

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

September 1, 2016

SERS Governing Board in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input checked="" type="checkbox"/> Jerry Smith	Mountlake Terrace
	<input checked="" 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 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 type="checkbox"/> Greg Elwin	Mill Creek	<input type="checkbox"/> Eva Ammons	SERS
	<input checked="" 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)	Paul DeCamp (CT)	Tim Thometz (Day Wireless)	
	Kurt Mills (SNOPAC)	Brad Steiner (Motorola)	Andy Ruschak (Stantec)	
	Terry Peterson (SNOCOM)	Joe Piksa (Motorola)	Paul Roos (Stantec)	
	Phillip Kwon (Snohomish Co)	Kevin Robinson (Day Wireless)	Sharon Brendle (SNOCOM)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	The meeting was called to order at 10:05 a.m. by Jon Nehring.	
Introductions / Announcements	None	
Public Comments	None	
Consent Items	<p>Acceptance of Minutes from the August 4, 2016 SERS Board Meeting.</p> <p>Approval of the August 2016 Payroll, Invoice and Expense Summary in the amount of \$337,201.75</p> <p style="padding-left: 40px;">Warrant Numbers: 1914021, 23, 53-58; 1917602, 05-12, 14-22, 24, 26-38; 1918200-01; 1919004-31; 1921752-55, 62; 5009074; 5009161; 5009186; 5009352; 80037386; 80038032.</p> <p><i>Bob Colinas moved and Brian Haseleu seconded a motion to approve the consent agenda including the SERS August 4th regular meeting minutes and the August 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>SERS Director's Report: Wiz reported on the following items:</p> <ul style="list-style-type: none"> ▪ Rebanding. He reported they're still working on templates and got delayed due to a manpower shortage. Motorola came back the week of 8/15 to work on the reprogramming, and plan to be back to complete the project mid-September. ▪ System. <ul style="list-style-type: none"> ○ A generator belt failed at Gold Hill. The backup generator automatically took over and the repair has been completed. ○ Failures on the old microwave have been reported. He will continue to monitor this situation. ○ The 76th Street tower needed to be re-lamped. Day Wireless was hired to handle that. ○ An HVAC unit had to be fixed at the Mountlake Terrace site. ○ Copper thieves at the Marysville site. Thanks to a local citizen calling this in, the police arrived before any damage could be done. ▪ Battery Status. All 14 sites now have new batteries. The road to the Deer Creek site was repaired mid-August. Access was made available to that site and all is taken care of. ▪ Tower Inspections. Tower inspections for the five that were scheduled have been completed. Two have been repaired and he is waiting for quotes on the remaining three. He expects the repairs to be costly on one of these towers, so he'll bring the amount back to the board for approval. ▪ Console Project. The cutover is done and went very well. Following the ATP (Acceptance Test Procedure) on 8/24-25, and the pre-cutover on 8/29, the final cutover was accomplished on Wednesday, 8/31. A few consoles remain to be installed at SNOCOM. ▪ HR Consultant. The handbook and personnel policy manual are still being worked on. The committee chair will report on this later. ▪ Clinton Move Feasibility. SERS has contracted with Stantec for a 800 MHz coverage study. The site will be moved 2 miles and they will determine if any coverage will be lost. The new path study for the microwave contract has been completed. Wiz hopes to get the purchase order out next week. ▪ Tulalip. The attorney has been working on a draft of a new agreement. Wiz received a call from Tulalip earlier this week, and he needs to set up a meeting with them, along with the comm. center to determine what they will be expecting. ▪ Deer Creek Generator. He has received word that permitting is moving slowly ahead, but it looks like this permit for a non- 	<p>Richard Schrock asked that SERS send a thank you to the citizen that alerted police to the theft in Marysville. Wiz will look into this.</p> <p>Richard Schrock would like the completion of the ILA work to be memorialized in some way.</p>

