

# SNOCOM BOARD of DIRECTORS MEETING

**August 11, 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 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 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
<b>Alternate Board Members in Attendance</b>	<input checked="" type="checkbox"/> Don Lane	Brier	<input 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 type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input 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"/> Landy Manuel	Mill Creek	<input type="checkbox"/> Bob Meador	Fire District 1
	<input type="checkbox"/> Terry Ryan	Mill Creek	<input checked="" type="checkbox"/> Tom Tomberg	Fire District 1
	<input checked="" type="checkbox"/> Scott Hugill	Mountlake Terrace	<input checked="" type="checkbox"/> Brad Reading	Fire District 1
	<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input type="checkbox"/> Mark Correira	Fire District 1
<b>Guests in Attendance</b>	Pete Caw	Mountlake Terrace	Sharon Brendle	SNOCOM
	John Zambrano	Mountlake Terrace		
	Heidi Powell	SNOCOM		

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/FOLLOW-UP
<b>Call to Order</b>	The meeting was called to order at 9:02 a.m. by Chair Jerry Smith. Chair Smith asked everyone to introduce themselves.	
<b>Public Comments</b>	None	
<b>Chair &amp; Board Comments</b>	None	
<b>Consent Agenda Minutes</b>  <b>Payroll and Adjustments</b>	<ol style="list-style-type: none"> <li><b>1. SC2011-08-01</b> Minutes of the July 14, 2011 Regular Meeting.</li> <li><b>2. SC2011-08-02</b> Payroll and Adjustments for July in the following amount: \$302,571.00</li> <li><b>3. SC2011-08-03</b> Expenditures and Adjustments for July in the following amount: \$58,235.38</li> </ol> <p><b><i>Vice Chair Colinas moved to accept the Consent Agenda, as listed. Motion was seconded by Mr. Hikel. Motion approved unanimously.</i></b></p>	<b>Consent Agenda approved.</b>

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<p>Reports</p>	<p><b>1. Director's Report.</b></p> <p><b>Budget.</b> Director Grady reported that the 2011 budget is still on track and slightly under budget.</p> <p>The director presented the proposed 2012 budget to the Board. A copy of this proposal is included in the Board meeting packet.</p> <p>The 2012 proposed operating budget is just over \$4.6 million. State E911 funds projected for 2012 is just over \$1.5 million.</p> <p>Director Grady spoke of some other budget impacts:</p> <ul style="list-style-type: none"> <li>▪ The RadiolP contract was added in the amount of \$13,000</li> <li>▪ A decrease in WCIA's liability insurance</li> <li>▪ A 9% increase in healthcare coverage with the switching over to HealthFirst through Regence</li> <li>▪ Overall personnel changes were around 1%. Two people were hired in the IT Department at a mid-range salary based upon their experience and qualifications.</li> </ul> <p>Concerning agency assessments for 2012, the director reported that any agency changes are due to the formula, not to the amount that was applied into the operating assessment. These include changes to assessed value, population and calls for service.</p> <p>A handout was distributed showing a flow-chart depicting the budget process/ILA formula. Director Grady went through the process of how agency assessments are determined.</p> <p>It was explained that Calls for Service have historically included dispatchable calls for the agency along with traffic stops that generate case numbers. Initial traffic stops are pulled out of the equation because the Board did not want the agencies to prohibit their officers or field personnel from making traffic stops. Traffic stops with case numbers were included in the assessment because they generated additional work inside the center. Chief Wilson has asked Director Grady for a Board discussion about those being counted into the dispatchable calls summary for the agencies.</p> <p>Chief Wilson stated his opinion that traffic stops with case numbers should not be included in the assessment. He reported that in 2010, after learning that Mountlake Terrace was not drawing case numbers on criminal traffic cases, he changed the procedure. He stated that the work load to the dispatcher is the same whether they pull a case number or not. He further stated that the 3% increase to Mountlake</p>	

