SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
REGULAR MEETING AGENDA
August 19, 2021 at 8:30 a.m.
Web Conference – Join Zoom Meeting

https://us02web.zoom.us/j/86000466014?pwd=YWxBbE9HMlJuT2ZXMmtYVU8rSnBkUT09

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 July Board Meeting of July 15, 2021 3
   B. July 2021 Blanket Voucher & Payroll Approval Form:
      i. Checks 14693 - 14803, for a total of $1,028,678.37
      ii. Payroll Direct Deposit, in the amount of $1,059,158.81
5. **Old Business**
   A. Dispatchers Union Negotiations
   B. Board & Committee Vacancies
   C. 2022 Budget, Capital Plan and Organizational Changes....................................8
6. **New Business**
   A. 2022 Radio Replacement Budget (RRP)..50
   B. Marysville Office/Warehouse Lease Extension 51
   C. Asset Transfer – Radio Site Generators..85
7. **Reports**
   A. Agency Reports 88
   B. Radio Replacement Project (RRP)...98
   C. Police TAC..102
   D. Fire TAC 107

8. **Committee Reports**

A. Finance Committee 111

2nd Quarter Financial Statements 114

B. Personnel Committee 128

C. County EESCS Committee (formerly County E911 Office)

D. County ECSF Program Advisory Board

E. Future Facility 130

F. Board Technical Leadership (no meeting)

9. **Executive Session**

10. **Good of the Order**

11. **Adjourn**

SNOHOMISH COUNTY 911
BOARD of DIRECTORS MEETING

July 15, 2021

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

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	▪ The meeting was called to order at 8:30 am by President Jon Nehring. Deputy Director Terry Peterson called roll and verified a quorum. ▪ Director Kurt Mills announced that George Hurst was recently elected as chair of the Personnel Committee.	
2. Public Comments	None	
3. Approval of Agenda	***Deputy Chief Darryl Neuhoff moved to approve the agenda as written. Councilmember George Hurst seconded the motion and it was approved unanimously.***	**Agenda approved**
4. Consent Agenda	***Deputy Chief Neuhoff moved to approve the Consent Agenda including the minutes from the June board meeting of June 17, 2021, and the June 2021 Blanket Voucher Payroll Approval Form consisting of Checks 14588 – 14692, for a total of $1,106,716.66, and Payroll Direct Deposit in the amount of $1,053,377.75. The motion was seconded by Councilmember Hurst and approved unanimously.***	**Consent Agenda approved**

5. Old Business	**A. Personnel Committee Vacancy.** Deputy Director Peterson reported that per the bylaws, an announcement was made about the committee vacancy at the June meeting. Director Mills said there are currently 3 members on the committee. No nominations were received and no one has expressed interest to staff. There is nothing in the bylaws that stipulate the minimum number of committee members. This item will be carried over to the August meeting. **B. Warranty Services Policy Language Update.** Director Mills recalled the discussion from last month on the potential for cost sharing. Staff drafted a framework that outlines a process for requesting a radio replacement for mobiles that were lost, damaged or stolen. They will also be developing a form that will streamline the process that will allow the matter to be brought forward to the Board of Directors for consideration. He explained that the amount to purchase more than 2 radios would exceed the director's signing authority. He added that there will be some sort of Interlocal Agreement executed that stipulates that if an agency later finds the equipment or is reimbursed through an insurance claim or restitution that funding would be returned to the agency, and subsequently returned into the appropriate funding source. Asked about any cost-sharing, the director said there isn't any and explained that this would be a straight forward replacement, based on available funding and the Boards' decision. ***Chief Chris Alexander moved to accept the framework for an agency seeking radio replacement for lost, damaged, or stolen radios as presented. The motion was seconded by Chief John Dyer and approved unanimously.*** **C. Dispatchers Union Negotiations.** Director Mills reported that they continue to meet and are making progress in their negotiations. He antipates a status report from the attorney at the August meeting.	**Item to be re-visited in August** **Motion approved**
6. New Business	**A. Resolution establishing Juneteenth as a SNO911 Holiday.** Deputy Director Peterson explained that the resolution is in the meeting packet for their review. This holiday has been adopted at the State and Federal level. This resolution would add that date to the list of recognized holidays for administration and non-represented staff. The personnel and finance committees have reviewed and approved the resolution. ***Deputy Chief Neuhoff moved to adopt Snohomish County 911 Resolution 2021-05, a resolution of the Board of Directors establishing Juneteenth as a SNO911 holiday. The motion was seconded by Councilmember Hurst and approved unanimously.*** **B. Future Facility Actions.** Deputy Director Peterson reported that the agency went through a competitive procurement process and are now actively negotiating a contract to bring a consultant on board to help with the future facility project. They hope to organize the work into phases and the first one would be to study colocation with the Sheriff's office (South Precinct) as well as the Department of Emergency Management (DEM).	**Motion approved**

	He presented an APF that lists the two recommended actions. A draft preliminary ILA was also included. Deputy Director Peterson hopes that the Board will review and provide some feedback on this. He anticipates a different ILA, with another cost-share formula, would need to be established which would cover the land purchase, construction and maintenance.	
	Chief Dyer made a motion to move all funding from Capital Project 80-032 from 2022 to 2021 and authorize expenditures of up to $200,000 for preliminary planning phase with the consultant. The motion was seconded by Assistant Chief Guptill and approved unanimously.	**Motion approved**
	Commissioner David Chan moved to authorize negotiating a cost-share ILA with the County for preliminary cost-share constultant fees pending legal review. The motion was seconded by Councilmember Hurst and approved unanimously.	**Motion approved**
	C. APF – Telestaff Reconfiguration and Cloud Migration. Deputy Director Peterson explained that management is currently in negotiations with the dispatcher's union around moving to a 12 hour schedule. He anticipates it will be approved and go live in January 2022. This APF provides for an update and upgrade to the current software system the agency uses to handle scheduling, as well as add a second timeclock that will help eliviate congestion at shift changes. This has been reviewed by the Finance Committee who supports the action.	
	Deputy Chief Neuhoff moved to approve an additional amount of $25,000 for Capital Plan project 80-047 and authorize staff to enter into an agreement with Telestaff/Kronos to reconfigure the existing system for the pending 12-hour schedule change and migration to the cloud. The motion was seconded by Chief Thad Hovis.	
	Following a question asked about a previous schedules' impact to overtime, Deputy Director Peterson clarified that the new schedule would be 12 hours, not 10. He also explained the background on reaching this new schedule as well as the steps taken to insure an outcome that is as cost neutral as possible. Commissioner Chan recalled a study in Iceland he read about that examined 12 hour schedules. He said a 12 hour schedule looks to not only increase efficiency, but provides for more employee satisfaction.	
	The President called for the vote and the motion was approved unanimously.	**Motion approved**
	D. Draft Budget Presentation. Director Mills presented a draft budget and spoke about expected budget impacts for 2022. The data presented will change and an updated version will be brought back to the Board in August. Assessment breakdowns were not included in this draft version. He is not looking for any action today.	
	Recalling a request made at the previous month's meeting, the director shared a summary of organizational changes that have occurred since consolidation. He explained that there is still a	

	net reduction of about 11 positions. He added that next month he plans to bring forward a request to support some ongoing evolutions occurring within Wireless Technology that would not only provide an increased level of service for the agencies, but would allow less burden placed on those agencies.	
7. Reports	**A. Agency Reports.** Director Mills reported on the activity experienced with the heatwave and 4th of July. He spoke of how the EMS system was severly stressed during the week before the 4th, and what measures were implemented during that time. Both Deputy Chief Neuhoff and Chief Alexander reported on their agency's activity during that time as well. Director Mills also reported that on July 21st the agency will reunify and bring everyone back that had been delegated to the South Campus. They are planning on some festivities for that day. Director of Operations, Andie Burton, also reported on HB1310 which is causing law enforcement and fire to re-evaluate their response on certain types of calls. She spoke of the challenges that may arise and if any procedural changes are planned. **B. Radio Replacement Project (RRP) Update.** Deputy Director Steiner highlighted some items in his report that was included in the packet. He emphasized that getting mobiles out the door is their top priority. Assistant Chief Guptill asked a question about the new installer and if those agencies that had opted out of the install with Day Wireless would have a chance to reconsider and opt back in. Deputy Director Steiner said he will look into that and see where they might fit into the current schedule. He asked about what criteria agencies would look for before deciding to change, and whether acquiring some references from Mobile Installation Technologies would help them make a decision. No money has been paid to those agencies that opted out. Funds are earmarked, but won't be paid out until the radios are transferred. **C. Police TAC.** Deputy Chief Jim Lawless reported that Police TAC met earlier in the week and discussed HB 1310 and how it will interface with fire responses to their calls. He explained that Police and Fire TAC are working together to come up with a workgroup that will include representation from SNO911. **D. Fire TAC.** Chief Thad Hovis reported that Fire TAC will be meeting next week. He echoed the comments made in the Police TAC report and said that HB 1310 is at the forefront of their discussions as well.	**Follow up on whether agencies who opted out can now reconsider.**
8. Committee Reports	**A. Finance Committee.** Assistant Chief Guptill reported that all action had already been discussed. They also reviewed the draft budget. Commissioner David Chan later added that he felt the objective of a kick-off meeting with the consultant was to identify all the issues. He stated that he will not ignore any issues, but will ask questions and if his questions are out of scope, he will then bring them back to the Board to deal with the issue. He said he will continue to ask questions. He asked that his comments be recorded to reflect this clarification.	

	Director of Finance and Human Resources Angie Baird, added that the 2nd Quarter Financial report was reviewed at the Finance Committee but didn't make it into the board packet. It will be included next month. **B. Personnel Committee.** Councilmember Hurst reported that the minutes reflect the committee's action. **C. County EESCS Committee.** No meeting. **D. County ECSF Program Advisory Board.** No meeting. **E. Future Facility Committee.** Director Mills reported that in addition to what was previously reported, they continue to have discussions with stakeholders at the County to learn more about the bonding process. **F. Board Technical Leadership.** No meeting.	
9. Executive Session	None required.	
10. Good of the Order	▪ Commissioner Chan voiced his thanks to the Sheriff's office for enforcing the law on the Fourth of July, as well as to the staff at SNO911 for their effort in dealing with the South County Fireworks Ban for the first year. He expects South County Fire will be making a report and he will see that it is shared with SNO911. ▪ Deputy Director Peterson recognized OTS Supervisor Tara Larkins regarding MPDS/ProQA medical protocols. She was selected by the academy at the National Navigator Conference this week to present the story of how Snohomish County reacted to the first Covid-19 case in the nation.	
11. Adjourned	The meeting was adjourned at 9:47. The next meeting is scheduled for August 19th, at 8:30 a.m.	

ACTION PROPOSAL FORM

Date: 8/16/2021

Action Title: 2022 Budget & Capital Plans

Time Sensitivity: Normal

Background / Purpose:

The 2022 Budget includes several changes that would benefit from separate actions.

Actions for Consideration:

1. Approve the 2022 Budget & Capital Plans as presented.
2. Approve continuation of the Additional Services of Enhanced Police Records to former SNOCOM Police Agencies with costs to be shared between participants.
3. Approve organizational changes as presented effective immediately.

Funding Source: Operating Fund 70

SNOHOMISH COUNTY 911 2022 DRAFT BUDGET PRESENTATION

DATA IS IN DRAFT FORMAT AND SUBJECT TO CHANGE

NOT FOR DISTRIBUTION

AUGUST 16, 2021

WHAT'S NEW FOR 2022 / HIGHLIGHTS

- Police Records Recommendation (Required by ILA)
- Personnel Costs
  - Supervisor CBA settled (2-year agreement through Dec 2023)
  - Dispatchers CBA negotiations in process (using *placeholders*)
  - Admin Staff (using *placeholders)*
- EESCS Revenue & Process Changes
- ECCFS Revenue Offset Increase
- Organizational Changes
- Juneteenth Holiday Addition (approved by BOD in July)

HISTORY – "SOUTH SEVEN" POLICE RECORDS

- South Snohomish County Seven Agencies – Brier, Edmonds, Lynnwood, Mill Creek, Mountlake Terrace, Mukilteo, Woodway
- SNOCOM historically provided these services
- As part of consolidation - decision to provide service at SNO911 on an interim basis. ILA required staff to develop recommendation.
- "Enhanced Police Records"
  - Holder of the Record for Warrants, Protection Orders, Missing Persons, Property, Vehicles
  - Holder of the Record = Physical paperwork, oversight, audits, validation, etc. (approx. 220 hours per year in "oversight")
- Other agencies
  - After hours/time sensitive entries, "dispatcher duties" (locates, etc)

POLICE RECORDS - WHAT THE ILA ACTUALLY SAYS

- From the Consolidation Effective Date through December 31, 2019, Snohomish County 911 shall provide Enhanced Police Records Services to Principals and Subscribers who were SNOCOM member agencies with Police Agencies that are Directly Served by Snohomish County 911. During this time, such services will be deemed Ancillary Services and are hereby approved as Ancillary Services. No later than May 2019, the Executive Director will make a written recommendation to the Governing Board as to whether, beginning on January 1, 2020, Enhanced Police Records Services should be: (i) discontinued; (ii) offered to all Participating Agencies; or **(iii) continue to be provided only to former SNOCOM Police Agencies**, and whether such services should be treated as Ancillary Services or **Additional Services.** The Governing Board shall make a determination regarding the treatment of Enhanced Police Records Services no later than June 30, 2019.

POLICE & PUBLIC RECORDS – 2-YR TRIAL

Records Supervisor

OTS/TAC

Admin Assistants (1 FT, 2 PT)

Records Specialist(s) 2 FTEs

- 1.5 FTE, costs shared among South Seven
- .5 FTE, cost shared between all agencies

SNOHOMISH COUNTY 911

WHAT IS NEW FOR 2022 DRAFT BUDGET

- Enhanced Police Records Services for former SNOCOM member agencies. As defined by ILA Section 4 B, staff are recommending to the Board this function to be defined as a limited "Additional Service" offered to, and funded by, existing SNOCOM member agencies on a two-year trial basis. The function will require the addition of two FTEs and moved under the existing Public Records Supervisor with support from the ACCESS TAC Supervisor.
- The function will be evaluated for expansion to other interested agencies after two-years or earlier.
- Using a cost share that follows the agency assessment formula options include;
  - A. Fiscal Impact: $259,466 charged as separate assessment fee to participating agencies.
  - **B. Fiscal Impact: $203,157 charged as separate assessment fee to participating agencies, and remaining $56,310 allocated to support Public Records functions.**

SNOHOMISH COUNTY 911

POLICE RECORDS COST SHARE FORMULA

2 POLICE RECORDS FTEs $259,466* (costs still being evaluated)

Mill Creek Police	$ 23,061
Mukilteo Police	$ 39,460
Lynnwood Police	$ 54,746
MLT Police	$ 24,109
Brier Police	$ 7,431
Edmonds Police	$ 52,375
Woodway Police	$ 1,974
Total	**$ 203,157**
Other agencies sharded	**$ 56,310**

Fiscal Impact: $203,157 charged as separate assessment fee to participating agencies, and remaining $56,310 allocated to support Public Records functions.

WHAT IS NEW FOR 2022 DRAFT BUDGET

- EESCS Changes
  - Elimination of several pass-thru traditional handled as reimbursements now coming to SNO911
    - Additional one-time and annual revenues will increase however those funds will be designated for costs relating to 911 systems
    - $750,000 for E911 Phone System Upgrade into Capital Project
    - Viper Annual Maintenance $126,000
  - E911 Tax Revenue anticipated 2% increase with County personnel changes, Anticipated 1% growth in SNO911 E911 revenue (approx. $64K)

TEAM & FUNCTION INTEGRATION

- WT Director has resigned and moved to FirstNet. Although some of this is already in the works we are taking this opportunity to integrate SNO911 teams with longer range vision to leverage expertise between IT and Wireless Tech professionals. This is the next step in fully consolidating SNOCOM, SNOPAC, and now SERS into a new integrated team.

- To help ensure a smooth transition Deputy Director has stepped deeper into the project including assuming the project executive work to keep open connections and leadership with working directly with the PPC, MSI & ADCOMM, and stakeholders.

