

SNOHOMISH COUNTY 911 BOARD OF DIRECTORS

REGULAR MEETING AGENDA

May 20, 2021 at 8:30 a.m.

Web Conference – Join Zoom Meeting

<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 April Board Meeting of April 15, 2021 3
 - B. April 2021 Blanket Voucher & Payroll Approval Form:
 - i. Checks 14354-14468, for a total of \$1,123,161.62
 - ii. Payroll Direct Deposit, in the amount of \$1,073,987.02
- 5. Old Business**
 - A. RFQ – Project Management of Future 911 Facility 9
 - B. Transition Annual Agency Assembly to Annual Report
- 6. New Business**
 - A. APF - Emergency Resolution – HVAC Failures 23
 - B. APF – RRP Warehouse Space 25
- 7. Reports**
 - A. Agency Reports 31
 - B. Radio Replacement Project (RRP) 40
 - C. Police TAC 43
 - i. Bias Reduction in Emergency Communications (BREC)
 - D. Fire TAC 51
- 8. Committee Reports**
 - A. Finance Committee 55
 - B. Personnel Committee (no meeting)
 - C. County EESCS Committee (formerly County E911 Office)

- D. County ECSF Program Advisory Board
- E. Future Facility58
- F. Board Technical Leadership (no meeting)
- 9. Executive Session**
- 10. Good of the Order**
- 11. Adjourn**

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

April 15, 2021

Board Members & Management in Attendance	☒ Jon Nehring (President)	Marysville	☐ Judy Tuohy	Everett
	☒ Chris Alexander	Mukilteo Fire	☒ Jonathan Ventura	Arlington Police
	☒ Jeff Brand	SCSO Undersheriff	☒ Kurt Mills	Snohomish Co 911
	☒ David Chan	South County Fire	☒ Terry Peterson	Snohomish Co 911
	☒ Dave DeMarco	Everett Fire	☒ Angie Baird	Snohomish Co 911
	☒ John Dyer	Lake Stevens Police	☒ Brad Steiner	Snohomish Co 911
	☐ Richard Emery	Mukilteo	☒ Marlin Herolaga	Snohomish Co 911
	☐ Steve Guptill	Fire District 7	☒ Andie Burton	Snohomish Co 911
	☒ George Hurst	Lynnwood	☒ Howard Tucker	Snohomish Co 911
	☒ Jason Biermann	Snohomish County	☐ Brad Cattle	Legal Counsel
	☒ Darryl Neuhoft	Marysville Fire	☒ Jordan Stephens	Legal Counsel
	☒ Dan Templeman	Everett Police		
Alternate Board Members in Attendance	☒ Vince Cavaleri	Mill Creek	☒ Cheol Kang	Mukilteo Police
	☐ Pete Caw	Mountlake Terrace PD	☐ Ken Klein	Snohomish County
	☒ John DeRousse	Everett Police	☐ Rich Llewellyn	Everett Fire
	☐ Steve Fox	Fire District 5	☒ Jim Nelson	Lynnwood Police
	☐ Brett Gailey	Lake Stevens	☐ Paul Roberts	Everett
	☒ Thad Hovis	South County Fire	☐ Don Waller	Fire District 4
	☐ Ian Huri	SCSO Bureau Chief	☒ Roy Waugh	Fire District 7
	☒ Kristiana Johnson	Edmonds		
Guests and Staff in Attendance	Rod Younker – Attorney		Steve Lawlor – SNO911	
	Assistant Chief Jim Lawless – Marysville Police		Alicia Berget – SNO911	
	Assistant Chief Jason Isotalo – South County Fire		Sharon Brendle – SNO911 (notetaker)	
	Riley McGinnis –member of the public			

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order and Roll Call Announcements	The meeting was called to order at 10:10 am by President Jon Nehring. Deputy Director Terry Peterson called roll and verified a quorum. None	
2. Public Comments	None	
3. Approval of Agenda	<i>Chief John Dyer moved to approve the agenda as written. Chief Chris Alexander seconded the motion and it was approved unanimously.</i>	Agenda approved
4. Consent Agenda	A. Minutes from the Board Meeting of March 18, 2021. B. March 2021 Blanket Voucher & Payroll Approval Form. C. Apple Cove Tower License Addendum. D. Camano Island Tower License Addendum.	

	Chief Alexander moved to approve the Consent Agenda, Items A, B, C, and D, including the March 2021 Blanket Voucher & Payroll Approval Form: Checks 14252-14353, for a total of \$1,413,405.49, and the Payroll Direct Deposit in the amount of \$1,034,085.93. The motion was seconded by Deputy Chief Darryl Neuhoﬀ and passed unanimously.	Consent Agenda passed
5. Old Business	A. Supervisor CBA Negotiations. The Snohomish County 911 Board of Directors recessed into Executive Session at 10:15 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 10:30. At the conclusion of the Executive Session, the board will return to Regular Session. ▪ The session was extended at 10:30 for 5 minutes ▪ The session was extended at 10:35 for 5 minutes	
Meeting Reconvened	The Executive Session ended at 10:39 and the board returned to Regular session at 10:40, with the following action: Undersheriff Jeff Brand moved to approve the CBA with the Supervisor's Union agreement from June 1, 2021 through December 31, 2023. The motion was seconded by Deputy Chief Darryl Neuhoﬀ and approved unanimously. Executive Director Kurt Mills stated for the record that management appreciates the relationship and partnership that they have with the union.	Motion approved
Old Business (Continued)	B. Tulalip Tribal Police Contract Final Review. Executive Director Mills reported that the version in the meeting packet came back from the review of the tribal attorneys with just one change, along with some language change. He added that SNO911's attorney has also reviewed the proposed changes and he thinks that this version is the one that they will move forward with. The director gave the board a final opportunity to weigh in on the contract before moving it on to the tribal council in the hopes that it will be ratified and the tribal police will be moved onto the radio system as the first radio only subscriber. Asked about the number of radios this would involve, Deputy Director Brad Steiner estimated around 70, but will follow up and get the exact number. Director Mills explained that if Tulalip's Tribal Council approves the contract, the next steps will be the following: i. The contract comes back to the SNO911 Board of Directors for approval, then; ii. The contract is sent to the Snohomish County Emergency Communications and Facilities Group in order to request additional funding outside the scope of the project to pay for these additional radios. C. Marysville Bill of Sale Designee (managed lap tops). Director Mills explained back in July 2019 the board authorized the Board President to execute the documents at the end of the agreement, at which time the user agency takes ownership of the equipment. Because this particular bill of sale is with Marysville, they are asking for either the Vice-President or	

	their staff or apparatus. He went over the following plan that SNO911 staff has proposed: (a) Agencies will make their needs known. <i>There was quite a bit of discussion on how the initial timeframe proposed (April) would be nearly impossible for most of the agencies to adhere to. The feedback was that the deadline will need to be moved to later in the year.</i> (b) A written statement will be provided that they are following the rules within the RRP. (c) They will budget, initially considered to be \$200,000, subject to Board approval, per year, to fund additional radios requested for immediate “growth” needs. <i>The feedback was that a fixed amount be budgeted each year, with underspent dollars rolling over to future years.</i> ii. Policy Discussion – warranty on subscriber radios. This policy would define the scope of services regarding warranty repairs for Motorola equipment purchased under the RRP, and what services WT will provide (repairs and diagnostics). The draft policy clearly defines what is covered and what is not. Deputy Director Steiner explained concept of maintaining a cache of radios to be pulled from in the event an agency has one in for repairs. Following proper transfer processes, once the repairs are completed the repaired radio would be added to the cache. He added they are also exploring how to handle lost and broken radios. This subject was discussed at length during the Finance Committee. The opinion recognizes that lost or broken radios is an expected situation and we need to be prepared, within reason, to address those circumstances. These policies will be discussed at both TAC groups and will be brought back for further discussion with this board. C. Police TAC. Assistant Chief Jim Lawless reported that Police TAC met on Tuesday with a full agenda. The majority of the meeting was spent discussing those issues already mentioned today. They also covered policy issues as well as heard from the BREC workgroup that is exploring current social matters. D. Fire TAC. Chief Thad Hovis reported that Fire TAC met last month on the 17th. The minutes contained in today’s meeting packet cover that meeting. Their next meeting is next Wednesday, April 21st.	
8. Committee Reports	A. Finance Committee. Committee Chair, Chief Dave DeMarco, reported that most items had been covered in today’s meeting. Director Mills added that they did not get a sufficient response from their first RFP for a financial consultant, so they have narrowed the scope and will go out again for bid. Director Baird also pointed out that the first quarter financial report is in the packet; the budget is right on track and there is nothing notable to report.	

	B. Personnel Committee. Chief Jonathan Ventura referred the board to the meeting notes contained in the packet. C. County EESCS Committee. No meeting. D. County ECSF Program Advisory Board. No meeting report. E. Future Facility Committee. Committee Chair, Chief DeMarco reported that they looked at draft language seeking an RFQ for a consultant to join the team and help lead the project. After it goes through legal review it will hopefully come to the board next month for approval. F. Board Technical Leadership. No meeting.	
9. Executive Session	Previously covered earlier in the meeting.	
10. Good of the Order	▪ Deputy Chief Neuhoff reminded everyone that it was National Telecommunicator Week and wanted to publicly recognize the amazing work done by the SNO911 dispatch staff. ▪ Director Mills and Director of Operations Andie Burton thanked all the agencies for their responses this week. ▪ Director Baird introduced Alicia Berget, who has taken on a full time administrative role and will be taking board and committee meeting minutes.	
11. Adjourned	The meeting was adjourned at 11:37 a.m. The next meeting is scheduled for May 20th, at 8:30 a.m.	

INFORMATION SHEET

REQUEST FOR STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA

Project Management of Future 911 Center

Description of Project

Snohomish County 911 (SNO911) proposes to begin work on the following project:

- Description: Planning, design, and construction of a new purpose-built facility or
- Retrofit of an existing building that meets the needs of the agency.

Description of Work

SNO911 will engage a Consultant who will serve as Project Manager for the project from start to finish which is anticipated to last from 3-5 years. The Consultant shall have the capability to serve as Project Manager/consultant through planning, location evaluation, environmental and permitting, and construction phases of the project. The Consultant shall have the ability to serve as Project Manager throughout all phases of the project. However, SNO911 may engage the Consultant contractually in phases, or only for a particular phase, as best serves its needs. While a pre-design study was completed in 2019 and should be used as a framework for planning, final design and size requirements have not been determined. Allowing third-party colocation with other public safety or emergency management departments is being considered.

SNO911 has a goal of advancing the project in a timely manner and selecting a suitable location this year and starting construction as early as 2022.

Interested Consultants may obtain a copy of the 2019 facility study located here https://www.sno911.org/images/Documents/RFQ/20190328_SNO911_Facility_Study_FINAL.pdf.

Site Evaluation & Assessment Phase: The Consultant will work with SNO911 to understand and formalize goals and objectives, update existing site selection criteria, evaluate potential sites against the selection criteria, and perform transaction management through acquisition of the most suitable site.

This work will include but is not limited to:

1. Define Agency & Stakeholder Objectives
 - a. Engage with all stakeholders including public and private entities to promote success and efficiency.

2. Create Analytical Tools
 - a. Refine search criteria and analysis methodology
3. Identification and Evaluation of Alternatives
 - a. Long List
 - b. Short List
 - c. Final Selection
4. Transaction Management
 - a. Letter(s) of Intent
 - b. Binding Agreement(s)
 - c. Due Diligence
 - d. Closing
 - e. Ability to assist with exercise of power of eminent domain if necessary
5. Colocation Assessment & Evaluation
 - a. Assist in the assessment of colocation with other public safety or emergency management entities and provide an assessment on impacts to size requirements, costing, timeline and other considerations related to multi-entity occupancy or property.

Design/Environmental & Permitting Phase: The Consultant will provide all project management services required to complete the design of the project as well as obtain all environmental and permits required for the project. The work will include but is not limited to:

1. Work with SNO911 to determine the best fit of contracting methods: Design-Bid-Build; Traditional Design-Build; or General Contractor/Construction Manager; Progressive Design-Build, or other Alternative Project Delivery methods.
2. Develop all RFQs / RFPs necessary to complete this phase including facilitation of selection or bidding processes.
3. Facilitate the selection of consultants, as necessary.
4. Coordinate and represent interests of the agency at the State Capital Projects Advisory Review Board if Alternative Project Delivery (APD) is selected.
5. Develop all scopes of work and cost estimates as necessary and represent SNO911 in negotiations.
6. Coordinate or perform evaluation of construction drawings, specifications, and cost estimates including constructability and value engineering.
7. Coordinate with SNO911 and other stakeholders to facilitate development of a facility that will serve the long-term needs of SNO911 while being efficient and sustainable. Ensure all concerns and issues are addressed and resolved.
8. Work with consultants to obtain all necessary environmental approvals and permits necessary to construct the new facilities.

9. Work to achieve the desired facilities within the desired schedule and budget.
10. Identify and report significant risks with mitigation recommendations.
11. Act as SNO911's representative for any public input/outreach.
12. Prepare and upon request present updates to the SNO911 Board of Directors and other stakeholder groups.
13. Coordinate with necessary external agencies and utilities as needed for the new facilities.

