

SNOCOM BOARD of DIRECTORS MEETING

March 24, 2011

Board Members & SNOCOM Mgmt in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input type="checkbox"/> Laura Sonmore	Mountlake Terrace
	<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input type="checkbox"/> Joe Marine	Mukilteo
	<input checked="" type="checkbox"/> D. J. Wilson	Edmonds	<input checked="" type="checkbox"/> Kent Saltonstall	Woodway
	<input checked="" type="checkbox"/> Ted Hikel	Lynnwood	<input checked="" 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 checked="" type="checkbox"/> Jerry Smith	Mountlake Terrace	<input checked="" type="checkbox"/> Terry Peterson	SNOCOM
Alternate Board Members in Attendance	<input type="checkbox"/> Don Lane	Brier	<input checked="" type="checkbox"/> Rex Caldwell	Mukilteo
	<input 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 type="checkbox"/> Mark Correira	Fire District 1
	<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace		
	Guests in Attendance	Pete Caw	Mountlake Terrace	Sharon Brendle
Greg Macke		Lynnwood		
John Zambrano		Mountlake Terrace		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/FOLLOW-UP
Call to Order	The meeting was called to order at 9:00 a.m. by Chair Jerry Smith. Chair Smith asked everyone to introduce themselves.	
Public Comments	None	
Chair & Board Comments	None	
Consent Agenda Minutes Payroll and Expenditures	<ol style="list-style-type: none"> 1. SC2011-03-01 Minutes of the February 24, 2011 Regular Meeting 2. SC2011-03-02 Payroll and Adjustments for February 1 - 15, 2011, in the amount of \$157,827.71; and Payroll and Adjustments for February 16 - 28, 2011, in the amount of \$120,379.65. 3. SC2011-03-03 Expenditures and Adjustments for February 7, 2011, in the amount of \$72,517.56; and Expenditures and Adjustments for February 22, 2011, in the amount of \$30,282.20. 	

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	<p><i>Vice Chair Colinas moved to accept the Consent Agenda including Minutes of the February 24, 2011 regular meeting, and February Payroll and Expenditures as submitted. Motion seconded by Mr. Hikel. Motion carried unanimously.</i></p>	<p>Consent Agenda Approved.</p>
<p>Reports</p>	<p>1. Director's Report</p> <p>COC - At the last COC meeting the amendment for the New World contract negotiations was presented. They recommend that the amendment be brought to the Boards for approval pending legal review. The documents are currently being reviewed by Brad Cattle of Anderson Hunter Law Firm, rather than Summit Law. Brad has been working on the New World project. The Director asks for approval to sign the document as soon as they are returned from legal. She expects them next week.</p> <p><i>Vice Chair Colinas moved to give Director Grady permission to sign the amendment related to the New World contract. Motion was seconded by Mr. Wilson. Motion carried unanimously.</i></p> <p>APCO/NENA - The Director attended a meeting at Camp Murray. A draft document was distributed to encourage the communication centers to draft a letter from their Board of Directors urging the governor not to divert the E911 dollars that she has in her proposed budget. The Director reported that it would be about 13 million dollars over a two year period. Diverting funds would also impact SNCOM's ability to receive any federal grants. The Director asked that the Board authorize the Chair and Vice-Chair to sign the letter. It will be sent to the Governor's office, as well as distributed to the appropriate legislators. Mr. Wilson recommended that the letter also be sent to the chairs of the relevant legislative committees, such as Ed Murray and the head of the House Ways & Means Committee.</p> <p><i>Vice Chair Colinas moved to authorize Chair Smith and Vice-Chair Colinas to sign the letter to Governor Gregoire in reference to the E911 dollars. Motion was seconded by Chief Compaan. Mr. Hikel amended the motion to include sending the letter to the legislative leaders of the House and Senate. Amended motion was seconded by Dr. Saltonstall. Motion carried unanimously.</i></p> <p>PSTC - The Director presented a handout listing SNOCOM's Advisory Committees, which listed their composition and how they were established. The Public Safety Technology Committee (PSTC) is in the process of creating by-laws, and there was discussion at their meeting related to the rules that were established for them. The Director explained the history</p>	<p>Director to sign contract amendment after legal review is completed.</p> <p>A letter referencing E911 dollars to be sent to the Governor, as well as legislative representatives including the leaders of both the House and Senate.</p>

