



**SNOHOMISH COUNTY 911 BOARD OF DIRECTORS  
SPECIAL MEETING AGENDA**

**April 15, 2021 at 10:10 a.m. \***

**Web Conference - Join Zoom Meeting**

**\*Following the Annual Agency Assembly**

**<https://us02web.zoom.us/j/86000466014?pwd=YWxBbE9HMIJuT2ZXMmtYVU8rSnBkUT09>**

Meeting ID: 860 0046 6014

Passcode: 195881

**Dial by your location**

**+1 253 215 8782 US (Tacoma)**

- 1. Call to Order, Roll Call and Announcements**
- 2. Public Comments**
- 3. Approval of Agenda**
- 4. Consent Agenda**
  - A. Minutes from the Board Meeting of March 18, 2021 ..... 3
  - B. March 2021 Blanket Voucher & Payroll Approval Form:
    - i. Checks 14252 - 14353, for a total of \$1,413,405.49
    - ii. Payroll Direct Deposit, in the amount of \$1,034,085.93
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- 5. Old Business**
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| <b>9.</b>  | Executive Session                                    |     |
| <b>10.</b> | Good of the Order                                    |     |
| <b>11.</b> | Adjourn                                              |     |

# SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

## March 18, 2021

|                                                             |                                                             |                      |                                                      |                  |
|-------------------------------------------------------------|-------------------------------------------------------------|----------------------|------------------------------------------------------|------------------|
| <b>Board Members<br/>&amp; Management<br/>in Attendance</b> | <input checked="" type="checkbox"/> Jon Nehring (President) | Marysville           | <input checked="" type="checkbox"/> Dan Templeman    | Everett Police   |
|                                                             | <input checked="" type="checkbox"/> Chris Alexander         | Mukilteo Fire        | <input checked="" type="checkbox"/> Judy Tuohy       | Everett          |
|                                                             | <input type="checkbox"/> Jeff Brand                         | SCSO Undersheriff    | <input checked="" type="checkbox"/> Jonathan Ventura | Arlington Police |
|                                                             | <input checked="" type="checkbox"/> David Chan              | South County Fire    | <input checked="" type="checkbox"/> Kurt Mills       | Snohomish Co 911 |
|                                                             | <input checked="" type="checkbox"/> Dave DeMarco            | Everett Fire         | <input checked="" type="checkbox"/> Terry Peterson   | Snohomish Co 911 |
|                                                             | <input checked="" type="checkbox"/> John Dyer               | Lake Stevens Police  | <input checked="" type="checkbox"/> Angie Baird      | Snohomish Co 911 |
|                                                             | <input checked="" type="checkbox"/> Richard Emery           | Mukilteo             | <input checked="" type="checkbox"/> Brad Steiner     | Snohomish Co 911 |
|                                                             | <input checked="" type="checkbox"/> Steve Guptill           | Fire District 7      | <input checked="" type="checkbox"/> Steve Lawlor     | Snohomish Co 911 |
|                                                             | <input checked="" type="checkbox"/> George Hurst            | Lynnwood             | <input checked="" type="checkbox"/> Andie Burton     | Snohomish Co 911 |
|                                                             | <input checked="" type="checkbox"/> James Lawless           | Edmonds Police       | <input checked="" type="checkbox"/> Howard Tucker    | Snohomish Co 911 |
|                                                             | <input checked="" type="checkbox"/> Jason Biermann          | Snohomish County     | <input checked="" type="checkbox"/> Brad Cattle      | Legal Counsel    |
|                                                             | <input checked="" type="checkbox"/> Darryl Neuhoﬀ           | Marysville Fire      | <input checked="" type="checkbox"/> Jordan Stephens  | Legal Counsel    |
| <b>Alternate<br/>Board Members<br/>in Attendance</b>        | <input checked="" type="checkbox"/> Vince Cavaleri          | Mill Creek           | <input checked="" type="checkbox"/> Cheol Kang       | Mukilteo Police  |
|                                                             | <input type="checkbox"/> Pete Caw                           | Mountlake Terrace PD | <input type="checkbox"/> Ken Klein                   | Snohomish County |
|                                                             | <input type="checkbox"/> John DeRousse                      | Everett Police       | <input checked="" type="checkbox"/> Rich Llewellyn   | Everett Fire     |
|                                                             | <input type="checkbox"/> Steve Fox                          | Fire District 5      | <input checked="" type="checkbox"/> Jim Nelson       | Lynnwood Police  |
|                                                             | <input type="checkbox"/> Brett Gailey                       | Lake Stevens         | <input type="checkbox"/> Paul Roberts                | Everett          |
|                                                             | <input checked="" type="checkbox"/> Thad Hovis              | South County Fire    | <input checked="" type="checkbox"/> Don Waller       | Fire District 4  |
|                                                             | <input type="checkbox"/> Ian Huri                           | SCSO Bureau Chief    | <input checked="" type="checkbox"/> Roy Waugh        | Fire District 7  |
|                                                             | <input checked="" type="checkbox"/> Kristiana Johnson       | Edmonds              |                                                      |                  |
| <b>Guests and<br/>Staff in<br/>Attendance</b>               | Chief Eric Scairpon – Marysville Police                     |                      | Riley McGinnis – Member of the Public                |                  |
|                                                             | Brian Snure - Attorney                                      |                      | Adam Cuthbertson                                     |                  |
|                                                             | Rod Younker - Attorney                                      |                      | Sharon Brendle – SNO911 (notetaker)                  |                  |
|                                                             | Eric Bermel – ADCOMM Engineering                            |                      |                                                      |                  |

| AGENDA ITEMS                                                      | REPORTS & COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ACTION OR FOLLOW-UP |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>1. Call to Order and Roll Call</b><br><br><b>Announcements</b> | <p>The meeting was called to order at 8:30 am by President Jon Nehring.</p> <ul style="list-style-type: none"> <li>Deputy Director Terry Peterson called roll and verified a quorum.</li> <li>Sad news was shared of the recent passing of Dan Summers, SNO911's Senior Accountant. Director Mills recalled a favorite memory he had of Dan and spoke about how much he will be missed by the SNO911 team.</li> <li>It was also announced that Steve Lawlor would be stepping down from his IT Director's role due to health reasons. Mr. Lawlor will move into a role similar to what he had held previously with the agency. Marlin Herolaga, the current IT Manager, will step in as Interim IT Director. Director Mills and board members took the opportunity to speak of Mr. Lawlor's dedication to the agency and thanked him for everything he has done.</li> <li>Director of Finance and Human Resources, Angie Baird, announced that SNO911's Recruiting Coordinator, Damien Coan, has successfully passed his PHR exam and is now a</li> </ul> |                     |

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|                       | <p>certified Professional Human Resource rep. The PHR is a fully accredited credential and certification demonstrates mastery of the principles of Human Resources. It's a very tough exam and we are proud of him.</p> <ul style="list-style-type: none"> <li>▪ The Annual Agency Assembly is scheduled to take place in April. The director proposes holding the assembly immediately following the April board meeting this year. There was no opposition to this.</li> <li>▪ Director Mills also requested going out of order with today's agenda and addressing Item 6B: Procurement Policy Updates first, followed with the Executive Session to discuss 6A, Supervisor CBA Negotiations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |
| 2. Public Comments    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |
| 3. Approval of Agenda | <b><i>Deputy Chief Darryl Neuhoff moved to approve the agenda as modified and requested by the Director. Chief John Dyer seconded the motion and it was approved unanimously.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Agenda approved |
| 6. New Business       | <p><b>B. Procurement Policy Updates.</b> Director Baird provided a proposed updated policy in the board packet. The last update was done in September 2019, and she explained that today's updates were mostly done to provide clarification and guidance for staff along with a couple of new items. She reminded the board that SNO911 is the only Interlocal agency in the county with a membership that includes the County, First class cities, small cities, Fire districts, and a Town. This make-up gives the agency some unique rules with regards to procurement that they have to abide by. Director Baird introduced Brian Snure, an attorney that has been consulting with SNO911 on this update. Mr. Snure walked the board through the proposed changes in the policy and thanked Finance Analyst Rita Simmons-Owens for providing an authority matrix outline.</p> <p>Commissioner Chan confirmed that the Finance Committee went over the changes in detail during their meeting. He added that he had also learned that the agency is not allowed to require a preference for local vendors and thanked Mr. Snure for that information.</p> <p>Following some additional discussion, a motion was made.</p> <p><b><i>Commissioner David Chan moved to approve the updated Procurement Policy. The motion was seconded by Deputy Chief Neuhoff and approved unanimously.</i></b></p> |                 |
|                       | <p><b>A. Supervisor CBA Negotiations.</b> This item was discussed in Executive Session.</p> <p>The Snohomish County 911 Board of Directors recessed into Executive Session at 9:02 a.m., for the purpose of Discussing Collective Bargaining Issues under the authority of RCW 42.30.140(4)(a). The session is estimated to last 15 minutes and will conclude by 9:17 a.m. At the conclusion of the Executive Session, they plan to return to the Regular Board meeting.</p> <ul style="list-style-type: none"> <li>▪ The session was extended at 9:17 for 5 minutes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |

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|                                                                                   | <ul style="list-style-type: none"> <li>The session was extended at 9:22 for 5 minutes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |
| <b>Meeting Reconvened</b>                                                         | The Executive Session ended at 9:27 and the board returned to Regular session at 9:28. No action was taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             |
| <b>4. Consent Agenda: Minutes and Blanket Voucher &amp; Payroll Approval Form</b> | <b><i>Councilmember Richard Emery moved to approve the Consent Agenda, including the meeting minutes of the Regular Board Meeting of February 18, and the February 2021 Blanket Voucher &amp; Payroll Approval Form: Checks 14141-14251, in the amount of \$1,203,169.46, and Payroll Direct Deposit in the amount of \$1,099,188.02. The motion was seconded by Deputy Chief Neuhoff and passed unanimously.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Consent Agenda Approved</b>                              |
| <b>5. Old Business</b>                                                            | <p><b>A. Tulalip Tribal Police Contract Update.</b> Executive Director Kurt Mills reported that the section in the contract relating to Public Records has been amended. It states that any audio recorded by the Tribal Police will be with their own talk groups and they are not to record other talk groups. Also, if a request is made for audio they will share it with SNO911 for operational purposes. This contract will be shared with their police chief and the director hopes it will come back next month for board approval.</p> <p><b>B. Future Facility Location Footprint.</b> Deputy Director Terry Peterson provided an APF for the board to consider and reported that over the last several months, staff and the Future Facility Committee have developed a checklist for determining the ideal location for a future facility. A map showing the area outlined in red met the group's criteria for this purpose. He is asking the board for approval to move forward with this general footprint so they can narrow their focus in on specific parcels as well as engage with a real estate consultant to begin some analysis on how well the parcels meet the criteria. Following some questions and discussion a motion was made:</p> <p><b><i>Deputy Chief Neuhoff moved to approve the future facility footprint as recommended by the Future Facility Committee as the preferred location for a future facility. The motion was seconded by Chief Dyer and approved unanimously.</i></b></p> <p><b>C. Capital Project Funding Increase: Logging Recorder.</b> Director Mills described the logging recorder (the mechanism that records radio and phone) as an integral part of the agency's technology. He is requesting an increase to the amount budgeted, and reports that they plan on decommissioning a system that has been in place at South Campus. This will be replaced with the same hardware in place at North Campus. In addition to the system upgrade, Screen Recording and CAD Integration with Tyler are also being considered. More research will be done on those additional features before they decide to purchase.</p> <p><b><i>Deputy Chief Neuhoff moved to authorize an increase of Capital Fund 80-017 from \$150,000 to \$302,000 pending final purchasing and legal review. The motion was seconded by Chief Chris Alexander and approved unanimously.</i></b></p> | <p><b>Motion approved</b></p> <p><b>Motion approved</b></p> |



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|            | <p><b><i>Deputy Chief Neuhoff moved to authorize changing the Records Coordinator position to Records Supervisor and change the wage grade to Grade 12. The motion was seconded by Chief Alexander and approved unanimously.</i></b></p> <p>iii. <b>Reclassifying Senior Accountant Position.</b> Director Baird explained that the reclassification would make this a Finance Manager role with supervision of the other two finance positions. They are also proposing engaging with a recruiting agency to assist them as quickly as possible in their candidate search.</p> <p><b><i>Deputy Chief Neuhoff moved to approve reclassifying Senior Accountant Grade 14 to Finance Manager Grade 15, and authorize the use of an outside firm to assist with a candidate search. The motion was seconded by Councilmember Emery and approved unanimously.</i></b></p> <p><b>F. Resolutions.</b></p> <p>i. <b>National Public Safety Telecommunicators Week.</b> Director of Operations, Andie Burton, spoke about this recognition that occurs annually the second week of April. This is an opportunity to recognize the work performed by the agency's call takers and dispatchers.</p> <p><b><i>Deputy Chief Neuhoff moved to approve Resolution 2021-02 in Support and Recognition of our County's Public Safety Telecommunicators and all those who support them. The motion was seconded by Commissioner Chan and approved unanimously.</i></b></p> <p>ii. <b>Resolution to Update Agent to Receive Claims.</b> Director Baird explained that this would update a resolution that was made in 2018. At that time the interim Executive Director was named as the agent to receive claims. The Executive Director is listed with the state as the agent to receive claims. This resolution would remove the word "interim."</p> <p><b><i>Assistant Chief Steve Guptill moved to approve Resolution 2021-01 related to Snohomish County 911's Agent to Receive Claims. The motion was seconded by Deputy Chief Neuhoff and approved unanimously.</i></b></p> | <p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p> |
| 7. Reports | <p><b>A. Agency Reports.</b> In addition to his written report, Director Mills reported that the Future Facility Committee toured South Sound 911's new facility. He thanked the group for attending and commented that one of the things they learned was that they will need to build a facility that will withstand future growth. A couple of the committee members on shared their thoughts on the tour. The director also shared some information on staffing numbers, with the news that Mandatory Overtime figures are at the lowest they have been since 2017, which is before consolidation. He said he appreciates everyone that worked on reaching that goal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                             |

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| <p><b>B. Radio Replacement Project.</b> Deputy Director Steiner reported on a number of items relating to the project.</p> <ul style="list-style-type: none"> <li>▪ One item is the urgent reprogramming of all of the portable radios due to the out-of-range indication. When the radio lost coverage, it would make an audible noise every 6 seconds. Both Fire and Police TAC reviewed and approved removing this audible indicator. Some limited field reprogramming is scheduled for next week, with some additional locations in the works.</li> <li>▪ They plan on resuming distribution of the portables the week of the 29<sup>th</sup>. All the training materials should be updated by this time.</li> <li>▪ He acknowledged an issue with the Motorola provided leather cases for Fire's portable radios. They are looking at alternative cases which will fit the radios. Samples are due to arrive next week which will be shared with the fire community</li> <li>▪ Both of the planned leases with Mill Creek and Machias fell through and were declined by the landowners. In both cases, the footprint was deemed too intrusive to their current or planned operations. All parties were supportive of each other during the decision-making process and alternate options were provided by both Mill Creek and SRFR for further consideration. These were two areas that were targeted for coverage improvements. The Wireless team will evaluate what their options are and move forward.</li> <li>▪ Regarding the Motorola credit that was reported on during a previous meeting, Deputy Director Steiner said that there has been a major deduction from the credit having to do with the removal of DC power systems. This deduction amounts to \$ 78,000. This brings the contract and all of the scope into alignment for transport and disposal of equipment and hazardous components, such as batteries. Motorola will now be responsible and provide proof of the proper disposal.</li> <li>▪ Alternate sites for the Mill Creek and Machias area will likely result in budget increases for the project. They have also received a request for 100 additional portables and a few mobiles from Snohomish County Corrections. They are looking at an increase of approximately \$3.8 million. They will be putting the documentation for this together as well as discussing this with the Radio Advisory Board.</li> <li>▪ Work is being done to put together an Interoperability Committee with members from Police and Fire TAC. They will look into how they currently operate with neighboring agencies and plan for improvement and expansion.</li> <li>▪ The Sno-Cat is in the Capital Plan for replacement in 2021. They have published an Invitation to Bid, and are ready to create a purchase order to purchase a new vehicle.</li> <li>▪ Deputy Director Steiner also expressed his appreciation to Police and Fire TAC for their support while moving through the template changes.</li> </ul> |  |
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|                      | <p><b>C. Police TAC.</b> Acting Chief Lawless reported that they met on March 9<sup>th</sup>. Discussions were at the operational level, including an upcoming bug-out exercise, with back-up provided by ValleyCom.</p> <p><b>D. Fire TAC.</b> Chief Hovis reported that they met on the 17<sup>th</sup>, with most of their discussion focusing on a few requests to customize the radio template. They agreed to handle customization requests once all of the radios have been deployed. Also discussed was the request from Director Mills that one fire agency act as a lead for the PulsePoint implementation. South County Fire volunteered, with Deputy Chief Shaughn Maxwell assigned as liaison.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 8. Committee Reports | <p><b>A. Finance Committee.</b> Director Mills thanked Commissioner Waugh for recommending the grant funding for the PulsePoint program. They are also in the process of receiving \$75,000 in funding for covering the development costs of CAD-Lite. Commissioner Chan added that he regrets not meeting Dan Summers, and would like to meet key staff members of the finance department in the future. He added his compliments to the Procurement Policy update and was especially impressed with the Authority Matrix. He added his appreciation of Deputy Director Steiner's follow ups of his questions from the meeting and also relayed that the group discussed narrowing the scope of the Financial Consultant. He said that he is still concerned with using QuickBooks. He recalled the recent news that reported a Lynnwood Security firm's bookkeeper was able to delete quite a few entries along with embezzling from the firm. He is in favor of spending additional money, if necessary, to find a new financial software system.</p> <p>Director Baird added that the proposal for a Financial Consultant only resulted in one response. That response came in at \$25-\$50,000, but was budgeted at \$20,000. She said that the scope is very broad, and the committee discussed narrowing it down to get a better response. The committee agreed to focus on two areas, evaluating whether the software is meeting the agency's needs and the department's structure.</p> <p><b>B. Personnel Committee.</b> Chief Hovis reported that the committee met on the 9th. The committee discussed those items that the board took action on today. Deputy Director Peterson added that the schedule discussions with the dispatcher's union are very active and they have reached agreement on how to make a 12 hour schedule cost neutral, as well as other scheduling options. He thinks that within a two week period, the dispatch staff will have gone through a ranking process which will determine the preferred schedule. Following that he expects they'll move into negotiations for a new CBA. Director Baird added that the agency is continuing the search for a Purchasing Coordinator. They have had 2 different candidates withdraw from the process and a number of candidates have stated the 2 year limit is preventing them from moving forward with the application process.</p> |  |

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|                              | <p><b>C. County EESCS Committee.</b> Deputy Director Peterson reported that the committee met and selected Chief Alexander as chair. The next meeting is scheduled in two months.</p> <p><b>D. County ECSF Program Advisory Board.</b> No meeting.</p> <p><b>E. Future Facility Committee.</b> Director Mills reported that the committee brought in a firm to talk about the different construction approaches. He said that the committee seems to be leaning to an alternative construction model as being the most appropriate. The committee's goal in the next month or so is to come forward with a potential RFP that will outline a process to bring in a third party expert to help them moving forward. They are looking at modeling a similar approach that the City of Bothell took. He and Deputy Director Peterson also shared a rough draft of a 15 year financial model with the committee. They plan on bringing this forward in the next month or two.</p> <p><b>F. Board Technical Leadership.</b> No meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>9. Executive Session</b>  | Previously covered earlier in the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>10. Good of the Order</b> | <ul style="list-style-type: none"> <li>Director Mills announced that today's meeting is the last one with Chief Lawless working for Edmonds. He has taken a position with the City of Marysville, and will continue on as the Police TAC chair. The director thanked the chief for the strong leadership and support he has shown to the agency. Chief Lawless commented that it had been a pleasure working with everyone and looks forward to stepping into a new role. He also introduced Michelle Bennett, formerly with the King County Sheriff's department, who has been selected to serve as the Acting Chief of Police for the City of Edmonds until such time as a permanent selection is made. President Nehring said they are looking forward to welcoming him to Marysville.</li> <li>Commissioner Chan asked to address the board and staff concerning the recent escalation of violence against Asians in the United States. He said it began with labeling the Covid-19 virus as the Chinese or Kung-Flu virus, as well as blaming the Chinese for bringing the virus to the US. He reported that 3,800 cases of violence or hate crimes against Asians were recorded in 2020. He described the attacks as being cowardly, as many were against senior citizens and women. He said that videos showing this violence had been circling through the Asian community for the past year, and mentioned one in particular showing a 91 year old man from San Francisco being violently shoved to the ground and dying from his injuries. Commissioner Chan expressed his anger about these attacks and said he had made a serious denouncement of the violence during a recent Commissioner's meeting at South County Fire. He added that his denouncement wasn't serious enough to prevent the latest killings in Atlanta, and that the killings put an explanation mark on the violence shown. He said he thinks this is a good forum to address these issues, since each board member represents first responders whose business is to protect their constituents. He emphasized that this includes all</li> </ul> |  |

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|                      | <p>constituents and he stressed that he is denouncing the violence not because he is Asian. The target group could be Muslim, Hispanic, Black or White. He vows to remain vigilant to denounce the violence because he swore to protect all his constituents. He recalled that this kind of hate and violence toward Asian groups has a long history in America. He read an article from November 3, 1885 that reported how Asian residents were forcibly removed from their community by prominent business leaders, police and political leaders, and made to march to a railroad station where they were made to board a train for Portland, Oregon. In the following days the structures they left behind were destroyed and razed. This was known as the "Tacoma Method." This growing anti-Chinese sentiment was repeated in Everett and Seattle, and eventually spread throughout the American West. He said he hopes that everyone will join him in denouncing the violence being shown against the Asians in the US.</p> <p>President Nehring thanked Commissioner Chan for his comments and said that the Board stands with him in this denouncement against violence and agrees that everyone needs to participate in seeing the violence end.</p> <ul style="list-style-type: none"> <li>▪ Assistant Chief Steve Guptill missed the first portion of the meeting, but wanted to add his appreciation for outgoing IT Director Steve Lawlor. He commented on the commitment Mr. Lawlor has shown to the organization and expressed his happiness that he will be staying on staff. He spoke about the willingness of that department to help each of the agencies, including how they went above and beyond with their assistance following a network issue his agency experienced at the end of last year.</li> </ul> |  |
| <b>11. Adjourned</b> | The meeting was adjourned at 11:00 a.m. The next meeting is scheduled for April 15, at 8:30 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |



## ACTION PROPOSAL FORM

**Date:** 4/3/2021

**Action Title:** Apple Cove License Agreement Addendum

**Time Sensitivity:** Normal

### **Background / Purpose:**

The RRP team in conjunction with Northwest Tower Engineering has completed its design for the Apple Cove tower antenna placements. Per our existing License Agreement with the landlord (American Tower), an addendum to the lease is required to update the technical exhibits to reflect the current/planned tower configuration.

SNO911 will have a net addition in equipment to the tower from 8 units (antennas + amplifiers) to 14 units. This will result in an increase in our monthly license fee of \$1,208.20, which brings our total license fee to \$3,852.76 per month (or ~\$46,233.12 per year). This is an approximate 46% cost increase, but represents an increase of 75% in hardware on the tower.

The addendum is still under legal review, which is anticipated to be completed prior to the board meeting this month, but staff does not anticipate issues arising from legal review.

### **Suggested Motion:**

Motion to execute the site license addendum with American Tower for the Apple Cove site pending legal review.

Funding Source: Operations Budget (Fund 70)

## **FIRST AMENDMENT TO LICENSE AGREEMENT**

This First Amendment (the "First Amendment") to that certain License Agreement dated December 31, 2002 by and between American Tower Delaware Corporation and Snohomish County Emergency Radio System (the "Agreement") is made and entered into as of the latter signature date hereof, by and between American Towers LLC, a Delaware limited liability company, as successor-in-interest to the Agreement (the "Licensor") and Snohomish County 911, as the surviving entity from the merger of the Snohomish County Emergency Radio System and Snohomish County 911, who assumed all previous legal responsibilities of the Snohomish County Emergency Radio System, (the "Licensee") (collectively, the "Parties").

### **RECITALS**

WHEREAS, Licensor owns a certain communications tower on a certain parcel of land located at 27055 Ohio Avenue, Kingston, WA 98346-8604 more commonly known to Licensor as the APPLE COVE tower site (the "Tower Site"); and

WHEREAS, Licensor and Licensee entered into the Agreement for the use of a certain portion of the Tower Site; and

WHEREAS, Licensee desires to modify its equipment at the Tower Site ("Modified Equipment"); and

WHEREAS, the Parties agree that as consideration for Licensee's Modified Equipment, the current Monthly License Fee payable under the Agreement shall be increased as set forth herein.

NOW THEREFORE, in consideration of the foregoing promises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

- 1) Licensor and Licensee agree and acknowledge that Licensee shall modify its equipment for a final installed configuration pursuant to Exhibit A-1.
- 2) Licensor and Licensee agree and acknowledge that Exhibit A to the Agreement is hereby deleted in its entirety as of the date this First Amendment is fully executed and shall be replaced with Exhibit A-1 attached hereto and incorporated by this reference. In the event of inconsistency or discrepancy between the Exhibit A-1 and Licensee's equipment information set forth in the Agreement, the Exhibit A-1 shall control.
- 3) Effective upon the earlier to occur of: i) the issue date of the NTP by Licensor or ii) October 17, 2021 ("Commencement Date"), the Monthly License Fee shall be increased by One Thousand Two Hundred Eight and 20/100 Dollars (\$1,208.20) per month ("Increased Fee"). The Increased Fee for any fractional month at the

beginning or end of the period shall be appropriately prorated.

- 4) Notwithstanding anything to the contrary in the Agreement, the offer to Licensee expressed in this First Amendment shall automatically become null and void with no further obligation by either party hereto if a structural analysis of the Tower Site completed after the execution of this First Amendment by Licensor but before the Commencement Date of the installation of Licensee's Modified Equipment indicates that the Tower Site is not suitable for Licensee's Modified Equipment unless Licensor and Licensee mutually agree that structural modifications or repairs shall be made to the Tower Site on mutually agreeable terms.
- 5) Licensor and Licensee agree and acknowledge that this Agreement is contingent upon the ground lessor's consent.
- 6) Licensor and Licensee agree and acknowledge that all future payments of the Monthly License Fee shall be made to the Licensor at the following remittance address:

American Tower Corporation  
29637 Network Place  
Chicago IL 60673-1296

- 7) Capitalized terms contained herein, unless otherwise defined, are intended to have the same meaning and effect as that set forth in the Agreement.
- 8) The Parties agree that (i) a digital or electronic signature on this First Amendment and/or (ii) a fully executed scanned or electronically reproduced copy or image of this First Amendment shall be deemed an original and may be introduced or submitted in any action or proceeding as competent evidence of the execution, terms and existence hereof notwithstanding the failure or inability to produce or tender an original, manually executed counterpart of this First Amendment and without the requirement that the unavailability of such original, manually executed counterpart of this First Amendment first be proven.
- 9) All other terms and provisions of the Agreement remain in full force and effect.