Construction Phase:

The Consultant will provide all construction management services required to complete the construction of the project. The work will include but is not limited to:

1. Develop all RFQs / RFPs necessary to complete this phase, including facilitation of selection or bidding processes.
2. Facilitate the selection of consultants as necessary.
3. Develop all scopes of work and cost estimates as necessary, and represent SNO911 in negotiations.
4. Act as construction manager if bid out, using traditional design and then build process.
5. Act as owner's representative if employing the design/build or general contractor/construction manager methods, or other alternative process.
6. Facilitate all meetings including preparing agendas, keeping minutes and organizing details as needed.
7. Evaluate and assist in negotiations of all change orders.
8. Ensure quality control and verification of quantities for payment.
9. Ensure schedule control.
10. Ensure adequate documentation, measurement, and cost control.
14. All other tasks as required to ensure contractor compliance with contract requirements.
15. Ensure adequate record drawings submitted.
16. Identify and report significant risks with mitigation recommendations.

Consultant Structure

The Consultant will need to have the resources that will enable Consultant to complete tasks quickly and be extremely responsive. The Consultant must be flexible and able to adjust to changing priorities or direction.

As such, while SNO911 will award this work as one contract, the Consultant must be able to structure its team to meet the needs of the project. SNO911 is open to different consultant team concepts including, but not limited to, a prime consultant with all capabilities and resources in-house; a prime consultant with sub-consultants; and a team of prime consultants with sub-consultants.

Due to SNO911's need to focus on their primary mission, the Consultant will need to be able to accomplish this work independent of SNO911 staff support, other than oversight by SNO911's Executive Director or Designees. The Consultant will have to have the ability to complete tasks such as obtaining rights of entry to properties, organizing and setting up public meetings, etc.

This contract is not for the architect/engineering consultant work but for the overall project manager. SNO911 desires a Consultant with the ability to manage the project from site planning through construction. The Consultant shall have the resources in multiple disciplines to ensure that SNO911 can rely on the expertise of the Consultant for all types of issues that might arise with this type of project.

SNO911 Responsibilities

Lead the overall process and will be the nexus through which all public involvement and agency coordination occurs.

Selection

SNO911 will select qualified Consultants based on SOQs submitted through the MRSC Rosters consultant roster and will provide this additional RFQ to the selected Consultants.

The selection process will then consist of short-listing from those Consultants using the Statement of Qualifications (SOQ) submitted under this RFQ. This will be followed by an interview with finalist candidates.

Contract negotiations will take place with the top-rated consultant. If negotiations are unsuccessful, SNO911 reserves the right to terminate negotiations and open discussion with the next-highest rated consultant. This process will continue until successful contracts are negotiated or SNO911 terminates the process.

Major Criteria for Selection

1. Capabilities of team leader.
2. Ability to meet desired schedules and budget.

3. Responsiveness and effectiveness.
4. Key personnel experience, including the ability to perform tasks independently of SNO911.
5. Experience in a variety of Project Delivery Methods, including; traditional design and build; design/build; alternative project delivery and general contractor/construction manager, or other alternative project delivery methods.
6. Past experience with design and construction of major public works projects including Public Safety or Government Buildings of similar size and complexity.
7. Environmental and permitting expertise.
8. Site selection expertise.
9. Working with public agencies of similar size/experience in the State of Washington.
10. Quality Control /Quality Assurance.

Statement of Qualifications (SOQ)

If you are interested in the project, please submit a Statement of Qualifications. The Statement should address the major criteria listed above and contain the following:

1. Identification of the team leader with contact information.
2. The structure of the consultant team, including a list of the prime consultant(s) and all sub-consultants with a brief description of each company, a description of the organizational structure of the team, and previous experience working together as a team.
3. A list of each key team member of the prime consultant(s) and sub-consultants with a brief description of each key member's qualifications and experience, and their role on this project.
4. A list of previous work performed in the last seven (7) years similar to this project with project name, brief description of the project, date of project, contact name, and contact telephone number.
5. A brief narrative indicating why your firm/team is qualified for this project based on the Description of Work and the Major Criteria for Selection.

TERMS AND CONDITIONS

The following terms and conditions apply to this process:

1. SNO911 reserves the right to reject any and all SOQs.

2. SNO911 reserves the right to request clarification of information submitted, and to request additional information from any Consultant.
3. SNO911 shall not be responsible for any costs incurred by the Consultant in preparing, submitting or presenting its response to the RFQ.
4. All materials submitted in response to this RFQ will be subject to public disclosure under the Washington State Public Records Act.
5. The successful Consultant will be expected to enter into a contract substantially in the form set forth as **Exhibit A**.
6. Equal Opportunity Employment: The successful Consultant must comply with Washington State equal opportunity requirements. SNO911 is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
7. Insurance Requirements: The selected Consultant shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks in a manner acceptable to SNO911. Consultant shall be required to provide SNO911 with proof of insurance coverage and limits prior to execution of Agreement and may, but is not required, to include this information in its SOQ.
8. Non-Endorsement: As a result of the selection of a Consultant to supply services to SNO911, the Consultant agrees to make no reference to SNO911 in any literature, promotional material, brochures, sales presentation or the like without the express written consent of SNO911.
9. Non-Collusion: Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.
10. Compliance With Laws and Regulations: The Consultant that is retained to provide services to SNO911 under this RFQ shall comply with federal, state and local laws, statutes and ordinances relative to the execution of all work performed. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

RFQ Schedule

The following dates are estimates and subject to change by SNO911:

<u>Event</u>	<u>Date</u>
RFQ Release	05/21/2021
Submittals Due	06/04/2021
Consultant Evaluation Complete	06/16/2021
Announce Short-Listed Consultants	06/17/2021
Formal Presentations/Interviews	06/21 and 06/22/2021
2021 Selection and Notification (est.)	06/25/2021

Submittal of Statement of Qualifications and Performance Data

The SOQ shall be no more than 25 pages, excluding the title page (pages containing information on both sides are considered two pages). To be considered for this work, interested firms must submit a **clearly identified response package of five (5) copies** of the SOQ to SNO911 **no later than 4:00 pm (PST) on June 4, 2021**.

Postmarks are not acceptable and no submittals will be accepted after that date and time. Submittals are to be delivered to this address only:

Snohomish County 911
1121 SE Everett Mall Way, Suite 200
Everett, WA 98208

Please direct questions to:

TBD

RFQ ad published:

EXHIBIT A

SNOHOMISH COUNTY 911 PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into between SNOHOMISH COUNTY 911, of Snohomish County, Washington ("SNO911") and [CONSULTANT], providing professional services with offices at ADDRESS ("Consultant").

1. Scope of Services. SNO911 retains Consultant to perform the Services designated in **EXHIBIT A** "the Services" together with such other services as requested by SNO911. All services provided shall be performed at the direction of SNO911. Consultant agrees to use competent and experienced personnel to provide the services necessary to complete the Services in accordance with the agreed project schedule and in a competent and professional manner and to furnish or procure the use of incidental services, equipment, and facilities as necessary for the completion of the Services. SNO911 reserves the right to approve the primary personnel designated by Consultant to perform services under this Agreement. This Agreement is not intended to create a relationship in which SNO911 contracts exclusively with Consultant for similar or related services or in which the Consultant serves SNO911 as its sole client. SNO911 reserves the right to use the services of other Consultants for both general and specific projects at SNO911's sole discretion.
2. Term. This Agreement shall be for a _____ term, commencing from _____ and shall terminate on _____; provided, however, either party may terminate this Agreement at any time upon twenty (20) days written notice to the other party by certified mail, return receipt requested, to the other party's business office.
3. Payment. Payment for the Services and Deliverables referenced on **EXHIBIT A** shall be made as follows:
 - 3.1. Cost of Services. [Insert Cost of Services]. Should the Consultant either perform or propose to perform services or incur expenses to which it believes it should be entitled to compensation in excess of the stated limit either for the total or for one or more itemized tasks, SNO911 shall not be obligated to pay for such services or expenses unless the excess compensation has been negotiated between the parties prior to the performance of the services or incurring of the expenses.
 - 3.2. Billing Procedures. The Consultant shall submit invoices for services rendered to SNO911 for approval and payment on a monthly basis. Payment shall be made within 30 days of receipt of the invoice following verification and approval of the invoice by SNO911. Consultant shall submit complete documentation for the invoices in a form acceptable to SNO911.

- 3.3. Full Payment. Payment provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.
- 3.4. Partial Payment. If any Services covered by this Agreement are suspended or abandoned by SNO911, the Consultant shall be paid for services performed prior to the date that written notification of abandonment is provided to Consultant; provided, however, such payment shall only be owing if Consultant performed such services in a professional and non-negligent manner consistent with the terms of this Agreement.
4. Ownership of Documents. Ownership of Documents created pursuant to this Agreement shall be determined as follows:
- 4.1. Work Product. As a result of providing the Services to SNO911, the Consultant will create certain instruments of professional services as a work for hire which will take the form of traditional project documents such as hard copy drawings, designs, mylars, specifications, renderings of surveys, survey data, and like items; these may also take the form of computer-ready data sets such as CAD, word processing, electronic spread sheets and/or databases; in addition, the Consultant's instruments of professional service may be represented in the form of computer programs, software and materials (except for pre-existing intellectual property, all of the foregoing instruments of professional service collectively referred to as "Work Product"). SNO911 acknowledges this Work Product as instruments of professional service. However, such Work Product created solely under this Agreement shall become the property of SNO911 on payment in full of all monies due to the Consultant for such Work Product. SNO911 shall own all copyrights to such Work Product, and Consultant agrees to assign all ownership rights to such Work Product to SNO911. The Consultant cannot guarantee the authenticity, integrity or completeness of Work Product supplied in electronic format ("Electronic Files"). SNO911 shall release, indemnify and hold the Consultant, its officers, employees, consultants and agents harmless from any claims, or damages arising from the use of Electronic Files. Electronic Files will not contain stamps or seals and are not to be used for any purpose other than that for which they were transmitted.
- 4.2. Work Product Modifications. Upon its sole risk, SNO911 may make modification to the Work Product without the prior written authorization of the Consultant. SNO911 agrees to waive any claim against the Consultant arising from SNO911's reuse or modification of any such Work Product.
- 4.3. Possession of Work Product. The Consultant shall hold on SNO911's behalf, original reproducible copies of all designs and as-built drawings for a period of three (3) years for the date of substantial completion. Computer-ready data shall be provided to SNO911, if requested, on a data disk compatible with SNO911's computer equipment and programs. Consultant may not use Work

Product specifically developed for and paid for by SNO911, for non-SNO911 projects, without the prior written authorization of SNO911 upon such terms and conditions imposed by SNO911.

5. Indemnification. Consultant shall defend, indemnify and hold SNO911, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of SNO911.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, 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 Consultant and the SNO911, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes 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.

6. Insurance.

- 6.1. Insurance Term. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.
- 6.2. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the SNO911's recourse to any remedy available at law or in equity.
- 6.3. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:
 - 6.3.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - 6.3.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. SNO911 shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for

SNO911 using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

- 6.3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- 6.3.4. Professional Liability insurance appropriate to the Consultant's profession.
- 6.4. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:
 - 6.4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - 6.4.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
 - 6.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
- 6.5. Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect SNO911. Any insurance, self-insurance, or self-insured pool coverage maintained by SNO911 shall be excess of the Consultant's insurance and shall not contribute with it.
- 6.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 6.7. Verification of Coverage. The Consultant shall furnish SNO911 with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.
- 6.8. Notice of Cancellation. The Consultant shall provide SNO911 with written notice of any policy cancellation within two business days of their receipt of such notice.
- 6.9. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which SNO911 may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to SNO911 on

demand, or at the sole discretion of SNO911, offset against funds due the Consultant from SNO911.

- 6.10. SNO911 Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, SNO911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to SNO911 evidences limits of liability lower than those maintained by the Consultant.
7. Conflicts of Interest. Consultant agrees not to perform similar services for private parties on projects within SNO911 if the performance of such services conflict in any way with the Consultant's performance of the Services for SNO911.
8. Warranty. Consultant agrees and warrants that the Services shall be performed with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and same or similar locality. When the findings and recommendations of Consultant are based upon information supplied by SNO911 and others, Consultant is entitled to rely on such information.
9. Independent Contractor. The Consultant and SNO911 agree the Consultant is an independent contractor with respect to the Services. Nothing in this Agreement shall be considered to create the relationship of employer or employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded to SNO911 employees by virtue of the Services provided under this Agreement. SNO911 shall not be responsible for withholding or otherwise deducting federal income tax or social security, or for contributing to the State Industrial Insurance program, or for otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.
10. Special Services. Special services may be required in conjunction with the Services that are outside the professional expertise of Consultant. When, in the opinion of the Consultant, such expertise is required to complete the Services, the Consultant shall so advise SNO911. SNO911 may directly obtain such special professional expertise and pay the cost thereof or, SNO911, at its sole discretion, may direct Consultant to retain such special expertise and pay the cost thereof, subject to reimbursement by SNO911 plus ten percent (10%) for administration, taxes and insurance.
11. Compliance With Laws. The Consultant shall, in performing the Services, faithfully observe and comply with all federal, state and local laws, ordinances and regulations, applicable to the Services.
12. Assignment of Contract/Subcontractors. Consultant shall not assign this contract or assign or subcontract all or any portion of the work of any Services without prior SNO911 approval.

