

# SNOCOM BOARD of DIRECTORS MEETING

**June 9, 2011**

<b>Board Members &amp; SNOCOM Mgmt in Attendance</b>	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input type="checkbox"/> Joe Marine	Mukilteo
	<input type="checkbox"/> Al Compaan	Edmonds	<input checked="" type="checkbox"/> Kent Saltonstall	Woodway
	<input checked="" type="checkbox"/> D. J. Wilson	Edmonds	<input checked="" type="checkbox"/> Millie Judge	Fire District 1
	<input checked="" type="checkbox"/> Ted Hikel	Lynnwood	<input checked="" type="checkbox"/> Debbie Grady	SNOCOM
	<input checked="" type="checkbox"/> Kimberly Cole	Lynnwood	<input checked="" type="checkbox"/> Sheila Betts	SNOCOM
	<input checked="" type="checkbox"/> Bob Crannell	Mill Creek	<input checked="" type="checkbox"/> Terry Peterson	SNOCOM
	<input checked="" type="checkbox"/> Jerry Smith	Mountlake Terrace	<input checked="" type="checkbox"/> Rex Caldwell	Mukilteo
<b>Alternate Board Members in Attendance</b>	<input checked="" type="checkbox"/> Don Lane	Brier	<input type="checkbox"/> Michael Springer	Mukilteo
	<input checked="" type="checkbox"/> Gerry Gannon	Edmonds	<input type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input type="checkbox"/> Jim Lawless	Edmonds	<input type="checkbox"/> Emily Vanderwielen	Mukilteo
	<input type="checkbox"/> Don Anderson	Edmonds	<input type="checkbox"/> Joe Hannan	Mukilteo
	<input type="checkbox"/> Loren Simmonds	Lynnwood	<input type="checkbox"/> Elizabeth Mitchell	Woodway
	<input checked="" type="checkbox"/> Gary Olson	Lynnwood	<input type="checkbox"/> Bob Meador	Fire District 1
	<input type="checkbox"/> Landy Manuel	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 type="checkbox"/> Mark Correira	Fire District 1
	<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace		
	<input checked="" type="checkbox"/> Laura Sonmore	Mountlake Terrace		
<b>Guests in Attendance</b>	Pete Caw	Mountlake Terrace	Heidi Powell	SNOCOM
	John Zambrano	Mountlake Terrace	Sharon Brendle	SNOCOM
	Terri Carsen	SNOCOM		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/FOLLOW-UP							
<b>Call to Order</b>	The meeting was called to order at 9:00 a.m. by Chair Jerry Smith. Chair Smith asked everyone to introduce themselves.								
<b>Public Comments</b>	None								
<b>Chair &amp; Board Comments</b>	Chair Smith introduced and congratulated Terri Carsen on her recent promotion to supervisor at SNOCOM.								
<b>Consent Agenda Minutes</b>	<p><b>1. SC2011-06-01</b> Minutes of the March 24, 2011 Regular Meeting <i>Vice Chair Colinas moved to accept the minutes of the March 24, 2011 regular meeting. Motion seconded by D.J. Wilson. Motion carried unanimously.</i></p>	<b>Minutes approved.</b>							
<b>Payroll and Adjustments</b>	<p><b>2. SC2011-06-02</b> Payroll and Adjustments for the following pay periods:</p> <table style="margin-left: 40px;"> <tr> <td>March 2011</td> <td style="text-align: right;">\$259,339.89</td> </tr> <tr> <td>April 2011</td> <td style="text-align: right;">\$265,480.88</td> </tr> <tr> <td>May 2011</td> <td style="text-align: right;">\$273,368.24</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$798,189.01</td> </tr> </table>		March 2011	\$259,339.89	April 2011	\$265,480.88	May 2011	\$273,368.24	Total
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Expenditures and Adjustments	<p><i>Vice Chair Colinas moved to accept the Payroll and Adjustments for the periods of March, April and May 2011, as submitted. Motion seconded by Ms. Sonmore. Motion carried unanimously.</i></p> <p><b>3. SC2011-06-03</b> Expenditures for the following dates:</p> <table border="0" data-bbox="470 535 941 672"> <tr> <td>March 2011</td> <td>\$64,473.67</td> </tr> <tr> <td>April 2011</td> <td>\$87,643.46</td> </tr> <tr> <td>May 2011</td> <td>\$583,827.05</td> </tr> <tr> <td>Total</td> <td>\$735,944.18</td> </tr> </table> <p><i>Vice Chair Colinas moved to accept the Expenditures and Adjustments for the periods of March, April and May 2011, as submitted. Motion seconded by Mr. Hikel. Motion carried unanimously.</i></p>	March 2011	\$64,473.67	April 2011	\$87,643.46	May 2011	\$583,827.05	Total	\$735,944.18	<p>Payroll and Adjustments Approved.</p> <p>Expenditures and Adjustments Approved</p>
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	<p><b>1. Director's Report</b></p> <p><b>Budget Update</b> - The 2010 Financial Report was filed with the State Auditor by the May 31 deadline. A copy of the report will be distributed to the members electronically.</p> <p>The Director presented a table showing assessed value and population changes that will be used to prepare the 2012 budget. Overall assessed value is down over 9%. Population has also seen a combined decrease of about 1%.</p> <p>The Director also explained the estimate of what Fire District 1's decrease in their assessment would be should the City of Bothell's annex occur, as well as the impact to the rest of the member agencies. Based upon the numbers from the 2011 budget calculations, it is estimated that the district's assessment would decrease by about \$14,000. The remaining members would see about a 1% increase. Another table was presented to the Board that showed what the projected impact would be to each of the organizations. The Director asked if any further communication with Fire District 1 was needed related to the preliminary assessment should the annexation occur. Ms. Judge explained that further communication was not needed at this time. The district is hopeful that an agreement can be reached before the Boundary Review Board hearing on June 27.</p> <p>The Director reported that the City of Bothell has approached SNOCOM about being added as a member agency. NORCOM was also approached, but Bothell expressed interest in joining a smaller consolidated center. She was told that Bothell has a council meeting at the end of July. The City Manager needed data by July 12 to include in his report. They would then make a report to their council.</p>	<p>Director will distribute a copy electronically of the 2010 yearend financial report.</p>								

