

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**March 1<sup>st</sup>, 2018**

<b>SERS Governing Board in Attendance</b>	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input checked="" type="checkbox"/> Michael Nelson	Edmonds	<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 type="checkbox"/> Jon Nehring	Marysville	<input checked="" type="checkbox"/> Dr. Kent Saltonstall	Woodway
	<input type="checkbox"/> Pam Pruitt	Mill Creek	<input type="checkbox"/> Cassie Franklin	Everett
	<input checked="" type="checkbox"/> Jerry Smith	Mountlake Terrace	<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 type="checkbox"/> James Lawless	Edmonds	<input checked="" type="checkbox"/> Ralph Krusey	SERS
<input checked="" type="checkbox"/> Jim Lever	Everett	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Timothy Key	Everett - Fire	<input checked="" type="checkbox"/> Eva Ammons	SERS
<input type="checkbox"/> Art Ceniza	Lynnwood	<input checked="" type="checkbox"/> Craig Boyd	SERS
<input type="checkbox"/> Richard Smith	Marysville	<input type="checkbox"/> Adam Burns	SERS
<input checked="" type="checkbox"/> Greg Elwin	Mill Creek	<input type="checkbox"/> Duane Leger	SERS
<input checked="" type="checkbox"/> Scott Eastman	Mill Creek	<input type="checkbox"/> Andy Perry	SERS
<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Paul DeCamp	Comm Transit
<input checked="" type="checkbox"/> Peter Caw	Mountlake Terrace	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter
<input checked="" type="checkbox"/> Chris Alexander	Mukilteo	<input checked="" type="checkbox"/> Terry Peterson	Sno Co 911
<input type="checkbox"/> Cheol Kang	Mukilteo	<input checked="" type="checkbox"/> Kurt Mills	Sno Co 911
<input type="checkbox"/> Susan Neely	Snohomish County	<input checked="" type="checkbox"/> Andy Ruschak	STANTEC
<input type="checkbox"/> Doug Dahl	SSCFR	<input type="checkbox"/> David Mendel	King County
<input type="checkbox"/> Bruce Stedman	SSCFR	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

<b>Guests in Attendance</b>	Kevin Robinson (Day Wireless)	Tim Thometz - ICOM	
	Karen Reed – Consulting	Brad Steiner - Motorola	
		Margaret Vanderwalker (Msvl PD)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<b>Call to Order / Roll Call</b>	SERS Vice President Jerry Smith called the meeting to order at 10:02 a.m.	
<b>Introductions &amp; Announcements</b>	None.	
<b>Public Comments</b>	None.	
<b>Consent Items</b>	Acceptance of Minutes from the February 1, 2018 SERS Board Meeting. Approval of the February 2018 Payroll, Invoice and Expense Summary in the amount of \$ 132,474.27. Warrant Numbers: 1981961-73; 1985023-38, 40-52; 5012347, 27; 5012504; 80057178; 80058084.	<b>Consent Approved</b>

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	<p>Motion made by Brian Haseleu to approve consent items: the SERS February minutes and the February Payroll and Invoices and Expense Summary. Richard Schrock seconded, all in favor.</p> <p><b>Item #7 Karen Reed – Merger Steering Committee update.</b> Karen Reed presented and reviewed the Draft Committee Charter document. She also presented the Scope and Purpose Statement of the SERS- Snohomish County 911 Merger Committee. This includes the mission, timeline, and tasks of the committee. The documents outlines a timeline lasting until June 2018. Richard Schrock moved to accept these working documents, Chris Alexander seconded the motion, and all were in favor. See the documents attached to these minutes. Next month we'll be reviewing the survey answers. Thank you for taking the survey. One of the things that was important in regard to the SERS-SnoCo911 merger was the assurance of the staff about their future employment.</p>	<p><b>MOTION PASSES</b></p>
<p><b>Reports</b></p>	<p><b><u>SERS CAO Report:</u></b> Presented by Ralph Krusey</p> <ul style="list-style-type: none"> <li>▪ <b>System.</b> Presented was an executive summary &amp; after action report regarding the 1/12/2018 event. Please see the attached. The 7.17 upgrade is completed, however there continue to be issues that are being addressed by both SERS and Motorola. We continue to have issues with the system that are having minor impacts to the PSAP and the end users. Most of the issues were caused by the reduced effectiveness of the equipment due to age of the equipment.</li> <li>▪ <b>Clinton Move.</b> We have started the process to receive a price related to the tower extension at Apple Cove to eliminate the Clinton location.</li> <li>▪ <b>Budget Committee.</b> There was a meeting this month.</li> <li>▪ <b>Personnel Committee.</b> We did not have a meeting this month.</li> <li>▪ <b>Future Funding.</b> A joint meeting with the Governance Committee occurred.</li> <li>▪ <b>Governance Committee.</b> See above.</li> <li>▪ <b>Public Relations &amp; Presentations.</b> See presentation list in your agenda packet. We are still reaching out to other organizations.</li> </ul> <p><b><u>Communications Center Reports:</u></b> Kurt Mills stated that the reports show for the last two months we've achieved our compliance within the call centers regarding how fast we're answering 911 calls. There has been a marked improvement at South Campus. Transfers between the two campuses is down by over 50%. There are hundreds of fewer transfers of 911 calls every single day. There is a strong ownership throughout the organization to element transfers.</p> <p>Terry Peterson stated regarding consolidation, they are targeting the month of June for the physical transition of staff from South is in the works. We've entered into contract with New World, which is one of the largest contracts that Snohomish County 911 holds. They negotiated that contract with a reduction of about 200K per year. Richard Schrock asked when the staff is moved from the south campus to the north campus does that include equipment? No, North campus has all the equipment necessary. What remains behind at South County offices will be used for back up and big events such as July 4<sup>th</sup>, etc.? The So. County lease agreement goes until 2023.</p> <p><b><u>Budget Committee Report:</u></b> Brian Haseleu stated on Monday the news was that the property was gone from the City of Lynnwood and has been transferred to the</p>	



