

# SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

## Regular Meeting

**October 4, 2018**

|   |  |            |  |                   |
|---|--|------------|--|-------------------|
| <b>SERS Governing Board in Attendance</b> | <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"/> 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"/>                                 |                   |

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| <input type="checkbox"/> Michael Catlett              | Brier             | <input type="checkbox"/> Doug Dahl                  | South County Fire |
| <input type="checkbox"/> Paula Swisher                | Brier             | <input checked="" type="checkbox"/> Bruce Stedman   | South County Fire |
| <input 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 checked="" type="checkbox"/> Dan Templeman     | Everett           | <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 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 checked="" 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 checked="" type="checkbox"/> Andy Rushack    | STANTEC           |
| <input checked="" type="checkbox"/> Cheol Kang        | Mukilteo          | <input checked="" type="checkbox"/> David Mendel    | King County       |
| <input checked="" type="checkbox"/> Susan Neely       | Sno. County       | <input checked="" type="checkbox"/> Karen Reed      | Reed Consulting   |
| <input checked="" type="checkbox"/> Exec. Dave Somers | Sno. County       | <input type="checkbox"/>                            |                   |

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| <b>Guests in Attendance</b> | Tim Thometz (ICOM)            |  |  |
|                             | Kevin Robinson (Day Wireless) |  |  |
|                             | Margaret Vanderwalker (MPD)   |  |  |
|                             |                               |  |  |

| AGENDA ITEMS                             | COMMENTS & DISCUSSION  | ACTION/<br>FOLLOW-UP                                |
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| <b>Call to Order / Roll Call</b>         | SERS President Mayor Jon Nehring called the meeting to order at 10:01 a.m.   |   |
| <b>Introductions &amp; Announcements</b> | None.  |   |
| <b>Public Comments</b>                   | None.  |   |
| <b>Consent Items</b>                     | Acceptance of Minutes from the September 6, 2018 SERS Board Meeting.<br>Approval of the September 2018 Payroll, Invoice and Expense Summary in the amount of \$ 191,312.80.<br>Warrant Numbers: 200592-25; 2007338-60; 2008762-70, 72-80; 2010465, 71, 73-78, 82-83; 2012147; 5013660; 80064558; 80065187; 80065353; 80065536; | <b>Consent Approved</b><br><br><b>MOTION PASSES</b> |



| AGENDA ITEMS | COMMENTS & DISCUSSION  | ACTION/<br>FOLLOW-UP |
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|              | <p>Brian Haseleu mentioned that after the vote takes place they will have an ILA between the County and SERS with SERS subsequently the merged organization. They are in process with that now, additionally as indicated the contract with Motorola will be completed. Both are cued up and County Council is aware of that and the timing required to make this be successful.</p> <p>President Nehring acknowledge Brad Steiner has done a good job at meetings and the video is garnering more and more support.</p> <p><b>Governance Committee Report:</b> No updates.</p> <p><b>Personnel Committee Report:</b> Greg Wilson stated they did not meet. He reported that Brad Steiner briefed him on the open positions at SERS. They have tabled the updates to the Employee Handbook and Policy Manual pending the outcome of the vote to merge. They are working on employee evaluations within SERS. Brad Steiner is tracking this employee performance. The process for Director Brad Steiner’s evaluation will be discussed at the next Personnel meeting.</p> <p><b>Snohomish County 911 Report:</b> Kurt Mills stated the transitions efforts are still underway, training staff, preparing billing, and moving people around. They approved the first budget last month for the new agency, which included reductions of assessments to the agencies of over \$600,000. We are making progress with Skagit County on interoperability for our existing radios. There is a Board Open House 10/18th after the SNO911 Board meeting. SERS Board members are invited to attend.</p> <p><b>Community Transit Report:</b> No updates.</p> <p><b>PSERN:</b> David Mendel from King County wanted to add that their status is much the same as the last report. They are still process with the 57 Radio Sites in the new system that more than doubles the number of current Radio Sites. They are reusing almost all of the current sites so there’s not a lot of construction there. He wanted to offer, in terms of the SERS/SNO911/ Proposition process, that if you need any help, assistance or advice, he would love to share that with you.</p> |                      |

