

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

October 6, 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 type="checkbox"/> Brian Haseleu	Snohomish County
	<input checked="" type="checkbox"/> Bryan Stanifer	Lynnwood	<input checked="" type="checkbox"/> Richard Schrock	SCFD #1
	<input 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"/> Cheol Kang	Mukilteo
	<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input checked="" type="checkbox"/> Susan Neely	Snohomish County
	<input type="checkbox"/> James Lawless	Edmonds	<input checked="" type="checkbox"/> Vicki Thoroughman	Snohomish County
	<input checked="" 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 type="checkbox"/> Eva Ammons	SERS
	<input type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Andy Perry	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)	Paul DeCamp (CT)	
	Karl Christian (SNOPAC)	Sharon Brendle (SNOCOM)	Tim Thometz (Day Wireless)	
	Matt Taylor (Day Wireless)	Kevin Robinson (Day Wireless)	Brad Steiner (Motorola)	
	Kim Wallace (SNOPAC)	Phillip Kwon (Snohomish Co)	David Mendel (King County)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	The meeting was called to order at 10:04 a.m. by SERS Vice-President, Jerry Smith.	
Introductions / Announcements	None	
Public Comments	None	
Consent Items	<p>Acceptance of Minutes from the September 1, 2016 SERS Board Meeting.</p> <p>Approval of the September 2016 Payroll, Invoice and Expense Summary in the amount of \$168,429.13</p> <p>Warrant Numbers: 1914053-54, 56-58; 1917605-12, 14-22, 24, 26-38; 1918200-01; 1919004-31; 1921752-55; 1921762; 5009074; 5009161, 86; 5009352; 80037386; 80038032.</p> <p><i>Bob Colinas moved and Richard Schrock seconded a motion to approve the consent agenda including the SERS September 1st regular meeting minutes and the September 2016 payroll,</i></p>	<p>Consent Calendar Approved</p>

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	<i>invoice and expense summary. The motion passed unanimously.</i>	
Reports	<p><u>SERS Director's Report:</u> Wiz reported on the following items:</p> <ul style="list-style-type: none"> ▪ Rebanding. They have completed all the templates. Motorola will be back out on 10/31 to finish programming. Nextel agreed to a retroactive change order for 5 consolettes. Nextel also agreed to accept 1 of the System Watch computers without the hard key. ▪ System. <ul style="list-style-type: none"> ○ A generator failed at Granite Falls. This was one of the two generators scheduled for replacement. ○ On 9/27 the East Simulcast site experienced about an hour of site trunking due to a punch block at SNOPAC. (Loose wires in a 16 year old block). ○ Failed ace card at Fire Trail; another simulcast control site. This site controls the remote site channels. Because it's a dual controller, the other controller took over and no deterioration was detected. ▪ Battery Status. One additional inspection has been completed, with two more remaining. ▪ Tower Inspections. Tower inspections for the five that were scheduled have been completed. Two have been repaired; two repairs are being scheduled, and they're evaluating the repair quote for the 5th site. ▪ Console Project. The cutover is done and went very well. They have uninstalled all the old equipment. The county has asked for the old equipment to use as spares. He'll work on establishing the value of this equipment. ▪ HR Consultant. The handbook and personnel policy manual have been sent to the attorney for review. ▪ Clinton Move Feasibility. SERS received their report back from Aviat, and one of two microwave paths does not look good. He will be asking them to look at more path studies. The last field path study cost about \$8,000. He explained that the paper study looked good, but the field study determined it was a bad path. He will be coming back to the board with the next studies. ▪ Tulalip. He had a meeting with the Tulalip Police Chief and SNOPAC on 9/27. Tulalip is interested in becoming a user agency on the SERS system, without voting rights. ▪ Deer Creek Generator. He's been in conversation with the consultant, but the permitting is slowly moving ahead. The generator at Deer Creek is non-EPA compliant. He expects to have more information at the next board meeting. 	