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	<p>The Director then presented information showing what the 2011 assessment distribution would have been if Bothell had been used in the calculations. Based upon their current population, assessed value and calls for service, Bothell would take about 15% of the total assessment. If Bothell were to be added as a member, current member agencies would have seen a slight decrease with the exception of Fire District 1. The calculations assume a 25% administrative overhead, along with an addition of 6-8 dispatch personnel. The Director explained that the numbers presented were preliminary and may be modified. She also informed the Board on other information related to Bothell:</p> <ul style="list-style-type: none"> <li>▪ They are currently a New World client, and have already purchased licenses for the New World system. No information yet on what the transferring procedures would entail.</li> <li>▪ There seems to be interest in moving quickly with a possible target date of January 2012.</li> <li>▪ Bothell is not currently using the SERS system. They know that joining with SERS would be mandatory and there are costs involved.</li> <li>▪ Personnel changes as well as the impact to their union would need to be discussed.</li> </ul> <p>A final table was presented that showed what the assessment figures would look like if Bothell increased their population through the annexation. The table also shows that existing SNOCOM agencies, with the exception of the Fire District, would see a decrease in their overall assessments. The increase to the Fire District would be around 14%.</p> <p>The Director reported that she had met with and received feedback from the Budget Committee. She asked the Board for direction on how to proceed.</p> <p>Chair Smith asked that the Board discuss this matter thoroughly. Questions were given to the Director for her to include in future discussions with Bothell.</p> <p>Ms. Sonmore suggested that the Board attend Bothell's Council meeting in late July.</p> <p><b><i>Mr. Wilson moved that the Board direct Director Grady to move forward, collect more data, continue the conversation (with Bothell), and to reflect in that conversation some of the concerns of the Board. The motion was seconded by Ted Hikel. Motion carried unanimously.</i></b></p>	<p><b>Bothell City Council Special Meeting, July 26 at 6:00 pm. Bothell Municipal Court</b></p> <p><b>Permission was given to Director Grady to continue conversation with Bothell.</b></p>