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| <p><b>Old Business</b></p> | <p>A. <b>SERS/SNO911 Merger:</b> President Nehring started by thanking both Karen and Deanna for their work on this as well. They are here today to answer questions. He thanked the Steering Committee members that are here, including A/C Stanifer, Mayor Pruitt, you did good work to get this before us for a decision. He thanked the SERS Board for all their deliberation on this, as well as the SNO911 Board. He specifically thanked Brad Steiner for his work on the merger, as well as the other elected Officials that aren't on the Board, Executive Somers and others.</p> <p>* Brad Steiner followed up with a summarization referencing page 16 of the Board Packet. There haven't been any real changes since last month. The new item is the Resolution that approves the merger. The SNO911 ILA, no major changes. The exhibits in your packet are in a new format, but it is not new information.</p> <p>* Bob Colinas asked about agencies needing their opt-in signature. Karen Reed stated that SERS needs to approve the merger resolution and then we file the Articles of the planned merger with the State and it's effective January 1st, it's just automatic.</p> <p>* Kurt Mills stated he was appreciative of all the work that was done. He stated they've had preliminary discussions regarding January 1<sup>st</sup> and if this passes both Boards we'll hit the ground running.</p> <p>* Bob Colinas asked to have a clearer picture of what a merged organization will look like. He recalled there was discussion regarding the existing SERS staff. He asked if assurance has been given regarding the existing SERS staff? Do we know where the Director, or Brad Steiner will end up?</p> <p>* President Nehring stated that there were discussions on this with the Merger Committee, he asked Karen Reed to answer this question. President Nehring stated the position was there but there were specific recommendations on how that should be treated.</p> <p>* Karen Reed stated the formal recommendations doesn't discuss the specifics of who goes where, but the Boards both approved the organizational structure in concept. From talking Kurt and Brad the assumption is going in the SNO911 will need to approve a new ORG Chart at some point. The working assumption is that Brad Steiner will become the Director of Technology, a new department within SNO911.</p> <p>* Bob Colinas follow up that credibility is important and pointed out that much effort by SERS was put into the nationwide search for the current Director, Brad Steiner. He asked should there be included in the motion to merge something that could confirm SERS staff, specifically Brad Steiner's position remain.</p> <p>* Greg Wilson stated that he understands exactly how Karen articulated it to this Board on the assumption that Brad will fall in to that. If a merger takes place, then the decision will have to be on the structure and who is going to run the organization. That merged Board is going to have to decide whether they're going to conduct a national search or appoint the current Director into those rolls. The assurance to the SERS employees, and Brad is they believe they will be moved into the new organization. We have not identified names in the organizational structure, it was adopted by concept. The assumption is that Brad is going fall within the role of CTO.</p> <p>* Kurt Mills stated the SNO911 Board did vote to adopt this organizational concept. It was a joint Board meeting where this occurred. The Boards did make that decision. Today it's clear what the Board expects. Included in the articles of merger it's already defined in those documents what that structure will be.</p> |  |
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|  | <p>* Karen Reed stated a plan of merger does stay for starts that all the employees are going to get transferred over effective, and it also speaks specifically to the organizational concept. Refer to the page 105 &amp; 106 of the Board Packet, the Plan of Merger. We did not “name” the new Executive Director in any documentation. It was advised not to put specific names in these documents because if something happens to those people we have to go and re-file the documents. There is a requirement to report back in December on the structure, salary, and benefits.</p> <p>* Deanna stated that this language is similar to what was used when SNOCOM and SNOBAC merged. The commitment to take upon all the employees is here. We’ve done what we can to ensure that the employees will be transferred, and we’ve approved the organizational concept which calls for the new Chief of Information Technology position to be created.</p> <p>* Executive Dave Somers stated that it will be the same body, but once there is a new organization they have the authority, and that’s us, to do whatever, with the existing staff and have full authority to me decisions as a new organization going forward. Even if we put a name in here and in January we change course we can do that, but I think the intent is very clear we’ve got good staff and we’re essentially merging two organizations for a number of reasons I have full confidence going forward. The Board has a plan and an option is searching for finalizing executive leadership. We’ll make that when we have a merged organization.</p> <p>* John DeRousse stated that this is a lot different from merging the COM centers because these positions are very specific and it’s not like they are coming in and these positions already these positions within the organization. The uniqueness of these positions come into play as needed to the organization, as to which will stay within the organization.</p> <p>* Brad Steiner stated there is very little to no overlap between the majority of the SERS staff and SNO911 – with the exception of his position – and therefore he agreed that the staff is assured about their current positions and the high likely-hood of them remaining.</p> <p>** James Lawless moved to authorize the SERS Board President to sign the Resolution as presented today as in the details in the Board Packet. Dave Somers seconded, all in favor.</p> <p>A roll call was taken, all voting members voted yes.</p> <p>* President Nehring thanked everyone for their hard work on this project.</p> <p>* Brad Steiner stated he looks forward to working with SNO911 it sends a positive message to the citizens that we are merging services under one roof.</p> <p>* Richard Schrock asks that in the December meeting could we have something on the Agenda that gives us a report on the implementation first phase of the merger so that we are assured that this is going forward?</p> <p>* President Nehring responded yes.</p> <p>* Brian Haseleu asked if there needs to be a Transition Team put in place to ensure that all of the different issues are being represented?</p> <p>* President Nehring stated that is a good point, out of respect for the SNO911 Board we’ll wait for their vote. At this time, we’ll designate Chief Greg Wilson and the Personnel Committee as available for that should the need arise.</p> <p><b>B. 2019 Budget &amp; Assessments (Final Format)</b> Brad Steiner stated we approved the budget last month, this is the official formatted version. The assessments represent the final numbers. Bob Colinas asked if an agency can pay quarterly instead of monthly? Kurt Mills stated yes, he believes the ILA provides for that.</p> | <p><b>MOTION<br/>PASSES</b></p> |
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|                            | <p>C. <b>Stantec Agreement for Services</b> balance to date Brad Steiner stated on page 125 you'll find the invoicing and where we are to date. Highlight, Amendment Four was done with Ralph, we did exceed the budget for that estimate. That was approved previously. Amendment Five and Amendment Six were previously approved in the May/June Board meetings. They haven't been executed and that was an oversight, so we will follow up with signatures, so we can execute them. Stantec is already moving ahead with them. We have a \$24,000 remainder on that budget, so he believes SERS will come in at or under the total budget. We have not used Stantec as much as anticipated.</p>   |   |
| <p><b>New Business</b></p> | <p>A. <b>Snohomish County Services Contract for 2018:</b> Brad Steiner stated he is asking SERS Board approval to execute the contract with Snohomish County, who has been providing services since 01/01/2018 without a contract to do so. Bob Colinas made a motion to approve as stated. Bryan Stanifer seconded, all in favor.</p> <p>B. <b>Public Education Printing Costs:</b> Brad Steiner reported that on page 129, he wanted to bring it to the attention of the Board that we were approved at last meeting for \$100,000 for the mailer. It was discussed at the previous meeting that if there are purchases needed that exceeded the Director's spending authority that he didn't need to come back to the Board. We anticipated the printing cost of the mailer to be under \$25,000. We received three bids, per the bid process, all three were near \$25,000. In the interest of time, I selected the bid that was over \$25,000 due to the service provided. \$26,407.22 is above the \$25,000 threshold. He opted to go with this based on local control and quality. The printer has caught multiple formatting errors. It was noted that Director Brad Steiner did contact the Personnel Committee, the President of the SERS Board, the Budget Committee, and Richard Schrock of the Future Funding Committee. All approved him going forward with this expenditure. He was thanked for his transparency.</p> <p>C. <b>SERS Board of Directors Resolution Expressing Support of Snohomish County Proposition No. 1:</b> Richard Schrock presented the Resolution. This is stating the facts and reasons for Proposition No. 1. These Resolutions when passed show the broad coalition of support. This is a statement of the facts surrounding the need for Proposition No. 1 to be voted upon. These Resolutions and letters of support are presented to the public, groups, stakeholders, with the intent to show unity of support.<br/>Richard Schrock made a motion to approve the adoption of this Resolution, Bob Colinas seconded, all in were in favor.</p> <p>It should be noted that the Police Chief's Association will have their favorable support letter published within a week.<br/>Discussed was the use of yard signs, it was stated that 1,500-yard signs will be distributed by the Firefighters.</p> | <p><b>MOTION<br/>PASSES</b></p> <p><b>MOTION<br/>PASSES</b></p> |