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	<ul style="list-style-type: none"> ▪ Wave Broadband. All four sites have now been installed. Wave Broadband is being used throughout SERS for internet. ▪ Blackrock Lease with Mukilteo. Chief Alexander asked about the status of a 2010 lease agreement. Wiz was unfamiliar with the lease, but said he would look into it. <p><u>Communications Center Reports.</u></p> <ul style="list-style-type: none"> ▪ SNOCOM. No Report. ▪ SNOPAC. Karl Christian reported that Kurt and Steve apologize for not being at today's meeting, but they were on a site visit to California, examining the integration of some EMD (emergency medical dispatch) software with New World. He also expressed SNOPAC's gratitude and thanks to both SERS and Motorola for all of their support during the upgrade project. He said it went very smooth. <p><u>PSTC Report:</u> No Report</p> <p><u>CAD / RMS Report:</u> No Report. Meeting to follow SERS.</p> <p><u>Budget Committee Report:</u> Jim Lever reported on Brian's behalf. The Budget Committee met on 9/30. They discussed and analyzed the invoice and expense summary for September which the committee recommended to the board for approval. They reviewed a worksheet covering resources for 2017. The 2017 budget included an Administrative Services Manager, which was budgeted at top step. The salaries and benefits for this position is \$107,447, with a contingency set aside for a new position or other needs at \$35,000. An additional amount of \$25,000 was also set aside for possible IT support.</p> <p><u>Personnel Committee Report:</u> Jim Lever reported on this committee on behalf of Chief Wilson. He will also be presenting a short report during Executive Session. The committee met with JB Consulting on 9/14 to discuss recommended edits and changes to the proposed policy manual and employee handbook. JB Consulting is to provide a final draft to Brad Cattle for review.</p> <p>The committee also met on 9/16 to discuss the director's evaluation process and current workload demands.</p> <p>Brad Cattle reported that Vickie Norris is the HR expert at Anderson Hunter and she has been providing Juli Bacon at JB Consulting with any feedback.</p> <p><u>Governance Committee Report:</u> Jim Lever reported a meeting was held on September 27th between the Tulalip's Police Chief Echevarria, Commander Johnson, Kurt Mills, Wiz and himself. While Jim is not in a position to make a recommendation to the board, he wanted to report on some of the details that came out of the meeting:</p>	<p>Blackrock Lease with Mukilteo</p>

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	<ul style="list-style-type: none"> ▪ With the 800 MHz system in place outside of the reservation, Tulalip has been unable to talk to other agencies for the last 15 years. They have had to rely on portable radios that they can hand off as needed. ▪ Tulalip plans to keep their own PSAP. ▪ They know they would need to tighten up their radio procedures. ▪ They are looking to upgrade their CAD/RMS system. ▪ They are budgeted for 37 officers within their police department. 22 of those are patrol units. On most shifts, they have 5 patrol officers on duty. ▪ They are dealing with a call transfer issue with the Sheriff's office and are in the process of negotiating. They are unsure how this will impact tribal CFS volumes. ▪ They all discussed the upgrade of the system that is scheduled for 2020. ▪ Tulalip's chief thought they would be interested in only becoming a user, but also indicated that potential membership in the future could be an option. ▪ The casino and hotel complex would not be users to the system; they have their own internal system. ▪ They spoke about the concerns of adding an additional PSAP to the system, as well as the additional capacity being part of the upgrade in 2020. ▪ Tulalip's current radio system doesn't serve their needs and has major coverage issues. They have grant money available to be spent on radio communication equipment. This grant has been extended to Jan-Feb 2018. ▪ They may need to purchase consoles in order to use the SERS system. Currently, they use mobile radios to dispatch from. <p>Jim concluded his report with highlighting 5 areas of concerns:</p> <ol style="list-style-type: none"> 1. Interoperability. This is a public safety issue that impacts everyone. 2. What is Tulalip's long term role and vision? As a contract user or as a SERS member. 3. If they join as a user or SERS member, what would their current and future financial commitment be? 4. What would be the overall impact to the current system if another PSAP is brought in? 5. What are the tribal sovereign/immunity issues? <p><u>Future Funding Committee:</u> Murray Gordon reported that the group met earlier in the day. They heard a presentation by David Mendel, the project director for PSERN. The presentation gave a</p>	

