

# SNOCOM BOARD of DIRECTORS MEETING

**January 27, 2011**

<b>Board Members &amp; SNOCOM Mgmt in Attendance</b>	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input checked="" type="checkbox"/> Laura Sonmore	Mountlake Terrace
	<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Joe Marine	Mukilteo
	<input type="checkbox"/> D. J. Wilson	Edmonds	<input checked="" type="checkbox"/> Kent Saltonstall	Woodway
	<input checked="" type="checkbox"/> Ted Hikel	Lynnwood	<input type="checkbox"/> Millie Judge	Fire District 1
	<input checked="" type="checkbox"/> Kimberly Cole	Lynnwood	<input checked="" type="checkbox"/> Debbie Grady	SNOCOM
	<input checked="" type="checkbox"/> Bob Crannell	Mill Creek	<input checked="" type="checkbox"/> Sheila Betts	SNOCOM
	<input type="checkbox"/> Jerry Smith	Mountlake Terrace	<input checked="" type="checkbox"/> Terry Peterson	SNOCOM
<b>Alternate Board Members in Attendance</b>	<input checked="" type="checkbox"/> Don Lane	Brier	<input checked="" type="checkbox"/> Rex Caldwell	Mukilteo
	<input checked="" type="checkbox"/> Gerry Gannon	Edmonds	<input type="checkbox"/> Michael Springer	Mukilteo
	<input type="checkbox"/> Jim Lawless	Edmonds	<input checked="" type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input checked="" type="checkbox"/> Don Anderson	Edmonds	<input type="checkbox"/> Emily Vanderwielen	Mukilteo
	<input type="checkbox"/> Loren Simmonds	Lynnwood	<input type="checkbox"/> Joe Hannan	Mukilteo
	<input checked="" type="checkbox"/> Gary Olson	Lynnwood	<input type="checkbox"/> Elizabeth Mitchell	Woodway
	<input type="checkbox"/> Tim Burns	Mill Creek	<input type="checkbox"/> Bob Meador	Fire District 1
	<input checked="" type="checkbox"/> Lance Davenport	Mill Creek	<input checked="" type="checkbox"/> Tom Tomberg	Fire District 1
	<input type="checkbox"/> Terry Ryan	Mill Creek	<input checked="" type="checkbox"/> Brad Reading	Fire District 1
	<input checked="" type="checkbox"/> Scott Hugill	Mountlake Terrace	<input checked="" type="checkbox"/> Mark Correira	Fire District 1
	<input type="checkbox"/> Greg Wilson	Mountlake Terrace		
<b>Guests in Attendance</b>	Karen McKay	SNOCOM	Sgt. Bob Barker	Edmonds Police
	Kim Crannell	SNOCOM	John Zambrano	Mountlake Terrace
	Lindsay Payton	SNOCOM	Leslie Ybarra	SNOCOM
	Cheri Barker	SNOCOM	Sharon Brendle	SNOCOM
	Sean Daily	SNOCOM		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<b>Call to Order</b>	The meeting was called to order at 8:00 a.m. by Vice-Chair Bob Colinas.	
<b>Public Comments</b>	None	
<b>Chair &amp; Board Comments</b>	<ul style="list-style-type: none"> <li>▪ Ms. Sonmore commented on the grand-opening of Fire Station 18, and she stated that it was honor to be at the ceremony.</li> <li>▪ Chief Compaan introduced and welcomed the newly appointed Mukilteo Police Chief, Rex Caldwell.</li> <li>▪ Mr. Hikel recognized the return of Chief Tom Tomberg back to the SNOCOM Board.</li> <li>▪ Vice Chair Colinas recognized two newly promoted supervisors at SNOCOM, Karen McKay and Kim Crannell.</li> <li>▪ Dispatchers Cheri Barker and Lindsay Payton gave a short Power Point presentation on the 'Gone, but not Forgotten' Memorial Wall display that they recently installed at SNOCOM. They explained their inspiration for the project and the process they took to see it through. They also brought with them the scrapbooks they created that contain information about the law enforcement and fire fighter personnel that were lost in the line of duty.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Vice Chair Colinas recognized Cheri and Lindsay for their contributions to SNOCOM and thanked them for their hard work on the project. Also recognized and thanked was Sgt. Bob Barker of Edmonds PD who constructed the frame containing the memorial wall display.</li> <li>▪ The meeting was temporarily adjourned so that a group photo could be taken with those people being recognized today.</li> </ul>	
<p><b>Consent Agenda:</b></p> <p><b>Minutes</b></p> <p><b>Payroll and Expenditures</b></p>	<p>1. <b>SC2011-01-01</b> Minutes of the December 9, 2010 Regular Meeting</p> <p><b>Mr. Hikel moved to approve the minutes of the December 9, 2010 regular meeting. Motion seconded by Ms. Sonmore. Motion carried unanimously.</b></p> <p>2. <b>SC2011-01-02</b> Payroll and Adjustments for December 1 - 15, 2010, in the amount of \$174,512.39 Payroll and Adjustments for December 15 - 31, 2010, in the amount of \$120,375.84</p> <p><b>SC2011-01-03</b> Expenditures and Adjustments for December 6, 2010, in the amount of \$33,805.43. Expenditures and Adjustments for December 20, 2010, in the amount of \$17,245.46.</p> <p><b>Mr. Hikel moved to accept the Consent Agenda showing Payroll and Expenditures as submitted. Motion seconded by Dr. Saltonstall. Motion carried unanimously.</b></p>	<p><b>Minutes approved.</b></p> <p><b>Payroll and Expenditures approved.</b></p>
<p><b>Reports</b></p>	<p>1. <b>Director's Report</b></p> <p><b>Announcement.</b> Director Grady reported that Operations Manager Sheila Betts successfully passed the Emergency Number Professional certification through NENA. At the present time there are only five 911 professionals in the State of Washington that have the ENP certification. She stated that there are approximately 59 PSAPs (911 centers like SNOCOM) within the state, and that this program is a very good one that will not only recognize 911 professionals but establish some credibility within the profession.</p> <p><b>Budget.</b> The Director reported that the preliminary year-end summary for 2010, shows SNOCOM a little over 5% under budget, which is approximately \$253,000.00. Final financial reports will be given to the Board in February.</p> <p>An invoice was received from the City of Edmonds for former Director Perry's pay-out, including the DRS portion. This was absorbed in the 2010 budget, and is reported in the year-end summary. The amount was about \$61,000.00. Originally the pay-out was expected to be closer to \$80,000.00.</p> <p>An additional \$52,000 was received from the E-911 office.</p> <p>The Director also reported that \$58,000 was left in SNOCOM's overtime budget for the year.</p>	<p><b>Meet with Budget Committee and bring recommendations to the Board for year-end funds.</b></p>