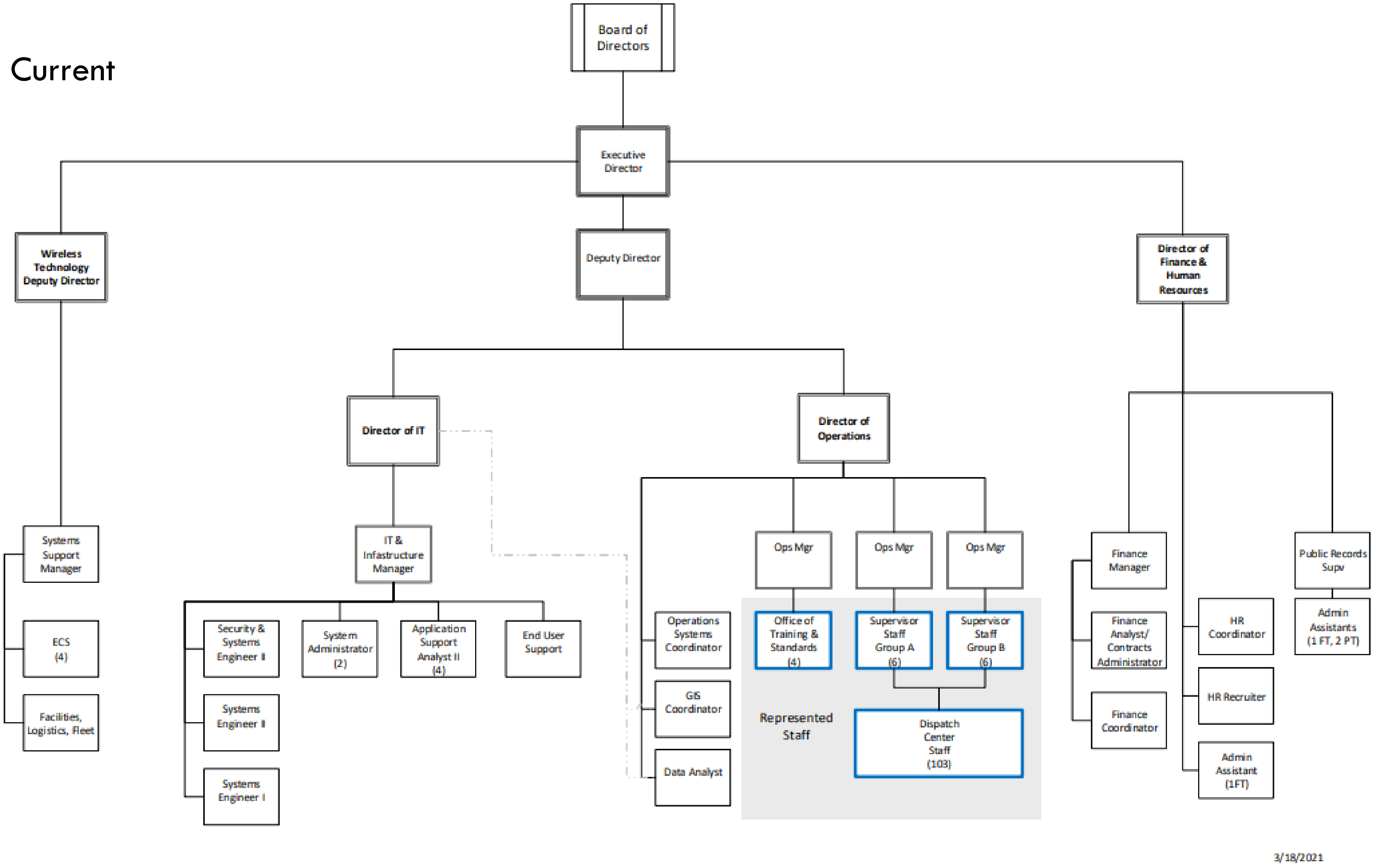
- Systems Support Manager has expanded his project roles and responsibilities to include all the technical aspects of site readiness, subscriber deployments while continuing to lead the WT team with support of the legacy system.

- Specific organizational changes are underway, pending BOD approval for positional changes, to fully integrate the WT and IT teams by roles and functions under individual managers. The Business Unit Manager and Project Manager roles will continue to focus on the RRP, with the long-term vision of providing support across the teams.

- Additional support is being requested of ADCOMM to fill in some of the gaps.

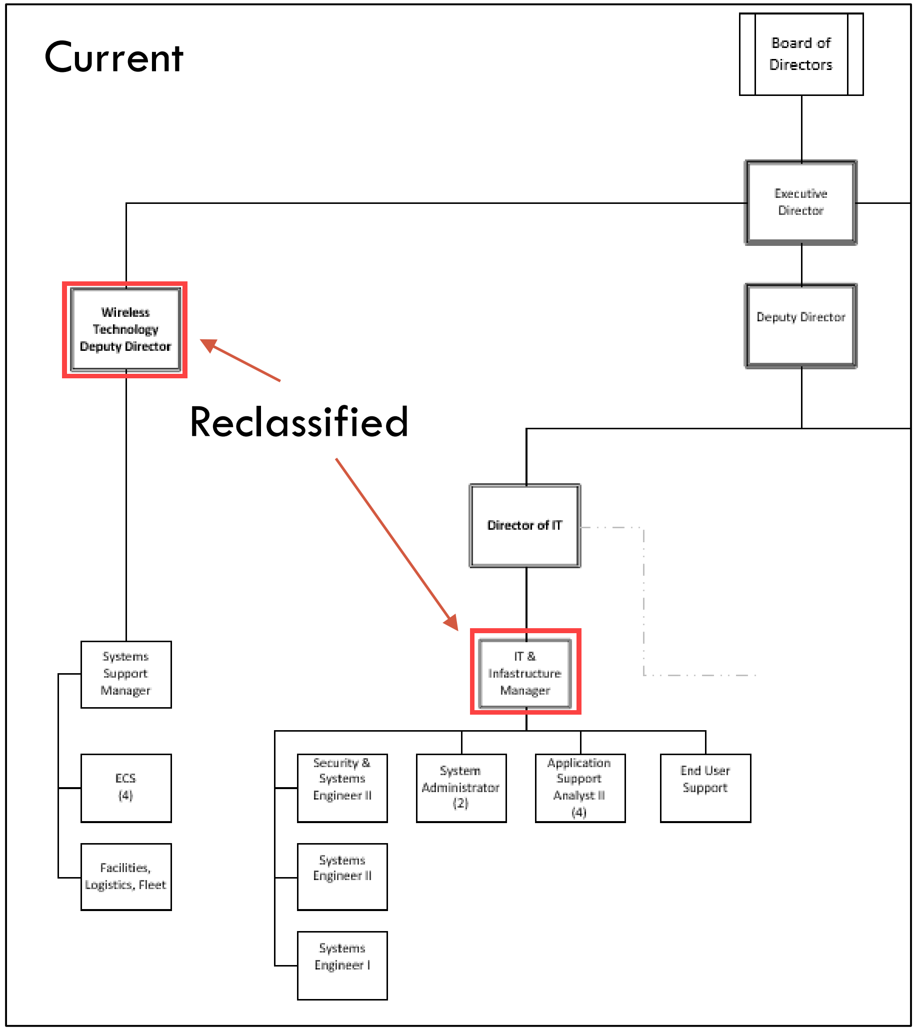
- Our focus right now is on mobile radio deployment. Mobile programing has started and we are gearing up. MIT & MSI are still negotiating the install contract and we remain optimistic installation will start later this year.

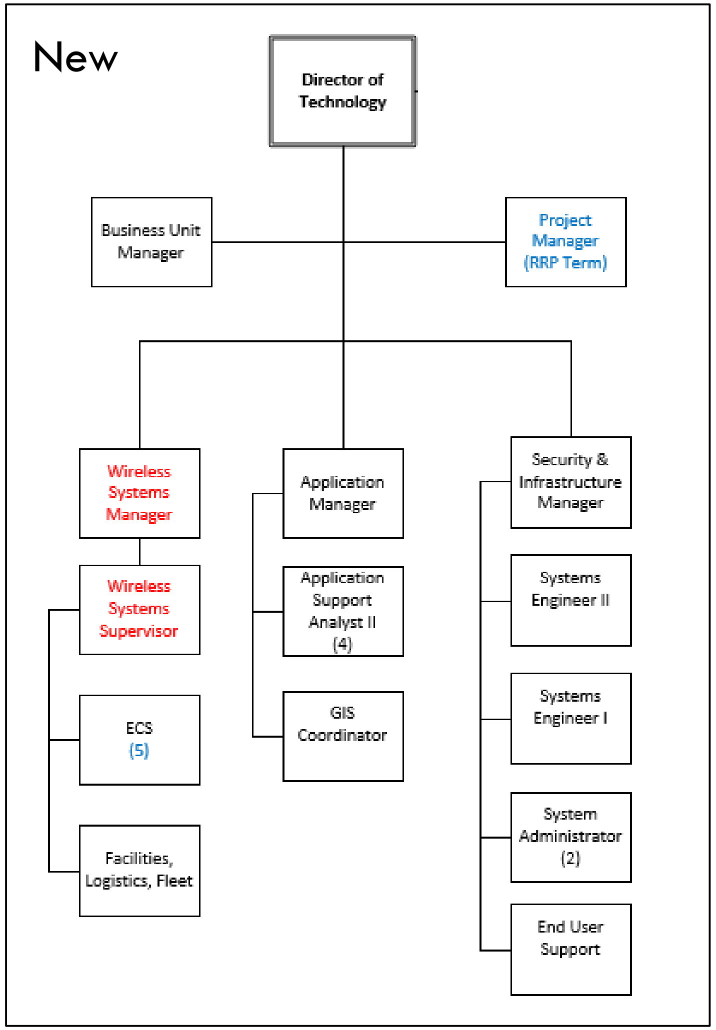
Current



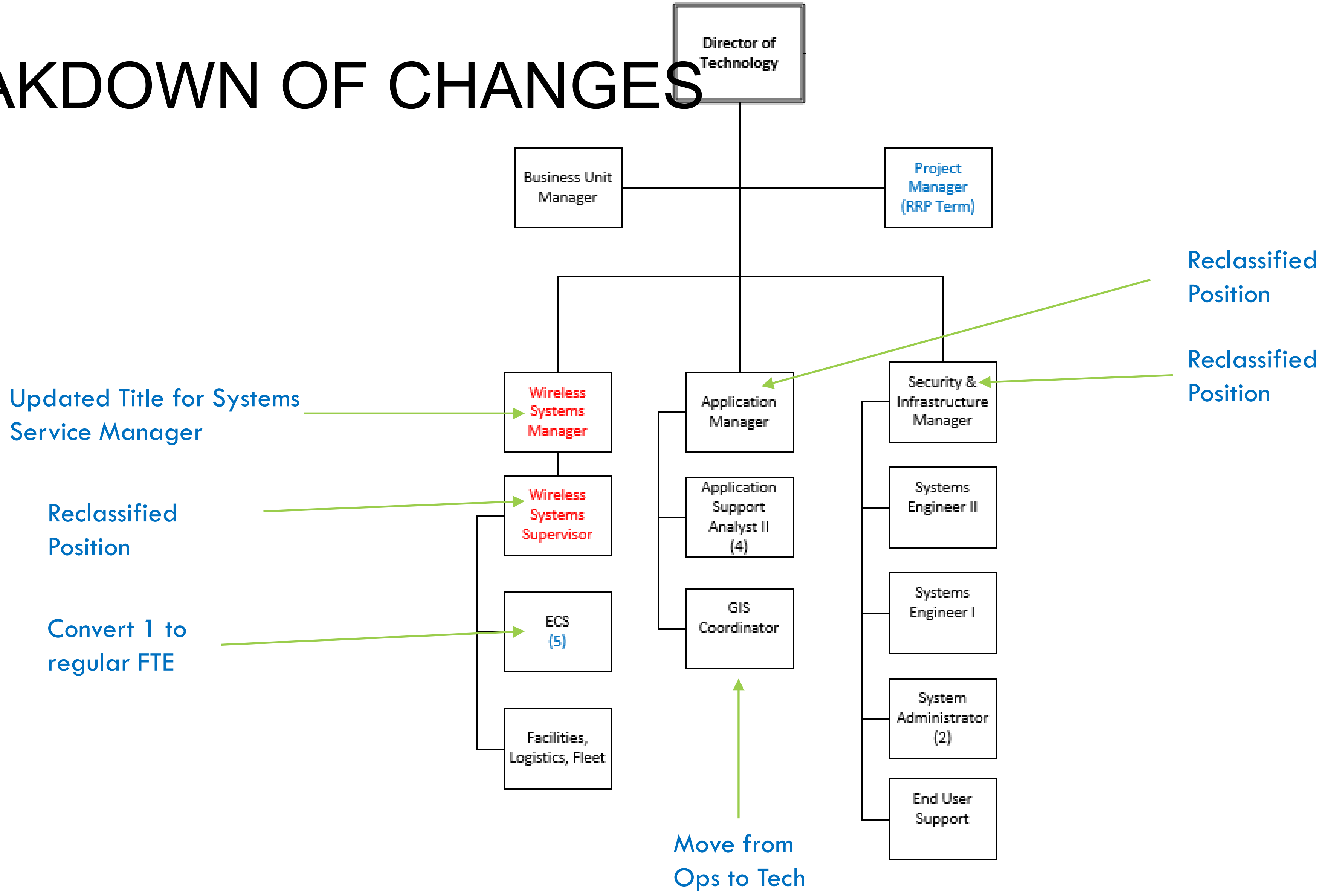
SNOHOMISH COUNTY 911

TEAM & FUNCTION INTEGRATION





BREAKDOWN OF CHANGES

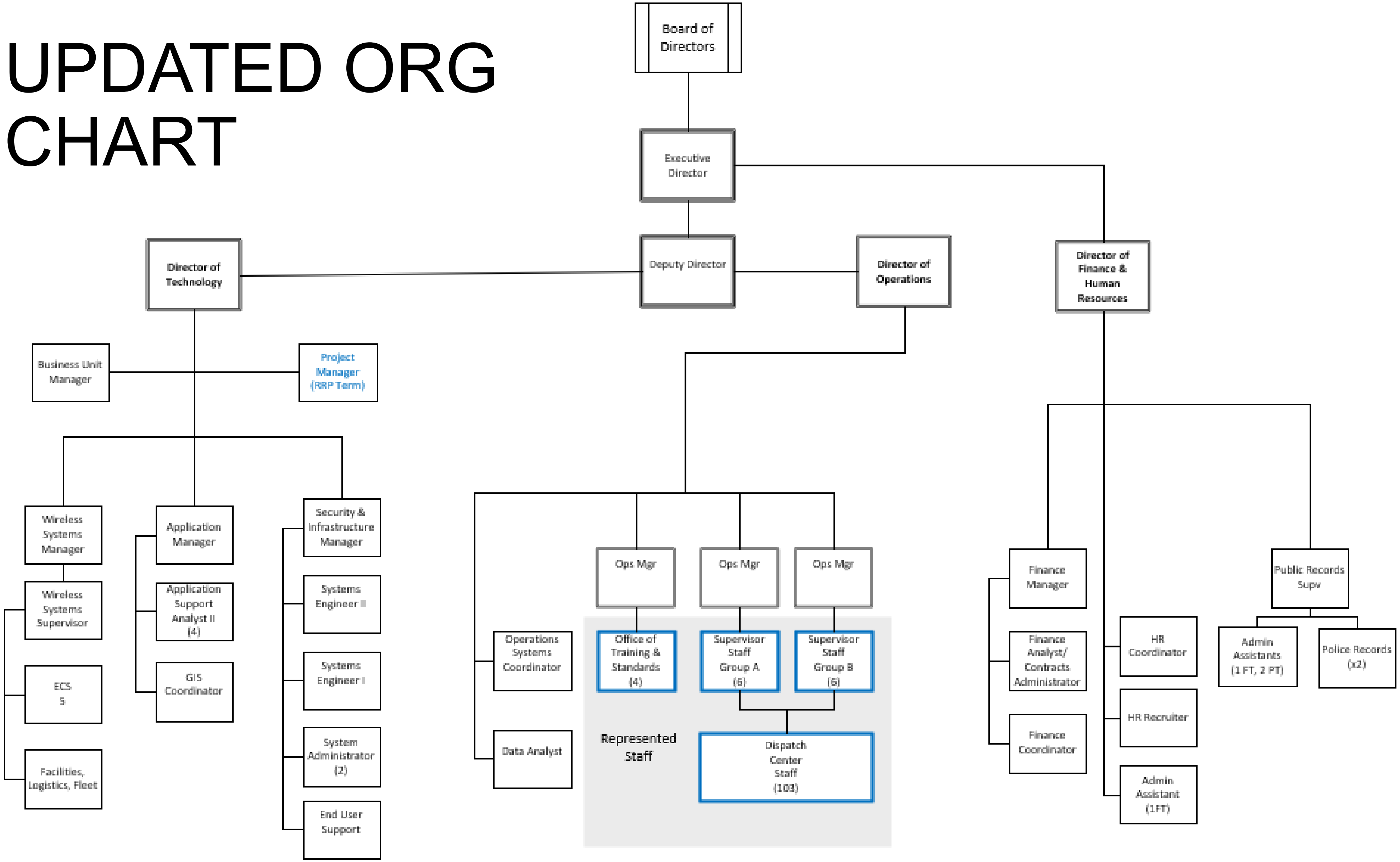


BREAKDOWN OF CHANGES

Collapse Wireless Tech & Tech into one department

- Reclassifications (Net impact (-$48,000))
  - Wireless Systems Supervisor (Grade 14) replaces WT Deputy Director (Grade 17)
  - Infrastructure Team Manager (Grade 15) replaces IT & Infrastructure Manager (Grade 15)
  - Application System Manager (Grade 15) Replaces System Security Engineer (Grade 14 + 10%)
- Permanent Positions
  - Convert one temporary ECS to permanent FTE
    - (Net impact ~$158,722 at end of RRP)
- Move:
  - GIS Coordinator from Operations to IT (no fiscal impacts)

