

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**December 1, 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"/> 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 type="checkbox"/> Pam Pruitt	Mill Creek		
	<input type="checkbox"/> Michael Catlett	Brier	<input type="checkbox"/> Cheol Kang	Mukilteo
	<input 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 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 checked="" type="checkbox"/> Chris Alexander	Mukilteo	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter
<b>Guests in Attendance</b>	Kurt Mills (SNOPAC)		David Mendel (King County)	Joe Piksa (Motorola)
	Steve Lawlor (SNOPAC)		Andy Ruschak (Stantec)	Randy Covert (Motorola)
	Pete Caw (Mountlake Terrace)		Matt Taylor (Day Wireless)	Brad Steiner (Motorola)
	Paul DeCamp (CT)		Kevin Robinson (Day Wireless)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<b>Call to Order / Roll Call</b>	The meeting was called to order at 10:15 a.m. by SERS President, Jon Nehring. Meeting attendees were asked to introduce themselves.	
<b>Introductions &amp; Announcements</b>	None	
<b>Public Comments</b>	None	
<b>Consent Items</b>	<p><b>Acceptance of Minutes from the November 3rd, 2016 SERS Board Meeting.</b></p> <p><b>Approval of the November 2016 Payroll, Invoice and Expense Summary in the amount of \$143,942.31</b></p> <p><b>Warrant Numbers:</b>                      1925110; 1928494, 97, 99; 1928502; 1929162; 64, 70-71; 1930044 – 57, 59 – 73; 1930697; 1930965, 68 – 70, 72, 78, 81; 1933414 – 15, 24, 45, 50; 5009785; 80041125; 80041867; 80041930.</p> <p><i>Jerry Smith moved and Bob Colinas seconded a motion to approve the consent agenda including the SERS November 3rd</i></p>	<p><b>Consent Calendar Approved</b></p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<i>regular meeting minutes and the November 2016 payroll, invoice and expense summary. The motion passed unanimously.</i>	
<b>Reports</b>	<p><b><u>SERS Director's Report:</u></b> Wiz highlighted the following items from his written report:</p> <ul style="list-style-type: none"> <li>▪ <b>Rebanding.</b> SERS is still working on an extension for December 31<sup>st</sup> or the rebanding project. He reports that the radios from the Sheriff's office will be taken care of during this reband process and expects to receive reimbursement from Nextel.</li> <li>▪ <b>System.</b> SERS technicians have completed 3 out 4 weeks of training on the new system.</li> <li>▪ <b>Tower Inspections.</b> SERS is still working on tower repairs.</li> <li>▪ <b>Console Project.</b> Wiz reports that the consoles are working very well and they are working on completing the few remaining punch-list items.</li> <li>▪ <b>Clinton Move Feasibility.</b> SERS is waiting for the 2<sup>nd</sup> field path study for this site move.</li> <li>▪ <b>Comcast.</b> SERS is no longer using Comcast and moved over to WAVE Broadband. They were able to negotiate out of the early termination penalty of about \$4,300.</li> </ul> <p><b><u>Communications Center Reports:</u></b></p> <ul style="list-style-type: none"> <li>▪ SNOCOM – no report</li> <li>▪ SNOPAC – Kurt introduced their new IT Manager, Steve Lawlor.</li> </ul> <p><b><u>PTSC Report:</u></b> It was recommended that this item be removed from future agendas.</p> <p><b><u>CAD / RMS Report:</u></b> It was recommended that this item be removed from future agendas.</p> <p><b><u>Budget Committee Report:</u></b> Brian Haseleu reported that the budget committee met and recommends the following for approval:</p> <ul style="list-style-type: none"> <li>▪ Motorola Services Agreement – this is an annual agreement.</li> <li>▪ Upgrade to the 7.17. He expects this to come through sometime during the first quarter of 2017.</li> </ul> <p>The committee also reviewed the October BVA. This will be discussed further in the agenda.</p> <p>Brian reported that the Personnel Sub-committee asked the Budget Committee to review the COLA amount being proposed for 2017. This topic will also be brought up later in the agenda. The budget committee confirmed that the dollars are available and have been anticipated for in the 2017 budget.</p> <p><b><u>Personnel Committee Report:</u></b> Chief Wilson reported that they have been working on updating the job descriptions with regards to the Chief Administrative Officer position and the Chief Operations Officer position. These two positions affected the job descriptions of</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<p>everyone in the organization. Drafts of these job descriptions have been made available in today's board packet for review.</p> <p>Interviews have been conducted for the CAO position and the candidate recommended was Ralph Kruzey. Mr. Kruzey was the former interim police chief for the City of Lake Stevens, having served there for the past 6 months. The background investigation was completed by an officer from Mountlake Terrace and has been reviewed by members of the Personnel Sub-Committee.</p> <p>Chief Wilson summarized Mr. Kruzey's background for the members of the board and listed out some of the areas that were addressed in the new job description:</p> <ul style="list-style-type: none"> <li>▪ Addressing opportunities to improve service</li> <li>▪ Fostering positive communication in relationships</li> <li>▪ Uses, monitors and evaluates service procedures, workload, and organizational structure, etc.</li> </ul>	
<b>Executive Session</b>	<p>SERS Attorney, Brad Cattle, announced that the board will immediately move into Executive Session for the purpose of discussing contract negotiations for a public employee.</p> <p>The Executive Session is estimated to last approximately 5 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 10:31 a.m.</p> <p><i>At 10:36, President Nehring extended the Executive Session for another 5 minutes.</i></p>	