[SIGNATURES APPEAR ON THE NEXT PAGE]

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

Licensors Site Name/Number: APPLE COVE / 82912  
Licensors Contract Number: 45052  
Licensee Site Name/Number: Apple Cove / Apple Cove

**IN WITNESS WHEREOF**, the Parties hereto have set their hands to this First Amendment to that certain License Agreement as of the day and year written below:

**LICENSOR:**

American Towers LLC, a Delaware  
limited liability company

**LICENSEE:**

~~Snohomish County Emergency Radio~~  
~~System~~Snohomish County 911

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Licensors Site Name/Number: APPLE COVE / 82912  
Licensors Contract Number: 45052  
Licensee Site Name/Number: Apple Cove / Apple Cove

## **EXHIBIT A-1**



| Exhibit A-1                               |                  |                                   |                    |                                |                    |                                |
|-------------------------------------------|------------------|-----------------------------------|--------------------|--------------------------------|--------------------|--------------------------------|
| Customer Name:<br>SCERS                   |                  | ATC Asset Name:<br>APPLE COVE     |                    | ATC Asset #:<br>82912          |                    |                                |
|                                           |                  | Customer Site Name:<br>Apple Cove |                    | Customer Site #:<br>Apple Cove |                    |                                |
| GROUND SPACE REQUIREMENTS                 |                  |                                   |                    |                                |                    |                                |
| Total Lease Area                          | Sq. Ft: 0.00'    | Primary Contiguous Lease Area     |                    | L:                             | W:                 | H:                             |
|                                           |                  | Outside Primary Lease Area        |                    | N/A                            | N/A                | Sq. Ft: N/A                    |
| BACKUP POWER REQUIREMENTS                 |                  |                                   |                    |                                |                    |                                |
| Generator:                                | N/A              | Capacity(KW):                     | N/A                | Fuel Tank Size(gal):           | N/A                | Fuel Tank Setback(radius): N/A |
| UTILITY REQUIREMENTS                      |                  |                                   |                    |                                |                    |                                |
| Power Provided By: Utility Company Direct |                  |                                   |                    |                                |                    |                                |
| Telco/Interconnect: N/A                   |                  |                                   |                    |                                |                    |                                |
| TRANSMITTER & RECEIVER SPECIFICATIONS     |                  |                                   |                    |                                |                    |                                |
| Type: TX/RX                               | Quantity: 11     | TX Power(watts): 35               |                    | ERP(watts): '00                |                    |                                |
| ANTENNA EQUIPMENT SPECIFICATIONS          |                  |                                   |                    |                                |                    |                                |
| Type                                      | PANEL            | TTA                               | PANEL              | TTA                            | DIPOLE             | DIPOLE                         |
| Manufacturer                              | Generic          | RFS                               | RFI Antennas       | Motorola                       | RFI Antennas       | RFI Antennas                   |
| Model #                                   | 15" x 15" Panel  | 490114                            | BPA7496-60-13      | 424-83A-03                     | FSA10-41-DIN       | FSA10-41-DIN                   |
| Dimensions HxWxD                          | 15" x 15" x 2.5" | 19" x 16" x 9"                    | 35.4" x 10.4" x 6" | 24" x 6" x 6"                  | 51.1" x 40.9" x 5" | 51.1" x 40.9" x 5"             |
| Weight(lbs.)                              | 10.0             | 57.0                              | 29.0               | 30.0                           | 31.9               | 31.9                           |
| Location                                  | Tower            | Tower                             | Tower              | Tower                          | Tower              | Tower                          |
| RAD Center AGL                            | 148.0'           | 142.0'                            | 120.0'             | 120.0'                         | 105.0'             | 100.0'                         |
| Antenna Tip Height                        | 148.6'           | 142.8'                            | 121.5'             | 121.0'                         | 107.1'             | 102.1'                         |
| Antenna Base Height                       | 147.4'           | 141.2'                            | 118.5'             | 119.0'                         | 102.9'             | 97.9'                          |
| Mount Type                                | N/A              | Leg                               | Stand-Off          | Leg/Flush                      | Stand-Off          | Stand-Off                      |
| Quantity                                  | 1                | 1                                 | 2                  | 1                              | 1                  | 1                              |
| Azimuths/Dir. of Radiation                | 90               | N/A                               | 1                  | 60                             | 90                 | 90                             |
| Quant. Per Azimuth/Sector                 | 1                | N/A                               | 2                  | 1                              | 1                  | 1                              |
| TX/RX Frequency Units                     | MHz              | MHz                               | MHz                | MHz                            | MHz                | MHz                            |
| TX Frequency                              | 806-824          | N/A                               | 852-860            | 806-816                        | 150-160            | 150-160                        |
| RX Frequency                              | -                | 806-924                           | 806-816            | 906-816                        | 150-160            | 150-160                        |
| Using Unlicensed Frequencies?             | No               | No                                | No                 | No                             | No                 | No                             |
| Antenna Gain                              | N/A              | 16.5                              | 11                 | 20                             | 5                  | 5                              |
| Total # of Lines                          | 1                | 0                                 | 2                  | 1                              | 1                  | 1                              |
| Line Quant. Per Azimuth/Sector            | 1                | N/A                               | 2                  | 1                              | 1                  | 1                              |
| Line Type                                 | Coax             | N/A                               | Coax               | Coax                           | Coax               | Coax                           |
| Line Diameter Size                        | 7/8" Coax        | N/A                               | 7/8" Coax          | 1/2" Coax                      | 7/8" Coax          | 7/8" Coax                      |
| Line Configuration                        | N/A              | N/A                               | N/A                | N/A                            | N/A                | N/A                            |

| ANTENNA EQUIPMENT SPECIFICATIONS |                    |                  |                       |                       |     |     |
|----------------------------------|--------------------|------------------|-----------------------|-----------------------|-----|-----|
| Type                             | PANEL              | PANEL            | DISH-HP               | DISH-HP               | N/A | N/A |
| Manufacturer                     | RFI Antennas       | Generic          | RFS                   | RFS                   | N/A | N/A |
| Model #                          | BPA7496-60-13      | 15" x 15" Panel  | SBX6-W100AB           | SBX6-W100AB           | N/A | N/A |
| Dimensions HxWxD                 | 35.4" x 10.4" x 6" | 15" x 15" x 2.5" | 6.23' x 6.23' x 2.98' | 6.23' x 6.23' x 2.98' | N/A | N/A |
| Weight(lbs.)                     | 29.0               | 10.0             | 198.0                 | 198.0                 | N/A | N/A |
| Location                         | Tower              | Tower            | Tower                 | Tower                 | N/A | N/A |
| RAD Center AGL                   | 84.0'              | 84.0'            | 75.0'                 | 64.0'                 | N/A | N/A |
| Antenna Tip Height               | 85.5'              | 84.6'            | 78.1'                 | 67.1'                 | N/A | N/A |
| Antenna Base Height              | 82.5'              | 83.4'            | 71.9'                 | 60.9'                 | N/A | N/A |
| Mount Type                       | Stand-Off          | Leg              | Leg/Flush             | Leg/Flush             | N/A | N/A |
| Quantity                         | 2                  | 3                | 1                     | 1                     | N/A | N/A |
| Azimuths/Dir. of Radiation       | 60                 | 90               | 69                    | 95                    | N/A | N/A |
| Quant. Per Azimuth/Sector        | 2                  | N/A              | 1                     | 1                     | N/A | N/A |
| TX/RX Frequency Units            | MHz                | MHz              | GHz                   | GHz                   | N/A | N/A |
| TX Frequency                     | 852-860            | N/A              | 11                    | 11                    | N/A | N/A |
| RX Frequency                     | 806-816            | 851-869          | 11                    | 11                    | N/A | N/A |
| Using Unlicensed Frequencies?    | No                 | No               | No                    | No                    | N/A | N/A |
| Antenna Gain                     | 11                 | N/A              | 40.6/ 41.3/ 41.8      | 40.6/ 41.3/ 41.8      | N/A | N/A |
| Total # of Lines                 | 2                  | 3                | 2                     | 2                     | N/A | N/A |
| Line Quant. Per Azimuth/Sector   | 2                  | N/A              | 2                     | 2                     | N/A | N/A |
| Line Type                        | Coax               | Coax             | Elliptical            | Elliptical            | N/A | N/A |
| Line Diameter Size               | 7/8" Coax          | 7/8" Coax        | EP105                 | E105                  | N/A | N/A |
| Line Configuration               | N/A                | N/A              | N/A                   | N/A                   | N/A | N/A |

Revision#2-OAA763600



## ACTION PROPOSAL FORM

**Date:** 4/3/2021

**Action Title:** Camano Island Tower License Agreement Addendum

**Time Sensitivity:** Normal

### **Background / Purpose:**

The RRP team in conjunction with Northwest Tower Engineering has completed its design for the Camano Island tower antenna placements. Per our existing License Agreement with the Licenser (Crown Castle), an addendum to the lease is required to update the technical exhibits to reflect the current/planned tower configuration.

SNO911 will have a net addition in equipment to the tower from 9 units (antennas + amplifiers) to 15 units. This will result in an increase in the yearly license fee of \$39,000.00 which brings our yearly cost to approx. \$45,128.76. This represents a significant cost increase for the tower costs at Camano Island. Staff has reviewed the contract/addendum terms with Crown Castle in conjunction with our review/negotiations for the North Stanwood site and Crown is holding firm on their cost increase.

While the cost increase is significant, the fees charged at Camano Island are in-line with our other commercial leases for similar equipment configurations (reference: Apple Cove at ~46,233.23 per year). This highlights the value in the time-spent in researching partnerships with other government agencies when placing sites where practical and technically possible.

The addendum is still under legal review, which is anticipated to be completed prior to the board meeting this month, but staff does not anticipate issues arising from legal review. Minor changes may be necessary to update applicable dates in the addendum based on actual addendum execution dates.

### **Suggested Motion:**

Motion to execute the site license addendum with Crown Castle for the Camano Island site pending legal review.

**Funding Source:** Operations Budget (Fund 70)



Date: February 9, 2021  
To: Snohomish County WA  
Regarding: Snohomish County WA / /  
BUN: 846381 / 396857 / CAMANO ISLAND / Order/Application # 527752

Dear Sir or Madam:

Please find enclosed for your review and execution by an authorized signatory of Snohomish County WA, the collocation agreement or amendment for the above-referenced wireless communication facility with respect to the above-referenced Order/Application Number (the "Enclosed Agreement"). Any other documentation (if any) enclosed within the DocuSign Envelope ("Other Documentation") is being provided for convenience and/or administrative purposes only and is not part of the Enclosed Agreement, unless and to the extent that such Other Documentation is specifically incorporated into the Enclosed Agreement by its terms. If you have any questions regarding the details of the Enclosed Agreement, please contact Lauren Schwindt at 623-233-7216.

Crown Castle now accepts digital signature. Please follow the prompts within the Enclosed Agreement for providing your digital signature and approval. Unless otherwise indicated, any Other Documentation (if applicable) will have no digital signature functionality within the DocuSign envelope. We will execute documents that require notarizations with digital signatures or ink signatures as required for notary purposes.

If you choose not to execute electronically, you may instead print out two (2) complete copies of the Enclosed Agreement, sign both in ink and mail them to Crown Castle at the address below. Please include the name, e-mail address, telephone number, and physical street address of the individual to whom one (1) complete fully-executed version of the Enclosed Agreement should be returned. (Note: FedEx and UPS cannot deliver to a Post Office Box.)

Crown Castle Address for mailing signed hard copies:

Crown Castle  
Attn: Contract Development Document Execution  
2000 Corporate Drive  
Canonsburg, PA 15317

Questions may be directed to [ContractServices@CrownCastle.com](mailto:ContractServices@CrownCastle.com) or by phone at 1-833-809-8011.

Thank you,

Contract Specialist  
Crown Castle

## FIRST AMENDMENT TO ANTENNA SITE SUBLEASE AGREEMENT

This First Amendment to Antenna Site Sublease Agreement ("Amendment") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, by and between CCATT LLC, a Delaware limited liability company ("Crown") and Snohomish County 911, a Washington miscellaneous and mutual corporation ("Customer").

**WHEREAS**, Crown (and/or certain of its predecessors-in-interest) and Customer (and/or certain of its predecessors-in-interest) entered into a certain Antenna Site Sublease Agreement dated April 29, 2003, as may have been previously amended and/or assigned (hereinafter the "TLA"), whereby Customer leases or licenses from Crown certain space at a telecommunications facility described in the TLA (the "Site"); and

**WHEREAS**, Crown and Customer desire to amend the TLA pursuant to the terms and subject to the conditions set forth herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree to be legally bound to this Amendment as follows:

1. Unless clear from the context in which they are used, all capitalized terms used herein shall have the same meanings ascribed to them in the TLA.
2. The annual fee due under the TLA shall increase by Thirty-Nine Thousand and 00/100 Dollars (\$39,000.00) on March 31, 2021.
3. The parties acknowledge that Customer is making certain modifications to its space and/or equipment at the Site as described in Attachment A, attached hereto.
4. The descriptions of Customer's space on the tower set forth in the TLA (including, without limitation, any descriptions of Customer's space on the tower set forth in any schedules, exhibits or attachments to the TLA) are hereby amended and deleted in their entirety and replaced and superseded by and with the descriptions of Customer's space on the tower set forth in Attachment A and Attachment C, attached hereto.
5. The equipment descriptions and specifications with respect to Customer's tower-mounted equipment set forth in the TLA (including, without limitation, any equipment descriptions and specifications with respect to Customer's tower-mounted equipment set forth in any schedules, exhibits or attachments to the TLA) are hereby amended and deleted in their entirety and replaced and superseded by and with the equipment descriptions and specifications with respect to Customer's tower-mounted equipment set forth in Attachment A and Attachment C, attached hereto. The parties acknowledge and agree that, notwithstanding anything to the contrary herein, this Amendment does not in any way modify the equipment descriptions and specifications with respect to Customer's ground-based equipment set forth in the TLA (including, without limitation, any equipment descriptions and specifications with respect to Customer's ground-based equipment set forth in any schedules, exhibits or attachments to the TLA).

Customer Site Name: N/A  
Customer Site ID: N/A

Crown Site Name: CAMANO ISLAND  
Crown Business Unit: 846381  
License Number: 396857  
Amendment Number: 745843

6. Except as expressly set forth in this Amendment, the TLA is otherwise unmodified, shall remain in full force and effect and is incorporated and restated herein as if fully set forth at length. In the event of any inconsistencies between the TLA and this Amendment, the terms of this Amendment shall control. Each reference in the TLA to itself shall be deemed to also refer to this Amendment.

[Remainder of Page Intentionally Left Blank]

TT: E 853551  
Prepared by: C. Mitchell  
Prepared on: 11/19/2020  
Revised on: 2/09/2021  
SLA TLA Universal Amendment; 2/17/11

LRF Rev. #: 2  
App Rev. #: 2  
MLA #: 278410

Customer Site Name: N/A  
Customer Site ID: N/A

Crown Site Name: CAMANO ISLAND  
Crown Business Unit: 846381  
License Number: 396857  
Amendment Number: 745843

**IN WITNESS WHEREOF**, the parties have set forth their hand and seal as of the date indicated above.

**CROWN:**

CCATT LLC,  
a Delaware limited liability company

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Execution Date: \_\_\_\_\_

**CUSTOMER:**

Snohomish County 911,  
a Washington miscellaneous and mutual corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Execution Date: \_\_\_\_\_

TT: E 853551  
Prepared by: C. Mitchell  
Prepared on: 11/19/2020  
Revised on: 2/09/2021  
SLA TLA Universal Amendment; 2/17/11

LRF Rev. #: 2  
App Rev. #: 2  
MLA #: 278410

Customer Site Name: N/A  
Customer Site ID: N/A

Crown Site Name: CAMANO ISLAND  
Crown Business Unit: 846381  
License Number: 396857  
Amendment Number: 745843

STATE OF \_\_\_\_\_ :  
: SS  
COUNTY OF \_\_\_\_\_ :

### ACKNOWLEDGMENT OF CROWN

On before me, personally appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that he/she is \_\_\_\_\_ of CCATT LLC, a Delaware limited liability company, and that said instrument was signed on behalf of said company and said \_\_\_\_\_ acknowledged said instrument to be his/her free act and deed.

In witness whereof, I have hereunto set my hand and affixed my seal at my office in said County and State on the day and year first above written.

Sworn to and subscribed before me

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

TT: E 853551  
Prepared by: C. Mitchell  
Prepared on: 11/19/2020  
Revised on: 2/09/2021  
SLA TLA Universal Amendment; 2/17/11

LRF Rev. #: 2  
App Rev. #: 2  
MLA #: 278410



Customer Site Name: N/A  
Customer Site ID: N/A

Crown Site Name: CAMANO ISLAND  
Crown Business Unit: 846381  
License Number: 396857  
Amendment Number: 745843

STATE OF \_\_\_\_\_ :  
: SS  
COUNTY OF \_\_\_\_\_ :

### ACKNOWLEDGMENT OF CUSTOMER

On before me, personally appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that he/she is \_\_\_\_\_ of Snohomish County 911, a Washington miscellaneous and mutual corporation, and that said instrument was signed on behalf of said company and said \_\_\_\_\_ acknowledged said instrument to be his/her free act and deed.

In witness whereof, I have hereunto set my hand and affixed my seal at my office in said County and State on the day and year first above written.

Sworn to and subscribed before me

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

TT: E 853551  
Prepared by: C. Mitchell  
Prepared on: 11/19/2020  
Revised on: 2/09/2021  
SLA TLA Universal Amendment; 2/17/11

LRF Rev. #: 2  
App Rev. #: 2  
MLA #: 278410

Customer Site Name: N/A  
Customer Site ID: N/A

Crown Site Name: CAMANO ISLAND  
Crown Business Unit: 846381  
License Number: 396857  
Amendment Number: 745843

## **ATTACHMENT A**

### **Site Engineering Application**

(See attached approved Site Engineering Application)

TT: E 853551  
Prepared by: C. Mitchell  
Prepared on: 11/19/2020  
Revised on: 2/09/2021  
SLA TLA Universal Amendment; 2/17/11

LRF Rev. #: 2  
App Rev. #: 2  
MLA #: 278410



## Order Information

| Order ID | Submitted By | Original Submit Date | JDE Job Number | Revision Number |
|----------|--------------|----------------------|----------------|-----------------|
| 527752   | Emily Greene | Aug 03 2020          | 618140         | 2               |

Orders are subject to applicable Crown Castle engineering, regulatory, zoning/planning, and priority property-owner approval. Approval conditions may result in alternative requirements for type and/or placement of equipment. Approval conditions may also lead to additional or revised engineering analysis at Crown Castle discretion and upon consent of the customer.

## Site Information

|                       |                        |                       |                                                  |
|-----------------------|------------------------|-----------------------|--------------------------------------------------|
| Site ID               | Crown Castle Structure | Structure Height (ft) | Crown Castle Site Name                           |
| 846381                | A                      | 165.0                 | CAMANO ISLAND                                    |
| Crown Castle District | County                 |                       |                                                  |
| SEA                   | Island                 |                       |                                                  |
| Latitude              | Longitude              | Structure Type        | Site Address                                     |
| 48° 13' 34.70"        | -122° 30' 5.80"        | SELF SUPPORT          | 615 NORTH WINDSUN WAY<br>CAMANO ISLAND, WA 98282 |

## Order Parameters

|                      |                         |                |                                  |
|----------------------|-------------------------|----------------|----------------------------------|
| Who is the customer? | What do you want to do? | License Number | What is the Scope of your Order? |
| Snohomish County WA  | Amendment               | 396857         | Tower Equipment                  |

Are you changing a mount?

--

What is the scope of work?

Snohomish proposes to remove (5) antennas, add (11) antennas, add (2) Omni, add (1) MW, add (1) radio, add (1) feedline

## Customer

|                           |                           |                                                      |                            |
|---------------------------|---------------------------|------------------------------------------------------|----------------------------|
| Billing Company           | Billing ID Number         | Billing Address                                      |                            |
| Snohomish County 911      | 393081                    | 1121 SE EVERETT MALL WAY<br>200<br>EVERETT, WA 98208 |                            |
| Operating Legal Entity    | Operating Legal Entity ID |                                                      |                            |
| Snohomish County 911      | 393081                    |                                                      |                            |
| Customer Site Name        | Customer Site Number      | Customer Job Number                                  | Customer Payment Reference |
| --                        | --                        | --                                                   | SERS Snohomish             |
| Customer Project Number   | Customer Market           | Customer Region                                      | Customer Sub-Market        |
| --                        | --                        | --                                                   | --                         |
| Project Management Vendor |                           |                                                      |                            |
| Crown Castle - PMV        |                           |                                                      |                            |

## Contacts

| NAME          | EMAIL              | PHONE | ADDRESS |
|---------------|--------------------|-------|---------|
| Howard Tucker | htucker@sno911.org |       |         |

## RF Contacts

There are currently no Contacts for this order.

## Configuration Review

### Antennas

| MCL<br>(ft) | ACL<br>(ft) | TOTAL | INSTALLED | PROPOSED | NOT<br>INSTALLED | MANUFACTURER / MODEL          | HEIGHT<br>(in) | WIDTH<br>(in) | DEPTH<br>(in) | WEIGHT<br>(lbs) |
|-------------|-------------|-------|-----------|----------|------------------|-------------------------------|----------------|---------------|---------------|-----------------|
| 112         | 113         | 1     | 1         | 0        | 0                | ANDREW / VHP6-107             | 72.00          | 72.00         | 52.55         | 347.00          |
| 136         | 136         | 3     | 0         | 3        | 0                | ANTEL / RWB-8008/120          | 25.20          | 11.20         | 5.90          | 8.40            |
| 136         | 141         | 1     | 0         | 1        | 0                | ANTEL / RWB-8008/120          | 25.20          | 11.20         | 5.90          | 8.40            |
| 136         | 133         | 2     | 0         | 2        | 0                | RFI ANTENNAS / BPA7496-120-12 | 60.00          | 10.40         | 6.00          | 17.00           |
| 145         | 149         | 1     | 1         | 0        | 0                | ANDREW / VHP6-107             | 72.00          | 72.00         | 52.55         | 347.00          |
| 145         | 155         | 1     | 0         | 1        | 0                | DBSPECTRA / DS1F06F36U-D      | 262.80         | 3.20          | 3.20          | 60.00           |
| 145         | 143         | 2     | 0         | 2        | 0                | RFI ANTENNAS / BPA7496-180-11 | 60.00          | 10.40         | 6.00          | 17.00           |
| 145         | 149         | 1     | 0         | 1        | 0                | RFI ANTENNAS / CC45006        | 113.00         | 3.00          | 3.00          | 22.00           |
| 155         | 155         | 1     | 0         | 1        | 0                | RFS/CELWAVE / SB6-W60CC       | 74.80          | 74.80         | 35.80         | 198.00          |

### Tower Mounted Equipment

| MCL<br>(ft) | ACL<br>(ft) | TOTAL | INSTALLED | PROPOSED | NOT<br>INSTALLED | MANUFACTURER / MODEL            | TYPE         | HEIGHT<br>(in) | WIDTH<br>(in) | DEPTH<br>(in) | WEIGHT<br>(lbs) |
|-------------|-------------|-------|-----------|----------|------------------|---------------------------------|--------------|----------------|---------------|---------------|-----------------|
| 136         | 136         | 1     | 1         | 0        | 0                | MOTOROLA / DDF1001A             | AMPLIFIER    | 24.00          | 6.00          | 6.00          | 30.00           |
| 145         | 143         | 1     | 0         | 1        | 0                | TX RX SYSTEMS / DQ432F83V17471T | BASE STATION | 15.00          | 12.00         | 7.50          | 15.00           |

### Feedlines

| MCL<br>(ft) | ACL<br>(ft) | TOTAL | INSTALLED | PROPOSED | NOT<br>INSTALLED | MANUFACTURER / MODEL | NOMINAL SIZE<br>(in) | NOMINAL O.D.<br>(in) |
|-------------|-------------|-------|-----------|----------|------------------|----------------------|----------------------|----------------------|
| 112         | 113         | 1     | 1         | 0        | 0                | ANDREW / EW90        | ELLIPTICAL           | 1.32                 |
| 136         | 136         | 3     | 3         | 0        | 0                | ANDREW / AVA5-50     | 7/8                  | 1.10                 |
| 145         | 145         | 1     | 1         | 0        | 0                | ANDREW / EW90        | ELLIPTICAL           | 1.32                 |
| 155         | 155         | 1     | 0         | 1        | 0                | ANDREW / EW64        | ELLIPTICAL           | 1.88                 |

## Frequencies

| SVC TECHNOLOGY  | EIRP (WATTS) | STANDARD FREQUENCY | TRANSMIT FREQUENCY                           |
|-----------------|--------------|--------------------|----------------------------------------------|
| MW Link         | 100.00       |                    | 6.425 - 7.125GHZ<br>10.200 - 11.000GHZ       |
| Other - With RF | 100.00       |                    | 825.000 - 860.000MHZ<br>152.007 - 152.007MHZ |
| Other - With RF | 100.00       |                    | 453.350 - 453.350MHZ                         |

All Receive frequencies are approved.

## Cabinets

Number of Proposed Additional Cabinets

0

## Lease Areas

There are currently no Lease Areas for this order

## Power

Do you need Crown to supply Power?

No

Battery Backup Required?

No

## Equipment

Order autopopulated from LMP(Installed Config)

### Antennas

| MANUFACTURER / MODEL          | ANTENNA CENTERLINE (ft) | AZIMUTH | CUSTOMER MOUNT CLASS | MOUNT ORIENTATION | STATUS    |
|-------------------------------|-------------------------|---------|----------------------|-------------------|-----------|
| ANDREW / VHP6-107             | 113                     | 100     | PIPE MOUNT           | Mid-Mount         | Installed |
| ANDREW / VHP6-107             | 149                     | 80      | SECTOR MOUNT         | Mid-Mount         | Installed |
| ANTEL / RWB-8008/120          | 141                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| ANTEL / RWB-8008/120          | 136                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| ANTEL / RWB-8008/120          | 136                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| ANTEL / RWB-8008/120          | 136                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| RFI ANTENNAS / BPA7496-120-12 | 133                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| RFI ANTENNAS / BPA7496-120-12 | 133                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| RFI ANTENNAS / BPA7496-180-11 | 143                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| RFI ANTENNAS / BPA7496-180-11 | 143                     | 90      | SECTOR MOUNT         | Mid-Mount         | Proposed  |
| DBSPECTRA / DS1F06F36U-D      | 155                     | 90      | SECTOR MOUNT         | Upright           | Proposed  |
| RFI ANTENNAS / CC45006        | 149                     | 120     | SIDE ARM MOUNT       | Upright           | Proposed  |
| RFS/CELWAVE / SB6-W60CC       | 155                     | 71      | PIPE MOUNT           | Mid-Mount         | Proposed  |

### Tower Mounted Equipment

| TYPE         | MANUFACTURER / MODEL            | TME CENTERLINE (ft) | LOCATED ON ANTENNA MOUNT? | MOUNT CLASS | STATUS    |
|--------------|---------------------------------|---------------------|---------------------------|-------------|-----------|
| AMPLIFIER    | MOTOROLA / DDF1001A             | 136                 | Yes                       |             | Installed |
| BASE STATION | TX RX SYSTEMS / DQ432F83V17471T | 143                 | Yes                       |             | Proposed  |

### Feedlines

| TYPE       | MANUFACTURER / MODEL | NOMINAL SIZE (in) | ATTACHED CENTERLINE (ft) | LENGTH (ft) | IN CONDUIT? | STATUS    |
|------------|----------------------|-------------------|--------------------------|-------------|-------------|-----------|
| COAX       | ANDREW / AVA5-50     | 7/8               | 136                      | 186         | No          | Installed |
| COAX       | ANDREW / AVA5-50     | 7/8               | 136                      | 186         | No          | Installed |
| COAX       | ANDREW / AVA5-50     | 7/8               | 136                      | 186         | No          | Installed |
| ELLIPTICAL | ANDREW / EW90        | ELLIPTICAL        | 113                      | 163         | No          | Installed |
| ELLIPTICAL | ANDREW / EW90        | ELLIPTICAL        | 145                      | 199         | No          | Installed |
| ELLIPTICAL | ANDREW / EW64        | ELLIPTICAL        | 155                      | 205         | No          | Proposed  |

**NOTICE:** Structural Analysis shall be performed in accordance with the current revision of the TIA/EIA 222 standard and applicable local building permit codes and standards. EME analysis shall be consistent with current revision of FCC/OSHA standard OETB 65. AM detuning, when required, will be performed to 47 CFR22.371. The customer is responsible for all analysis expenses. All construction drawings are subject to Crown Castle engineering approval prior to commencement of tower attachments and compound installations. Installation of equipment not conforming to approved drawings may violate the terms of the occupancy agreement and will be corrected at the customer's expense. Crown Castle requires drawings for pre-construction approval and as built drawings for physical configuration validation to be submitted as unlocked AutoCAD files (Version 2000i preferred). Because manufacturers may change equipment specifications (e.g., length, width, height, depth or weight) for a Model Number without changing the Model Number itself, the equipment specifications for such Model Number as identified herein shall be used to determine exactly which version of equipment with such Model Number is approved by Crown Castle herein. Crown Castle may include the suffix "CClv" together with a number (indicating a version number) after a Model Number, which suffix is not part of the actual Model Number, but indicative of a known change to the equipment specifications applicable to such Model Number.

