

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

September 7, 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 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 checked="" type="checkbox"/> Kurt Mills	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)	Timothy Key (Everett Fire)		
	Tim Thometz (Day Wireless)	Doug Dahl (SCFD 1)		
	Robert Armigo (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 10:23 a.m.	
Introductions & Announcements	None.	
Public Comments	None.	
Consent Items	<ol style="list-style-type: none"> 1. Acceptance of minutes from the August 3, 2017 SERS Board Meeting. 2. Approval of the August 2017 Payroll, Invoice, and Expense Summary in the amount of \$248,876.84. <p>Warrant numbers: 1956686, 88-91; 1958249, 55, 58-59, 63-66; 1959708-40; 1961698-06, 09-20; 5011403-04; 5011404; 5011532; 80050830; 80050966.</p>	Consent Approved

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	Motion made by Bob Colinas to approve both the SERS August 3 rd , Regular Meeting Minutes and the SERS August 2017 Payroll Invoice and Expense Summary. Jerry Smith second, all in favor.	
Reports	<p><u>SERS CAO Report:</u> Presented by Ralph Krusey.</p> <ul style="list-style-type: none"> ▪ System. The generator status is still online to be put in at the end of the month. The 7.17 upgrade was started, there are a few issues there. The core and the infra-structure is set up. We have not completed the consoles yet. There was a multi-site, multi-channel failure 8/26-8/29. This caused breaks and gaps in voice, similar to squelch noise. This is due to the aging system. Richard Schrock requested an after action summary regarding failures to be available for public distribution when discussing the need for funding. Those reports are prepared regularly. We are working with SNOCOM and SNOPAC to fine tune a way to keep people informed about radio status during these events. ▪ Clinton Move. Still working this project. We are determining if we can relocate to a higher position. It may require an extension on a tower at Apple Cove. ▪ Budget Committee. We met with the Budget Committee and motions will be made later in this meeting to surplus the generators from Granite Falls, to surplus the snowmobile and trailer, and buy a new trailer for the Snowcat. The new trailer will be legal for the weight capacity required. We are currently working with Star Touch, we had added Star Touch to our Fraley site mid-year and it is a contract with a private vendor that brings revenue. We will continue to go through this process. ▪ Personnel Committee. We worked on the title for the previously discussed vacant position for the RFP is now titled, Chief Project Officer. We have an RFP that will be going out, there is a draft version in the packet for this meeting. ▪ Future Funding Committee. We talked about the developing the RFP Preview Committee. This process is nearly 75% complete. (later to be noted by Andy Ruschak as 80-82% complete.) The next meeting is 9/20/2017. At this meeting the final document will be completed and ready to submit to the County Purchasing to complete. ▪ Governance Committee. RE: The RFA, Lynnwood requested the equity of assessment in SERS to go to the RFA. There have been multiple meetings the content will be discussed later in this meeting. ▪ Public Relations. We were in the Seascare Parade in Brier. This Saturday we will be in the Mukilteo Parade and at the Lynnwood 44th ST Fair the same day. Then 11/11, we will be at the Veteran's Day Parade in Mill Creek. Meetings will be held the 12th, 13th, 14th, and next Monday with County Councilmembers to go over the SERS presentation. <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 did a joint Budget/ Personnel Committee that worked out well. We discussed the surplus of the generators, the snowmobile and trailer, as well as the trailer replacement.</p>	

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	<p>Transferring these to the Evergreen State Fair will save SERS money by not having to dispose of these generators. Those motions to follow.</p> <p>Personnel Committee Report: Greg Wilson stated he attended the Budget meeting with members of JB Consulting who reviewed the job description and the job title, changing it from System Development Director to their recommendation of Chief Project Officer. This is more encompassing of the job position and duties required. The RFP is in your packet. Snohomish County Purchasing will issue and coordinate the continued RFP process. The SERS Board will determine who is going to sit on the Selection Committee for the firm who is going to be doing the search. We asked the Board to consider in addition to the salary/benefit packet for this position to include lodging and travel expenses for the finalist. Also discussed was the background process on the one or two finalists. We felt a police agency could provide an individual to assist with the background process. There may be travel costs if the person is out of the area. We also discussed the challenges SERS faces as identified in the 6/6/2017 memo that Wiz had prepared. We will come back to the Board at next meeting to talk about how those issues have been addressed.</p> <p>Governance Committee Report: James Lever stated, as Ralph mentioned, there is one item to discuss, it is in your packet, a memorandum proposed amendment to the Interlocal Agreement. Ralph, James, and Brad Cattle met to discuss the issue of the SNOCOM and SNO PAC consolidation, regarding the RFA with Fire District 1 and Lynnwood. The merger issue is addressed in Article 6 which is included in your meeting packet. Merger language was not previous provided for in the ILA. The notice period has yet to be defined, so the Board will have to define that notice time period. The Governance Committee supports the Amendment to the Interlocal Agreement to address the merger created by the formation of the RFA.</p> <p>In the future, fire and police will address the division of their assessments when mergers are occurring. In the situation with Lynnwood and SCFD #1, the City Council, the Attorneys, and the members have approved the language of the memorandum. The current situation before the Board regarding Lynnwood and SCFD#1 is not the normal situation regarding timing of 10/1/17 being the effective date for this RFA. SERS' perspective regarding Notice to Merge needs to take into consideration that there is only one Board meeting a month, therefore, Ralph stated that it should be a 90-day notice of intent.</p> <p>Discussed was super majority vote versus weighted vote for approvals in the future. Brad Cattle stated that he was satisfied this was addressed. The RFA would have a weighted vote as a result of the city entity allocating assessments. The majority vote would not change. The SERS Board will approve mergers by supermajority.</p> <p>Jon Nehring stated that this Notice of Merger topic follow up in New Business at this meeting. He gave a thank you for all the great work of the Attorney, CAO and all.</p> <p>Community Transit Report: Paul DeCamp stated they are continuing to evaluate the responses to the RFP for police communications, and they are conducting additional meetings with various members to clarify approach, costs, and schedules. They are proceeding, however, do not have a date at this time.</p> <p>Funding Committee Report: Richard Schrock stated that there is a document in the packet that includes 12 questions to be discussed and distributed with the public about replacing the emergency radio system. This is intended to be a handout at every presentation. It can be revised as things change. The</p>	

