

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

May 4, 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 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"/>	
	<input type="checkbox"/> Michael Catlett	Brier	<input type="checkbox"/> Tom Whitson	Woodway
	<input 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 checked="" type="checkbox"/> Jon 'Wiz' Wiswell	SERS
	<input type="checkbox"/> Eric Hicks	Everett	<input 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 type="checkbox"/> Greg Elwin	Mill Creek	<input type="checkbox"/> Jay Morrison	SERS
	<input type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Andy Perry	SERS
	<input checked="" type="checkbox"/> Glen Koen	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)		Kenny Adamson (Day Wireless)	Andrew Ruschak (STANTEC)
	Paul De Camp (CT)		Matt Taylor (Day Wireless)	Kurt Hilt Lake Stevens
	Pete Caw (Mountlake Terrace)		Thom Thometz (Day Wireless)	David Mendel King County PSERN

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	SERS Vice President Jerry Smith called the meeting to order at 10:05 a.m.	
Introductions & Announcements	<ul style="list-style-type: none"> ▪ Round Table introductions were made. Introduction of Margaret Vanderwalker here w/ us today. She is Marysville Police Chief Smith's Confidential Administrative Assistant. She's been with Marysville since early 2008, prior to that she was with Everett Police since 1998, and assigned to the Snohomish Regional Drug & Gang Task Force. She's here today to assist with the task of preparing our minutes. 	
Public Comments	None.	
Consent Items	<ol style="list-style-type: none"> 1. Acceptance of Minutes from the April 6, 2017 SERS Board Meeting. 2. Approval of SERS Invoice Summary for SERS April 2017 Payroll, Invoice, and Summary in the amount of \$145,110.54. <p>Warrant Numbers: 1944273; 77-78; 86; 89; 94-02; 05-09; 11; 13; 17-19; 21-22; 1945598; 1945935-47; 49-57; 59; 5010536; 80046223; 80046334; 80046081.</p>	Consent Approved

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	<p>Motion made to approve consent items posted on the Agenda, made by Bob Colinas. Second by Pam Pruitt to approve the consent items by Jon Nehring, all in favor.</p> <p>Note: there is a typo error in the 4/6/17 minutes on page two, Director's Report under System, the number should be 7.17 not the 7.7 as written.</p>	
<p>Reports</p>	<p><u>SERS Director's Report:</u> Presented by Ralph Krusey</p> <ul style="list-style-type: none"> ▪ System. We now have the 7.17 team upgrade scheduled for August. They will start next week with preliminary planning. Apple Cove site required software update. That was completed. ▪ Clinton Move. Still working on relocation topics. Looks positive. ▪ Personnel Committee. Employee handbook, Code of Ethics, and review with staff. Personnel Policy completed by the end of the week. ▪ WCIA Annual Audit. We completed the annual audit, no mandatory audit requirements for 2018. It should be noted that part of this success was due to enrolling our supervisors in First Level Supervision School 40 hrs at CJTC. They are also enrolled into four different supervisory trainings with WCIA. ▪ Request for Bid for Generators. You will find this in the packet. Both previous bids were disqualified. ▪ Recognition to Andy Perry. Andy is our person who maintains our facilities, he's stepped up to fill in for Eva who has been on vacation. He's been taking care of all the bills and presentations. Thank you. <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> ▪ SNOCOM – No Report. ▪ SNO PAC – Joint Board meeting was held 4/20/17. Talked about consolidation and making progress. There are two other meetings planned, one 5/30/17 and another place holder for 6/20/17. <p><u>CAD / RMS Report.</u> – An upgrade to the next version is planned for August 2017. If the testing doesn't meet our approval it will be pushed to the first quarter of 2018.</p> <p><u>Budget Committee Report:</u> Brian Haseleu stated they did meet with light attendance. They are still working on the old format of identifying payroll and invoices with the goal toward summary. We are using both methods now. In the next meeting we will start work on the 2018 budget process. We will have the Board Manager sign off on that. We will discuss later the disposal of the Marysville Tower. Next month we are making recommendations to amend the budget for two elements. One to adjust for the cost associated with Tier Four generators now that we have the bid in, including installation. We also want to amend our Replacement Reserve budget for the STANTEC Contract that was approved earlier this year.</p> <p><u>Personnel Committee Report:</u> Jim Lever was asked by Chief Wilson to report on the Policy and Procedure Manual, and Code of Ethics, those were signed off by the SERS employees. Each employee will receive a binder with all documents. FMLA Language was determined to be mandatory in the Policy Manual, even though it is not applicable to SERS. Brad Cattle confirmed that yes, the FMLA language is required, and Mr. Cattle will email the Board Directors the documentation regarding FMLA language. James Lawless made the motion to</p>	<p>MOTION APPROVED</p>