UPDATED ORG CHART



Xx/xx/xx

2022 DRAFT BUDGET PERSONNEL CHANGES

- DISPATCH CONTRACT [PLACEHOLDER]
- SUPERVISOR CONTRACT $48,926
- ADMIN/TECH/WIRELESS [PLACEHOLDER]
- Org Change Impacts $65,005
  - Finance Manager (BOD Approved)
  - Tech System Security Reclass (BOD Approved)
  - Reclass Tech Positions – 1 position (Pending Approval)
  - Reclass Records Supervisor (BOD Approved)
- PERS DECREASE OF 2.72% ($133,000)
- Healthcare Increase $150,000
- Overtime increase $100,000

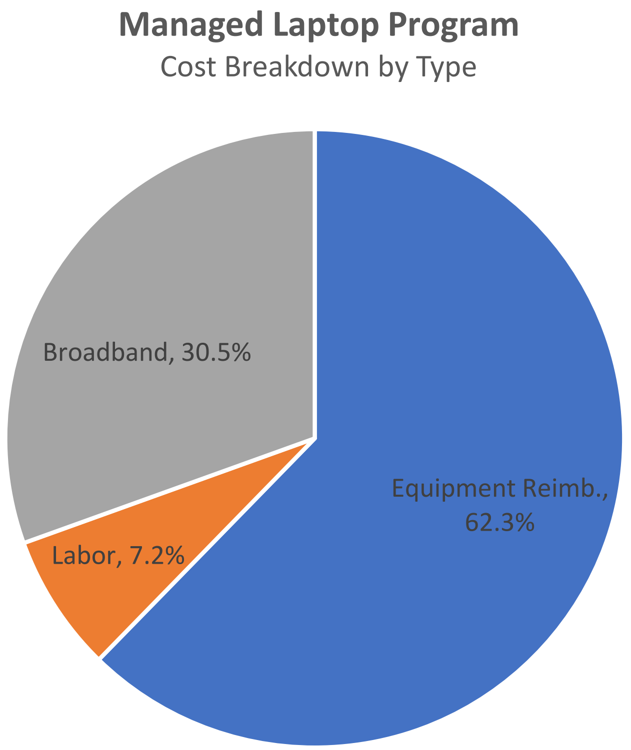
2022 DRAFT BUDGET CHANGES– M&O

- MAINTENANCE CONTRACTS $541,250
  - Partially offset by additional ESCSS (E911) Revenue ($126,000)

- OTHER MAJOR CHANGES IN M&O $89,900
  - Accrual cash out – Increase $50,000
  - Unemployment - Increase $25,000
  - Annual Report - $12,000
  - Advertising & Publishing –$5,000
  - Recruiting - $15,000
  - Compensation Consultant - $20,000
  - Legal – Decrease by ($50,000)

2022 DRAFT BUDGET – OTHER CHANGES

- Moved portion of managed laptop Revenue to Capital
  - Revenue for equipment replacement portion to Capital Project ($203,746)
  - Revenue for broadband costs and labor costs will continue to offset assessments ($109,000)



2022 DRAFT BUDGET – REVENUES & ASSESSMENTS

- Estimated E911 Revenue collections in 2022, $6,884,353
  - 96% is applied to assessments ($6,608,979), 4% to reserves ($275,374)
- Emergency Communications Sales tax Revenue, $2,000,000
  - Offset Increase of $800,000 over 2021
- Other Misc. Revenue – Applied to Assessments, $630,458
  - Decrease of $203,746 – Remainder going back in to Capital Project
- Total budget increase 6.57% , $1,605,307

SNOHOMISH COUNTY 911

2022 DRAFT BUDGET – REVENUES & ASSESSMENTS

- Member Agency Assessments increase by $758,292
  - 3.13% related to operational assessments
  - Total increase of 4.75% with the addition of Enhanced Police Records services

HISTORICAL

- **Since Consolidation in 2018 & Merger in 2019 net assessments have been reduced for three consecutive years:**

Year	% Change	$$ Change	Cumulative Reductions
2019	-4.00%	($613,084)	
2020	-5.01%	($876,516)	
2021	-3.97%	($660,310)	
2022	4.75%	$758,292	
Total		($1,391,618)	($5,644,212)

- Assessment changes attributed to operational efficiencies gained from SNOPAC/SNOCOM Consolidation that included reductions in staff and M&O, addition of one new position identified as an unfunded need prior to SNO911/SERS Merger, the addition of 7 dispatch training positions and new revenue from Emergency Communications tax.

PANDEMIC IMPACT TO ASSESSMENTS

- Call Volume is the biggest driver of individual agency assessments. Typically experience a .5% to 3% increase year-to-year

- -8% (59,795) <u>decrease</u> in Calls for Service (CFS) in 2020
  - -4,132 Fire
  - -54,633 Police
  - -1,031 combined Police/Fire

- In 2020 there were > 34,000 CFS fewer CFS than in 2016!

PANDEMIC IMPACT TO ASSESSMENTS

- 11 agencies had increases in CFS;
  - Granite Falls PD (+16.49%), Mukilteo PD (+13.67%), SCSO (+7.47%), Fire District 19 (+7.79%)
- Overall Decreases by Incident Type;
  - Traffic Stops, Traffic Accidents, Alarms, School Emphasis, Violent/Suspicious.
- Overall Increases by Incident Type:
  - Deaths, Fraud, Wellness Checks, Rescues, Pursuits.

PANDEMIC IMPACT TO ASSESSMENTS

- Anticipate pandemic related volatility of CFS to continue for at least 1-2 more years

- Strong likelihood Law Enforcement Reforms like HB-1310 will have varied impacts to CFS from agency to agency

PREVIOUS SERS SCOPE

- Operations & Maintenance of existing systems
  - Radio
  - Microwave
  - Paging
  - Shelters
  - Generators
  - Towers
- No formal maintenance plan/cycle (break/fix)
- Little to no expansion/improvement work/budget
- Little to no subscriber support

CURRENT WIRELESS TECH. SCOPE

- Operations & Maintenance of existing systems
  - Radio
  - Microwave
  - Paging
  - Shelters
  - Generators
  - Towers
- Create & implement full maintenance plans
  - Maintenance contracts & yearly commitments
- Design & implement new system (RRP)
  - Radio
  - Microwave
  - MPLS
  - Paging
- Full agency support of subscriber radio equipment
  - 4500 devices
  - Single-source programming & change mgmt.
- Support improved process & leadership related to:
  - County interoperability
  - Systems connectivity (partnerships)

SNOHOMISH COUNTY 911 Operating Budget with Prior Year Comparison

Ordinary Income/Expense	2021	2022	$ Change	% Change
Income				
4020 · Dispatch Services (Assessments)	$ 15,951,964	$ 16,710,256	$ 758,292	4.75%
4040 · E911 Excise Tax Revenue	$ 6,359,741	$ 6,608,979	$ 249,238	3.92%
4045 Emergency Communications Sales Tax Revenue	$ 1,200,000	$ 2,000,000	$ 800,000	66.67%
4200 · Miscellaneous Income				
4290 · Other Misc Income	$ 917,685	$ 715,463	$ (202,222)	-22.04%
Total 4200 · Miscellaneous Income	$ 917,685	$ 715,463	$ (202,222)	-22.04%
Total Income	$ 24,429,390	$ 26,034,697	$ 1,605,307	6.57%
Expense				
Total 5000 · Payroll Expenses	$ 20,307,992	$ 20,853,430	$ 545,438	2.69%
Total 6000 · Reimbursed Expenses	$ 188,000	$ 188,000	$ -	0.00%
Total 6150 · Professional Fees	$ 277,000	$ 259,000	$ (18,000)	-6.50%
Total 6200 · Administrative Support	$ 104,350	$ 124,350	$ 20,000	19.17%
Total 6201 · Operating Contingency	$ -	$ 508,719	$ 508,719	100.00%
Total 6225 · Recognition	$ 10,000	$ 10,000	$ -	0.00%
Total 6250 · Rent	$ 1,002,600	$ 1,006,100	$ 3,500	0.35%
Total 6252 · Utilities	$ 104,000	$ 104,000	$ -	0.00%
Total 6300 · Repairs & Maintenance	$ 1,842,648	$ 2,383,498	$ 540,850	29.35%
Total 6350 · Insurance	$ 145,000	$ 145,000	$ -	0.00%
Total 6400 · Communication	$ 102,600	$ 102,600	$ -	0.00%
Total 6500 · Training & Travel	$ 131,200	$ 136,000	$ 4,800	3.66%
Total 6600 · Minor Capital Equipment	$ 149,000	$ 149,000	$ -	0.00%
Total 6700 · Office Supplies	$ 65,000	$ 65,000	$ -	0.00%
Total Expense	$ 24,429,390	$ 26,034,697	$ 1,605,307	6.57%

Funding Sources				
Total from E911 Funds	$ 6,359,741	$ 6,608,979	$ 249,238	3.92%
Total from Emergency Communications Sales Tax Revenue	$ 1,200,000	$ 2,000,000	$ 800,000	66.67%
Total Other Miscellaneous Income	$ 917,685	$ 715,463	$ (202,222)	-22.04%
Total from Operating Assessements	$ 15,951,964	$ 16,710,256	$ 758,292	4.75%
	$ 24,429,390	$ 26,034,697	$ 1,605,307	6.57%

BUDGET WORKSHEET
SUBJECT TO CHANGE

	Agency	2021SNO911 Assessment	2022 SNO911 Assessment	2021 to 2022 Assessment Difference $	2021 to 2022 Assessment Difference %	2022 SNO 911 Records	2022 Records %	Total Increase	Calls for Service	% Change in Calls for Service	Assessed Valuation	% Change in Assessed Valuation >9%	Population	% Change in Population >2%
2	Arlington Police	$ 303,969	$ 311,863	$ 6,601	2.17%	$ 1,294	0.43%	2.60%	24,932	-4.52%	$ 3,351,354,351.00	11.45%	20,600	4.36%
4	Brier Fire	$ 41,674	$ 42,936	$ 1,092	2.62%	$ 170	0.41%	3.03%	419	-0.36%	$ 1,533,889,564.00	2.96%	6,760	1.43%
5	Brier Police	$ 74,555	$ 81,682	$ (304)	-0.41%	$ 7,431	9.97%	9.56%	4,152	-6.88%	$ 1,533,889,564.00	2.96%	6,760	1.43%
7	Darrington Police	$ 16,645	$ 17,884	$ 1,164	6.99%	$ 74	0.45%	7.44%	1,384	4.38%	$ 175,363,294.00	6.78%	1,420	0.71%
8	Edmonds Fire	$ 378,472	$ 386,184	$ 6,183	1.63%	$ 1,530	0.40%	2.04%	5,256	-5.17%	$ 11,648,792,913.00	5.79%	42,470	0.71%
9	Edmonds Police	$ 510,590	$ 578,753	$ 15,787	3.09%	$ 52,375	10.26%	13.35%	29,827	-1.16%	$ 11,648,792,913.00	5.79%	42,470	0.71%
11	Everett Fire	$ 1,155,329	$ 1,184,116	$ 24,096	2.09%	$ 4,691	0.41%	2.49%	20,957	-4.31%	$ 21,040,865,174.00	4.91%	112,700	0.81%
12	Everett Police	$ 2,131,451	$ 2,165,595	$ 27,014	1.27%	$ 7,130	0.33%	1.60%	133,072	-9.09%	$ 21,040,865,174.00	4.91%	112,700	0.81%
14	Fire 4 snohomish	$ 224,215	$ 233,172	$ 8,033	3.58%	$ 924	0.41%	3.99%	3,316	-2.59%	$ 5,750,710,662.00	7.71%	29,803	0.97%
15	Fire 5	$ 62,089	$ 67,205	$ 4,850	7.81%	$ 266	0.43%	8.24%	1,010	2.43%	$ 1,299,781,336.00	9.87%	9,452	4.47%
16	SRFR (Snohomish Regional Fire & Rescue)	$ 937,205	$ 971,218	$ 30,165	3.22%	$ 3,848	0.41%	3.63%	11,016	-2.17%	$ 29,076,676,573.00	5.79%	152,619	1.61%
18	Fire 15	$ 46,782	$ 46,799	$ (168)	-0.36%	$ 185	0.40%	0.04%	876	-7.70%	$ 525,725,029.00	5.56%	5,177	0.29%
19	Fire 16	$ 18,437	$ 19,295	$ 781	4.24%	$ 76	0.41%	4.65%	195	-1.02%	$ 651,050,119.00	5.51%	3,112	4.36%
20	Fire 17 Granite Falls	$ 103,720	$ 106,666	$ 2,523	2.43%	$ 423	0.41%	2.84%	1,657	-7.02%	$ 1,989,885,283.00	11.44%	14,320	4.92%
21	Fire 19	$ 25,501	$ 28,078	$ 2,465	9.67%	$ 111	0.44%	10.10%	415	7.79%	$ 640,668,614.00	9.11%	3,554	1.17%
22	Fire 21	$ 55,914	$ 59,392	$ 3,243	5.80%	$ 235	0.42%	6.22%	755	1.96%	$ 1,473,284,887.00	7.85%	9,358	1.42%
23	Fire 22	$ 32,701	$ 34,815	$ 1,976	6.04%	$ 138	0.42%	6.46%	432	2.62%	$ 942,796,460.00	8.25%	5,275	1.03%
24	Fire 23	$ 4,193	$ 4,561	$ 350	8.33%	$ 18	0.43%	8.77%	90	2.87%	$ 57,602,781.00	5.66%	385	4.62%
25	Fire 24 Darrington	$ 26,833	$ 27,610	$ 667	2.49%	$ 109	0.41%	2.89%	477	-4.51%	$ 416,663,625.00	8.64%	3,280	0.74%
26	Fire 25 (Oso)	$ 7,020	$ 6,922	$ (126)	-1.79%	$ 27	0.39%	-1.40%	100	-10.71%	$ 152,068,085.00	4.73%	955	0.84%
27	Fire 26	$ 45,686	$ 48,588	$ 2,709	5.93%	$ 192	0.42%	6.35%	871	0.46%	$ 688,634,305.00	7.61%	5,360	1.38%
28	Fire 27	$ 2,088	$ 2,154	$ 58	2.76%	$ 9	0.41%	3.17%	32	-4.55%	$ 83,870,829.00	6.83%	89	5.95%
29	Gold Bar Police	$ 30,205	$ 30,839	$ 507	1.68%	$ 128	0.42%	2.10%	2,574	-3.65%	$ 238,099,341.00	6.52%	2,195	2.09%
30	Granite Falls Police	$ 51,908	$ 62,208	$ 10,042	19.34%	$ 258	0.50%	19.84%	5,081	16.49%	$ 546,424,783.00	15.24%	4,425	13.46%
31	Lake Stevens Police	$ 362,570	$ 379,215	$ 15,062	4.15%	$ 1,583	0.44%	4.59%	25,408	-1.04%	$ 5,298,584,282.00	7.61%	34,150	3.23%
32	Lynnwood Police	$ 568,886	$ 603,026	$ (20,607)	-3.62%	$ 54,746	9.62%	6.00%	39,228	-12.09%	$ 7,953,751,038.00	6.00%	40,690	2.75%
34	Marysville RFA	$ 717,820	$ 720,236	$ (437)	-0.06%	$ 2,853	0.40%	0.34%	12,177	-8.75%	$ 12,006,418,218.00	9.29%	84,447	1.75%
37	Marysville Police	$ 1,056,317	$ 1,096,470	$ 36,488	3.45%	$ 3,665	0.35%	3.80%	66,648	-3.76%	$ 9,729,494,216.00	9.77%	69,180	2.01%
38	Mill Creek Fire	$ 153,019	$ 154,091	$ 462	0.30%	$ 610	0.40%	0.70%	1,914	-6.86%	$ 4,661,388,455.00	4.65%	20,590	0.00%
40	Mill Creek Police	$ 242,859	$ 253,579	$ (12,341)	-5.08%	$ 23,061	9.50%	4.41%	13,183	-15.51%	$ 4,661,388,455.00	4.65%	20,590	0.00%
41	MLT Fire	$ 166,407	$ 170,401	$ 3,319	1.99%	$ 675	0.41%	2.40%	2,531	-4.96%	$ 3,827,637,924.00	7.34%	21,660	0.32%
43	MLT Police	$ 248,893	$ 264,154	$ (8,848)	-3.55%	$ 24,109	9.69%	6.13%	15,391	-12.78%	$ 3,827,637,924.00	7.34%	21,660	0.32%
44	Monroe Police	$ 277,495	$ 268,952	$ (9,661)	-3.48%	$ 1,118	0.40%	-3.08%	20,485	-11.68%	$ 3,115,841,466.00	8.01%	19,800	2.86%
45	Mukilteo Fire	$ 168,035	$ 170,080	$ 1,371	0.82%	$ 674	0.40%	1.22%	2,028	-5.89%	$ 5,704,037,281.00	4.77%	21,360	0.05%
47	Mukilteo Police	$ 354,529	$ 438,210	$ 44,221	12.47%	$ 39,460	11.13%	23.60%	31,237	13.67%	$ 5,704,037,281.00	4.77%	21,360	0.05%
48	North County RFA (Includes Stanwood & Arlington)	$ 390,153	$ 406,609	$ 14,845	3.80%	$ 1,611	0.41%	4.22%	6,789	-3.47%	$ 7,595,498,028.00	9.64%	44,919	2.57%
33	SCF (Includes Lynnwood Fire)	$ 1,364,390	$ 1,406,344	$ 36,383	2.67%	$ 5,572	0.41%	3.07%	19,230	-3.99%	$ 33,653,295,655.00	6.67%	200,957	1.47%
49	SCSO (unincorp)	$ 3,266,530	$ 3,518,555	$ 237,240	7.26%	$ 14,785	0.45%	7.72%	191,370	7.47%	$ 65,700,817,146.00	6.32%	369,575	1.07%
50	Snohomish Police	$ 148,864	$ 149,915	$ 428	0.29%	$ 623	0.42%	0.71%	11,504	-6.09%	$ 1,833,886,262.00	9.39%	10,240	0.39%
51	Stanwood Police	$ 98,436	$ 110,173	$ 11,281	11.46%	$ 457	0.46%	11.92%	8,937	9.96%	$ 1,135,631,876.00	8.72%	7,125	1.50%
52	Sultan Police	$ 59,499	$ 59,492	$ (255)	-0.43%	$ 248	0.42%	-0.01%	4,202	-10.03%	$ 671,346,408.00	11.95%	5,530	6.76%
53	Woodway Police	$ 20,075	$ 22,219	$ 170	0.85%	$ 1,974	9.83%	10.68%	655	-4.94%	$ 790,704,157.00	3.77%	1,360	0.74%
54		$ 15,951,964	$ 16,710,256	$ 498,826	3.13%	$ 259,466	1.63%	4.75%						
55														
56														