Customer Site Name: N/A  
Customer Site ID: N/A

Crown Site Name: CAMANO ISLAND  
Crown Business Unit: 846381  
License Number: 396857  
Amendment Number: 745843

## **ATTACHMENT B**

### **Site Plan**

(INTENTIONALLY OMITTED)

TT: E 853551  
Prepared by: C. Mitchell  
Prepared on: 11/19/2020  
Revised on: 2/09/2021  
SLA TLA Universal Amendment; 2/17/11

LRF Rev. #: 2  
App Rev. #: 2  
MLA #: 278410

Customer Site Name: N/A  
Customer Site ID: N/A

Crown Site Name: CAMANO ISLAND  
Crown Business Unit: 846381  
License Number: 396857  
Amendment Number: 745843

## **ATTACHMENT C**

### **Level Drawing**

(See attached CAD-Generated Level Drawing)

TT: E 853551  
Prepared by: C. Mitchell  
Prepared on: 11/19/2020  
Revised on: 2/09/2021  
SLA TLA Universal Amendment; 2/17/11

LRF Rev. #: 2  
App Rev. #: 2  
MLA #: 278410







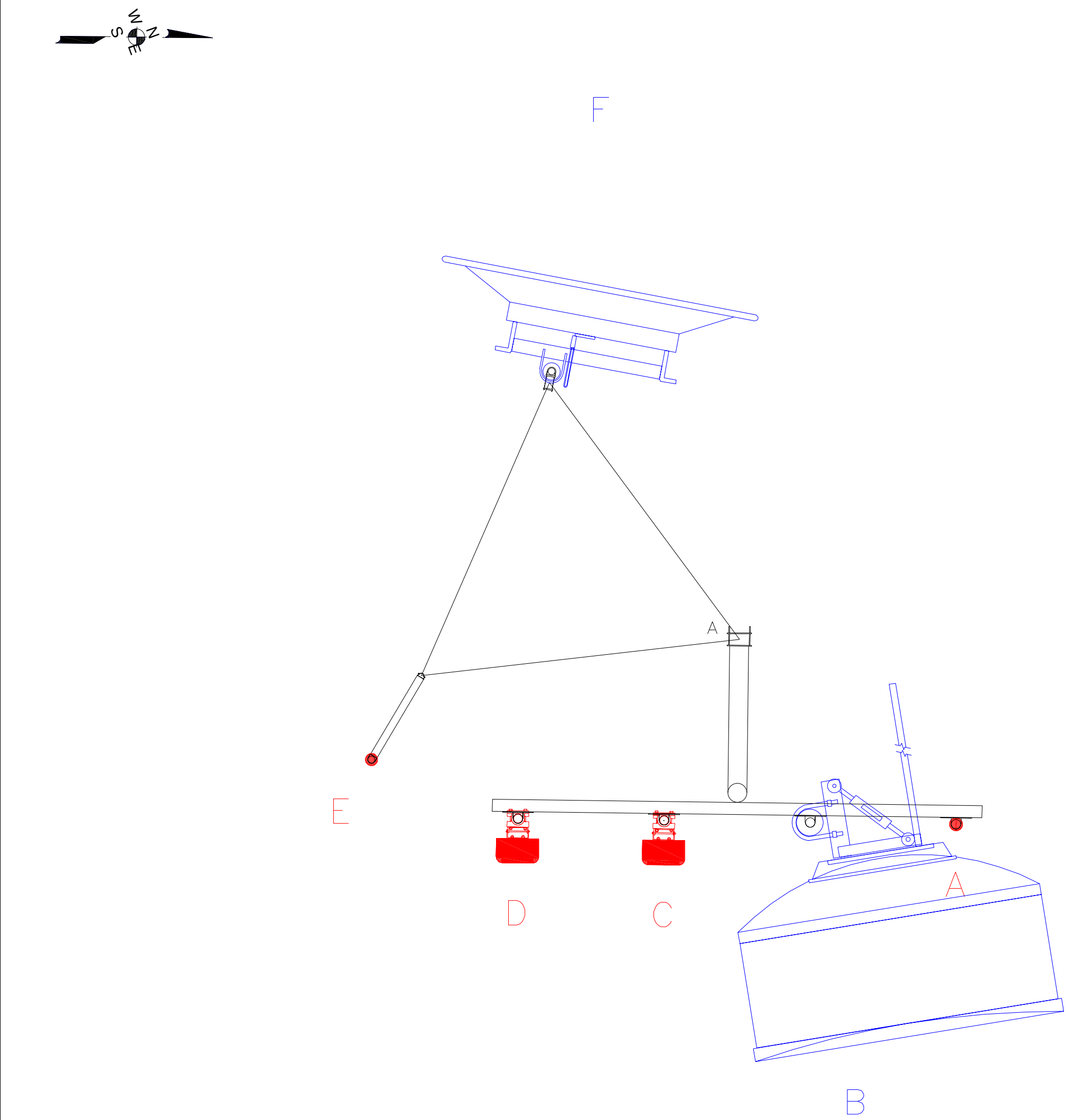




| ANTENNA SUMMARY SNOHOMISH COUNTY WA  |      |       |     |      |              |               |                 |            |
|--------------------------------------|------|-------|-----|------|--------------|---------------|-----------------|------------|
| QTY                                  | INST | PRPSD | NOT | INST | MLA/SLA/ABND | MANUFACTURER  | MODEL           | ANTEN Ȣ    |
| 1                                    | 0    | 1     | 0   |      | 0            | DBSPECTRA     | DS1F06F36U-D    | 155        |
| 1                                    | 1    | 0     | 0   |      | 0            | ANDREW        | VHP6-107        | 149        |
| 2                                    | 0    | 2     | 0   |      | 0            | RFI ANTENNAS  | BPA7496-180-11  | 143        |
| 1                                    | 0    | 1     | 0   |      | 0            | RFI ANTENNAS  | CC45006         | 149        |
| TME SUMMARY SNOHOMISH COUNTY WA      |      |       |     |      |              |               |                 |            |
| QTY                                  | INST | PRPSD | NOT | INST | MLA/SLA/ABND | MANUFACTURER  | MODEL           | TYPE       |
| 1                                    | 0    | 1     | 0   |      | 0            | TX RX SYSTEMS | DQ432F83V17471T | BASESTN    |
| FEEDLINE SUMMARY SNOHOMISH COUNTY WA |      |       |     |      |              |               |                 |            |
| QTY                                  | INST | PRPSD | NOT | INST | MLA/SLA/ABND | MANUFACTURER  | MODEL           | SIZE       |
| 1                                    | 1    | 0     | 0   |      | 0            | ANDREW        | EW90            | ELLIPTICAL |

| ORIENT |     |     | CUSTOMER            |  | Ȣ   | STATUS    | MFG          | MODEL          | AZ  | TECH | FEEDLINE |            | TME |         |               |
|--------|-----|-----|---------------------|--|-----|-----------|--------------|----------------|-----|------|----------|------------|-----|---------|---------------|
|        |     |     |                     |  |     |           |              |                |     |      | QTY      | SIZE       | QTY | TME     | TYPE          |
| A      | :   |     | SNOHOMISH COUNTY WA |  |     | INSTALLED |              |                |     |      | 1        | ELLIPTICAL | 0   |         |               |
|        | UP  |     | SNOHOMISH COUNTY WA |  | 155 | PROPOSED  | DBSPECTRA    | DS1F06F36U-D   | 90  |      | 0        |            | 1   | BASESTN | TX RX SYSTEMS |
| B      | :   | MID | SNOHOMISH COUNTY WA |  | 149 | INSTALLED | ANDREW       | VHP6-107       | 80  |      | 0        |            | 0   |         |               |
|        | :   |     |                     |  |     |           |              |                |     |      |          |            |     |         |               |
| C      | :   |     | SNOHOMISH COUNTY WA |  | 143 | PROPOSED  | RFI ANTENNAS | BPA7496-180-11 | 90  |      | 0        |            | 0   |         |               |
|        | MID |     | SNOHOMISH COUNTY WA |  | 143 | PROPOSED  | RFI ANTENNAS | BPA7496-180-11 | 90  |      | 0        |            | 0   |         |               |
| D      | :   |     | SNOHOMISH COUNTY WA |  | 143 | PROPOSED  | RFI ANTENNAS | BPA7496-180-11 | 90  |      | 0        |            | 0   |         |               |
|        | MID |     | SNOHOMISH COUNTY WA |  | 143 | PROPOSED  | RFI ANTENNAS | BPA7496-180-11 | 90  |      | 0        |            | 0   |         |               |
| E      | :   |     | SNOHOMISH COUNTY WA |  | 149 | PROPOSED  | RFI ANTENNAS | CC45006        | 120 |      | 0        |            | 0   |         |               |
|        | UP  |     | SNOHOMISH COUNTY WA |  | 149 | PROPOSED  | RFI ANTENNAS | CC45006        | 120 |      | 0        |            | 0   |         |               |

OPERATING LEGAL ENTITY: SNOHOMISH COUNTY 911



CARRIERS' LOGO

CROWN REGION ADDRESS  
USA

SPACE RESERVED FOR PROFESSIONAL SEALS

|           |            |                                |       |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|------------|--------------------------------|-------|--|--|--|--|--|--|--|--|--|--|--|--|
| REVISIONS | NO. DATE   | DESCRIPTION                    | BY    |  |  |  |  |  |  |  |  |  |  |  |  |
|           | 1 29/01/21 | UPDATED PER WORK ORDER 1920040 | EZCAD |  |  |  |  |  |  |  |  |  |  |  |  |

DRAWN/CHECKED BY: EZCAD  
DRAWING DATE: 1/29/2021

SITE NUMBER:  
SITE NAME:

SITE NAME

CAMANO ISLAND

BUSINESS UNIT NUMBER

846381

SITE ADDRESS

615 NORTH WINDSUN WAY  
CAMANO ISLAND, WA 98282  
ISLAND COUNTY  
US

SHEET TITLE

145 FT PROPOSED LEVEL

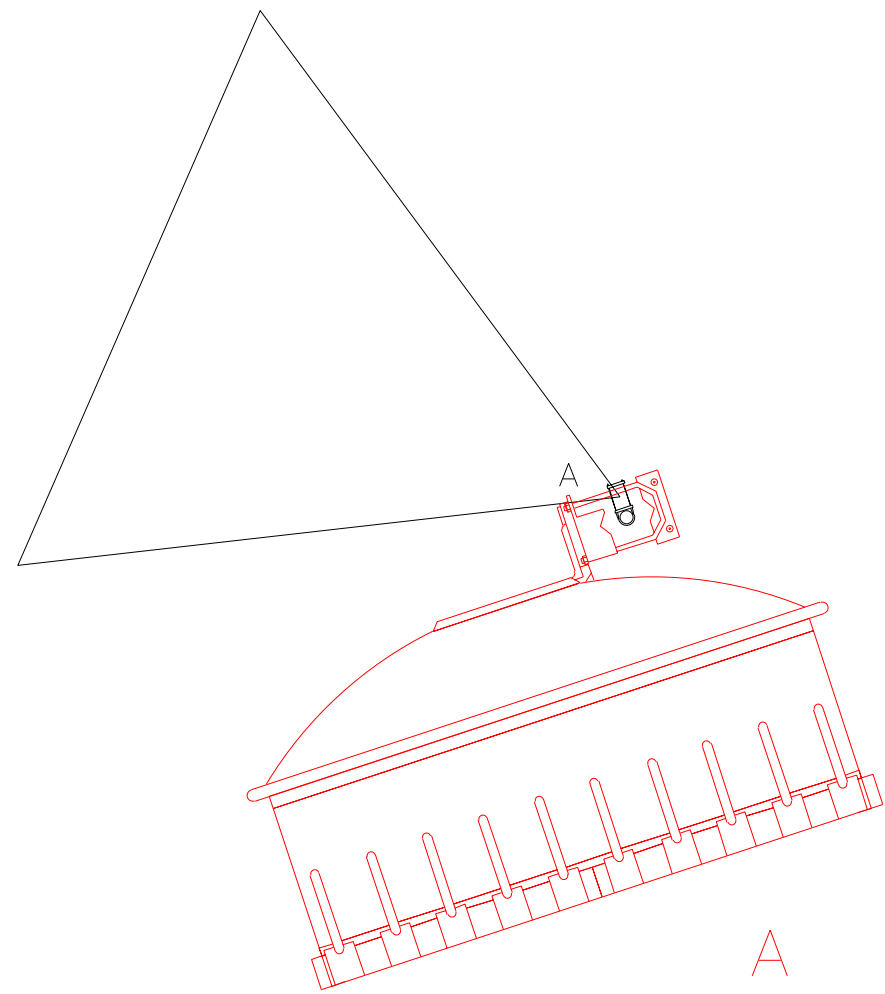
SHEET NUMBER

A1-145

34



| ANTENNA SUMMARY SNOHOMISH COUNTY WA  |      |       |     |      |              |              |           |            |
|--------------------------------------|------|-------|-----|------|--------------|--------------|-----------|------------|
| QTY                                  | INST | PRPSD | NOT | INST | MLA/SLA/ABND | MANUFACTURER | MODEL     | ANTEN ⑆    |
| 1                                    | 0    | 1     | 0   |      | 0            | RFS/CELWAVE  | SB6-W60CC | 155        |
| TME SUMMARY SNOHOMISH COUNTY WA      |      |       |     |      |              |              |           |            |
| QTY                                  | INST | PRPSD | NOT | INST | MLA/SLA/ABND | MANUFACTURER | MODEL     | TYPE       |
| FEEDLINE SUMMARY SNOHOMISH COUNTY WA |      |       |     |      |              |              |           |            |
| QTY                                  | INST | PRPSD | NOT | INST | MLA/SLA/ABND | MANUFACTURER | MODEL     | SIZE       |
| 1                                    | 0    | 1     | 0   |      | 0            | ANDREW       | EW64      | ELLIPTICAL |



LEVEL DRAWING | MOUNT: PM 601-1

| ORIENT |  |  |  | CUSTOMER            |  |  |  | ⑆ | STATUS   | MFG         | MODEL     | AZ | TECH | FEEDLINE     |  | TME |  |  |  |
|--------|--|--|--|---------------------|--|--|--|---|----------|-------------|-----------|----|------|--------------|--|-----|--|--|--|
| MID    |  |  |  | SNOHOMISH COUNTY WA |  |  |  |   | PROPOSED | RFS/CELWAVE | SB6-W60CC | 71 |      | 1 ELLIPTICAL |  | 0   |  |  |  |

OPERATING LEGAL ENTITY: SNOHOMISH COUNTY 911

CARRIERS' LOGO



CROWN REGION ADDRESS

USA

SPACE RESERVED FOR PROFESSIONAL SEALS

| REVISIONS | NO. | DATE     | DESCRIPTION | BY |                                |  |  |  |  |  |  |  |  |  |
|-----------|-----|----------|-------------|----|--------------------------------|--|--|--|--|--|--|--|--|--|
|           |     |          |             |    | EZCAD                          |  |  |  |  |  |  |  |  |  |
|           |     |          |             |    | UPDATED PER WORK ORDER 1920467 |  |  |  |  |  |  |  |  |  |
|           | 1   | 01/02/21 |             |    |                                |  |  |  |  |  |  |  |  |  |

DRAWN/CHECKED BY: EZCAD  
DRAWING DATE: 2/1/2021

SITE NUMBER:  
SITE NAME:

SITE NAME

CAMANO ISLAND

BUSINESS UNIT NUMBER

046381

SITE ADDRESS

615 NORTH WINDSUN WAY  
CAMANO ISLAND, WA 98282  
ISLAND COUNTY  
US

SHEET TITLE

155 FT PROPOSED LEVEL

SHEET NUMBER

A1-155

**AGREEMENT FOR SERVICES  
BETWEEN SNOHOMISH COUNTY 911 AND  
THE TULALIP TRIBES**

THIS AGREEMENT is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between SNOHOMISH COUNTY 911, an interlocal non-profit corporation organized under the laws of the State of Washington ("**SNO911**") and the TULALIP TRIBES, a federally recognized sovereign tribe organized pursuant to Section 16 of the Indian Reorganization Act of 1934, as amended 25 U.S.C. §476, governed by the Board of Directors of the Tulalip Tribes of Washington as provided in Article VI of the Constitution and Bylaws of the Tulalip Tribes~~under the laws of the United States of America,~~ (hereinafter the "**Tribe**").

**RECITALS**

**A.** SNO911 is organized to provide emergency and public safety communications, dispatch, monitoring, and information services in Snohomish County, Washington.

**B.** The Tribe operates the Tulalip Tribal Police Department ("**Tribal Police Department**") within the jurisdictional area of the Tulalip Reservation in Snohomish County, Washington.

**C.** The Tribe, by and through its Tribal Police Department, maintains its own dispatch operation and desires to utilize the SNO911 radio technology system for voice communications for public safety purposes only.

**D.** SNO911 is willing to have the Tribe participate as a contracted Subscriber agency – as that term is defined in the Interlocal Agreement attached hereto as "**Exhibit A**" ("**ILA**") – in the SNO911 radio technology system on the terms and conditions provided in this Agreement.

**E.** SNO911 and the Tribe are desirous of entering into a contractual relationship for the Tribe to access certain SNO911 services if the Tribe meets the standards required of SNO911 agencies and otherwise meets the terms and conditions of this Agreement.

**AGREEMENT**

**FOR GOOD AND VALUABLE CONSIDERATION**, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**Section 1. Purpose of Agreement.** The purpose of this Agreement is to define the scope of services contracted by the Tribe from SNO911, set forth the compensation to be paid by the Tribe for such services, and to enumerate other related provisions, which contribute to the mutual benefit of the parties to this Agreement.

**Section 2. Scope of Services.** SNO911 shall provide services to the Tribe in accordance with this Agreement, with the ILA as may hereinafter be amended, with the procedures and practices established by the SNO911 Board of Directors, the procedures and practices established by the SNO911 technical advisory committees, and the Snohomish County Law Enforcement Radio Procedures. Specifically, SNO911 shall provide the following services to the Tribe:

**Section 2.1** SNO911 shall provide the Tribe access to SNO911's emergency public radio system for purposes of radio communications amongst its Tribal Police Department staff for public safety purposes only.

**Section 2.2** SNO911 shall provide, install, and program [x] portable radios and [x] mobile radios for Tribal Police Department's mobile fleet, for use consistent with this Agreement. Such provision, installation, and programming shall be consistent with SNO911's current radio replacement project.

**Section 2.3** SNO911 shall program two (2) base radios, which shall already have been provided by and installed by the Tribal Police Department. After programming by SNO911, the use of such base radios shall be use consistent with this Agreement.

**Section 2.3** SNO911 shall provide usage of two (2) dedicated talk-groups to the Tribal Police Department for public safety use only within the Tribal Police Department only. The talk groups are shared and accessible by SNO911 and SNO911's user agencies. The Tribal Police Department's access to other non-Tribal talk-groups is subject to the discretion of the SNO911 Police Technical Advisory Committee.

**Section 2.4** SNO911 shall invite the Tribal Police Department chief or the chief's designee to participate in the SNO911 Police Technical Advisory Committee, as further described in the ILA. SNO911 shall also invite the Tribe to participate in the SNO911 agency assembly and participate in SNO911 budget proposal review, as further described in the ILA.

**Section 2.5** SNO911 shall provide the Tribal Police Department the same radio priority as other public safety agencies.

**Section 3. Responsibility of the Tribe.** The Tribe shall be responsible for the following:

**Section 3.1** The Tribal Police Department shall use and access the SNO911 radio system for public safety use only.

**Section 3.2** The Tribe shall be responsible for the purchase and programming of radios beyond the number provided by SNO911 pursuant to Section 2 of this Agreement. The Tribe shall also be responsible for installations of in-building radios and equipment in the Tribe's dispatch center. The Tribe shall be responsible for all of its own costs that are created as a result of it

becoming a SNO911 Subscriber (as defined in the ILA). The Tribe shall be responsible for all of its and SNO911 costs associated with lost or damaged radios and hardware, except that any loss or damage covered by a manufacturer's warranty to SNO911 shall be extended to the Tribe if permitted under the terms of the warranty.

**Section 3.3** The Tribe shall establish and enforce specific controls to prevent the unauthorized or inappropriate use of radios and the communication system.

**Section 3.4** The Tribe shall immediately report unauthorized or inappropriate access to or disclosure of information from any SNO911 system.

**Section 3.5** The Tribe shall follow established practices regarding radio configuration, usage, nomenclatures, and operating parameters. Additionally, the Tribe shall ensure its staff is trained and adhere to standards outlined in the Snohomish County Law Enforcement Radio Procedures whenever interoperating with other users of the SNO911 system.

**Section 3.6** The Tribe shall abide by all Federal Communication Commission rules and regulations concerning the use of shared radio facilities.

**Section 3.7** The Tribe ~~shall~~ follow established practices regarding requests for other entities to extend access for mutual aid purposes. Such requests are subject to approval by the SNO911 Police Technical Advisory Committee.

**Section 3.8** The Tribe agrees to the terms of the ILA in its capacity as a Subscriber (as the ILA defines that term) and acknowledges it is subject to all provisions of the ILA applicable to Subscribers.

**Section 3.9** The Tribe shall maintain equipment to applicable standards, governance and requirements of SNO911 and its other agencies. The Tribe shall purchase all hardware, software, and required annual maintenance costs which is required of an agency participating with SNO911. The Tribe shall be responsible, at its expense, to upgrade and install its own equipment to accommodate the capability to communicate on the authorized talk groups. The Tribe shall coordinate its software licenses required to utilize the SNO911 technology system with SNO911. SNO911 shall have sole discretion in determining compatibility of software and the Tribe shall procure compatible software in the event a determination is made that existing software is not compatible. The Tribe, as a contracting agency with SNO911, shall abide by all operational and technological business practices of SNO911 as they exist at the time of the execution of this Agreement or as those practices may change, from time to time, in the future.



**Section 3.10** The Tribe shall immediately report to SNO911 all Tribal Police Department personnel changes so that SNO911 can disable system access.

**Section 3.11** The Tribe shall remain in compliance with State of Washington ACCESS requirements and CJIS Standards and immediately report to SNO911 any changes in status.

**Section 4. Initial Infrastructure Fee and User Fees.** The Tribe shall be responsible for the following Initial Infrastructure Fee and User Fees:

**Section 4.1 Initial Infrastructure Fee.** The Tribe shall pay a one-time infrastructure fee of THIRTY-ONE THOUSAND FIVE HUNDRED AND NO CENTS (\$31,500.00) to SNO911. Payment shall be made within [x] days of execution of this Agreement.

**Section 4.2 User Fees.** The Tribe shall pay TWENTY-FIVE DOLLARS AND FORTY-THREE CENTS (\$25.43) per radio per month for labor-related costs to SNO911 and FOUR DOLLARS AND THIRTY-TWO CENTS (\$4.32) per radio per month for operating-related costs, for a combined total of TWENTY-NINE DOLLARS AND SEVENTY-FIVE CENTS (\$29.75) per radio per month. Any work requested by the Tribe and performed by SNO911 that is out of the scope of this Agreement will be charged on a time and material basis with such time being charged as herein described. SNO911 shall bill the Tribe monthly. The Tribe shall make payment within [x] days of receipt of invoice.

**Section 4.3 Delinquency.** User Fees not paid when due shall begin to accrue interest on the date the User Fee was originally due and shall continue until the User Fee is paid (together with all accrued interest) in full at the Federal Prime Rate plus 3%. SNO 911 shall, within seven (7) business days of the due date, send notice to the Tribe of such delinquency. In the event the Tribe does not pay in full all User Fees plus accrued interest within six (6) months from the date of initial delinquency, the Governing Board may terminate services to the Tribe. Any such termination shall not absolve the Tribe of its obligation to pay any amounts owing to SNO911, including any accrued interest.

**Section 5. Term of Agreement.** This Agreement shall commence as of the date set forth above and continue for twelve (12) months thereafter.

**Section 6. Termination.**

**Section 6.1 Termination Without Cause.** Either SNO911 or the Tribe may terminate this Agreement, without cause, by providing written notice to the other party at least fifteen (15) days prior to the effective date of termination; provided, however, after termination, the Tribe shall continue to be responsible to pay any outstanding User Fees, together with any other applicable costs allocated to the Tribe as part of its participation in SNO911, for the year in which termination notice was given and for the following year in the event that the

SNO911 budget for that year has been approved and adopted by the SNO911 Board of Directors as of the effective date of notice of termination.

**Section 6.2 Termination for Cause.** Any party may immediately terminate this Agreement for cause for violating a provision of this Agreement. In the event that SNO911 terminates for cause, the Tribe's User Fees will be handled in the same manner as a termination without cause and the Tribe shall continue to be responsible for its costs as stated above.

**Section 6.3 Miscellaneous.** Upon any termination of this Agreement, the Tribe shall return all portable radios and mobile radios to SNO911 and SNO911 shall suspend all accesses and other privileges provided under this Agreement. Any termination of this Agreement shall not result in a refund to the Tribe of the Infrastructure Fee. This provision shall survive termination of this Agreement.

**Section 7. Access Restriction.** The Tribe's access to the SNO911 technology system may be limited, restricted, or temporarily terminated, without notice, if SNO911 has a good faith belief that such action is necessary to maintain the integrity of the technology system or a good faith belief that any component of the technology system has or will be misused or if, in SNO911's sole discretion, such usage is having a detrimental impact to SNO911's radio technology system or operation.

**Section 8. Dispute Resolution.** The dispute resolution provisions of the ILA, as may hereinafter be amended, shall apply.

**Section 9. Indemnification and Hold Harmless.** The Tribe agrees to indemnify and hold harmless each Principal (as that term is defined in the ILA) and SNO911, their officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of the Tribe's negligent acts or omissions in connection with the receipt of services from SNO911.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Tribe and SNO911, its officers, officials, employees, and volunteers, the party's liability hereunder shall be only to the extent of the party's negligence. It is further specifically and expressly understood that the indemnification provided in this Section constitutes the party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

Each party shall give the other party proper notice as provided herein of any claim or suit coming within the purview of these indemnities. Termination of this Agreement shall not affect the continuing obligations of each of the parties as indemnitors hereunder with respect to those indemnities and which shall have occurred prior to such termination.



**Section 10. Disclaimer of Liability.** Under no circumstances, shall SNO911 or anyone else involved in administering or providing the services hereunder be liable for any exemplary, punitive, indirect, incidental, special, or consequential damages. SNO911 shall not under any circumstances be liable for any damages resulting from the failure of public or private utilities, the failure of communications equipment, or any other failure that causes system down time, and in no event shall SNO911 be liable for any monetary damages in excess of the total amount of monetary consideration received by SNO911 under this Agreement. This provision shall survive termination of this Agreement.

**Section 11. Insurance.** Both SNO911 and the Tribe shall maintain liability insurance coverage the scope of which shall include claims that may arise under this Agreement with coverage limits of at least One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage liability and with an annual aggregate of at least Two Million Dollars (\$2,000,000.00). Evidence of such insurance compliance shall be provided to the other Party upon request. This provision shall survive termination of this Agreement.

**Section 12. Public Records.** SNO911 is subject to Washington's Public Records Act, Chapter 42.56 RCW (the "Act"), and the Act defines "Public Record" very broadly. Any records or documents, including electronic records, relating to, or arising out of this Agreement may be subject to that Act. Likewise, any recorded radio communications may be considered Public Records subject to the Act. The Tribe acknowledges that Public Records, including this Agreement, may be required to be made available for inspection and/or copying if a request to do so is received by SNO911.

The Tribe agrees that if it chooses to record radio communications or metadata it will limit those recordings to the talk-groups exclusively designated for the Tribe's use under this agreement. The Tribe will not record other talk-groups. The Tribe agrees to provide audio records for operational purposes if requested by SNO911 or a SNO911 agency.

The Tribe shall not disclose any radio communications or metadata recorded from the Tribe's talk-groups that includes audio from any SNO911 agency without advanced written approval from SNO911. The Tribe shall make records available as required by this Section without charge to SNO911.

~~**Section 12. Public Records.** SNO911 is subject to Washington's Public Records Act, Chapter 42.56 RCW (the "Act"), and the Act defines "Public Record" very broadly. Any records or documents, including electronic records, relating to, or arising out of this Agreement are subject to that Act. Likewise, any recorded radio communications are considered Public Records subject to the Act. The Tribe acknowledges that Public Records, including this Agreement, may be required to be made available for inspection or copying if a request to do so is received by SNO911. Any such request received by the Tribe, including oral requests, must be referred to the SNO911 Executive Director immediately so that SNO911 may acknowledge the request within five (5) business days of receipt. The Tribe shall not make Public Records~~

~~available to anyone requesting them unless authorized to do so by SNO911. The Tribe shall make records available as required by this section without charge to SNO911.~~

**Commented [KM1]:** This section is undergoing a rework please disregard.

**Commented [KM2]:**

**Section 13. No Third-Party Rights.** This Agreement is intended to govern only the rights and responsibilities of the parties hereto and as specified herein. Nothing in this Agreement shall be construed or interpreted to create any third-party rights or create a cause of action in favor of a third party. This Agreement shall not be construed or interpreted to create a standard of performance or care for the purposes of any claim initiated by a third party. This provision shall survive termination of this Agreement.

