

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

June 1, 2017

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"/>	
	<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 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 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 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 type="checkbox"/> Glen Koen	Mukilteo	<input type="checkbox"/> Karl Wright	SERS
	<input type="checkbox"/> Cheol Kang	Mukilteo	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter
	<input type="checkbox"/> Susan Neely	Snohomish County	<input checked="" type="checkbox"/> Andi Hanson	SNOCOM
	<input type="checkbox"/> Vicki Thoroughman	Snohomish County	<input type="checkbox"/>	
	<input type="checkbox"/> Brad Reading	SCFD #1	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Robert Eastman	SCFD #1	<input type="checkbox"/>		
Guests in Attendance	Andrew Rushack (STANTEC)			
	Thom Thometz (Day Wireless)			
	Margaret Vanderwalker (Msvl PD)			

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	SERS President Jon Nehring called the meeting to order at 10:05 a.m.	
Introductions & Announcements	<ul style="list-style-type: none"> ▪ Eva Ammons, our Administrative Services Analyst was recognized for her dedication and hard work she gives to SERS every day, and she was congratulated for her participation in the Masters World International Volleyball Team which took the World Gold Medal last month in NZ. 	
Public Comments	None.	
Consent Items	<p>Motion made by Bob Colinas to approve consent items "A" and "B" Agenda, the May 4th meeting minutes, and the SERS May 2017 payroll, Invoice and Expense Summary in the amount of \$160,643.79.</p> <p>Warrant Numbers: 1945948; 1949574-84; 1950562; 1950637 – 49, 54 – 65, 67 – 83; 1953743 – 45; 1965666; 5010779; 5010798; 5010803; 5010956; 80046404; 80047805; 80047924.</p>	Motion Passes

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	<p>Seconded by Brian Haseleu to approve the consent items, all in favor.</p> <p>Note: By Ralph Krusey, there will be some additions to the Agenda under Old Business and New Business, see handouts. Change request to the surplus tower in Msvl. It should read "Motion" instead of "Resolution".</p>	
<p>Reports</p>	<p><u>SERS Director's Report:</u> Presented by Ralph Krusey. Talked with Kurt, both he and Terry are at training which prevented their presence today.</p> <ul style="list-style-type: none"> ▪ System. We had a preliminary meeting with Motorola in the second week of May to go over the 7.17 Upgrade in mid-August. 7.17 is the last upgrade that we will be able to do with the system. The Gold Hill inverter had a failure last month and had to be replaced. ▪ Clinton Move. Still working on relocation topics. We are working with American Tower to determine if we can relocate. ▪ Budget Committee. We met this month to start on our 2018 Budget. Budget Committee will be bringing forth a resolution and budget amendment this morning to cover increased costs for the Tier Four generators that we have ordered and for the cost of the Stantec contract. ▪ Public Events**. It will be the first time in history that we will be in the Marysville Strawberry Festival Parade 6/17, and AquaFest Parade (Lk Stevens) 7/29. Other events are Seascare Parade in Briar 8/9, Mukilteo Lighthouse Parade September, Edmonds 7/4, and Mtlk Terrace 7/28. All public events are to increase awareness and outreach to present the need for 75 Mil to pay for the new system. The Sno-Cat will be in the parades. It should be noted payroll should not incur OT because employees will flex (but this hasn't been decided yet). ▪ President's Signatures. The staff will be requesting approval for the signing of the extension letter for two tower site locations. Also requesting the President sign an amendment to the Stantec Agreement with the corrected hourly rate. The Vice President is authorized to sign the Marysville Motion for the Marysville tower. The SERS Vice President will sign this Motion to eliminate the appearance of the SERS President (who is also the Marysville Mayor) signing a document in a dual capacity. <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> ▪ SNOCOM – The meetings that Kurt and Terry are in are related to the new project. New World side, we received Version 2017.1 which is the main code stream of the software. We are in the testing process. Go live for that is August 22nd. We will want to track the radios at that time. ▪ SNOPAC – No Report. <p><u>Budget Committee Report:</u> Brian Haseleu stated they did meet however, it was just CAO Krusey and Brian. They would like to ask that anyone that would like to attend, please come. At the next meeting there will be an in depth discussion regarding the budget issues related to 2018. It would be appreciated if anybody has the opportunity to attend that meeting.</p> <p>What was discussed at last month's meeting was a budget amendment that we've talked about previously, the lease extension and the initial review of the budget. Brian will reach out to the PSAPs to get the 2016 call counts to use in the formula. There will be some proposed FTE changes. There are two administrative service</p>	<p>MOTION APPROVED</p>