13. Dispute Resolution.

- 13.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and each party shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 13.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either party may submit the dispute to arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Snohomish County Superior Court, Snohomish County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party in the arbitration, shall be entitled to its reasonable attorney fees and costs including expert witness fees.
- 13.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Snohomish County Superior Court. The court shall determine all questions of law and fact without empaneling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.
- 13.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

14. Miscellaneous.

- 14.1. Entire Agreement. This Agreement, and its attachments, contains the entire understanding between SNO911 and Consultant relating to the Services. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly set forth herein, are of no force or effect. Subsequent modifications or amendments to this Agreement shall be in writing and shall be signed by the parties to this Agreement. Services to be performed by Consultant for SNO911 that are outside the scope of Services under this

Agreement shall be performed pursuant to separately negotiated written agreements.

- 14.2. Non-Waiver. Waiver or forbearance by SNO911 of any provision of the Agreement or any time limitation provided for in this Agreement shall be limited to the single instance of waiver or forbearance and shall not constitute an agreement by SNO911 to waive or forbear in the future with respect to similar instances, nor shall any such waiver or forbearance constitute a waiver or forbearance with respect to any other provision of this Agreement.
- 14.3. Law/Venue. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Washington. Any litigation arising out of or in connection with this Agreement shall be filed and conducted in Snohomish County Superior Court.
- 14.4. Savings Clause. If any provision of this Agreement is declared invalid, illegal or incapable of being enforced by any court of competent jurisdiction, all of the remaining provisions of this Agreement shall continue in full force and effect, and no provisions shall be deemed to depend upon any other provision unless so expressed herein.
- 14.5. Document Use. Reuse of any such materials by SNO911 on any extension of this project or any other project without the written authorization of Consultant shall be at SNO911's sole risk.
- 14.6. Responsibility for Others. Consultant shall be responsible to SNO911 for Consultant Services and the services of Consultant subcontractors. Consultant shall not be responsible for the acts or omissions of other parties engaged by SNO911 nor for their construction means, methods, techniques, sequences, or procedures, or their health and safety precautions and programs.
- 14.7. Consequential Damages. Neither Party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits, incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

Dated: _____

SNOHOMISH COUNTY 911

By: _____

Printed Name: _____

Dated: _____

CONSULTANT

By: _____

Printed Name: _____



ACTION PROPOSAL FORM

Date: 5/10/2021

Action Title: Emergency Declaration – HVAC Failures @ Radio Sites

Time Sensitivity: Normal

Background / Purpose:

Beginning on April 12th SNO911 experienced a failure in one of our HVAC units at our Three Lakes sites. While the HVAC units are redundant, we treat any failure as a high-priority event due to the remote nature of our sites, the age of the HVAC units, and the age of the equipment they protect. Subsequently, we experienced two more HVAC failures at our Mountlake Terrace and Rucker Hill sites. All three events were treated as critical and staff made the determination that repairs must be facilitated immediately.

SNO911 staff is in the process of performing a competitive bid to perform regular maintenance on all of its HVAC units, but that is still in process and we do not expect a contract until June/July of this year. In the mean-time, we are utilizing our maintenance budget, but cannot foresee these additional, emergent needs, and will likely exceed our current, budgeted amount for HVAC maintenance.

Staff is requesting that the finance committee support our declaration of an emergency for these HVAC failures and recognize that additional repairs may be necessary until the first maintenance cycle can be completed system-wide. The totals to date are:

Three Lakes	\$4,740
Mountlake Terrace	\$5,782
Rucker Hill	<u>\$3,731</u>
Total	\$14,253

Recommendation/Motion:

Motion to support staff's declaration of an emergency procurement to the SNO911

Board.

Funding Source: Operating Fund 70

**SNOHOMISH COUNTY 911
RESOLUTION 2021-03**

A Resolution identifying an emergency, authorize the waiving of the competitive procurement process, and ratifying the purchases.

WHEREAS, beginning on April 12, 2021 Snohomish County 911 (“SNO911”) discovered a failure of its Heating, Ventilation, and Air Conditioning (HVAC) unit at the Three Lakes radio site, and in subsequent days experienced additional HVAC failures at its Mountlake Terrace, and Rucker Hill radio sites. For purposes of this Resolution, this event is hereinafter referred to as “the Emergency”; and

WHEREAS, the Emergency presented a real, immediate threat to the proper performance of the radio and co-located systems as it maintains the proper cooling of all of the equipment present. Equipment that exceeds operating temperatures may shut-down or may have experienced a reduced/diminished life-cycle if immediate action was not taken; and

WHEREAS, as a result of the Emergency, SNO911 staff purchased HVAC diagnostic and repairs services in an amount of \$14,253.83 utilizing the Emergency Exemption as described in SNO911’s Procurement Policy and Procedure; and

WHEREAS, SNO911’s Procurement Policy and Procedure requires the Board of Directors of Snohomish County 911 (“Board”) to, by resolution, identify the basis for the Emergency and authorize the waiving of the usage of the small works roster or formal sealed bidding process for public works projects under \$350,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SNOHOMISH COUNTY 911, as follows:

1. The Board identifies that the above-described Emergency constituted an unforeseen circumstance beyond the control of SNO911 and presented a real, immediate threat to the proper performance of essential functions of SNO911.
2. The Board identifies that the above-described Emergency constituted an unforeseen circumstance beyond the control of SNO911 and would likely have resulted in material loss or damage to property if immediate action was not taken.
3. The Board authorizes the waiving of the competitive procurement process required by the SNO911 Procurement Policy and Procedure and ratifies the above-described purchase.

Adopted by the Snohomish County 911 Board of Directors on the 20th day of May, 2021.

Attest: This ____ day of ____, 2021:

President

Secretary



ACTION PROPOSAL FORM

Date: 5/14/2021

Action Title: RRP Additional Warehouse Space

Time Sensitivity: Urgent

Background / Purpose:

Motorola has recently determined that the current warehouse space provided by SNO911 is inadequate and if additional space is not found it may cause up to 18 months of delay based on the current schedule. They have asked for an additional 8,000 square feet in order to ship all of the remaining equipment at once which allows for the installations to run as quickly as possible.

Staff immediately performed a search within the county and reached out to agencies that potentially have space. The search yielded no agency space, and available warehouse space is extremely limited at this time. The project schedule has a desired ship-date of September of this year, so securing a lease with an availability date of August is critical to maintaining the schedule.

Staff has found one potential space that meets the needs, and Motorola has agreed that the square footage (7,600) will meet the project needs. Attached to this APF is a proposal to lease that space, which staff must enact quickly on in order to be ready for the August/September time-frame.

The lease is still subject to negotiations and legal review. The current cost estimate is \$311,000 for the minimum three-year term and does not include utilities, security, etc. This would be funded via RRP contingency.

Since time is of the essence we are requesting authorization to enter into a lease contingent on negotiating acceptable terms and appropriate legal reviews. A Letter of Intent outlining the details is included in the packet.

Recommendation/Motion:

Approve leasing additional warehouse space for the Radio Replacement Project for a three-year term projected to cost \$311,000 as outlined in this APF.

Attachment: Proposal to Lease – SMARTCAP Arlington Air

Funding Source: RRP Contingency (Fund 130)

May 17, 2021

Kurt Mills
Snohomish County 911
1121 SE Everett Mall Way #200
Everett, WA 98208

**RE: Proposal to Lease – Snohomish County 911 – SMARTCAP Arlington Air
17212 51st Avenue NE, Arlington, WA 98223**

Kurt,

On behalf of the SMARTCAP ARLINGTON AIRPORT INDUSTRIAL PARK QOZB LLC (“Landlord”) we have been authorized to present this proposal to lease space at 17212 51st Avenue NE, Arlington, WA 98223 (“Property”).

Arlington Airport Industrial Park is a brand-new industrial development on General Industrial zoned land in the City of Arlington. It is well located in a pocket of General Industrial zoned land west of the Arlington Airport off 172nd Street. The project is planned to provide 306,135 square feet of Class A industrial. Building A is scheduled to complete construction June 1, 2021.

The terms of our proposal are as follows:

Tenant:	Snohomish County 911
Landlord:	SMARTCAP ARLINGTON AIRPORT INDUSTRIAL PARK QOZB LLC
Property:	17212 51 st Avenue NE, Suite A108 Arlington, WA 98223
Premises:	Approximately 7,677 square feet (SF) including: • 7,677 SF of warehouse space Site plan attached in “Exhibit A”.
Use:	The proposed Premises shall be used for dead storage and other uses as acceptable to Landlord and further defined in the Lease.
Lease Commencement:	The Lease shall commence upon delivery of the building certificate of occupancy and completion of all Landlord work defined below. Estimated July 1, 2021.

In addition, Tenant shall be allowed access to premises for fixturation of Tenant Improvements and other pre-occupancy related work, so long as it does not impede the Contractor work on the site.

Lease Term: Thirty-Seven (37) Months.

Base Rent Abatement: As part of this Lease, Landlord shall provide one (1) month free Base Rent, to be applied to the first month of the Lease.

Base Rent: Base Rental Rate of \$7,062.84 per month.

Base Rent Increases: Beginning in Month 13, and every 12 months after that, Base Rent shall be increased by Three Percent (3.0%) of the immediately preceding Monthly Base Rent.

Real Property Taxes, Insurance & (NNN) Expenses: Tenant shall be responsible for all normal and customary direct costs and expenses incurred in each calendar year in connection with operating, maintaining, repairing, and managing the Premises and the Property, including any costs and expenses associated with operating, maintaining, repairing the Property.

The estimated monthly NNN for 2021 is \$0.17 PSF.

The NNN excludes separately metered utilities (gas and electric), phone/cable and internet service, janitorial within the premises and garbage collection.

Tenant Improvements: As part of this Lease, Landlord shall provide the Premises with Reznor freeze protection and full height demising walls.

Signage: Tenant, at its own expense, may install building signage, subject to Landlord's reasonable approval and compliance with all applicable CCR and/or City requirements.

In addition, if there is a monument/directional signage, Landlord shall allow Tenant reasonable space on the sign.

Parking: Parking shall be provided on a 2.00 stalls / 1,000 RSF parking ratio. Parking stalls are on a first come, first serve non-exclusive basis.

Approximately 14 car parking stalls.

Tenant shall be allowed to utilize dock doors for parking Trailers.

Loading: 2 Dock High Doors and 1 Grade Loading Doors

Clear Height:	24' Clear Height from finished floor to bottom of beam in the warehouse.
Warehouse Lighting:	Landlord will provide LED lighting rated at no less than 35-foot candles measured from 3 feet above finished floor.
Power:	Landlord shall provide 100 Amps of 480-volt, 3 phase power.
Data:	The building is supplied with Comcast Fiber, Wave Fiber and Ziplly Fiber in the demark room for Tenant Vendor to connect with.
Relocation Clause:	Landlord shall have the right to relocate the Tenant during the lease term. Landlord shall cover all Tenant moving costs associated with relocation. To be further defined in lease.
Building Hours:	Tenant shall have access to premises 24 hours per day, 7 days per week, 365 days per year.
Prepaid Rent:	Upon execution of the Lease, Tenant shall provide Landlord with Security Deposit as well as First Months Paid Rent and NNN.
Security Deposit:	Tenant shall provide Landlord security deposit equal to the last months of Base Rent in the initial lease term, subject to Landlord review of Tenant Financials.
Personal Guarantee:	The Lease shall be personally guaranteed, which will be subject to Landlord review of Tenant Financials.
Sublease:	Tenant shall have the right to sublease upon consent from Landlord. To be further defined in the Lease.
Agency Disclosure:	Landlord and Tenant acknowledge that for this transaction Mason Cogle, Chris Peterson, and Richard Peterson of Lee & Associates represent the Landlord and Tenant. Both parties acknowledge dual agency. Pursuant to Washington State Law, this letter shall serve as written notification of agency regarding this transaction. In addition, the parties acknowledge receipt of the pamphlet entitled "The Law of Real Estate Agency."
Brokerage Fee:	Landlord shall pay Brokerage fee to the abovementioned Brokers under separate agreement.



The Law of Real
Estate Agency Pamphlet

This Proposal shall remain in effect until May 19th at 5:00 PM PST. This Proposal is non-binding on either party and shall be subject to the availability of the property. This transaction shall be subject to the completion of a mutually acceptable Lease Agreement and the confidential review and approval by Landlord of the statements of financial condition of Tenant.

