

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**November 3, 2016**

<b>SERS Governing Board in Attendance</b>	<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 type="checkbox"/> Bryan Stanifer	Lynnwood	<input checked="" type="checkbox"/> Richard Schrock	SCFD #1
	<input checked="" type="checkbox"/> Jon Nehring	Marysville	<input 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 type="checkbox"/> Susan Neely	Snohomish County
	<input type="checkbox"/> James Lawless	Edmonds	<input 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 checked="" type="checkbox"/> Eva Ammons	SERS
	<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input type="checkbox"/> Andy Perry	SERS
	<input type="checkbox"/> Chris Alexander	Mukilteo	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter
<b>Guests in Attendance</b>	Kurt Mills (SNOPAC)		Andy Ruschak (Stantec)	Matt Taylor (Day Wireless)
	Terry Peterson (SNOCOM)		Michael Marusich (WA OneNet)	Kevin Robinson (Day Wireless)
	Pete Caw (Mountlake Terrace)		Steve Noel (FirstNet)	Tim Thometz (Day Wireless)
	Paul DeCamp (CT)		Brad Steiner (Motorola)	Sharon Brendle (SNOCOM)

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<b>Call to Order / Roll Call</b>	The meeting was called to order at 10:05 a.m. by SERS President, Jon Nehring. Meeting attendees were asked to introduce themselves.	
<b>Introductions / Announcements</b>	<p>President Nehring proposed moving the agenda around to accommodate the presentation and an Executive Session. The First Net Presentation and the SERS Lease Extension of 6 sites will be moved before Reports. The Executive Session will follow the presentation. The board will return to regular session and reports will follow.</p> <p><b><i>Jerry Smith moved to adjust the agenda as proposed by President Nehring. Bob Colinas seconded the motion and it was passed unanimously.</i></b></p>	<b>Motion passed</b>
<b>Public Comments</b>	None	
<b>Consent Items</b>	<p><b>Acceptance of Minutes from the October 6, 2016 SERS Board Meeting.</b></p> <p><b>Approval of the October 2016 Payroll, Invoice and Expense Summary in the amount of \$140,344.89.</b></p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<p><b>Warrant Numbers: 1921736; 1923471-86; 1925093-09; 11-19; 1928495-97; 1928505; 07; 1929163; 65-69; 1929313-14; 1930799-04; 5009461; 70; 5009535; 61; 5009641; 80040027; 80040555</b></p> <p><b><i>Bob Colinas moved and Jerry Smith seconded a motion to approve the consent agenda including the SERS October 6th regular meeting minutes and the October 2016 payroll, invoice and expense summary. The motion passed unanimously.</i></b></p>	<p><b>Consent Calendar Approved</b></p>
<p><b>SERS Lease Extension of 6 sites</b></p>	<p>Wiz reported on a number of leases that were up for extension. He explained that there are 6 sites in which SERS will need to execute its option to renew or extend its current lease under the same conditions. Letters were included in the board packet.</p> <p><b><i>Bob Colinas moved to authorize President Jon Nehring to exercise SERS' option to extend the existing leases for the following sites: King Lake, Mountlake Terrace Tank, Rucker Hill, 76<sup>th</sup> Street, SNOPAC-South Precinct, and SNOPAC-Antenna Tower; and to maintain the current pricing, terms and conditions on each of the leases. The motion was seconded by Jerry Smith and passed unanimously.</i></b></p>	<p><b>Motion passed</b></p>
<p><b>Aviat Path Study</b></p>	<p>Wiz spoke about the path study that was recently conducted on moving the Clinton Site. Aviat had determined that one of the paths under study will not work. Wiz said that they have gone back to research other ways to accomplish the move and came up with a workable solution. He is now requesting Aviat to come back out and physically check those new paths to confirm that these will work. Aviat will also recommend antenna height and determine if any future obstructions will occur. The amount for this study is \$8,726. Wiz explained that this expense is necessary before moving forward on the \$100,000 site move, and asked the board for authorization.</p> <p><b><i>Brian Haseleu moved to authorize the Aviat expense of \$8,726 to cover the additional work associated with the Clinton Site path study. Brian added that the Budget Committee reviewed this expense at their latest meeting and recommended the expense be brought to the board for action. The motion was seconded by Bob Colinas and approved unanimously.</i></b></p>	<p><b>Motion passed</b></p>
<p><b>Presentation</b></p>	<p>President Nehring thanked Chief Compaan for organizing this morning's presentation and also thanked Steve Noel and Michael Marusich for travelling in order to meet with the SERS Board.</p> <p>Steve Noel, of FirstNet, <a href="http://www.firstnet.gov/">http://www.firstnet.gov/</a>, is from Region 10, comprising of Washington, Oregon, Idaho and Alaska. His job concentrates on outreach and education for First Net. He described FirstNet as the group that will implement the Nationwide Public Safety Broadband Network. This will give a dedicated spectrum to the public safety community. He said they are aggressively working to acquire a network partner by the end of the calendar year. A packet of information describing the FirstNet Program was provided for each of the SERS board members.</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<p>He went on to speak about the “State Plan.” A state plan for each state and all territories will be provided to each governor. The plan will show where FirstNet will be built within the state. It will also detail how much money is coming in, as well as how much the plan will cost. He expects this plan will be made available in mid-year 2017 through an internet portal that SERS members will have access to. The governor will have 90 days in which to make a decision as to whether the state will opt in or opt out. If the decision is to opt in, FirstNet will then come in and build the infrastructure. Users on the system will help pay for it, and it was stressed that FirstNet will not be limited in its scope by where the cell carriers are, but will be built where public safety works.