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<p>Reports (continued)</p>	<p>of the PSTC: that it was initially created by the Police Chiefs' Association to provide a forum for discussions about county-wide technology products, and how best to collaborate and work together for efficiencies and to reduce duplication and save dollars. The Director reported that an update was brought to the SNOCOM Board in 2008, however, no actual motions were found in the Boards' minutes, only recommendations on the role of the PSTC as an advisory committee to both SNOCOM, SNOAC, SERS, Police and Fire Chiefs, E911 Board, and DEM. A member from each of the organizations was appointed to serve on the PSTC committee, which they continue to do. Eight rules were established by the CAD Oversight Council (COC) specifically for the New World Project.</p> <p>Vice-Chair Colinas asked if some of the committees could be eliminated since it appeared that some do similar things. The Director explained that while there is overlapping information that is shared among some of the committees, each of them has a different function.</p> <p>Chief Tomberg asked if some of the committees listed would cease to continue once the New World system was up and running. Chief Reading's response was that the MDT Board will probably disappear since they haven't met for a couple of years and the PSTC has taken over much of its function. The Director stated that members of the MDT Board are appointed by both the SNOCOM and SNOAC Board. She has asked SNOAC to provide an update on membership, since the MDT Board hasn't met for some time, and there is a question as to who the members are. Chief Reading stated that he was still a member.</p> <p>The Director explained that the PSTC would now like authority to adopt and recommend policies. Currently no authority exists except to bring policies up through the COC. There is a question as to who authorized them to create bylaws. Because the PSTC serves in an advisory capacity to the SNOCOM Board, the Director asked for clarification that this is the direction that the Board wants to see taken.</p> <p>Mr. Hugill remarked that the PSTC may need to have a defined role because their purpose seems to oscillate depending on the project they're involved with. He thought that the elected officials on the boards should be defining what the PSTC's role is, so that their recommendations are consistent with what the elected officials want it to be in terms of dollars and long-range planning.</p> <p>Chief Reading, who serves as Vice-Chair of the PSTC committee, stated that since the PSTC is made up of seven different agencies, there's been confusion as to who they get permission from. He thought it would be difficult for those</p>	

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<p>Reports (continued)</p>	<p>seven agencies to reach a decision on defining PSTC's role. He explained that a question on the voting structure within the PSTC committee was what brought up the subject of by-laws. The committee's recommendations are that:</p> <ul style="list-style-type: none"> ▪ anybody that comes to the meeting can participate in a consensus vote or simple majority. ▪ the Executive Board (which includes a member from each of the 7 groups) can override the consensus vote of the larger group. ▪ He stated that the rest of the committee works fine, but by-laws would help handle the way they vote. <p>Vice Chair Colinas asked if the Board needs to take action today. Director Grady stated that the information provided was just to inform the Board on the question put forth by the PSTC. The Director's concern was if the PSTC was involved in making policies for their Board, who would be enforcing the policies. Does the Board want the PSTC to change direction and become a more formalized group rather than the "think group" covering technology projects.</p> <p>Chief Reading stated his purpose was just to advise the Board on what was happening. The committee isn't asking for any more or less authority.</p> <p>Chair Smith asked if operational or governing rules rather than by-laws be established. Chief Reading responded that rules may be all that is needed.</p> <p>SDA - The Director received notice from the PERC Hearing Examiner that due to the large volume of materials submitted during the hearing (transcripts, briefs, etc.) the report will be delayed several weeks.</p> <p>Operations - Operations Manager Betts reported that the dispatch trainee has completed the academy and is now working one-on-one with his trainer. The hiring process continues to be on-going.</p> <p>Projects & IT Update - IS Manager Peterson reported the Radio IP project has been pretty active in the last month. There is a new "proof of concept" with Radio IP starting the first week of April.</p> <p>During the last 30 days, SNOCOM's IT department has worked with ESCA on getting their SharePoint site up and running. This is now available across the internet for ESCA city members. ESCA will be in contact with everyone on setting up user accounts.</p> <p>New World installed a CAD update about three weeks ago. Since then the CAD Build Team meetings have been temporarily postponed due to some stability issues. There has been a lot work getting the issues resolved and CAD Build Teams should be back on track next week.</p>	<p>Chair Smith asked that the PSTC draw up rules and then report back to the Board.</p>