Sincerely,
LEE & ASSOCIATES COMMERCIAL REAL ESTATE SERVICES



Richard Peterson
Executive Managing Director | Principal



Chris Peterson, SIOR, CCIM
Principal



Mason Cogle
Associate

LANDLORD
AGREED & ACKNOWLEDGED

By: _____

Its: _____

Date: _____

TENANT
AGREED & ACKNOWLEDGED

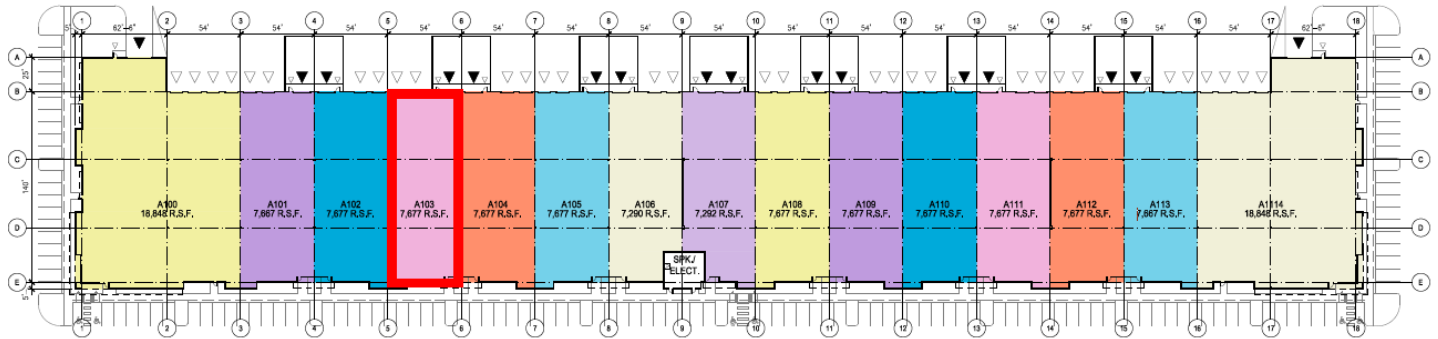
By: _____

Its: _____

Date: _____

Exhibit A Site Plan

Landlord reserves the right to relocate tenant during the term of the lease.



ARLINGTON AIRPORT
INDUSTRIAL PARK

BUILDING A
17212 51st Ave. NE, Arlington, WA

12-2-20



Board Packet Memorandum

Date: May 14, 2021

To: Snohomish County 911 Board Members

From: Leadership Team

General Operations

Mission-critical systems^[1] have been operating at normal since the last Agency Report with the following exception. We have experienced multiple fire paging outages over the past month. In all cases, the problem has been traced to a single piece of equipment, which is the “heart” of our paging system. This equipment is an unavoidable single-point of failure, and cannot be eliminated/removed as it is the source of the simulcast function.

Fire Paging

The agency maintains a parallel alpha numeric paging system much like systems that were predominantly used in the 1980s and 1990s. Replacing this equipment with like equipment was part of the RRP however we are taking another look at whether investing in this legacy technology is in our best interests. Modern alternatives like Locution are in place however that is not suitable for stations that lack reliable internet for departments dependent on volunteers. NORCOM agencies are also evaluating options.

New World Software Upgrade

PTCC met on May 4th and recommended that we move forward with version 2021.1 for our next upgrade. This version does have some CAD benefits and also has some new features in police mobiles. The major benefit is that ShieldForce will now have advanced authentication allowing agencies to receive NCIC/WACIC/DOL data in the ShieldForce app. PTCC worked with Tyler to come up with some potential upgrade dates. As of right now, we are planning to upgrade our Delta environment on July 6th and if all goes well with our testing, then our Production environment will be upgraded on October 20th.

vPAC 2.0

SME testing was completed with minimal issues reported. All issues that were discovered have been resolved by tech staff. Overall the testing results were good. Tech performed failover testing on the entire system on May 3rd and May 4th. Those results were successful and the system failover worked as designed. On May 6th FD4 was the first agency to be cutover to the new system and there were no issues reported. Marysville PD was cutover on May 11th and overall was a success. On May 13th Marysville fire was the last agency to be cutover and no issues were reported. As we move forward we will continue to cutover fire agencies on Thursdays and police agencies on Tuesdays. Our implementation plan has all agencies fully cutover by the end of June.

^[1] 911 Phones, CAD, Radio, Critical Systems [Unplanned]

Race to ACE Update

April Update. In the month of April the agency non-compliance rate took another dip down to 16%. To help address this trend, OTS held mandatory ACE clinics for all staff to review recent reporting trends and common errors found while reviewing calls. These clinics focused on selecting the right Chief Complaint based on the patient's symptoms, asking Key Questions as written in order to send the right response, following the protocol correctly, and providing post-dispatch instructions correctly. OTS continues to focus on face to face feedback and engaging with staff to answer questions. These are conducted via zoom and recorded for employees to watch at a later time.

Discontinuation of Early Infectious Disease Surveillance (EIDS) for Ebola

The Early Infectious Disease Surveillance (EIDS) tool to screen for travelers from high risk areas who have recent Ebola infections was discontinued on April 23rd with the support of health officials, the DRC/DSC, and our Medical Program Director. While the activation was brief in duration, it was a good exercise in using the tools at hand within our medical dispatch protocols. Special thanks to our dispatchers and call takers who once again were able to pivot and incorporate another new protocol in to their everyday duties.

Smart 911 Re-Launch

As reported last month, SNO911 is working on a Smart911 "Re-launch" campaign. Over the last month, we have seen some great progress in this area. We pushed out a training video for our agencies on the first of its kind interface between Smart911 and the Tyler New World Suite. To date, the video has over a thousand views. Additionally, we asked member agencies to help us get the word out by providing agencies with a "starter kit" of public education materials to help distribute in the community. Last week, we shared a press release template with our agencies for use on various media platforms. Thanks to the agencies who have already gotten these out! A copy of the Sheriff's Office press release is included in the packet as an example. We are now monitoring the effectiveness of the public education push, and reports of additional sign-ups and other measurable metrics will be collected and shared as we move forward.

Tri-County CCTA Exercise Update

Tri-County CCTA Oversight Board has set the agenda for the full functional exercise. The drill will take place on September 28, 2021, from 0800-1700. Due to possible constraints related to the State reopening plan, the drill will take place at not only the Tacoma Convention Center as originally planned, but also each participating County/City EEC/EOC.

Alternative Schedule Project

The SCEA and management continue regular discussions 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. UKG (Kronos) Professional Services has been engaged to provide costs, and schedule availability for additional optimization and upgrade of the TeleStaff scheduling program for the proposed new dispatch staff schedule. Scheduling with UKG Professional Services will be set pending an agreement with the SCEA on the rules of the new schedule format.

Office of Training and Standards (OTS) Update

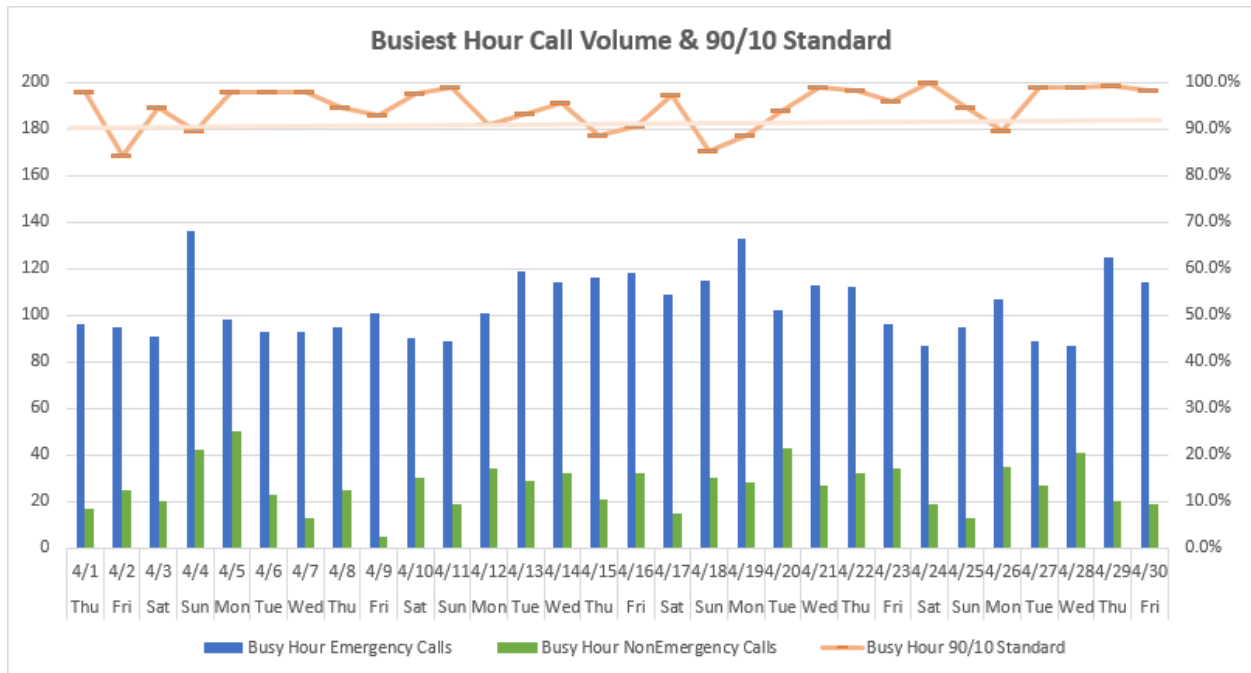
A new class of four dispatch trainees started this month. They are currently working on their call taking and EMD training at the Tertiary site. This will be the last class on site at that location. Moving forward all academy training classes will be held at South Campus.

The July new hire academy has been canceled and we are now focusing on the next round of hiring for a fall class in September. This time will allow OTS to focus on cross-training of existing staff as the number of call-taking and police dispatch trainees will be greatly reduced.

Several members of OTS and Certified Training Officers will be attending the IAED Navigator Conference in July. This conference provides an opportunity for emergency dispatch agencies around the world to learn and collaborate on varying topics in the industry. Supervisor Larkins will be presenting in a breakout session at the conference titled "Virus Confirmed: The First Case of Covid-19 in the US".

Monthly Statistical Reports

12 Month SNO911 Call Volume & NENA Standard Report													
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Emergency Calls	36397	42707	42328	47239	46075	43598	41562	37516	39892	39138	35866	40196	41312
Non-Emergency Calls	11333	14589	13726	15196	13774	12976	12741	10614	11274	12025	11231	13695	12759
Avg Busy Hour 90/10	95.9%	94.3%	94.3%	94.0%	93.5%	93.1%	94.6%	96.0%	94.5%	96.5%	95.6%	95.7%	94.7%
All Hour Avg 95/20	99.6%	99.3%	99.5%	99.2%	99.3%	99.3%	99.5%	99.6%	99.5%	99.6%	99.6%	99.7%	99.5%
Avg Busy Hour Emer	92	101	103	122	113	109	99	93	98	92	96	96	104
Avg Busy Hour Non-Emer	25	31	30	38	30	29	29	25	24	25	29	29	27
Avg Perfect Hours	11	9	10	9	9	8	10	11	10	12	12	13	9
Avg Emer Per Day	1,213	1,379	1,411	1,520	1,486	1,453	1,339	1,251	1,283	1,268	1,281	1,296	1,377
Avg Non-Emer Per Day	378	475	458	488	442	433	414	354	357	392	401	442	425



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	14								
Incorrect Use	Follow-Up	0	3	1	7								
	Area Checks	8	18	20	6								
	Noise	0	0	5	2								
	Traffic	1	5	1	0								
	Other Complaints	1	13	7	13								
Misuse	Accidental	0	5	5	6								
	Prank	0	1	26	7								
Other	Test	11	7	7	7								
	Abandoned	5	16	10	10								
	Non-English	1	0	0	0								
	Outgoing	0	0	0	0								
	Transfer	0	2	0	1								
	Voice Call	10	11	18	8								
Month Total		42	94	116	81	0	0	0	0	0	0	0	0
<i>Abandoned: Non-Responsive</i> <i>Accidental: Device or person accidental TXT29-1-1</i> <i>Area Check: Check of area for person, vehicle, gunshot</i> <i>Follow-up: Where is officer?</i> <i>Noise: Music, people etc.</i> <i>Transfer: Transfers to other PSAPs</i>													
<i>Other: Any other request or complaint, media from Intrado</i> <i>Outgoing: Outgoing text calls</i> <i>Prank: Calls from the same number that do not give any valid information</i> <i>Test: PSAP testing/training TXT29-1-1, vendor test</i> <i>Traffic: Speeders, DUIs, etc.</i> <i>Voice Call: Dispatchers called the texter/texter placed voice call</i>													

SPIDR Tech Survey – April 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	772	83.91%
3 - Satisfied	108	11.74%
2 - Neither Satisfied nor Dissatisfied	24	2.61%
1 - Somewhat Dissatisfied	8	0.87%
0 - Very Dissatisfied	8	0.87%
Total	920	100.00%

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	893	97.07%
Somewhat	19	2.07%
No	8	0.87%
Total	920	100.00%

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.