</p> <p>Mike Marusich from Washington OneNet <a href="https://onenet.wa.gov/">https://onenet.wa.gov/</a> also spoke about the project. He explained that it was initiated by the 2012 tax relief act and incorporated into the legislation that made this project a federal mandate that the network be deployed. Mr. Marusich works with the office of the Chief Information Officer, and is a member of the agency that is home to the State Interoperability Executive Committee (SIC). He is also the chair of the SIC’s advisory work group. This group has radio operators from all the different counties/state agencies and representatives from regional operations. OneNet receives grant funding from NTIA (National Telecommunications and Information Administration). They are primarily tasked with providing the outreach, education and representation of the public’s interest and reporting back to FirstNet. He explained that the project shouldn’t be thought of as just a cellular network, but rather a 4G LTE Data Network. It will support apps, texting, and video, along with those applications specific to any public safety responding entity.</p> <p>Mr. Marusich stated that he is also the 800MHz re-banding project manager for the State of Washington, and added that this project will not replace radios.</p> <p>President Nehring thanked them for their presentation.</p>	
<p><b>Executive Session</b></p>	<p>President Nehring announced that the board will move into an Executive Session. The SERS Attorney, Brad Cattle, stated that the Executive Session will review the performance of a public employee, along with reviewing applicants for a SERS employment position.</p> <p>The Executive Session is estimated to last approximately 10 minutes, at which time the Board will return to regular session with the anticipation that action may be taken.</p> <p>The regular Board meeting was recessed at 11:15 a.m., and following a 5 minute break the Executive Session will begin.</p> <p>The Board returned to Regular Session at 11:35 with the following action:</p> <p><b><i>Bob Colinas moved to authorize amendment to the Personnel Services Contract with Jon Wiswell, extending the terms and changing the job title, which includes pay step adjustment to step 5, with an ending date of December 31, 2017. The effective</i></b></p>	<p>Motion passed</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<i>date of this adjustment will be October 1, 2016. The motion was seconded by Murray Gordon and passed unanimously.</i>	
Reports	<p>Because of the lateness of the meeting, President Nehring asked if reports could be kept to only essential information.</p> <p><b><u>SERS Director’s Report:</u></b> Nothing added to the report included in the board packet.</p> <p><b><u>Communications Center Reports:</u></b> None</p> <p><b><u>PTSC Report:</u></b> None</p> <p><b><u>CAD / RMS Report:</u></b> None</p> <p><b><u>Budget Committee Report:</u></b> Brian Haseleu reported on the budget versus actual, and stated that the committee has gone over the budget to confirm that it reflects those changes that the board had already authorized as amendments to the budget.</p> <p>He added that SERS has successfully completed the battery replacement project and done the last load of generator fuel prior to the winter season. He anticipates that SERS will be within their budget for the year.</p> <p><b><u>Personnel Committee Report:</u></b> Chief Wilson reported that the committee has finalized the job descriptions for the Chief Administrative Officer and Chief Operating Officer, and added that those job descriptions will most likely affect other positions. The committee continues to work with the consultant on this matter. The committee is also continuing their work on the policy manual/employee handbook.</p> <p>On October 31<sup>st</sup>, Chief Wilson was invited by Wiz to meet the SERS staff. He said he had not met the majority of them before and expressed his opinion of how dedicated and committed the group is and how much the staff cared about the work they did for SERS. He added that he was able to brief them on the changes that were taking place within the organization.</p> <p><b><u>Governance Committee Report:</u></b> Brian Haseleu spoke on behalf of Chief Lever. The Tulalip meetings will continue. He anticipates being able to bring the topic of Tulalips usage of the SERS system for the board’s discussion at a later meeting date.</p> <p><b><u>Funding Committee Report:</u></b> President Nehring made a statement praising Chief Gordon’s dutiful and excellent service on this committee for a number of years. Due to Chief Gordon’s upcoming retirement, Commissioner Schrock will assume the chair position. President Nehring thanked Commissioner Schrock for serving on the committee for a number of years and stepping up to chair it.</p> <p>Commissioner Schrock then reported that the committee met earlier today and received an excellent report from Andy Ruschak and from Wiz on the PSERN proposal. David Mendel was the author of the proposal. He added that a number of good questions had emerged relating to the terms that David had presented. The commissioner stated that the committee will probably be drafting a letter in December to PSERN in response to their proposal, which will most</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<p>likely raise additional questions. They will also thank them for their interest in working cooperatively with SERS.</p> <p>He added that the committee has also discussed interfacing early next year with some county officials about the future funding aspect of the radio replacement project.</p> <p><b><u>PSERN Report.</u></b> None.</p> <p><b><u>Stantec Report.</u></b> Andy reported that he has completed 60-70% of the Phase II draft and has submitted it to Wiz for his technical review. After receiving it back, he said that he has incorporated in the suggested changes. In addition, he was asked to look into cost assumptions for the radio systems. The estimate for the replacement system has increased slightly to \$55 million with tax.</p> <p>The Phase II deliverables should be ready for issue soon. He explained that he went into the Phase I report and revised the numbers so they sync up with the Phase II report. He anticipates that once that is approved, he thinks his services on the project with SERS will be complete.</p> <p>President Nehring thanked Andy for his work on the project.</p>	
<b>Adjourn</b>	The Board Meeting was adjourned at 11:45 a.m.	
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>▪ Budget Committee – November 22nd – 10:00 a.m. at SERS Conference Room.</li> <li>▪ SERS Governing Board: December 1st – 10:00 am at Edmonds City Hall, 3<sup>rd</sup> floor Brackett Room.</li> </ul>	