

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

March 2, 2017

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 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"/>	
	<input type="checkbox"/> Michael Catlett	Brier	<input type="checkbox"/> Tom Whitson	Woodway
	<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Tom Howard	Woodway
	<input checked="" type="checkbox"/> James Lawless	Edmonds	<input checked="" type="checkbox"/> Ralph Krusey	SERS
	<input checked="" type="checkbox"/> Jim Lever	Everett	<input type="checkbox"/> Jon 'Wiz' Wiswell	SERS
	<input type="checkbox"/> Eric Hicks	Everett	<input checked="" type="checkbox"/> Eva Ammons	SERS
	<input type="checkbox"/> Debra Bryant	Everett	<input type="checkbox"/> Craig Boyd	SERS
	<input type="checkbox"/> Art Ceniza	Lynnwood	<input type="checkbox"/> Adam Burns	SERS
	<input type="checkbox"/> Richard Smith	Marysville	<input type="checkbox"/> Duane Leger	SERS
	<input checked="" type="checkbox"/> Greg Elwin	Mill Creek	<input type="checkbox"/> Jay Morrison	SERS
	<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input type="checkbox"/> Andy Perry	SERS
	<input checked="" type="checkbox"/> Chris Alexander	Mukilteo	<input type="checkbox"/> Karl Wright	SERS
	<input checked="" type="checkbox"/> Cheol Kang	Mukilteo	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter
	<input type="checkbox"/> Susan Neely	Snohomish County	<input type="checkbox"/>	
	<input type="checkbox"/> Vicki Thoroughman	Snohomish County	<input type="checkbox"/>	
	<input checked="" type="checkbox"/> Brad Reading	SCFD #1	<input type="checkbox"/>	
	<input checked="" type="checkbox"/> Robert Eastman	SCFD #1	<input type="checkbox"/>	
Guests in Attendance	Kurt Mills (SNOPAC)		Terry Peterson (SNOCOM)	
	Paul De Camp (CT)		Matt Taylor (Day Wireless)	
	Pete Caw (Mountlake Terrace)		Thom Thometz (Day Wireless)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	SERS President, Jon Nehring, called the meeting to order at 10:02 a.m.	
Introductions & Announcements	Round Table introductions were made.	
Public Comments	None.	
Consent Items	<p>Acceptance of Minutes from the February 2, 2017 SERS Board Meeting.</p> <p>Approval of the February 2017 Payroll, Invoice and Expense Summary in the amount of \$ 266,943.24.</p> <p>Warrant Numbers: 1839862; 1937395; 1939003-11; 13-15; 1939854-57; 59-61; 63-64; 1941240-63; 1942689-93; 95; 98; 5010286; 80044157; 80044765; 80045348.</p>	Consent Approved

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	<p>Richard Schrock made the motion to consent, Brian Haseleu seconded. All in favor.</p>	
<p>Reports</p>	<p>CAO Report:</p> <p>SERS Director's Report: Ralph Krusey</p> <ul style="list-style-type: none"> ▪ Rebanding. Ralph Krusey the re-banding is almost complete. Deadline is 4/30/17. There should be reimbursement from Nextel. ▪ System. GF went off line and went to battery. It was the fuel tank that had not refueled itself, it was cleaned and corrected. Summer cleanings will be taking place as preventative maintenance. There will be a roof put up over GF generators due to snow exposure, looking for vendors. ▪ Battery Status. ▪ Tower Inspections. We are doing three towers a year for rotation. Fire Trail and 76th were completed. Looking for bids on corrections. ▪ Console Project. 99% complete. The old consoles have no value so; they will be given to King County. ▪ Clinton Move. 3/1/17, the Lead and I went to Clinton and looked at the tower. The annual lease is 100K; we are looking at moving from there to reduce costs. We looked at a site at Kitsap County having trees identified, owners have been identified. If the tower is extended from 140 feet to 145 feet, it eliminates tree blockage. A second tower at Clinton has a 145-foot tower that we could sit 2 of our microwaves on. Both of these are cheaper costs we will be looking into this further. ▪ Replacement Truck. On order. ▪ Office Remodel. Complete. Inspection done. Under budget. There is a WCIA Mitigation Grant for a media safe to put all our programming keys and licenses (valued at more than 100K) in to protect from fire. This could cost \$4,000. <p>One of our vehicles was in a crash this month due to ice. Shoreline took the report, the damage is over \$7,000 but is being repaired, and our deductible is \$500 so that is our cost.</p> <p>Eva is on vacation for the month of April. Asking County to assist with payroll, bills, etc.</p> <p>Communications Center Reports:</p> <ul style="list-style-type: none"> ▪ SNOCOM – No updates. ▪ SNOPAC – No updates. <p>PSTC Report: - No Report.</p> <p>CAD / RMS Report. – No Report.</p> <p>Budget Committee Report: Brian Haseleu, meeting at <u>new time and location</u>, the 4th Thursday of the month at County campus Admin East Building. 6th floor in the new Admin tower at 1:00, everyone is invited. Final version of BVA came in under</p>	

