

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

August 3, 2017

SERS Governing Board in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input 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 Stanifr	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 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 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 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"/> Peter Caw	Mountlake Terrace	<input type="checkbox"/> Karl Wright	SERS
	<input checked="" type="checkbox"/> Chris Alexander	Mukilteo	<input checked="" 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 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
Guests in Attendance	Matt Tyler (Day Wireless)			
	Kevin Robinson (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 10:00 a.m.	
Introductions & Announcements	None.	
Public Comments	None.	
Consent Items	<ol style="list-style-type: none"> 1. Acceptance of minutes from the July 6, 2017 SERS Board Meeting. 2. Approval of the July 2017 Payroll, Invoice, and Expense Summary in the amount of \$ 267,891.45. <p>Warrant numbers: 1954416-18; 1955323-40; 1956661, 64-67, 69-85, 87, 92-01;1958248, 50-54, 56-57, 60-62, 67-69; 1959706-07; 5011003, 42; 5011106, 08, 19, 23, 88; 5011210-11, 97; 80049830; 80050700.</p> <p>Brian Haseleu made the motion to approve both the July 6th Regular Meeting Minutes and the July 2017 Payroll Invoice and Expense Summary. Richard</p>	Consent Approved

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	Schrock seconded the motion, all in favor. (Note in the original motion the word "Elite" was left out, which was corrected from Gold, to Gold Elite.)	
Reports	<p><u>SERS Director's Report:</u> Presented by Ralph Krusey.</p> <ul style="list-style-type: none"> ▪ System. Two weeks ago, there was an incident on one of the microwaves on the east slough. This should have been a 15 minute project that took 6 hours due to a reboot. This is the first time this happened to the new system. Generator Status, the generators are still scheduled to be installed in September. 7.17 Upgrade, is scheduled for the week of 8/14/17. Still looking at the feasibility of moving Clinton. We are waiting for another client at one of the sites. ▪ Budget Committee. We are providing a 2018 budget today. We are requesting to surplus a vehicle, a 2001 vehicle with over 180K miles, at auction. Next board meeting we will present a motion to surplus generators removed from Granite Falls, selling them to the Evergreen State Fairgrounds for no money. They have no value due to having over 30K hours. Now we are asking for a motion to purchase a portable analyzer. It is a land mobile communications analyzer. It is on the State bid, this has gone through County Purchasing. It's approximately 36K if purchased prior to 8/31/2017 a savings of 6K. This is in the R&R budget to spend this year. It will be P25 compliant. We should be able to use it for decades. There have not been any negotiations at this time, such as user training. ▪ Personnel Committee. We met regarding the re-organization that was discussed at the last board meeting. Also talked about salary adjustments and job description upgrade. Also discussed was the new System Development Director. ▪ Future Funding. We talked about the developing the RFP Preview Committee. We had the first meeting 7/26/17, the next meeting is 8/9/17. We sent out chapters 1-4 of the outline for the RFP for review. Talked about the proposed System Development Director. ▪ Public Events**. We were in two parades. All up hill. We were in Mountlake Terrace and the Lake Stevens Aquafest parade. We are scheduled to do Seascare next week. The Mukilteo Parade is in September. We didn't have the opportunity to attend NNO. We will plan for this next year. We will look at being involved in the "Touch-A-Truck" events. It is critical that we continue to do the public outreaches. <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> ▪ SNOCOM – No updates. ▪ SNOPAC – No updates. <p><u>Budget Committee Report:</u> Brian Haseleu stated the Committee worked on looking at the capacities within the budget to fund the proposals brought forward regarding staffing.</p> <p><u>Personnel Committee Report:</u> Greg Wilson stated they met to discuss the 2018 Cola increase. The Personnel Committee is recommending a 2.5% Cola for SERS personnel. This is within the Cola increases and CPI for the area which range between 2.0 – 3.1%. There are three SERS employees that are eligible to receive Step Increases in 2018. These are contingent upon satisfactory performance appraisals. Another topic was the staffing for 2018, the Committees encourages</p>	