57	Fire Marshall	$1,678	$ 1,751	$ 73	4.32%	
58	Airport Fire	$10,424	$ 8,724	$ (1,700)	-16.31%	
59	Stillaguamish Police	$71,379	$ 74,530	$ 3,150	4.41%	

BUDGET WORKSHEET
SUBJECT TO CHANGE

SNO911 Fund 80 Capital Plan 2022

Last Approved 03/18/2021

BUDGET WORKSHEET
SUBJECT TO CHANGE

Project #	Updated: 06/31/2021 Project Name	YTD 2020	Planned 2021	YTD 2021	2022	2023	2024	2025	New Forecasted Year 2026
80-001	RMS/Mobile/Corrections	1,274	360,000	1,485	100,000				
80-002	CAD	44,250	155,000		100,000				
80-003	UPS Replacement		100,000		0	0	0	175,000	0
80-004	Integrated Video Display System		5,000		5,000	40,000	5,000	5,000	5,000
80-005	Dispatch Consoles		30,000		30,000	5,000	5,000	5,000	5,000
80-007	Datacenter Servers	6,928	43,000	1,346	70,000	10,000	10,000	10,000	10,000
80-009	Managed Laptop Program	185,632	200,000	12,877	175,000	150,000	500,000	130,000	150,000
80-010	Tenant Building Maintenance	82,137	279,000	72,063	100,000	5,000	5,000	125,000	5,000
80-011	CAD PCs-Dispatch	100,000	10,000		10,000	10,000	10,000	100,000	10,000
80-012	Administrative PC's and Displays	48,156	15,000		100,000	5,000	10,000	50,000	5,000
80-013	Network Equipment/Security	49,229	55,000		125,000	10,000	350,000	50,000	10,000
80-015	UPS Battery Replace		0		0	0	0	30,000	0
80-016	Bldg Security Upgrade		15,000	6,128	2,000	2,000	2,000	2,000	2,000
80-017	Logging Recorder	0	302,000	23,324	5,000	5,000	5,000	150,000	5,000
80-018	Consulting/Outsourcing	1,911	5,000	19,415	25,000	0	25,000	0	25,000
80-019	Tyler Hardware	345,587	69,000	20,456	15,000	15,000	15,000	15,000	15,000
80-021	Center Monitors and Displays	1,446	5,000		5,000	5,000	5,000	30,000	5,000
80-024	Online Citizen Reporting / Shoplift		5,000		5,000	5,000	5,000	5,000	5,000
80-025	VPAC Virtual Client Portal	646,819	15,000	444	30,000	10,000	10,000	650,000	10,000
80-026	Tyler/NG Datamart	192,989	62,000	10,078	15,000	0	0	0	0
80-028	Backups and Storage	61,366	63,000		65,000	100,000	5,000	50,000	5,000
80-029	Next Gen 911				0	0	0	0	0
80-033	PBX Refresh	130,132	24,000	10,672	5,000	5,000	5,000	5,000	5,000
80-034	Mobile Manual Ops (CAD-In-A-Box)	22,646	102,000	30,000	50,000				
80-035	Service Vehicles		0		70,000	0	0	0	0
80-036	Appliances	348	5,000		5,000	5,000	5,000	5,000	5,000
80-037	Furniture Replacement	2,920	10,000		5,000	5,000	5,000	5,000	5,000
80-038	Future Facility Initative		5,700,000		0	0	0	0	0
80-039	Dispatch Center Generator Replacement		0		740,000	0	0	0	0
80-040	Backup Cooling System	11,639	0		0	0	250,000	0	0
80-044	Advanced Authentication	4,743	5,000	1,973	5,000	5,000	5,000	50,000	50,000
80-045	Earthquake Base ISO Expansion		25,000	12,737	0	0	0	0	0
80-046	Data Interoperability		0		0	0	0	0	0
80-047	Dispatch Schedule Alternatives	46,667	25,000	3,333	0	0	0	0	0
80-048	SPIDR Tech Law Enforcement	351,071							
80-049	Tertiary 911 Location	198,630	61,000	40,484					
80-050	Financial Consultant		20,000						
80-051	Website Refresh				70,000	5,000	5,000	5,000	5,000
80-052	Crime Map Replacement				70,000	5,000	5,000	5,000	5,000
80-053	AWS Cloud Exploration				150,000	0	0	0	0
80-054	Locution Computer Replacement				25,000	0	0	0	0
80-055	SolarWinds				72,000				
80-056	911 Phone Upgrade				775,000				
	Beginning Balance	*14,983,882*	*13,332,720*	*13,332,720*	*5,562,720*	*3,397,720*	*3,099,720*	*1,961,720*	*413,720*
	Expenditures	2,536,519	7,770,000	266,816	3,024,000	407,000	1,247,000	1,657,000	347,000
	Net Balance after Exp.	12,447,363	5,562,720	13,065,904	2,538,720	2,990,720	1,852,720	304,720	66,720
	Previous Year Carryover		0	1	0	0	0	0	0
	Managed Laptops				109,000	109,000	109,000	109,000	109,000
	Funds Transfer Per Board Approval	358,747		424,590					
	E911 Contribution	525,056			750,000				
	Miscellaneous Income								
	Interest Income	1,554		397					
	Projected YE Balance	**13,332,720**	**5,562,720**	**13,490,892**	**3,397,720**	**3,099,720**	**1,961,720**	**413,720**	**175,720**

SNO911 Fund 80 Capital Plan Project Definitions

80-001 – RMS/Mobile/Corrections

This fund was established as the primary funding source for the acquisition of the Tyler RMS/Mobile/Corrections software. Following the acquisition, the fund has continued to be used for funding new features and enhancements to the Tyler suite of software. This also includes professional, training and consulting services needs that may arise.

80-002 – CAD

This fund was established as the primary funding source for the acquisition of Tyler's CAD software system. Following the acquisition, the fund has continued to be used for funding new features and enhancements to CAD. **We are still working on adding an interface to purge CAD records that have met their retention requirements.** This also includes professional, training and consulting services needs that may arise.

80-003 – UPS Replacement

This fund was established to replace our aging UPS systems at N. Campus. The vendor recommended that we replace the UPS cabinet at S. Campus in 2021. This equipment is 20 years old and is approaching end of life.

80-004 – Integrated Video Display System

The integrated video display system was installed in the dispatch center in 2018. We are continuing to fund this project moving forward to allow us to expand the system as new needs arise such as extending the system throughout the building to help keep all staff apprised of system status and security camera displays.

80-005 – Dispatch Consoles

This fund was established as the primary funding source for replacing the dispatch consoles at N. Campus. It has continued to be used to fund enhancements to the consoles as well as any repairs or changes that are needed that are not covered under warranty. **We will need this fund to repair consoles at South Campus many are requiring some attention due to age.**

80-006 – Long Term Facility Plan

Project is funding a study to assist in determining the costs to purchase build/renovate a new facility.

80-007 – Datacenter Servers

This fund is for maintaining the servers that support the admin and tech functions such as file servers, printer servers, HR software, email server, and any other function not directly related to dispatch software and hardware or networks. It is designed for replacing servers as they fail or reach their end of life, expand capacity/capabilities, segment functions and other related needs. Historically we replace one or more servers each year as needs expand, transitioning to virtualization whenever possible. This includes professional, training and consulting services needs that may arise. **This year we need to replace the Admin host severs. They are older servers from existing systems that have been repurposed for the admin environment and approaching end of life with the vendor.**

80-008 – FirstWatch - no longer needed

This fund is for expanding analytics to include 911 phone analysis and call processing metrics for CAD and agency reporting needs.

80-009 – Managed Laptop Program

The Managed Laptop Program supports over 200 mobiles. This fund is used to purchase mobile data computers (MDC's) for agencies to use in their vehicles and helps ensure reliable equipment depended upon by first responders. The lease-back program purchases the equipment through a 60 month interest-free loan. SNO911 also manages and maintains the equipment for the agency for the duration of the loan. This program is currently in its 8th year and several agencies are preparing to refresh their hardware. Projected funding anticipates agencies currently participating in the program will renew and refresh their equipment at the end of the loan term as well as funds for bringing on additional units into the program.

80-010 – ~~Flooring Replacement~~ Tenant Building Maintenance

This project was originally used to fund the replacement of the carpeting and flooring throughout the building. In the future, we intend to use this project to fund any Tenant Improvements and Maintenance not covered under our lease agreement with the City. **This will include painting the entire interior of the building and painting the exterior walkway wall and railing at North Campus.**

80-011 – CAD PC's-Dispatch

Each PSAP CAD workstation requires an up to date PC capable of hosting and displaying Tyler CAD with an expected life-cycle of five years. This is for the main PC unit only. We have replaced all CAD PC's in both dispatch centers this year with systems that should last us at least through the next 5 years. We will continue to nominally fund this project to cover unexpected hardware replacement costs and any expansion we may need.

80-012 – PC Workstation (Non-Public Safety)

This fund is for replacing administration, technology, and operations PC's on a 5 year life cycle. **We currently need to replace 10 laptops for the Tech staff and need to replace 7 Wireless Tech laptops this upcoming year. There is also a need to replace the 3 PC's dedicated for the dispatch Sups office and a few more Admin PCs. Replacement costs are $1,500 to $2,500 per PC and $2500 to $3000 for laptops. As we continue to bring on new employees, we will need to purchase equipment for those individuals.**

80-013 – Network Equipment/Security

This fund is for maintaining, expanding, evolving and upgrading our network equipment and security-related appliances as it relates to all system connectivity within SNO911 and to and from SNO911. Assists to ensure systems meeting regulatory requirements (CJIS, HIPAA, HITECH, etc.). Considers forward looking requirements to keep pace with security and resiliency of our critical systems. This includes professional, training and consulting services needs that may arise. **We will be replacing all the older switches in the admin environment that are end of life or past the 5 year refresh time frame.**

80-014 – Time and Scheduling Systems - no longer needed

This fund is for replacing our outdated time clock and related (Stromberg) software and hardware. The current software will only run on an outdated and no longer supported operating system. Heavy use equipment requires periodic replacement and updating, typically around 3-5 years.

80-015 – UPS Battery Replacement

The three UPS cabinet batteries have a usable life span of 3 years. We have budgeted battery replacement based upon the 3 year life cycle with adjustments made for the UPS replacement schedule. Cost is based on 2018 battery replacement plus inflation. May need to be adjusted when we replace the UPS cabinet to adjust for the new technology.

80-016 – Building Security Upgrade

This fund is established as the primary funding source for maintaining, upgrading and adding physical security components to all three facility locations. It is used to maintain door security systems and security cameras. We are also looking into adding an emergency lockdown system to North campus in the event we have a security breach and need to lockdown the facility. We are estimating the cost for this system as we are currently looking for a new security vendor and do not have a vendor to seek a quote from at this time.

80-017 – Logging Recorder

This fund is used to upgrade and add additional functionality to the phone and radio recording system. This will be used to purchase additional recording channels for phones and radios as needed as well as buy additional radio equipment needed to record radio traffic on a 4-5-year use cycle. Advances in new functionality which allows screen recording is being considered. We will be integrating both North and South campus phone logging with the new radio system loggers in 2020.

80-018 – Consulting/Outsourcing

Funds set aside for when specialized consulting or outsourcing is necessary for critical technical systems. Could include security assessments, system best practice review, system problem troubleshooting and other important functions. **Due to all of the security and ransomware attacks, we find it necessary to hire an outside company to conduct an internal and external vulnerability audit on our network/systems.**

80-019 – Tyler Hardware

This fund is for refreshing Tyler virtual server host servers on a 5 year cycle as needed. Our current hardware will be at the end of warranty around the end of the third quarter 2021 with several of the underlying storage components reaching end of life/support by the end of 2022. The Tyler environment software has also evolved and expanded over the last 5 years to the point we are reaching maximum capacity for computing and storage needs for our systems. Tyler has also implemented high availability in some of the server products which will require us to double needed resources for CAD and Mobile servers. This includes professional, training and consulting services needs that may arise.

80-020 – Mobile VPN Server/Software/Netmotion
This fund is for refreshing the server hardware used for the mobile VPN system (Netmotion). This is the software users need to securely connect to the SNO911 network in order to use the Mobile Dispatch software system. It is a critical system so the hardware is scheduled to be refreshed on a 5 year cycle. Each client connection also requires a client access license. Annual maintenance payments on the client access licenses and server software will begin in 2021.

80-021 – Center Monitors and Displays
Each dispatch position uses 5 or more computer monitors to perform the essential dispatch functions. These monitors are on 24/7/365 so their life cycle is approximately 3 years. We replace several monitors annually.

80-022 – Locution - no longer needed
Similar to the managed laptop program, this fund is for assisting fire agencies in purchasing the Locution Station Alerting system. Agencies who wish to install Locution can request the equipment through SNO911 and repay the interest-free loan over a set term. Supporting this effort expedites roll-out of redundant fire alerting which is important to SNO911 and fire agencies.

80-023 – MCC7500 Radio Consoles - no longer needed
This fund was used to upgrade the radio consoles in the dispatch center in 2016. Funding for future expansion in 2019 to include four workstations in multi-purpose room and adding radios to existing workstations that do not have radios.

80-024 – Online Citizen Reporting
This fund is used to maintain the My Crime Report online crime reporting and Shoplift tool. We occasionally get requests to make enhancements, changes, and updates to this site that require contracting with software development companies.

80-025 - Tyler Virtual Client Portal
This fund was established as the primary funding source for the Citrix Xen Desktop virtual client portal our agencies use to connect to the Tyler software for production, development, and training purposes. Agencies use these virtual desktops as either a primary method or redundant method of accessing mobile and records software. The hardware environment was refreshed in 2020 and scaled to support an expected increase of approximately 25% more concurrent users. The environment was also designed to be easily scalable if demand exceeds expectations. This includes professional, training and consulting services needs that may arise.