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	<p>adopt Personnel Policies presented. Richard Schrock seconded the motion. All in favor.</p> <p>Salary survey request for facilities, logistics, fleet coordinator. The Committee the FLSC's job description is reflective of the job being done. The Committee asked the CAO to develop organization structures that reflect current and future needs.</p> <p>Governance Committee Report: Jim Lever reported he had a meeting with David Mendel from King County PSERN regarding future opportunities for partnership. David Mendel offered his time for consultation or meetings in the future. We thank him for his partnership. He stated that he talked with WSP regarding partnering. Very positive meeting.</p> <p>Funding Committee Report: Richard Schrock reported on the future of a procurement of a new P25 radio system. Estimated costs could be approximately 70 million dollars. It was determined that we must go through the Snohomish County Procurement Process for Competitive Bidding.</p> <p>Richard Schrock moved that the SERS Board approve the recommendation from our Future Funding Committee that the Board authorize the SERS attorney and staff to enter into negotiations with Snohomish County to jointly draft a proposed Service Agreement involving both public agencies.</p> <p>That Service Agreement will define the proposed terms and conditions of a competitive contract bidding process involving the issuance of a request for proposals (RFP) by the County to interested prospective vendors. This RFP process to be set forth in the Service Agreement will provide the details of a plan mutually agreed upon by the County administration and SERS:</p> <p>A. Form a Technical Review Committee for drafting the RFP.</p> <p>B. When the Draft is completed, provide the RFP to the County's Purchasing Division for the RFP to be issued by the County in conformance with all County rules and state laws.</p> <p>C. Determine the process for evaluating submitted proposals from bidders and awarding and negotiating a contract with the successful bidder with execution of the contract subject to the funding being authorized at a later date.</p> <p>This draft Service Agreement to be negotiated with County staff will be presented to the SERS Board at our June 1, 2017 meeting for review and perhaps approval as to form and then signed by the SERS President and forwarded to the County for its consideration and subsequent review by the County Council.</p> <p>Bob Colinas seconded, and all in favor.</p> <p>Anderson Hunter, Brad Cattle stated that they did discuss the two step process. The first step for negotiation of the Services Agreement, and the second is to develop the RFP. The first step should be brought forth 6/1/2017.</p> <p>** Compliments were given to Robert Schrock for his efforts and accomplishments on this project.</p> <p>Ralph Krusey and Andy Ruschak presented the STANTEC draft version of a PowerPoint which will be presented to viewers such as community groups, service clubs, city councils, etc. to demonstrate this project and the urgent need for funding. Comments and input was made regarding each slide. Further input welcomed. See PowerPoint notes printed in your packet. Email Ralph Krusey with comments and suggestions. Revisions will be made and provided this summer.</p>	<p>MOTION APPROVED</p>

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	<p>Summer Workshop: Brian Haseleu reminded everyone of the value of 4-6 hr. meeting this summer. There are three components of the workshop, one an update of the RFP process, next is Organization and structure and change regarding new system, lastly discussion on PSAS going on, to have a SERS Board discussion on how they will fit into a consolidation. It should be noted NW will be upgraded 8/22/17, so it would be best to avoid that week. So, if not the end of August perhaps following Labor Day would be best. We aim to have good participation. We will be talking about funding, that leads to inviting more county representatives to participate in SERS meetings.</p> <p>Community Transit Report: No report.</p>	
Executive Session	<i>No Executive Session today.</i>	
Reconvene to Regular Session		
Old Business	<p>6. Approve Generator Bid. As stated in last month's meeting, SERS will be replacing generators in Granite Falls. Jim Lever moved to authorize the System manager to accept the generator bid so that the Tier Four generators can be in place. Jim Lawless seconded, all in favor.</p> <p>The budget amendment will take place at next month's meeting.</p>	MOTION APPROVED
New Business	<p>Surplus of the Marysville Dispatch Tower at the Public Safety Building in Marysville. Jim Lawless moved to approve the signed agreement with City of Marysville disposing of the surplus tower in Marysville. Brian Haseleu seconded, all in favor.</p>	MOTION APPROVED
Adjourn	<p>Brian Haseleu made the motion to adjourn. Richard Schrock seconded. All in favor. Regular Meeting adjourned at approx. 11:30 a.m.</p>	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Budget Committee: May 25th, 2017 1:00 p.m. @ Sno County Admin Bldg, 3000 Rockefeller Ave, Everett ▪ Future Funding Subcommittee: May 10th (TBD) – 1:00 p.m. @ Sno County Admin Bldg, 6th Floor 3000 Rockefeller Ave, Everett ▪ SERS Governing Board: June 1st – 10:00 a.m. at Edmonds City Hall, 3rd floor meeting room. 	