

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**July 6, 2017**

<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 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 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 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 checked="" 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 type="checkbox"/> Glen Koen	Mukilteo	<input type="checkbox"/> Karl Wright	SERS
	<input type="checkbox"/> Chris Alexander	Mukilteo	<input type="checkbox"/> Brad Cattle	Anderson Hunter
	<input type="checkbox"/> Susan Neely	Snohomish County	<input checked="" type="checkbox"/> Terry Peterson	SNOCOM
	<input type="checkbox"/> Vicki Thoroughman	Snohomish County	<input checked="" type="checkbox"/> Steve Ditto	SNOPAC
	<input checked="" type="checkbox"/> Brad Reading	SCFD #1	<input checked="" type="checkbox"/> Andy Rushack	STANTEC
	<input checked="" type="checkbox"/> Robert Eastman	SCFD #1	<input checked="" type="checkbox"/> Paul DeCamp	Comm Transit
<b>Guests in Attendance</b>	Timothy Key (Everett Fire)	David Mendel (King County)		
	Thom Thometz (Day Wireless)	Karen Reed (JTF Consolidation)		
	Margaret Vanderwalker (Msvl PD)			

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<b>Call to Order / Roll Call</b>	SERS President Jon Nehring called the meeting to order at 10:05 a.m.	
<b>Introductions &amp; Announcements</b>	No legal counsel was present for this meeting.	
<b>Public Comments</b>	None.	
<b>Consent Items</b>	<ol style="list-style-type: none"> <li>1. Acceptance of minutes from the June 1, 2017 SERS Board Meeting.</li> <li>2. Approval of the June 2017 Payroll, Invoice and Expense Summary in the amount of \$ 263,965.48.</li> </ol> <p>Warrant numbers: 1950561; 1950636; 50; 53; 1952027-52; 1953741-42; 46-67; 1956179-85; 1956662-63; 68; 1956702-03; 5010947; 5011094; 80048025; 80048796; 80049381; 80049780.</p>	<b>Consent Calendar Approved</b>

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	<p>Brian Haseleu moved and Richard Schrock seconded a motion to approve the consent agenda including the SERS June 1<sup>st</sup> regular meeting minutes and the June 2017 payroll, invoice and expense summary. The motion passed unanimously.</p>	
<p><b>Reports</b></p>	<p><b><u>SERS Director's Report:</u></b> Presented by Ralph Krusey.</p> <ul style="list-style-type: none"> <li>▪ <b>System.</b> The generators that were ordered will be here in August and the installation will begin. The 7.17 project to upgrade the consoles will go in in August. Bob Colinas asked, why other counties would use obsolete equipment. Ralph stated that these will be used for back up parts and replacement as needed. They are still using these equipment items.</li> <li>▪ <b>Budget Committee.</b> Requesting approval to surplus obsolete Gold Elite Equipment taken from the PSAPs. They will go to King &amp; Peninsula County, as is, w/ no warranty.</li> <li>▪ <b>Future Funding.</b> We met and will be asking authorization to move forward with the RFP.</li> <li>▪ <b>Public Events**.</b> We were in the Marysville Strawberry Festival Parade 6/17, great parade. We were in Edmonds on 7/4. Positive interaction with the public. We will be at AquaFest Parade (Lk Stevens) 7/29. Other events are in process for Seascare Parade in Briar 8/9, Mukilteo Lighthouse Parade September, Edmonds 7/4, and Tour de Terrace Mtlk Terrace 7/28.</li> <li>▪</li> </ul> <p><b><u>Communications Center Reports:</u></b></p> <ul style="list-style-type: none"> <li>▪ SNOCOM – No updates.</li> <li>▪ SNOPAC – No updates.</li> </ul> <p><b><u>Budget Committee Report:</u></b> Brian Haseleu stated they did meet and discussed the first run through for the proposed 2018 Budget. Included in the packet is "Upcoming Issues". No action needed this month. It is presented for review. Also discussed was a motion to proceed with STANTEC to start on the RFP process. Brian Haseleu went into detail about the budget documents that are included in this month's Board packet.</p> <p>Today's discussion is on the operations and assessment of the budget. There are three funds, the O&amp;M which is funded by member's assessments, the Replacement Reserves which started in 2013, and the ER&amp;R Fund which is funding through the replacement funds. Discussion was dedicated to the funding and hiring of The Systems Development Director which will provide an overlap of the CAO for 2018 then later to fill the duties of the CAO. The two current Director contracts will end in 2018. The Replacement Reserve dollars will support this new position through the RFP process. The two PSAP Directors will have to be involved in the nationwide recruitment of the position. This takes into consideration if there is a consolidation in the future, this person would be a good fit.</p> <p>Richard Schrock stated there is add'l cost need: SERS is going to have to hire a lawyer in addition to Brad Cattle. This add'l lawyer will specialize in the type of contracts that will be involved in the RFP. This significant cost item will come out of Replacement Reserves which we have been saving since 2013.</p> <p>Member Assessments: (see handout) This is a 2013 document The Board determined everyone's assessments. This document was only taken through 2020. In this July's Budget meeting we will reassess the need for funds.</p>	