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	<p>will distribute the draft ordinance when Susan has finalized it. The adopted Ordinance will be due to the Auditor by August 6<sup>th</sup>, Council need to finalize the Ordinance it by August 8<sup>th</sup>, for the General Election November 5<sup>th</sup> voting date.</p> <p><b>Community Transit:</b> Paul DeCamp reported one of the garages has been completely converted to LTE for data. We are still targeting to decommission the radios system by mid-year. On voice side we're still working out the details with the contract with the selected vendor, hopefully this project will be kicked off this month.</p> <p><b>PSERN:</b> No report.</p> <p><b>STANTEC:</b> Andy Rushack stated the only update is the RFP proposal from SERS. We spend the next two weeks on this and get involved in the grading.</p>	
<b>Old Business</b>	<p>A. Update on Executive Director -</p> <p>B. AIG Insurance Update from Brad Cattle- He stated on February 9<sup>th</sup> they had a meeting with the accountant. We're almost to the end. There have been two auction sales. The \$4400.00 from last month is in the trust account. Also we've had a \$35,000.00 equipment sale the check is on its way. The expectation is that SERS will be made whole. Thanks to Lynnwood PD for storing the evidence items.</p> <p>C. Update on Radio System RFP - Ralph Krusey reported they are in the process of SERS, Sheriff, the Police and Fire representatives' et al, meeting. We hope to have something for the County Presentation by the end of next week.</p> <p>D. Update on Hiring process or Electronic Communication Specialist IT starts on March 9<sup>th</sup>, and Electronic Communication Specialist is in background right now.</p> <p>E. Draft After Action Report (Following the January 12<sup>th</sup> event) this is in the agenda packet. This is a draft of an executive summary in layman's language to describe what happened. This will go public on 3/12/18.</p>	
<b>New Business</b>	<p>A.) <b>SERS Snohomish County 911 Merger Steering Committee</b> Update * See comments in the earlier section of these minutes.</p>	
<b>Executive Session</b>	No.	
<b>Reconvene to Regular Session</b>	No.	
<b>Adjourn</b>	Jerry Smith adjourned the meeting at 11:28 a.m.	
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>▪ RFP Committee Meeting, March 6, 2018; 10:30 AM at Snohomish County Administration Building 6<sup>th</sup> floor.</li> <li>▪ SERS-SnoCo911 Merger Steering Committee, March 12, 2018; 2:00 PM at Kinard Room County Court House</li> <li>▪ Future Funding Governance Committee Meeting, March 15, 2018; 1:00 PM at Snohomish County Administration Building, 6<sup>th</sup> floor.</li> <li>▪ Budget &amp; Personnel Committee, March 22, 2018; 1:00 PM at Snohomish County Administration Building, 6<sup>th</sup> floor.</li> <li>▪ <b>Snohomish County Council Law and Justice Committee Meeting, March 12, 2018; 1:30 PM at Snohomish County Administration Building 8<sup>th</sup> floor.</b></li> </ul>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
	<ul style="list-style-type: none"><li data-bbox="435 191 1276 254">▪ SERS Governing Board, April 5, 2018; 10:00 at Edmonds City Hall, 3<sup>rd</sup> floor meeting room.</li></ul>	