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<p>Reports (continued)</p>	<p>Follow Up Items:</p> <ul style="list-style-type: none"> ▪ Open Public Meetings Act - The Director provided an opinion from Summit Law addressing whether or not the TAC groups needed to comply with the Open Public Meetings Act. The decision was “no, as long as there isn’t a quorum of Board members present.” <p>Regarding the COC - Attorney Brad Cattle stated that because the COC has authority that would be exercised by SNOCOM and SNOPAC, the Open Public Meeting Act should be followed.</p> <p>The Director also reminded everyone on the subject of emails as it relates to the Open Public Meetings Act. When emails are sent within the Board and a member replies to “all” the email could be subject to the Act if all Board members become involved in responding to the email.</p> <ul style="list-style-type: none"> ▪ Moving the Board Meeting Date - There was only one objection from an alternate Board Member to moving the date. The Director turned to the Board for the final decision. <p><i>Mr. Hikel moved that starting in September, the SNOCOM Board Meeting is changed to the second Thursday of the month at 9:00 a.m. The motion was seconded by Chief Compaan.</i></p> <p>After further discussion, the motion was rescinded and a new motion was made.</p> <p><i>Mr. Hikel moved to cancel the April Board meeting and schedule the May and future meetings for the second Thursday of the month. The motion was seconded by Chief Compaan, and carried unanimously.</i></p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> ▪ SNOCOM 5K Health Walk - Sunday, April 10 at 10:00. ▪ National Telecommunicators Week - April 10 through April 16. ▪ WCIA has offered to provide training to the SNOCOM Board. Possible topics were discussed. Because many of the Board members had previously attended the trainings mentioned, there was no interest in repeating these again. The Director said that WCIA is actually open to providing training on any subject the Board wants to discuss. <p>Chair Smith suggested that training on Interlocal Agreements may be of interest to the Vision Committee.</p> <p>2. Chair Report. The Chair made a proclamation recognizing April 10 - 16 as National Telecommunicators’ Week.</p>	<p>Motion rescinded by Mr. Hikel</p> <p>Meetings will be scheduled for the 2nd Thursday of each month.</p> <p>The Director will look into this subject and give a report at the next meeting.</p>

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<p>Reports (continued)</p>	<p>3. Budget Committee Report. No Report</p> <p>4. Personnel Committee. No Report</p> <p>5. Vision Committee Report. The Vision Committee met on Tuesday, March 22. The committee reviewed comments made during the last Board meeting, including:</p> <ul style="list-style-type: none"> ▪ Membership application suggestions ▪ Teleconferencing ▪ Penalties ▪ Setting a Quorum ▪ Separating Withdrawal and Termination from Dissolution ▪ What to do in the event an RFA is formed (annexation or reverse annexation). No mechanism is currently in place to address this issue. ▪ Changes in assessments as a result of annexation or reverse annexation situations. <p>6. TAC Reports.</p> <p>Police TAC. Chief Crannell reported that Police TAC met on March 16. In addition to the normal topics discussed, an MOU is being drafted at the prosecutor's office to handle out of jurisdiction citation protocols. Regionalization issues, being led by Cmdr. Davenport, were also discussed.</p> <p>Fire TAC. Chief Reading reported that the New World Project was discussed, as well as move-ups and filling Clusters. The Special Operations Board was also discussed.</p> <p>7. PSTC Report. Previously discussed during the Director's Report.</p>	<p>The Vision Committee to return to the Board at the next meeting with a revised Interlocal.</p>
<p>Open to the Floor</p>	<p>Chief Wilson questioned the Open Public Meetings Act and how it pertains to the TAC meetings. Since the TAC meetings are not subject to the Act, would publishing the detailed meeting notes somehow defeat this purpose.</p> <p>Ms. Judge stated that while the meeting may or may not be subject to the Public Meeting Act, the documents created during the meeting could still be subject to public disclosure.</p> <p>Chief Wilson suggested that the Police TAC meeting notes not be included in future Board packets.</p> <p>Councilmember Wilson stated that he appreciates being able to read the TAC meeting notes that are included in the Board packet. He felt that even if the meeting notes were eliminated from the packet, they would still be publically accessible through the PRA.</p>	
<p>Executive Session</p>	<p>The Board adjourned for Executive Session at 9:57 a.m. to discuss labor negotiations. The session is scheduled to begin after a short break and run for approximately 15 minutes.</p>	

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Adjournment	<p>The SNOCOM Board of Directors regular meeting reconvened at 10:20 a.m., after the Executive Session.</p> <p>There being no further business, the meeting was adjourned at 10:20 a.m.</p> <p>Vice-Chair Colinas commented after adjournment that the May Board of Directors meeting will also be cancelled due to some members, including the Director, attending the Labor Relations Institute in Yakima on May 11-13.</p> <p>The next regularly scheduled SNOCOM Board of Directors meeting will then be held on June 9, at 9:00 a.m. in the Edmonds Police Department Training Room.</p>	



 Jerry Smith, Chair

 Date 6/9/11