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	<p>comprehensive view of their project, as well as some opportunities that SERS will need to consider in the future. He plans on having the committee meet again next month to discuss the presentation. He expects that a recommendation may be brought back to the board in January. Chief Gordon said that the presentation is available electronically and it will be e-mailed to the board members.</p> <p><u>Community Transit Report:</u> Nothing to report.</p> <p><u>PSERN Report:</u> David Mendel reported that are 15 months into the construction of the radio system, currently in the civil site development phase. Their first radio site was constructed this week. Three other sites are under construction, with 39 more to go. He said they are still working on leases, and together with permits, consist of a long process time.</p> <p><u>Stantec Report:</u> Andy Ruschak answered a question about governance relating to one of the options (merger/joint system with WSP) that was suggested for SERS. He said that the WSP network and the SERS network would be cross-connected, and at a radio level all existing SERS sites and WSP sites would have connectivity with each other. As far as governance of the current WSP PSAP, Jim Lever said that all the funding comes directly from the legislature. Governance is within the WSP, and they decide how the PSAPs are run on a day to day basis.</p> <p>Andy also added that Stantec is in the last set of deliverables that they have for SERS, which includes some decisions on some system design options and coverage analysis. SERS has reviewed some software model maps showing some potential future coverage. He issued an early draft release to Wiz for review, and a final report will be coming out of that which will include some design options, recommendations and a few potential new sites that might be able to be added to the SERS network to address some coverage issues.</p>	Email PSERN's presentation
Old Business	Tulalip PD Request. This topic was previously covered by Jim Lever.	
New Business	<p>Resolution 16-06 Lease Extension of 2 Sites. Attorney Brad Cattle said that there are two action items that he would like the board to consider. These refer to two leases: 1) Bothell-Nike Hill and 2) Lynnwood-Gunny Sack Hill. Both leases are with Alderwood Water and Waste Water District, as the Lessor.</p> <p>He explained the Nike Hill lease is currently in a holdover provision, since it should have been formally extended prior to May 31, 2016. With the Gunny Sack Hill lease, the term of that lease is due on October 31, 2016.</p> <p>In order to abide by the terms and conditions of the lease, as well as re-vitalize the expired Nike one, Brad Cattle instructed the board in the preferred language of the motions needed.</p> <p><i>Bob Colinas moved to ratify the terms and conditions of the Bothell-Nike Lease and authorize the SERS Board President to</i></p>	Motion passed

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	<p><i>exercise the option to extend the existing lease. The motion was seconded by Bryan Stanifer and passed unanimously.</i></p> <p><i>Bob Colinas moved to ratify the terms and conditions of the Gunny Sack Lease and authorize the SERS Board President to exercise the option to extend the existing lease. The motion was seconded by Bryan Stanifer and passed unanimously.</i></p> <p>Al Compaan asked if measures would be taken in order for leases to be tracked in the future. Bob Colinas recommended Microsoft Calendar for lease tracking purposes. Wiz said he is looking into programs to take care of tracking, and added that he also wanted to create a comprehensive spreadsheet that would contain all the lease information.</p>	<p>Motion passed</p>
<p>Executive Session</p>	<p>Vice President Jerry Smith said there would be an Executive Session. Brad Cattle said that the Executive Session will address four topics: 1) To review the performance of a public employee, 2 & 3) To discuss with legal counsel the status of two claims asserted by SERS, and 4) to discuss with legal counsel negotiations of a contract matter. The Executive Session is estimated to last about 30 minutes, at which time the Board will return to regular session with the anticipation that action may be taken. At the conclusion of that discussion and potential action, the regular Board meeting will be adjourned.</p> <p>The regular Board meeting was recessed at 10:55, and following a 5 minute break the Executive Session will begin.</p> <p>The Board returned to Regular Session at 11:31 with the following action:</p> <p><i>Al Compaan moved that the Board directs the Personnel Sub-Committee to work with the Prothman Firm to bring back to the Board potential candidates, the associated compensation structure and related fees for Board consideration of an individual to fill the Chief Administrative Officer position. The motion was seconded by Richard Schrock. The motion was passed unanimously.</i></p>	<p>Motion passed</p>
<p>Adjourn</p>	<p>The Board Meeting was adjourned at 11:32.</p>	
<p>Upcoming Meetings</p>	<ul style="list-style-type: none"> ▪ Budget Committee – October 28th – 10:00 a.m. at SERS Conference Room. ▪ SERS Governing Board: November 3rd – 10:00 am at Edmonds City Hall, 3rd floor Brackett Room. 	