<b>Reconvene to Regular Session</b>	<p>The Board returned to Regular Session at 10:42 with the following action:</p> <p><b><i>Bryan Stanifer moved to authorize the SERS President and Brian Haseleu to execute a contract with Ralph Kruzey, for the Chief Administrative Officer position within the parameters of the budget, in a contract similar to the existing contract with the Director, and to the extent it deviates from that contract, to bring that back to the board for approval. The motion was seconded by Richard Schrock. The motion passed unanimously.</i></b></p> <p><b><i>Brian Haseleu moved to re-classify Jon Wiswell to the Director of Operations position and amend the contract to be consistent with the title change. The motion was seconded by Richard Schrock. The motion passed unanimously.</i></b></p> <p><b><u>Governance Committee Report:</u></b> President Nehring reported that Deputy Chief Lever could not make the meeting due to illness. He added that following the meeting with the Future Funding Committee, he thinks there will be an increased role for the Governance Committee with regards to new groups wanting to join the SERS system.</p> <p><b><u>Future Funding Committee Report.</u></b> Richard Schrock reported that the committee followed up on the PSERN proposal that David Mendel provided. The committee will follow up further with PSERN</p>	<p><b>Motion passed</b></p> <p><b>Motion passed</b></p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<p>to determine more about the prospect of possible consolidation or merger with PSERN. He added that the board will be receiving a copy of the positive letter SERS received from Chief Batiste who expressed a desire to work with SERS in the future in order to make the Snohomish County system compatible with the State Patrol's system.</p> <p>The committee also talked about interfacing with the county's elected officials sometime early next year following the final review of the Phase II report from Stantec. That report is currently being reviewed by SERS staff, and Richard said the board should expect receiving a copy of this report in the near future. Recommendations for the board will be forthcoming.</p> <p>Richard also reported that the committee will be working on a timeline for future funding, with the goal of setting certain milestones.</p> <p>President Nehring recognized outgoing Future Funding Committee Chair, Chief Murray Gordon. He acknowledged the fire service career Chief Gordon has had and thanked him for the position he has held with the City of Everett. In addition, President Nehring expressed his appreciation for the many years of service the chief has given to the SERS board.</p> <p><b>Community Transit Report.</b> Paul DeCamp reported that CT has begun installing cellular and data routers into their vehicle fleet. CT plans to continue this effort through 2017. He explained that this new system is intended to eventually replace their 700 MHz data radio system. The timeline is still unknown on this project. Paul also reported that CT is still evaluating VOIP (Voice over IP) that would use the cellular data network as a potential replacement for the voice radio system. Currently, they have an RFP out soliciting solutions. He added that they are still maintaining their existing LMR (Land Mobile Radio) System and have no plans to discontinue this system until a viable replacement is implemented.</p> <p><b>PSERN.</b> David Mendel reported that they continue to do their civil site development work. They have finished two radio sites which were fairly minor in scope. He added that leases have been difficult to complete. They are still working with Motorola on their design, and he commented that there is a lot of details to work through. They are still on target for a projected go-live for late 2019. The project won't be accepted until 3<sup>rd</sup> quarter of 2020.</p> <p><b>Stantec Report.</b> Andy Ruschak followed up on what Richard Schrock previously reported. The Phase II report is in technical review, and will be distributed following any needed changes.</p>	
<b>Old Business</b>	<b>Microwave Path Study.</b> Wiz covered this in his earlier report.	
<b>New Business</b>	<p>A. SERS 2016 Budget v. Actual. Brian Haseleu said that it is the practice of the budget committee to re-examine the budget on a monthly basis during the last 3 months of each year. He reported on an update from October which shows that there remains \$426,000 in the budget. The board</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<p>approved expenditures in the amount of \$132,000. They expect to finish the year under budget.</p> <p>B. Motorola 2017 Service Agreement. Wiz explained the annual support agreement with Motorola is due for renewal. He is seeking authorization to renew this in January. The amount of the agreement is \$94,110.84. The new equipment is still under warranty for next year, so that isn't under this agreement. In 2018, he expects an increase because the warranty will have expired. Funding has been allocated in the budget.</p> <p><b>Bob Colinas moved that the SERS board authorizes the President's signature for the Motorola 2017 Service Agreement as outlined, not to exceed \$94,500.00, plus applicable tax, for the year beginning in 2017. The motion was seconded by Richard Schrock and passed unanimously.</b></p> <p>C. SERS Resolution 16-06 formalizing SERS 2017 COLA Adjustment. Brian Haseleu explained that a proposed pay schedule was included in the packet for 2017, which allows for a 2.5% COLA for all employees. This action was anticipated in the budget, with authority given up to this amount. This matter has been reviewed by the Personnel Committee, and follows a comparable analysis done by Wiz.</p> <p><b>Jerry Smith moved to authorize a 2.5% COLA for all SERS employees, effective January 1, 2017. The motion was seconded by Murray Gordon. The motion passed unanimously.</b></p>	<p>Motion passed</p> <p>Motion passed</p>
<b>Adjourn</b>	<p>President Nehring thanked the board for the service they gave the organization this year. He also extended his thanks to the SERS staff, including Wiz and Eva.</p> <p>The Board Meeting was adjourned at 11:10 a.m.</p>	
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>▪ Budget Committee – December 23rd – 10:00 a.m. at SERS Conference Room.</li> <li>▪ SERS Governing Board: January 5th – 10:00 am at Edmonds City Hall, 3<sup>rd</sup> floor Brackett Room.</li> </ul>	