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	<p><b>COC.</b> New World contract amendments and agreements have been signed. Requirement documents related to the contract negotiations for the global jackets, the CAD-to-CAD interface, the Fire Wizard, and ESO interface have all been sent back to New World. Director Grady reports that the committee was waiting on some final scheduling to make sure that the dates are realistic. Talks with New World continue regarding a phased-in approach to go-live. That is the preferred approach due to the size of the project, as well as to minimize the risks. A go-live example was explained: Corrections would be a separate go-live, either before or after the comm centers. The comm centers would then be implemented fully, first with SNOCOM, then following in no more than 6 weeks, SNOPAC's agencies would go-live with New World. The initial implementation for SNOCOM's agencies would be July 2012.</p> <p>Vice-Chair Colinas expressed his appreciation to both Director Grady and Director Mills for their ability to negotiate for SNOCOM's and SNOPAC's best interests.</p> <p>There was some concern over a document that had been distributed to the chiefs and field personnel which contained a time-line spreadsheet showing that the SNOCOM users were behind in their deployment of Radio IP/MultiIP. The Director wanted to reassure everyone that this was not the case. SNOCOM's IT Manager, after testing and in consultation with member agencies, decided that it was not in SNOCOM's best interest to deploy Radio IP's first generation software to the field units. This would have resulted in introducing software twice within a short period of time, since in a few months the prior version would need to be uninstalled for the new product to be loaded. SNOCOM has begun deployment with the software to be used for the NW Project.</p> <p>Chief Crannell also expressed his appreciation to the Directors of SNOCOM and SNOPAC. He also voiced his frustration and concern about the push back of the launch date. He asked if the committee shouldn't be looking again at Sky Fulton's schedule and contingency time in order to launch on the scheduled go-live date. Chief Crannell felt that the Board could lose confidence in the system if the go-live date is continually pushed back. He also stated that due to expired commitments, build team staff are now being pulled out by their agencies.</p> <p>Speaking of New World's problems, Vice-Chair Colinas stated that the Board didn't seem to have the correct contract language in place so that New World could be held accountable. There were milestones listed in the contract, but</p>	<p><b>Chief Crannell to address the COC at the next meeting about this latest push-back on the go-live date.</b></p>

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	<p>no specific dates.</p> <p>Director Grady agreed that the issue of the go-live date be addressed at the next COC meeting by one of the user agencies. The Director explained that Mr. Fulton came up with a good schedule that was based on requested buffer time, but the schedule had to be agreed upon by New World. New World actually pushed for the earlier date. Initially, SNOCOM was cautious about the March 2012 date. The July 2012 date is much more realistic.</p> <p>Chief Crannell agreed with Director Grady about the initial schedule, but remembered a chart that was prepared by Mr. Fulton showing green, yellow &amp; red lights. He had commented at one of the COC meetings that there were an awful lot of red and yellow on the chart for him to be comfortable with it. Chief Crannell wanted to go on the record that "we are writing New World a check, they're not writing us one."</p> <p>Assistant Chief Reading stated that New World has given a tentative delivery date of December 2011 for the software. He stated that no changes can be made to the software for 6 months following that date due, to the extensive training that will need to be conducted. He thinks that a major negotiation point is pinning New World to a final delivery schedule for the software.</p> <p>Ms. Sonmore asked if the implementation date had anything to do with when New World would start receiving payments. Director Grady explained that the maintenance charges had been moved out. The Board approved to use the additional money that had been originally collected for maintenance to be used to pay down the principal on the loan. The first maintenance payment will be due in 2012.</p> <p><b>E-911 Office.</b> SNOCOM and SNOPAC have implemented a new 911 phone system. Both agencies have been bothered by the lack of customer service, and product instability that has been delivered. The comm centers are conducting high level conference calls weekly with the vendors. Director Grady expressed that she was appalled at the level of apathy the service provider is providing to a 9-1-1 center, and that if service doesn't improve, she will be looking at some other alternatives and options.</p> <p><b>SDA.</b> The Director reported that SNOCOM had their first PERC mediator meeting for labor negotiations. Another meeting is scheduled for today after the Board meeting. The Board will be updated during Executive Session.</p> <p><b>Operations.</b> Operations Manager Betts gave an update on the trainees. The newest dispatch trainee, Kelly Solbakken, is</p>	

