

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

January 5, 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 checked="" type="checkbox"/> CAO Ralph Krusey	SERS Board
	<input type="checkbox"/> Michael Catlett	Brier	<input type="checkbox"/> Cheol Kang	Mukilteo
	<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Susan Neely	Snohomish County
	<input type="checkbox"/> James Lawless	Edmonds	<input type="checkbox"/> Vicki Thoroughman	Snohomish County
	<input checked="" type="checkbox"/> Murray Gordon	Everett	<input checked="" type="checkbox"/> Brad Reading	SCFD #1
	<input checked="" type="checkbox"/> Jim Lever	Everett	<input type="checkbox"/> Tom Howard	Woodway
	<input type="checkbox"/> Debra Bryant	Everett	<input type="checkbox"/> Tom Whitson	Woodway
	<input type="checkbox"/> Richard Smith	Marysville	<input checked="" type="checkbox"/> Jon 'Wiz' Wiswell	SERS
	<input checked="" type="checkbox"/> Greg Elwin	Mill Creek	<input checked="" type="checkbox"/> Eva Ammons	SERS
	<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input type="checkbox"/> Andy Perry	SERS
	<input checked="" type="checkbox"/> Chris Alexander	Mukilteo	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter
Guests in Attendance	Kurt Mills (SNOPAC)		David Mendel (King County)	Terry Peterson (SNOCOM)
	Steve Dittoe (SNOPAC)		Andy Ruschak (Stantec)	Paul DeCamp (Comm Transit)
	Pete Caw (Mountlake Terrace)		Tim Thometz (Day Wireless)	Eric Hicks (Everett Fire)
	Paul DeCamp (CT)		Kevin Robinson (Day Wireless)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	The meeting was called to order at 10:07 a.m. by SERS President, Jon Nehring. Meeting attendees were asked to introduce themselves.	
Introductions & Announcements	Reminder, by the meeting next month, a letter is needed w/ a name or letter from each of the cities to certify who is the Board representative at all meetings again for the year of 2017. Please follow up with calls to obtain the letters to have recorded for next month's meeting.	
Public Comments	None	
Consent Items	<p>Acceptance of Minutes from the December 1st, 2016 SERS Board Meeting.</p> <p>Approval of the December 2016 Payroll, Invoice and Expense Summary in the amount of \$172,085.21.</p> <p>Warrant Numbers: 1930058; 1930966, 71, 73-75, 77, 79-80, 82-83; 1931976; 1932349; 1933413, 16-23, 25-44, 46-49, 93; 1933702; 1934462- 76; 5009789; 5009876, 87; 5009903, 52; 80041981; 80042940.</p>	Motion Passed

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	<i>Bob Colinas moved and Jerry Smith seconded a motion to approve the consent agenda including the SERS December regular meeting minutes and the December 23rd 2016 payroll, invoice and expense summary. The motion passed unanimously.</i>	Consent Calendar Approved
Reports	<p><u>SERS CAO's Report:</u> Ralph Krusey mentioned his written report will not be presented at this time.</p> <p>Ralph Krusey mentioned that there was an incident in December where SERS shut the system down four channels on the system because they were getting squelched over the frequency. It took two days to locate. One of the reasons was because it was giving out a false signal that indicated that the system was working properly. We had to go to Clinton and check the site and check two other sites over here. It turns out it was a piece of equipment that was put in there it was one part of the original pieces. Our system as well and as good as it is, it is failing it's been failing because of all the old system parts that were in it.</p> <p><u>SERS Director's Report:</u> Wiz highlighted the following items from his written report:</p> <ul style="list-style-type: none"> ▪ Rebanding. SERS is still working on that, the SCSO has started the second punch on their radios and they will be working on that. We'll probably wind up getting an extension past the 31 January because they probably won't be done in time for that. On the system that Ralph was talking about, we did have a severe impact on the system that took two, two and a half days to troubleshoot and repair it. It did take down the (inaudible) system and to further elaborate on what was happening. There was a loud tone going on certain pop groups which would cover up the voice. So four channels were taken off the air which reduced our capacity by about half and then we finally got it repaired. This is traced back to a piece of 15+ year old equipment and that's what is on our system right now and that's why you've heard me talking constantly since I've come on Board about upgrades and whether or not we can keep the system going through 2020. We are doing the best we can and we will have conditions to report because of the old equipment. Because this equipment is no longer supported by the original manufacturer and so we're kinda doing the band aids we can do to make stuff work and keep it going. in addition to that on the 2nd, of January, our Deer Creek site had two generators fail. That's a site with no commercial power and so we have dual generators, one backs up the other. What happened is one generator is on line, it wound up getting a low frequency alarm, it shut itself down, the other two regular was supposed to come on line and it did not. So we had to deploy out to the site with a SNOCAT trip. We got our money's worth out of SNOCAT. We thought we had it fixed, we found several things wrong out there on the generators, and we came back and had to go back out the following day because the same thing happened and this time we had left both generators running so we wouldn't have a cold generator out there and because the temperatures were down in the teens one generator again wound up with a low frequency alarm went off line, the other generator started carrying the load and then it shredded its fan belt. That shut it down, so it's been fixed and is working ever since. ▪ System. SERS technicians have completed 3 out 4 weeks of training on the new system. 	