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	<p>replacement costs are evolving but are based on past knowledge, the end result could be 60-70 million dollars. They did address the cellular system and why it won't meet our needs. The RFP process is going very well. Ralph stated that we can look back at Katrina and now Harvey and see the inadequacies of cell phone services. Michael Nelson stated that having this document less technical and more user friendly could be a benefit to citizen education.</p> <p>STANTEC. Andy Ruschak stated the technical verbiage in the RFP is an ongoing process. It's been very valuable to have the Review Committee provide input. Andy will be meeting with the two PSAP providers tomorrow and they will provide more information on the back-up dispatching requirements. We are defining the Urban/Suburban coverage. One of the challenges is aside from the maps that STANTEC did, was there didn't appear to be pre-existing coverage maps. The discussion needs to be had regarding the future areas. He went to SnoCo GIS to request maps that are being generated based on population growth centers in the County. This is for the vendor to see where growth is expected in the next 10-20 years for capacity planning. This document will then be handed off to legal. Discussed was to include the VHF Paging system maps into the RFP at this point.</p> <p>Andy stated that there may come a time when you can use an app for cellular access. There are two views to that, the phone use and the app use to access the SERS system through an approved device and that may or may not be an option. We're looking at that and that would be tightly controlled.</p>	
Executive Session	<i>No Executive Session today.</i>	
Reconvene to Regular Session	N/A	
Old Business	<p>Surplus Two Diesel Generators. Ralph stated there are the two diesel generators that are in Granite Falls that have excessive use hours. It will save us money to be able to surplus these and then to give them to Evergreen State Fairgrounds.</p> <p>Bob Colinas made a motion surplus the two 20 Kilowatt generators ending in serial numbers 8796 and 8797 and that surplus will be ultimately allocated to the Evergreen State Fairgrounds. Bryan Stanifer second, all in favor.</p> <p>Bob Colinas moved that the SERS Board approve the transfer of the surplus equipment which would be two 20 Kilowatt generators that have been previously the surplus by the Board ending in serial numbers 8796 and 8797 to the Evergreen State Fairgrounds. Bryan Stanifer second. All in favor.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p>
New Business	<p>Authorization to purchase new 16,000 GVW trailer for SnowCat. Brian Haseleu moved that the SERS Board surplus the existing SnowCat trailer. Bob Colinas second, all in favor.</p> <p>Bob Colinas moved that the SERS Board authorize the purchase and replacement of the new SnowCat trailer in the amount not to exceed \$5,800.00, which will allow for the purchase price of \$8,153 plus tax and the trade-in of the old trailer of \$3,000. Richard Schrock second, and all in favor.</p> <p>Motion to Surplus the snowmobile and trailer. Bob Colinas moved that the SERS Board authorize the surplus and ultimate sale at auction of the only snowmobile and trailer that it owns. Richard Schrock second, all in favor.</p> <p>Amendment to ILA Merger of Members. Chris Alexander made a motion to accept the amendment to the ILA as proposed with a 90-day notice period. Jerry Smith</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p>

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	<p>second, all in favor.</p> <p>Waiver of the 90-day notice period for Lynnwood/RFA.</p> <p>Roll call of all voting members to approve by super majority. 10 of 11 members polled in favor.</p> <p>Chris Alexander made the motion to waive the 90-day notice period for this particular RFA. Second by Jerry Smith, all in favor.</p> <p>Motion to Extend SERS Lease for 3 sites. Bob Colinas made the motion to authorize the Clinton Site, Pinnacle, Crown Castle, one location, Camano Island, and Granite Falls lease renewals for five years with cost escalators as outlined in the agreement. No one was opposed to take all three extensions in one motion. Bryan Stanifer second, all in favor.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p>
DISCUSSION	<p>Brad Cattle discussed the research for the RFP Specialist Attorney. This is for the RFP and negotiating a contract with the company selected. Alan Tillis was the recommendation, see notes in this packet. Brad Cattle recommended that at this meeting, the Board needs to authorize the engagement of Alan Tillis and his firm and his associates.</p> <p>Richard Schrock made a motion that Brad Cattle and his law firm retain to work on the SERS Radio System Project the Tillis Law Firm along the lines described by Brad Cattle. Michael Nelson second. Discussion: revolved around direct hiring of the Tillis Law Firm or having the law firm of Anderson Hunter hire them on SERS behalf. It was concluded that Anderson Hunter already represents SERS, therefore, they will hire Tillis Law Firm on SERS behalf. All in favor.</p>	<p>MOTION PASSES</p>
Adjourn	<p>President Jon Nehring adjourned the meeting at 11:41 a.m.</p>	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Future Funding Subcommittee: September 21st , 2017 1:00 p.m. @ Sno County Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett ▪ Budget Committee: September 28th , @ 1:00 p.m. @ Sno County Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett ▪ SERS Governing Board: October 5th, 2017 @ 10:00 a.m. at Edmonds City Hall, 3rd floor meeting room. 	