

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

January 04, 2018

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"/>		<input checked="" type="checkbox"/> Brian Haseleu	Snohomish County
	<input checked="" type="checkbox"/> Bryan Stanifer	Lynnwood	<input checked="" type="checkbox"/> Richard Schrock	So. County RFA
	<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"/> Don Anderson	Edmonds	<input checked="" type="checkbox"/> Ralph Krusey	SERS
<input checked="" type="checkbox"/> Jim Lever	Everett	<input type="checkbox"/> Jon 'Wiz' Wiswell	SERS
<input type="checkbox"/> Eric Hicks	Everett	<input checked="" type="checkbox"/> Eva Ammons	SERS
<input checked="" type="checkbox"/> Timothy Key	Everett - Fire	<input checked="" 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"/> Scott Eastman	Mill Creek	<input type="checkbox"/> Andy Perry	SERS
<input type="checkbox"/> Greg Wilson	Mountlake Terrace	<input type="checkbox"/> Karl Wright	SERS
<input type="checkbox"/> Peter Caw	Mountlake Terrace	<input type="checkbox"/> Paul DeCamp	Comm Transit
<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	Sno Co 911
<input type="checkbox"/> Vicki Thoroughman	Snohomish County	<input checked="" type="checkbox"/> Kurt Mills	Sno Co 911
<input checked="" type="checkbox"/> Brad Reading	So. County RFA	<input checked="" type="checkbox"/> Andy Ruschak	STANTEC
<input checked="" type="checkbox"/> Robert Eastman	So. County RFA	<input checked="" type="checkbox"/> David Mendel	King County

Guests in Attendance	Howard Tucker, Citizen	Tim Thometz - ICOM	
	Nathan Kennedy – Sno. County	Brad Steiner - Motorola	
	Matt Taylor, 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 10:03 a.m.	
Introductions & Announcements	None.	
Public Comments	None.	
Consent Items	<p>Acceptance of Minutes from the December 7, 2017 SERS Board Meeting.</p> <p>Approval of the December 2017 Payroll, Invoice and Expense Summary in the amount of \$ 475,657.66.</p> <p>Warrant Numbers: 1974269; 1975456, 62-66, 71-79; 1976454-64; 1977131-39; 1978025-36; 1978634-58; 1979383-88; 1980491-97; 1981122, 28-30; 1981950-51, 53-54, 56, 59-60, 63-72, 74, 76; 5012044, 68; 5012104, 21; 5012230, 32, 65, 68, 75; 80054946; 80055888; 80056145; 80056987.</p>	Consent Approved

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	Motion made by Brian Haseleu to approve both the SERS December 7, 2017, Regular Meeting Minutes and the SERS December Payroll Invoice and Expense Summary. Jerry Smith second, all in favor.	
Reports	<p>SERS CAO Report: Presented by Ralph Krusey 12/13/17, someone cut the chain link fence on the south side of the Msvl Tank Tower site. Suspect was arrested. The damage is being repaired, the cost equipment is approx. 2K, and the fence repair cost will be separate. The insurance deductible is \$1,000.00. A commendation letter will be sent to the Snohomish County 911 Dispatcher that was alert to this call.</p> <ul style="list-style-type: none"> ▪ System. The 7.17 upgrade is 99% completed, should be completed by 1/31/18. Re: System Malfunctions: System issues were not noticed by end users. The 7.16 upgrade is in the final stages of completion. ▪ WA State Audit. The audit was completed in December. SERS was found to be in compliance. Regarding the enclosed management letter. An enclosed letter regarding Financial Condition regarding funding sources. This letter will be sent to the Auditor. Brad Cattle indicated for this letter to carry the Board's authority, a motion must be made. A motion was made by Richard Schrock to send the letter as presented to the Board to the WA State Auditor. It was seconded by Bryan Stanifer. All were in favor. ▪ Clinton Move. No updates. ▪ Budget Committee. SERS anticipates closing the year in the black. Two purchases were made, as discussed the Media Safe, large screen monitors for the NOC console at SERS, and surveillance cameras for the sites. ▪ Personnel Committee. The process is ongoing for the Executive Search. There were 32 applications submitted, 19 of those were excellent. The projected time frame for an offer is the week of 2/12/18. The list will start with a six candidates. There will be three groups participating in this process. The Personnel Committee will be making a recommendation to the Board sometime mid-February. Additionally, interviews for ECS and ECS IT positions were conducted. ▪ Future Funding Committee. Richard Schrock will speak to this. ▪ Governance Committee. Joint meeting/ Governance and Funding. James Lever will speak to this. ▪ Public Relations. Presentations are still being made. We have received resolutions from a few agencies so far. More to come. <p>Communications Center Reports: Snohomish County 911. Kurt Mills stated, its official we've come together. The first payroll is this week. Lots of work being done. Most notably is the Transfer Reduction Initiative that started last year. Rerouting of calls in the joint service area has begun.</p> <p>Budget Committee Report: Brian Haseleu stated the in the letter from the Auditor there are some minor elements identified. There are actions regarding procurement cards, fuel cards, and timesheets, we will work on these.</p> <p>Personnel Committee Report: CAO Ralph Krusey earlier presented this.</p>	MOTION PASSES

