

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

May 3rd, 2018

SERS Governing Board in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input type="checkbox"/> Jerry Smith	Mountlake Terrace
	<input type="checkbox"/> Michael Nelson	Edmonds	<input type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input type="checkbox"/> Cassie Franklin	Everett	<input checked="" type="checkbox"/> Brian Haseleu	Sno. County
	<input type="checkbox"/> Bryan Stanifer	Lynnwood	<input checked="" type="checkbox"/> Richard Schrock	South County Fire
	<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"/> Doug Dahl	South County Fire
<input type="checkbox"/> Paula Swisher	Brier	<input type="checkbox"/> Bruce Stedman	South County Fire
<input type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Tom Whitson	Woodway
<input checked="" type="checkbox"/> James Lawless	Edmonds	<input type="checkbox"/> Tom Howard	Woodway
<input checked="" type="checkbox"/> Jim Lever	Everett	<input checked="" type="checkbox"/> Eva Ammons	SERS
<input checked="" type="checkbox"/> Timothy Key	Everett - Fire	<input checked="" type="checkbox"/> Craig Boyd	SERS
<input type="checkbox"/> Lyle Ryan	Everett	<input checked="" type="checkbox"/> Ralph Krusey	SERS
<input checked="" type="checkbox"/> Art Ceniza	Lynnwood	<input checked="" type="checkbox"/> Brad Steiner	SERS
<input type="checkbox"/> Richard Smith	Marysville	<input checked="" type="checkbox"/> Kurt Mills	SNOCO911
<input checked="" type="checkbox"/> Greg Elwin	Mill Creek	<input type="checkbox"/> Terry Peterson	SNOCO911
<input type="checkbox"/> Scott Eastman	Mill Creek	<input checked="" type="checkbox"/> Paul DeCamp	Comm Transit
<input type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Brad Cattle	Anderson Hunter
<input type="checkbox"/> Peter Caw	Mountlake Terrace	<input type="checkbox"/> Jordan Stephens	Anderson Hunter
<input type="checkbox"/> Chris Alexander	Mukilteo	<input type="checkbox"/> Andy Rushack	STANTEC
<input type="checkbox"/> Cheol Kang	Mukilteo	<input type="checkbox"/> David Mendel	King County
<input type="checkbox"/> Susan Neely	Sno. County	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Guests in Attendance	Kevin Robinson (Day Wireless)	Kurt Hilt (Lake Stevens)	
	Robert Armijo (Day Wireless)	Margaret Vanderwalker (Msvl PD)	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	SERS President Mayor Jon Nehring called the meeting to order at 10:00 a.m.	
Introductions & Announcements	Brad Steiner introduced Cabe Bartz as a new SERS employee. He is the newest Electronic Communications Specialist to join the SERS team. He is from Day Wireless. He is experienced with the SERS system. He brings valuable experience to SERS.	
Public Comments	None.	
Consent Items	Motion made by Brian Haseleu to approve consent items: the SERS April minutes and the April Payroll and Invoices and Expense Summary. Bob Colinas seconded, all in favor.	Consent Approved

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<p>Reports</p>	<p>SERS CAO Report: Presented by Brad Steiner.</p> <p>There is a full Director's Report in the Agenda Packet.</p> <p>Staff Introduction: Brad Steiner's had one on one meetings with the SERS staff.</p> <p>SERS Business Processes: He has been getting involved with the SERS business processes. He's still going through budget and payroll. It was identified that SERS needs to move more of their records into an electronic fashion with backups. The records are being reorganized into a more electronic format to increase access.</p> <p>System Upgrade: He spent time reviewing the two STANTEC reports as well as the RFP.</p> <p>System Funding: He had a great meeting with the County Council. He is moving ahead with drafting the final Ordinance language.</p> <p>SERS SNO911 Merger: He's been working with the Personnel Committee as well as with Kurt and Terry and the Steering Committee on the potential merger coming up.</p> <p>Budget Committee: Brian Haseleu reported that the Committee met. They transferred the property to Murphy's Auction House. Revenues have been received from previous items transferred to Murphy's.</p> <p>Future Funding Committee: Richard Schrock reported that the Committee met. Distributed was a proposal from the Future Funding Committee which they approved for this Board to authorize a 50K expenditure for public education related to the funding issue and the new radio system that will prospectively be funded by a proposed measure that will be on the ballot this fall. Brian Haseleu stated that there are dollars in the replacement reserves that have been set aside to allow this capacity. Richard Schrock made the motion that the Board adopt the SERS Public Outreach Proposal that is before you and authorize the staff and the president approve the documents and actions necessary to make this happen and include an expenditure up to 50K. Kent Saltonstall seconded. All in favor. A contract will be presented to the Board at a later date.</p> <p>There was a meeting with County Council earlier this week. The committee members met with them and they were very positive in terms of putting something on the ballot in November. Richard Schrock stated that the key issues in the Ordinance and Recitals is ownership of the new system. It's felt by SERS that we need to control the new system if we're going to maintain it. Brad Steiner stated they are preparing the final Ordinance language (in conjunction with the County and Prosecutor's Office) that we'll take back to the County Council in June.</p> <p>Governance. Chief Lever reported that he continues to attend the meetings with Future Funding because that partnership is so important.</p> <p>Personnel Committee. Chief Lever reported that they are up to date on the personnel issues, hiring, and the team building that Brad Steiner has been engaged in. Discussion was held regarding an assurance letter that SERS employees received regarding the possible merger, more to come on that.</p> <p>SNOCO 911. Kurt Mills stated that on May 23rd, manpower will be moved into the north campus and we will physically be consolidated. It was mentioned that this is</p>	<p>MOTION PASSES</p>