**Section 14. Limited Waivers of Sovereign Immunity and Venue Stipulation.** The Tribe and SNO911 recognize and respect the sovereignty and legal status of the other Party. The Tribe and SNO911 further recognize that the other Party has and reserves all rights, powers, and remedies now or hereafter existing at law, in equity or by statute, treaty, or otherwise. Except for the limited waiver set forth herein, this Agreement is not intended to nor shall it be construed to diminish, increase, or otherwise alter the rights and entitlements of either Party. Nothing in this Agreement is or shall be deemed to be a waiver of the Tribe's or SNO911's sovereign immunity from suit except that each Party hereby expressly provides a limited waiver of sovereign immunity from suit and consents to be subject to the jurisdiction and venue of the Snohomish County Superior Court for disputes arising between SNO911 and the Tribe arising under the terms and conditions of this Agreement, but not as to any other person or entity. Neither Party shall revoke, by any means, that Party's limited waiver of sovereign immunity, during the term of this Agreement. The limited waivers of sovereign immunity provided by each Party shall be effective as of the date of this Agreement and shall continue for the applicable statute of limitations following termination or cancellation of this Agreement except that such limited waivers of sovereign immunity shall remain effective for any legal proceeding pending at the end of such applicable statute of limitations period until the conclusion of any such legal proceeding and enforcement thereof. The limited waiver of sovereign immunity shall survive termination of the Agreement for the duration of any applicable statute of limitations.

**Section 15. Notices.**

**Section 15.1** Notice to SNO911 shall be sent to the following address:

Angie Baird  
Snohomish County 911  
1121 S.E. Everett Mall Way, Suite 200  
Everett, WA 98208  
[abaird@sno911.org](mailto:abaird@sno911.org)

**Section 15.2** Notice to the Tribe shall be sent to the following address:

|       |  |
|-------|--|
| Name: |  |
|-------|--|

|          |  |
|----------|--|
| Address: |  |
| Address: |  |
| Address: |  |
| E-mail:  |  |

**Section 16. Severability.** If any part of this Agreement is unenforceable for any reason the remainder of the Agreement shall remain in full force and effect.

**Section 17. Modification.** This instrument constitutes the entire Agreement between the parties and supersedes all prior agreements. No modification or amendments shall be valid unless evidenced in writing, properly agreed to, and signed by both parties.

**Section 18. Entire Agreement.** The Parties agree that this Agreement, together with the portions incorporated herein, is the complete expression of the terms, and any oral representations or understandings not incorporated herein are excluded. Either party may request changes in this Agreement upon proper notice, and when mutually agreed shall be incorporated herein by written amendments hereto.

**Section 19. Authority.** Each person signing below for and on behalf of the respective Party hereby represents and warrants to the other party full and complete authority to enter into this Agreement on behalf of such party and that upon execution and delivery of this Agreement by both parties, this Agreement and the obligations set forth therein shall be valid and binding upon the party for whom such person executes this Agreement.

**Section 20. Recording.** The parties acknowledge that this Agreement may be filed with the Auditor of Snohomish Counties or, alternatively, listed on one or more parties' web site, pursuant to RCW 39.34.040 and hereby authorize the recording or listing thereof.

**[Signatures on the following page.]**

|

**WHEREFORE**, the parties have executed this Agreement on the dates set forth below.

**THE TULALIP TRIBES**

By \_\_\_\_\_

Its \_\_\_\_\_

Date: \_\_\_\_\_, 2021

**SNOHOMISH COUNTY 911**

By \_\_\_\_\_

Its \_\_\_\_\_

Date: \_\_\_\_\_, 2021

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EXHIBIT A

## ACTION PROPOSAL FORM

**Date:** 4/12/2021

**Action Title:** Managed Laptop Program Bill of Sale Marysville Fire

**Time Sensitivity:** Normal

**Background / Purpose:**

In July 2019, the Board approved using the Bill of Sale form provided by our attorney to transfer assets purchased through the Managed Laptop Program to the respective agency once the agency met its financial obligation. The Board authorized *the President or their designee* to sign the bill of sale.

Marysville Fire has requested SNO911 transfer the assets listed in the included bill of sale to their agency. They have met all obligations of their contract.

To avoid any appearance of a conflict of interest we do not want to ask the Board President to sign and instead request the Board establish the President or the Executive Director as authorized signers for managed laptop asset transfers that occur after an agency has met their financial obligations.

**Recommended Motion:**

Authorize the Board President or Executive Director to sign managed laptop Bills of Sale.

**Funding:**

N/A



**BILL OF SALE AND HOLD HARMLESS AGREEMENT**  
**EQUIPMENT**

In consideration of the satisfaction of Buyer's obligations under the Enhanced Service Level Agreement between Buyer and Seller and Buyer's agreement to receive the equipment listed in **Exhibit A** "EQUIPMENT" without warranty, with a waiver of claims against the Snohomish County 911 as stated below, the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, Snohomish County 911, "SNO911", does hereby sell, assign, convey, transfer and deliver to: MARYSVILLE FIRE "Buyer" the EQUIPMENT.

SNO911 makes no representations regarding the condition of the EQUIPMENT or the existence of known or hidden defects. Buyer warrants that it has been using the Equipment, inspected the EQUIPMENT, is aware of any defects in such EQUIPMENT, and has determined that the EQUIPMENT is appropriate for Buyer's intended use.

**Buyer accepts the EQUIPMENT "as is," and SNO911 makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. SNO911 disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. In no event shall SNO911 be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever out of the Buyer's possession, control or use of the EQUIPMENT, even if SNO911 had been previously advised of the possibility of that damage. SNO911's maximum liability shall in no event exceed the price of the EQUIPMENT specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of SNO911 that is not expressed in this agreement.**

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Buyer has been given ample opportunity to inspect the EQUIPMENT and has in fact inspected the EQUIPMENT referred to in this Agreement, is aware of any defects and accepts the EQUIPMENT "as is."
- 2) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE EQUIPMENT BUYER AGREES TO INDEMNIFY AND HOLD SNO911 HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE EQUIPMENT AND THE USE THE EQUIPMENT.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Snohomish County 911**

**BUYER**

[MARYSVILLE FIRE]

By:\_\_\_\_\_

By:\_\_\_\_\_

Print Name:\_\_\_\_\_

Print Name:\_\_\_\_\_

Its:\_\_\_\_\_

Its:\_\_\_\_\_



# Exhibit A Equipment List

| Asset Tag | Serial #  | Make    | Model   |
|-----------|-----------|---------|---------|
| 3875      | PC-04DEYB | Lenovo  | T440p   |
| 3878      | PC-04DEYN | Lenovo  | T440p   |
| 3880      | PC-04DEYD | Lenovo  | T440p   |
| 3882      | PC-04DEYC | Lenovo  | T440p   |
| 3914      |           | Pac-Tel | Antenna |
| 3909      |           | Pac-Tel | Antenna |
| 3911      |           | Pac-Tel | Antenna |
| 3910      |           | Pac-Tel | Antenna |
| 3906      |           | Pac-Tel | Antenna |
| 3912      |           | Pac-Tel | Antenna |
| 3915      |           | Pac-Tel | Antenna |
| 3916      |           | Pac-Tel | Antenna |
| 3907      |           | Pac-Tel | Antenna |
| 3918      |           | Pac-Tel | Antenna |



## ACTION PROPOSAL FORM

**Date:** 4/3/2021

**Action Title:** Updated RRP Subscriber Replacement Policies

**Time Sensitivity:** Urgent

### **Background / Purpose:**

As the RRP has progressed, SNO911 has received notifications from agencies who have realized that the equipment quantities they provided do not reflect the current, in-use equipment or in some cases their desired operation. To accommodate those requests and meet the stated goals of the RRP, an update to the RRP Subscriber Replacement Policies are necessary.

Attached to this APF are the updated memo/policy which provides the necessary updates to the agency quantities and configurations which will allow SNO911 to move ahead and place an order for this equipment and subject to obtaining the proper approvals via the TACs and the Board.

These additional radios are being classified as additional scope due to the volume and related operational changes. These additional costs will be requested to be reimbursed to the project via a declaration of additional scope to the RRP in either 2021 or 2022. The project may opt to use existing contingency in order to expedite order and delivery in advance of the declaration/acceptance of scope increase.

These changes were reviewed and supported by the Finance Committee.

### **Suggested Motion:**

Approve changes to the Police & Fire Subscriber Replacement Policies.

### **Funding Source:**

Radio Replacement Project (Fund 130)

**DATE:** 4/3/2021

**TO:** Police-TAC & All SNO911 Law Enforcement Members

**FROM:** Brad Steiner

**RE:** Updated Uniform Policy for Law Subscriber Replacements provided by Radio Replacement Project

The purpose of this memo is to propose updates to the Uniform Policy for Law Subscriber Replacements that was approved previously by Police-TAC and the SNO911 board and dated 5/14/2020. With your review and approval of this update, this document will replace the previous policy entirely. The following sections are a reproduction of the original policy, with changes/additions highlighted in red for ease of review.

### **Confirmation of Method**

After the initial recommendation, the PPC received updated deployment information which illustrated the varying ways in which agencies utilize their radio equipment. This variance reinforced the PPC's notion that some level of discretion is necessary for law enforcement as the needs of their users are dynamic and will change based on the season or situation.

The data also reinforced that the PPC's initial recommendation of a 1:1 replacement up to a maximum portable radio quantity of 130% of the full-commissioned officer count would provide all of the radios that are in use today (this was supported for the departments that provided the additional data).

### **Proposed Agency Distributions**

The PPC is recommending the following replacement policy for law agencies under the RRP:

#### **"Mobile" Radios:**

- The RRP will replace existing mobile radio units with the definition of "existing" being
  - Programmed and functional on the current system
    - **The new radio will use a new radio ID #**
  - The radio was purchased prior to November 1, 2018
  - The RRP considers "jerk and run" configurations less reliable and will replace them with a mobile installation
- The number of existing mobile radios provided is limited to one (1) per operational vehicle (e.g. automobile, motorcycle, boat, etc.) and that vehicle must be owned and/or registered to the agency. An agency may opt. to reduce this quantity if desired.
- The RRP will supply a single multi-band antenna to be installed on the roof of the vehicle (automobile or motorcycle) where the existing 800 MHz antenna is today
- Control-head customizations can be performed for covert, or other specialized vehicles as identified by the agency (assumed limited quantities)



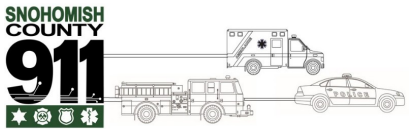
- The three identified aircraft will be handled as a separate effort directly with the aircraft radio manufacturer due to the sensitive nature of aviation electronic installation standards. All work will meet FAA rules and regulations as well as the mission-centered needs of the pilots and crew.
- The number of existing “desktop” mobile radios (a.k.a. control stations) provided is limited to one (1) per operational desktop, but the equipment and services are limited to the radio unit only, and does not include considerations for:
  - Multi-band antennas, coaxial cables, and lightning arrestors, etc.
  - Specialized microphones, telephone desk-sets or other custom-audio distribution methods.

#### Portable Radios:

- The RRP will replace existing portable radio units with the definition of “existing” being
  - The portable radio is functional and complete (it can be powered on)
  - Programmed for use on the current system
    - **The new radio will use a new radio ID #**
  - The radio was purchased prior November 1, 2018
- **With the exception of Snohomish County Corrections, who has unique needs, (number of portable included in table below),** the total number of portable radios provided to each agency is limited to the smaller of the following quantities:
  - The number of existing portable radios as defined above
  - The number of budgeted, full-commissioned officers plus 30%, then rounded up to the nearest radio
    - E.g. An agency with 51 budgeted full-commissioned officers can receive up to 67 portable radios ( $51 * 1.3 = 66.3 \rightarrow 67$ )
- The portables provided are the APX8000/APX6000 series as previously identified and include the following additional hardware:
  - Single-Band antenna (7/800 MHz)
  - Wind-Porting corded speaker microphone
  - One additional battery
  - Single-unit charger
    - Six can be combined/replaced with a single “gang”-charger
  - **Leather or Plastic** Swivel-Case or Belt-Clip as detailed below

#### Encryption

While all new radios provided to a user agency through the RRP are capable of encryption, the radios will not be initially provisioned for encryption on the existing system unless they are replacing a current encryption-provisioned radio. (I.e. if an agency has 10 encryption-activated radios today, they will continue to have 10 encryption-activated radios with their new radios on the



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Everett, WA 98208

existing system.)

All law radios will be capable of encryption, and all law talkgroups will be encrypted in the updated programming templates that will be updated post-cutover to the P25 system.

## **Spare Radios**

SNO911 is preparing to maintain a cache of mobile and portable radios for both emergency/increased demand situations as well spares for replacement during repairs.

The agency discretionary radios are envisioned to be used first, but the on-call staff at SNO911 will be available to assist and deliver additional radios should additional units be necessary.

## **Installations**

The RRP is providing for programming and installation (installation excludes agencies that have opted to perform their own installations) of RRP-provided equipment as a one-time effort. At no time will SNO911 take possession of any existing agency radio equipment. Existing mobiles and portables will be “blanked” and returned immediately with the new radios, as well as any associated hardware removed during installation.

This is so each agency can follow their own inventory and disposal policies.

Agencies with staff for installation are welcome to have their staff present and provide quality oversight for the RRP-provided installation teams. All work is subject to agency inspection at any time. Agency staff will also have input on the installation practices prior to installation beginning should they desire.

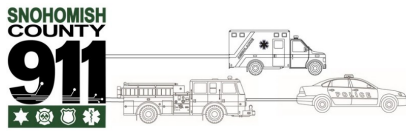
## **Additional Options**

Agencies do have access to the full line of APX-series hardware through the contract as well. In addition, the radio system will have secure communications to cellular phones provided by the Motorola WAVE application.

It is highly encouraged by the PPC for agencies to consider these alternatives for their civilian/volunteer staff. While outside of the scope of the RRP, other vendor radio equipment is also an option for agencies to consider. The staff at SNO911 are available for consultation at any time.

## **Quantities & Configurations Provided by RRP**

The table below documents the **final** quantities and configurations of subscriber equipment that will be provided to each agency based on the rules above **as part of the RRP scope. (Additional quantities will be classified as additional scope.)** ~~This information, combined with current inventories, will be used to create the detailed equipment lists per agency to make our initial order in the coming months. These are subject to change based on the actual equipment provided during the installation phase by the agency.~~ Only the agencies listed below are to be provided equipment by the RRP.



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| Agency Name                                       | Portable Radios | Mobile Radios |                            |                                  |                                 |                            | Desktop | Helicopter | Portable Case Choices                            | Control Head Substitutions |
|---------------------------------------------------|-----------------|---------------|----------------------------|----------------------------------|---------------------------------|----------------------------|---------|------------|--------------------------------------------------|----------------------------|
|                                                   |                 | Auto - Dash   | Auto - Remote, Single Head | Motorcycle - Remote, Single Head | Specialized - Remote, Dual Head | Boat - Remote, Single Head |         |            |                                                  |                            |
| Arlington PD                                      | 39              | 0             | 21                         | 0                                | 0                               | 0                          | 3       | 0          | 10 Belt-Clip, 29 Swivel-Case Plastic             | 7 "O3s"                    |
| Brier PD                                          | 10              | 0             | 6                          | 0                                | 0                               | 0                          | 1       | 0          | Belt-Clip                                        |                            |
| Edmonds PD (incl. Woodway)                        | 82              | 12            | 22                         | 3                                | 0                               | 0                          | 2       | 0          | Swivel-Case, Leather                             | 12 "O3s"                   |
| Everett PD                                        | 292             | 0             | 191                        | 4                                | 0                               | 2                          | 5       | 0          | Belt-Clip                                        |                            |
| Lake Stevens PD                                   | 40              | 0             | 22                         | 1                                | 2                               | 2                          | 1       | 0          | 20 Swivel-Case, Plastic; 20 Swivel-Case, Leather | 2 "O3s" (Dual H.)          |
| Lynnwood PD                                       | 98              | 0             | 57                         | 8                                | 1                               | 0                          | 2       | 0          | Swivel-Case, Plastic                             | 18 "O3s"                   |
| Lynnwood Corrections                              | 26              | 0             | 2                          | 0                                | 0                               | 0                          | 0       | 0          | Swivel-Case, Plastic                             |                            |
| Marysville PD                                     | 95              | 0             | 78                         | 0                                | 0                               | 0                          | 0       | 0          | Belt-Clip                                        |                            |
| Mill Creek PD                                     | 33              | 0             | 17                         | 1                                | 0                               | 0                          | 2       | 0          | Belt-Clip                                        | 4 "O3s"                    |
| Monroe PD                                         | 45              | 0             | 24                         | 2                                | 6                               | 0                          | 3       | 0          | 10 Belt-Clip; 35 Swivel-Case, Leather            |                            |
| Mountlake Terrace PD                              | 38              | 0             | 17                         | 0                                | 0                               | 0                          | 2       | 0          | Belt-Clip                                        |                            |
| Mukilteo PD                                       | 43              | 0             | 28                         | 1                                | 0                               | 0                          | 2       | 0          | Swivel-Case, Plastic                             | 5 "O3s"                    |
| Woodway PD                                        | 0               | 0             | 0                          | 0                                | 0                               | 0                          | 0       | 0          | NA                                               |                            |
| SNOCO Auditor                                     | 7               | 0             | 7                          | 0                                | 0                               | 0                          | 0       | 0          | 6 Swivel-Case, Leather; 1 Swivel-Case Plastic    |                            |
| SNOCO Parks (Ranger)                              | 22              | 3             | 1                          | 0                                | 0                               | 0                          | 0       | 0          | Swivel-Case, Plastic                             |                            |
| SNOCO Dept. Emer. Mgmt.                           | 66              | 9             | 5                          | 0                                | 2                               | 0                          | 2       | 0          | Belt-Clip                                        |                            |
| SNOCO Sheriff Office (incl. Contract Cities, SAR) | 417             | 2             | 348                        | 7                                | 0                               | 5                          | 11      | 3          | Swivel-Case, Plastic                             |                            |
| SNOCO Sheriff Corrections                         | 178             | 0             | 9                          | 0                                | 0                               | 0                          | 3       | 0          | Swivel-Case, Plastic                             |                            |
| SNOCO Sheriff Corrections (APX6000)               | 92              | 0             | 0                          | 0                                | 0                               | 0                          | 0       | 0          | Swivel-Case, Plastic                             |                            |
| Stillaguamish PD                                  | 17              | 16            | 0                          | 0                                | 0                               | 1                          | 0       | 0          | Belt-Clip                                        |                            |
| SNO911 (Dispatch)                                 | 32              | 0             | 3                          | 0                                | 0                               | 0                          | 0       | 0          | Swivel-Case, Leather                             |                            |
| SNO911 (Wireless)                                 | 18              | 0             | 19                         | 0                                | 0                               | 0                          | 0       | 0          | Swivel-Case, Leather                             |                            |
| SNO911 (Cache)                                    | 48              | 0             | 6                          | 0                                | 0                               | 0                          | 0       | 0          | Swivel-Case, Leather                             |                            |

**DATE:** 4/3/2021

**TO:** Fire-TAC & All SNO911 Fire Agency Members

**FROM:** Brad Steiner

**RE:** Updated Uniform Policy for Fire Subscriber Replacements provided by Radio ReplacementProject

The purpose of this memo is to propose updates to the Uniform Policy for Fire Subscriber Replacements that was approved previously by Fire-TAC and the SNO911 board and dated 5/14/2020. With your review and approval of this update, this document will replace the previous policy entirely. The following sections are a reproduction of the original policy, with changes/additions highlighted in red for ease of review.

## **Background**

In 2018 SERS requested each agency to complete a questionnaire to refine their needs with regards to mobile, portable, and station radios. This information was used to determine the scope of the fire subscriber equipment and services in our current contract. During the design review, the PPC noted that some of the quantities and agency information was inconsistent, and would likely result in certain agencies receiving less than what was needed. It was strongly desired for a uniform method to be adopted to ensure that all agencies: 1) account for their existing equipment and staff in the same manner, and 2) are provided equipment based upon this to ensure that all existing staff and apparatus are accounted for.

## **Confirmation of Method**

The PPC determined that a formula-based approach based on staff and apparatus counts was desired to maintain flexibility should mergers or other large-scale organization changes be made. This allows a policy that should be “flexible with the times” rather than a hard-rule that may not apply years from now. In addition, the PPC requested a more detailed inventory count from each agency to allow a fact-check of the formula to ensure that all existing radio equipment is accounted for.

The combination of a formula-based approach with an inventory double-check should provide the assurance to each agency that they will be receiving the right amount of replacement equipment today, and justification for additional equipment can be provided automatically with the addition of staff or apparatus.

## **Proposed Agency Distributions**

The PPC is recommending the following replacement policy for fire agencies under the RRP:

“Mobile” Radios:

- The RRP will provide mobile radio units to each identified agency per the quantities



listed later in this document

- New radio IDs will be assigned for the new radios
- The RRP considers “jerk and run” configurations less reliable and will replace them with a mobile installation
- The number of mobile radios provided is limited to one (1) per operational vehicle (e.g. automobile, fire truck/apparatus, ambulance, boat/hovercraft, etc.) and that vehicle must be registered to the agency. An agency may opt. to reduce this quantity if desired.
- The RRP will supply a single multi-band antenna to be installed on the roof of the vehicle where the existing 800 MHz antenna is today
- Limited customizations can be performed for other specialized vehicles as identified by the agency (assumed limited quantities)
- The number of existing “desktop” mobile radios (a.k.a. control stations, station audio, or Fire Station Alerting – FSA - radios) provided is limited to one (1) per existing operational desktop, and the RRP-provided equipment and services are limited to the radio unit and RF-equipment only, and does not include considerations for specialized microphones, telephone desk-sets or other custom-audio distribution methods within the station.
  - Please note that station radios fall into two classes:
    - Fire station alerting audio
    - Station discretionary audio (a.k.a. “Desktop”)
  - For fire station alerting deployments, a single APX1500 is provided that will be capable of reaching the 800 MHz system on a clear (unencrypted) talkgroup.
  - For station discretionary audio, an APX6500 is provided that will be capable of reaching the 800 MHz system in both clear (unencrypted) and secure (encrypted) talkgroups. Multi-band operation is not provided for station radios.

#### Portable Radios:

- The RRP will provide portable radio units to each identified agency per the quantities listed later in this document
  - New radio IDs will be assigned for the new radios
- The portables provided are the Motorola APX8000 XE model, which is “HazLoc” Div. 1-rated and includes the following additional hardware:
  - Single-band antenna (7/800 MHz)
  - Motorola XE500 corded speaker microphone





- Radio and XE500 Mic. will be “lime green” in color
- One additional “standard” battery
- Single-unit charger
  - Six can be combined/replaced with a single “gang”-charger
- Belt-Clip or **Leather/Plastic** Swivel-Case as detailed further in this document

## Encryption

While all new radios provided to a user agency through the RRP are capable of encryption, the radios will not be initially provisioned for encryption on the existing system unless they are replacing a current encryption-provisioned radio. I.e. if an agency has 10 encryption-activated radios today, they will continue to have 10 encryption-activated radios with their new radios on the existing system.

All fire radios will be capable of encryption, and can be encrypted in the updated programming templates that will be updated post-cutover to the P25 system if desired. Current plans for fire encryption are to only ensure monitoring of encrypted law talkgroups upon transition to the P25 system.

## Spare Radios

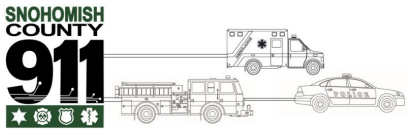
Based on the latest agency feedback, it is desired that SNO911 own and maintain the subscriber (mobiles and portables) equipment moving forward. SNO911 is preparing to maintain a cache of mobile and portable radios for both emergency/increased demand situations as well spares for replacement during repairs.

The on-call staff at SNO911 will be available to assist and deliver additional radios should additional units be necessary.

## Installations

The RRP is providing for programming and installation (installation is excluded for agencies who have elected to perform their own installation) of RRP-provided equipment as a one-time effort. At no time will SNO911 take possession of any existing agency radio equipment. Existing mobiles and portables will be “blanked” and returned immediately with the new radios, as well as any associated hardware removed during installation. This is so each agency can follow their own inventory and disposal policies.

Agencies with staff for installation are welcome to have their staff present and provide quality oversight for the RRP-provided installation teams. All work is subject to agency inspection at any time. Agency staff will also have input on the installation practices prior to installation beginning should they desire.



**HELP  
STARTS  
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Suite 200  
Everett, WA 98208

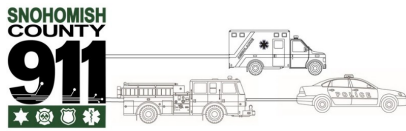
## **Additional Options**

The RRP does provide additional portable communication options for consideration. Agencies do have access to the full line of APX-series hardware through the contract as well. In addition, the radio system will have secure communications to cellular phones provided by the Motorola WAVE application.

It is highly encouraged by the PPC for agencies to consider these alternatives for their civilian/volunteer staff. While outside of the scope of the RRP, other vendor radio equipment is also an option for agencies to consider. The staff at SNO911 are available for consultation at any time.

## **Quantities & Configurations Provided by RRP**

The following table is summarized from the spreadsheet calculations distributed amongst the Fire agencies by the PPC. The detailed spreadsheet can also be provided for further detail (and is a part of the Fire-TAC meeting distribution).



**HELP  
STARTS  
HERE**

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Suite 200  
Everett, WA 98208

**Note:** These quantities represent the final counts of subscriber equipment provided by the RRP. Additional subscriber equipment will be treated as additional scope or non-RRP equipment

| Agency Name         | Portable | Mobile Radios |                          |                             |                          | Desktop       | Portable Case                                                  | Control Head Substitutions |
|---------------------|----------|---------------|--------------------------|-----------------------------|--------------------------|---------------|----------------------------------------------------------------|----------------------------|
|                     |          | Auto-Dash     | Auto-Remote, Single Head | Apparatus-Remote, Dual Head | Boat-Remote, Single Head |               |                                                                |                            |
| Arlington FD        | 44       | 15            | 0                        | 0                           | 0                        | 1 per Station | Swivel-Case, leather                                           |                            |
| Everett Fire        | 124      | 0             | 0                        | 64                          | 0                        | 1 per Station | Belt-Clip                                                      |                            |
| Marysville Fire     | 76       | 0             | 0                        | 42                          | 0                        | 1 per Station | 38 Belt-Clip; 38 Swivel-Case, leather                          |                            |
| Mukilteo Fire       | 31       | 0             | 6                        | 5                           | 0                        | 1 per Station | 11 Belt-Clip; 10 Swivel-Case, plastic; 10 Swivel-Case, leather |                            |
| North County Fire   | 75       | 8             | 20                       | 4                           | 1                        | 1 per Station | Swivel-Case, leather                                           |                            |
| Paine Field Fire    | 24       | 0             | 6                        | 6                           | 0                        | 1 per Station | Swivel-Case, leather                                           |                            |
| South County Fire   | 209      | 0             | 86                       | 7                           | 0                        | 1 per Station | Belt-Clip                                                      |                            |
| FD4                 | 53       | 0             | 0                        | 22                          | 0                        | 1 per Station | Belt-Clip                                                      |                            |
| FD5                 | 38       | 0             | 0                        | 13                          | 0                        | 1 per Station | 33 Belt-Clip, 5 Swivel-Case, leather                           |                            |
| FD 7 (incl. FD 8)   | 185      | 51            | 17                       | 18                          | 2                        | 1 per Station | 130 Belt-Clip, 50 Swivel-Case, leather                         |                            |
| FD10                | 0        | 0             | 0                        | 0                           | 0                        | 0             | NA                                                             |                            |
| FD15                | 26       | 0             | 0                        | 10                          | 1                        | 1 per Station | Swivel-Case, plastic                                           |                            |
| FD16                | 32       | 0             | 0                        | 8                           | 0                        | 1 per Station | Belt-Clip                                                      |                            |
| FD17                | 24       | 2             | 0                        | 9                           | 0                        | 1 per Station | Belt-Clip                                                      | 3 "O3s" (Dual H.)          |
| FD19                | 32       | 0             | 10                       | 3                           | 0                        | 1 per Station | 16 Swivel-Case, leather, 16 Swivel-Case, plastic               |                            |
| FD21                | 29       | 0             | 0                        | 13                          | 0                        | 1 per Station | 25 Belt-Clip; 4 Swivel-Case, leather                           |                            |
| FD22                | 37       | 0             | 11                       | 2                           | 0                        | 1 per Station | Belt-Clip                                                      |                            |
| FD23                | 10       | 0             | 0                        | 6                           | 0                        | 1 per Station | Belt-Clip                                                      |                            |
| FD24                | 39       | 1             | 7                        | 9                           | 1                        | 1 per Station | Belt-Clip                                                      | 1 "O2"                     |
| FD25                | 23       | 3             | 0                        | 5                           | 0                        | 1 per Station | 7 Belt-Clip; 10 Swivel-Case, leather                           |                            |
| FD26                | 65       | 0             | 19                       | 9                           | 1                        | 1 per Station | Belt-Clip                                                      |                            |
| FD27                | 16       | 8             | 0                        | 0                           | 0                        | 1 per Station | Belt-Clip                                                      |                            |
| SNOCO Fire Marshall | 5        | 0             | 0                        | 5                           | 0                        | 0             | 3 Swivel-Case, plastic; 2 Belt-Clip                            |                            |



## **ACTION PROPOSAL FORM**

**Date:** 4/12/2021

**Action Title:** Personnel Policy 5.15 and 5.16 Updates

**Time Sensitivity:** Normal

### **Background / Purpose:**

The Employee Recognition Policy authorizes the Agency to build programs to reward employees who achieve specific and measurable goals. At times we desire to recognize and entire shifts of staff. Typical recognition items include lanyards, t-shirts, and in some cases food and beverage items. An example of this type of recognition occurred in December when admin provided custom Italian sodas to the shift(s) that met a specific target of improvement toward the Race to ACE Goal. These types of events are favored by employees and help to create a culture of teamwork.