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	<p><u>Governance Committee Report:</u> Chief Lever stated that the Governance Structure has been worked on continuously. Thanks given to Richard Schrock for all his work on this, as well as Brad Cattle. See the Memorandum dated 12/26/17. Brad Cattle stated that the Resolution is a better way to construct this rather than an Interlocal. Resolution 18-01 is in discussion. Bryan Stanifer suggested that the Resolution should be shown in the Presentation PowerPoint. The idea is to send out a clear message to other cities, districts, and towns, that they have the ability to feel represented and be represented with SERS. The Governance and Future Funding Committees believe that a future merger with Snohomish County 911 has a strong possibility of success. Pam Pruitt made a motion to adopt Resolution 18-01, A resolution of the Snohomish County Emergency Radio System Governing Board addressing broadening and changing its governance structure through consolidation or Interlocal agreement. Richard Schrock seconded, all in favor, passed unanimously.</p> <p>James Lever had one other item from Governance, and that is to invite Sheriff Ty Trenary to attend the SERS monthly meetings. Richard Schrock discussed that that his agency is the largest user of the radio system. Brian Haseleu stated that the County Finance will be working with the Sheriff's Office in the year to come. He has been regularly attending meetings at the County. James Lever made a motion to invite Sheriff Ty Trenary or his Designee to regularly attend and participate in SERS Board Meetings, beginning with the February 1st, 2018, meeting. Richard Schrock seconded, all in favor. A letter of invitation will be sent to the Sheriff.</p> <p><u>Funding Committee Report:</u> Richard Schrock discussed the draft letter and preliminary press release that concerns SERS funding. These are to introduce to the public that we are making the proposal to the County to authorize a funding mechanism to fund the radio project. The public will be deciding how we're going to be making the decision to fund the project.</p> <p>County Finance Director Nathan Kennedy discussed the funding options. See the SERS New System Funding Options document provided. He provide five different options for funding in the State of Washington. After review Option 1, "Excess Levy for Capital" appears to be the most agreeable, as long as this is a new system. It's voted on with 60% voter approval and 40% turnout of the voters that voted in the preceding general election. King County representative David Mendel gave input regarding initially neglected the Fire Districts when they went forward with their PSERN. Pro-rationing was a big deal in King County, they did a Levy Lid Lift, and they set money aside for the Fire Districts and Fire Commissions. Brian Haseleu will seek information from the Assessor's Office to determine taxes based on the new school tax etc., to determine impact.</p> <p><u>Community Transit:</u> No report.</p> <p><u>STANTEC.</u> Andy Ruschak stated the public events are very positive. Stated the RFP process is going well. It is refreshing to go to public meetings. Good questions were received. This is a positive theme. Regarding the RFP, there have been few requests for information from the vendors, therefore, it is determined that it was very well written and prepared. Met with the Sheriff and staff and presented the PowerPoint. It appeared that all his questions regarding numbers and ideas were answered.</p> <p>Bryan Stanifer RE: Jim Lever's appointment to SCSPCA, suggested that SCSSO be invited to the RFP Review process.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p>

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	PSERN: David Mendel gave a thanks to the Board for completing the Clearview Lease. Both Ralph Krusey and Brad Cattle were thanked for their leadership in this lease. They are still building sites and installing equipment.	
Old Business	<p>A.) Resolution 18-01 regarding Governance Change – <i>(in above section)</i></p> <p>B.) Assignment Agreement – Motion made by Richard Schrock to accept the Assignment Agreement of Fire District 1 and Lynnwood Fire merger and the RFA was established. This is the assignment for the RFA becoming a member, James Lever seconded, all in favor.</p> <p>C.) Update on Radio System RFP – Updated by Andy Ruschak</p> <p>D.) Updated on Executive Search – Updated by CAO Ralph Krusey</p> <p>E.) Electronic Communication Specialist and Electronic Communication Specialist IT Selection – Updated by CAO Ralph Krusey</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p>
New Business	<p>A.) Preliminary SERS 2017 BVA Report – Brian Haseleu reported the positive position at the end of this year. At the end of January we may have to adjust the 2018 budget to reflect the final costs for the 7.17 upgrades.</p> <p>B.) Board Member Appointment – CAO Krusey stated that this a reminder that everyone has to get the Board Member appointments and Designees to the Board.</p> <p>C.) Motorola 2018 Service Agreement, Richard Schrock made a motion that the Mayor be authorized to sign the 2018 Service Agreement S00001004317, 01/01-12/31/18, documented total \$202,429.56 with Motorola, Jerry Smith seconded, all in favor.</p> <p>D.) Notice of Annual Meeting</p> <p>E.) Resolution 18-02, Bryan Stanifer made a motion to accept A Resolution reconfirming the schedule and location of SERS Governing Board meetings. Brian Haseleu seconded, all in favor.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p>
Executive Session	None.	
Reconvene to Regular Session		
Adjourn	President Jon Nehring adjourned the meeting at 11:40 a.m.	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Future Funding Subcommittee: January 18, 2018 1:00 p.m. @ Sno County <u>Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett</u> ▪ Budget & Personnel Committee: January 29, 2018, @ 1:00 p.m. @ Sno County <u>Admin Bldg., 6th Floor, 3000 Rockefeller Ave, Everett</u> ▪ SERS Governing Board: February 1, 2018 @ 10:00 a.m. at Edmonds City Hall, 3rd floor meeting room. 	