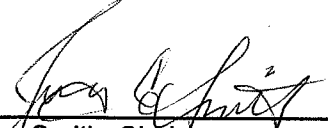
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<p><b>Reports (continued)</b></p>	<p>Originally the pay-out was expected to be closer to \$80,000.00.</p> <p>An additional \$52,000 was received from the E-911 office.</p> <p>The Director also reported that \$58,000 was left in SNOCOM's overtime budget for the year.</p> <p><b>COC.</b> It was reported to the COC that the negotiating team for the New World project reached a tentative agreement on the Go-Live date and the contract items they want modified. The COC gave approval to revise the training and project schedule. The Go-Live date has been pushed out to 2012, but based upon the amount of training that will need to be accomplished county wide, they do not know if the February date will still be possible. No date has been confirmed yet. The vendor also approved the modifications of the contract that have been suggested by all the groups. The negotiating team's focus was to establish a Go-Live date, as well as stay within the current contract funding.</p> <p>The Director also reported that they negotiated for unlimited mobile licenses, which would keep future costs down once the price protection period expires. She gave the example that the price to deploy a police mobile unit is currently about \$1,600. After the price protection is lost, the mobile licensing would increase to over \$6,000. The vendor agreed to give access to unlimited mobile licensing, as long as the maintenance agreement is maintained. The only costs to the member agencies will be the cost of 3<sup>rd</sup> party software in the amount of \$250 per unit. The Director also stated that New World doesn't like to issue unlimited or site licenses for mobiles, and this was the first time the vendor had considered allowing this.</p> <p>Fees for the current maintenance agreement have been pushed out to 2012, so instead of capping out at the high end on 2015, an extra year is given for the member agencies. Milestone payments and the original schedule have remained the same. The final contract documents haven't been received yet; and when received will be submitted for legal review. Director Grady also reported that during the COC meeting, Vice Chair Colinas asked for the committee to wait until all reviews have been done before any formal recommendations be sent to either Board.</p> <p><b>APCO/NENA.</b> These groups' legislative committees have been working to prevent the diversion of approximately \$6 million from the 911 account to the disaster recovery account on the Governor's proposed budget. The impact is closer to \$13 million because the state will lose additional federal funding if those funds are diverted out of the 911 account. Support for preventing the diversion has already been given by the Police Chiefs' Association. The Fire Chiefs' Association is also being asked for their support.</p>	