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	<p>Terrace's overall assessment for 2011 seemed to be directly related to that procedural change. Mountlake Terrace has placed a high emphasis on traffic stops as the chief believes there is a direct correlation on deterring criminal behavior. He stated that with more traffic stops done, more suspended drivers are found.</p> <p>Chief Wilson asked that the Board consider not including traffic stops that generate a case number into the assessment formula.</p> <p>Assistant Chief Caw also stated that it was obvious that the 3% assessment increase was directly due to the assignment of case numbers for criminal traffic stops because neither assessed value or population has increased for Mountlake Terrace.</p> <p>Chief Wilson also reported that the level of crime within Mountlake Terrace has remained fairly consistent over the last 3 years. Traffic stops, filings through the court and revenue generated through the court has increased significantly due to the pro-activity through their department. This has then generated more arrests in criminal traffic.</p> <p>Vice-Chair Colinas asked if the Board would be interested in reviewing and evaluating Chief Wilson's concern, as well as determining what the impact would be on assessments if there was a change in the formula.</p> <p>Director Grady reported that as soon as the new policy was implemented by Chief Wilson, SNOCOM saw a monthly increase in Mountlake Terrace's calls for service that would be calculated into the assessment. Those numbers were tracked and it was anticipated that at year's end the increase would be reflected in the assessment.</p> <p>Vice-Chair Colinas asked if the increase to Mountlake Terrace was due to their officers calling SNOCOM more often. Chief Wilson responded that there was no change in the numbers of calls, only that they were now drawing case numbers on criminal traffic stops. This was previously not being done. The process of drawing a case number then becomes a call for service. Chief Wilson again stated that the amount of work placed upon dispatch staff is minimal, if any. It is the same amount of work for an agency that does not draw a case number on traffic stops.</p> <p>Assistant Chief Caw defined "call for service." He explained that the interaction with SNOCOM takes place during the traffic stop (checking a name, telling a dispatcher where the officer is at, and relating information back and forth). The only extra step that occurs is at the end of the contact, when the</p>	

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	<p>officer asks for a case number. This is either done over the radio or as an MDC command.</p> <p>Director Grady clarified that a routine traffic stop would not be added in the calls for service until a case number was requested. It is her understanding that Chief Wilson is asking that traffic stops with case numbers not be counted in the dispatchable calls that play into the assessment, because it is not a practice that is routinely done for the rest of SNOCOM's police agencies.</p> <p>Mr. Wilson asked the director to describe how much a call for a case number actually impacted staff. He didn't think changing the procedure required a change to the Interlocal Agreement. The director agreed with Mr. Wilson's statement about it not requiring a change to the ILA. Director Grady stated that she agreed with Chief Wilson, in that the level of service that the dispatchers are providing are the same, whether a case number is drawn or not.</p> <p>Operations Manager Betts agreed and stated that the work load to draw a case number is very minimal. It is a very simple two letter command. The work load for a suspended driver for an agency that doesn't pull a case number is exactly the same for the agency that does pull one.</p> <p>Dr. Saltonstall asked the director for more clarification on when a call to 911 became a call for service. The director explained that a call for service are those that actually get dispatched. There are calls that SNOCOM will handle as advised calls, where no one gets dispatched. These are not listed as calls for service. In the case of multiple calls for a single event, only the call that gets dispatched will get applied to the statistics for the agency, the other 10-20 calls will get processed as citizens calling in. The extra 20 calls that may come in are not a part of the statistical analysis for the formula. Director Grady stated that the center handles over 200,000 phone calls annually. The center generates approximately 120,000 incidents or calls for service. Not every phone call generates a dispatchable incident.</p> <p>Mr. Hikel recommended that the police departments also be contacted in order to determine what impact this would have on them.</p> <p>Assistant Chief Gannon asked if traffic stops could be categorized. Director Grady stated that SNOCOM isn't able to categorize traffic incidents. Their only solution would be that no traffic stops with case numbers get counted. She reported that for 2011 year to date, the agencies have collectively pulled about 1000 traffic stops that have had case numbers</p>	

