

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

April 6, 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 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 type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Tom Howard	Woodway
<input checked="" type="checkbox"/> James Lawless	Edmonds	<input 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 checked="" type="checkbox"/> Greg Elwin	Mill Creek	<input type="checkbox"/> Jay Morrison	SERS
<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Andy Perry	SERS
<input type="checkbox"/> Chris Alexander	Mukilteo	<input type="checkbox"/> Karl Wright	SERS
<input checked="" type="checkbox"/> Cheol Kang	Mukilteo	<input type="checkbox"/> Brad Cattle	Anderson Hunter
<input type="checkbox"/> Susan Neely	Snohomish County	<input checked="" type="checkbox"/> Jordan Wallace	Anderson Hunter
<input type="checkbox"/> Vicki Thoroughman	Snohomish County	<input checked="" type="checkbox"/> Jerry Smith	Mountlake Terrace
<input checked="" type="checkbox"/> Brad Reading	SCFD #1	<input type="checkbox"/>	
<input type="checkbox"/> Robert Eastman	SCFD #1	<input type="checkbox"/>	

Guests in Attendance	Terry Peterson (SNOCOM)	Kevin Robinson (Day Wireless)	
	Paul De Camp (CT)	Matt Taylor (Day Wireless)	
	Pete Caw (Mountlake Terrace)	Tim Thometz (Day Wireless)	
	George Lindholm (CT)	Andrew Rucshack (STANTEC)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	SERS President, Jon Nehring, called the meeting to order at 10:02 a.m.	
Introductions & Announcements	Round Table introductions were made.	
Public Comments	None.	
Consent Items	<p>Acceptance of Minutes from the April 6, 2017 SERS Board Meeting.</p> <p>Approval of the March 2017 Payroll, Invoice and Expense Summary in the amount of \$ 157,316.78.</p> <p>Warrant Numbers: 1939858; 1941855-58; 1942694; 1942696-1942727; 1944263-72; 1944274-76; 1944279-85; 1944287-88; 1944290-93; 1944303-4; 1944310; 1944312; 1944314-16; 1944320; 1944323-25; 5010319; 5010449; 80045528; 80045604.</p>	Consent Approved
Reports	CAO Report: Presented by Wiz (CAO out of office)	

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	<p><u>SERS Director's Report:</u> Jon "Wiz" Wiswell</p> <ul style="list-style-type: none"> ▪ Rebanding. ▪ System. We now have the 7.7 team upgrade scheduled for August. That's the last upgrade we can do to our system before we go to P25. 3/21-23/17 we experienced some intermittent issues on west loop and it tied up staff for three days. Issues due to equipment aging. We assisted SNOPAC and SNOCOM switching over to their new phone system. ▪ Clinton Move. We continue to work on the feasibility. . ▪ WCIA Training. We completed Anti-Harassment Training. We are reviewing the Employee Handbook at our weekly staff meetings. ▪ WCIA Mitigation Grant. There were 50 applicants, 13 were awarded we were not one of those. ▪ WCIA Annual Audit. This was completed, we were told we passed. This year it centered on personnel and supervision. ▪ Request for Bid. We put out a request for bid for the Granite Falls generator repairs. Both bids came back deficient so we will re-bid those. ▪ Star Touch. A private communications company. They have requested to lease space at Frailey Tower. More later on this. ▪ PSERN. They have requested to co-locate at Clearview Site. Still in discussions. <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> ▪ SNOCOM – No Report. ▪ SNOPAC – No Report. <p><u>PSTC Report:</u> - No Report.</p> <p><u>CAD / RMS Report.</u> – No Report.</p> <p><u>Budget Committee Report:</u> Brian Haseleu stated, we looked at the Star Touch contract and ask that the Board take action on that. This will allow for a siting fee and an annual fee for being on that tower. We will be making a recommendation out of the ER&R Fund for the STANTEC contract that was approved last month at the Board level. These will be upcoming at a future Board meeting.</p> <p>In your Board packet we have included the Invoice Summary with detail. The proposal is to gather the information from our Highline System and not duplicate data entry into Access. The proposal is for efficiency to stop the dual entry of information. The information will come from the County's General Ledger system which generates the checks. We will try this for a couple of months and if it is not acceptable we can go back to the old system. It should be noted that we will be redacting the employee pay/deductions information.</p> <p>Comment made that any Board Member that wants to look at greater detail of the Budget Report can at any time request that information. Credit card expenditures have decreased from multi-thousands of dollars to low hundreds of dollars.</p> <p><u>Personnel Committee Report:</u> Greg Wilson, no report. In the Board Packet you we see the Business & Policy and Procedure manual, and the Values and Code of Ethics. Request before the Board to adopt these and ask the CAO to implement those within the Agency. Also requested was that the Personnel Committee be allowed to make any non-substantive changes to the Policy & Procedure Manual.</p>	<p style="text-align: center;">MOTION APPROVED</p>