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	<ul style="list-style-type: none"> ▪ Value Status, we had one site, the same site I just talked about Deer Creek, we won't be able to do inspections on the new batteries until the snow melts. We have a year to do that we just have to wait. ▪ Tower Inspections. We've got the last two towers scheduled, we've got repairs quoted for the last two, they're not ready yet. One of the towers is going to cost about \$9,500 to repair and that's an item further on in the agenda. ▪ Console Project. Wiz reports everything seems to be working well, ah, we still have some punch list items we're clearing out because of the end of the year and new year and all that ah, and people not available. We'll get back on that and get that closed out. ▪ Clinton Move Feasibility. that's the site that's costing 100K a year, I would like to get moved off that site because it's way too much money, however, everything that we've explored so far has problems, we need to do some work to see if we can find a way to get off that tower. So, we'll be looking further at that and we have to be either back into a seven-year extension or we have to be off the tower by 31 December. We have to give notice by September 30th, to the tower company, so we don't have a lot of time ahead of us to get that done, but we'll be working on that. That study had to do with another tower that we had talked about and had interest in. A tower about two and a half miles away, but that's not going to work. One path on the microwave works on it just fine, we tried two different other paths changing the order of sites on the microwave loop around and we couldn't make it work either way without cutting trees, so that's one of the options we're going to look at, is, can we cut trees and can we raise the height of one of the towers to get over the trees. They are 140 foot trees. We've been successful in years past getting landowners to agree to tree cutting. It's another step we have to take. Due to the fact that it is public safety, isn't there some sort of Ordinance that would require that on behalf of property owners to maintain their trees to a certain height in order not to effect the microwave path? I'm not aware at anything specifically addressing that. This is a touchy subject. It was suggested that Mayor Nehring might want to bring this up with Snohomish County. We'll continue looking at it. ▪ Comcast. SERS is no longer using Comcast and moved over to WAVE Broadband. They were able to negotiate out of the early termination penalty of about \$4,300. <p><u>Communications Center Reports:</u></p> <ul style="list-style-type: none"> ▪ SNOCOM – Terry no report <p>SNOPAC – No report, but want to commend SERS staff for going up to Deer Creek in the middle of frigid weather. It's the only way that our Fire users get alerted to traffic in that area, it's appreciated.</p> <p><u>PTSC Report:</u> No report.</p> <p><u>CAD / RMS Report:</u> No report.</p> <p><u>Budget Committee Report:</u> Brian Haseleu reported a meeting last year that there's an annual fee upgrade to the tower that's going to be later on in the agenda. Another element to be discussed is the 7.17 Upgrade in 2017 and we had accounted for this in the budget of the replacement reserve dollars. This would be the last upgrade that we could implement</p>	