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	<p>an opportunity for a media release on the consolidation. This is a positive development that should get out there to the public.</p> <p>Community Transit. Paul DeCamp reported that they are on target to complete their conversion of the vehicle fleet to all cellular. They've signed a contract with Clever Devices for the new voice communication system. There is a preliminary schedule showing implementation throughout the end of 2019. The decommissioning of the LMR system will begin in early 2020.</p> <p>MERGER Committee Update. Nothing since the joint board meeting. There's an aggressive schedule set for the next two weeks. See the last page of this document for meeting dates. One thing of note that came from the joint board meeting was a revised scope of work that encompassed the main concerns of this Board.</p>	
Old Business	<p>A. SERS Snohomish County 911 Merger Steering Committee Update</p> <p>B. Radio System Negotiations Planning (Update Narrative, Executive Session)</p> <p>C. Draft Ordinance/ County Council Meeting Update</p>	
New Business	<p>A.) Master Lease Agreement with PUD for Eagle Ridge and Three Lakes: This is renewing our master lease agreement with our two sites with the PUD at Eagle Ridge and Three Lakes. They are fully approved and reviewed by legal. Bob Colinas moved to authorize the President's signature to the Master License Agreement before us today. Brian Haseleu seconded. All in favor.</p> <p>B.) Amendment #5 with Stantec – allows billing due to services provided beyond amendment #4 dates: This amendment extends the date from 12/31 to the end of June. This will allow them to bill us for service provided. There's no additional funds being asked for at this time. Bob Colinas made a motion to authorize President Nehring's signature to the 5th Amendment between SERS and Stantec Consulting Services extending the time to June 30th, 2018. Richard Schrock seconded. All in favor. A future contract/amendment will follow for continued services.</p> <p>C.) Updated contract to allow SERS to bill Startouch on behalf of DNR (pass-through) and update to yearly renewals: SERS will bill on behalf of DNR. This updates it to a yearly renewal. Bob Colinas made a motion to authorize President Nehring's signature to the First Amendment to the Snohomish County Emergency Radio System Communications Antenna Site License before us today. Brian Haseleu seconded. All in favor.</p> <p>D.) Request for lease extension for Fire Trail Site: We are submitting a notification to our Site Management for the Fire Trail Site. We have automatic lease renewals but this is the last automatic one. Next time (in five years) we will have to renegotiate the contract. James Lever made a motion to approve the lease extension. Richard Schrock seconded. All in favor.</p> <p>E.) Removal of Stantec and PSERN reports from future agendas: This is a suggestion regarding the standing reports. If something needs to be reported, they will attend.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p>

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Executive Session	<p>(Mayor Nehring had to leave early) Bob Colinas made a motion that the Board appoint Brian Haseleu to chair the Board in the President's absence. Kent Saltonstall seconded. All in favor.</p> <p>Updated negotiations narrative</p> <p>Goals of System Upgrade Project Discussion</p> <p>Executive Session started at 10:41 a.m.</p> <p>Meeting extension at 11:24, and 11:42 and concluded at 11:58.</p>	MOTION PASSES
Reconvene to Regular Session	<p>Brian Haseleu called the meeting back into session at the conclusion of Executive Session at 11:58. There was a good discussion in Executive Session and there is some language that was discussed that would be an action to instruct the SERS Merger Negotiating Team to include in their merger discussions, should a merger with SNOCO911 and SERS go forward, SERS recommends for due diligence a nationwide search should be conducted to meet the needs of the merged Emergency Communications Organizations, for the Executive Director /CEO of the merged Emergency Communications Organization. Pam Pruitt moved to accept, Kent Saltonstall seconded, all in favor.</p>	MOTION PASSES
Adjourn	<p>Executive Director Brad Steiner adjourned the meeting at 12:05 p.m.</p>	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ SERS-SnoCo911 Merger Steering Committee, May 7th, 2018; 2:00 PM at County Administrative Building 6th Floor ▪ SERS-SnoCo911 Merger Steering Committee, May 14th, 2018; 2:00 PM at County Administrative Building 6th Floor ▪ SERS-SnoCo911 Joint Board Meeting (tentative) May 17th, 11:00 A.M. at TBD ▪ Future Funding /Governance Committee Meeting, May 17th, 2018; 1:00 PM at Snohomish County Administration Building, 6th floor. ▪ Budget Committee, May 24th, 2018; 1:00 PM at Snohomish County Administration Building, 6th floor. ▪ Personnel Committee, May 30th 2018; 1:00 PM at TBD ▪ SERS-SNO911 Merger Steering Committee, May 30th, 1:00 P.M., County Admin Building, 6th Floor ▪ SERS Governing Board, June 7th, 2018; 10:00 at Edmonds City Hall, 3rd floor meeting room. 	