80-026 - Data Warehouse
This fund was established as the primary funding source for establishing an on-site data warehouse for all data sources related to call taking and dispatch services at SNO911. The environment will be used to provide real-time data sources for software interfaces, agency data sharing, and reporting needs to reduce the resource load on production systems. This includes professional, training and consulting services needs that may arise.

80-027 – Viper Phone Dispatch Workstations - no longer needed (E911 funded)

This fund is used for the refresh of the Viper phone server and client workstation systems. The fund is based on a 5 year system refresh cycle. The system was refreshed in 2017 at the cost of $400,000.

80-028 – Backups and Storage

This fund was established as the primary funding source for supporting the backup software and hardware needs of the agency as well as data storage needs. In 2020 we expanded the storage capacity for our backup systems to meet our growing needs. We also upgraded the software for our backup environment to the latest version. **However, with the rapid growing needs of data extracts, data reports and the addition of some new critical systems it is necessary that we add more backup storage to our system this upcoming year. We need to continue to fund this plan annually to meet our ever expending data needs.**

80-029 – Next Gen 911

In 2019 we will be transitioning to ESINET II. We are anticipating networking hardware costs as well as consultant costs to integrate with our phone system.

80-030 – Financial Software

This fund is used to purchase upgrades and add-ons for financial software used to manage finances at SNO911. We currently use QuickBooks and anticipate upgrading to the enterprise level at an annual cost of $3,000.

80-031 – HR & Payroll Software

This fund is used for maintaining and upgrading the HR and Payroll software. An RFP has been issued and systems are being evaluated.

80-032 – Web Services - No longer needed

This fund is for updating our current website to transform it into a portal that would allow for easy and efficient posting of documents for internal and external use as well as posting content such as job postings and vendor bid notices.

80-033 – PBX Refresh

This fund was to replace our outdated and no longer supported PBX telephone system at both North and South campuses. We plan to contunie to fund this for any upcoming system enhancements that are required to accommodate our agency's needs.

80-034 – Mobile Manual Ops (CAD-In-A-Box)

This fund is for developing an electronic version of manual dispatch operations. In the event of an emergency or planned outage, dispatch operations currently manages calls for service using paper and pen. In an effort to streamline the data collection and entering process as well as provide better tools for call handling when CAD is offline, we are seeking an inexpensive web-based solution for collecting and organizing call data that can easily be transferred to the Tyler system once it is back online. This system would also be able to assist dispatchers and first responders in the field during incidents that occur where connectivity is unavailable or unreliable. We will need to hire an outside company to write the application. **In addition to the development of the solution, it was determined that there is a**

need to intergrate Rapid SOS into CAD Lite. This will require additional development from DevBlock the outside vendor who wrote the CAD Lite software.

80-035 – Service Vehicles

This fund was used in 2018 to purchase a new Ford Transit van. The van replaced our Ford Pickup Truck and Chevy Impala. We anticipate the need to replace our Chevy Suburban in the next few years at an estimated cost of $70,000.00

80-036 - Appliances

Regular replacement of refrigerators, ice machines, oven/stove, air scrubbers, PPV fans, microwaves, etc. 24/7/365 operations require ability for staff to be self-sustained.

80-037 – Furniture Replacement

Periodic replacement of office and non-911 workstation furniture which becomes unusable.

80-038 – Future Facility initiative

Created in 2008/09 as the Space Expansion project, in 2015 this project was renamed when the Board placed the facility renovation project on hold to evaluate whether to renovate the existing facility or consider a new facility. Realizing that consolidation was also a potential the project is still holding.

80-039 – Generator Replacement

An engineering study determined if we renovate it may be necessary to replace one or both generators with larger units. The current transfer switch is in need of replacement. The work was tabled while we continue evaluating whether to renovate the existing facility or reserve funding for a new facility.

80-040 – Backup Cooling System

This fund was used to add an additional cooling unit for the server room at North Campus in 2019. This new unit provides the cooling redundancy for the server room. South campus server room currently has redundant cooling and will not need to be replaced for 5 more years.

80-041 – Generator Service - Not in current capital plan (maintenance)

This fund is to cover periodic supplies and maintenance as well as annual maintenance contracts for the 2 generators at north campus and one generator at south campus.

80-042 – UPS Service - Not in current capital plan (maintenance)

This fund is to cover periodic supplies and maintenance as well as annual maintenance contracts for the 2 UPS' at north campus and one UPS at south campus.

80-043 – Records Retention System

We are currently researching state approved records retention software to aid in the disposal and archiving of public records that meets or exceeds the current records retention laws. This includes paper and electronic documents, email, and all other recorded material subject to the retention laws. Based on costs for other agencies, we anticipate the initial cost to be around $15,000 to implement and approximately $5000.00 annually. We are requesting additional funds in the initial project to cover any unforeseen costs as we will not be able to get an accurate cost until we have determined all of the services we will need. We looked at existing state contracts with the City of Everett, the City of Renton, Valley Communications Center, and The City of Lynnwood.

80-044 - Advanced Authentication

Per CJIS requirements, all portable systems that have access to CJI data must be protected using some sort of advanced authentication. We need to renew or replace our current system as it is out of warranty and out of date.

80-045 - Earthquake Base Expansion - Retired

South campus server room equipment racks are not all currently utilizing the base isolation system that has been deployed at the North campus. The base isolation provides a movable surface for the server racks to sit on so that, in the event of an earthquake, the building can shake around he equipment racks without moving them. This protects the equipment from damaged caused by sudden movement and will prevent them from toppling over.

80-046 - Data Interoperability

There is a longstanding need to improve incident management coordination with border agencies. King County and Snohomish County are envisioning a two-way CAD interoperability solution that would streamline this coordination. Although in its early stages the need is clear and there are several middleware technology solutions that support efforts like this. It is anticipated to be a shared cost solution for those participating and there is already active discussions including discussions with elected officials in Washington DC seeking funding for such a solution. The project costs will be discussed with the board as efforts continue.

80-047 Dispatch Schedule Alternatives

Approved in 2020 this project funds utilization of an outside consultant to help facilitate exploration of alternative schedules for Center Operations

80-048 SPIDR Tech Law Enforcement - Retired

Generally the system is used to communicate via text and email with the public, from the time an incident is received through the investigation phase. It also includes the ability to send updates when there are delays on non-priority calls, survey the public on satisfaction with service and to share information related to the status of investigations.

80-049 Tertiary 911 Location - Retired

Given what we now know about how quickly the COVID-19 virus spreads, keeping only two facilities with a group of employees physically together remains a significant risk. With existing infrastructure, SNO911 already has the majority of the technical systems necessary to deploy a tertiary site with the exception of 911 telephone (Viper) workstations and a physical location. Utilization of a tertiary location assists with the County's readiness for a number of uses, including the ability to relocate all staff from a facility that requires immediate cleaning, overflow if activity spikes, integration of Police or Fire Operations Command, joint response to staffing crises with other regional ECCs, and potentially for asymptomatic employees who have valid reasons to request self-isolation but still desire to work.

80-050 Financial Consultant

Use of consultant to evaluate agency financial software needs and other related finance evaluations as defined by the Finance Committee.

80-051 - Website Refresh

This fund is for the development of a newly refreshed agency website. We are looking to add additional functionality that will allow different departments to upload to the site and have a customizable interface that will allow departments to display items like active maps, reports or videos.

80-052 - Crime Map Replacement

This fund is for developing a crime mapping solution that will replace our current vendor. They are currently in the process of selling their solution to another company. The future is unclear of the existing crime mapping solution. We are looking to replace/develop a solution that is equal to the current crime map.

80-053 - Cloud Exploration AWS

This fund is to finance the Cloud Exploration of AWS. Currently, we have a metro LAN between our Everett and Mountlake Terrace facilities. We have RAID10 over Ethernet for our SAN infrastructure that performs synchronous replication for our entire Tyler dispatch server infrastructure between the two sites. Each site has identical hardware to support a shared VMWare data center with 8 total hosts, 4 per site. The SQL backend is supported by a physical, clustered SQL server environment with 3 total hosts; 2 at the Everett facility and 1 at the Mountlake Terrace facility. Both VMWare datacenters and the SQL cluster servers utilize the shared SAN storage. This allows one site to automatically failover to the other using VMWare High Availability and Windows failover clustering with a SQL failover cluster instance. This configuration allows for minimal downtime in the event one site is lost.

Our technical goal for the AWS cloud-hosting project is to, initially, create a third hot site in the cloud. Once established, the cloud site will allow us to decommission the secondary site in the Mountlake Terrace facility.

80-054 - Locution Computer Replacement

This fund is to replace the Locution announcement computers (North, South, East and West) and adding a spare. These pcs have been in place since 2015 and are currently running windows 7. They are due for a refresh. Also, may need to purchase extra radios for additional talk groups.

80-055 - SolarWinds

This fund is needed to fund the replacement of the current SolarWinds monitoring software or additional licenses for essential equipment. Due to the recent breach/hack that occurred on the vendor's software, we find the need to start the process of looking for a replacement. This solution must have the same features and capabilities with a more secured design. It is in our best interest to start the process now to see what software solution(s) we can move to before anymore issues arise with the vendor. Currently we are on an older version that is not affected by the security issue but we do need to update that version.

80-056 - 911 Phone Upgrade

This fund is needed to refresh of the 911 phone servers and client workstation systems. The fund will be based on a 5 year system refresh cycle. The system was last refreshed in 2017. 2022 will be the 5th year of the cycle and the system hardware needs to be refreshed. The cost to refresh the system and the client workstations will be $775K

SNO911 Fund 80 Capital Plan - *2021* Capital Plan Changes

Project #	Project Name	Changes
80-001	RMS/Mobile/Corrections	Increased from $145k to $360K for the CrewForce/ShieldForce licenses
80-003	UPS Replacement	Decreased from $250k to $100K to replace the South Campus UPS, North Campus is not needed

SNO911 Fund 80 Capital Plan- *2022* Capital Plan Changes

Project #	Project Name	Changes
80-001	RMS/Mobile/Corrections	Added $100k in 2022 for any new enhancements, professional, training and consulting services needs that may arise
80-002	CAD	Added $100K in 2022 for purge CAD records and any professional, training and consulting services needs that may arise
80-005	Dispatch Consoles	Added $30K in 2022 if we need to replace any of the South Campus consoles
80-007	Datacenter Servers	Added $70K in 2022 for Admin Server refresh
80-009	Managed Laptop Program	Added $175K in 2022 for 30 renewals plus up to 10 additional
80-012	Administrative PC's and Displays	Added $100K in 2022 for replacing all of Tech laptops, most of WT laptops and some Admin PCs
80-013	Network Equipment/Security	Added $125K in 2022 for replacing all end of life switches on the Admin environment
80-018	Consulting/Outsourcing	Added $25K in 2022 for Internal / External Vulnerabilities Audit
80-025	VPAC Virtual Client Portal	Adding $30K in 2022 for additional memory / licensing
80-028	Backups and Storage	Adding $65K in 2022 for additional Storage for the admin SANS and increasing backup storage
80-034	Mobile Manual Ops (CAD-In-A-Box)	Adding $50K in 2022 for the development to add Rapid SOS into CAD-Lite
80-037	Furniture Replacement	Decreased from $12k to $5K due to new cubicals
80-038	Future Facility Initative	Moved $5.7M from 2022 to 2021
80-039	Dispatch Center Generator Replacement	Moved $740K from 2021 to 2022
80-051	Website Refresh	Added New Project and $70K in 2022 for Sno911 Website refresh
80-052	Crime Map Replacement	Added New Project and $70K in 2022 for Crime Map Replacement
80-053	AWS Cloud Exploration	Added New Project and $150K in 2022 for NWS Cloud Solution
80-054	Locution PCs Replacement	Added New Project and $25K in 2022 to replace PCs that are still running Windows 7
80-055	SolarWinds Replacement	Added New Project and $70K in 2022 to replace the SolarWinds system
80-056	Viper Phone Dispatch Workstations	Added New Project and $775K in 2022 to replace the Viper systems and workstations

SNO911 Fund 80 Capital Plan - *2023-2026* Forecasted Changes

Project #	Project Name	Changes
80-004	Integrated Video Display System	Added $40K for Video Wall Replacement (2023)
80-009	Managed Laptop Program	Added $150K for anticipation of 30 laptop renewals (2026)
80-015	UPS Battery Replace	Decreased from $15k to $0K due to new UPS installed at South Campus (2024)
80-018	Consulting/Outsourcing	Added $25K for Bi-Yearly Internal / External Vulnerabilities Audit (2024 and 2026)
80-028	Backups and Storage	Added $100K for the Admin SAN replacement (2023)
80-037	Furniture Replacement	Decreased from $12k to $5K due to new cubicals (2024)
80-051	Website Refresh	Added $5K for website enhancements (2023 - 2026)
80-052	Crime Map Replacement	Added $5K for Crime Map enhancements (2023 - 2026)

	SNO911 Fund 80 Capital Plan 2022								
	Last Approved 03/18/2021								
	Wireless Technology Fund 110 Capital Plan								
	Last Approved 03/18/2021								
		YTD	Planned	YTD					*New Forecasted Year*
Project #	**Project Name**	**2020**	**2021**	**2021**	2022	2023	2024	2025	2026
110-001	Vehicle & Tire Replacements		235,000		54,500	56,135	57,819	59,554	61,340
110-004	Roof Replacements for Generators	0	100,000		0	0	140,000	0	0
110-005	System Equipment Replacement		100,500	1,467	42,000	42,000	42,000	22,000	22,000
110-006	Comm. Site Power System Replacements		0		0	0	0	0	0
110-007	Comm. Site Building Improvements		12,000		21,000	21,000	18,000	18,000	18,000
110-008	Comm. Site Tower Upgrades/Replacement		15,000		31,395	31,395	31,395	46,395	31,395
110-009	Comm. Site HVAC Unit Replacements		0		30,000	30,000	30,000	30,000	30,000
110-010	Generator Replacements		110,000		136,625	60,000	142,090	147,774	153,685
110-011	WT Network/Camera Upgrade/Sustainment		10,000		0	0	0	0	0
110-012	Spare Equipment for Existing Systems		20,000		0	0	0	0	0
	Beginning Balance	*356,113*	*1,778,574*	*1,778,574*	*1,176,074*	*860,554*	*620,024*	*158,720*	*(165,003)*
	Expenditures	**57,047**	**602,500**	**1,467**	**315,520**	**240,530**	**461,304**	**323,722**	**316,420**
	Net Balance after Exp.	299,066	1,176,074	1,777,107	860,554	620,024	158,720	(165,003)	(481,422)
	Previous Year Carryover		0		0	0	0	0	0
	Funds Transferred in								
	Funds Transfer Per Board Approval	1,479,349							
	Interest Income	159		53					
	Projected YE Balance	**1,778,574**	**1,176,074**	**1,777,160**	**860,554**	**620,024**	**158,720**	**(165,003)**	**(481,422)**

BUDGET WORKSHEET
SUBJECT TO CHANGE

Wireless Fund 110 Capital Plan Project Definitions

110-001 – Vehicle & Tire Replacement

This project will fund the replacement of the WT vehicles - which is inclusive of the existing Sno-Cat and any other transportation equipment purchased - and specialty items related to the vehicles such as winches, lights, additional vehicle options, trailers, specialty tires and items necessary to equip. the vehicles for work-related functions.

110-002 – Generator Replacement at Gold Hill (Retired)

This is a one-time project that was created to address the generator replacement at Gold Hill. Moving forward all generator replacements will be under project 110-010

110-003 – Clinton site move (Retired)

This is a one-time project that was created to address the move of the radio site from Clinton to Cultus Bay. This will now be addressed in the RRP scope.

110-004 – Roof replacements for generators

This project is created to address structural concerns for our communication sites where additional sheltering is necessary for outside equipment (e.g. generators, fuel tanks, etc.). The shelter allows for the preservation of equipment, and ease of access during snow-season.

110-005 – System equipment replacement

This project will provide the means to upgrade and/or replace the equipment that supports the radio and supporting sub-systems including the, microwave, paging, and information systems (network) we support. This equipment is considered "mission-critical" as the failure of it would lead to lost communications or redundancy/reliability concerns. Examples of equipment are power systems (rectifiers, inverters, batteries, and associated alarming systems), Computing/Network/Security systems (Controllers, Servers, Firewalls, routers, cameras, etc.), and wireless communications equipment (LMR/Paging/Microwave base radios and associated Field-Replicable Units).