The Employee Recognition and Meals and Refreshment policies have been updated to provide additional clarity that authorizes the Agency to purchase meals as a form of recognition.

The Personnel Committee has reviewed and supports these changes. The policies have received legal review.

### **Suggested Motion:**

Motion to accept the recommended changes to Personnel Policy 5.15 – Employee Recognition and Personnel Policy 5.16 – Meals and Refreshments.

### **Funding:**

N/A

**SNOHOMISH COUNTY 911  
Personnel Administrative  
Manual POLICY #5.15**

**MEALS AND REFRESHMENTS**

**Issued 01/17/19**

**Revised 03/21/19**

**PURPOSE**

Snohomish County 911 (SNO911) may provide meals and refreshments for critical departmental operations, meetings and events in accordance with this policy and with prior approval of the Executive Director or designee. This policy does not obligate SNO911 to provide meals or refreshments under any circumstances. Nothing in this policy is intended to supersede items otherwise approved under the travel policy.

**POLICY**

**Authorization**

Payment may be authorized for meals and refreshments for elected and appointed SNO911 representatives, SNO911 employees and other designated persons acting on SNO911's behalf at business meetings, trainings or events, and for staff during major operational or critical department events. All purchases of meals or refreshments must have prior approval of the Executive Director or designee.

**Meals**

Payment for the actual cost of meals may be authorized when:

- The purpose of the meeting is to conduct official SNO911 business or to provide formal training to SNO911 employees;
- The meal is an integral part of the business meeting or training session, as determined by the Executive Director;
- The meeting takes place during normal lunch hours and cannot take place at another time;
- The meal is provided during a natural disaster, weather emergency, major incident, critical departmental staffing, or when staff is required to remain at the center or at their post continuously and are not able to leave to obtain meals;
- The meal is provided during a major project and participants cannot leave to obtain meals;
- The meeting or event is planned to last four (4) hours or longer with no lunch break;

- The meal (or refreshment) is provided in recognition of National Telecommunicators Week, in that case, shall only be provided once a year.

SNO911 funds may not be used to provide meals for events deemed to be strictly social in nature.

Under no circumstances may alcohol be provided at SNO911 expense or during SNO911 sponsored activities.

### **Refreshments**

Payment for the actual cost of refreshments may be authorized when:

- The purpose of the meeting is to conduct official SNO911 business or to provide formal training to SNO911 employees;
- The meeting or event is planned to last two (2) hours or longer;
- Refreshments are provided during a natural disaster, weather emergency, major incident, critical departmental staffing or when staff is required to be at the center or at their post continuously;
- Refreshments are an integral part of the business meeting or training session,
- The refreshments are for an employee recognition or appreciation event, ~~such as Telecommunicator's week and are for items that are consistent with the Recognition Policy.~~
- At the Director's discretion the agency may provide water, coffee, tea, etc. intended for consumption by staff while working and visitors while attending the agency for official business.

SNO911 funds may not be used to provide refreshments for events deemed to be strictly social in nature.

Under no circumstances may alcohol be provided at SNO911 expense or during SNO911 sponsored activities.

Refreshments are defined as beverages and snacks that may be served between meals, for example: coffee, tea, juice, donuts, sweet rolls, fruit or cheese.

### **Documentation**

- The person responsible for, or arranging the activity or event, shall obtain authorization for SNO911 to provide and fund the meal or refreshments by approval from the Executive Director or designee;
- The person purchasing the meals or refreshments shall obtain an itemized receipt for the actual cost of the food;
- The amount added for a tip, if applicable, may not exceed 15% of the cost of the food, excluding tax;

- Staff may be reimbursed for authorized expenditures when circumstances prohibit advanced planning and use of agency funding;
- The authorization form and receipts shall be attached and include sufficient details about the expenditure to accurately record the nature of the purchase including the date and place the items were provided, an itemized list of items purchased, vendor and persons/groups receiving the meals/refreshments, and the reason for the purchase. Documentation will be submitted to the Finance Office.

**SNOHOMISH COUNTY 911**  
**Personnel Administrative Manual**  
**POLICY #5.16**  
**EMPLOYEE RECOGNITION**

**Issued 8/15/2019**

## **Purpose**

SNO911 is committed to recognizing employees for their achievements made in support of organization objectives, core values, mission statement, and dedication to public service. Recognizing the individual and team accomplishments of employee(s) contributes to a cohesive work environment and supports the retention and attraction of committed and engaged employees.

## **Definition**

For purposes of this policy, employee recognition means any award, ~~token of appreciation,~~ certificate, ~~prize,~~ meals or refreshments, or industry events that are intended specifically to promote good will, foster a sense of pride in affiliation with Snohomish County 911, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for Snohomish County 911 and its employees.

## **Policy**

Each program created under this policy will be administered under the direction of the Executive Director. The Executive Director will have final approval on all recognition and award programs within the approved annual budget. In no event shall the total of all awards/~~gifts~~ received by an employee exceed the non-taxable limit as set by the Internal Revenue Service.

The expenditure of funds for meals or refreshments, related to an employee recognition event, must be authorized by the Executive Director in advance, ~~and be consistent with the Meals and Refreshments Policy.~~

Employee recognition events, contests or award programs are subject to each of the following requirements:

- a. The award program or contest must be preceded by written criteria which clearly delineate: the rules, procedures or basis for eligibility for the program or contest; and the procedure to be used in determining the recipient(s) of the award(s) or recognition;
- b. A written description of the type of recognition which will be given must be available to all eligible employees in advance; ~~and~~
- c. The recognition program must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible; ~~and~~
- d. All recognition must be documented and a log will be maintained that will include the name of the recipient, recognition received, purpose of recognition, and date awarded. The log will be forwarded to the Finance Department.



Example programs: service milestones, retirement, abnormal work circumstances, special achievements, exceptional performance, training milestones, targeted performance objectives, industry events, positive morale and teamwork initiatives, extraordinary service.



## ACTION PROPOSAL FORM

**Date:** 4/6/2021

**Action Title:** Employee Recognition Budget Increase

**Time Sensitivity:** Normal

### **Background / Purpose:**

In 2020, the agency adopted a goal to achieve accreditation with the International Academies of Emergency Dispatch (IAED) for use of the Medical Protocol Dispatch System (MPDS) and become an Accredited Center of Excellence (ACE). We have leveraged the Employee Recognition Policy to create recognition programs to help energize and make meaningful and measurable progress toward accreditation. We believe this will continue through 2021.

The 2021 adopted budget includes a total of \$10,000 for employee recognition. Approximately half of these funds will be spent on National Telecommunicator Week, an annual recognition event. The other half will be spent on routine recognition items including milestone gifts.

In order to continue these recognition programs to support the accreditation goal, staff request authorization to allocate an additional \$5,000 to the 2021 employee recognition budget. We believe this can be absorbed within the existing budget and will return to the Board for a transfer later in the year if that becomes necessary.

The Personnel Committee has reviewed and supports this effort.

### **Suggested Motion:**

Authorize overspend of the employee recognition budget by \$5,000 in support of authorized recognition programs as described in the APF.

### **Funding:**

Operating Fund 70



## ACTION PROPOSAL FORM

**Date:** 4/6/2021

**Action Title:** May Academy Over-hire Authorization

**Time Sensitivity:** Normal

### **Background / Purpose:**

Over the last several years the agency has been aggressively recruiting and hiring. These efforts have required significant investments both in funding and staff time. It included converting an Admin Assistant position into a full-time recruiter, bus ads, theatre ads, job fairs, recruiting videos and much more.

This effort has paid off as the Center staff only has two vacancies from authorized levels. Our current recruitment efforts have yielded four candidates for the May Academy, all who have tested high and we are requesting over-hire authorization for several reasons. From the time of hire it will take more than one year for a dispatcher to be trained and can take close to two years to become fully cross-trained on all three disciplines.

Given the level of effort to get to full staff we are presented with an opportunity to keep the momentum. While slightly less than the national average, historically the new agency has experienced attrition of over 15% and as the labor market improves competition for talent will increase. Over the last several pay-periods overtime has fallen and is holding at acceptable levels. We are also in active negotiations with the dispatcher union on a schedule change and it is reasonable to believe we will experience some turn-over if a new schedule is implemented later this year. Holding a four-person academy is also more efficient from a training perspective and should allow us to cancel the upcoming summer academy.

A trainee dispatcher total budget cost is \$82,034 annually which we believe can be absorbed in the existing budget until such a time when normal attrition catches up.

On Monday 4/12 we received notice of a retirement in June which will put us three below.

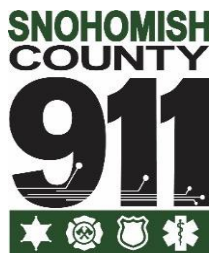
This matter was discussed and supported by both the Personnel Committee and Budget Committee.

### **Suggested Motion:**

Motion to approve the over-hire of two trainee dispatchers.

### **Funding:**

Operating Fund 70



# Board Packet

# Memorandum

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**Date:** April 12, 2021

**To:** Snohomish County 911 Board Members

**From:** Leadership Team

## General Operations

Mission-critical systems<sup>[1]</sup> have been operating at normal since the last Agency Report.

## Race to ACE Update

March update. We are continuing forward for our goal of ACE accreditation. For March, the agency non-compliance rate dipped to 14% from 8% in the previous month. OTS continued to focus on providing face to face feedback for dispatchers, trainees, and for all staff on high priority calls. Recognition was given to dispatchers who had the highest compliance rate, the most Chain of Survival Awards, and to dispatchers who completed the highest amount of continuing education credits. OTS held an ACE clinic that focused on gathering basic information through case entry, and utilizing diagnostics available in the protocol to provide additional patient care, or gather important information for responders. ACE clinics offer a more casual environment that allows participants to view demonstrations and ask questions. These are conducted via zoom and recorded to employees to watch at a later time. The ACE team met to review compliance reports and discuss upcoming areas of focus. The ACE team and Quality Assurance Unit continue to work closely together.

## Early Infectious Disease Surveillance (EIDS) Activation

Following a Clinician Advisory Bulletin from the Snohomish County Health District, on April 7<sup>th</sup>, SNO911 implemented the Early Infectious Disease Surveillance (EIDS) tool to screen for travelers from high risk areas who have recent Ebola infections. An informational bulletin was sent to all Snohomish County Fire agencies explaining the triage process and how a positive EIDS notification would be made in CAD and over the radio. While SNO911 is certainly not diagnosing nor confirming Ebola infections, this additional screening has the potential to alert first responder of increased risk where additional protective equipment is warranted.

## Smart 911 Re-Launch

SNO911 is working on a Smart911 “Re-launch” campaign. Smart911 is a tool that is free for Snohomish County residents that allows the creation of a public safety profile that is available to

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<sup>[1]</sup> 911 Phones, CAD, Radio, Critical Systems [Unplanned]

911 and first responders if someone calls 911 from the registered phone number(s). We will be asking member agencies to help us get the word out through a variety of methods. Reports of additional sign-ups and other measurable metrics will be collected and shared as part of the upcoming re-launch efforts.

Thank you to Lynnwood Police Department for highlighting the benefits of using Smart911 in a video released during Autism Awareness Month. The video also starred one of our dispatchers, Kellie Daigle, whose sons are both Autistic. Link for the video below:

<https://www.youtube.com/watch?v=28rVt7kXs7Y>

### **Bias Reduction in Emergency Communications (BREC) Workgroup**

The BREC policy sub-committee met and developed a list of suggestions/recommendations on updates to some of the SNO911 policies and procedures. These recommendations were presented to the BREC committee on March 24<sup>th</sup> for their consideration and approval. There were several updates that will now be going to Police TAC on April 13<sup>th</sup> for discussion and/or approval. Some recommendations include asking for physical descriptions of subjects in a different manner, noting when a caller is unable to describe the behavior of an individual and a possible type code change.

### **SPIDRTECH Customer Satisfaction Surveys**

We continue to review the SPIDRTECH logs each week for scores above or below the general satisfaction level. Reviewing the ratings and comments has given us a chance to recognize dispatchers for their customer service skills along with analyzing ways that we could improve on the quality of service. The large majority of low ratings and negative comments submitted ultimately are unfounded. In fact, many of the comments have led to opportunities for recognition. There have been times where citizen comments have led us to evaluate a procedure and have driven a reminder to dispatchers about a procedure in order to enhance our customer service to the community. Good customer service in the dispatch center can at times set the tone for the citizen's interactions with the police. Any founded items uncovered during the review of responses have allowed us to address the issue, which we likely would not have been aware of without the citizen feedback.

### **CAD Lite Table Top Exercise – March 31<sup>st</sup>**

The CAD Lite Table Top Exercise mentioned last month occurred as planned on March 31<sup>st</sup>. We were able to successfully simulate 911 calls being answered by a ValleyCom call taker and entered in to CAD Lite. The calls were then visible to representatives from SNO911 police and fire agencies who simulated performing the dispatcher role as if SNO911 staff were incapacitated for a period of time. The exercise was successful in showing that this model can work in the future, but it also uncovered a few bugs in the software and some operational differences between the two centers that will require additional training and discussion. The next phase in this project will be to schedule a time when SNO911 transfers their non-emergency calls to ValleyCom for entry in CAD Lite. A date for that proof of concept is yet to be determined.

## National Public Safety Telecommunicators Week (NPSTW)

SNO911 is celebrating NPSTW April 11<sup>th</sup>-18<sup>th</sup>, 2021 with fun activities, food, and daily prizes to thank the dispatchers and support staff for all they do all year long. With COVID really ramping up during NPSTW time last year, we were unable to celebrate in our usual style. This year, we are committed to a fun and festive (albeit safe) week to celebrate.

This year, we are going with a "Survivor" theme as a nod to our collective resilience throughout 2020 and beyond:

**OUTWORK – OUTLAST – OUTSTANDING**  
**WE SURVIVED 2020!!**



## Alternative Schedule Project

Following several employee meetings, two significant surveys were completed. The first survey included all of the schedule options deemed viable. The top two options continued on for a second survey. The SCEA and management will continue weekly discussion and begin the negotiation process to review CBA language. An optimistic/aggressive task list shows the employees moving to a new twelve-hour schedule as early as August 1, 2021. A copy of the ranking form and results are included below.

**Sample Ranking Form:**  
Rank options from 1 (favorite) to 8 (least favorite), leaving no boxes blank and using each number only once, or your ranking form will be invalid.

**Option A -**  
☐ Option A: 8- & 12-hour, 4-3 Pattern (WOW based Schedule), Set Days Off

**Option B -**  
☐ Option B: 8- & 12-hour, 4-3 Pattern (WOW based Schedule), Rotating Days Off

**Option C -**  
☐ Option C: 12-hour, Rotating Days Off 2-2, 3-2, 2-3

**Option D -**  
☐ Option D: 12-hour, Rotating Days Off 3-3

**Option E -**  
☐ Option E: 12-hour, Fixed Days Off 3-4, 4-3, Set Days Off

**Option F -**  
☐ Option F: 12-hour, Rotating Days Off 4-4

**Option G -**  
☐ Option G: 12-Hour, Fixed Days off Same Two Weekdays Off, EOWEO

**Option H -**  
☐ Option H: 8-Hour, Fixed Days off Current Schedule

## TALLY SPREADSHEET ENTRY FORM

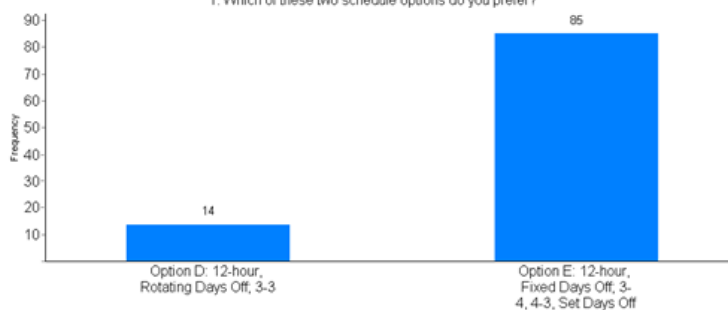
|                |   |   |   |   |   |   |   |   |
|----------------|---|---|---|---|---|---|---|---|
| Valid Entries: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------|---|---|---|---|---|---|---|---|

The two LOWEST schedules make the Final Tally.

|       |   |   |   |   |   |   |   |   |
|-------|---|---|---|---|---|---|---|---|
| Rank: | 3 | 6 | 5 | 2 | 1 | 3 | 7 | 8 |
|-------|---|---|---|---|---|---|---|---|

|          |     |     |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|
| Totals:  | 383 | 524 | 494 | 348 | 236 | 383 | 536 | 552 |
| Ballot # | A   | B   | C   | D   | E   | F   | G   | H   |

Snohomish County 911 Dispatch Center, Everett SSOP Final Ranking  
1. Which of these two schedule options do you prefer?

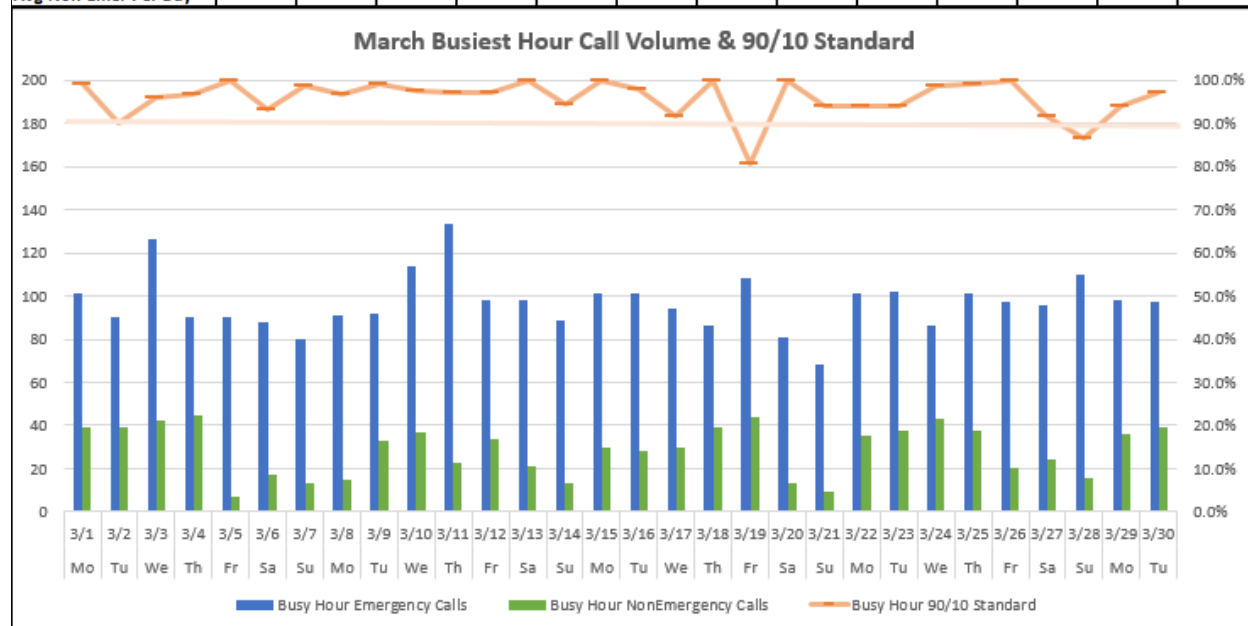


## Office of Training and Standards (OTS) Update

Thanks to a lot of heavy lifting in the areas of recruiting and training, the Office of Training and Standards is currently supporting the lowest number of new hire training sessions since pre-consolidation (prior to 2017). In March 2020, we had 23 new hires in the training program. Currently, we have 14 at the same stage in their training. Given this environment, OTS is focusing on more continued education for our current/tenured dispatchers and beginning to focus on long term projects for our CTO's and newest, independent (but still probationary) employees. Additionally, OTS is supporting specialized training toward ACE accreditation and infectious disease screening and surveillance in the community.

### Monthly Statistical Reports

| 12 Month SNO911 Call Volume & NENA Standard Report |        |        |        |        |        |        |        |        |        |        |        |        |        |
|----------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                                    | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 |
| Emergency Calls                                    | 39120  | 36397  | 42707  | 42328  | 47239  | 46075  | 43598  | 41562  | 37516  | 39892  | 39138  | 35866  | 40196  |
| Non-Emergency Calls                                | 11019  | 11333  | 14589  | 13726  | 15196  | 13774  | 12976  | 12741  | 10614  | 11274  | 12025  | 11231  | 13695  |
| Avg Busy Hour 90/10                                | 95.7%  | 95.9%  | 94.3%  | 94.3%  | 94.0%  | 93.5%  | 93.1%  | 94.6%  | 96.0%  | 94.5%  | 96.5%  | 95.6%  | 95.7%  |
| All Hour Avg 95/20                                 | 99.6%  | 99.6%  | 99.3%  | 99.5%  | 99.2%  | 99.3%  | 99.3%  | 99.5%  | 99.6%  | 99.5%  | 99.6%  | 99.6%  | 99.7%  |
| Avg Busy Hour Emer                                 | 94     | 92     | 101    | 103    | 122    | 113    | 109    | 99     | 93     | 98     | 92     | 96     | 96     |
| Avg Busy Hour Non-Emer                             | 27     | 25     | 31     | 30     | 38     | 30     | 29     | 29     | 25     | 24     | 25     | 29     | 29     |
| Avg Perfect Hours                                  | 11     | 11     | 9      | 10     | 9      | 9      | 8      | 10     | 11     | 10     | 12     | 12     | 13     |
| Avg Emer Per Day                                   | 1,267  | 1,213  | 1,379  | 1,411  | 1,520  | 1,486  | 1,453  | 1,339  | 1,251  | 1,283  | 1,268  | 1,281  | 1,296  |
| Avg Non-Emer Per Day                               | 354    | 378    | 475    | 458    | 488    | 442    | 433    | 414    | 354    | 357    | 392    | 401    | 442    |



## Text-2-911 Report

| 911 Texts       | Type             | 20-Jan | 20-Feb | 20-Mar | 20-Apr | 20-May | 20-Jun | 20-Jul | 20-Aug | 20-Sep | 20-Oct | 20-Nov | 20-Dec |
|-----------------|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Appropriate Use | True Emergency   | 5      | 13     | 16     |        |        |        |        |        |        |        |        |        |
| Incorrect Use   | Follow-Up        | 0      | 3      | 1      |        |        |        |        |        |        |        |        |        |
|                 | Area Checks      | 8      | 18     | 20     |        |        |        |        |        |        |        |        |        |
|                 | Noise            | 0      | 0      | 5      |        |        |        |        |        |        |        |        |        |
|                 | Traffic          | 1      | 5      | 1      |        |        |        |        |        |        |        |        |        |
|                 | Other Complaints | 1      | 13     | 7      |        |        |        |        |        |        |        |        |        |
| Misuse          | Accidental       | 0      | 5      | 5      |        |        |        |        |        |        |        |        |        |
|                 | Prank            | 0      | 1      | 26     |        |        |        |        |        |        |        |        |        |
| Other           | Test             | 11     | 7      | 7      |        |        |        |        |        |        |        |        |        |
|                 | Abandoned        | 5      | 16     | 10     |        |        |        |        |        |        |        |        |        |
|                 | Non-English      | 1      | 0      | 0      |        |        |        |        |        |        |        |        |        |
|                 | Outgoing         | 0      | 0      | 0      |        |        |        |        |        |        |        |        |        |
|                 | Transfer         | 0      | 2      | 0      |        |        |        |        |        |        |        |        |        |
|                 | Voice Call       | 10     | 11     | 18     |        |        |        |        |        |        |        |        |        |
| Month Total     |                  | 42     | 94     | 116    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |

Abandoned: Non-Responsive

Accidental: Device or person accidental TXT29-1-1

Area Check: Check of area for person, vehicle, gunshot

Follow-up: Where is officer?

Noise: Music, people etc.

Transfer: Transfers to other PSAPs

Other: Any other request or complaint, media from Intrado

Outgoing: Outgoing text calls

Prank: Calls from the same number that do not give any valid information

Test: PSAP testing/training TXT29-1-1, vendor test

Traffic: Speeders, DULs, etc.