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	<p>attached. This calculates to about 150 traffic stops with case numbers per month.</p> <p>Ms. Sonmore asked how removing traffic stops with case numbers from the budget equation would impact other agencies.</p> <p>Chair Smith asked Chief Crannell what the procedure was in Mill Creek. The chief reported that Mill Creek does draw a case number for suspended drivers, but they do so internally. Their case numbers are generated by a stand-alone RMS system. Chief Crannell stated it was his understanding that the procedure would change once New World is implemented. An officer would be able to pull a case number without going through dispatch.</p> <p>Assistant Chief Gannon agreed and stated that New World will allow the officer to use either the case number or incident number. Neither will require intervention with a dispatcher.</p> <p>Director Grady explained the impact to the operating budget if traffic stops with case numbers were not included in the assessment formula: SNOCOM's assessment amount, based upon the operating budget, would remain the same. The distribution would go to the agencies. Some of the overall agency assessments would change.</p> <p>Vice-Chair Colinas stated that a motion to make a change at this meeting would be premature. He suggested to the Board that the Budget Committee take this matter for review at their next meeting and invited all the chiefs of police, or their designees, to participate in the discussion so that everyone understands what the impact or changes could mean to all the agencies. He anticipates the Budget Committee would then come back with a report to the SNOCOM Board. Director Grady agreed to pull out traffic stops with case numbers and provide that information to the committee.</p> <p>Assistant Chief Gannon asked to go on record that he agrees with Chief Wilson on this matter.</p> <p>Chief Wilson stated that his issue specifically applies to those traffic cases involving a suspended driver, not DUIs or reckless driving, where the officer would be filing an incident report. A case number would only document the event, in this case the criminal citation, that the officers would enter on their internal records to better track those criminal offenses.</p> <p><b><i>Vice-Chair Colinas made a motion that the Budget Committee meet before the end of August to review the issue that Chief Wilson has brought up regarding the budget assessment calculations, inviting those chiefs of police, their designees or key people from their city, to</i></b></p>	<p><b>Director Grady to provide data on traffic stops with case numbers to the Budget Committee.</b></p>

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	<p><b><i>fully vet this issue and hopefully come back with a recommendation for the Board.</i></b></p> <p><b><i>Discussion followed:</i></b></p> <ul style="list-style-type: none"> <li>▪ Director Grady stated that the 2012 budget needed to be approved before October 1. She explained that the budget is normally brought to the August meeting to allow for review so at the September Board meeting there is time for voting on the budget. If approval is not granted prior to the October deadline, the Board will need to take legislative action to extend the approval of the budget to the November meeting.</li> <li>▪ Ms. Cole asked for clarification on what would happen if traffic stops were removed (from the budget calculation); if there would then be a reallocation based on what is left.</li> <li>▪ Ms. Sonmore asked for further clarification, and asked Director Grady if SNOCOM was thinking of removing all traffic stops from the assessment formula. The director responded that only those traffic stops included in the formula now are those that have case numbers. A change would result in completely removing traffic stops from the assessment formula, regardless of case number.</li> <li>▪ Chief Wilson stated that initially the reason for not tracking traffic stops was to not discourage pro-activity. The more an agency promotes traffic stops, the more likely it will result in criminal traffic citations.</li> <li>▪ Ms. Sonmore made a friendly amendment that the meeting be held this month (August).</li> </ul> <p><b><i>The motion was restated and was seconded by Mr. Hikel. No further discussion. Motion approved unanimously.</i></b></p> <p>The director also presented a document showing the New World systems 5 year maintenance cost projections. This projection is revised annually, based upon the new assessed values, population, and calls for service.</p> <p>Vice-Chair Colinas complimented Director Grady and her staff on the budget presented.</p> <p><b>Committees, Boards, and Associations</b></p> <p><b>COC.</b> Director Grady reported that in 2009 there was an Interlocal Agreement signed by SNOCOM and SNOPAC, along with a joint resolution, related to the New World Project. Cost sharing relating to different disciplines of the project are specified (RMS, CAD, Jail, and Project Management). She reported that she is working with SNOPAC related to the cost sharing for CAD. She will continue to keep the Budget</p>	<p>Motion approved.</p>