110-006 – Comm. Site Power System Replacements

This project will replace the power systems at the communications sites (including any rectifiers, inverters, battery, and switching systems). Many devices at communication sites require various types of power (AC/DC) and voltages (-48,12,24) as well as backup power to enable the activation of generators without losing functionality (batteries)

110-007 – Comm. Site Building Improvements

The communication sites represent 19+ separate buildings that require structural work, and eventual replacement over time. This project will provide funding for necessary upgrades and improvements to enhance their life, but also their replacement

110-008 – Comm. Site Tower Upgrades/Replacement

The towers in-use by SNO911 degrade over time due to rust and the other elements. To ensure strength and reliability the towers must be inspected and components replaced until finally the whole tower must be replaced. This project will provide funding for an inspection cycle and costs for necessary strengthening and replacement of components as well as enhancements needed for improved coverage and technologies

110-009 – Comm. Site HVAC Unit Replacement
Every communications site has at least two HVAC units which are necessary to eliminate moisture and cool the equipment during the extremes of the year. This project will fund a planned replacement schedule to ensure reliability.

110-010 – Generator Replacements
SNO911 operates multiple generators throughout the system which include permanently installed emergency backup and full-time operation as well as portable/movable generators. Three of our sites require a regular multi-year replacement, while the other 17+ will be replaced based on usage and age. This project will provide a mechanism for a planned replacement for all of these units.

110-011 – WT Network/Camera Upgrade/Sustainment
Wireless Technology maintains a supporting data communications network that is overlaid on the radio, microwave, and paging networks we support. On this network are the cameras that are used to monitor the sites, alarming mechanisms, and enhanced abilities for remote access for WT staff and programming of radios. This network of routers, switches, servers, wireless access points, and communication links all need hardware refreshes and replacements to stay current and supported. This project will support the continual upgrade and enhancement necessary to support our operations and growth.

110-012 – Spare Equipment for Existing Systems
This project is to fund the purchase of equipment necessary to have on-site spare hardware for the system(s) WT supports. This hardware is considered critical in nature to the systems and could result in extended outages and/or system(s) down-time if not kept locally. Examples include additional base radios (not mobiles/portables, but the units used at the comm. sites), spare servers, computer hardware, radio controllers and cards, antennas, and networking equipment. This is equipment is necessary to ensure reliability and a quick recovery.

SNO911 Fund 80 Capital Plan 2022 Changes

Project #	Project Name	Changes
110-001	Vehicle & Tire Replacements	Added $9,500 in 2022. New estimates used.
110-002	Generator Replacement at Gold Hill	Retired
110-003	Clinton Site Move	Retired
110-004	Roof Replacements for Generators	Reduced by $144,000. Moved Deer Creek from 2022 to 2024
110-005	System Equipment Replacement	Added $36,000 in 2022. New estimates used for system equipment.
110-006	Comm. Site Power System Replacements	No change in 2022
110-007	Comm. Site Building Improvements	Added $9,000 in 2022. New estimates used for building improvements/maintenance
110-008	Comm. Site Tower Upgrades/Replacement	Added $16,395 in 2022. New estimates used tower upgrades/maintenance
110-009	Comm. Site HVAC Unit Replacements	Added $10,000 in 2022. New estimates used on future HVAC replacements
110-010	Generator Replacements	Added $26,625 in 2022. New estimates used on future generator replacements
110-011	WT Network/Camera Upgrade/Sustainment	No change in 2022
110-012	Spare Equipment for Existing Systems	No change in 2022

BUDGET WORKSHEET
SUBJECT TO CHANGE

ACTION PROPOSAL FORM

Date: 8/2/2021

Action Title: 2022 RRP Budget Advisory to ECS&F Program Advisory Board

Time Sensitivity: Normal

Background / Purpose:

SNO911 has prepared its yearly request to the Emergency Communication Systems and Facility Program Advisory Board (ECSFPAB) regarding the Radio Replacement Project (RRP) budget planned for calendar year 2022.

Some of the significant highlights to 2022's budget request include:

- Addition of the Business Unit Manager, Subscriber ECS (1) and two Radio Technician positions to be funded for two years
- Updated costs associated with site work including A&E, and construction
- Addition of the Arlington warehouse for additional storage
- Cutover milestones for P25 are currently scheduled for 2023 and not included in this budget request
- Project scope increase of approximately $4M which reflects the additional subscriber equipment that the project has currently absorbed into its contingency

The total 2022 RRP Budget Request is $20,545,905.24 and is arrived through the following sum:

1. Project Management	$1,535,803.28
2. Motorola Infrastructure	$10,943,894.09
3. Subscriber Units	$-
4. Contingency	$4,086,207.87
5. New Scope/Contingency Reimbursement	$3,980,000.00

Recommendation/Motion:

Move that the SNO911 Board recommend to the Emergency Communication Systems and Facility Program Advisory Board the proposed 2022 Radio Replacement Project budget as presented, in the total of $20,545,905.24

Note: Reviewed and approved by the Finance Committee

Funding Source: External - County Bonds/Prop 1 Sales Tax

ACTION PROPOSAL FORM

Date: 8/10/2021

Action Title: Marysville Warehouse/Office Lease Renewal

Time Sensitivity: Normal

Background / Purpose:

This is a renewal for a five-year term of the Marysville Warehouse/Office space currently used by Wireless Tech and base for the RRP. Although a future facility effort is underway the (current) design will mean that some type of off-site storage will still be necessary for equipment and large items like the SNOWCAT. Even if a larger footprint and design is agreed upon it is unlikely we will be able to move in before the end of this term.

NOTE: Landlord has committed to sending a lease addendum by 8/16 (for the Board packet). That addendum will need legal review however the terms should be identical to the existing agreement. We have verbal agreement on a one-year rate freeze before existing escalator terms are (re)applied.

Recommendation/Motion:

Recommend renewal of the Marysville Warehouse/Office space for a period of 5-years pending final agreement on terms and legal review.

Funding Source: Operating Fund 70

Kidder Mathews
Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

LEASE AGREEMENT

Multi Tenant Triple Net (NNN Lease)

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THIS LEASE AGREEMENT (the "Lease") is entered into and effective as of this 9th day of March, 2015 between Pacific Industrial Park LP I ("Landlord"), and Snohomish County Emergency Radio System (SERS) (Tenant"). Landlord and Tenant agree as follows:

1. LEASE SUMMARY.

a. Leased Premises. The leased commercial real estate i) consists of an agreed area of 9,000 rentable square feet and is outlined on the floor plan attached as Exhibit A (the "Premises"); ii) is located on the land legally described on attached Exhibit B; and iii) is commonly known as Pacific Industrial Park, Building C, located at 14900 40th Avenue NE, Suite 102, Marysville, WA (suite number and address). The Premises do not include, and Landlord reserves, the exterior walls and roof of the building in which the Premises are located (the "Building"), the land beneath the Building, the pipes and ducts, conduits, wires, fixtures, and equipment above the suspended ceiling; and the structural elements of the Building. The Building, the land upon which it is situated, all other improvements located on such land, and all common areas appurtenant to the Building are referred to as the "Property." The Building ~~and all other buildings on the Property~~ as of the date of this Lease consist of an agreed area of 22,500 rentable square feet.

b. Lease Commencement Date. The term of this Lease shall be for a period of eighty-seven (87) months and shall commence on April 1, 2015 or such earlier or later date as provided in Section 3 (the "Commencement Date").

c. Lease Termination Date. The term of this Lease shall terminate at midnight on May 31, 2022 or such earlier or later date as provided in Section 3 (the "Termination Date"). Tenant shall have no right or option to extend this Lease, unless otherwise set forth in a rider attached to this Lease (e.g., Option to Extend Rider, CBA Form OR).

d. Base Rent. The base monthly rent shall be (check one): ☐ $_____, or ☒ according to the Rent Rider attached hereto ("Base Rent"). Rent shall be payable at Landlord's address shown in Section 1(h) below, or such other place designated in writing by Landlord.

e. Prepaid Rent. Upon execution of this Lease, Tenant shall deliver to Landlord the sum of $7,070.00 as prepaid *BASE* rent~~, to be applied to the Rent due for the months _____ through _____~~ *FOR THE THIRD (3RD) MONTH OF THE LEASE AND PREPAID NNN'S FOR THE FIRST (1ST) MONTH* of the Lease.

f. Security Deposit. Upon execution of this Lease, Tenant shall deliver to Landlord the sum of $7,239.00 to be held as a security deposit pursuant to Section 5 below. The security deposit shall be in the form of (check one): ☐ cash, ☐ letter of credit according to the Letter of Credit Rider (CBA Form LCR) attached hereto, or ☒ check.

g. Permitted Use. The Premises shall be used only for general office, warehouse, *RADIO REPAIR AND ASSEMBLY AND STANDARD RADIO SHOP USES* to support the Snohomish County Emergency Radio system and for no other purpose without the prior written consent of Landlord, *WHICH CONSENT SHALL NOT BE UNREASONABLY WITHHELD*
(the "Permitted Use").

LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

h. **Notice and Payment Addresses**:

Landlord: Pacific Industrial Park LP I
P.O. Box 1490
Woodinville, WA 98072
Fax No.: 425.483.3164
Email: pcii@frontier.com

Tenant: Snohomish County Emergency Radio System (SERS)
_____
_____
Fax No.: _____
Email: _____

i. **Tenant's Pro Rata Share**. Landlord and Tenant agree that Tenant's Pro Rata Share is 40% %, based on the ratio of the agreed rentable area of the Premises to the agreed rentable area of the Building and all other buildings on the Property as of the date of this Lease. Any adjustment to the Premises' or Building's rentable floor area measurements will be reflected in an adjustment to Tenant's Base Rent or Pro Rata Share.

2. **PREMISES**.

a. **Lease of Premises**. Landlord leases to Tenant, and Tenant leases from Landlord, the Premises upon the terms specified in this Lease.

b. **Acceptance of Premises**. ~~Except as specified elsewhere in this Lease,~~ Landlord ~~makes~~ ~~no~~ represent~~sations or~~ *AND* warrant~~sies~~ to Tenant regarding the Premises, ~~including~~ *THAT* the structural condition of the Premises ~~or~~ *AND* the condition of all mechanical, electrical, and other systems on the Premises *ARE SATISFACTORY FOR TENANT'S INTENDED USES EXCEPT FOR ANY SPECIAL UTILITY NEEDS OF TENANT WHICH ARE THE RESPONSIBILITY OF TENANT.*. ~~Except for any tenant improvements to be completed by Landlord as described on attached Exhibit C (the "Landlord's Work"), Tenant shall be responsible for performing any work necessary to bring the Premises into a condition satisfactory to Tenant.~~ By signing this Lease, Tenant acknowledges that it has had an adequate opportunity to investigate the Premises; acknowledges responsibility for making any *NON-STRUCTURAL TENANT IMPROVEMENTS*~~corrections, alterations and repairs~~ to the Premises (other than the Landlord's Work); and acknowledges that the time needed to complete any such items shall not delay the Commencement Date.

c. **Tenant Improvements**. Attached Exhibit C sets forth all Landlord's Work, if any, and all tenant improvements to be completed by Tenant (the "Tenant's Work"), if any, that will be performed on the Premises. Responsibility for design, payment and performance of all such work shall be as set forth on attached Exhibit C. If Tenant fails to notify Landlord of any defects in the Landlord's Work within thirty (30) days of delivery of possession to Tenant, Tenant shall be deemed to have accepted the Premises in their then condition. If Tenant discovers any major

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

defects in the Landlord's Work during this 30-day period that would prevent Tenant from using the Premises for the Permitted Use, Tenant shall notify Landlord and the Commencement Date shall be delayed until after Landlord has notified Tenant that Landlord has corrected the major defects and Tenant has had five (5) days to inspect and approve the Premises. The Commencement Date shall not be delayed if Tenant's inspection reveals minor defects in the Landlord's Work that will not prevent Tenant from using the Premises for the Permitted Use. Tenant shall prepare a punch list of all minor defects in Landlord's Work and provide the punch list to Landlord, which Landlord shall promptly correct.

3. TERM. The term of this Lease shall commence on the Commencement Date specified in Section 1, or on such earlier or later date as may be specified by notice delivered by Landlord to Tenant advising Tenant that the Premises are ready for possession and specifying the Commencement Date, which shall not be less than sixty (60) days (thirty (30) days if not filled in) following the date of such notice.

a. **Early Possession.** If Landlord permits Tenant to possess and occupy the Premises prior to the Commencement Date specified in Section 1, then such early occupancy shall not advance the Commencement Date or the Termination Date set forth in Section 1, but otherwise all terms and conditions of this Lease shall nevertheless apply during the period of early occupancy before the Commencement Date.

b. **Delayed Possession.** Landlord shall act diligently to make the Premises available to Tenant; provided, however, neither Landlord nor any agent or employee of Landlord shall be liable for any damage or loss due to Landlord's inability or failure to deliver possession of the Premises to Tenant as provided in this Lease. If possession is delayed, the Commencement Date set forth in Section 1 shall also be delayed. In addition, the Termination Date set forth in Section 1 shall be modified so that the length of the Lease term remains the same. If Landlord does not deliver possession of the Premises to Tenant within sixty (60) days (sixty (60) days if not filled in) after the Commencement Date specified in Section 1, Tenant may elect to cancel this Lease by giving written notice to Landlord within ten (10) days after such time period ends. If Tenant gives such notice of cancellation, the Lease shall be cancelled, all prepaid rent and security deposits shall be refunded to Tenant, and neither Landlord nor Tenant shall have any further obligations to the other. The first "Lease year" shall commence on the Commencement Date and shall end on the date which is twelve (12) months from the end of the month in which the Commencement Date occurs. Each successive Lease year during the initial term and any extension terms shall be twelve (12) months, commencing on the first day following the end of the preceding Lease year. To the extent that the tenant improvements are not completed in time for the Tenant to occupy or take possession of the Premises on the Commencement Date due to the failure of Tenant to fulfill any of its obligations under this Lease, the Lease shall nevertheless commence on the Commencement Date set forth in Section 1.

4. RENT.

a. **Payment of Rent**. Tenant shall pay Landlord without notice, demand, deduction or offset, in lawful money of the United States, the monthly Base Rent stated in Section 1 in advance on or before the first day of each month during the Lease term beginning on (check one): ☒ the Commencement Date, or ☐ _____ (if no date specified, then on the Commencement Date), and shall also pay any other additional payments due to Landlord ("Additional Rent"), including Operating Costs (collectively the "Rent") when required under this Lease. Payments for any partial month at the beginning or end of the Lease shall be prorated.

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All payments due to Landlord under this Lease, including late fees and interest, shall also constitute Additional Rent, and upon failure of Tenant to pay any such costs, charges or expenses, Landlord shall have the same rights and remedies as otherwise provided in this Lease for the failure of Tenant to pay rent.

b. Triple Net Lease. This Lease is what is commonly called a "Net, Net, Net" or "triple-net" Lease, which means that, except as otherwise expressly provided herein, Landlord shall receive all Base Rent free and clear of any and all other impositions, taxes, liens, charges or expenses of any nature whatsoever in connection with the ownership and operation of the Premises. In addition to Base Rent, Tenant shall pay to the parties respectively entitled thereto, or satisfy directly, all Additional Rent and other impositions, insurance premiums, repair and maintenance charges, and any other charges, costs, obligations, liabilities, requirements, and expenses, including without limitation the Operating Costs described in Section 8, which arise with regard to the Premises or may be contemplated under any other provision of the Lease during its term, except for costs and expenses expressly made the obligation of Landlord in this Lease.

c. Late Charges; Default Interest. If any sums payable by Tenant to Landlord under this Lease are not received within five (5) business days after their due date, Tenant shall pay Landlord an amount equal to the greater of $100 or five percent (5%) of the delinquent amount for the cost of collecting and handling such late payment in addition to the amount due and as Additional Rent. All delinquent sums payable by Tenant to Landlord and not paid within five (5) business days after their due date shall, at Landlord's option, bear interest at the rate of fifteen percent (15%) per annum, or the highest rate of interest allowable by law, whichever is less (the "Default Rate"). Interest on all delinquent amounts shall be calculated from the original due date to the date of payment.

d. Less Than Full Payment. Landlord's acceptance of less than the full amount of any payment due from Tenant shall not be deemed an accord and satisfaction or compromise of such payment unless Landlord specifically consents in writing to payment of such lesser sum as an accord and satisfaction or compromise of the amount which Landlord claims. Any portion that remains to be paid by Tenant shall be subject to the late charges and default interest provisions of this Section 4.

5. SECURITY DEPOSIT. Upon execution of this Lease, Tenant shall deliver to Landlord the security deposit specified in Section 1 above. Landlord's obligations with respect to the security deposit are those of a debtor and not of a trustee, and Landlord may commingle the security deposit with its other funds. If Tenant breaches any covenant or condition of this Lease, including but not limited to the payment of Rent, Landlord may apply all or any part of the security deposit to the payment of any sum in default and any damage suffered by Landlord as a result of Tenant's breach. Tenant acknowledges, however, that the security deposit shall not be considered as a measure of Tenant's damages in case of default by Tenant, and any payment to Landlord from the security deposit shall not be construed as a payment of liquidated damages for Tenant's default. If Landlord applies the security deposit as contemplated by this Section, Tenant shall, within five (5) days after written demand therefore by Landlord, deposit with Landlord the amount so applied. If Tenant complies with all of the covenants and conditions of this Lease throughout the Lease term, the security deposit shall be repaid to Tenant without interest within thirty (30) days after the surrender of the Premises by Tenant in the condition required hereunder by Section 13 of this Lease.