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	<p><b>Personnel Committee Report:</b> Greg Wilson stated they met and discussed the current SERS organizational structure. Currently there are 8 employees at SERS. Both the CAO and Director of Operations that are contract positions. There is a Lead Electronic Specialist and 5 line level employees. The need to train staff is a higher demand. The recommendation to the Board is to move the Director of Operations to a contract position to work on the RFP for the future radio system. The salary savings will provide funding to hire the needed additional IT Electronic Specialist that will assist in addressing current and future workload demands. The reclassification and associated pay increase to Lead Electronics Technician to change Electronics Technician <u>Supervisor</u>, thus providing the appropriate oversight and supervision of line level staff.</p> <p>Then to complete the reclassification of the Facilities/Logistics and Fleet Coordinator (which took place previously) and now adjusting this position's pay to accurately reflect the duties that are assigned.</p> <p>By moving the Director of Operations to the contract position and funding it by replacement reserves we can use the salary savings from that to accommodate the reclassification and hiring that additional Electronics Technician. This would not affect the budget.</p> <p>The Personnel Committee is meeting next month the critical need to add resources to address the demands related to next year. We're considering a recommendation to start to recruit and hire a System Development Director to begin employment in 2018. This would be a full time director/manager who will lead the 4-5 year transition to the future radio system. SERS has the funding ability to do all this. Richard Schrock stated the need to have this person insures continuity and knowledge for the transition. Brian Haseleu discussed the timeline for this position. Due to the RFP process being in process now through 2018 it is critical that someone is on board now and into the future.</p> <p>Mayor Nehring stated that there should be salary comparables documentation provided to the Board for all increases and salary standards. Specifically the Lead Systems Tech reclass and upgrade, verify that the salary falls within the criteria. (Thank you for all your extra work this month)</p> <p><b>Governance Committee Report:</b> No report.</p> <p><b>Future Funding Committee Report:</b> Richard Schrock said there was a meeting in June. Pleased to report Monday County Council adopted the Purchasing Services Agreement. Thanks to SERS staff and Brad Cattle, along with County employees for their time into this process. Ralph stated that in the draft of the Purchase and Service Agreement there were slight changes, in section 1.2, and in section 2.2, take time review. Due to the changes and punctuation correction, we'd like a motion to approve the changes that were made. Richard Schrock made a motion to approve the revised and final version executed already of the Snohomish County Emergency Radio System and Snohomish County Purchasing Services Agreement that was effective July 5<sup>th</sup>. Seconded by Chris Alexander. All in favor.</p> <p><b>PSERN.</b> David Mendel applauds today's discussions. He will offer any assistance if needed. PSERN is now 24 months into their project. We are moving into implementation by the end of summer. Equipment is on order. Installation should be by end of fall. This switchover should be a nine-month migration.</p> <p><b>STANTEC.</b> Andy Ruschak will prepare the timeline of the RFP process. Caution and consideration will be given regarding coverage percentages as it relates to cost. Two additional comments, I.T. people can have limited knowledge of radios,</p>	<p><b>MOTION PASSES</b></p>