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	<p>as anticipated. Changing our reports to monthly tracking instead of quarterly. 2017 had office remodel costs, safe costs, and the employment contract w/ Prothman.</p> <p>There will be two modifications brought forth, originally allocated ER&R costs 60K replacement for dual generators, we now have firm pricing, which is 15K more than anticipated, an action will be brought forth. In addition, a recommendation for, out of the replacement reserve fund taking up to 50K related to a STANTEC contract for continued services. This will be at the next meeting.</p> <p>QUESTION from Bob Colinas regarding the report dated 1/1/16, the dollar amount 870K is this the total for ER&R? Brian stated this was for the Operations and Maintenance Fund. This was 2016 starting balance. We have a 15% fund balance for that fund. At the end of the year there is an additional 20K reserve remaining. That rolls into next year.</p> <p>Personnel Committee Report: Greg Wilson, the Policy and Procedure Manual went out in email version these contained the comments, so that will be looked at and we will send out a clean copy. Regarding the Employee Handbook, we had contracted JB Consulting to draft this and then sent it to WCIA. Richard Schrock made the motion to adopt the handbook and empower the Personnel Committee to make any non-substantive changes to be handbook in the future. Pam Pruitt second, all in favor. Motion passes.</p> <p>Governance Committee Report: Jim Lever, I am making contacts to find out info that is more specific on what other agencies such as King County PSERN and WSP, will be proposing for our options for what would partnership look like.</p> <p>Funding Committee Report: Richard Schrock, Pam Pruitt joined the funding committee. Committee met 2/16/17, now meeting the 2nd Thursday of the month at the County Admin Bldg, 6th floor. We adopted a goal to reach a consensus agreement of this Board to obtain adequate County funding for procuring a new and updated SERS radio system for the future. See document distributed. During 2017, we will go through the reports and possibly have recommendations by December. Committee reviewed both Phase I and II reports and 2013 contract.</p> <p>(1) Richard Schrock made a motion on accepting STANTEC Phase II Report and Completion of Work, and that this Board finds that STANTEC's Phase 2 report is acceptable and complete and the work to be performed by STANTEC under its initial 2013 contract has been accepted and is deemed complete. Bob Colinas second, all in favor. Motion passes.</p> <p>(2) Richard Schrock made the motion to move that the Board authorize the SERS President after a legal review is completed to sign an agreement with STANTEC that conforms to provision of the STANTEC proposal that was negotiated by SERS staff and was reviewed today by the Board and previously by the Future Funding Committee. The agreement would engage STANTEC in providing additional services at a cost to SERS not to exceed \$50,000. Jerry Smith second. The funding will need a budget amendment next month. Bob Colinas opposed. Motion passes</p> <p>DISCUSSION: A copy of that signed contract will be reviewed and provided to the Board members in our next meeting packet in April. Ralph Krusey explained that STANTEC will assist with developing a PowerPoint Presentation for us to deliver to other agencies and they will be presenting with us. They, through Andy Ruschak, will also provide further services to assist SERS future. STANTEC would provide needed continuity due to past relationship with SERS.</p> <p>Community Transit Report: No report.</p>	<p>Motion Approved</p> <p>Motion Approved</p> <p>Motion Approved</p>

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	<p><u>PSERN Report:</u> Ralph Krusey for David Mendel, they have broken ground on one of their new sites. We are still working on a lease agreement for Clearview tower.</p> <p><u>STANTEC Report:</u> No report.</p>	
Executive Session	<i>NONE</i>	
Reconvene to Regular Session		
Old Business	<p>A. 7.17 Upgrade. Completed. No discussion.</p> <p>B. Office Addition Construction: Completed.</p> <p>C. WCIA Grant regarding the safe. See handout. Discussion regarding if an action is needed for this grant. The Board only needs to authorize the acceptance of the grant if it is awarded and not the application for the grant.</p>	
New Business	<p>A. SERS 2016 BVA – Brian Haseleu discussed the BVA this was our tightest year. Year-end came under budget as anticipated.</p> <p>B. SERS Governance and Assessment- If SERS was to be included in the SNOPAC/SNOCOM consolidation- Ralph Krusey discussed having an open dialogue. Jon Nehring reported that SERS needs to look at the Governance proposals that are in place. This is an introductory discussion and a recommendation was made to attend meetings, get information, and bring forth discussions. A recommendation was made for Lake Stevens be included in representation in addition to have representation for smaller fire departments and small cities.</p>	
Adjourn	Meeting adjourned at 10:56 a.m.	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Budget Committee: March 23rd - 1:00 p.m. @ Sno County Admin Bldg, 3000 Rockefeller Ave, Everett ▪ Future Funding Subcommittee: March 16th – 1:00 p.m. @ Sno County Admin Bldg, 3000 Rockefeller Ave, Everett ▪ SERS Governing Board: April 6th – 10:00 a.m. at Edmonds City Hall, 3rd floor meeting room. 	