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	<p>Committee and the Board up to date on the matter.</p> <p><b>E911 Office.</b> Director Grady attended the State Advisory Board meeting at Camp Murray on July 21. She relayed the concerns that SNOCOM has had with a third party out-of-country vendor providing product in a 911 environment that didn't have 24/7 support. It was the director's impression that the state would look into this matter.</p> <p><b>SDA.</b> A decision from PERC has not been reached. The director anticipates the decision shortly. An update on negotiations will be given to the Board during the Executive Session.</p> <p><b>Operations.</b> Nothing additional.</p> <p><b>IT Update.</b> IT Manager Peterson provided an updated deployment timeline for RadiolP. He stated that the deployment schedule will most likely continue to change over the next few months.</p> <p>Manager Peterson and others have been working on developing a New World support structure for after go-live. He asked each member agency to decide on who from their staff would be a part of this support structure.</p> <p><b>Additional Items.</b></p> <ul style="list-style-type: none"> <li>▪ Director Grady thanked Ms. Sonmore for her help in obtaining some artwork to display on SNOCOM's walls.</li> <li>▪ A press release was distributed to the community announcing a logo contest for SNOCOM. The employee group of the Vision Committee is conducting this contest.</li> <li>▪ A press release was provided announcing SNOCOM's involvement with RadiolP.</li> <li>▪ The director announced the upcoming SNOCOM picnic on August 27, and invited all of their user agencies to attend.</li> <li>▪ A demonstration on the New World project will be provided at the next SNOCOM Board meeting.</li> </ul> <p><b>2. Chair Report.</b> None.</p> <p><b>3. Budget Committee Report.</b> Vice-Chair Colinas stated that in addition to what was previously reported, the Budget Committee will be reviewing the Interlocal Agreement for financial services currently in place with the City of Mountlake Terrace. He reported that the Board will be receiving a copy of the agreement electronically for their review.</p>	

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	<p><b>4. Personnel Committee Report.</b> Mr. Hugill reported that the Personnel Committee is working on Director Grady's evaluation. He also asked if anyone wanting to review the current personnel policies, that they were available at the meeting.</p> <p><b>5. Vision Committee Reports.</b> Vision Committee Chair Hikel had nothing additional to report.</p> <p>Later in the meeting, Vice-Chair Colinas brought up the revised ILA which is currently being reviewed by the councils. Brier City Council is questioning why the three year termination clause is moving out to five and would like the reasoning explained. It is the opinion of Brier City Council that the current clause gave ample time for an agency to adjust. Director Grady stated that the current termination clause is actually 24 months. The Vision Committee recommended to change it to 36 months. Mr. Hikel explained the committee's reasoning that if a small organization left, 24 months would seem reasonable. However, if a large organization left SNOCOM, 36 months would give the agency more time to adjust and recover.</p> <p>Chief Olson stated that another reason for the increased time was that some organizations are going to a two year budget.</p> <p>Vice-Chair Colinas appreciated the clarification and stated that he would follow up with his council.</p> <p><b>6. TAC Reports.</b></p> <ul style="list-style-type: none"> <li>▪ <b>Police.</b> Director Grady reported that two demonstrations were given at the last Police TAC meeting. The first was on Coplogic, the online web-based citizen reporting tool, currently in use with Lynnwood PD. The other demonstration covered New World's mobile product.</li> </ul> <p>A presentation on Peer Support was given.</p> <p>Agencies were asked to identify their subject matter experts for SNOCOM so that they can be plugged into the training program.</p> <ul style="list-style-type: none"> <li>▪ <b>Fire.</b> Chief Olson reported that there was a discussion on what the training status will be relating to agency experts for the New World System. Also discussed was an appropriate regional recognition of the 9/11 event.</li> </ul> <p><b>7. PSTC Report.</b> Assistant Chief Reading reported that the committee is currently working on the final draft of the by-laws.</p>	
<b>Executive Session</b>	The Board adjourned for Executive Session at 10:08 a.m. to discuss labor negotiations. The session is scheduled to begin after a short break and run for approximately 15 minutes.	

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Meeting Reconvene	<p>The SNOCOM Board of Directors regular meeting reconvened at 10:55 a.m., after the Executive Session.</p> <p><b><i>Vice Chair Colinas moved that the Board authorize for the operating budget of SNOCOM, a 1 percent cost of living increase (COLA) for all non-represented employees. The motion was seconded by Assistant Chief Reading. Motion passed unanimously.</i></b></p>	Motion passed.
Adjournment	<p>There being no further business, the meeting was adjourned at 11:00 a.m.</p> <p>The next regularly scheduled SNOCOM Board of Directors meeting will be held on September 8, 2011 at 9:00 a.m. in the Edmonds Police Department Training Room.</p>	

  
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 Jerry Smith, Chair

9/8/11  
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 Date