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	<p>on the system under the old analog that we are running. Another thing we've discussed is getting appropriate office space within the SERS facility for our new Chief Administrative Officer. There was a notice of assignment with our lease with Camano and that's just a notice that comes into SERS. Info only. Wiz and Ralph were looking for a date for some security within the SERS facility. They are gathering further information and data for now.</p> <p>Personnel Committee Report: Chief Wilson reported they did meet to review the Personnel Policies and Employee Handbook. It is currently with the SERS attorney on final review. Once completed the policies and handbook will both be forwarded to WCIA for final review. We anticipate having these to the Board for review and adoption by February, if not March. In the policies, regarding the payments, SERS has gone above and beyond what is required by adding additional layers of review. Since we're including a higher standard, we're gonna be held to that standard by the auditors when they review it as well. Additional language is going to be recommended restricting the leave banks prior to terminating employment. Having large leave accrual and usage amounts before termination could negatively impact the operation of SERS, especially if multiple employees were to simultaneously access these leave accounts. CAO position, at the December 1st, SERS meeting the Board authorized the Board President to engage in contract negotiations with the CAO Candidate Ralph Krusey. Mayor Nehring, the SERS Attorney Brad Cattle and Budget Manager Brian Haseleu met with Mr. Krusey and agreed to the terms outlined in the contract as contained in your Board packet. I will highlight a couple of areas in the contract, the Board gave direction to mirror the contract language outlined in former SERS Director, now Operations Director contract. Previous language in the contract identified that the Director would be provided a vehicle or reimbursed mileage, and for the CAO we amended this language to provide the Board a third option. At the Board's discretion a \$200.00 a monthly stipend, currently the contract had said that the CAO would be provided a vehicle or reimbursed mileage. We don't have an extra vehicle for SERS and so in discussions with Mr. Krusey, we amended that to the \$200.00 stipend as opposed to a vehicle or mileage. That option is much more cost effective than buy a vehicle, or even mileage reimbursement. Then both the CAO and Operations Director are contract employees and under the employment agreement calls for a specific salary level that excludes benefits. During the contract negotiations with the CAO position it was discovered that the Director of Operations, former Director of SERS, had been signed up for a life insurance benefit. This benefit has since been discontinued and it's reflective that the employment agreement is strictly for pay and excludes any type of benefits.</p> <p>OLD BUSINESS:</p> <p>Governance D/C Lever reported later in the agenda, the Tulalip PD request was there to discuss at Executive.</p> <p>Future Funding: Commission Schrock reported a meeting this morning with our outgoing Chairman, Chief Gordon gave many years to this committee and getting us to where we are today.</p> <p>Stantec Phase II Report. Overview of Phase II study, the staff will be doing a technical analysis for the next month. We will come before the Board following that meeting and give a report on Phase II, then we should plan on spending time with questions on this.</p> <p>Community Transit, Paul De Camp reported CT has received responses to an RFP we had out in December for a new replacement (inaudible)</p>	

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	<p>system, so we're starting the evaluation of that process this month and we'll proceed. In the meantime, we continue to invest in the care and maintenance of our existing LMR system which I expect will be in operation through at least 2017-2018. We did back in last quarter convert our T1s from a microwave length to a fiber optic circuit. We are going to start a process to leave a radio site we have in Everett near the Cathcart and Merrill Creek radio sites. That won't affect any of our voice channels but it will clear up a couple of microwave channels in the 11 & 18 MGHZ range.</p> <p>Tulalip PD Request: We will wait until Executive Session.</p> <p>Vehicle Replacement from the Reserve Fund: Yes, we reviewed including in the 2017 Budget is the worksheet that talks about one of the F250s. \$50,000.00 was included it in the recommended budget for 2017. We had made a recommendation to authorize the vehicle replacement up to \$50,000 including up fit from either the County procurement process or the GSA and to surplus license number 60405C, that vehicle and to return any surplus dollars into the ER&R fund is what we discussed during the budget committee. So, it's been authorized, we don't need a resolution to modify the replacement reserve and the equipment replacement reserve budget, but we would need the authority from the Board to authorize the purchase of the vehicle.</p> <p>Brian Haseleu moved that we authorize the vehicle replacement up to 50K including the up fit either to the GSA or County Procurement Processes and also to surplus license 60405C after the vehicle is on board and to return those dollars to the Equipment Replacement and Revolving Fund.</p> <p>Richard Schrock seconded the motion to replace SERS truck.</p> <p>Move to second, any discussions? How would that process work? Will we just send someone off to just buy a Ford, and does it take two signatures? Brian Haseleu, well what we had talked about at the Budget Committee is the vehicle is what we've typically done is we've bought off the GSA Contract. I just know specifically this year, the County went out and in some cases have gotten a little bit better pricing as we've been able to enter into a specific agreement with a specific dealership. So we want to take advantage of that. But then it comes down merely to a purchase order that can be initiated through the GSA process and that would authorize that and then all the subsequent, the additional, the up fit any equipment that would be needed under the \$50,000 threshold.</p> <p>In the electronic agenda that was sent out, there was documentation on that. Brian Haseleu, there's a worksheet that's included in the electronic forms that went out.</p> <p>And that worksheet was that taken from the procurement contract that the State provides? What I'd say on the whole topic is, here at least using the State procurement, I'm fine with that.</p> <p>Male: So what we wanted to do is compare Snohomish County Procurement to State and take the best possible for that. That's what we wanted to do and we just wanted the authorization to be able to do that, because like Brian said, normally we just go to the State Contractor and we just buy the vehicle through the State Contract because that's usually most favorable for all parties.</p> <p>Male: And I would say this that having done that before and dealing with the Auditor, if you cross your T's because if you go into piggy back on the County's purchasing agreement, everything, all my lessons have pointed, you have to do an inter-local with them, believe it or not.</p>	