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6. USES. The Premises shall be used only for the Permitted Use specified in Section 1 above, and for no other business or purpose without the prior written consent of Landlord *WHICH CONSENT SHALL NOT BE UNREASONABLY WITHHELD*. No act shall be done on or around the Premises that is unlawful or that will increase the existing rate of insurance on the Premises, the Building, or the Property, or cause the cancellation of any insurance on the Premises, the Building, or the Property. Tenant shall not commit or allow to be committed any waste upon the Premises, or any public or private nuisance. Tenant shall not do or permit anything to be done on the Premises, the Building, or the Property which will obstruct or interfere with the rights of other tenants or occupants of the Property, or their employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees or to injure or annoy such persons.

7. COMPLIANCE WITH LAWS. Tenant shall not cause or permit the Premises to be used in any way which violates any law, ordinance, or governmental regulation or order. Landlord represents to Tenant that, as of the Commencement Date, to Landlord's knowledge, but without duty of investigation, and with the exception of any Tenant's Work, the Premises comply with all applicable laws, rules, regulations, or orders, including without limitation, the Americans With Disabilities Act, if applicable, and Landlord shall be responsible to promptly cure at its sole cost any noncompliance which existed on the Commencement Date. Tenant shall be responsible for complying with all laws applicable to the Premises as a result of the Permitted Use, and Tenant shall be responsible for making any changes or alterations as may be required by law, rule, regulation, or order for Tenant's Permitted Use at its sole cost and expense. Otherwise, if changes or alterations are required by law, rule, regulation, or order unrelated to the Permitted Use, Landlord shall make changes and alterations at its expense.

8. OPERATING COSTS.

a. Definition. As used herein, "Operating Costs" shall mean all costs of operating, maintaining and repairing the Premises, the Building, and the Property, determined in accordance with generally accepted accounting principles, and including without limitation the following: all taxes and assessments (including, but not limited to, real and personal property taxes and assessments, local improvement district assessments and other special purpose assessments, and taxes on rent or gross receipts); insurance premiums paid by Landlord and (to the extent used) deductibles for insurance applicable to the Property; water, sewer and all other utility charges (other than utilities separately metered and paid directly by Tenant or other tenants); ~~janitorial and all other cleaning services; refuse and trash removal;~~ supplies, materials, tools, and equipment used in the operation, repair, and maintenance of the Property; refurbishing and repainting; carpet replacement; to the extent serving areas other than just the Premises, heating, ventilation and air conditioning ("HVAC") service and repair and replacement of HVAC when necessary; ~~elevator service and repair and~~ replacement of elevators when necessary; pest control; lighting systems, fire detection and security services; landscape maintenance; management (fees and/or personnel costs); parking lot, road, sidewalk and driveway patching, resurfacing and maintenance; snow and ice removal; repair, maintenance, and, where reasonably required, replacement of signage; amortization of capital improvements as Landlord may in the future install to comply with governmental regulations and rules or undertaken in good faith with a reasonable expectation of reducing operating costs (the useful life of which shall be a reasonable period of time as determined by Landlord); costs of legal services (except those incurred directly relating to a particular occupant of the Building); and accounting services, labor, supplies, materials and tools. Landlord and Tenant agree that if the Building is not ninety percent (90%) occupied during any calendar year (including the Base Year, if applicable), on a monthly average, then those portions of the Operating Costs that are driven by occupancy rates, as reasonably

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determined by Landlord, shall be increased to reflect the Operating Costs of the Building as though it were ninety percent (90%) occupied and Tenant's Pro Rata Share of Operating Costs shall be based upon Operating Costs as so adjusted. Operating Costs shall not include: Landlord's income tax or general corporate overhead; depreciation on the Building or equipment therein; loan payments; real estate broker's commissions; capital improvements to or major repairs of the Building shell (i.e., the Building structure, exterior walls, roof, and structural floors and foundations), except as described above; or any costs regarding the operation, maintenance and repair of the Premises, the Building, or the Property paid directly by Tenant or other tenants in the Building, or otherwise reimbursed to Landlord. If Tenant is renting a pad separate from any other structures on the Property for which Landlord separately furnishes the services described in this paragraph, then the term "Operating Costs" shall not include those costs of operating, repairing, and maintaining the enclosed mall which can be separately allocated to the tenants of the other structures. Operating Costs which cannot be separately allocated to the tenants of other structures may include but are not limited to: insurance premiums; taxes and assessments; management (fees and/or personnel costs); exterior lighting; parking lot, road, sidewalk and driveway patching, resurfacing and maintenance; snow and ice removal; and costs of legal services and accounting services.

b. **Type of Payment**. Options one and two below address the manner in which Operating Costs are paid under this Lease. To select the pure triple net option, check option 1. To select the base year option, check option 2.

☒ **OPTION ONE: TRIPLE NET**. As additional Rent, Tenant shall pay to Landlord on the first of each month with payment of Tenant's base Rent one-twelfth of Tenant's Pro Rata Share of Operating Costs.

☐ **OPTION TWO: BASE YEAR**. The Base Rent paid by Tenant under this Lease includes Tenant's Pro Rata Share of Operating Costs for the calendar year in which the Commencement Date occurs (the "Base Year"). As additional Rent, Tenant shall pay to Landlord on the first day of each month commencing on the first day of the first year after the Commencement Date, with Tenant's payment of Base Rent, one-twelfth of the amount, if any, by which Tenant's Pro Rata Share of Operating Costs exceeds Tenant's annualized Pro Rata Share of Operating Costs for the Base Year.

c. **Method of Payment.** Tenant shall pay to Landlord Operating Costs pursuant to the following procedure:

(i) Landlord shall provide to Tenant, at or before the Commencement Date, a good faith estimate of annual Operating Costs for the calendar year in which the Commencement Date occurs. Landlord shall also provide to Tenant, as soon as possible following the first day of each succeeding calendar year, a good faith estimate of Tenant's annual Pro Rata Share of Operating Costs for the then-current year.

(ii) Each estimate of Tenant's annual Pro Rata Share of Operating Costs determined by Landlord, as described above, shall be divided into twelve (12) equal monthly installments. If Tenant pays Operating Costs under Option One, Tenant shall pay to Landlord such monthly installment of Operating Costs with each monthly payment of Base Rent. If Tenant pays Operating Costs under Option Two, Tenant shall pay to Landlord with each monthly payment of Base Rent the amount, if any, by which such

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

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monthly installments of Operating Costs exceed one twelfth of Tenant's annualized Pro Rate Share of Operating Costs for the Base Year. In the event the estimated amount of Tenant's Pro Rata Share of Operating Costs has not yet been determined for any calendar year, Tenant shall pay the monthly installment in the estimated amount determined for the preceding calendar year until the estimate for the current calendar year has been provided to Tenant. When the estimate for the current calendar year is received, Tenant shall then pay any shortfall or receive a credit for any surplus for the preceding months of the current calendar year and shall, thereafter, make the monthly installment payments in accordance with the current estimate.

(iii) As soon as reasonably possible following the end of each calendar year of the Lease term, Landlord shall determine and provide to Tenant a statement (the "Operating Costs Statement") setting forth the amount of Operating Costs actually incurred and the amount of Tenant's Pro Rata Share of Operating Costs actually payable by Tenant with respect to such calendar year. In the event the amount of Tenant's Pro Rata Share of Operating Costs exceeds the sum of the monthly installments actually paid by Tenant for such calendar year, Tenant shall pay to Landlord the difference within thirty (30) days following receipt of the Operating Costs Statement. In the event the sum of the monthly installments actually paid by Tenant for such calendar year exceeds the amount of Tenant's Pro Rata Share of Operating Costs actually due and owing, the difference shall be applied as a credit to Tenant's future Pro Rata Share of Operating Costs payable by Tenant pursuant to this Section, or if the term has expired, the excess shall be refunded to Tenant within thirty (30) days after delivery of such Operating Costs Statement.

(iv) Should Tenant dispute any amount shown on the Operating Costs Statement, Tenant may audit Landlord's books and records for the calendar year covered by such Operating Costs Statement upon written notice to Landlord given within ninety (90) days after Tenant's receipt of such Operating Costs Statement. If Tenant fails to provide notice of dispute within such ninety (90) day period, the Operating Costs Statement shall be final and conclusive. Any audit conducted by Tenant shall be completed within sixty (60) days after Tenant's request therefor. In the event the amount of Tenant's Pro Rata Share of Operating Costs exceeds the sum of the monthly installments actually paid by Tenant for such calendar year, Tenant shall pay to Landlord the difference within thirty (30) days following completion of the audit. In the event the sum of the monthly installments actually paid by Tenant for such calendar year exceeds the amount of Tenant's Pro Rata Share of Operating Costs actually due and owing, the difference shall be applied as a credit to Tenant's future Pro Rata Share of Operating Costs payable by Tenant pursuant to this Section, or if the term has expired, the excess shall be refunded to Tenant within thirty (30) days after completion of the audit. Landlord and Tenant shall cooperate as may be reasonably necessary in order to facilitate the timely completion of any audit. Nothing in this section shall in any manner modify Tenant's obligations to make payments as and when provided under this Lease.

9. UTILITIES AND SERVICES. Landlord shall provide the Premises the following services, the cost of which shall be included in the Operating Costs, to the extent not separately metered to the Premises: water and electricity for the Premises seven (7) days per week, twenty-four (24) hours per day, and HVAC from _____ a.m. to _____ p.m. Monday through Friday; _____ a.m. to _____ p.m. on Saturday; and _____ a.m. to _____ p.m. on Sunday. ~~Landlord shall provide janitorial service to the Premises and Building five (5) nights each week, exclusive of holidays, the cost of which shall also be included in Operating Costs.~~ HVAC services will also be provided by Landlord to the Premises during additional

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

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hours on reasonable notice to Landlord, at Tenant's sole cost and expense, at an hourly rate reasonably established by Landlord from time to time and payable by Tenant, as and when billed, as Additional Rent. Notwithstanding the foregoing, if Tenant's use of the Premises incurs utility service charges which are above those usual and customary for the Permitted Use, Landlord reserves the right to require Tenant to pay a reasonable additional charge for such usage. Landlord shall not be liable for any loss, injury or damage to person or property caused by or resulting from any variation, interruption, or failure of utilities due to any cause whatsoever, and Rent shall not abate as a result thereof.

Tenant shall furnish all other utilities (including, but not limited to, telephone, Internet, and cable service if available) and other services which Tenant requires with respect to the Premises, and shall pay, at Tenant's sole expense, the cost of all utilities separately metered to the Premises, and of all other utilities and other services which Tenant requires with respect to the Premises, except those to be provided by Landlord and included in Operating Expenses as described above.

10. TAXES. Tenant shall pay all taxes, assessments, liens and license fees ("Taxes") levied, assessed or imposed by any authority having the direct or indirect power to tax or assess any such liens, related to or required by Tenant's use of the Premises as well as all Taxes on Tenant's personal property located on the Premises. Landlord shall pay all taxes and assessments with respect to the Property, including any taxes resulting from a reassessment of the Building or the Property due to a change of ownership or otherwise, all of which shall be included in Operating Costs and subject to partial reimbursement by Tenant as set forth in Section 8.

11. COMMON AREAS.

a. Definition. The term "Common Areas" means all areas, facilities and building systems that are provided and designated from time to time by Landlord for the general non-exclusive use and convenience of Tenant with other tenants and which are not leased or held for the exclusive use of a particular tenant. To the extent that such areas and facilities exist within the Property, Common Areas include hallways, entryways, stairs, elevators, driveways, walkways, terraces, docks, loading areas, restrooms, trash facilities, parking areas and garages, roadways, pedestrian sidewalks, landscaped areas, security areas, lobby or mall areas, common heating, ventilating and air conditioning systems, common electrical service, equipment and facilities, and common mechanical systems, equipment and facilities. Tenant shall comply with reasonable rules and regulations concerning the use of the Common Areas adopted by Landlord from time to time. Without advance notice to Tenant and without any liability to Tenant, Landlord may change the size, use, or nature of any Common Areas, erect improvements on the Common Areas or convert any portion of the Common Areas to the exclusive use of Landlord or selected tenants, so long as Tenant is not thereby deprived of the substantial benefit of the Premises. Landlord reserves the use of exterior walls and the roof, and the right to install, maintain, use, repair and replace pipes, ducts, conduits, and wires leading through the Premises in areas which will not materially interfere with Tenant's use thereof.

b. Use of the Common Areas. Tenant shall have the non-exclusive right, in common with such other tenants to whom Landlord has granted or may grant such rights, to use the Common Areas. Tenant shall abide by rules and regulations adopted by Landlord from time to time and shall use its best efforts to cause its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees to comply with those rules and regulations, and not interfere with the use of Common Areas by others.

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

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c. **Maintenance of Common Areas**. Landlord shall maintain the Common Areas in good order, condition and repair. This maintenance cost shall be an Operating Cost chargeable to Tenant pursuant to Section 8. In performing such maintenance, Landlord shall use reasonable efforts to minimize interference with Tenant's use and enjoyment of the Premises.

12. ALTERATIONS. Tenant may make alterations, additions or improvements to the Premises, including any Tenant Work identified on attached Exhibit C (the "Alterations"), only with the prior written consent of Landlord, which, with respect to Alterations not affecting the structural components of the Premises or utility systems therein, shall not be unreasonably withheld, conditioned, or delayed. Landlord shall have thirty (30) days in which to respond to Tenant's request for any Alterations so long as such request includes the name of Tenant's contractors and reasonably detailed plans and specifications therefor. The term "Alterations" shall not include the installation of shelves, movable partitions, Tenant's equipment, and trade fixtures that may be performed without damaging existing improvements or the structural integrity of the Premises, the Building, or the Property, and Landlord's consent shall not be required for Tenant's installation or removal of those items. Tenant shall perform all work at Tenant's expense and in compliance with all applicable laws and shall complete all Alterations in accordance with plans and specifications approved by Landlord, using contractors approved by Landlord, and in a manner so as not to unreasonably interfere with other tenants. Tenant shall pay, when due, or furnish a bond for payment (as set forth in Section 20) all claims for labor or materials furnished to or for Tenant at or for use in the Premises, which claims are or may be secured by any mechanics' or materialmens' liens against the Premises or the Property or any interest therein. Tenant shall remove all Alterations at the end of the Lease term unless Landlord conditioned its consent upon Tenant leaving a specified Alteration at the Premises, in which case Tenant shall not remove such Alteration, and it shall become Landlord's property. Tenant shall immediately repair any damage to the Premises caused by removal of Alterations.

13. REPAIRS AND MAINTENANCE; SURRENDER. Tenant shall, at its sole expense, maintain the entire Premises in good condition and promptly make all non-structural repairs and replacements necessary to keep the Premises safe and in good condition, including all HVAC components and other utilities and systems to the extent exclusively serving the Premises. Landlord shall maintain and repair the Building structure, foundation, subfloor, exterior walls, roof structure and surface, and HVAC components and other utilities and systems serving more than just the Premises, and the Common Areas, the costs of which shall be included as an Operating Cost. Tenant shall not damage any demising wall or disturb the structural integrity of the Premises, the Building, or the Property and shall promptly repair any damage or injury done to any such demising walls or structural elements caused by Tenant or its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees. Notwithstanding anything in this Section to the contrary, Tenant shall not be responsible for any repairs to the Premises made necessary by the negligence or willful misconduct of Landlord or its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees therein. If Tenant fails to perform Tenant's obligations under this Section, Landlord may at Landlord's option enter upon the Premises after ten (10) days' prior notice to Tenant and put the same in good order, condition and repair and the cost thereof together with interest thereon at the default rate set forth in Section 4 shall be due and payable as additional rent to Landlord together with Tenant's next installment of Base Rent. Upon expiration of the Lease term, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises, together with all keys, to Landlord in as good condition as when received by Tenant from Landlord or as thereafter improved, reasonable wear and tear and insured casualty excepted.