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	<p>working on the floor with her trainer. Sean Daily is close to completing his training in Police and will soon move into Fire. They hope to have Sean fully certified by the end of summer.</p> <p><b>IT Update.</b> IS Manager Peterson gave an update to Radio IP software. This is required software that will be installed on every mobile device that connects to New World, and will manage different connections from the laptop to whatever is available to it. Example: if the laptop has a commercial air-card plugged in, Radio IP software will determine which network is best, and route the traffic accordingly. This software also solves a federal encryption requirement that mandates any wireless communications be secured and protected. The reason Radio IP was originally selected is that it supports the existing Legacy "low speed" MDC system. All the police and some of the fire vehicles today contain a modem, or VRM, that enables the units to communicate with the existing CAD system. Radio IP supports the newer or higher bandwidth networks that are coming on board, such as commercial air-cards and Wi-Fi, while also supporting the Legacy systems. Manager Peterson recommended that all agencies should plan to purchase commercial air-cards and install them in their vehicles. He reported that the cost is approximately \$45 per month, per vehicle. He also stated that New World has been contracted to develop a custom interface between Radio IP and New World so that the Legacy system can continue to be supported with the New World application.</p> <p>Ms. Sonmore asked if the transmission was through satellites or towers, and how would dead-zones be handled. Manager Peterson explained that was the reason Radio IP was selected. In those dead zone areas where there wouldn't be any coverage with the existing system, there could be coverage on a different type of network, such as the commercial access. If there's some type of coverage out there that's equipped on the mobile, then Radio IP will choose whichever one it can. Chief Caldwell asked if the coverage was redundant. It was explained that the unit will concurrently use all of the available networks, and if one drops off, the other one picks up automatically.</p> <p>Dr. Saltonstall asked who was responsible for paying the \$45 each month for the commercial air-card. Manager Peterson stated that each agency should be budgeting for that amount per vehicle. The Radio IP system has mostly been funded through grant dollars and is part of SNOCOM's overall budget for the New World project. The Radio IP project has always been closely tied to the New World implementation. It was decided early on that the Radio IP system should be installed and fully tested ahead of New World, so complications wouldn't develop. A preliminary deployment schedule was</p>	

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	<p>included in the Board meeting packet. This schedule may adjust slightly depending on how the New World schedule shifts.</p> <p>Assistant Chief Gannon asked how long does Snohomish County PUD plan on supporting the VRMs. Manager Peterson said that they plan on supporting it as long as they physically can with the equipment they have. It is a very old system and manufacturer has discontinued support. SNOCOM has since entered into an agreement with Motorola to purchase additional VRMs to keep in a cache. He feels there is enough equipment to keep things going for awhile. Director Grady also stated that there is a meeting scheduled in two weeks with the PUD to re-energize the MDC board.</p> <p>Vice Chair Colinas asked Manager Peterson to verify how the VRMs would operate with the new system once it's implemented. He also asked if SNOCOM agencies could participate in a group bid to see if the costs for air-cards could be lowered. Manager Peterson first stated that the VRMs would only receive key critical components on the lower bandwidth. As for the air-cards, the PSTC is currently looking into a bid process as an option for these. The \$45 amount is the currently listed Washington State contract pricing.</p> <p>Another reason to keep the VRMs was mentioned. In the event of a major emergency event, cellular service can suffer. Also in areas of the county where there are no other networks available, the VRMs will still function.</p> <p>Ms. Judge asked if there were guarantees that the technical build that New World is doing in order to interface with Radio IP will work. Manager IP stated that a lot of time up front has been spent on the design and that both vendors are under contract and want to see it happen.</p> <p>Dr. Saltonstall commented on the challenges that all Boards face when identifying the cut-off point for how much money should be spent in order to withstand a major emergency. AC Reading commented that when an emergency management standard is chosen, the technology is built to that standard. If the disaster exceeds the standard, then there'll be problems, but most situations should be handled that fall below the standard set.</p> <p>Mr. Hikel expressed his confidence in Manager Peterson and his staff, and stated that the Board needs to rely on the information they're presented with, and then use their best judgment on how best to spend the dollars.</p> <p>Ms. Cole also expressed her confidence in whatever the recommendation is.</p>	