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	<p>agreements (see handouts) with the County. One annual agreement accounts for the payroll services, and purchases, that is an annual agreement. The second is specific to the RFP.</p> <p><u>Personnel Committee Report:</u> No report.</p> <p><u>Governance Committee Report:</u> Jim Lever continuing outreach efforts to other entities.</p> <p><u>Future Funding Committee Report:</u> Richard Schrock stated his report can wait until New Business and we talk about the Purchasing Agreement.</p> <p><u>PSERN.</u> No report.</p> <p><u>STANTEC.</u> Andy Ruschak stated Ralph Krusey and he is working on arranging the tour for the visitors at Clark Regional Emergency Services Agency in the latter part of this month while we're down there for AWC. I have put together an overview of the RFP process. That was handed in today. This group has already merged dispatch with radio, which is something SERS will be able to explore. Other SERS Board Members are invited to attend. Tentative date is 6/21/2017.</p> <p><u>Community Transit Report:</u> No report.</p>	
Executive Session	<i>No Executive Session today.</i>	
Reconvene to Regular Session		
Old Business	<p>Budget Amendment for the Generator and STANTEC Extension. Brian Haseleu stated included in the packet is a resolution. Item A, we're modifying the replacement reserve fund to account for the \$50K contract for STANTEC and then the second aspect of that is we're amending the ER&R Fund, specifically to account for the Tier Four Generator. Bob Colinas moved to approve the Resolution 17.01 that would amend the 2017 related to equipment reserve fund, Dr. Kent Saltonstall second, all in favor.</p> <p>An addition of Item B, an Amendment to Service Request number three that CAO Krusey brought up. That was to change the hourly rate from 175.00 to 185.00, this was a scribe's error, the rate does not change the agreed total cost. Bob Colinas made the motion to authorize the amendment to the Service Request number .03 with STANTEC where it references in lieu of the 175.00 rate as stated in the Agreement would change to the 185.00 an hour rate moving forward and that it would have no impact or cost increase on the overall project. Michael Nelson second, all in favor.</p> <p>CAO Krusey stated that "C" was the "word" correction in document title from Resolution to the word Motion. This is for the Marysville Tower surplus. Last month this Motion passed. This is a request for authorization for the Vice President to sign the existing Motion. This month Bob Colinas moved to reaffirm the Board's action of last month, surplus by Motion the Marysville Dispatch Tower at the Public Safety Building in Marysville authorizes Vice President Jerry Smith's signature to that Surplus document, Michael Nelson second, all in favor.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p>

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<p>New Business</p>	<p>Item A: Tank Site. Authorize the Board President to sign the Lease Extension Agreement with the City of Marysville for the Marysville Tank Site. CAO Krusey clarifies that SERS put a Dispatch Tower at the PD. Marysville PD no longer has a Dispatch Service. They also put in a Dispatch Tower that is up at Hwy 9 and Hwy 528. We want to make the distinction between the Towers. This discussion is for the Marysville Tank Site, this is our tower that we are keeping and we are using. Bob Colinas made the motion to authorize Vice President Jerry Smith to sign the Lease Extension Agreement with City of Marysville CAO Gloria Hirashima for the Marysville Tank Site of SERS. Dr. Saltonstall second. Wiz stated, it should be noted: This is an extension of the original contract as noted to be acceptable in the existing contract language. All in favor. This document will be emailed to the Board.</p> <p>Item B: American Tower Delaware Extension. Bob Colinas moved that we authorize President Nehring to enter into agreement with American Tower Delaware for the Apple Cove license agreement. Dr. Saltonstall second. All in favor.</p> <p>Item C: Snohomish County RFP. This is to authorize the Board President to sign a Service Agreement with Snohomish County to facilitate preparing a Request for Proposal for a new radio system. (see handout and accept red line changes). Commissioner Schrock supports this document approval. He further stated this defines the procurement process that SERS will be engaged in with the County. This is a collaborative process, key word being collaborative. The Agreement documents have been reviewed by staff and lawyers.</p> <p>CAO Krusey clarified that changes that were brought forth regarding our actions with the County as a result of this Agreement. His issue is regarding 2.2 D, it reference who will be in control of the ranking and rating of the vendors. SERS wants to prioritize their control based on SERS experience and needs of the radio system when evaluating the potential vendors. The concern with “G”, who is the contract going to be with? It will be with County.</p> <p>Brian Haseleu stated that the purpose of the Agreement is focused on the RFP process and compliance with County procedures for RFP.</p> <p>Bob Colinas questioned the section of 2.1E and the input of the SERS Board and County Designee, et al. However this is regarding the outcome of decisions after this RFP process has been completed.</p> <p>The Board meeting discussion centered on both the future related RPF outcome, and the current establishing of protocol, services, coverage and the eventual retention of the SERS non-profit entity resulting from entering into this agreement. The discussion included future funding and ownership of the radio system at a later date. The negotiations of the contract process after the RFP is in place will come at a later date.</p> <p>Bob Colinas made a motion to adopt the red lined version of the Agreement. Jerry Smith second, all in favor.</p> <p>Item D: Annual Service Agreement with Snohomish County. This is to bring us into compliance. It expired 12/31/2016, the revision red line was submitted in the event that if this occurs in the future that we don't have it prepared by the end of the year that the agreement will continue on a month by month basis. This was reviewed by Brad Cattle. Motion made to approve the SERS, Snohomish County Administrative Services Agreement substantially as presented and with authorization for SERS legal county to work with the County Deputy Prosecutor to finalize Section 1.3 on term. Motion made by Dr. Kent Saltonstall, second by Jerry</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p>

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	Smith, all in favor.	
Sign Documents	President, Secretary, Treasurer, and Brad Cattle, Esq.	Completed
Adjourn	President Jon Nehring adjourned the meeting at 11:25 a.m.	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Future Funding Subcommittee: June 15th 2017 (TBD) 1:00 p.m. @ Sno County Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett ▪ Budget Committee: June 22nd, @ 1:00 p.m. @ Sno County Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett ▪ SERS Governing Board: July 6th, 2017 @ 10:00 a.m. at Edmonds City Hall, 3rd floor meeting room. 	