FIRE EVENTS PER AGENCY 2021													
FIRE AREA	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD
AIRPORT FIRE	20	14	20	15	0	0	0	0	0	0	0	0	69
ARLINGTON CITY	252	267	284	313	0	0	0	0	0	0	0	0	1116
ARLINGTON RURAL FD 21	81	46	54	71	0	0	0	0	0	0	0	0	252
DARRINGTON FD 24	60	41	32	31	0	0	0	0	0	0	0	0	164
EVERETT CITY	1773	1519	1794	1785	0	0	0	0	0	0	0	0	6871
FD 19	39	28	45	40	0	0	0	0	0	0	0	0	152
FD 7 (Mill Creek excluded)	896	844	930	917	0	0	0	0	0	0	0	0	3587
GETCHELL FD 22	46	27	32	31	0	0	0	0	0	0	0	0	136
GOLD BAR - INDEX FD 26	73	60	48	75	0	0	0	0	0	0	0	0	256
GRANITE FALLS FD 17	151	125	120	140	0	0	0	0	0	0	0	0	536
HAT ISLAND FD 27	2	2	1	7	0	0	0	0	0	0	0	0	12
LAKE ROESIGER FD 16	7	23	12	16	0	0	0	0	0	0	0	0	58
LAKE STEVENS FD 8													
MARYSVILLE FIRE	1007	863	952	1018	0	0	0	0	0	0	0	0	3840
MILL CREEK CITY	152	157	155	196	0	0	0	0	0	0	0	0	660
MUKILTEO CITY	143	155	152	158	0	0	0	0	0	0	0	0	608
NORTH COUNTY FIRE (UNINC)	166	140	142	155	0	0	0	0	0	0	0	0	603
OSO FD 25	12	3	5	15	0	0	0	0	0	0	0	0	35
ROBE FD 23	8	2	2	1	0	0	0	0	0	0	0	0	13
SNOHOMISH FD 4	264	233	276	282	0	0	0	0	0	0	0	0	1055
SOUTH COUNTY FIRE (TOTAL)	2181	2120	2262	2400	0	0	0	0	0	0	0	0	8963
SOUTH COUNTY FIRE (UNINC)	1056	1047	1084	1187	0	0	0	0	0	0	0	0	4374
EDMONDS CITY (CONTRACT)	428	391	387	414	0	0	0	0	0	0	0	0	1620
BRIER CITY	30	31	37	26	0	0	0	0	0	0	0	0	124
LYNNWOOD CITY	471	453	507	545	0	0	0	0	0	0	0	0	1976
MOUNTLAKE TERRACE CITY	196	198	247	228	0	0	0	0	0	0	0	0	869
STANWOOD CITY	129	112	123	119	0	0	0	0	0	0	0	0	483
SULTAN FD 5	99	82	64	101	0	0	0	0	0	0	0	0	346
TULALIP FD 15	71	56	68	75	0	0	0	0	0	0	0	0	270
POLICE EVENTS PER AGENCY 2021													
POLICE AGENCY	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD
ARLINGTON	1907	1660	1831	1727	0	0	0	0	0	0	0	0	7125
BRIER	297	201	441	380	0	0	0	0	0	0	0	0	1319
DARRINGTON	127	105	145	91	0	0	0	0	0	0	0	0	468
EDMONDS	2859	2332	2634	2256	0	0	0	0	0	0	0	0	10081
EVERETT	10019	9380	10760	10282	0	0	0	0	0	0	0	0	40441
GOLD BAR	212	241	215	161	0	0	0	0	0	0	0	0	829
GRANITE FALLS	474	455	530	458	0	0	0	0	0	0	0	0	1917
INDEX	35	42	42	33	0	0	0	0	0	0	0	0	152
LAKE STEVENS	2022	2074	2092	2041	0	0	0	0	0	0	0	0	8229
LYNNWOOD	3087	2567	3181	3133	0	0	0	0	0	0	0	0	11968
MARYSVILLE	5050	4768	5673	5136	0	0	0	0	0	0	0	0	20627
MILL CREEK	914	976	1085	1128	0	0	0	0	0	0	0	0	4103
MONROE	1356	1181	1374	1402	0	0	0	0	0	0	0	0	5313
MOUNTLAKE TERRACE	1322	1120	1454	1586	0	0	0	0	0	0	0	0	5482
MUKILTEO	2664	2252	2437	2322	0	0	0	0	0	0	0	0	9675
SNOHOMISH	709	785	926	1033	0	0	0	0	0	0	0	0	3453
SNOHOMISH COUNTY	14332	13392	15307	14517	0	0	0	0	0	0	0	0	57548
STANWOOD	676	574	684	586	0	0	0	0	0	0	0	0	2520
STILLAGUAMISH	882	1065	1139	1113	0	0	0	0	0	0	0	0	4199
SULTAN	370	341	393	448	0	0	0	0	0	0	0	0	1552
WOODWAY	52	32	33	42	0	0	0	0	0	0	0	0	159

Full-Time Center Staff		
Legacy Employees = Hired before 12/1/2017..... New Hire Employees = Hired on/after 12/1/2017		
Job Title:	Status:	Current #
Call-Taker	Legacy: Only trained in call-taking	1
Police Dispatcher	Legacy: Only trained in CT and Police	10
Fire Dispatcher	Legacy: Only trained in CT and Fire	7
Cross-Trained Dispatcher	Cross-training completed for all 3 disciplines	51
Cross-Trained Trainee	Currently in cross-training for the 3rd discipline	3
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	16
Trainee Dispatcher 2	New Hire-Completed training in 2 of the 3 required disciplines	16
Total:		104
See "Dispatcher Status Log" attached in this week's email for breakdown by employee name		

Authorized Staffing Level - (including trainees)	101.0%
--	--------

Center Staffing Strength - (excludes trainees and LOA's)	89.6%
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# of Authorized Full-Time Positions:	161
# of Full-Time Positions Filled:	158
# of Current Full-Time Vacancies:	3

Long Term LOA's	-2
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# of Current Relief Dispatchers:	6
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Relief dispatchers are not included in any totals/percentages on this report.

Current # of SNO911 Employees - (F/T and P/T):	164
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Current Recruitment Status

Candidates signed up to test	2	Test Date 5/19 & 5/22
Candidates to be interviewed	2	Interviewing for Sept academy and hiring list
Candidates in poly	0	Scheduled for poly exam.
Candidates in background or further	3	In background (or further stage).
Candidates ready for academy	0	Final offers signed/returned. Ready for academy!

YTD Dispatch Trainees Hired	5
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Employment Separations

YTD Employee Separations:	6
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Trainee Dispatch:		
Accepted New Job	0	
Death of Employee	0	
Involuntary Separation	1	
Medical	0	
Relocation	0	
Retirement	0	
Voluntary Opt-Out	2	
Trainee Appointive Staff:		
Accepted New Job	0	
Death of Employee	0	
Involuntary Separation	0	
Medical	0	
No Reason Given	0	
Relocation	0	
Retirement	0	
Voluntary Opt-Out	0	

Dispatch (Not a Trainee):		
Accepted New Job	0	
Death of Employee	0	
Involuntary Separation	1	
Medical	0	
No Reason Given	0	
Personal	0	
Relocation	0	
Retirement	0	
Appointive Staff (Not a Trainee):		
Accepted New Job	0	
Death of Employee	1	
Involuntary Separation	1	
Medical	0	
No Reason Given	0	
Personal	0	
Relocation	0	
Retirement	0	

F/T Dispatchers:	
Authorized Positions:	103
Filled F/T Positions:	104
F/T Vacancies:	-1
Supervisors:	
Authorized Positions:	16
Filled F/T Positions:	16
F/T Vacancies:	0
Leadership Staff:	
Authorized Positions:	5
Filled F/T Positions:	5
F/T Vacancies:	0
Ops Staff:	
Authorized Positions:	6
Filled F/T Positions:	6
F/T Vacancies:	0
Admin Staff:	
Authorized F/T Positions:	11
Filled F/T Positions:	8
F/T Vacancies:	3
Tech Staff:	
Authorized Positions:	11
Filled F/T Positions:	10
F/T Vacancies:	1
Wireless Technology:	
Authorized Positions:	9
Filled F/T Positions:	9
F/T Vacancies:	0

ESO File Transfer Issues

After testing the new version fix in our test environment, tech staff implemented the fix into our production environment on April 13th. We did see a few performance issues and are working with the vendor on those. On April 28th ESO made some changes on their end to help with the performance and import process. This did show some improvements but they are still working to resolve any issues on their end.

PulsePoint

The project kick-off meeting with the vendor was on April 22nd. Tech staff added a 3rd NWS interface server that PulsePoint will run on. We received some SQL queries from the vendor that Tech staff is currently reviewing. As of right now, the initial install of the software will be on May 20th.

WAVE Status

Staff is aware that the WAVE equipment continues to be disconnected from the radio system. We are actively prioritizing our work, and continue to apply our resources to support the current system and the RRP first. Staff does not anticipate availability to restart the WAVE pilot for at least 60 days.

Community Transit Equipment

Staff and Community Transit continue to work together in order to leverage the decommissioning of their radio system and share resources to benefit the citizens of Snohomish County. We are in the stages of finalizing a transfer agreement, and staff is currently reviewing the feasibility of these transfers with our land-owners to ensure we don't have any issues arise upon transfer. The CT schedule is a factor, and we hope to be able to keep pace with their schedule and keep this idea intact.

WT/RRP Staffing

Staff is reviewing our WT/RRP staffing plan as the unforeseen issues with the portables and paging issues have highlighted the difficulties in managing current system issues and user needs and keeping the RRP moving forward with its changes as well.

Joint release: Snohomish County 911 and Snohomish County Sheriff's Office



Snohomish County Improves Emergency Response with Rave911 Suite and Smart911

FOR IMMEDIATE RELEASE: May 13, 2021

CONTACTS: Courtney O’Keefe, Director of Communications, [Snohomish County Sheriff’s Office Courtney.O’Keefe@snoco.org](mailto:Courtney.O’Keefe@snoco.org), 425-388-3865, Media line: 425-249-6263

Andie Burton, Director of Operations, [Snohomish County 911, aburton@sno911.org](mailto:aburton@sno911.org) 425-407-3950

SNOHOMISH COUNTY, Wash. – The Snohomish County Sheriff’s Office is using Rave Mobile Safety’s Rave 911 Suite and Smart911 in collaboration with Snohomish County 911 to meet Washington’s Travis Alert Act requirements and provide the best emergency response to all residents of Snohomish County.

Signed into law in 2017, the Travis Alert Act directed the state to create a first responder training program on the techniques and protocols for handling emergencies involving residents with disabilities. The Travis Alert Act also includes an assessment for improving the Enhanced 911 program so that first responders know about an individual’s disability or special need before they arrive at an emergency.

The Sheriff’s Office can currently access that information by using the Rave 911 Suite and Smart911, a national service that allows individuals to provide a Safety and Vulnerable Needs Profile to 9-1-1 call takers and first responders. When a resident calls 9-1-1, their Safety Profiles show 9-1-1 operators addresses, mental health and medical information, photos, emergency contacts and more. Residents are in complete control of their Safety Profile and can choose what information they want to share with 9-1-1.

With the Rave 911 Suite, 9-1-1 call centers also have access to call notes, caller location and chat functionality—all of which help Snohomish County first responders provide better informed responses to residents. Additionally, Snohomish County 911 has a first-of-its-kind interface for information-sharing that makes it easier to seamlessly access Smart911 profiles in the moment to dispatch the first responders best suited to respond to each emergency.

“Providing the best emergency response to the communities we serve is a collaborative effort, and we are proud to be working closely with public safety agencies in and around Snohomish County,” said

Andie Burton, Director of Operations, Snohomish County 911. “Leveraging technology like Smart911 and our first-of-its-kind interface gives our first responders the best chance to arrive on scene with more background knowledge than ever before.”

Residents are encouraged to sign up and create a Smart911 Public Safety Profile during the month of May, which is Mental Health Awareness Month. Additional information about you and your family members, when responding to an emergency call, can make all the difference during an emergency incident.

Smart911 is private and secure, and information is only made available to the 9-1-1 system in the event of an emergency call. To create a Smart911 free profile for yourself and your family, visit www.smart911.com.

###

Radio Replacement Project – At a Glance Updates

May 2021

Recent Major Activities/Decisions

- Fire Portable reprogramming complete (EMER Button Fix) and all replacement “Boston Straps” distributed
- Law Portable reprogramming continues (Self-Serve Model)
- Mill Creek & Machias schedule impact/alternate plan presented to PPC, next discussion is with TACs
- Additional warehouse space is required to avoid a significant delay in the schedule, staff has reacted quickly to determine options

Subscribers

- Portable programming fixes impacted schedule
- Staff supporting a week-long demonstration of mobile configurations for both law and fire beginning 5/20 for one week... agencies are encouraged to come and see how the radios will work prior to approving templates
 - Ergonomics must be confirmed by first week of June to begin programming mobiles in June
- Final portable deliveries on-hold to accommodate agency schedule, final encryption touch date TBD based on agency schedule
- Mobile installation plan being revisited due to a potential sub-contractor change – which we currently see as a positive change

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

- Site “Readiness” Design:
 - Delay experienced due in part to the need for multiple electrical load studies at select sites
 - Design packages approved for all sites for building permits, electrical designs coming in pieces through June/July
 - Staff investigating alternate procurement (i.e. multiple) to lessen schedule impact
- Leases & Permitting:
 - Review and permit applications have begun to be submitted where appropriate
 - Final electrical packages will allow finalization of any outstanding leases
- FCC Licenses:
 - Good News: Region 43 approved our license applications (local approval needed for select frequencies)
 - All license applications (except paging) is now at the APCO/FCC level for coordination, review, and ultimate approval

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 (delayed per agency accommodation)
 - Obtain mobile ergonomics approvals after demonstration
 - High-Level updated mobile installation plan communicated for input
 - Updated mobile transfer agreements finalized
- **Implementation:**
 - All site electrical studies performed (one site pending)
 - Determine potential alternate procurement strategy for construction services
 - Submit all remaining lease updates to owners (pending electrical packages)