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	<p>Ms. Judge asked if emergency communications are handled on a different frequency that wouldn't be subject to potential jamming that might occur on regular frequencies. Manager Peterson responded that 9-1-1 does not yet have its own bandwidth. He has been in contact with major carriers to discuss prioritized access. The technology exists, but so far the carriers have not allowed it. Ms. Judge recently heard that there was a movement for the FCC to allocate a new set of bandwidth that would be dedicated solely to police and fire. Director Grady stated that this has been a focus of SERS.</p> <p>Chair Smith suggested that some of the Board members may want to see how many towers are out there. He thought it would be a good idea to see where they're at, how they're built, and how they work.</p> <p><b>Miscellaneous.</b> The Director asked if anyone was opposed to emailing the Board Packet on the Monday before the meeting rather than the Friday. Director Grady explained that since the meeting is scheduled early in the month it has been a challenge to get month end financial information collected. No one voiced their opposition to this change.</p> <p><b>2. Chair Report.</b></p> <p>None.</p> <p><b>3. Budget Committee.</b> Vice-Chair Colinas spoke of two old resolutions from 1982 and 1984 that were tied to financial procedures for the agency. He stated that during the recent auditing process, the state auditor pointed out that some of SNOCOM's policies are outdated or missing. Director Grady has instituted new policies that will replace those two resolutions that are still in place. These new policies cover petty cash and travel expenses.</p> <p><b><i>Vice-Chair Colinas moved to rescind Resolutions 82-1 and 84-2. The motion was seconded by Ms. Sonmore. Motion passed unanimously.</i></b></p> <p>Vice-Chair Colinas also reported that the Budget Committee met in June to discuss the Bothell proposal that was mentioned earlier in the meeting.</p> <p><b>4. Personnel Committee.</b> Mr. Hugill, reported that it doesn't appear that SNOCOM's personnel policies have ever been ratified by the SNOCOM Board. The Personnel Committee recommends that those policies and any updates be brought to the Board in the future for ratification.</p> <p>Mr. Hugill also stated that the Personnel Committee started working on the Director's annual evaluation. He said that the evaluation will be made available for voting during Executive</p>	<p><b>Chair Smith suggested a field trip to take a look at the existing towers.</b></p> <p><b>Board Meeting Packets will now be emailed out on the Monday before the next meeting</b></p> <p><b>Personnel policies will be brought to a future Board meeting for ratifying.</b></p>

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	<p>Session at the next meeting.</p> <p><b>5. Vision Committee.</b> Mr. Hikel reported that the Vision Committee is recommending to the Board the acceptance of the proposed changes made to the Interlocal Agreement. He asked that the document be distributed to the appropriate jurisdictions for their approval. Some of the changes include:</p> <ul style="list-style-type: none"> <li>▪ Adding in a process for receiving new applications.</li> <li>▪ Removing Southwest County as the limited area of operation.</li> <li>▪ Allowing voting by conference call.</li> <li>▪ Defining a quorum. Ms. Judge explained that there is now specific language in the ILA that defines what is meant by a quorum, and that it be 51% of the total membership. Once a quorum is established, it takes a simple majority vote to take action.</li> <li>▪ Defining termination. The provision related to dissolution of the group has been separated from the withdrawal or termination of an individual member. The only way an agency can be expelled is through a material breach of contract, which has been limited to one definition - failure to pay the assessment after notice and opportunity have been given.</li> </ul> <p>Mr. Hikel expressed his appreciation and gratitude to Ms. Judge for her legal assistance to the Vision Committee.</p> <p>Mr. Wilson voiced his concern about the possibility of taking action with only a small number of the members present. Ms. Cole responded that because of the large number of alternates, it would be highly unlikely that an agency would not be represented when voting needed to occur. Mr. Hikel agreed and said he doesn't remember a time when action was taken and an entity wasn't represented.</p> <p><b><i>Mr. Hikel made a motion that the Board recommend the approval of the changes made to the ILA and to have it be distributed to the proper jurisdictions for their consideration. The motion was seconded by Ms. Judge. Motion approved unanimously.</i></b></p> <p><b>6. TAC Reports.</b></p> <ul style="list-style-type: none"> <li>▪ <b>Police.</b> AC Gannon reported that PSTC is looking into Cop-logic (an online citizen reporting program) for all agencies.</li> <li>▪ <b>Fire.</b> No report.</li> </ul> <p><b>7. PSTC Report.</b> Assistant Chief Reading reported that the executive committee has agreed on by-laws. They are being published and will be distributed to all members of the committee. The committee is also working on Radio IP and</p>	<p><b>Ms. Judge will provide an updated red-lined version of the ILA showing all the proposed changes.</b></p> <p><b>The proposed ILA to be distributed to each entity's legislative body.</b></p> <p><b>PSTC by-laws to be included with the next SNOCOM Board packet.</b></p>

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	New World.	
<b>Executive Session</b>	The Board adjourned for Executive Session at 10:40 a.m. to discuss labor negotiations. The session is scheduled to begin after a short 5 minute break and run for approximately 15 minutes.	
<b>Adjournment</b>	<p>The SNOCOM Board of Directors regular meeting reconvened at 11:10 a.m., after the Executive Session.</p> <p>There being no further business, the meeting was adjourned at 11:11 a.m.</p> <p>The next regularly scheduled SNOCOM Board of Directors meeting will then be held on July 14, at 9:00 a.m. in the Edmonds Police Department Training Room.</p>	

  
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 Jerry Smith, Chair

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 Date 7/14/15