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	<p>and you have the LMR that understands radio, if you can find someone with both those knowledge bases it will be critical to success. Provided to you today is an overview of the basic RFP process we will be following, this covers 3 years.</p> <p><b>Community Transit Report:</b> Paul DeCamp states that they are continuing with the process to select a vendor to supply them with a voice over IP system to replace their current radio system. No firm date on selection. Hopefully in the next few months the schedule will be formalized. There isn't a cost available at this time.</p>	
<b>Executive Session</b>	<i>No Executive Session today.</i>	
<b>Reconvene to Regular Session</b>		
<b>Old Business</b>	<p><b>Volunteers for Governance Committee:</b> We have a need for volunteers. Currently there are four volunteers. If you have the availability to volunteer it would be greatly appreciated. This looks at our governance in the future. This will involve the study over the next months as it relates to the PSAPs consolidation and finances. There are others that want to be at this table. County Council will want to see that we are a fully represented Board if/when we go to them regarding funding.</p>	
<b>New Business</b>	<p><b>PSAP Consolidation: Karen Reed Joint Task Force:</b> Where we are: the group has made it through preliminary decision points to be on track for the four topics, we get rid of calls transferred, what is the cost, maintaining resiliency and redundancy for operations to be consolidated, and governance structure. Consolidation will eliminate the transfer of calls, the cost is a million dollars less annual operation, staffing reorganization will take about two years. There was a commitment not to fire anyone as a result of consolidation. Resiliency and Redundancy is expected to be unchanged, the proposal is to use SNOCOM facility as a backup for operations which would be combined at the SNOAC facility which can house all staff to include SERS staff for the next decade. The Governance model has been reached on a 15 member board, 10 seats to Police and 5 to Fire. The timeline for consolidation is we're hoping to get decisions in October. Action by the members by the end of 2017, and then it would be all of 2018 to consolidate the two agencies into an integrated single shop at the SNOAC facility. It would be sometime after that it comes before the SERS Board.</p> <p>Karen distributed a document regarding the SERS integration. It shows how would that be accomplished. The ILA would include a section that states the powers of the new consolidated PSAP agencies could be expanded to include the towers, assets, etc. The current fee formula does not work for SERS formula because SERS includes square miles. There may need to be a separate fee component that would reflect how SERS shares costs. With the two Boards together there could be a merger, or an acquisition. Discussions with a lawyer on this stated that we don't want to reopen the ILA, so they would be acquiring SERS assets and taking that function from them.</p> <p>Richard Schrock stated that SERS will study how this consolidation impacts the SERS governance. This will be a lengthy and in depth study. Consideration is based on the funding of the new system. Whether it be County, or increased assessments, the outcome will be based on a solid study. This is the value of getting the new Systems Development Director in place.</p> <p>Mayor Nehring stated that next month the move will be to ask the Board to act on</p>	

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	<p>taking the next step to study a SERS integration. What it does is because the PSAP consolidation is moving along, we don't want to get into a situation where we don't have the Board's backing. That will be discussed in August. Ralph stated that if there is a consolidation that SERS be allowed to integrate without having to create a new ILA.</p> <p><b>Item A: Motion to authorize SERS Legal to obtain outside counsel to facilitate RFP contract negotiations:</b> Richard Schrock made a motion for the Board to authorize (Anderson Hunter) Attorney Brad Cattle to interview and do whatever is necessary to obtain outside Counsel and bring the proposal back to the Board his recommendations in that regard. Brian Haseleu seconded, all in favor.</p> <p><b>Item B: Consolidation/ Merger</b></p> <p><b>Item C: Draft RFP for replacement Radio System</b> Richard Schrock moved that the Board authorize STANTEC to proceed in drafting the RFP which is covered under their existing contract. Bob Colinas second, all in favor.</p> <p><b>Item Added**</b> Brian Haseleu made a motion to add the Motion to surplus the Gold Elite Dispatch Consoles and sell them to King County and Peninsula Communications for zero dollars to the agenda under New Business. Bob Colinas seconded. All in favor.</p> <p><b>Discussion:</b> This is the old equipment that we took out of service when we did our console upgrade. This has no value to SERS. Disposal for SERS could incur costs related to toxic materials.</p> <p>Bob Colinas moved to authorize the sale to King County and Peninsula Communications, Richard Schrock seconded, all in favor.</p>	<p><b>MOTION PASSES</b></p> <p><b>MOTION PASSES</b></p> <p><b>MOTION PASSES</b></p> <p><b>MOTION PASSES</b></p>
<b>Sign Documents</b>		
<b>Adjourn</b>	President Jon Nehring adjourned the meeting at 12:05 p.m.	
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>▪ <b>Future Funding Subcommittee:</b> July 20<sup>th</sup> 2017 (TBD) 1:00 p.m. @ Sno County Admin Bldg., 6<sup>th</sup> Floor, 3000 Rockefeller Ave, Everett</li> <li>▪ <b>Budget Committee:</b> July 27<sup>th</sup>, @ 1:00 p.m. @ Sno County Admin Bldg., 6<sup>th</sup> Floor, 3000 Rockefeller Ave, Everett</li> <li>▪ <b>SERS Governing Board:</b> August 3<sup>rd</sup>, 2017 @ 10:00 a.m. at Edmonds City Hall, 3<sup>rd</sup> floor meeting room.</li> </ul>	