60 Day Forecast

- **Subscribers:**
 - Finalize “multi-band” portable templates
 - Mobile programming continues (limited opt-out deliveries)
 - Mobile installation process confirmed
- **Implementation:**
 - Warehouse lease finalized

90 Day Forecast

- **Subscribers:**
 - Begin delivering & installing mobile radios
- **Design:**
 - Paging system design finalized
- **Implementation:**
 - Construction services RFP issued



Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for April 13, 2021 / 10:30-11:30 p.m.
Location: Web Conference

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

Meeting Attendance:

POLICE TAC REPRESENTATIVES					
Deputy Chief Daniel Cone	✓	Deputy Chief Chuck Steichen	✓	Sheriff Adam Fortney	
Clerk Maria Buell	✓	Interim Chief Michelle Bennett	✓	Chief Rob Palmer	✓
Asst. Chief Jim Lawless, <u>Chair</u>	✓	Deputy Chief Ryan Irving	✓	Chief Rob Martin	
Captain Rod Sniffen		Commander Mike Haynes		Chief Don Tardiff	
Commander Ron Brooks <u>Vice Chair</u>	✓	Asst. Chief Glen Koen	✓	Chief Jeffrey Young	✓
POLICE TAC ALTERNATES					
Chief Mike Catlett		Commander Coleman Langdon		Bureau Chief Ian Huri	✓
Sergeant Alan Hardwick		Commander Brad Akau		Captain John Flood	
Deputy Chief John DeRousse		Chief Jeff Jolley		Acting Captain Jeff Graves	
Sergeant Karl Gilje	✓				
Staff Support Team and Guests					
Executive Director Kurt Mills	✓	Deputy Director Terry Peterson	✓	Director of IT Steve Lawlor	✓
Ops Manager Karen McKay	✓	Director of Ops Andie Burton	✓	Master PO Travis Katzer	✓
Lt. Mark Thomas	✓	Ops Manager Karl Christian	✓	Captain Greg Lineberry	✓
Ops Manager Hattie Schweitzer	✓	Dep Director WT Brad Steiner	✓	Records Supervisor, Sheila Betts	✓
Director of IT Marlin Herolaga	✓	Ops System Coordinator D. Wilson	✓	Guest: Joanne Newman	✓
Corrections Deputy Vincent Cavaleri	✓				

Chair Jim Lawless called the meeting to order at 1030 hours.

1. **Roll Call** – Roll call was done as attendees logged into ZOOM.
2. **March 9, 2021 Minutes Approved:**
 1st: Deputy Chief Chuck Steichen 2nd: Deputy Chief Ryan Irving
3. **Announcements:**

Karen McKay introduced Joanne Norman, with Snohomish County Crisis Services (SCCS). Joanne is the Lead Designated Crisis Responder. SCCS has 21 Crisis Responders who cover all of Snohomish County and have, at a minimum, one on duty 24/7.

SCCS services involve evaluating people to see if they meet the legal criteria for the 120 hour hold (NEW as of January 1, 2021). SCCS is considered a behavioral health program and they can detain people for substance abuse as well as mental health concerns (dependent on bed space).

SCCS often calls for Law Enforcement to be present while they are conducting their evaluation, for safety purposes.

RCW 7105.82, also new as of January 1, 2021: when someone is on an initial 120 hour hold for dangerous behavior to themselves or others, SCCS notifies the individual and the appropriate law enforcement agency that they will not be able to possess firearms for 6 months after their release from hold.

If an individual is determined to have met the legal criteria and all voluntary methods have been refused, SCCS has the authority to have that individual taken into custody and taken to the local



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Emergency Room, where they can be held for up to 12 hours while being evaluated. While the individual is being evaluated, SCCS works on a psychiatric placement. If the individual is not willing to participate in the evaluation, and SCCS feels they have enough evidence based on witness information, they often get a “Non-Emergent Petition” signed by a judge. When working with law enforcement they are provided a copy of that petition; however, if SCCS makes the decision in the field, they will provide law enforcement with a “Custody Authorization,” that provides authorization for the individual to be transported involuntarily to the Emergency Room for evaluation.

Although not yet in place in Snohomish County, there is legislation that states that once a “Non-Emergent Petition” has been signed by a judge, a “warrant” should be put in the system. The purpose is to alert Law Enforcement, should they come into contact with that individual, that they can be taken into custody and taken to the Emergency Room for evaluation. The Snohomish County Prosecutor is still reviewing this legislation, to see how it could be implemented in our county.

Greg wanted to make sure that SNO911 and member agencies are aware, that although Snohomish County does not have the warrant system in place here, there are several already in the system from other cities and counties. Greg also warned that they look much like a criminal warrant and it can cause confusion.

4. Action Items:

A. LexisNexis – Kurt Mills

Kurt gave a recap of the information he provided on this topic last month. SNO911 has been in contact with the sales representative for LexisNexis and they cannot provide a date or time frame for the changes to their crime analysis system nor the sale of the Community Crime Map, nor able to provide a per license breakdown. Given there are only a couple users of the more advanced crime analysis system that is going away, it seems that our options to continue to support this at SNO911 are limited. There was general agreement that the publicly assessable online crime map is used by the community and law enforcement. Greg shared that Bair Analytics has sold all of their stock to LexisNexis, and many of the employees from Bair that our member agencies worked with prior, are now LexisNexis employees. There is a non-compete clause between the former Bair Analytics employees and their new employer; therefore, it would be problematic to get assistance from them outside of LexisNexis.

Greg spoke to Everett Police Departments Information Technology Department. There is a general sense that technically, it is feasible to recreate what is being used now in ACA and Community Crime Maps, but it would take some time to develop and build. Greg said it would take commitment from all parties involved and requested we continue with ACA and Community Crime Map until a replacement solution is implemented. Travis shared that NWS has a similar product. *Kurt will reach out to Gloria for additional information on this option.*

Jim suggested we continue with a month to month contract with LexisNexis until we have an opportunity to reach out to our member agencies Crime Analysts and determine what the needs are and identify a solution.



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B. Google Form Survey – Karen McKay

The Google forms regarding Drone usage outside of the owning agency, have been developed and will be emailed by tomorrow (April 14, 2021). Karen asked that the forms be completed and returned at the earliest opportunity.

5. Reports

A. Policy Review Committee – Jim Lawless

No meeting. Nothing to report.

B. Mobile Users' Group – Travis Katzer

Nothing to report.

C. SNO911 Updates

a. SNO911 Information Technology – Kurt Mills

Kurt announced that Steve Lawlor, for personal reasons, has asked to be moved to a different role within the SNO911 IT department. Marlin Herolaga will be stepping into the role as the Director of Information Technology. Kurt also noted Steve's many, invaluable contributions to the agency and stated he feels very fortunate that SNO911 will still have Steve and his expertise within the IT Department.

b. 2021 National Telecommunicator Week – Andie Burton

This week is designated as National Telecommunicator week. SNO911 has scheduled activities and is celebrating by providing special meals and events. Andie thanked all the agencies that have contributed to the celebration.

D. BREC Workgroup

a. Collecting Descriptions – Mark Thomas - The flyer that was distributed to the Police Tactical Committee has now been distributed to our member agencies. Mark reviewed the discussion from the March BREC meeting, specifically related to collecting person descriptors and shared some of the questions and suggestions brought forward by the Training Sub-Committee:

- Whether or not call takers should be asking for race descriptors?
- If they should, in which order should the call takers be collecting those descriptors?
- Has law enforcement progressed beyond the need of needing race descriptors?
- Is asking "race" necessary?
- When should race be asked by the call taker?
- Train to focus more on behavior rather than description;
- When the caller can't provide behavioral information, how should that be communicated to the field units?

Karen said the group felt the most appropriate method would be to ask the caller, "what does the person look like," or "can you describe the person for me?" The sub-committee said by



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asking for a description, more than likely, the caller will include race as one of the details without being prompted by the call-taker.

The training and policy sub-committees will be working together to establish a recommendation on changes that would align with the purpose of BREC.

Andie asked this Committee if they had feedback regarding the discussion. Glen volunteered that he does not have a preference regarding the order in which SNO911 chooses to collect descriptors, but does feel it is important to continue collecting as much as the caller can provide, including race. Glen noted without that information it makes it more difficult for law enforcement to quickly and effectively do their job. Chuck agreed and stated that the intention behind the discussion is an important one and a conversation that needs to be had; however it is important to collect as much information as possible because many times, it is an essential component in determining whether or not a subject is involved.

- b. **“MENTAL” Type Code** – Karen McKay – The group discussed the need to change the current “MENTAL” Type Code to “BHC,” which stands for Behavioral Health Contact. This type code would cover, not only the mental health aspect but also include substance abuse and addiction. *The Committee agreed to move forward with the change in Type Code from “MENTAL” to “BHC.”*
- c. **Suspicious Persons** – Karen McKay - Karen asked for feedback on two items regarding reports of suspicious persons:
 - 1. Should pre-determined and or specific language be added to the narrative of an incident when a requester cannot articulate the specific behavior that caused them to report a suspicious person?
 - 2. Should dispatch be required to request the on duty field Sergeant review the narrative to determine whether or not it warrants a law enforcement response.

The Committee did not see the need for the on duty Sergeant to be notified. Adding to the narrative that the caller could not describe a specific behavior, would be sufficient.

E. Paperwork Entry Workgroup – Andie Burton

Currently the group is compiling and reviewing ACCESS and other data and Andie anticipates soon, bringing options back to the Committee for discussion.

F. PTCC Report

Upgrade “Go-Live” – Marlin Herolaga – The recommendation from PTCC is to push out the “Go-Live” date, originally scheduled for April 19, 2021, due to issues with VPAC 2.0 environment. With the 20.1 Hotfix 2, there is a “P-0” that still needs to be fully tested and requires VPAC 2.0 to accomplish that; however, preliminary testing showed that the fix applied to “P-0” was successful. Once VPAC 2.0 is deployed, they will be able to fully test it to confirm.



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G. Radio Replacement Project – Brad Steiner

Brad shared a document titled, “Hardware Warranty Services,” which was provided to the group with the Committee Agenda Packet last week. The document contains an outline of what Wireless Tech will be providing Subscribers. Brad outlined the following:

1. Wireless Tech will be managing and applying all programming;
2. Wireless Tech is creating a “Cache Radio Account,” for advance radio replacement;
3. Wireless Tech will be available, on an “as needed basis,” to help diagnosing issues in vehicle installed equipment.

Brad requested the Committee review the document and provide Brad with feedback for further discussion and action.

Terry mentioned that “accessories,” (anything other than the box radio itself) are not covered under the warranty and agencies should consider continuing to budget for replacing/repairing accessories.

6. Technical Update – Marlin Herolaga

A. VPAC 2.0 – Issues have been resolved and SME testing will begin on April 22nd. If testing shows stability, then 2 weeks after testing, SNO911 will be working with member agency IT departments on scheduling a roll out date for installation. Marlin is anticipating that the VPAC 2.0 cutover will be fully completed in June.

B. SpidrTech – Edmonds has been fully implemented, SCSO is fine tuning some of their deployment and Marlin reminded agencies if they would like to implement SpidrTech, to contact him.

7. New Business

A. Radio Encryption – Travis Katzer

Travis shared that the new radio system has several options for encryption and he suggests a process be established specifically for that purpose. Travis noted this topic also falls under Radio Encryption Governance and will be covered by Brad in the next Agenda item. Travis deferred to Brad to continue.

B. Radio Encryption Governance – Brad Steiner

Brad noted that common templates have been adopted by Law, SCSO, DEM and Corrections and within each template are talk-groups. Those talk groups are pre-programmed by Wireless Tech by limiting “keys” to specific talk groups. This is what allows or prevents others from listening and/or talking on those specific groups.

The new system limits the number of ID’s but there is no limit on encryption. Brad is requesting that a “Radio Governance” be established that identifies who is authorized to make decisions based on permissions for encrypted channels.

Chuck noted there has not been a policy or procedure in place that would vet requests from someone (LE or Fire), or an agency requesting permission to an encrypted channel or talk group. His concern is the integrity of highly sensitive intelligence.



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Brad is suggesting that a sub-committee be formed to develop a recommendation for Police TAC, of a detailed policy and granting process, for both the existing and the new system.

Volunteers for the “*Encryption Governance Sub-Committee*” are Chuck Steichen, Travis Katzer and Glen Koen. Chuck will be reaching out to Regional to provide them with the opportunity to be represented within that sub-committee.

C. Requests to Reactivate Closed Calls – Derek Wilson & Travis Katzer

Derek shared there has been a daily increase in Calls for Service (CFS) being reactivated, at the request of field units, for various reasons. Some of the reasons include to change Type Codes, to add narrative, to add subject names, to change the primary unit and/or to change the disposition, all of which can be done without re-opening the CFS. The concern is, and has been, when a CFS is reopened, there is potential for it to be inadvertently RE-dispatched, which has occurred on more than one occasion.

Derek and Travis spoke to Dispatch Supervisors, did their own research and spoke to PTCC to try to determine if there was a functional need for field units to make this request. None was discovered; however, it appears SCSO makes this request most often and Derek wants to confirm at this Committee level, if someone is aware of a specific workflow need and to determine if there is an alternative solution to that need. Ian said his guess would be that it goes back to a time when a CFS had to be re-activated in order to properly cross reference a “Follow-Up.” Travis noted there is a method to accomplish this without re-activating each CFS, but it would need to be done by Records and through LERMS. Ian will make some inquiries with his agency (SCSO) and will contact Derek with what he is able to determine.

