

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

September 6, 2018

SERS Governing Board in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input type="checkbox"/> Jerry Smith	Mountlake Terrace
	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Doug Dahl	South County Fire
<input type="checkbox"/> Paula Swisher	Brier	<input type="checkbox"/> Bruce Stedman	South County Fire
<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Elizabeth Mitchell	Woodway
<input checked="" type="checkbox"/> James Lawless	Edmonds	<input type="checkbox"/> Tom Howard	Woodway
<input type="checkbox"/>		<input checked="" type="checkbox"/> Eva Ammons	SERS
<input type="checkbox"/> Timothy Key	Everett - Fire	<input checked="" type="checkbox"/> Brad Steiner	SERS
<input checked="" type="checkbox"/> John DeRousse	Everett	<input checked="" type="checkbox"/> Rosemary O'Neil	SERS
<input checked="" type="checkbox"/> Art Ceniza	Lynnwood	<input type="checkbox"/>	
<input type="checkbox"/> Richard Smith	Marysville	<input checked="" type="checkbox"/> Kurt Mills	SNOCO911
<input checked="" type="checkbox"/> Greg Elwin	Mill Creek	<input checked="" type="checkbox"/> Terry Peterson	SNOCO911
<input checked="" 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 checked="" type="checkbox"/> Peter Caw	Mountlake Terrace	<input checked="" type="checkbox"/> Jordan Stephens	Anderson Hunter
<input checked="" 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 checked="" type="checkbox"/> Jaclyn Johnson	Sno. County	<input type="checkbox"/>	

Guests in Attendance	Tim Thometz (ICOM)		
	Kevin Robinson (Day Wireless)		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order / Roll Call	SERS President Mayor Jon Nehring called the meeting to order at 10:04 a.m.	
Introductions & Announcements	Brad Steiner introduced Rosemary O'Neil, she was selected as a contractor for SERS Public Education Specialist. She comes from RLO Consulting.	
Public Comments	None.	
Consent Items	Motion made by Brian Haseleu to approve consent items: the SERS August minutes and the August Payroll and Invoices and Expense Summary. Bryan Stanifer seconded, all in favor.	Consent Approved
Personnel Items		

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<p>Reports</p>	<p>SERS Executive Director’s Report: Brad Steiner reported that the full report is in the Agenda Packet. He highlighted that the main purpose of today’s meeting is the 2019 Budget and 2018 Spending Plan. There were staff changes at SERS. The Technical Supervisor resigned his position. Regarding the Public Outreach, the first meeting was last night in Arlington. The video is being updated on the website. We continue to have weekly meetings with Motorola.</p> <p>Budget Committee Report: Brian Haseleu reported that the Budget Committee met and included in the Agenda packet is an action to certify the completion of the Motorola 7.16 upgrade. We did review the 2018 R&R spending plan. The 2019 Budget was review, no proposed changes were discussed. We discussed continuing to utilize our historical assessment approach that will be presented today. We will discuss “call counts”.</p> <p>Future Funding Committee Report: Commissioner Schrock reported that Rosemary O’Neil has presented ideas that can be implemented prior to the bond vote. He passed a sample resolution around the table for endorsing Proposition 1. This can be used by the cities for publicity and favorable press. Rosemary is the contact person and will sending this out via email. Regarding budget needs: He stated that there will be a mailer that will go to each household in Snohomish County and that equals 338,000, the postage could be \$68,000.00. Brian Haseleu stated RE: Proposition 1: Included in the 2018 R&R Budget we had a planned expenditure of 585,000. That was adopted last year. The Spending Plan was created for these funds. Last month he presented the plan last month. This is not new money, this was already appropriated. This is where the 100,000 will come from for this Public Education initiative.</p> <p>**There will be a presentation at Lynnwood on 9/20/18, everybody is welcome to attend.</p> <p>Richard Schrock made a motion to approve \$100,000 that appears on Exhibit A for a countywide mailing and communications estimated cost. Brad Steiner is authorized to make those expenditures for mailings and communications. Michael Nelson seconded. All in favor.</p> <p>Governance Committee Report: No updates.</p> <p>Personnel Committee Report: Brian Haseleu reported there was a meeting 8/21/18. One item was the resignation of the Technical Supervisor. During the meeting we did an in-depth analysis of the job description and title for that position in the 2019 Budget. System Services Supervisor. Today Rosemary O’Neil is present as the new Public Relations Specialist. Coming forward is an update to the SERS Policy and Procedure. Within the administrative support for the organization there was a recommendation for a payroll and purchasing specialist. This is a part-time contract position for 2019. The classifications of employees was discussed. Chief Wilson discussed a review of the Director position. We are going through a peer review process for all members of SERS to evaluate the Director position.</p> <p>Snohomish County 911 Report: No updates.</p> <p>Community Transit Report: Paul DeCamp stated they are still proceeding with their voice projects.</p>	<p>MOTION PASSES</p>