Voice Call: Dispatchers called the texter/texter placed voice call

## SPIDR Tech Survey – March 2021

How satisfied are you with the level of courtesy and respect shown to you by the 911 dispatcher you called for police service?

| Satisfaction Response                  | # of Surveys | % of Surveys   |
|----------------------------------------|--------------|----------------|
| 4 - Very Satisfied                     | 706          | 84.75%         |
| 3 - Satisfied                          | 101          | 12.12%         |
| 2 - Neither Satisfied nor Dissatisfied | 18           | 2.16%          |
| 1 - Somewhat Dissatisfied              | 5            | 0.60%          |
| 0 - Very Dissatisfied                  | 3            | 0.36%          |
| <b>Total</b>                           | <b>833</b>   | <b>100.00%</b> |

911 dispatchers are trained to be efficient and deliberate when speaking with you, while remaining professional. Do you feel the exchange of information between you and the 911 dispatcher was efficient and professional?

| Professionalism Rating | # of Surveys | % of Surveys   |
|------------------------|--------------|----------------|
| Yes                    | 811          | 97.36%         |
| Somewhat               | 18           | 2.16%          |
| No                     | 4            | 0.48%          |
| <b>Total</b>           | <b>833</b>   | <b>100.00%</b> |

Survey responses for calls that occurred during the previous month. Surveys are sent to a select number of type codes (typically lower priority) chosen by each police agency.



| <b>FIRE EVENTS PER AGENCY 2021</b>   |               |               |               |               |               |               |               |               |               |               |               |               |            |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|
| <b>FIRE AREA</b>                     | <b>Jan-21</b> | <b>Feb-21</b> | <b>Mar-21</b> | <b>Apr-21</b> | <b>May-21</b> | <b>Jun-21</b> | <b>Jul-21</b> | <b>Aug-21</b> | <b>Sep-21</b> | <b>Oct-21</b> | <b>Nov-21</b> | <b>Dec-21</b> | <b>YTD</b> |
| AIRPORT FIRE                         | 20            | 14            | 20            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 54         |
| ARLINGTON CITY                       | 252           | 267           | 284           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 803        |
| ARLINGTON RURAL FD 21                | 81            | 46            | 54            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 181        |
| DARRINGTON FD 24                     | 60            | 41            | 32            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 133        |
| EVERETT CITY                         | 1773          | 1519          | 1794          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 5086       |
| FD 19                                | 39            | 28            | 45            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 112        |
| FD 7 (Mill Creek excluded)           | 896           | 844           | 930           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 2670       |
| GETCHELL FD 22                       | 46            | 27            | 32            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 105        |
| GOLD BAR - INDEX FD 26               | 73            | 60            | 48            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 181        |
| GRANITE FALLS FD 17                  | 151           | 125           | 120           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 396        |
| HAT ISLAND FD 27                     | 2             | 2             | 1             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 5          |
| LAKE ROESIGER FD 16                  | 7             | 23            | 12            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 42         |
| LAKE STEVENS FD 8                    |               |               |               |               |               |               |               |               |               |               |               |               |            |
| MARYSVILLE FIRE                      | 1007          | 863           | 952           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 2822       |
| MILL CREEK CITY                      | 152           | 157           | 155           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 464        |
| MUKILTEO CITY                        | 143           | 155           | 152           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 450        |
| NORTH COUNTY FIRE (UNINC)            | 166           | 140           | 142           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 448        |
| OSO FD 25                            | 12            | 3             | 5             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 20         |
| ROBE FD 23                           | 8             | 2             | 2             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 12         |
| SNOHOMISH FD 4                       | 264           | 233           | 276           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 773        |
| SOUTH COUNTY FIRE (TOTAL)            | 2181          | 2120          | 2262          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 6563       |
| SOUTH COUNTY FIRE (UNINC)            | 1056          | 1047          | 1084          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 3187       |
| EDMONDS CITY (CONTRACT)              | 428           | 391           | 387           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 1206       |
| BRIER CITY                           | 30            | 31            | 37            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 98         |
| LYNNWOOD CITY                        | 471           | 453           | 507           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 1431       |
| MOUNTLAKE TERRACE CITY               | 196           | 198           | 247           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 641        |
| STANWOOD CITY                        | 129           | 112           | 123           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 364        |
| SULTAN FD 5                          | 99            | 82            | 64            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 245        |
| TULALIP FD 15                        | 71            | 56            | 68            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 195        |
| <b>POLICE EVENTS PER AGENCY 2021</b> |               |               |               |               |               |               |               |               |               |               |               |               |            |
| <b>POLICE AGENCY</b>                 | <b>Jan-21</b> | <b>Feb-21</b> | <b>Mar-21</b> | <b>Apr-21</b> | <b>May-21</b> | <b>Jun-21</b> | <b>Jul-21</b> | <b>Aug-21</b> | <b>Sep-21</b> | <b>Oct-21</b> | <b>Nov-21</b> | <b>Dec-21</b> | <b>YTD</b> |
| ARLINGTON                            | 1907          | 1660          | 1821          | 4             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 5392       |
| BRIER                                | 297           | 201           | 441           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 939        |
| DARRINGTON                           | 127           | 105           | 140           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 372        |
| EDMONDS                              | 2859          | 2332          | 2619          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 7810       |
| EVERETT                              | 10019         | 9380          | 10697         | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 30096      |
| GOLD BAR                             | 212           | 241           | 210           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 663        |
| GRANITE FALLS                        | 474           | 455           | 523           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 1452       |
| INDEX                                | 35            | 42            | 42            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 119        |
| LAKE STEVENS                         | 2022          | 2074          | 2087          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 6183       |
| LYNNWOOD                             | 3087          | 2567          | 3151          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 8805       |
| MARYSVILLE                           | 5050          | 4768          | 5651          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 15469      |
| MILL CREEK                           | 914           | 976           | 1079          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 2969       |
| MONROE                               | 1356          | 1181          | 1365          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 3902       |
| MOUNTLAKE TERRACE                    | 1322          | 1120          | 1450          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 3892       |
| MUKILTEO                             | 2664          | 2252          | 2435          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 7351       |
| SNOHOMISH                            | 709           | 785           | 920           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 2414       |
| SNOHOMISH COUNTY                     | 14332         | 13392         | 15213         | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 42937      |
| STANWOOD                             | 676           | 574           | 683           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 1933       |
| STILLAGUAMISH                        | 882           | 1065          | 1139          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 3086       |
| SULTAN                               | 370           | 341           | 390           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 1101       |
| WOODWAY                              | 52            | 32            | 33            | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 117        |

## **New World Software Upgrade**

PTCC met and recommended that we do not go live on the scheduled April 19<sup>th</sup> date. This was due to issues that was occurring in the new vPAC 2.0 environment (a prerequisite for the upgrade). PTCC is currently discussing which version to implement for the future NWS upgrade and is working with Tyler to schedule a new upgrade date.

## **vPAC 2.0**

All issues have been addressed and fixed in the environment. Tech staff is currently finalizing the official production image and will be working on scheduling the start of SME testing on April 22<sup>nd</sup>. Two weeks after the testing is complete agency roll out of the system will start and is projected to be completed in June.

## **ESO File Transfer Issues**

After implement the new version in our test environment multiple issues where identified. Two issues have been resolved and now we are in the final validation process. If everything goes as plan the fix will be implemented into our production environment this week.

## **PulsePoint**

The project team members have all been identified and have been working with the vendor to schedule a kick off meeting. Currently June 15<sup>th</sup> is the go live target date.

## **Nice Logger System**

All quotes have been finalized and there will be a PO drafted this week for the equipment purchase. There is an anticipated 8-week delivery schedule for the equipment to arrive. Once the equipment is in our possession there is an estimated 8-week implementation schedule.

## **Community Transit Equipment**

Community Transit has informed SNO911 of its intent to vacate our sites this year now that they are transitioned fully to their cellular-based communications system. This represents an opportunity for SNO911 in that Community Transit is anticipated to leave up to five electrical generators at our sites that we can re-deploy at other locations. It is our intent to re-deploy these generators using the capital plan/project and avoid the planned purchase of new generators for the Deer Creek site this summer.

## **WAVE Status**

With the reprogramming effort, all staff is devoted to the RRP and/or maintenance work. As the WAVE program is a pilot program, staff does not anticipate availability to further diagnose the reported issue based on current maintenance and RRP priorities for at minimum 60 days.

# The State of Washington



## Proclamation

**WHEREAS**, the management of public records, information, and data is critical to every government agency for effective and efficient operations and in support of an open and transparent government; and

**WHEREAS**, technologies for creating and storing records, information and data continue to expand the amounts of information that can be created and acquired; and

**WHEREAS**, control and governance of records, information and data is necessary for the reduction of risk, liability and associated costs as well for compliance with global standards and practices; and

**WHEREAS**, Washingtonians recognize the important role and services provided by records and information professionals in order to protect, safeguard and make public records accessible;

**NOW, THEREFORE**, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim April 2021, as

### ***Records and Information Management Month***

in Washington, and I urge all people in our state to join me in this special observance.

Signed this 31<sup>st</sup> day of March, 2021

Governor Jay Inslee



## **Radio Replacement Project – At a Glance Updates**

**April 2021**

### **Recent Major Activities/Decisions**

- The Leather swivel cases used for the fire portables have been replaced with straps due to an improper fit for the APX 8000 HXE radio

### **Subscribers**

- Three Wi-Fi locations were activated this month to facilitate portable reprogramming
  - Law is following a “self-scheduling” method and is just over 30% completed
  - Fire is scheduled to begin the week of the 19<sup>th</sup> with SNO911 visiting each station
  - Please note that if you are using a “pilot test” or other “cache radio” provided by the RRP, these radios will not reprogram, and must be returned to SNO911 for the update
- Both the law and fire mobile ergonomics are being reviewed by each TAC decision-making body before programming begins

### **Infrastructure (Agreements, Construction, Microwave, Paging, Radio)**

- Construction/Design:
  - Electrical load studies are wrapping up, however two are being repeated to isolate measurement anomalies. These clarifications should reduce the equipment required, but take another month to complete
  - Final approval of site packages are pending the outcome of the electrical loading calculations and the confirmation of upgraded generators at certain sites
- Leases & Permitting:
  - Review and permit applications have begun to be submitted where appropriate
  - Update tower leases for Apple Cove and Camano are up for approval
- FCC Licenses:
  - Letters of Concurrence work for our “NPSPAC” frequency applications continue
  - “Non-NPSPAC” frequency applications were submitted to APCO for coordination

### RRP Policy & Major Decision Timeline

- 4/2021: Motorola provides “boston strap” to replace leather swivel holster for APX 8000 HXE portable radios
- 3/2021: Fire-TAC requests changes to radio programming templates, SNO911 receives Fire-TAC approval of updated templates
- 3/2021: Police-TAC requests changes to radio programming templates, SNO911 receives Police-TAC approval of updated templates
- 1/2021: SNO911 approves Law, Fire, and Sheriff radio programming templates
- 1/2021: Fire-TAC Template Committee approves programming
- 12/2020: Motorola Change Order 3 Approved
  - All systems – except paging – have been modified with new technical exhibits replacing existing exhibits, new schedule is established, project credit established and reserved for future/planned items
- 12/2020: Fire-TAC approves template changes and gives Fire Template Committee authorization for further changes
- 8/2020: Police-/Fire-TAC approves Subscriber programming templates (zone/channel assignments & ergonomics)
- 6/10/2020: Motorola Change Order 2
  - Updated Coverage testing methodology, final subscriber configuration and counts, increased functionality in subscribers (encryption/XE for fire, Wi-Fi for all)
- 5/2020: Phased deployment approach adopted
  - Decision to deploy system designed for 800 MHz Portable operations, and expand to support multi-band Portable operations as a future phase
- 4/16/2020 - Subscriber Scope of Services Policy approved
  - Agencies will own subscriber equipment, SNO911 will plan for long-term replacement and process/assist with warranty repairs
  - Installation details including differences for agencies who choose to opt-out of project installs
- 4/16/2020: Additional Subscribers Policy approved
  - Covers reimbursement parameters and process for radios purchased after 1/1/2019 and are an increase to quantities in project scope. E.g. New (additional) apparatus added to fleet
- 1/2020: WAVE5000 Pilot Program approved
- 9/2019: Fire Subscriber Replacement Policy approved, updated 5/2020
- 9/2019: Law Subscriber Replacement Policy approved, updated 5/2020
- 7/2019: Motorola Change Order 1
  - Allows agency cooperative purchasing, updated subscriber warranty protection
- RRP – Future Replacement Policy – Under Development



### 30 Day Forecast

- **Subscribers:**
  - Complete delivery of all portables
  - Begin programming mobile radios
  - Mobile installation schedule communicated
  - Opt-Out payments made
- **Implementation:**
  - All site electrical studies performed
  - Begin construction services procurement process
  - Submit all remaining lease updates to owners

### 60 Day Forecast

- **Subscribers:**
  - Finalize “multi-band” portable templates
  - Mobile programming continues
  - Mobile installation schedule confirmed
- **Implementation:**
  - Construction services RFP issued
  - FCC Letters of Concurrence work completed, Region 43 approval
  - Paging system design changes finalized

### 90 Day Forecast

- **Subscribers:**
  - Begin delivering & installing mobile radios
- **Design:**
  - Paging system re-design begins
- **Implementation:**
  - Procurement for construction & tower modification contractor
  - FCC Licensing: Region 43 applications submitted to FCC



## ACTION PROPOSAL FORM

**Date:** 4/3/2021

**Action Title:** Agency Requests for Additional Subscriber Equipment

**Time Sensitivity:** Normal

### Background / Purpose:

With adoption of the updated Subscriber Replacement Policies, the RRP scope will be defined in terms of how much subscriber equipment it provides. However, there will be agency needs for additional equipment to accommodate for expansion of their staff and/or vehicles/apparatus. SNO911 staff anticipates agency expectations are that these purchases will be facilitated by SNO911 and reimbursed through the County. Staff is in agreement with this expectation and believes that by purchasing on behalf of the agency, many operational and some cost efficiencies are gained.

The purpose of this APF is to communicate the basic the framework upon which the SNO911 budgeting process will rely upon to ensure: A) SNO911 continues to follow its governance rules with respect to budget development and schedule, and B) Agency requests are properly accounted for and tracked. Staff proposes the following framework:

1. All agencies will make their radio equipment quantity increases known to SNO911 in writing (i.e. email) for the next calendar/budget year by the last business day in April of the current calendar/budget year.
2. The agency head will provide a written statement that in providing this request they are following the rules established within the RRP for agency quantities (i.e. following the quantity rules established by the applicable RRP Subscriber Replacement Policy)
3. SNO911 will budget \$200,000, subject to Board approval, per year to fund the additional subscribers that are requested with this policy for immediate growth needs. Funds requested beyond this budget will require additional funding to be approved and reimbursed by Snohomish County.

### Recommendation/Motion:

**None – Discussion Only**

Funding Source: Future Identified Fund or Operations



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Everett, WA 98208  
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## **Motorola Hardware Warranty Services during RRP**

**Date:** 4/12/2021

### **Purpose**

The purpose of this policy is to define the scope of services that will be provided by SNO911 to facilitate warranty repairs on behalf of our member agencies for the Motorola mobiles, portables, and control stations while they are covered under the Motorola Warranty provided in connection with the RRP.

### **Definitions**

The warranty services are defined in the contract between SNO911 and MSI, and are transferred to each agency upon equipment transfer. Key terms are included below as a reference they relate to the services provided under this policy.

**Warranty Repairs** are repairs and associated costs that apply only to the portable radio (unit itself), mobile transceiver, and mobile control head(s) and are covered by the Motorola warranty negotiated as part of the RRP contract. Any repairs and associated services not covered by the Motorola warranty are not covered or provided by SNO911 under this policy.

**Non-Warranted Items** are accessories such as: standard mobile palm microphones; non-standard mobile microphones; portable remote speaker microphones; optional or additional control heads; mobile external speakers; single and multiple unit portable chargers; mobile power and antenna cables/mounts; mobile antennas; portable antennas, and power supplies. Any additional associated costs such as removal/installation of a mobile radio or control station are not covered by SNO911 or the RRP. Agencies are advised to continue to budget for non-warranted items and other needs not covered under this policy.

**Non-Warranted Damage** is defined as defects, malfunctions, performance failures or damage to the unit resulting from physical, liquid, or chemical damage beyond the limitations advertised in the specification sheet. This includes abuse or misuse of hardware. The APX specification sheets are available via the Motorola website, or can be provided by SNO911 upon request. Agencies are advised to continue to budget for subscriber radios not covered under the policy.



**Motorola Subscriber Warranty Period** is a period of three years that began upon shipment (for most subscribers this was June of 2020). Portable batteries are warranted for 2 years (also beginning in June of 2020). The Motorola Warranty Period may be extended through a contract change order in the future.

### **Background**

With the centralized purchase of mobile and portable radios through the RRP, SNO911 is initially considered the owner and therefore the maintenance point of contact for the mobiles, portables, and control stations (henceforth radios). The equipment transfer agreement transfers the legal ownership, and associated warranty, to each member agency. However, SNO911 is in a unique position to be able to help facilitate repairs by remaining the warranty and maintenance point of contact for Motorola. Additionally, this policy allows SNO911 to rapidly replace the impacted equipment from a cache of spares which shortens the time that equipment is out of service. Finally, SNO911 is in a position to more effectively monitor for problems in the eco system of radios and more proactively address problems that multiple agencies may be facing. It is the intent of this policy to provide these additional services through the lifecycle of the RRP provided radios until such a time they are ultimately replaced through the SNO911 program, contingent on approved funding.

### **Warranty Repair Services Offered**

With this in mind, SNO911 is offering the following services through the duration of the life-cycle of the radios provided through the RRP:

- Programming of all radios to the agency's specifications and approved by the designated TAC (or future TAC-approved programming governance model). Only SNO911 personnel shall be authorized to program equipment. Unauthorized reprogramming of radios will need to be reintegrated into the SNO911 Radio Management system, the cost which will be paid for by the Agency.
- Additional services, subject to the reimbursement of the necessary funds by Snohomish County and/or the continuation of the Motorola Subscriber Warranty:
  - Support a cache of radios and RRP-provided accessories to enable a fast replacement of equipment to minimize down-time:
    - 10 Law Portables (APX8000)
    - 10 Fire Portables
    - 25 Law portable batteries
    - 25 Fire portable batteries
    - 10 Mobile Radios
      - 12 E5 Single Control Heads and applicable microphones
      - 1 O3 Control Heads

- For radios that are submitted to SNO911 for repair, SNO911 will utilize existing cache hardware (if available) to make an immediate replacement available to the agency\*.
- SNO911 will facilitate shipping and repairs to the broken radio via Motorola and return the fixed unit to the cache for the next replacement or directly back to the agency in the case of no cache hardware being available\*.

\*All equipment submitted and distributed to/from the agency will have its ownership transferred for ease of inventory, reduction of unnecessary installations, and cache flexibility.

### **Mobile Radio Diagnosis Services Offered**

At this time, SNO911 is not staffed to provide a full-set of diagnostic services to each agency. In addition, the services offered will vary based upon if the original installation was performed by the RRP, or by the agency directly. Based on past experience, most issues reported with mobile radios are related to the installation or changes in the vehicle conditions (i.e. loose/worn wiring, car accidents, etc.) rather than the radio itself. Therefore the diagnosis services offered will vary. For all diagnosis services offered however, the vehicle/apparatus will be delivered to the SNO911 Wireless Technology service location (currently in Marysville), and will be diagnosed on-site.

#### *For Installations Performed By the RRP*

SNO911 staff will assist agency personnel in diagnosing the source of the performance issue. However, staff time is on an “as available” basis and shall be pre-approved before diagnostic services begin. Agencies may choose to have diagnostic services performed by a third-party vendor at their own cost.

Please note that the installation services are not warranted through the RRP. When the vehicle is accepted post-installation, it will then be the responsibility of the agency to perform any repairs associated with the non-warranted items. If upon diagnosis it is determined that the resolution is not a direct repair of the mobile radio itself, it will be the responsibility of the agency to facilitate any and all repairs with a qualified provider and the provider will take responsibility for diagnosis and removal of the radio for repair if needed. If the diagnosis of the issue is performed by SNO911 and it is determined that the radio needs to be repaired, SNO911 will perform the removal and installation of the radio unit itself.

#### *For Installations Performed By the Agency*

As part of accepting payment from the RRP to offset their mobile installation costs, the agency agreed to provide the troubleshooting/diagnostic testing and any repairs for their installations per existing policies. Per those policies and agreements (Asset Transfer Agreement, updated 3/30/2021), prior to engaging with SNO911 for additional support, these agencies will be required to complete and provide the checklist included as Exhibit C in the updated Asset Transfer Agreement. SNO911 resources will not be assigned until a completed checklist is provided.

If upon diagnosis it is determined that the resolution is not a direct repair of the mobile radio itself, it will be the responsibility of the agency to facilitate any and all repairs with a qualified provider.

### **Agency Responsibilities**

The agency will be responsible for the following to facilitate a warranty repair/diagnosis:

- Notification to SNO911 of the needed replacement as quickly as possible via [wtorders@sno911.org](mailto:wtorders@sno911.org)
  - This will alert staff and we can begin to allocate cache hardware if available
- Removal of the mobile transceiver or control-head and subsequent installation of replacement equipment (if early efforts have shown that it is a radio issue directly)
- Delivery of all equipment to SNO911 for diagnosis or shipment
- Pickup of all equipment from SNO911

For equipment that is sent to Motorola and later deemed not covered under warranty, but possible to be repair, SNO911 will confer with agency the repair total, and if so approved by the agency will facilitate the repair. SNO911 will seek reimbursement from the agency for all non-warranty repair charges.

### **All Remaining Equipment**

Any equipment that is not warranted by Motorola is the responsibility of each agency to repair if necessary.

### **Lost or Destroyed Equipment**

SNO911 recognizes that reasonable loss and damage of equipment is expected and will develop a framework that accounts for reasonable loss that will be approved by the Board. A reasonable level of funding that can be increased or decreased by the Board. This proposed framework will provide:

1. Clear definition of what is covered and what is not;
2. A formal process to request replacement
3. An internal review/approval process
4. An appeal process to the Board of Directors.
5. A xx/xx cost share with the requesting agency.

SNO911 will order, receive, program, and transfer the replacement radio to the agency.

# SNOHOMISH COUNTY 911

## Fire Technical Advisory / Operations Committee

**March 17, 2021**

|                                        |                                                    |                           |                                                       |                   |
|----------------------------------------|----------------------------------------------------|---------------------------|-------------------------------------------------------|-------------------|
| <b>Committee Members in Attendance</b> | <input checked="" type="checkbox"/> Eric Andrews   | Sky Valley Fire           | <input checked="" type="checkbox"/> Drew Bono         | Fire District 24  |
|                                        | <input checked="" type="checkbox"/> Thad Hovis     | South County Fire         | <input type="checkbox"/> Willie Harper                | Fire District 25  |
|                                        | <input checked="" type="checkbox"/> Don Waller     | Fire District 4           | <input type="checkbox"/> Mike Worthy                  | Fire District 27  |
|                                        | <input type="checkbox"/> Merlin Halverson          | Fire District 5           | <input checked="" type="checkbox"/> Dave Kraski       | Arlington Fire    |
|                                        | <input type="checkbox"/> Bronson Smith             | Fire District 15          | <input checked="" type="checkbox"/> Mike Calvert      | Everett Fire      |
|                                        | <input type="checkbox"/> Brian Anderson            | Fire District 16          | <input checked="" type="checkbox"/> Darryl Neuhoﬀ     | Marysville Fire   |
|                                        | <input type="checkbox"/> Jim Haverfield            | Fire District 17          | <input checked="" type="checkbox"/> Blake Engnes      | Mukilteo Fire     |
|                                        | <input checked="" type="checkbox"/> Keith Strotz   | Fire District 19          | <input type="checkbox"/> John Cermak                  | North County RFA  |
|                                        | <input type="checkbox"/> Chad Schmidt              | Fire District 21          | <input checked="" type="checkbox"/> Brett Blankenship | Paine Field Fire  |
|                                        | <input type="checkbox"/> Travis Hots               | Fire District 22          | <input checked="" type="checkbox"/> Steve Gupstill    | SRFR              |
|                                        | <input type="checkbox"/> Tim Bond                  | Fire District 23          | <input type="checkbox"/>                              |                   |
| <b>Alternates in Attendance</b>        | <input checked="" type="checkbox"/> Mike Gatterman | Fire District 4           | <input checked="" type="checkbox"/> Jeff Cole         | Marysville Fire   |
|                                        | <input checked="" type="checkbox"/> Bill Dane      | Fire District 17          | <input type="checkbox"/> Chris Alexander              | Mukilteo Fire     |
|                                        | <input type="checkbox"/> Gino Bellizzi             | First District 19         | <input checked="" type="checkbox"/> Don Bartlett      | North County RFA  |
|                                        | <input checked="" type="checkbox"/> Jeremy Stocker | Fire District 22          | <input type="checkbox"/> Ernie Walters                | Sky Valley Fire   |
|                                        | <input type="checkbox"/> Dennis Fenstermaker       | Fire District 24          | <input checked="" type="checkbox"/> Larry Huff        | SRFR              |
|                                        | <input checked="" type="checkbox"/> Theresa Ramey  | Arlington Fire            | <input type="checkbox"/> John Chalfant                | South County Fire |
|                                        | <input type="checkbox"/> Dave DeMarco              | Everett Fire              | <input type="checkbox"/>                              |                   |
| <b>Guests and Staff in Attendance</b>  | Shaughn Maxwell, SCF                               | Terry Peterson, SNO911    | Steve Lawlor, SNO911                                  |                   |
|                                        | Jason Isotalo, SCF                                 | Kurt Mills, SNO911        | Meg Bittinger, SNO911                                 |                   |
|                                        | Michael Fitzgerald, SCF                            | Hattie Schweitzer, SNO911 |                                                       |                   |
|                                        | Zach Hanson, Arlington Fire                        | Steve Lawlor, SNO911      |                                                       |                   |
|                                        | Trent Nunemaker, FD21                              | Karl Christian, SNO911    |                                                       |                   |
|                                        | Andie Burton, SNO911                               | Brad Steiner, SNO911      |                                                       |                   |

Note: *Follow-up action items are noted in italics. Decisions are underlined.*

Chairman Eric Andrews called the meeting to order at 1:31 p.m.

\*Chairman Andrews made a motion to add an item to the agenda under Old Business - SRFR APX Request. Seconded by Chief Hovis. Unanimously approved.

- ANNOUNCEMENTS:** *Andie Burton.* National Public Safety Telecommunicator's Week is April 11-17. SNO911 would really like to celebrate this year and Andie asked everyone to refer to an email she sent out last week. Looking for swag from user agencies to use for participation prizes - T-shirts, mugs, hats, etc. Also, if anyone wants to bring food, please go through Andie to coordinate.
- APPROVAL OF MINUTES:** A motion was made by Chief Neuhoﬀ and seconded by Chief Bono to approve the February, 2021 Fire TAC / Ops meeting minutes as written. Unanimously approved.
- COMMITTEE UPDATES:**
  - PTCC / NWS.** *Steve Lawlor.* Running into a performance issue with the new Vpack environment. The Vpack environment is required for the upgrade, so it looks like the April 19th upgrade date is going to get pushed out.

- B. Technical Update.** *Steve Lawlor.* Received an updated ESO interface yesterday and it has been installed in our test environment. They set up a script that is pushing all live data over into the test environment so that they can fully load test the new interface. Looks good so far. Waiting to see how it will handle a large call. Planning on testing it this week and next week and hoping to move it into production.
- C. Radio Replacement Committee.** *Brad Steiner.* The decision was made to reprogram fire radios due to out of range tone issues. The template has been updated and they have started reprogramming the radios that have not been deployed. The leather cases that Motorola provided do not work with the radios. More options are coming. They are in the process of updating all the training materials. Brad shared the portable template document and went over some changes that have been made. Trent Nunemaker discussed the template changes and believes that they have fixed 95% of the concerns. Only other concern is that the scanless program exists - Fire District 21, as well as Fire District 19 and Arlington Fire, would like to see that program removed. Chief Andrews discussed portable button configuration - should individual agencies be allowed to change it? Chief Stocker feels that individual agencies should be able to change their button configuration. Chief Guptill thinks the template should be consistent, but agencies should be able to change their configurations as they deem necessary. Chief Neuhoﬀ- channels, banks and emergency buttons don't change. After much discussion, Chief Andrews made a motion to deploy the radios as they are programmed now, and only after all radios are deployed will SNO911 coordinate with individual agencies to make changes to the buttons. Chief Hovis seconded the motion. Unanimously approved.
- D. Radio Procedures Committee.** *Hattie Schweitzer.* Discussed rescue and hazmat paging at the last meeting. They are working on making a recommendation to TAC whether or not we want to use the SNO ALT Fire Paging group in CAD, or do we want to make some other kind of notification using specific contacts for each of the 4th alarm rescues and hazmats. More to come.
- E. Fire User Group.** *Theresa Ramey.* Just met this week and the main focus was on training for the new upgrade. They are meeting monthly again.

**4. SNO911 UPDATE:**

- A. MPDS Call of the Month - Hattie Schweitzer.** She hasn't received the write up yet for this, but Terry Carsen is the dispatcher who was recognized for the month of February. Once the write up is complete Hattie will email it out to TAC.
- B. Pulse Point – Kurt Mills.** Medic One Foundation found someone to pay for Pulse Point for the first year. In order to do this, we will have to imbed their logo into some of the marketing materials we produce. Go live target date is June 15<sup>th</sup>. One caveat is that there is an AED registry component for Pulse Point that interfaces with MPDS/PROQA system. IT is looking at the technical specs to see if this will add any complexity. Public Roll out and community education may not be something that SNO911 should do - we don't have any PIO resources. Open for discussion as to whether the Fire Chiefs organization would like to take this on and educate people about the system and what is coming. Per Chief Andrews, they will bring it up at the next chiefs meeting.

**5. OLD BUSINESS:**

- A. FOC Workgroup- Derek Wilson.** Workgroup meeting scheduled next week. Dispatch exposure as well as discussion on the technical side. Same concept as the aircraft control module. More to come after the meeting next week.

- B. SNO911 Notification Status** – *Andie Burton/Derek Wilson*. Should have received an email from Derek regarding getting in to RAVE. For those agencies who haven't responded yet, please do. Would like to start rolling with this in April.
- C. County Fire Resource Plan Committee** – *Jeremy Stocker*. Looking for feedback from agencies to help them move forward. Don't have all the data yet. Looking at changing up the model. Jeremy will send out another email to the missing agencies. Still need responses from 5, 15, 16, 17, 21, 23, and 25, Arlington, NCRFA, Marysville, Paine Field and SRFR. Looking at changing the model and how we deploy for zone responses.
- D. CAD Lite/Bugout Table Top Exercise – March 31<sup>st</sup> 0900-1100** *Andie Burton*. Valley Comm will be in the mix. Simulating SNO911 bugging out from our facility and funneling calls to Valley Comm and entered into CAD Lite.
- E. Interoperability Study** – *Brad Steiner*. Shared a PowerPoint. Kicking off the study again. Would like Fire TAC to consider either a new joint committee of Police TAC and Fire TAC, or continue to utilize the project performance committee which is already composed of law and fire representatives. Don Bartlett would like to join the committee. Per Andie, SNO911 would love to participate to make sure we get the right training for our dispatchers. Anyone who is interested in the committee, please email Brad.
- F. SRFR APX Request** – *Larry Huff*. Thanks to Kurt and SNO911 for looking in to APX. Realizes it's not for everybody, but there needs to be a solution. After much discussion, Chief Hovis stated that we need to get something going, and it is his hope to get this settled in 2021 for budget action in 2022.