Derek reminded the Committee that by re-activating a CFS, times within that incident will be skewed and agency analysis reports will be incorrect.

D. Field Requests to Change “THEFT” Type Codes to “PROWL” – Karl Christian

Through the SNO911 Quality Assurance (QA) Practice, it was discovered that the “THEFT” Type Code is regularly being changed to the “PROWL” Type Code. Karl noted the change is coming at the request of field units who are clearing from a “theft from a vehicle” incident and asking dispatch to change the Type Code from “THEFT,” which would define theft from vehicle, to the “PROWL” Type Code, which defines a “Prowler.” The “PROWL” Type Code is an in progress, emergency Type Code for someone who is in the process of “prowling.” Karl wanted to make sure our Member Agencies were aware of this issue while reviewing their analytical data.

Jim suggested an informational email be sent to agencies defining both Type Codes so education occurs as soon as possible.

Andie shared that SNO911 has been creating short training videos with objectives and a training plan, that have been shared with Fire as well as one that was just created for the Smart-911 interface. Andie inquired as to whether or not anyone on the Committee was aware of or had access to a training platform, a distribution list or an individual where these videos could be uploaded and shared with the SNO911 Law Enforcement Member Agencies. Jim suggested



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Location: Web Conference

training materials be sent to the Police TAC Committee for internal distribution because agency training processes and procedures vary greatly.

E. Smart-911 Re-Launch – Terry Peterson

An interface between Tyler and Smart 911 has been completed. If there is a public safety profile hit when a citizen, who has created a profile on the Smart 911 website, calls, a link is automatically put into the narrative in Mobile. Responders who have access to Mobile, can click the link provided, and the Smart 911 application will open and display the public safety profile. SNO911 has created a 4 ½ minute training video for distribution to all staff and Terry encouraged all to watch it.

In addition to that, Terry said SNO911 is putting together another public education campaign on Smart 911 (aka Re-Launch) and has requested support and participation from our member agencies by distributing the flyers, business cards that contain Smart 911 information and additional training material that will be provided by SNO911.

Terry said the biggest driver of the Re-Launch is the Travis Alert Act, which contains two major components:

1. Education for First Responders who may deal with people with disabilities;
2. Providing a way for the public to create a profile that will alert 911 of disabilities associated to a location.

Terry said he felt the interface met the spirit of the Act and will be in contact with agencies in the coming weeks to distribute materials.

F. SpidrTech – Terry Peterson

Terry asked if agencies would be willing to add a message at the end of their agencies SpidrTech “wrap-up” message, encouraging the public to create their Smart 911 profile accounts. Glen offered to use Mukilteo for initial testing. Terry said SNO911 will conduct some research to determine what to include within the message, which method of distribution would make the most sense and be the most effective and will report back.

Terry shared that it is Autism Awareness Month and he thanked Lynnwood Police Department for creating a very impactful video, featuring a SNO911 Dispatcher who has 2 children with disabilities. Kurt said that SNO911 is trying to measure the success of the program and asked that member agencies who are using Smart 911, provide feedback. There will be a link included in the email with the materials to be distributed, with a short survey. WA State is looking at our program here in Snohomish County, for possible expansion into other Counties.

8. Old Business

A. Update RRP Law Subscriber Replacement Policy - Brad Steiner

Brad shared the updated “*RRP Law Subscriber Replacement Policy*,” on the screen. Changes that have been made are noted in red. Some of the changes include: radio count and encryption. Brad provided a Table on page 6 that updates the agency counts based on the feedback received.



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Motion: Approve to recommend the updated RRP Law Subscriber Replacement Policy to the SNO911 Executive Board for approval.

Motion made by: Corrections Deputy Vincent Cavaleri

2nd: Bureau Chief Ian Huri

B. Interoperability Study – Brad Steiner

The Interoperability Study was kicked off last month and a committee was going to be formed. To date, the volunteers for this study are Travis, Chuck and Clint.

C. CAD Lite Tabletop Recap – Andie Burton

SNO911 partnered with Valley Communications (Valley-Comm) and conducted a CAD Lite Tabletop exercise on March 31. The scenario was based on a SNO911 “Bug-Out,” where SNO911 simulated the transfer of 911 calls to Valley-Comm. Valley-Comm received those calls, entered them into CAD Lite and a police agency representative simulated dispatching them. Things went well and the exercise showed it can be done. The exercise also provided an opportunity to identify the need for standardization between 911 agencies in a few simple areas (ex: how to enter apartment numbers).

D. RRP Updated Mobile Ergonomics Approval – Brad Steiner

Brad asked this topic be changed to a discussion topic only. The “*Updated Mobile Ergonomics*” document was distributed to the Committee via email yesterday. Brad asked that anyone who has not had the opportunity to review it, do so, to avoid the need for more updates. This updated document contains more detail to the ergonomic sheets.

Motorola will potentially begin programming radios in the next 1-2 weeks. Brad asked if this Committee is willing to hold a special meeting, once the details have been confirmed, to approve the changes to the Mobile Ergonomics Agreement. *Jim is willing to hold a special meeting and hopes those who can attend do.*

9. Good of the Order.

10. Meeting was adjourned at 11:51 hours.

The next meeting is scheduled for May 11, 2021 @ 1237 – VIA ZOOM

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

April 21, 2021

Committee Members in Attendance	☐ Eric Andrews	Sky Valley Fire	☒ Drew Bono	Fire District 24
	☒ Thad Hovis	South County Fire	☐ Willie Harper	Fire District 25
	☐ Don Waller	Fire District 4	☐ Mike Worthy	Fire District 27
	☐ Merlin Halverson	Fire District 5	☐ Dave Kraski	Arlington Fire
	☐ Bronson Smith	Fire District 15	☐ Mike Calvert	Everett Fire
	☐ Brian Anderson	Fire District 16	☒ Darryl Neuhoﬀ	Marysville Fire
	☐ Jim Haverfield	Fire District 17	☒ Blake Engnes	Mukilteo Fire
	☒ Keith Strotz	Fire District 19	☐ John Cermak	North County RFA
	☐ Chad Schmidt	Fire District 21	☒ Brett Blankenship	Paine Field Fire
	☐ Travis Hots	Fire District 22	☒ Steve Gupstill	SRFR
	☐ Tim Bond	Fire District 23	☐	
Alternates in Attendance	☐ Mike Gatterman	Fire District 4	☒ Jeff Cole	Marysville Fire
	☒ Bill Dane	Fire District 17	☐ Chris Alexander	Mukilteo Fire
	☐ Gino Bellizzi	First District 19	☒ Don Bartlett	North County RFA
	☒ Jeremy Stocker	Fire District 22	☐ Ernie Walters	Sky Valley Fire
	☐ Dennis Fenstermaker	Fire District 24	☐ Larry Huff	SRFR
	☐ Theresa Ramey	Arlington Fire	☒ John Chalfant	South County Fire
	☒ Dave DeMarco	Everett Fire	☐	
Guests and Staff in Attendance	Shaughn Maxwell, SCF	Marlin Herolaga, SNO911	Damon Farmer, SNO911	
	Jason Isotalo, SCF	Derek Wilson, SNO911	Meg Bittinger, SNO911	
	Michael Fitzgerald, SCF	Hattie Schweitzer, SNO911		
	Ryan Lundquist, Sno Regional F/R	Steve Lawlor, SNO911		
	Kurt Mills, SNO911	Karl Christian, SNO911		
	Andie Burton, SNO911	Brad Steiner, SNO911		

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

Vice-Chairman Thad Hovis called the meeting to order at 1:31 p.m.

- ANNOUNCEMENTS:** *Steve Lawlor.* As of April 1st, Steve has stepped down as the IT Director. Steve will still be with the agency in a technical role, and Marlin Herolaga will be taking over as Interim IT & Facilities Director. *Andie Burton.* Andie thanked all the agencies who participated in National Telecommunicator's Week by donating prizes, providing food, and for all of the social media recognition. The dispatchers really appreciated it and they had a great week.

Motion by Chief Neuhoﬀ to make an amendment to the agenda and add Portable Radio Mobile Charger Discussion. Seconded by Drew Bono and unanimously approved.

- APPROVAL OF MINUTES:** A motion was made by Chief Neuhoﬀ and seconded by Chief Bono to approve the March, 2021 Fire TAC / Ops meeting minutes as written. Unanimously approved.

3. **COMMITTEE UPDATES:**

- A. **PTCC / NWS.** *Marlin Herolaga.* PTCC recommended to **not** go live on the scheduled April 19th date. There are some issues in the vPac 2.0 environment that need to be addressed before the upgrade can take place. PTCC is currently discussing which version to implement for the future New World upgrade, and they will be working with Tyler to schedule that. vPac 2.0 – all issues have been addressed and fixed. Tomorrow SMEs will start testing in the vPac 2.0 environment, and two weeks later they plan on rolling the vPac out to the agencies. Should have everybody cut over by the end of June.
- B. **Technical Update.** *Marlin Herolaga.* Pulse Point – all the project team members have been identified, and the kick off meeting is scheduled for tomorrow at 1400 via WebEx. The ESO Fix was implemented into a production environment last Wednesday. There is still an issue with the auto import feature – no ETA on a fix yet.
- C. **Radio Replacement Committee.** *Brad Steiner.* The most pressing issue of course has been the emergency reprogramming. They are scheduled to have the last update complete by close of business on Thursday. It looks like all of the fire radios will be completed in 4 days. They are continuing to get feedback on programming, and they are capturing those changes and requests so they aren't forgotten. There are still a number of old radios out there, that got out the door prior to being reprogrammed, and they will still need to be validated.
- D. **Radio Procedures Committee.** *Hattie Schweitzer.* Discussed a new proposal for change regarding the hazmat rescue responses. Per Derek, they have gone back and forth for several months now trying to determine how they can facilitate the needed advisements for greater alarm hazmat and rescues. They came to a consensus at the last meeting to recommend utilizing Rave Alert, and to have the ability for a SNO911 supervisor to send out a specific request at the direction of command regarding the 2nd, 3rd and 4th alarm hazmat and rescues, with what kind of techs are needed, who to contact, etc. Ryan Lundquist is working on getting further approval on this, and then they will work on getting a draft policy in place. Hattie – the committee also discussed alarm escalation and whether or not there needs to be a statement in the radio procedures manual that reminds personnel that they need to step the alarm escalation on an incident, and not skip ahead. For example, if you're on a 1st alarm fire, you can't go straight to a 3rd alarm – the radio request should be "upgrade to a 2nd alarm and a 3rd alarm". They would like to add this to the radio procedures manual as well.
- E. **Fire User Group.** *Derek Wilson.* Didn't meet in April.

4. **SNO911 UPDATE:**

- A. **MPDS Call of the Month** - *Hattie Schweitzer.* Stephanie Gamm was recognized for the Call of the Month for March. Hattie sent the write up to Fire TAC earlier today.

5. **OLD BUSINESS:**

- A. **FOC Workgroup**- *Derek Wilson.* They had their 2nd meeting with the dispatcher workgroup team. Planning to meet internally with operations next week to get them caught up to speed. Current goal is to get this ready to go before the planned upgrade, which isn't scheduled yet.
- B. **SNO911 Notification Status** – *Andie Burton/Derek Wilson.* Getting the fire agencies set up in Rave is taking more time than anticipated. Police are turning in their information as well. They were hoping to have the emergency notifications up and running in April, but that's not going to happen. Derek is asking everyone to get the Google form filled out, and he's hoping to host some more trainings.

- C. **County Fire Resource Plan Committee** – *Drew Bono*. They are meeting tomorrow to reconcile all the survey answers for the new resource plan. He still needs the surveys from FD5, FD15, FD16, FD21, FD23, and MFD12.
- D. **CAD Lite/Bugout Table Top Exercise Recap** - *Andie Burton*. They had the table top exercise on March 31st with SRFR, South County Fire, Everett Police and Valley-Com. They called in some scripted calls to Valley-Com that they entered in to CAD Lite and the agency representatives simulated getting those dispatched while SNO911 is incapacitated. All in all it went well but there are a few bugs that need to be worked out.
- E. **Updated RRP Fire Subscriber Replacement Policy** – *Brad Steiner*. Trying to define what the RRP is set to provide, and stop and create that demark(?) for future purchases. Brad discussed the updated policy and went over the hand out that went out with the agenda. Please see the document that went out with the packet. Brad is looking for approval that the RRP should absorb the additional radio counts. Need to go to the county and talk about getting the radios funded, but in principal the agencies should be allocated the final number in the RRP. Motion by Chief Neuhoff and seconded by Chief Bono to accept the updated RRP Fire Subscriber Replacement Policy. Unanimously approved.
 - a. **Portable Radio Mobile Charger Discussion** – *Darryl Neuhoff*. How many portable radio mobile chargers will be allotted to each agency? Will there be a calculation based on the number of apparatus? The concern is what happens if an agency acquires more apparatus. Per Chief DeMarco, if the radios are left on a charger it will damage the radio over time. Something to think about when considering the cost of the potential loss. After much discussion and determining that there is not a “one size fits all” for every agency, Brad proposed that Eric and Darryl modify the sheet and distribute to agencies to see what numbers we have and where we want to go from here.
- F. **Interoperability Committee Assignments** – *Brad Steiner*. Confirmed the committee members – Chief Andrews, Chief Neuhoff, Chief Bartlett and Chief Bono. They are looking to get the first meeting scheduled in the next couple weeks.
- G. **Smart911 Re-Launch** – *Kurt Mills*. Trying to roll out a re-launch of Smart911. There is a 4-minute video that they are asking you to share with your agencies. SNO911 has ordered small business cards and fliers that will be going out to every agency. Also asking your public information officers and departments to make some social media posts to help get the information to the public. Per Andie, Hattie is working on putting together the kits for each agency with all of the material that Kurt discussed, and it should be mailed out in the next couple of days.