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Old Business	<p>A. SERS/SNO911 Merger: Brad Steiner mentioned there is no action today, but the Board Packet was quite large. Everyone is provided a review of the merger project as they are until they are adopted.</p>	
New Business	<p>A. Motorola 7.16 Project Final Acceptance: Bob Colinas made a motion to authorize the SERS Exec. Director to approve via signature the Final Acceptance certification from Motorola for the 7.16 Project. Brian Haseleu seconded. All in favor.</p> <p>B. 2018 Spending Plan: This was already discussed and moved on last meeting. Included in your packet is the detail. To point out Brad Steiner has a line on three Controllers. There was another outage this weekend at the Marysville Tank. There are three bids pending. He is evaluating the STANTEC performance to lower costs.</p> <p>C. 2019 Budget Review and Approval: See the Summary in the Agenda Packet. Bryan Stanifer made a motion to approve the SERS 2019 Budget as presented. Michael Nelson seconded, all in favor.</p> <p>D. 2019 SERS Assessments and SNO911 “Calls for Service” change: See the Summary in the Agenda Packet. Richard Schrock made a motion to approve the 2019 agency assessments based on the SNO911 Board approved modifications. Bob Colinas seconded, all in favor.</p> <p>E. Payroll and Purchasing Specialist contract position review: Bob Colinas made a motion to approve hiring of a Payroll and Purchasing Specialist position as presented. Kent Saltonstall seconded, all in favor. <i>** Thanks were given to Director Brad Steiner for his transparency and leadership and organized way to approaching SERS business.</i></p> <p>F. System Services Supervisor position review: (This is a replacement of the former Technical Supervisor position with expanded duties) Richard Schrock made a motion to approve the hiring of a System Services Supervisor position as presented. Brian Haseleu seconded, all in favor.</p> <p>G. Contract ECS position review: Bryan Stanifer made a motion to offer Karl Wright the employment contract as presented. Richard Schrock seconded, all in favor.</p> <p>H. Public Outreach Program Overview: FYI: This is an overview of the Education Plan. We are planning is as much ‘face time’ as possible before the ballot. We are speaking about 911 as a whole as a service. We are developing a new fact brochure. We are looking at a countywide mailing and engaging a professional designer. Hand in hand with the website content we will expand the social media outreach. We will do speaking engagements as often as possible, please invite us to your meetings. We will also reach out to the media.</p>	<p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p> <p>MOTION PASSES</p>

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	<p style="text-align: center;">Please take the opportunity to advise and educate your staff *(many of them live in Snohomish County) as well as informing the general public about the ballot measure.</p> <p>Richard Schrock stated that this countywide education and communication is important to give credibility to this ballot issue. The focus should be that this issue originated with all the local agencies in all the cities in this county.</p>	
Executive Session	Executive Session began at 11:20 and ended at 11:42.	
Reconvene to Regular Session	Bob Colinas moved that the Board ratifies Director Steiner's signature to the separation agreement that was signed by Brad Steiner and Craig Boyd 8/24/18. Seconded by Dr. Kent Saltonstall all in favor.	MOTION PASSES
Adjourn	Jon Nehring announced meeting adjourned 11:45.	
Upcoming Meetings	<ul style="list-style-type: none"> ▪ Future Funding /Governance Committee Meeting, September 20, 2018; 1:00 PM at Snohomish County Administration Building, 6th floor. Room 6A02 ▪ Budget Committee, and Personnel Committee September 27, 2018; 1:00 PM at Snohomish County Administration Building, 6th floor. Room 6A04 ▪ SERS Governing Board, October 4, 2018; 10:00 at Edmonds City Hall, 3rd floor meeting room. 	