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	<p>Male: And that may be part of the deal, that's part of what we would have to look into if it looked like they had better pricing. What is the mechanism to buy off that particular contract? Yah, we don't know that yet. Male: And then in the motion is there a dollar amount? Brian Haseleu: Up to \$50,000.00. Male: It's an F250 Diesel, we need the F250 for the power and we need the diesel because of the places we go and we also need to have guards underneath for the train and everything else we need... Male: Sure, I'm fine. Mayor Nehring: Any further discussion on this item? And in the Motion was the either the GSA or the County? Brian Haseleu: Yes, whatever is favorable, we'll work through County Purchasing to get that. Mayor Nehring: All in favor? Aye. Opposed: None. Motion passes.</p> <p>New Business: the SERS 2016 BVA. Brian Haseleu reported about the packet for the Budget versus Actuals. When we get to the end of the year, we start looking at that on a monthly basis. So we've got the BVA through the month of November. We reviewed it that the Budget Committee. We are still anticipating that we will be under budget for the year, in fact we're anticipating being able to return some amount of money that will roll into fund jacket at the end of the year. Info only.</p> <p>ER&R calculations: Brian Haseleu reported where included in the electronic packet is the worksheet that went through and showed the detail of the vehicle and that's for the committee to make the recommendations for the replacement of vehicles. Info only.</p> <p>Tower repair: Male: There should be in your packet, a quote from Day Wireless ah, to repair the tower at Mountlake Terrace site, which is a monopole antenna and the big item on it is labor and the fact that we have to replace the climbing ladder on it because it's warped and it's unsafe to climb at this point in time. Their quote came in at \$9404.64, ah, we're at future authorization up to \$9500.00 simply because things could change in here and we want to be able to get the job done once we get the crew on the site. The tower is also in the new policy rules that we are not to put things up to stay under the 7500 director's authorization. This \$9500 includes room for any other small items needed. Female: I notice that the date of the bid is 12/27/16, all the sales tax rates just went up in a lot of areas, does this bid reflect the increase in sales tax? Male: No, we're not, but there should be enough space in there. No, I don't think it would go up 12 ½% so, I think we're okay. Move to approval made by Brian Haseleu, Richard Schrock seconded a motion for MLT tower repair. All in favor. Opposed, none. Motion passes.</p> <p>Mayor Nehring: Final action item for right now is the office addition and construction bid. I believe there are three of them in there. Who was presenting that? Ralph Krusey: Right now there is not office space for two of us to be in there. We look at the most economical way of doing it and the best utilization of space. What we would be doing, if you're familiar with the office, would be just continuing a wall straight out from where the Director's Office was and enclosing that area right there. We went out for four bids, one never showed up, the very last bid in there is the one that was recommended by the landlord. He wanted to come in and drywall and do nothing else, no doors, no trim, no paint, no electric. So, there are two</p>	