**6. NEW BUSINESS:**

- 7. GOOD OF THE ORDER:** *Kurt Mills*. SNO911 was approved for a \$75,000 grant for CAD Lite which is easily the majority of the investment so far.
- 8. ADJOURN:** The Fire TAC / Operations Committee adjourned at 2:55 p.m.

**The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, April 21st at 1:30 p.m. via ZOOM.**

**Snohomish County 911**  
**Finance Committee**  
Meeting Summary for April 8, 2021 / 1:30 – 3:00 pm  
Location: Remote Meeting via Zoom

**Meeting Attendance:**

| Committee Members  |   |             |   |                            |   |
|--------------------|---|-------------|---|----------------------------|---|
| Dave DeMarco       | ✓ | David Chan  | ✓ | Jeff Brand                 | ✓ |
| Steve Guptill      | ✓ |             |   |                            |   |
| Staff Support Team |   |             |   |                            |   |
| Kurt Mills         | ✓ | Angie Baird | ✓ | Terry Peterson             | ✓ |
| Brad Steiner       | ✓ |             |   | Sharon Brendle (notetaker) | ✓ |

The meeting was called to order at 1:30 by Chief Dave DeMarco, Chair.

**1. Announcements.** None

**2. Reports**

- A. Blanket Voucher Report. Blanket Voucher Report.** There were no questions raised. Jeff Brand moved to recommend to the board approval of the Blanket Voucher Report for March, including the checks and payments as outlined. The motion was seconded by Steve Guptill and approved unanimously.
- B. First Quarter Finance Department Report.** Commissioner David Chan had a question regarding grant reimbursements and asked why only a small amount of payroll was eligible for reimbursement. Angie responded that grants only pay a certain percentage of eligible expenses. Jeff asked if the lease on the Tertiary Center was still retiring at the end of June, and Kurt confirmed this was correct. He added that the space was used quite a bit for training, and for dispatching on one occurrence.
- C. Radio Replacement Project Payment Tracking.** David Chan asked for clarification on whether there was any outstanding payments due from the County. Kurt replied that there may be one item recently submitted but all reimbursements have been received in a timely manner.

**3. Old Business**

- A. Financial Consultant RFP Update.** Angie followed up from last month when she was asked to narrow the scope of the project to two things: department structure, and evaluating the effectiveness of the financial software. She provided an update to the proposal that they will be releasing soon. She mentioned that she read David Chan's comments from an email he sent and she believed they were things that could be incorporated into the scope. David added that he was concerned with the timing and suggested moving it out so that local firms who are currently busy with tax season have an opportunity to respond. Angie agreed and said they would extend the response time to the end of May. The previous RFP was sent out using MRSC's vendor list of local firms, and they plan on using that method again. There was some lengthy discussion on the scope. Angie explained that

once the agreed upon scope is published and a vendor is selected they are unable to change the scope at that time.

Following some additional comments on the scope of the project, Chair DeMarco asked Commissioner Chan if he was content with the scope of the project as it is currently drafted and Commissioner Chan concurred. It was agreed that staff will extend the response time for the RFP. Kurt went over the selection criteria and expects to receive good responses. He plans on reporting to the committee the results of the candidate scoring.

Steve Guptill moved to advance the RFP for Financial Consultation as drafted in the packet with adjustments to the opening and closing dates. The motion was seconded by David Chan and approved unanimously.

## **B. Radio Replacement Project**

- i. **Apple Cove Tower and Camano Island Tower Site License Addendums.** Brad Steiner explained that these changes are part of the finalizing of construction plans that the team has been working on. He added that hardware is being added at both sites and the lease price is increasing. These are both commercial leases but are on par with standard commercial rates. They have gone through negotiations on the terms but still need to have the legal review completed. Asked about whether more changes will be forthcoming, Brad explained that there will be more edits on other towers within the project, but not all landowners require lease modifications.

Jeff Brand moved to recommend to the SNO911 Board that the Executive Director execute the site license addendum with American Tower for the Apple Cove site pending legal review. The motion was seconded by Steve Guptill and approved unanimously.

Steve Guptill moved to recommend to the SNO911 Board that the Executive Director execute the site license addendum with Crown Castle for the Camano Island site pending legal review. The motion was seconded by David Chan and approved unanimously.

*Later in the meeting Brad asked if the two lease addendums could be added to the Consent Agenda for next week's Board meeting. Kurt noted that any Board member could still ask that they be pulled and dealt with separately. The committee fully agreed that these be added to the Consent Agenda.*

- ii. **Updated Subscriber Replacement Policy.** Brad explained as the Wireless team is nearing the end of the portable deployment they are trying to clean up some miscellaneous issues. These replacement policy updates will address any miscounts as well as designate a cutoff for those radios associated with the RRP while any additional radios for new apparatus and personnel will be handled using a separate plan. He explained that Corrections represented the largest share of the extra radios requested and followed a change in their operations. More on this



request will be discussed at Police TAC. Following a few questions, a motion was made.

Jeff Brand moved to recommend approval of the updated RRP subscriber replacement policies. The motion was seconded by David Chan. The motion passed with one abstention. Steve Guptill stepped away from the meeting during this vote.

- iii. **Discussion Item – Draft policy on future (yearly) radio purchases.** Brad explained that this was a basic framework for a new policy. He added the intent is every year they will budget for additional agency radios. They will also be asking for agency input on their planned additions for the year, and these will need to be in compliance with the rules put into place for the radio replacement project. He estimates setting aside \$200,000 per year to handle additional radios. Terry clarified that these radios would be earmarked for those agencies experiencing expansion, and not to cover replacement units. Asked if the policy could be flexible enough to accommodate short term training needs when a large number of radios are needed for a training exercise, Kurt replied that he appreciated the feedback and said that situations of that nature will need to be thought through and the policy may need to be adjusted to accommodate those types of requests. Jeff suggested a replacement fund that could be added to each year. Kurt liked that idea and thought it would be a good idea to treat it like a capital project with yearly contributions.
- iv. **Discussion Item - Subscriber Warranty Policy.** Brad explained that with subscriber units being deployed, the agency needs to get some definitions in place on how to deal with breakage. This document explains what hardware is covered and not covered under the Motorola warranty, as well as what troubleshooting services would be offered. Asked about lead time for replacements, Brad said it all depends on Motorola. He added that prior to consolidation/merger, agencies were responsible for purchasing and replacing their own radios. They are thinking of handling repairs in a way that once a radio comes in for repairs a replacement is immediately issued, with the initial radio going back into the cache once it's repaired. Kurt mentioned that once their research is done they will be able to formulate a plan on how many to purchase for these reserve purposes. There was lengthy discussion on damaged or lost equipment, and if those types of replacements should also be funded as part of the RRP. Kurt agreed that there should be some accounting of loss, but legitimate loss versus improper use may still be hard to reconcile. This subject will be explored further and SNO911 will work on developing a loss fund. Brad added that there are plans to conduct an agency survey to collect data on annual repairs/breakage numbers. Brad also answered a question on when the Motorola warranty actually start. The three year warranty was negotiated and started upon shipment in June 2020. The batteries have a two year warranty window which began at the same time. He added that the contract allows for an extension of the warranty period up to 7 years. They will

need to determine whether the additional expense of extending this warranty is reasonable.

- C. Tulalip Tribal Police Subscriber Agreement Final Version.** Kurt explained that no action is needed on this. This version included edits from the Tribal Attorneys & SNO911 attorney and is considered the final draft. This version will be going to the SNO911 Board for a final review before going on to Tulalip's Tribal Council.

**4. New Business.**

- A. Employee Recognition Budget Increase.** Terry reported that the agency likes to recognize employees throughout the year for doing a good job and reaching strategic goals. The current budget is for \$10,000, with half typically spent on National Telecommunicator Week. In an effort to meet their ACE accreditation goal, they are running some additional recognition programs. Staff is requesting an additional \$5,000 for this. The Personnel Committee supports this.

Jeff Brand moved to recommend to the Board to authorize staff to overspend employee recognition budget by \$5,000 in support of authorized recognition programs. The motion was seconded by Steve Guptill.

Answering a question about whether this could be an issue with the State Auditor, Kurt explained that they recently updated the Employee Recognition Policy and had it go through legal review. The Personnel Committee saw that policy update and supported it. Angie said that this and another policy update will be going to the Board next week for approval. She added that as long as the governing body approves the recognition policies and the agency works within the rules of the policy, the State Auditor is fine with it. She also added that this is not a budget adjustment, and the agency believes the additional amount can be absorbed into the current year's budget. They plan on overspending on that line item.

Calling for the vote, the motion passed unanimously.

- B. May Academy Over-hire Authorization.** Kurt spoke that due to aggressive hiring practices the agency is down by only 2 dispatchers. There are four strong candidates that they would like to move forward for the May academy. Since they are also in the process of re-negotiating a new contract with the dispatcher's union that may include a move to a 12 hour shift schedule, they expect they could see some people leave. Allowing the over-hire of 2 dispatchers would get those 4 candidates hired and they'd be able to potentially skip the July academy. There is no budget modification for this request, it can be absorbed in the current budget.

Steve Guptill moved to recommend that the Board support the over-hire of two trainee dispatchers. The motion was seconded by Jeff Brand and approved unanimously.

**5. Good of the order.**

- David Chan wants to emphasize that because of the Radio Replacement Project and the negative history of the SERS organization, he wants the consultant to really examine the activities of the RRP. He stated on the record, that if he was the auditor, he feels the greatest risk to the agency is with the dollar amount of the project and the

tax dollars involved. He thinks the agency should be more flexible with the budget on this RFP and thinks \$20,000 is too low. Kurt added that while he understands Commissioner Chan's concerns, SERS no longer exists and Deputy Director Steiner was only briefly involved with the previous agency. He explained that SNO911 has to live with that legacy, but it's in the past. The policies and procedures currently in place for the radio project are the policies of SNO911, not the former SERS agency.

- Kurt also mentioned that the first quarter financial report is in the packet. If there are any questions on that to please notify him and answers will be provided. Angie added that it's early in the year and there was nothing notable. The agency is right on track. Jeff said he recognized the smaller M & O numbers with the lower OT charges, and thought that was wonderful to read. Kurt said that the New World SSMA payment is expected in July which will change those M & O numbers.

The meeting was adjourned at 3:00 p.m. The next meeting is scheduled for May 13<sup>th</sup> at 1:30 p.m.

# SNOHOMISH COUNTY 911 1Q FINANCE DEPARTMENT REPORT

## FUND BALANCE SNOC911 2021 Q1

### OPERATING

| Fund # | Beginning Balance | Revenue     | Expenditures | Carryover Other | Fund Balance |
|--------|-------------------|-------------|--------------|-----------------|--------------|
| 70     | \$2,368,195       | \$6,906,099 | \$5,719,816  | (\$329,145)     | \$3,225,334  |

### CAPITAL PLAN

|          |              |       |           |           |              |
|----------|--------------|-------|-----------|-----------|--------------|
| 80       | \$13,332,720 | \$229 | \$143,936 | \$329,145 | \$13,518,157 |
| 110 - WT | \$1,778,574  | \$30  |           |           | \$1,778,604  |

### RESERVES

|          |             |       |     |             |             |
|----------|-------------|-------|-----|-------------|-------------|
| 90       | \$6,578,256 | \$107 | \$0 | (\$750,000) | \$5,828,363 |
| 120 - WT | \$597,564   | \$10  | \$0 | \$0         | \$597,574   |

### RADIO REPLACEMENT PROJECT

|     |           |           |           |            |           |
|-----|-----------|-----------|-----------|------------|-----------|
| 130 | \$142,757 | \$921,604 | \$946,272 | \$ 750,000 | \$868,089 |
|-----|-----------|-----------|-----------|------------|-----------|

\*Note: Fund # 110 and 120 are Wireless Technology funds



## **General Operating – 70**

Current fund balance of \$3,225,334. A fund balance of \$2.0M was established (Per Board authorization 2/20/20) for cash flow purposes and is not counted toward any fund carryover. The board authorized 2020 carryover of \$329,145 to be transferred to fund 80 and left a residual balance of \$39,028 remaining in the fund. The expectation is the fund balance will be adjusted back to \$2.0M at the end of 2021.

### **Revenue**

Revenue is at 28.3% of budget and is tracking as expected.

- Assessments for dispatch services received are \$4,616,709, 28.8% of budget. Of this amount, \$656,189 was for last year's assessments and received in January. \$16,035,445 has been budgeted for 2021.
- E911 disbursement funds received are \$1,673,616, which reflects three months of the set distribution. Budgeted E911 funds are placed into Operating first, 2021 budget is \$6,359,741.
- Emergency Sales Tax - \$200,000.
- Other Income is \$415,737 and mostly reflects reimbursements received for managed laptop, locution and EPCR, RAVE and Priority Dispatch. Interest received was \$37.

### **Expenses**

Total Expenditures are at 23.4% of budget.

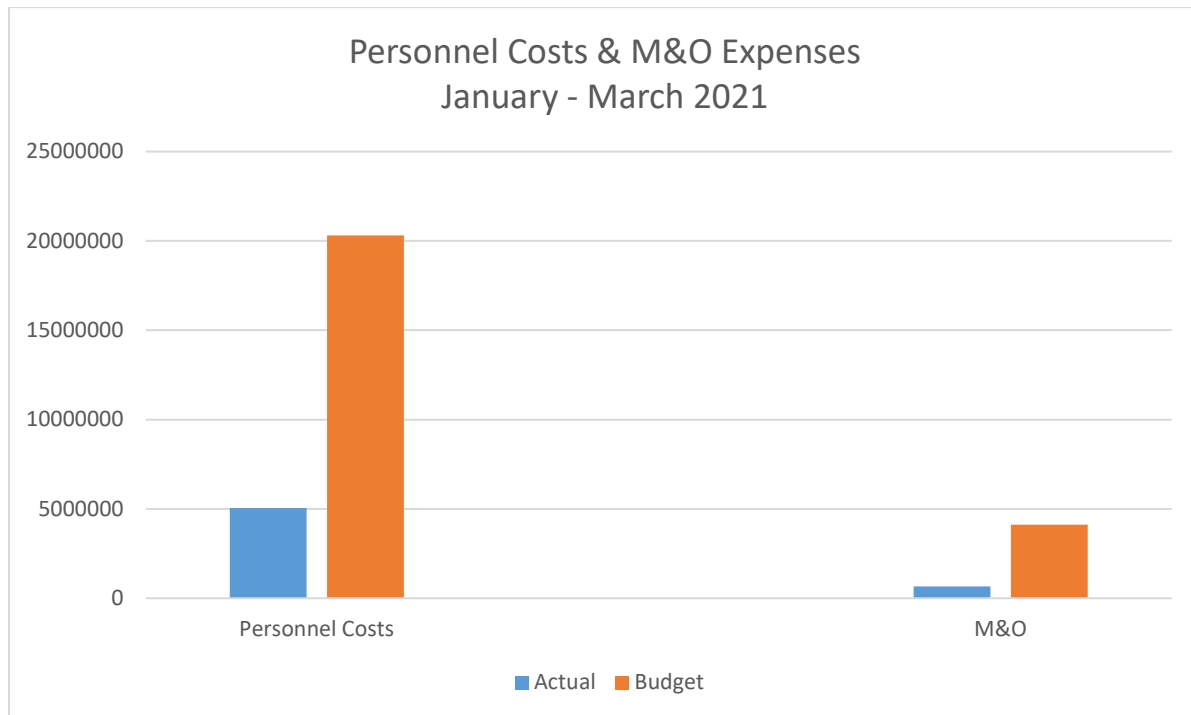
### **Personnel**

- Total Personnel expenses are at 24.9% of budget.
- Overtime is at 39.9% of budget and it should be noted that overtime has been decreasing over the last several months.
- Leave related to COVID-19 is at 782 hours \$29,728.
- Recruiting Incentives paid out are \$24,000, and \$4,378 has been paid back. The program has been discontinued as of June 19<sup>th</sup> due to reaching authorized staffing levels. There is \$12,000 remaining that can be paid out when the last four trainees in the program reach their final milestone.
- PTO Accrual Cash Outs are at 18.8% of budget. PTO cash out options for unions take place in March and November.

### **M & O**

Total Maintenance and Operations (M&O) costs are at \$ 666,037, which is 16% of budget. Total budget for M&O is \$4,121,398.

- Reimbursed Expenses are at (\$60K) 32% of budget. These cost are offset under revenue and include ACCESS user fees, EPCR, and Managed Laptop and are not included in assessments.
- Professional fees (\$32.5K) are at 11.8% of budget. Included in this category are Nurse Line services, applicant processing, legal fees and consulting services.
- Administrative Support expenses ended at (\$26.6k) or at 25.6% of budget. This category includes items such as printing costs, recruiting advertising campaigns, postage, Excise and Use Taxes and document shredding services.
- Recognition is (\$1,776), which is 17.8% of budget. The majority of the recognition budget goes toward National Telecommunicator Week and the expenses will show next month. There has been new recognition and incentive programs developed to support the agency goal of becoming an IAED Accredited Center of Excellence (ACE).
- Rent is at (\$178.8) 22.1% of budget for the year.
- Utilities are at (\$23K) 22.1% of budget.
- Repairs & Maintenance is at (\$239k) or 13% of budget. Notable maintenance contracts are expected to be paid in the third quarter, including Tyler (\$800K) and Kronos (\$55k).
- Insurance came in at (\$55.7K) or 38.5% of budget. The WCIA assessment was \$204K, and is considerably higher than normal due to the high volume of assets on hand for the Radio project. \$148,803 of the WCIA invoice was charged to the RRP project.
- Communications ended at (\$22K) or at 21.5% of budget and tracking as expected.
- Training and Travel is at (\$11k) or 8.5% of budget. Expenses so far mostly consist of fuel charges (\$3.7k) and registration for eight attendees for the Navigator conference in July.
- Minor Capital Equipment expenditures are at (\$6.6k) or at 4.3% of budget, which is mostly headset replacements.
- Supplies are at (\$8.4k) 12.9% of budget and tracking as expected.



## **Capital 80**

- Current fund balance is \$13,518,157. Per Board approval on 02/18/21, Operating Fund 70's Carryover funds of \$329,145 were transferred into Capital Fund 80
- Interest received is \$229
- Expenditures are at \$143,936. Notable items are: \$34,065 for Tertiary Center, \$45,373 for non-dispatch workstations, \$30,000 for CAD-Lite, \$9,495 for the managed laptop program, and \$12,736 for south campus server racks

## **General Reserves 90 (Undesignated)**

- Current fund balance of \$5,828,363
- Interest received was \$107

## **Wireless Technology:**

### **Capital Wireless Technology - 110**

- Current fund balance is \$1,778,604
- Interest received was \$30
- No expenditures from this fund have taken place this fiscal year

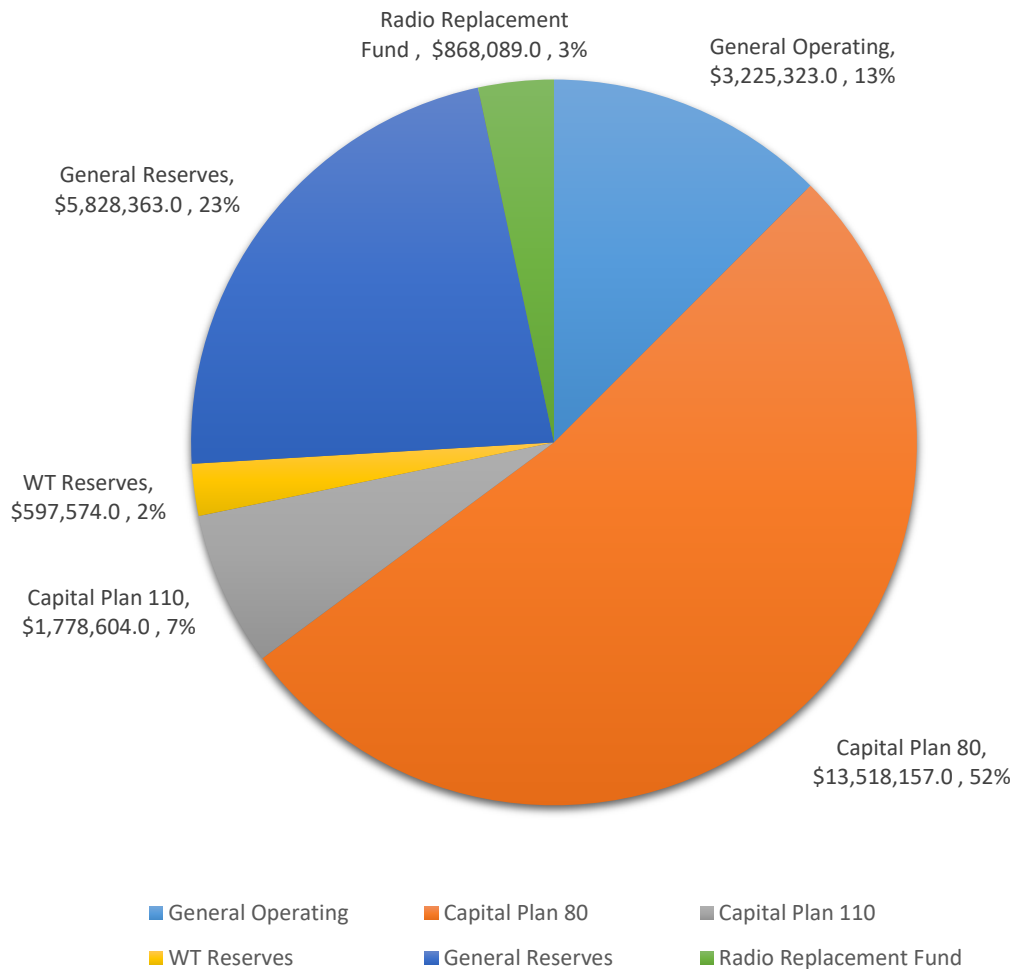
### **Reserves Wireless Technology - 120**

- Current fund balance of \$597,574
- Interest received was \$10

### **Radio Replacement Fund - 130**

- Current fund balance of \$868,089
- Reimbursements Received is at \$921,595
- Interest received was \$9
- Expenditures are at \$946,272

## SNO911 Fund Balances March 31, 2021

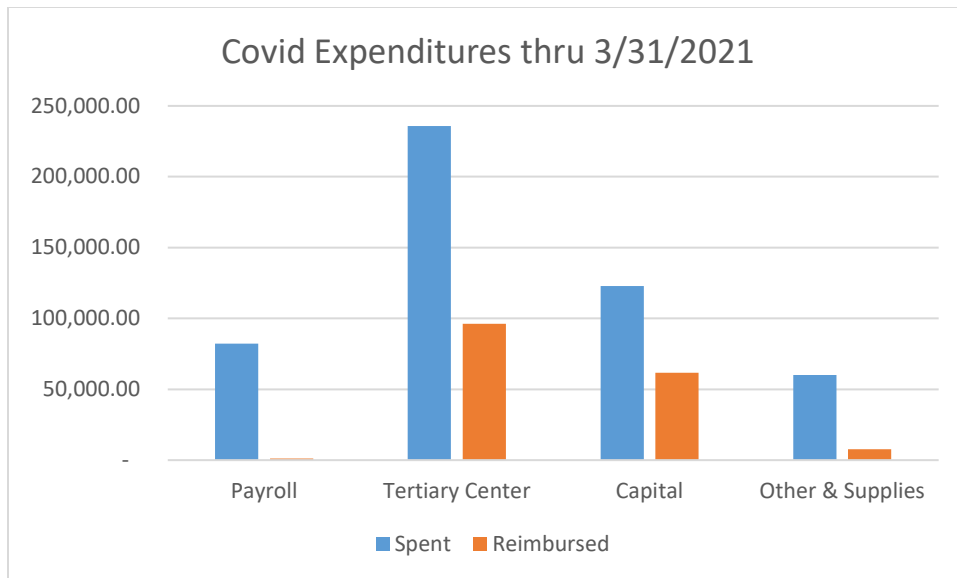


### **COVID-19**

Total COVID-19 Expenses are \$501,079.98.

Year to date 2021 expenditures are \$42,711. This amount includes M&O and Capital related expenses. Management entered into a lease for a tertiary location, beginning on May 1st, 2020 which has been extended through June 30, 2021. Utilization of a tertiary location assists with the County's readiness for a number of uses, including the ability to relocate all staff from a facility that requires immediate cleaning, overflow if activity spikes, integration of Police or Fire Operations Command, joint response to staffing emergencies with other regional ECCs, and potentially for asymptomatic employees who have valid reasons to request self-isolation but still desire to work.





FEMA Public Assistance Grant reimbursements received to date \$66,749. Grant reimbursement is slowed to due heavy workload at FEMA. Year-end 2020 close out processed end of 1<sup>st</sup> quarter 2021 with \$146,668 reimbursement expected in 2021. Separate \$100k reimbursement received by EESCS in 2021.