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	<p>conforming use generator will be finalized by the end of the year.</p> <p><u>Communications Center Reports.</u></p> <ul style="list-style-type: none"> ▪ SNOCOM. Terry Peterson expressed his appreciation and gratitude to SERS and their team, along with Motorola for the successful cutover. He said the transition went very smoothly, and he was unaware of any hiccups that may have occurred. ▪ SNOPAC. Kurt Mills agreed, and explained that moving everyone around in a live environment can be disruptive, but the cutover went really well. He was thankful that Wiz knew the Motorola players so well that he was able to choose those people that he wanted to work on the project. <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. They went through the invoices and did a little deeper evaluation on some of the costs. There is a resolution that will need to be adopted to accept the 2017 Budget.</p> <p><u>Personnel Committee Report:</u> Chief Wilson reported that the committee had a phone conference with Kurt Mills, along with SNOPAC's Finance Director, Angie Baird, to discuss the workload needs following the vacancy of the administrative position at SERS. The director provided the committee with a draft of possible work that SNOPAC could do for SERS. The committee plans to review this at their upcoming meeting on September 14th.</p> <p>The committee also met on August 24th to go over the draft policy manual and employee handbook from JB Consulting. They came up with a few suggestions and edits which they will discuss at their next meeting.</p> <p>Chief Wilson also stated that he had received feedback from Wiz and SERS employees on the existing mission statement and code of ethics/organizational values. This feedback will also be reviewed at their upcoming meeting.</p> <p>The chief also inquired as to whether there would be any changes within the Personnel Committee. President Nehring explained that he has joined the Consolidation Task Force Committee, which he expects will continue through the next year. He also serves on the Budget Committee. Because of this he feels it would be appropriate to step back for the time being from the Personnel Committee. There is a need for another person to step in and replace him on that committee. The committee has been meeting in Everett, at either the Fire Department conference room or at the Executive's office in the Admin Building. Those interested in this position, should contact President Nehring. Mayor Colinas expressed interest, and said he would think about it.</p>	

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	<p><u>Governance Committee Report:</u> Deputy Chief Lever reported on the following:</p> <ol style="list-style-type: none"> 1. They are waiting for a meeting to be set up regarding Tulalip's request. He hopes to be able to come back to the board in the near future and report on what Tulalip's expectations are. 2. Lake Stevens is interested in coming on as a full member of SERS. He's done some research and received some information that touches on the historical perspective. He has also looked into the original bylaws and agreements that Wiz had provided, as well as researching contributions. He will be meeting with the county regarding specifics on how the funding took place and where the dollars came from. He hopes to be able to present an overview to the board next month. <p><u>Future Funding Committee:</u> Richard Schrock reported that the committee met earlier that morning. They went through the Stantec Study again and examined the options. They are currently evaluating the pros and cons of each option, but have not yet made a recommendation. At the next meeting, they plan on hearing from Dave Mendel from PSERN, because some of the options involve his organization. He also expects, at the next meeting, to come back to the board with a recommendation to accept the Stantec report.</p> <p><u>Community Transit Report:</u> Paul DeCamp reported on the status of their voice replacement project. CT is still evaluating various VOIP options. No decisions have been made yet. He also reported that they are proceeding with the replacement of their current data radio system with a cellular radio system, which provides fleet-wide support, as well as all their various non-voice applications that they're deploying.</p> <p><u>PSERN Report:</u> No Report.</p> <p><u>Stantec Report:</u> Andy Ruschak presented a PowerPoint presentation entitled Radio System Master Technical Report Overview, which was provided for the SERS Future Funding Committee. A copy of this presentation is attached and made a part of these minutes.</p>	
<p>Old Business</p>	<ol style="list-style-type: none"> 1. Tulalip PD Request. Nothing to add following previous reports. 2. 2017 Preliminary Budget. Brian reported that the committee did a final review of the budget. He received no comments or questions by the board. A brief discussion followed regarding clarification that the 2.89% increase referred to assessments, and the overall budget increased by 2.96%. <p><i>Bob Colinas moved to adopt Resolution 16-05 a Resolution of the Governing Board of Snohomish County Emergency Radio System, establishing the SERS 2017 Budget in the total operating amount of \$2,633,518. The motion was seconded by Richard Schrock and passed unanimously.</i></p>	

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Announcements	President Nehring announced that he will not be at the next Board meeting in October. Vice President Smith will run that meeting.	
Executive Session	None	
Adjourn	The Board Meeting was adjourned at 11:30.	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Budget Committee – September 30th – 10:00 a.m. at SERS Conference Room. ▪ SERS Governing Board: October 6th – 10:00 am at Edmonds City Hall, 3rd floor Brackett Room. 	