6. NEW BUSINESS:

- A. **Portable Radio Leather Buckets Discussion** – *DC Chalfant*. Received final word from wireless tech yesterday and they ordered the leather buckets for South County Fire. Per Brad, as a reminder, the leather cases that came with the Apex’s didn’t fit, and a substitution was provided by Motorola at no cost to the RRP. They should be completely distributed by the end of this week.
- B. **New Unit Type Discussion** – *Derek Wilson*. Nothing to report. Keep on the agenda for next month.
- C. **Encryption Capabilities and Governance** – *Brad Steiner*. This was primarily brought up through Police TAC. What police are realizing is that there hasn’t been a good governance model with regards to who gets access to encrypted talk groups or encryption keys. The result is that there are a lot of radios out there on the current system that have the capabilities to listen to encrypted talk groups, when people really don’t have a reason to do so. SNO911 is not in the

position to determine who listens to who. They would like to set up a governance model that the system adopts for encryption. Fire isn't officially encrypted, except to monitor law talk groups, but Brad wants to make sure that fire is represented on this committee. He would love to see at least two representatives from fire. Chief Neuhoff made a motion for Chief Bono to be the primary contact and Chief Bartlett the back-up. Motion seconded by Chief Guptill. Unanimously approved.

- D. RRP Warranty Services – Brad Steiner.** Brad shared a document that was also emailed to Fire TAC with the April meeting packet. Looking to define what the policy or procedure is regarding reimbursement for lost or destroyed equipment. Please refer to that document for further details.
7. **GOOD OF THE ORDER:** *Hattie Schweitzer.* Ebola screening update: yesterday the DRC/DSC update is that the risk has dropped and screening will discontinue around the 25th of this month.
8. **ADJOURN:** The Fire TAC / Operations Committee adjourned at 3:18 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, May 19th 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)	✓

Chair Dave DeMarco was unable to attend the meeting. Undersheriff Jeff Brand volunteered to fill in as chair and called the meeting to order at 1:31 pm.

*Steve Guptill arrived following reports.

1. Announcements. None.

2. Reports.

A. Blanket Voucher Report. Blanket Voucher Report. There were several questions raised:

- i. ACCESS – this is a fee paid to the Washington State Patrol to access the system for law enforcement to run licenses. The payment is based on the size of the agency, with SNO911 being in the largest category which resulted in a cost savings from what SNOPAC & SNOCOM used to collectively pay.
- ii. RRP Expenditures – Recent vehicle purchase – originally two vehicles were budgeted for the RRP project. They were able to shuffle the fleet around and get by with purchasing only one vehicle. The APCO expenditure is for FCC licensing and coordination fees. ADCOMM is a pass-through mechanism for paying permit fees. A question was also raised about L&I fees. Brad verified that none of his staff climbs towers, and that type of maintenance is contracted out.

At the time of this discussion the committee did not have a quorum. There was consensus by the two members that they were in agreement with the approval of the Blanket Voucher Report for April.

B. Fund Balance Report. No questions.

C. Radio Replacement Project Payment Tracking. No questions.

3. New Business (out of order)

A. APF – HVAC Emergency Repairs. Brad explained that a request is out for an HVAC Maintenance proposal and is due back on the 17th. Before that could be finalized they had to address repairs that were deemed an emergency. The APF is for emergency repairs to failures that have occurred in the last month at three different sites: Three

Lakes, Mountlake Terrace and Rucker Hill. These HVAC units needed components in order to complete the repair. Brad is asking for support in recognizing these as emergency repairs with a Resolution going before the board at the next meeting. He added that because warmer weather is on the way there is a possibility that more HVAC systems will need emergency repairs done at some point. Responding to a question on monitoring, Brad said that the sites are being monitored with high temperature alarms, and staff visits the sites on a regular basis for routine maintenance. Concerns were raised with having to rely on an emergency procurement process, but the committee was glad to hear that a maintenance contract is in the works. He added that there is a maintenance budget set aside but this declaration eliminates the requirement to go through a competitive bid process. Kurt also reminded the committee that SERS did not have preventative maintenance on either their generators, HVAC units or even a contract approved for fueling. Since the merger this has been changed so procedures fall more in line with SNO911's philosophy of having maintenance agreements in place for critical systems. Kurt recalled that earlier in the year they signed a contract for generator maintenance, and previously signed one for tower lighting. Plans are in the works for a fueling contract and the HVAC PM contract will be closing early next week. **David Chan moved to recommend the board approve the resolution for the emergency declaration. Steve Guptill seconded the motion and it passed unanimously.**

B. Discussion Topic – Generators Transfer, Testing and Maintenance Agreement. Brad explained that CT (Community Transit) is decommissioning their LMR (Land Mobile Radio) System and will be transitioning over to a push-to-talk-over-cellular approach. CT has discussed transferring 5 generators and one of their buildings (located at Gunnysack) to SNO911. He presented a draft transfer agreement that allows CT to make the transfer. Brian Snure has approved this template and Rita Simmons-Owens of SNO911 Finance has worked with Brad to modify the agreement to fit this situation. He said that they had plans to purchase 2 new generators this summer for Deer Creek, but staff now intends to use 2 of the CT generators to be deployed there, with the other 2 to be used next year at a planned project at Granite Falls. The generators have been inspected by Howard Tucker and have been regularly maintained by Generator Services NW. Acquiring the additional building, described as a concrete communication shelter, will help alleviate current power and space constraints. One of the specifics in the agreement is that SNO911 will be paying up to \$15,000 for the transportation cost of the generators to the warehouse in Marysville, but will not be involved in the removal process. More discussions with the current landlord are needed before proceeding with this arrangement. CT has indicated that they would like to get this work done within the next 30-40 days. Following some additional discussion with the committee, they agreed to support this endeavor with Brad working through the remaining details and getting an inspection report on the generators.

4. Old Business. Kurt shared the status on the search for the Financial Consultant. The RFP has been issued and the timeline for responding was extended. They haven't received any responses yet, but weren't expecting any until the closing date of May 26th. It was posted

on the SNO911 website and also went to everyone on the MRSC list. David Chan suggested expanding the search to reach larger firms by contacting the Washington State Society of CPAs. Kurt agreed to follow up on that.

5. Good of the Order.

- **Warehouse space needed for the Wireless project.** This item will be treated as a New Business item. Brad explained that warehouse space was originally decided on by his group and Motorola. It has since been determined that the current space is inadequate to meet the needs of the project. The size limit they are facing could cause up to an 18 month delay because there isn't enough space to store the equipment that is expected to ship from Motorola. He reports that staff have been looking for potential warehouse space in the area, which is seriously limited. Motorola has asked for an additional 8,000 square feet to accommodate the shipment that is planned for September. He shared information on a space that will be available on June 1st. He described it as 7,700 square feet and will only be used as storage. Terms required a 3 year lease, but sub-leasing would be allowed. He estimates around \$311,000 for the life of the lease. Funding will come from the project contingency to cover storage needs. Kurt clarified that in addition to WCIA providing insurance, security will be installed with cameras moved over from the decommissioned Tertiary Site, as well as having a commercial alarm company monitor the space. An APF will be presented at the board meeting next week. Brad is looking for support to move forward with finding the needed space. Following some additional discussion, **David Chan moved to support moving forward and not delaying the project, contingent on legal review and final negotiation of terms. The motion was seconded by Steve Guptill and approved unanimously.**
- David Chan shared that he will be out of town next week and will not be at the board meeting.

The meeting was adjourned at 2:25 p.m. The next meeting is scheduled for June 10th at 1:30 pm.

Snohomish County 911
Future Facility Evaluation Meeting Committee
Meeting Summary for May 11, 2021, 3:00 – 4:00 pm
Location: Web Conference

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	Jeff Brand	✓	Steve Gupstill	✓
George Hurst	✓	Kristiana Johnson	✓		
Jason Biermann	✓	Rich Llewellyn	✓		
Staff Support Team					
Kurt Mills	✓	Terry Peterson	✓	Angie Baird	✓
Sharon Brendle (notetaker)	✓				

The meeting was called to order at 3:00 pm by Chair, Dave DeMarco.

1. Old Business

- A. Consultant RFQ.** Kurt reported that on April 15th, he sent out a revised copy of the RFQ for a consultant/project manager. Feedback was received and incorporated into the version presented today. This version has gone through legal review. It was the attorney's opinion that this was for professional services, and as such did not require a competitive bid process. Kurt explained that because of the size of the project, he feels it would be good to go that route and seek competitive bids. He added that the RFQ does not obligate SNO911 to any long term contract. If it's decided to break with the consultant they are able to do so. He is looking for a motion from the committee to recommend the board approve this at their next meeting.

After a question on how many firms would likely be responding, he said he is led to believe that there is a meaningful list of potential firms. He added that MRSC has a list that can be viewed. There was some concern raised with the firms on that list due to them not being vetted by MRSC. After additional discussion, Kurt also clarified that this RFQ excludes architectural services. They are looking for a consultant that will walk the agency through property acquisition, as well as engaging with an architect. He spoke about a couple of firms that he is already familiar with.

Rich moved to recommend taking the RFQ draft to the Board. The motion was seconded by George and approved unanimously.

Kurt also mentioned that a solicitation was sent out over a month ago to agencies to see if there was any interest in collocating. He has heard from two agencies, Snohomish County Sheriff's Office – South Precinct and Snohomish County Department of Emergency Management. He reports that they have had some early preliminary discussions with Brian Haseleu at the County in order to understand the County's processes on bonding. He and Terry also met with Jason (DEM), Jeff (SCSO) and Ken Klein of the County Executive's office. They discussed potential funding and the need for a backup facility.

The current DEM office was mentioned as a possibility for this. Kurt said he feels confident for both funding and colocation prospects.

- B. Long Term Budget Planning.** Terry recalled the previous discussions with the committee on the length of the repayment terms to fund a new facility. He explained that with the \$50 million dollar cost model, approximately \$20 million would come from existing funds and tax revenue, with \$30 million needed to be bonded. With payback at a 10 year period, the total payout would be about \$36 million. At 15 years, the payout increases to \$39 million, and at 50 years (which is starting to reach the potential life of the building), the payout would be \$68 million. He thinks a 10-15 year target is a more realistic target.

Following up on the committee request of a 30 year financial forecast of the tax revenue and expenditures, Terry shared a rough draft showing the first 4 years of the model to incorporate what had previously been projected at the County. As a placeholder, he applied a half percent growth rate and ran it out 30 years, and suggested that the committee think about an appropriate growth rate. He also plugged in the known expenditures such as the existing radio system project payments, additional radio coverage needs, radio system maintenance, and a set aside for the future radio system. All of these variables have been included in the forecast. He also spoke about projected funding for SNO911, and showed what the County has already included in their forecast, which is \$3.25 million next year, with \$5 million in 2023. This amount eventually rises and the model currently did not change from the \$6.4 million per year. He concludes that beginning in the next couple of years, the agency will have adequate funds to pay for what is needed to borrow for the future facility as well as to off-set operations and assessments. Terry said he'll do some further work with the spreadsheet as well as get more feedback from Brad and the County. He plans to send it out to the committee before the next meeting. Dave thanked Terry for his work on the projection. Answers to some questions from the committee included:

- The portion of the SNO911 budget that is funded through assessments is \$15.9 million annually. The E-911 tax and the Emergency Communications Tax are applied first to the budget.
- Kurt thinks that once the consultant is on board they will be able to quickly get on track to making critical decisions relating to the project such as budget amount, funding, payback schedules, and the selection of an architect.
- Terry will conduct some additional research with the County on actual bond rates.
- Terry clarified that SNO911 cannot issue debt on their own. In the past they have utilized an Interlocal Agreement with Snohomish County in order to use their bonding capacity.
- No formal request or decision has been made by the County with regards to bonding of the project. The topic has been discussed and there does not appear to be any immediate opposition. More discussion is planned for this.

2. New Business.

Terry requested changing the recurring committee date due to an upcoming conflict with labor-management meetings and contract negotiations with the dispatcher's union. After polling the members, it was decided that Future Facility meetings beginning in July and running through the remainder of the year be scheduled on the first Tuesday of the month, starting at 1:00 pm. He also requested a change for next month's meeting to be re-scheduled for June 15th at 1:00 pm. The committee was in agreement with these changes. Outlook invites will be updated and sent out.

3. Round Table.

Steve asked if there was any more thought to conducting additional site visits. Kurt replied that he didn't have any sites in mind, but he plans on contacting the dispatch agency in Washington County, Oregon, outside Portland. He will also give more thought to some additional west coast locations.

4. The meeting was adjourned at 3:28. The next meeting is scheduled for June 15th at 1:00 pm.