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|-------------------------------------|--|----------------------|
|                                     | <p><b>INFORMATION CAMPAIGN:</b> Attorney Brad Cattle asserted that when the Board members discuss information regarding the Proposition that there be a clear distinction between endorsing this personally and the restriction on Public Officials to only present the facts.</p> <p><b>In your <u>official capacity</u> you are authorized to distribute facts concerning the Initiative. You may not advocate for the Initiative.</b></p> <p><b>In your <u>personal capacity</u> you are allowed to advocate. When you are doing your advocacy don't get your official capacity confused and start talking your official role in the either the SERS role or your elected position. You may not use city, county, or public facilities for your personal advocacy. You may use your title or position with friends in your personal advocacy.</b></p> <p>Otherwise you risk the PDC taking issue with your actions.</p> <p>President Nehring also reminded everyone to be careful with our official SERS Board committee work we keep that bright line in mind over the next month.</p> <p>Brad Steiner stated that in the letters distributed that it states we urge you to review Proposition No. 1. So, it's not a yea or nay situation. In that case we have used people's titles, but it's been very clear of please review.</p> |                      |
| <b>Executive Session</b>            | None   |                      |
| <b>Reconvene to Regular Session</b> | N/A  |                      |
| <b>Adjourn</b>                      | Jon Nehring announced meeting adjourned 11:23.   |                      |
| <b>Upcoming Meetings</b>            | <ul style="list-style-type: none"> <li>▪ Future Funding /Governance Committee Meeting, October 18th, 2018; 1:00 PM at Snohomish County Administration Building, 6<sup>th</sup> floor. Room 6A02</li> <li>▪ Budget Committee, and Personnel Committee October 15<sup>th</sup> (tentative), 2018; 1:00 PM at Snohomish County Administration Building, 6<sup>th</sup> floor. Room 6A04</li> <li>▪ SERS Governing Board, November 1, 2018; 10:00 at Edmonds City Hall, 3<sup>rd</sup> floor meeting room.</li> </ul>  |                      |