having adequate security in terms of both alarm and video monitoring capability. Andy said that staff is actively working to improve this situation.</p> <p>Andy noted that Stantec will also be taking a look at system capacity by reviewing statistical data provided by SERS.</p> <p>Looking ahead Andy said that two options will be considered for procuring the new system. The first would be through a public competitive RFP process which would require that the new system have interoperability with WSP and King County. The second option would be a single source procurement with Motorola through a rider that would provide the same pricing as provided King County. Andy stated that he also looked at Inter-County partnerships that might offer opportunities to bring others onto the system as well as sharing sites, microwave and other capabilities. Community Transit was considered but were found to be heading down a much different system replacement path than what is planned for SERS. This was also found to be the case with PUD and so unless something changes, partnering with these agencies in terms of a future radio system will not be considered going forward. Andy said that the potential for other regional partnerships were investigated, which included PSERN and also WSP. He emphasized that there will always be a technical solution but that solution will never materialize unless there is an acceptable governance model for how the system would be owned, operated, maintained and subsidized. Andy said that either of those choices will not negate the fact that a system upgrade will still need to be done so that the capabilities are harmonized before a partnership could take place. Bob stated that WSP is on VHF and so wondered how that would work if partnering with SERS. Andy responded that WSP is also implementing 700 MHz in the region, but noted that with the transition to P25 at the switch level the switch doesn't care whether or not the units are UHF or VHF or 700 or 800 MHz. With this technology there is interoperability at the IP level that can occur. Andy stated that the new system will require that all user radios be multiband. That will provide two levels of interoperability. This will also allow users to roam to other systems outside of the actual SERS system. Dr. Saltonstall asked that if in the event of a major event how difficult would it be for SERS talk to PUD operations. Andy responded that he could foresee that a PUD dispatch console could be connected to a SERS subscriber radio that can talk into the SERS system or the PUD radios be programmed to allow communications on a regular conventional VHF interoperable channel. Andy stated that in terms of</p>	

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	<p>interoperability it ends up being a philosophical discussion as to how these organizations view their communications needs and requirements.</p> <p>Andy anticipates a revised report deliverable date of June 15<sup>th</sup>. Murray Gordon thanked Andy for his report and asked if Andy had considered partnering with school districts. Andy stated that he has not contacted the schools and stated that they would probably end up simply being users on the system. Murray said of the thing asked about in one of the initial discussion with Andy was for how SERS could reduce the overall expense by finding efficiencies through partnerships. Murray said that he is concerned about voter fatigue and the challenge of how to continue to fund these systems including Community Transit. He said that it makes sense for Stantec to look at any possibilities for partnership that would provide greater efficiencies. Andy responded that he will reach out to the school districts as per Murray’s suggestion. Andy said in terms of partnerships that in many cases it comes down to the cost to join a system. He stated that regardless of what SERS does in the future there will be an initial capital expense for upgrading the infrastructure to get SERS to the point where partnerships can occur. The value that the partnership may be in terms of the operational expense. He said that probably the most important question to come out of the report that the Board will have to take into consideration is whether or not they want to ‘drive the apparatus’ or be passengers on it. Andy explained that what he means by this is that if SERS were to consolidate with PSERN it would mean that SERS users would become subscribers on the PSERN system regardless of the fact that SERS would still be paying to upgrade the sites to a level that could be used for interconnection, as opposed to a partnership with WSP where SERS would maintain its separate autonomy but would share resources, which is a completely different governance model than what would be incurred if SERS would become a partner of PSERN, where they might have one vote on that Board. Andy stated that he already knows the technology needed but the bigger question is does SERS want to stay in the driver’s seat of their own vehicle or does SERS want to be a passenger in someone else’s vehicle. Andy said that this will be detailed in the final report. Murray’s said that those are the questions and details that the SERS Board will be having multiple conversations about over the months and perhaps years, which will determine how the agency shapes its future. Jim Lever asked if Andy has talked to WSP about the present partnerships they have with other agencies in remote areas of that State, noting that they already have a model that works at least for WSP. Andy stated that he did have a conversation with Bob Schwent/WSP and what the State has done is develop successful regional partnerships all across the State. Wiz said that he has also been in discussion with WSP on how SERS can better partner with the agency now to improve interoperability on the street. Andy said that this is a prime consideration to have WSP as a partner, as was learned from the user survey.</p>	

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Old Business		
New Business		
Miscellaneous		
Upcoming Issues	<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>	
Adjourn	The meeting adjourned at 11:26 a.m.	