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	<p>Motion was made (by Greg Wilson) Moved by Richard Schrock and seconded by Bryan Stanifer. Jon Nehring opened the floor to discussion. Wiz stated that there is one section in the Policy Manual that in the Personnel Committee we talked about it, is FMLA Compliance Section is three pages. It should be noted that we do not come under FMLA because we have less than 50 people. There needs to be some re-wording work regarding both State and Federal Leave Laws. All in favor.</p> <p><u>Governance Committee Report:</u> Jim Lever, not present today. Via email, Jim Lever did have a successful meeting with PSERN regarding their new system. Also, Jim Lever met with the WSP Electronic Services Commander, Bob Schwent, discussing future partnership with them as well.</p> <p><u>Funding Committee Report:</u> Richard Schrock, the Future Funding Committee met on 3/16/17. The SCSO was invited to attend and be part of the committee. The Sheriff sent two representatives to the meeting. They will be the heaviest single user for the new radio system. Meeting scheduled for 4/10/17 between Mayor Nehring and STANTEC to address the management of a new radio system project. We can learn a lot from Pierce County's experience with this. 4/18/17, a meeting with Lawyer Brad Cattle and representatives from SC Prosecutor's, SC Purchasing Office, to go over the PSERN Contract with Motorola. This will be in regards to whether SERS should go sole contracting as discussed in STANTEC Phase II Report. We meet again on 4/20/17, to look at the slide presentation that will be used for outreach to local government groups and the public talking about the new radio system. Everyone is welcome to attend. They start at 1:00 p.m. There is a discussion to bring all vendors to a workshop with the SERS Board to hear presentations to see what is out there. This would be in August/July possibly 9-3:00. The Board members all showed interest in attending such a meeting with all vendors and users present. Date to be determined later.</p> <p>By the end of this summer we must determine what our procurement process is going to be.</p> <p>Andy is going to give a report on First Net. He was at an IWC conference that had big news on the 4GLTE that's going to be reserved for government has been awarded to AT&T. Presented 4 slides on this topic. In the next five years AT&T will be operating their nationwide network, adding 10 MHz block of frequencies and upgrading all their sites. They will be the carrier for government access use across the United States. This opens a lot of opportunities. This is 56 billion dollar award resulting from an RFP.</p> <p><u>Community Transit Report:</u> Paul DeCamp formally introduced George Lindholm, he is our Program Manager for Wireless Communications. George is my alternate for this project. They are evaluating a new voice system that would run over a cellular data network. More reports to follow.</p> <p><u>PSERN Report:</u> No report.</p> <p><u>STANTEC Report:</u> No report.</p>	<p>w/ FOLLOW UP</p>
<p>Executive Session</p>	<p><i>11:15-11:25, Purpose of the Executive Session is to discuss contract negotiations. At the conclusion there may be actions or announcements following. Recording stopped.</i></p>	

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Reconvene to Regular Session	11:27	
Old Business	Health & Wellness is in your packet as well as the Code of Ethics.	
New Business	<p>A. Surplus of the Marysville Dispatch Tower at the Public Safety Building in Marysville. Wiz reported that when MPD had Dispatch, SERS was using the tower. Now the City of Marysville is using the tower for general government radio coverage. The tower is in good shape. SERS owns the tower and we have some maintenance issues coming up. City of Marysville wants to keep the tower. SERS is asking for the Board to approve SERS donating that tower to the City of Marysville, they will be responsible for any liability issues and repairs. We have tentatively agreed to be able to use that tower in the future for no charge. Jon Nehring has recused himself from this discussion and decision. This is to authorize the City of Marysville staff and SERS to work together to allow for that transition. All requirements will be met to be in line with State Auditors. No issues with staff moving forward to create the document.</p> <p>B. STAR TOUCH: You are provided a copy of the STAR TOUCH Agreement. STAR TOUCH is a private company such as AT&T, they want to lease some space on our Frailey Mountain site. They have agreed to pay 12,500.00 one time siting fee and then pay 1,000.00 a month for the use of the site with 5% escalator each year. See your packet for further details. They will do a power study for us. Their use will be minimal. I would like to move that the Board agree to move forward on this. (Moved by Jon Wiswell) Seconded by Bryan Stanifer, discussion? What is the indemnification, if our site fails will we be held liable as the lessor? Brian Haseleu asked if this has been approved by Brad Cattle? The answer is yes. All attorneys have looked at it so we can sign it if the Board approves. STAR TOUCH contacted SERS for this. They are using this for a microwave relay point. It is believed that these will be six foot dishes. An engineering study will be performed. All in favor.</p> <p>C. PSERN Co-locate: Clearview Tower. PSERN wants to use our Clearview Tower site as a microwave relay point. Still in discussions with them. FD 7 has to approve this because they own the site. They have given us a verbal okay. No revenue impact. Can we get an exchange for consideration use of King County sites? Yes, we have an agreement for use of the Sobieski site.</p> <p>D. Mayor Nehring will not be at the next meeting. Mayor Smith will Chair the May meeting.</p>	MOTION APPROVED
Adjourn	Regular Meeting adjourned at approx. 11:28 a.m.	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Budget Committee: 4/27/17- 1:00 p.m. @ Sno County Admin Bldg, 3000 Rockefeller Ave, Everett ▪ Future Funding Subcommittee: 4/20/17 – 1:00 p.m. @ Sno County Admin Bldg, 3000 Rockefeller Ave, Everett ▪ SERS Governing Board: May 4th – 10:00 a.m. at Edmonds City Hall, 3rd floor meeting room. 	