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	<p>There is a campaign underway to educate the public on the importance of knowing your location when calling 911. The Director referenced a flyer that was included in the Board packet..</p> <p><b><u>SDA.</u></b> The CBA expired at the end of December. Dispatchers are currently working with the prior contract. No additional meetings for negotiations have been scheduled. The attorneys have agreed to talk off-line to determine the next step. There are no new grievances pending other than those that the Director has reported on previously to the Board.</p> <p><b><u>Operations Update.</u></b> Operations Manager Sheila Betts thanked Mill Creek PD for inviting the S.T.A.R.T. team and communications van this month during the teams' monthly cleaning. While parked in the Mill Creek parking lot, the team was able to provide tours and show the police crews the van's capabilities.</p> <p>The 3SI - GPS Electronic Satellite Pursuit Device was reported on. This device is being used in some of the local banks. Edmonds PD may also be discussing the possibility of using this device, but in a different way from the banks' purposes. The policy for this was approved by Police Ops and was recently introduced at Police TAC. It should be implemented shortly.</p> <p><b><u>Projects and IT Update.</u></b> IT Manager Peterson reported that SNOCOM provides technical assistance to ESCA, in addition to SNOCOM and their member agencies. ESCA will soon have a SharePoint project, which they are anxious to get going. SNOCOM's IT department will be spending some time in helping them with that project.</p> <p>For the New World Project, a significant milestone has been reached -- the CORE team is now able to start a report in the New World CAD and move it all the way through the different levels of the New World suite, including field reporting. The CORE team members will also be starting to do demos. Cpl Mike Bard of Edmonds PD will be conducting a demonstration for Police TAC and the SNOCOM Board.</p> <p><b><u>Additional Items.</u></b></p> <ul style="list-style-type: none"> <li>▪ Sunday, April 10, is the 2<sup>nd</sup> Annual 5K Health Walk at SNOCOM. The Director would like to see as many of the Board members there as possible interacting with the SNOCOM employees and employees of their member agencies.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ New World Conference is scheduled for May 14-17. The Director stated that if any of the member agencies had any key people involved in the New World project, it would be helpful for those people to attend this conference.</li> <li>▪ Ms. Sonmore had previously asked about the number of hours that SNOCOM had used the services of Mountlake Terrace's financial department. The Director reported that as of year-end 2010, a little over 400 hours have been used. That translated to about \$17,000.</li> </ul> <p>2. <b>Chair Report. None</b></p> <p>3. <b>Budget Committee Report.</b> As chairman of the Budget Committee, Mayor Colinas reported that they did not meet in January, but they do plan on meeting in February. The committee was excited to learn about the additional E-911 funds, and that SNOCOM came in 5% under budget for the year.</p> <p>4. <b>Personnel Committee.</b> Chief Tomberg reported that the priorities for personnel for the new year will focus on the employee/supervisor/group dynamic. In addition, team-building, team work and accountability will be focused on. Chief Tomberg also brought up the policies that govern personnel matters. The Director then explained that current SNOCOM policies are still being used and modified when changes need to be made. SNOCOM has also partnered with Lexipol and signed up to use their generic policy program. Lexipol doesn't currently have any Comm Center specifics in their policy program, like they do with police and fire. They are planning on developing a program for Com Centers and have agreed to have SNOCOM be a part of their pilot project or study group in order to get that program up and running. Lexipol is a national organization, founded by attorneys. The program provides automatic updates related to any federal or state statute changes. SNOCOM hasn't implemented these changes yet, but plans to do so in the future.</p> <p>5. <b>Vision Committee Report.</b> The committee has been working on revising the existing Interlocal. Mr. Hikel handed out a red-lined version listing some of the changes proposed. He brought up a few points that had been discussed within the committee:</p> <ul style="list-style-type: none"> <li>▪ While the agency is currently limited by the existing Interlocal to those entities lying within Southwest Snohomish County, the future of the agency may be well beyond that area. The committee members are looking at striking language that places limitations on the area served.</li> </ul>	<p>A red-lined version to be sent out electronically.</p>