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	<p>other bids, they are for Michael Mulligan which was \$14,741.00 and the other US Management Company and we would recommend that we would go with the least expensive of the two.</p> <p>Male: So, Larry did not have an office? No, he did not. Comment, I really appreciate the fact that you did a three quote system and brought that to the board to show that about the options. You did the homework and I really appreciate that. I can't say enough, that makes it really easy for me. Thank you.</p> <p>Male: I want to add one thing to what Ralph said, the quote is for \$14,741.59, we are asking for \$17K because we need to buy some furniture in addition. We don't think we're going to spend all that, we just went to a housing authority and picked out some furniture that they were getting rid of, that was pretty nice furniture and that's not going to cost us anything, not even transportation, so we're already saving money on that.</p> <p>Male: Question: The bid's \$14741.00 and is there still the process in place where the Director has authority up to a certain amount of money that he could use for that furniture and not combine it with the bid? Mayor Nehring, yes, he has the ability up to \$7,500, yes. Murray Gordon moved that we accept the low bid of \$14,741.59 and then acknowledge that there will be furniture costs that the Director would be authorized to pay up to the amount that they've already offered. Richard Schrock seconded the motion to approve. It's been seconded, final questions?</p> <p>Male: Was the request for the low bid, and now it's moved to the middle bid? Ralph: Yes, it is moved to the middle bid because the low bid was only drywall. The middle bid was a complete project.</p> <p>All in favor? Aye, Opposed? None. The motion carries.</p> <p>COMMENTS & DISCUSSIONS: Mayor Nehring: In a minute we will move into Executive Session, before that we have another retirement from the SERS Board, and we don't let go of these folks easily. Chief Gordon has been not only in public service for several decades in the County. I know all of think his record speaks for itself. I appreciate the work that he's done as Fire Chief and throughout his Fire career. As it pertains to the work we do here, he has been an integral part of this Board for several years. He really got up and running the future funding committee which is probably the most critical committee we are going to have, or we have had the last few years as we look at funding the next system. I remember when I came on to SERS board in 2009/2010, and I remember at that time a number of folks saying that we've got to get our arms around this new system. This is coming fast, back then it was just a thought. So we started this future funding committee and now we have what is a viable plan going forward and it will begin to take shape. I want to thank Chief Gordon for taking this on because that takes a lot of extra time. Chief, we'll miss you.</p> <p>Male: I will echo what the Mayor said, but point out the fact that not only did Chief Gordon help shepherd us into where we are today in terms of getting major steps accomplished in terms of future funding for a new radio system, but he was also instrumental and a key in terms of getting New World up and running. The point is that was a long drawn out process and I think it had produced great results in terms of overall emergency communications in the county. That took a lot of the Chief's time and we appreciate it.</p> <p>Male: You've done a good job, Murray, and I've appreciated working with you.</p> <p>Mayor Nehring: Presentation of plaque.</p>	

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	<p>Fire Chief Gordon Murray: It's been an honor to be associated with a group of individuals like this who are dedicated to providing for the public's emergency radio systems needs and I appreciate all of your, the relationships we've developed, the friendships and thank you for your hard work.</p>	
<p>Executive Session</p>	<p>SERS Attorney, Brad Cattle, announced that the board will immediately move into Executive Session for the purpose of discussing personnel issues. The Executive Session is estimated to last approximately 10 minutes, at which time the Board will return to regular session with the anticipation that action may be taken. The regular Board meeting was recessed at 10:47 a.m. and proceeded on calling another two – 15 minutes (11:12 a.m. and 11:27 a.m.)</p> <p><i>President Nehring extended the Executive Session for another 10 minutes. The session ended at 11:35 and the meeting adjourned at 11:37 a.m.</i></p>	
<p>Adjourn</p>	<p>Adjourned at 11:37 a.m.</p>	
<p>Upcoming Meetings</p>	<ul style="list-style-type: none"> ▪ Budget Committee – January 27th – 10:00 a.m. at SERS Conference Room. ▪ SERS Governing Board: February 2nd – 10:00 am at Edmonds City Hall, 3rd floor Brackett Room. 	