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	<p>the Board to proceed as if SERS continues to be a stand-alone agency. SERS must be prepared to address what HR resources are needed to secure funding and develop this new P25 Radio System. For the next 3-5 years, SERS must plan to effectively manage our 800GHz legacy system. The recommendation is to move the current Director of Operations to a contract position funded by Replacement Reserves and Create a Systems Development Director position, which is what we've talked about. There is a draft job description in your packet today. This job description will be sent to JB Consulting for review. The SDD's responsibilities will be to review the RFPs vendor selection, design review, contract negotiations, system buildout, system transition and new system oversight. SERS will continue to need a Chief Administrative Officer or equivalent. In addition, there will be the re-organization the reclassification of the Lead Specialist to a Specialist Supervisor. The salary survey has been completed for this position. We will also be able to add an Electronics Specialist paid out of salary savings. The eight full time employees will remain, with one additional contract employee. The consulting agency will issue a nationwide search to fill this SDD position. Due to the unique skills required there may be a small pool of candidates. Bryan Stanifer offered Lynnwood's assistance on the background investigation and applicant panel interviews.</p> <p>Richard Schrock made a motion to approve the 2.5% Cola for employees in the next budget year and the Step increases that the Personnel Committee has recommended for the three employees, beginning in 2018. And approve the reclassification of the supervisory personnel and the salary adjustment for the Facilities, Logistics, and Fleet Coordinator. Jim Lawless seconded, all in favor.</p> <p><u>Governance Committee Report:</u> James Lever reported we've been working with Future Funding on a number of issues. At the last meeting we talked about building the Governance Committee. Chris Alexander was added to the Committee.</p> <p><u>Funding Committee Report:</u> Richard Schrock said the RFP has been reviewed and will be discussed further. The slide presentation has been revised with the County's assistance. See your packets. There is a need to arrange meetings with the County Council members, we hope to do this next month. Ralph Krusey stated Susan Neely has made contact with the aides to the council members. There have been dates provided. When we meet with council there should also be in attendance, a police chief, fire chief, and a SERS Board member from that district join the CAO to talk about the program.</p> <p><u>STANTEC.</u> Andy Ruschak stated that there was an RFP Review Committee meeting. Everyone's feedback was very valuable. The review is being done on four chapters at a time. At this time we are approaching the 70% marker as far as completion of the RFP. No other problems so far. One of the things brought up was who is paying for the radio subscriber units. This can be discussed later.</p> <p><u>Community Transit Report:</u> No report.</p>	MOTION PASSES
Executive Session	<i>No Executive Session today.</i>	
Reconvene to Regular Session		

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Old Business	<p>2018 Budget Adoption: Brian Haseleu discussed the three components of the budget as seen in the packet. There is the Operation Budget, as discussed, it does allow for the transition of the Director position into the additional IT staff. It includes an ER&R component. In 2018 the recommendation is for one vehicle. The BVA shows there are still dollars in the ER&R Fund. The Replacement Reserve funds show an exhibit for Future Funding. This shows the activity from 2013 – 2017. It should be noted that there will be a sizeable fund balance at the conclusion of 2018 after expenses and hiring. The proposal is to adopt the budget today. Motion to approve the Budget made by Bryan Stanifer, second by Richard Schrock, all in favor.</p> <p>Resolution 17-02 SERS Board position concerning the consolidation of SERS with PSAPs (SNOCOM and SNOPAC) and SERS position on related matters. See your packet. James Lever reviewed the resolution. This document does not confirm a commitment to merge, but shows the intent of SERS to be included in merger related ILA matters. Richard Schrock made a motion to adopt the Resolution as described, Chris Alexander second, Bob Colinas opposed, all others in favor. It should be noted that SERS will have to have a reformed governance one way or another if the PSAP consolidation goes through or not.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p>
New Business	<p>PowerPoint Presentation: Suggestions made for edits to the public PowerPoint. See your packet. More work will be done on this.</p> <p>2017 2nd Quarter BVA Report: This has been reviewed and more discussion on this at a later date.</p> <p>Motion to Surplus 2001 Ford F350 P/U Truck: Motion to surplus made by Jim Lawless, seconded by Bryan Stanifer, all in favor.</p> <p>System Development Director: A motion to direct the Personnel Committee to begin the RFP to retain a search firm to find candidates for the SDD, made by Richard Schrock, second, Pam Pruitt, all in favor.</p> <p>Data Analyzer (as described earlier) Brian Haseleu moved to have the purchase of the Data Analyzer added to new business regarding the purchase of the analyzer as described earlier. Second by Richard Schrock, all in favor.</p> <p>Purchase of the Data Analyzer, Jim Lawless made the motion to purchase the Data Analyzer, Chris Alexander second, all in favor.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p>
Sign Documents		
Adjourn	President Jon Nehring adjourned the meeting at 12:00 p.m.	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Future Funding Subcommittee: August 17th, 2017 (TBD) 1:00 p.m. @ Sno County Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett ▪ Budget Committee: August 24th, @ 1:00 p.m. @ Sno County Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett ▪ SERS Governing Board: September 7th, 2017 @ 10:00 a.m. at Edmonds City Hall, 3rd floor meeting room. 	