#### **SNO911 COVID SUMMARY and REIMBURSEMENTS through 3/31/2021**

|                             | <u>Spent YE 2020</u> | <u>Spent Jan-Mar 2021</u> | <u>Reimbursed by FEMA 2020</u> | <u>Reimbursed by EECS 2021</u> | <u>Pending</u>    | <u>Not Eligible</u> |
|-----------------------------|----------------------|---------------------------|--------------------------------|--------------------------------|-------------------|---------------------|
| <b>Payroll</b>              | 82,274.93            | -                         | 1,109.88                       |                                | 2,253.60          | 78,911.45           |
| <b>Tertiary Center</b>      | 206,784.20           | 29,028.16                 | 61,132.69                      | 35,135.26                      | 93,722.46         | 45,821.95           |
| <b>Capital</b>              | 117,787.38           | 5,036.76                  | 2,816.66                       | 58,913.00                      | 5,036.76          | 56,057.73           |
| <b>Other &amp; Supplies</b> | 51,522.31            | 8,646.24                  | 1,690.20                       | 5,951.74                       | 45,655.76         | 6,870.85            |
|                             | <b>458,368.82</b>    | <b>42,711.16</b>          | <b>66,749.43</b>               | <b>100,000.00</b>              | <b>146,668.58</b> | <b>187,661.98</b>   |

# Snohomish County 911

## Budget vs. Actual General Operating 70

### January through March 2021

|                                    | Jan - Mar 21        | Budget               | \$ Over Budget        | % of Budget   |
|------------------------------------|---------------------|----------------------|-----------------------|---------------|
| <b>Ordinary Income/Expense</b>     |                     |                      |                       |               |
| <b>Income</b>                      |                     |                      |                       |               |
| 4020 · Dispatch Services           | 4,616,708.50        | 16,035,445.00        | -11,418,736.50        | 28.8%         |
| 4040 · E911 Excise Tax Revenue     | 1,673,616.00        | 6,359,741.00         | -4,686,125.00         | 26.3%         |
| 4045 · Emergency Sales Tax Revenue | 200,000.00          | 1,200,000.00         | -1,000,000.00         | 16.7%         |
| 4200 · Miscellaneous Income        | 415,737.73          | 834,204.00           | -418,466.27           | 49.8%         |
| 4300 · Interest                    | 37.14               |                      |                       |               |
| <b>Total Income</b>                | <b>6,906,099.37</b> | <b>24,429,390.00</b> | <b>-17,523,290.63</b> | <b>28.3%</b>  |
| <b>Gross Profit</b>                | <b>6,906,099.37</b> | <b>24,429,390.00</b> | <b>-17,523,290.63</b> | <b>28.3%</b>  |
| <b>Expense</b>                     |                     |                      |                       |               |
| 5000 · Payroll Expense             | 5,053,778.49        | 20,307,992.00        | -15,254,213.51        | 24.9%         |
| 6000 · Reimbursed Expense          | 60,095.50           | 188,000.00           | -127,904.50           | 32.0%         |
| 6150 · Professional Fees           | 32,560.72           | 277,000.00           | -244,439.28           | 11.8%         |
| 6200 · Administrative Support      | 26,690.01           | 104,350.00           | -77,659.99            | 25.6%         |
| 6225 · Recognition                 | 1,776.43            | 10,000.00            | -8,223.57             | 17.8%         |
| 6250 · Rent                        | 178,856.25          | 1,002,600.00         | -823,743.75           | 17.8%         |
| 6252 · Utilities                   | 23,012.44           | 104,000.00           | -80,987.56            | 22.1%         |
| 6300 · Repairs & Maintenance       | 239,353.75          | 1,842,648.00         | -1,603,294.25         | 13.0%         |
| 6350 · Insurance                   | 55,767.72           | 145,000.00           | -89,232.28            | 38.5%         |
| 6400 · Communication               | 22,070.52           | 102,600.00           | -80,529.48            | 21.5%         |
| 6500 · Training and Travel         | 11,104.44           | 131,200.00           | -120,095.56           | 8.5%          |
| 6600 · Minor Capital Equipment     | 6,335.62            | 149,000.00           | -142,664.38           | 4.3%          |
| 6700 · Supplies                    | 8,414.02            | 65,000.00            | -56,585.98            | 12.9%         |
| <b>Total Expense</b>               | <b>5,719,815.91</b> | <b>24,429,390.00</b> | <b>-18,709,574.09</b> | <b>23.4%</b>  |
| <b>Net Ordinary Income</b>         | <b>1,186,283.46</b> | <b>0.00</b>          | <b>1,186,283.46</b>   | <b>100.0%</b> |
| <b>Net Income</b>                  | <b>1,186,283.46</b> | <b>0.00</b>          | <b>1,186,283.46</b>   | <b>100.0%</b> |

11:32 AM

04/05/21

Cash Basis

**Snohomish County 911**  
**Capital Plan 80**  
January through March 2021

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|                                | Jan - Mar 21       |
|--------------------------------|--------------------|
| Ordinary Income/Expense        |                    |
| Income                         |                    |
| 4300 · Interest                |                    |
| 4320 · Other Interest          | 228.55             |
| Total 4300 · Interest          | 228.55             |
| Total Income                   | 228.55             |
| Gross Profit                   | 228.55             |
| Expense                        |                    |
| 6400 · Communication           | 5,036.76           |
| 6600 · Minor Capital Equipment | 138,899.40         |
| Total Expense                  | 143,936.16         |
| Net Ordinary Income            | -143,707.61        |
| Net Income                     | <b>-143,707.61</b> |

| SNO911 Fund 80 Capital Plan 2020 |                                       |            |            |            |            |           |           |           |
|----------------------------------|---------------------------------------|------------|------------|------------|------------|-----------|-----------|-----------|
| Last Approved 01/21/2021         |                                       |            |            |            |            |           |           |           |
|                                  |                                       |            |            |            |            |           |           |           |
|                                  | Updated: 03/31/2021                   | YTD        | Planned    | YTD        |            |           |           |           |
| Project #                        | Project Name                          | 2020       | 2021       | 2021       | 2022       | 2023      | 2024      | 2025      |
| 80-001                           | RMS/Mobile/Corrections                | 1,274      | 145,000    |            |            |           |           |           |
| 80-002                           | CAD                                   | 44,250     | 155,000    |            |            |           |           |           |
| 80-003                           | UPS Replacement                       |            | 250,000    |            | 0          | 0         | 0         | 175,000   |
| 80-004                           | Integrated Video Display System       |            | 5,000      |            | 5,000      | 5,000     | 5,000     | 5,000     |
| 80-005                           | Dispatch Consoles                     |            | 30,000     |            |            |           |           |           |
| 80-007                           | Datacenter Servers                    | 6,928      | 43,000     |            | 15,000     | 10,000    | 10,000    | 10,000    |
| 80-009                           | Managed Laptop Program                | 185,632    | 200,000    | 9,495      | 100,000    | 150,000   | 500,000   | 130,000   |
| 80-010                           | Tenant Building Maintenance           | 82,137     | 279,000    | 45,374     | 5,000      | 5,000     | 5,000     | 125,000   |
| 80-011                           | CAD PCs-Dispatch                      | 100,000    | 10,000     |            | 10,000     | 10,000    | 10,000    | 100,000   |
| 80-012                           | Administrative PC's and Displays      | 48,156     | 15,000     |            | 5,000      | 5,000     | 10,000    | 50,000    |
| 80-013                           | Network Equipment/Security            | 49,229     | 55,000     |            | 20,000     | 10,000    | 350,000   | 50,000    |
| 80-015                           | UPS Battery Replace                   |            | 0          |            | 0          | 0         | 15,000    | 30,000    |
| 80-016                           | Bldg Security Upgrade                 |            | 15,000     |            | 2,000      | 2,000     | 2,000     |           |
| 80-017                           | Logging Recorder                      | 0          | 302,000    |            | 5,000      | 5,000     | 5,000     | 150,000   |
| 80-018                           | Consulting/Outsourcing                | 1,911      | 5,000      |            | 0          | 0         | 0         | 0         |
| 80-019                           | Tyler Hardware                        | 345,587    | 69,000     | 1,594      | 15,000     | 15,000    | 15,000    | 15,000    |
| 80-021                           | Center Monitors and Displays          | 1,446      | 5,000      |            | 5,000      | 5,000     | 5,000     | 30,000    |
| 80-024                           | Online Citizen Reporting / Shoplift   |            | 5,000      |            | 5,000      | 5,000     | 5,000     | 5,000     |
| 80-025                           | VPAC Virtual Client Portal            | 646,819    | 15,000     |            | 10,000     | 10,000    | 10,000    | 650,000   |
| 80-026                           | Tyler/NG Datamart                     | 192,989    | 62,000     |            | 15,000     |           |           |           |
| 80-028                           | Backups and Storage                   | 61,366     | 63,000     |            | 50,000     | 5,000     | 5,000     | 50,000    |
| 80-029                           | Next Gen 911                          |            |            |            |            |           |           |           |
| 80-033                           | PBX Refresh                           | 130,132    | 24,000     | 10,672     | 5,000      | 5,000     | 5,000     | 5,000     |
| 80-034                           | Mobile Manual Ops (CAD-In-A-Box)      | 22,646     | 102,000    | 30,000     |            |           |           |           |
| 80-035                           | Service Vehicles                      |            | 0          |            | 70,000     | 0         | 0         | 0         |
| 80-036                           | Appliances                            | 348        | 5,000      |            | 5,000      | 5,000     | 5,000     | 5,000     |
| 80-037                           | Furniture Replacement                 | 2,920      | 10,000     |            | 12,000     | 5,000     | 12,000    | 5,000     |
| 80-038                           | Future Facility Initiative            |            |            |            | 5,700,000  |           |           |           |
| 80-039                           | Dispatch Center Generator Replacement |            | 740,000    |            |            |           |           |           |
| 80-040                           | Backup Cooling System                 | 11,639     | 0          |            | 0          | 0         | 250,000   |           |
| 80-044                           | Advanced Authentication               | 4,743      | 5,000      |            | 5,000      | 5,000     | 5,000     | 50,000    |
| 80-045                           | Earthquake Base ISO Expansion         |            | 25,000     | 12,737     | 0          | 0         | 0         | 0         |
| 80-046                           | Data Interoperability                 |            | 0          |            | 0          | 0         | 0         | 0         |
| 80-047                           | Dispatch Schedule Alternatives        | 46,667     | 0          |            | 0          | 0         | 0         | 0         |
| 80-048                           | SPIDR Tech Law Enforcement            | 351,071    |            |            |            |           |           |           |
| 80-049                           | Tertiary 911 Location                 | 198,630    | 61,000     | 34,065     | 0          | 0         | 0         | 0         |
| 80-050                           | Financial Consultant                  |            | 20,000     |            |            |           |           |           |
|                                  |                                       |            |            |            |            |           |           |           |
|                                  | Beginning Balance                     | 14,983,882 | 13,332,720 | 13,332,720 | 10,612,720 | 4,548,720 | 4,286,720 | 3,057,720 |
|                                  | Expenditures                          | 2,536,519  | 2,720,000  | 143,936    | 6,064,000  | 262,000   | 1,229,000 | 1,640,000 |
|                                  | Net Balance after Exp.                | 12,447,363 | 10,612,720 | 13,188,784 | 4,548,720  | 4,286,720 | 3,057,720 | 1,417,720 |
|                                  | Funds Transfer Per Board Approval     | 358,747    |            | 329,145    |            |           |           |           |
|                                  | E911 Contribution                     | 525,056    |            |            |            |           |           |           |
|                                  | Miscellaneous Income                  |            |            |            |            |           |           |           |
|                                  | Interest Income                       | 1,554      |            | 229        |            |           |           |           |
|                                  | Projected YE Balance                  | 13,332,720 | 10,612,720 | 13,518,158 | 4,548,720  | 4,286,720 | 3,057,720 | 1,417,720 |

**Snohomish County 911**  
**Wireless Tech Capital 110**  
January through March 2021

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|                         | Jan - Mar 21 |
|-------------------------|--------------|
| Ordinary Income/Expense |              |
| Income                  |              |
| 4300 · Interest         |              |
| 4320 · Other Interest   | 30.44        |
| Total 4300 · Interest   | 30.44        |
| Total Income            | 30.44        |
| Gross Profit            | 30.44        |
| Net Ordinary Income     | 30.44        |
| Net Income              | 30.44        |

|                                                  |                                          |                  |                  |                  |                  |                |                |                |
|--------------------------------------------------|------------------------------------------|------------------|------------------|------------------|------------------|----------------|----------------|----------------|
| <b>SNO911 Fund 80 Capital Plan 2020</b>          |                                          |                  |                  |                  |                  |                |                |                |
| <b>Last Approved 01/21/2021</b>                  |                                          |                  |                  |                  |                  |                |                |                |
| <b>Wireless Technology Fund 110 Capital Plan</b> |                                          |                  |                  |                  |                  |                |                |                |
| <b>Last Approved 01/21/2021</b>                  |                                          |                  |                  |                  |                  |                |                |                |
|                                                  |                                          | <b>YTD</b>       | <b>Planned</b>   | <b>YTD</b>       |                  |                |                |                |
| <b>Project #</b>                                 | <b>Project Name</b>                      | <b>2020</b>      | <b>2021</b>      | <b>2021</b>      | <b>2022</b>      | <b>2023</b>    | <b>2024</b>    | <b>2025</b>    |
| <b>110-001</b>                                   | Vehicle & Tire Replacements              |                  | 235,000          |                  | 45,000           | 45,000         | 45,000         | 45,000         |
| <b>110-002</b>                                   | Generator Replacement at Gold Hill       | 57,047           |                  |                  |                  |                |                |                |
| <b>110-003</b>                                   | Clinton Site Move                        | 0                |                  |                  |                  |                |                |                |
| <b>110-004</b>                                   | Roof Replacements for Generators         | 0                | 100,000          |                  | 144,000          | 0              | 0              | 0              |
| <b>110-005</b>                                   | WT Specialized Test Equipment            |                  | 100,500          |                  | 6,000            | 64,000         | 2,000          | 2,000          |
| <b>110-006</b>                                   | Comm. Site Power System Replacements     |                  | 0                |                  | 0                | 0              | 0              | 0              |
| <b>110-007</b>                                   | Comm. Site Building Improvements         |                  | 12,000           |                  | 12,000           | 12,000         | 8,000          | 0              |
| <b>110-008</b>                                   | Comm. Site Tower Upgrades/Replacement    |                  | 15,000           |                  | 15,000           | 15,000         | 15,000         | 30,000         |
| <b>110-009</b>                                   | Comm. Site HVAC Unit Replacements        |                  | 0                |                  | 20,000           | 0              | 20,000         | 0              |
| <b>110-010</b>                                   | Generator Replacements                   |                  | 110,000          |                  | 110,000          | 0              | 110,000        | 110,000        |
| <b>110-011</b>                                   | WT Network/Camera Upgrade/Sustainment    |                  | 10,000           |                  | 0                | 0              | 0              | 0              |
| <b>110-012</b>                                   | Spare Equipment for Existing Systems     |                  | 20,000           |                  | 0                | 0              | 20,000         | 20,000         |
|                                                  |                                          |                  |                  |                  |                  |                |                |                |
|                                                  |                                          |                  |                  |                  |                  |                |                |                |
|                                                  | <b>Beginning Balance</b>                 | <b>356,113</b>   | <b>1,778,574</b> | <b>1,778,574</b> | <b>1,176,074</b> | <b>824,074</b> | <b>688,074</b> | <b>468,074</b> |
|                                                  | <b>Expenditures</b>                      | <b>57,047</b>    | <b>602,500</b>   | <b>-</b>         | <b>352,000</b>   | <b>136,000</b> | <b>220,000</b> | <b>207,000</b> |
|                                                  | <b>Net Balance after Exp.</b>            | <b>299,066</b>   | <b>1,176,074</b> | <b>1,778,574</b> | <b>824,074</b>   | <b>688,074</b> | <b>468,074</b> | <b>261,074</b> |
|                                                  | <b>Previous Year Carryover</b>           |                  | <b>0</b>         |                  | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>       |
|                                                  | <b>Funds Transferred in</b>              |                  |                  |                  |                  |                |                |                |
|                                                  | <b>Funds Transfer Per Board Approval</b> | <b>1,479,349</b> |                  |                  |                  |                |                |                |
|                                                  | <b>Interest Income</b>                   | <b>159</b>       |                  | <b>30</b>        |                  |                |                |                |
|                                                  | <b>Projected YE Balance</b>              | <b>1,778,574</b> | <b>1,176,074</b> | <b>1,778,604</b> | <b>824,074</b>   | <b>688,074</b> | <b>468,074</b> | <b>261,074</b> |

**Snohomish County 911**  
**Reserves 90**  
January through March 2021

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|                         | Jan - Mar 21  |
|-------------------------|---------------|
| Ordinary Income/Expense |               |
| Income                  |               |
| 4300 · Interest         |               |
| 4320 · Other Interest   | 106.55        |
| Total 4300 · Interest   | 106.55        |
| Total Income            | 106.55        |
| Gross Profit            | 106.55        |
| Net Ordinary Income     | 106.55        |
| Net Income              | <b>106.55</b> |

**Snohomish County 911**  
**Wireless Tech Reserves 120**  
January through March 2021

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|                         | Jan - Mar 21 |
|-------------------------|--------------|
| Ordinary Income/Expense |              |
| Income                  |              |
| 4300 · Interest         |              |
| 4320 · Other Interest   | 10.21        |
| Total 4300 · Interest   | 10.21        |
| Total Income            | 10.21        |
| Gross Profit            | 10.21        |
| Net Ordinary Income     | 10.21        |
| Net Income              | <b>10.21</b> |



10:47 AM

04/01/21

Cash Basis

**Snohomish County 911  
Radio Replacement Project 130  
January through March 2021**

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|                                   | Jan - Mar 21 |
|-----------------------------------|--------------|
| Ordinary Income/Expense           |              |
| Income                            |              |
| 4200 · Miscellaneous Income       |              |
| 4280 · Reimbursements             | 921,594.99   |
| Total 4200 · Miscellaneous Income | 921,594.99   |
| 4300 · Interest                   |              |
| 4320 · Other Interest             | 8.59         |
| Total 4300 · Interest             | 8.59         |
| Total Income                      | 921,603.58   |
| Gross Profit                      | 921,603.58   |
| Expense                           |              |
| 5000 · Payroll Expense            | 95,112.03    |
| 6150 · Professional Fees          | 67,813.55    |
| 6200 · Administrative Support     | 21,803.15    |
| 6300 · Repairs & Maintenance      | 108.20       |
| 6350 · Insurance                  | 148,803.28   |
| 6500 · Training and Travel        | 81.45        |
| 6600 · Minor Capital Equipment    | 612,550.41   |
| Total Expense                     | 946,272.07   |
| Net Ordinary Income               | -24,668.49   |
| Net Income                        | -24,668.49   |

**Snohomish County 911  
Personnel Committee  
Meeting Summary for April 6, 2021  
Location: Web Conference**

**Meeting Attendance:**

| Committee Members    |   |                |   |              |   |
|----------------------|---|----------------|---|--------------|---|
| John DeRousse, Chair |   | Thad Hovis     | ✓ | George Hurst | ✓ |
| Jonathan Ventura     | ✓ |                |   |              |   |
| Staff Support Team   |   |                |   |              |   |
| Kurt Mills           | ✓ | Terry Peterson | ✓ | Angie Baird  |   |
| Alicia Berget        | ✓ |                |   |              |   |

Decisions are underlined, follow up matters are in *italic*.

The meeting was called to order at 8:30 am

Deputy Chief John DeRousse was unable to attend this morning's meeting. Chief Jonathan Ventura stepped in as chair for this meeting.

- 1. Staffing Report & Recruiting Update.** Terry reported the dispatch floor is down 2, which is inclusive of the trainee positions. Staffing is at 90%. Overtime has been trending down significantly for the last 7 or 8 pay periods. Radio replacement project has 2 temporary FTE positions available. The number of interested candidates narrows when a position is temporary. This issue is being evaluated to determine if people can be brought in on a contractual basis.
- 2. Meals & refreshments Policy 5.15 Updates. (Topics 2 and 3 were discussed out of order)** Terry continued on to discuss the 5.15 policy in which it covers certain criteria where meals and refreshments are provided. Example: during emergency events where dispatchers are not able to leave their work station or in meetings lasting for more than 4 hours, with no sufficient breaks. Update states that once per year during National Telecommunicator Week (NTW) a meal and refreshment can be purchased for dispatch employees.
- 3. Recognition Policy 5.16 Updates.**  
Terry explained the update for policy 5.16. The reference between policy 5.15 and policy 5.16 has been removed. The recognition policy allows purchase of meals and refreshments for specific recognition programs. Policy 5.16 references the meals and refreshments policy 5.15, which doesn't allow meals and refreshments for recognition, outside of emergency events. Kurt reported the directions from the state are unclear for this policy. The agency is trying to stay within alignment of the law and hopefully this change will help make both policy 5.15 and policy 5.16 clearer. Anderson Hunter recently reviewed, and suggested the changes to policy 5.15 and policy 5.16 to make

them clearer. Terry explained dispatch is trying to reach accreditation with the MPDS-ProQA program (Pre-arrival medical instructions 911 dispatchers give to callers). Several award programs have been created to get staff motivated and excited to reach the accreditation. The edits will allow recognition of employees in a more standardized way.

**A. Increase Recognition budget to support pursuit of ACE.**

Terry explained due to monthly recognition programs, there has been more spent than normal, out of the recognition budget. Angie verified the annual recognition budget for 2021 is 10k. Terry continued to explain normally half of the recognition budget yearly is spent on NTW. Due to the programs for The Race to ACE, asking board to increase the budget for an additional 5k to be added to the 2021 recognition budget.

**Thad Hovis made the motion to recommend as a committee, the changes to the policy 5.16 employee recognition, policy 5.15 meals and refreshments, and suggest the increase in the recognition budget to support the pursuit of ACE. The motion was seconded by George Hurst and passed unanimously.**

**4. Center Staffing – May Academy (+2 Above Authorized)**

Angie explained there are 4 candidates that have moved through the recruiting process and are ready to be hired. All 4 people tested really high and are strong candidates. There are only 2 openings in the dispatch center right now, with no anticipation of any departures before the May 3<sup>rd</sup> academy. There is anticipation of departures when the schedule change hits. Angie explained they are wanting to over hire by 2 people, and bring all 4 candidates on for the May 3<sup>rd</sup> academy. She added this is different from the 7 trainee positions, as this is a true over-hire of 2 positions.

Kurt explained there is progress being made on the schedule change, which would shift to 12 hour shifts. With any change that significant it's reasonable to anticipate some people to depart. There has been votes taken with the work force, and there are a few people showing as not interested in 12s. They've worked hard to get the staff up to the present level, and when presented with the opportunity of 4 strong candidates it would be wise to bring them on for May.

Terry explained if all 4 candidates are brought on for the May academy, the July academy may be able to be canceled. If this recommendation is not approved, the second option is to bring 2 on for the May academy and have the other 2 wait for the July academy. Terry didn't recommend this because all 4 candidates are strong and there is a risk of losing 2 while waiting for the July academy.

Kurt said costs would be absorbed in the current budget. Jonathan states he supports in theory, but would like to know a rough idea of budget impacts. Angie explained this would be close to 70k annually. Kurt added that including benefits of 30k – 40k, the impact is around or a little over 100k. The number will be added to the APF when presented to the board.

George Hurst asked if during a typical year how many separations there were? Angie explained the agency is still pretty new after the merger. Traditionally both of the centers were between 8-13%. This is lower than the national average of 19%. Terry stated the last couple of years the agency is around 18%. The 18% is without change. With the potential schedule change, there is anticipation this could be higher for 2021. Kurt explained the next step after personnel is to take this proposal to the finance committee.

**George Hurst made the motion to recommend to the board of directors that the personnel committee authorize an over hire by 2. The motion was seconded by Thad Hovis and passed unanimously.**

#### **5. PSEU CBA Negotiations**

Kurt discussed the PSEU CBA Negotiations. Rod gave an update during the last negotiation meeting, expressing the agency was behind the market in comps. There is a proposal to the union, and there should be a counter by the meeting next week. The proposal will get the agency to an average. Kurt thinks this could be ready to present at the next board meeting. Terry stated the proposed term for the CBA is 2.5 years, which will bring it back to a calendar cycle for the supervisor group, and offset the negotiations of the two union groups

#### **6. SCEA**

Terry stated the dispatchers have chosen the top pick for schedules. It is a 12 hour schedule, a 4-3-3-4 rotation. The CBA draft has been started with the new schedule. If negotiations and proposals are approved there is a target of moving all dispatchers to the new schedule starting in August 2021.

Jonathan asked if there is a scheduling relief. Terry explained the maximum length of a shift under this program is 12 hours. With the new proposed schedule there will be an on call program, with 3 dispatchers on call 24 hours a day. Each employee will have an on call 12 hour shift 2X per month for 96 employees. The employee would be paid \$2 an hour to be on call. Employees will have 1 hour to report to work.

#### **7. Round Table**

- Thad stated he is excited for the City of Arlington because their fire department is getting off the books of the general funds with a merger on August 1<sup>st</sup>, which is a great opportunity for Arlington.
- Kurt reminded everyone that National Safety Telecommunicator Week is next week.
- Terry reminded everyone the Annual Agency Assembly is next week. This is an opportunity to learn more about SNO911.
- Jonathan gave a referral for the open Finance Manager position.

**This meeting was adjourned at 0909. Next Personnel Committee Meeting, Tuesday, May 11, 2021 at 8:30 am.**

**Snohomish County 911  
Personnel Committee  
Meeting Summary for April 6, 2021  
Location: Web Conference**

**Meeting Attendance:**

| Committee Members    |   |                |   |              |   |
|----------------------|---|----------------|---|--------------|---|
| John DeRousse, Chair |   | Thad Hovis     | ✓ | George Hurst | ✓ |
| Jonathan Ventura     | ✓ |                |   |              |   |
| Staff Support Team   |   |                |   |              |   |
| Kurt Mills           | ✓ | Terry Peterson | ✓ | Angie Baird  | ✓ |
| Alicia Berget        | ✓ |                |   |              |   |

Decisions are underlined, follow up matters are in *italic*.

The meeting was called to order at 8:30 am

Deputy Chief John DeRousse was unable to attend this morning's meeting. Chief Jonathan Ventura stepped in as chair for this meeting.

- 1. Staffing Report & Recruiting Update.** Terry reported the dispatch floor is down 2, which is inclusive of the trainee positions. Staffing is at 90%. Overtime has been trending down significantly for the last 7 or 8 pay periods. Radio replacement project has 2 temporary FTE positions available. The number of interested candidates narrows when a position is temporary. This issue is being evaluated to determine if people can be brought in on a contractual basis.
- 2. Meals & refreshments Policy 5.15 Updates. (Topics 2 and 3 were discussed out of order)** Terry continued on to discuss the 5.15 policy in which it covers certain criteria where meals and refreshments are provided. Example: during emergency events where dispatchers are not able to leave their work station or in meetings lasting for more than 4 hours, with no sufficient breaks. Update states that once per year during National Telecommunicator Week (NTW) a meal and refreshment can be purchased for dispatch employees.
- 3. Recognition Policy 5.16 Updates.**  
Terry explained the update for policy 5.16. The reference between policy 5.15 and policy 5.16 has been removed. The recognition policy allows purchase of meals and refreshments for specific recognition programs. Policy 5.16 references the meals and refreshments policy 5.15, which doesn't allow meals and refreshments for recognition, outside of emergency events. Kurt reported the directions from the state are unclear for this policy. The agency is trying to stay within alignment of the law and hopefully this change will help make both policy 5.15 and policy 5.16 clearer. Anderson Hunter recently reviewed, and suggested the changes to policy 5.15 and policy 5.16 to make

There was some discussion how this project would likely differ from the one that South Sound 911 undertook. SS911 started with a lease-back option, then switched to a design-bid-build project. Once they went out to bid, they brought in a PM. They recommended to the group that SNO911 should bring someone in early in the project that will be involved in the design and transition through the construction. Kurt confirmed that whoever is chosen could also coordinate the property location, purchase and facility design and construction. The agency can also engage directly with a real estate agent separately from the PM, since there are no bid requirements for this part of the project. Staff's objections for today's meeting is to give the committee a chance to share their thoughts and feedback on the RFQ draft before having legal do a review. Once legal has weighed in, they would present it to the board for approval.

Some suggestions that came out of the discussion:

- Narrow the scope of the RFQ
- Define the stakeholders, then work with those agencies to set objectives and rank them in order of importance
- Wait until legal has completed their review of the RFQ before the committee reviews.
- Ask a member agency expert, to evaluate the RFQ and the responses that are received.
- Specify the need for consistency of staffing assignments as they relate to the Project Management team.
- Using a local consultant. (Angie noted that legal will need to weigh in on this to determine whether this requirement is allowed).
- Can there be any priority given to Women or Minority owned businesses. Brian Haseleu will reach out to the County's purchasing department to see there is any language in the evaluation criteria that would need to be included in a request for bid.

It was decided that before the committee can make a recommendation to the board, Kurt would run the RFQ through legal review, both with Brian Snure, an attorney specializing in purchasing/acquisitions and the agency's attorney Brad Cattle. Kurt will also include in his discussion matters brought up by the committee.

2. **Long Term Budget Planning.** Terry provided a spreadsheet showing a 5 year projected forecast for the 1/10<sup>th</sup> of 1% sales tax revenue, showing the allocations that are going towards the radio project along with sales tax revenue that is earmarked and projected for SNO911 through 2025. He explained that they took that revenue and built a 15 year funding plan. He added that other sources of funding that they intend to include is \$5.7 million in existing SNO911 reserves earmarked for the project, \$5.5 million EESCS (E911 tax revenue) which has been earmarked out of the county's office. For the remainder needed they would plan to either bond through one of their agencies or borrow directly. He added that based on the calculations so far there is adequate revenue to pay for the debt service across a 15 year period. He recommends their next steps should be figuring

out the total project budget and engaging with the county to research bond capacity potential.

Some questions and comments coming out of the funding discussion include:

- What portion of the sales tax revenue should be earmarked for a future facility?
- Over what period of time is it reasonable to ask the community to pay for the facility?
- How much of the tax revenue will be set aside for future phases of the radio replacement project, such as coverage improvements, maintenance and ongoing replacements. (Kurt commented that the initial forecast was done in 2018. A clearer picture of future costs will become more apparent as the RRP progresses).
- Historically low bond rates are currently available.
- Recommendation to run the funding plan out past 15 years to 20 years or more.
- Would there ever be a time when the sales tax revenue fully supports the 911 center so that agency assessments are eliminated?
- Should the board adopt some policies around the revenue stream with clearly defined priorities?

Kurt shared some clarifying information with the committee: while the emergency communications sales tax is new, SNO911 has been funding a large part of the operation through the E911 sales tax for decades and has been expending over 95% every year to reduce agency assessments. Driving costs down for their agencies has always been a priority. Brian Haseleu also confirmed that the sales tax was enacted without a sunset clause.

### **3. Good of the Order:**

- Kurt reported that he is preparing to send out the colocation solicitation email to all of SNO911's agencies. They will be looking for partners in the public safety-emergency management sector.
- Kristiana commented that there is a lot to learn from looking at other's projects and mentioned that the City of Edmonds recently completed a \$40 million project called the Waterfront Center. Daniel Johnson was involved throughout and may have some good contacts to share.

The meeting was adjourned at 3:58. The next meeting is scheduled for May 11<sup>th</sup> at 3:00 pm.