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	<ul style="list-style-type: none"> <li>▪ Looking at changes related to how user agencies would apply to SNOCOM to either become a member or contract user.</li> <li>▪ Allowing the use of telephone conferencing in the future for voting purposes.</li> <li>▪ Changes to the termination policy in the Interlocal.</li> <li>▪ Amending the way the ILA implements changes -- by the current unanimous decision or by a majority vote (Mr. Hikel reiterated Lynnwood's position on not changing this policy).</li> <li>▪ Revising a change in organization and how voting in the Board is set up and allocated.</li> <li>▪ The consolidation of record keeping to one central location. Mr. Hikel mentioned that Lynnwood currently has property to sell that could potentially serve as a location for a consolidated record keeping facility.</li> </ul> <p>Mayor Colinas asked that by the February meeting, the Board members bring back input. In the meantime, the Board is encouraged to discuss and ask questions of the Vision committee members, who are: Councilmember Ted Hikel, Chief Compaan, Shawna Rose and Jason Charvet.</p> <p>The Director also brought up changing the SNOCOM logo. Mr. Hikel explained that the current badge logo has been in place for quite some time. The committee felt that it was time to create a new universal logo that would better represent the 911 Agency. They proposed asking the employees for ideas as well as soliciting the community for their input.</p> <p>Chief Crannell asked a question about the assessment formula. He wanted to know if there was any discussion about this formula, and whether there were any changes planned. Mr. Hikel responded that the committee would look into this.</p> <p>The chief also brought up the subject of centralization, regionalization and consolidation of some services. This is a topic that has been discussed within Police TAC. An Ad-Hoc committee has been formed to explore these issues. Cmdr Davenport, Cmdr McCaul, and Assistant Chief Gannon got started on this late last year. Chief Crannell suggested that this group might want to partner with the Vision Committee to go over some of these ideas.</p> <p>Mayor Colinas brought up the question of those committees created to be a part of SERS. The Director explained that the SERS sub-committee, the Governance Committee, was established to determine if it made sense to incorporate SNOCOM, SNOFAC, SERS, ESCA and the 911 office or other emergency service agencies under one Board. The catalyst for this was the regional radio project that is being discussed. The Governance Committee felt it was premature to discuss a Super Board until the funding structure is</p>	<p><b>This matter will be an Agenda item at the February meeting and Board members will be asked to provide input at that time.</b></p>

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	<p>established for the regional radio project.</p> <p>The Director sits on the Governance Committee for SERS. Within Police TAC the discussion has been centered around what services do the police provide that could be combined in order to save money. Those areas include: records, property and evidence, animal control, and domestic violence advocacy. The Director stated that Cmdr Davenport has put together some information about this possible consolidation.</p> <p><b>6. TAC Reports.</b></p> <p><b>Police TAC</b> met on January 19. Chief Crannell reported that the usual topics of narcotics and SWAT were discussed. The 3SI project was discussed, as well as the DUI emphasis program, Target Zero. SNOCOM requested to be notified before these events occur.</p> <p>Also reported on at Police TAC were some changes to the transport chains regarding jails, and some of the impacts that would be occurring.</p> <p>ESCA provided information on law enforcement mobilization for review.</p> <p>SNOCOM was selected as the new host agency for the TAC meetings starting in February.</p> <p><b>Fire TAC.</b> Chief Reading reported that Fire TAC has not recently met, but will meet following the SNOCOM Board meeting.</p>	
<b>Executive Session</b>	None.	
<b>Open to the Floor</b>	<ul style="list-style-type: none"> <li>▪ Chief Tomberg reported that there will be a Regional Fire Authority meeting on Monday, January 31, 7:00 pm in the Brackett Room of Edmonds City Hall.</li> <li>▪ Mr. Hikel reported that the new Lynnwood Rec Center is expected to open on April 13.</li> <li>▪ Chief Caldwell reported that Rose Hill Community Center re-opens on February 5 at 1:00 pm, with tours scheduled from 2-5 pm.</li> </ul>	
<b>Adjourn</b>	There being no further business, the meeting was adjourned at 8:55 a.m. The next regularly scheduled SNOCOM Board of Directors meeting will be held on February 24, 2011 at 8:00 a.m. in the Edmonds Police Department Training Room.	

  
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 Jerry Smith, Chair

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 2/24/11  
 Date