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

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14. ACCESS AND RIGHT OF ENTRY. After twenty-four (24) hours' notice from Landlord (except in cases of emergency, when no notice shall be required), Tenant shall permit Landlord and its agents, employees and contractors to enter the Premises at all reasonable times to make repairs, inspections, alterations or improvements, provided that Landlord shall use reasonable efforts to minimize interference with Tenant's use and enjoyment of the Premises. This Section shall not impose any repair or other obligation upon Landlord not expressly stated elsewhere in this Lease. After reasonable notice to Tenant, Landlord shall have the right to enter the Premises for the purpose of (a) showing the Premises to prospective purchasers or lenders at any time, and to prospective tenants within one hundred eighty (180) days prior to the expiration or sooner termination of the Lease term; and (b) posting "for lease" signs within one hundred eighty (180) days prior to the expiration or sooner termination of the Lease term.

15. SIGNAGE. Tenant shall obtain Landlord's written consent as to size, location, materials, method of attachment, and appearance, before installing any signs upon the Premises. Tenant shall install any approved signage at Tenant's sole expense and in compliance with all applicable laws. Tenant shall not damage or deface the Premises in installing or removing signage and shall repair any injury or damage to the Premises caused by such installation or removal.

16. DESTRUCTION OR CONDEMNATION.

a. Damage and Repair. If the Premises or the portion of the Building or the Property necessary for Tenant's occupancy are partially damaged but not rendered untenantable, by fire or other insured casualty, then Landlord shall diligently restore the Premises and the portion of the Property necessary for Tenant's occupancy to the extent required below and this Lease shall not terminate. Tenant may, however, terminate the Lease if Landlord is unable to restore the Premises within ~~six~~*THREE* (~~6~~3) months of the casualty event by giving twenty (20) days written notice of termination.

The Premises or the portion of the Building or the Property necessary for Tenant's occupancy shall not be deemed untenantable if twenty-five percent (25%) or less of each of those areas are damaged. If insurance proceeds are not available or are not sufficient to pay the entire cost of restoring the Premises, or if Landlord's lender does not permit all or any part of the insurance proceeds to be applied toward restoration, then Landlord may elect to terminate this Lease and keep the insurance proceeds, by notifying Tenant within sixty (60) days of the date of such casualty.

If the Premises, the portion of the Building or the Property necessary for Tenant's occupancy, or ~~fifty~~*TWENTY* percent (~~5~~20%) or more of the rentable area of the Property are entirely destroyed, or partially damaged and rendered untenantable, by fire or other casualty, Landlord *OR TENANT* may, at ~~its~~*EITHER'S* option: (a) terminate this Lease as provided herein, or, *IF THE LEASE IS NOT TERMINATED,* (b) restore the Premises and the portion of the Property necessary for Tenant's occupancy to their previous condition to the extent required below.~~; provided, however, if such casualty event occurs during the last six (6) months of the Lease term (after considering any option to extend the term timely exercised by Tenant) then either Tenant or Landlord may elect to terminate the Lease. If, within sixty (60) days after receipt by Landlord from Tenant of written notice that Tenant deems the Premises or the portion of the Property necessary for Tenant's occupancy untenantable, Landlord fails to notify Tenant of its election to restore those areas, or if Landlord is unable to restore those areas within six (6) months of the date of the casualty event, then Tenant may elect to terminate the Lease upon twenty (20) days' notice to Landlord unless~~

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~~Landlord, within such twenty (20) day period, notifies Tenant that it will in fact restore the Premises or actually completes such restoration work to the extent required below, as applicable.~~

If Landlord restores the Premises or the Property under this Section, Landlord shall proceed with reasonable diligence to complete the work, and the Rent shall be abated in the same proportion as the untenantable portion of the Premises bears to the whole Premises, provided that there shall be a Rent abatement only if the damage or destruction of the Premises or the Property did not result from, or was not contributed to directly or indirectly by the act, fault or neglect of Tenant, or Tenant's employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees. No damages, compensation or claim shall be payable by Landlord for inconvenience, loss of business or annoyance directly, incidentally or consequentially arising from any repair or restoration of any portion of the Premises or the Property. Landlord shall have no obligation to carry insurance of any kind for the protection of Tenant; any alterations or improvements paid for by Tenant; any Tenant's Work identified in Exhibit C (regardless of who may have completed them); Tenant's furniture; or on any fixtures, equipment, improvements or appurtenances of Tenant under this Lease, and Landlord's restoration obligations hereunder shall not include any obligation to repair any damage thereto or replace the same.

b. Condemnation. If the Premises, the portion of the Building or the Property necessary for Tenant's occupancy, or ~~5~~20% or more of the rentable area of the Property are made untenantable by eminent domain, or conveyed under a threat of condemnation, this Lease shall terminate at the option of either Landlord or Tenant as of the earlier of the date title vests in the condemning authority or the condemning authority first has possession of the Premises or the portion of the Property taken by the condemning authority. All Rents and other payments shall be paid to that date.

If the condemning authority takes a portion of the Premises or of the Building or the Property necessary for Tenant's occupancy that does not render them untenantable, then this Lease shall continue in full force and effect and the Rent shall be equitably reduced based on the proportion by which the floor area of any structures is reduced. The reduction in Rent shall be effective on the earlier of the date the condemning authority first has possession of such portion or title vests in the condemning authority. ~~The Premises or the portion of the Building or the Property necessary for Tenant's occupancy shall not be deemed untenantable if twenty-five percent (25%) or less of each of those areas are condemned.~~ Landlord shall be entitled to the entire award from the condemning authority attributable to the value of the Premises or the Building or the Property ~~and Tenant shall make no claim for the value of its leasehold~~. Tenant shall be permitted to make a separate claim against the condemning authority for *THE LESSEE'S INTEREST IN THE LEASEHOLD, AND* moving expenses if Tenant may terminate the Lease under this Section, provided that in no event shall Tenant's claim reduce Landlord's award.

17. INSURANCE.

a. Tenant's Liability Insurance. During the Lease term, Tenant shall pay for and maintain commercial general liability insurance with broad form property damage and contractual liability endorsements; *PROVIDED, HOWEVER, THESE INSURANCE REQUIREMENTS MAY BE SATISFIED BY TENANT THROUGH AN INSURANCE POOL.* This policy shall name Landlord, its property manager (if any), and other parties designated by Landlord as additional insureds using an endorsement form acceptable to Landlord, and shall insure Tenant's activities and those of Tenant's employees,

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officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees with respect to the Premises against loss, damage or liability for personal injury or bodily injury (including death) or loss or damage to property with a combined single limit of not less than $2,000,000, and a deductible of not more than $10,000. Tenant's insurance will be primary and noncontributory with any liability insurance carried by Landlord. Landlord may also require Tenant to obtain and maintain business income coverage for at least six (6) months, business auto liability coverage, and, if applicable to Tenant's Permitted Use, liquor liability insurance and/or warehouseman's coverage.

b. Tenant's Property Insurance. During the Lease term, Tenant shall pay for and maintain special form clauses of loss coverage property insurance (with coverage for earthquake if required by Landlord's lender and, if the Premises are situated in a flood plain, flood damage) for all of Tenant's personal property, fixtures and equipment in the amount of their full replacement value, with a deductible of not more than $10,000.

c. Miscellaneous. Tenant's insurance required under this Section shall be with companies rated A-/VII or better in Best's Insurance Guide, and which are admitted in the State in which the Premises are located; *PROVIDED THAT TENANT MAY PROVIDE INSURANCE COVERAGE THROUGH AN INSURANCE POOL AND DEMONSTRATE SUCH COVERAGE WITH DOCUMENTATION ISSUED BY THE INSURANCE POOL*. No insurance policy shall be cancelled or reduced in coverage and each such policy shall provide that it is not subject to cancellation or a reduction in coverage except after thirty (30) days prior written notice to Landlord. Tenant shall deliver to Landlord upon commencement of the Lease and from time to time thereafter, copies of the insurance policies or evidence of insurance and copies of endorsements required by this Section. In no event shall the limits of such policies be considered as limiting the liability of Tenant under this Lease. If Tenant fails to acquire or maintain any insurance or provide any policy or evidence of insurance required by this Section, and such failure continues for three (3) days after notice from Landlord, Landlord may, but shall not be required to, obtain such insurance for Landlord's benefit and Tenant shall reimburse Landlord for the costs of such insurance upon demand. Such amounts shall be Additional Rent payable by Tenant hereunder and in the event of non-payment thereof, Landlord shall have the same rights and remedies with respect to such non-payment as it has with respect to any other non-payment of Rent hereunder.

d. Landlord's Insurance. Landlord shall carry special form clauses of loss coverage property insurance of the Building shell and core in the amount of their full replacement value, liability insurance with respect to the Common Areas, and such other insurance of such types and amounts as Landlord, in its discretion, shall deem reasonably appropriate. The cost of any such insurance shall be included in the Operating Costs, and if such insurance is provided by a "blanket policy" insuring other parties or locations in addition to the Building, then only the portion of the premiums allocable to the Building and Property shall be included in the Operating Costs.

e. Waiver of Subrogation. Landlord and Tenant hereby release each other and any other tenant, their agents or employees, from responsibility for, and waive their entire claim of recovery for any loss or damage arising from any cause covered by property insurance required to be carried or otherwise carried by each of them. Each party shall provide notice to the property insurance carrier or carriers of this mutual waiver of subrogation, and shall cause its respective property insurance carriers to waive all rights of subrogation against the other. This waiver shall not apply to the extent of the deductible amounts to any such property policies or to the extent of liabilities exceeding the limits of such policies.

18. INDEMNIFICATION.

a. Indemnification by Tenant. Tenant shall defend, indemnify, and hold Landlord and its property manager (if any) harmless against all liabilities, damages, costs, and expenses, including attorneys' fees, for personal injury, bodily injury (including death) or property damage arising from any negligent or wrongful act or omission of Tenant or Tenant's employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees on or around the Premises or the Property, or arising from any breach of this Lease by Tenant. Tenant shall use legal counsel reasonably acceptable to Landlord in defense of any action within Tenant's defense obligation.

b. Indemnification by Landlord. Landlord shall defend, indemnify and hold Tenant harmless against all liabilities, damages, costs, and expenses, including attorneys' fees, for personal injury, bodily injury (including death) or property damage arising from any negligent or wrongful act or omission of Landlord or Landlord's employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees on or around the Premises or the Property, or arising from any breach of this Lease by Landlord. Landlord shall use legal counsel reasonably acceptable to Tenant in defense of any action within Landlord's defense obligation.

c. Waiver of Immunity. Landlord and Tenant each specifically and expressly waive any immunity that each may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Neither party's indemnity obligations under this Lease shall be limited by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under the Worker Compensation Acts, Disability Benefit Acts or other employee benefit acts.

d. Exemption of Landlord from Liability. Except to the extent of claims arising out of Landlord's gross negligence, *NEGLIGENCE* or intentional misconduct, Landlord shall not be liable for injury to Tenant's business or assets or any loss of income therefrom or for damage to any property of Tenant or of its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees, or any other person in or about the Premises or the Property.

e. Survival. The provisions of this Section 18 shall survive expiration or termination of this Lease.

19. ASSIGNMENT AND SUBLETTING. Tenant shall not assign, sublet, mortgage, encumber or otherwise transfer any interest in this Lease (collectively referred to as a "Transfer") or any part of the Premises, without first obtaining Landlord's written consent, which shall not be unreasonably withheld, conditioned, or delayed. No Transfer shall relieve Tenant of any liability under this Lease notwithstanding Landlord's consent to such Transfer. Consent to any Transfer shall not operate as a waiver of the necessity for Landlord's consent to any subsequent Transfer. In connection with each request for consent to a Transfer, Tenant shall pay the reasonable cost of processing same, including attorneys' fees, upon demand of Landlord, up to a maximum of $1,250.

If Tenant is a partnership, limited liability company, corporation, or other entity, any transfer of this Lease by merger, consolidation, redemption or liquidation, or any change in the ownership of, or power to vote,

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which singularly or collectively represents a majority of the beneficial interest in Tenant, shall constitute a Transfer under this Section.

As a condition to Landlord's approval, if given, any potential assignee or sublessee otherwise approved by Landlord shall assume all obligations of Tenant under this Lease and shall be jointly and severally liable with Tenant and any guarantor, if required, for the payment of Rent and performance of all terms of this Lease. In connection with any Transfer, Tenant shall provide Landlord with copies of all assignments, subleases and assumption agreement or documents.

20. **LIENS**. Tenant shall not subject the Landlord's assets to any liens or claims of lien. Tenant shall keep the Premises free from any liens created by or through Tenant. Tenant shall indemnify and hold Landlord harmless from liability for any such liens including, without limitation, liens arising from any Alterations. If a lien is filed against the Premises by any person claiming by, through or under Tenant, Tenant shall, within ten (10) days after Landlord's demand, at Tenant's expense, either remove the lien or furnish to Landlord a bond in form and amount and issued by a surety satisfactory to Landlord, indemnifying Landlord and the Premises against all liabilities, costs and expenses, including attorneys' fees, which Landlord could reasonably incur as a result of such lien.

21. **DEFAULT**. The following occurrences shall each constitute a default by Tenant (an "Event of Default"):

a. **Failure To Pay**. Failure by Tenant to pay any sum, including Rent, due under this Lease following five (5) days' notice from Landlord of the failure to pay.

b. **Vacation/Abandonment**. Vacation by Tenant of the Premises (defined as an absence for at least fifteen (15) consecutive days without prior notice to Landlord), or abandonment by Tenant of the Premises (defined as an absence of five (5) days or more while Tenant is in breach of some other term of this Lease). Tenant's vacation or abandonment of the Premises shall not be subject to any notice or right to cure.

c. **Insolvency**. Tenant's insolvency or bankruptcy (whether voluntary or involuntary); or appointment of a receiver, assignee or other liquidating officer for Tenant's business; provided, however, that in the event of any involuntary bankruptcy or other insolvency proceeding, the existence of such proceeding shall constitute an Event of Default only if such proceeding is not dismissed or vacated within sixty (60) days after its institution or commencement.

d. **Levy or Execution**. The taking of Tenant's interest in this Lease or the Premises, or any part thereof, by execution or other process of law directed against Tenant, or attachment of Tenant's interest in this Lease by any creditor of Tenant, if such attachment is not discharged within fifteen (15) days after being levied.

e. **Other Non-Monetary Defaults**. The breach by Tenant of any agreement, term or covenant of this Lease other than one requiring the payment of money and not otherwise enumerated in this Section or elsewhere in this Lease, which breach continues for a period of thirty (30) days after notice by Landlord to Tenant of the breach.

f. **Failure to Take Possession**. Failure by Tenant to take possession of the Premises on the Commencement Date or failure by Tenant to commence any Tenant Improvement in a timely fashion.

Kidder Mathews
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Bellevue, WA 98004
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Fax: (425) 451-3058

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Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event less than thirty (30) days after notice by Tenant to Landlord. If Landlord fails to cure any such default within the allotted time, Tenant's sole remedy shall be to seek actual money damages (but not consequential or punitive damages) for loss arising from Landlord's failure to discharge its obligations under this Lease. Nothing herein contained shall relieve Landlord from its duty to perform of any of its obligations to the standard prescribed in this Lease.

Any notice periods granted herein shall be deemed to run concurrently with and not in addition to any default notice periods required by law.

22. **REMEDIES**. Landlord shall have the following remedies upon an Event of Default. Landlord's rights and remedies under this Lease shall be cumulative, and none shall exclude any other right or remedy allowed by law.

a. **Termination of Lease**. Landlord may terminate Tenant's interest under the Lease, but no act by Landlord other than notice of termination from Landlord to Tenant shall terminate this Lease. The Lease shall terminate on the date specified in the notice of termination. Upon termination of this Lease, Tenant will remain liable to Landlord for damages in an amount equal to the Rent and other sums that would have been owing by Tenant under this Lease for the balance of the Lease term, less the net proceeds, if any, of any reletting of the Premises by Landlord subsequent to the termination, after deducting all of Landlord's Reletting Expenses (as defined below). Landlord shall be entitled to either collect damages from Tenant monthly on the days on which rent or other amounts would have been payable under the Lease, or alternatively, Landlord may accelerate Tenant's obligations under the Lease and recover from Tenant: (i) unpaid rent which had been earned at the time of termination; (ii) the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of rent loss that Tenant proves could reasonably have been avoided; (iii) the amount by which the unpaid rent for the balance of the term of the Lease after the time of award exceeds the amount of rent loss that Tenant proves could reasonably be avoided (discounting such amount by the discount rate of the Federal Reserve Bank of San Francisco at the time of the award, plus 1%); and (iv) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under the Lease, or which in the ordinary course would be likely to result from the Event of Default, including without limitation Reletting Expenses described below.

b. **Re-Entry and Reletting**. Landlord may continue this Lease in full force and effect, and without demand or notice, re-enter and take possession of the Premises or any part thereof, expel the Tenant from the Premises and anyone claiming through or under the Tenant, and remove the personal property of either. Landlord may relet the Premises, or any part of them, in Landlord's or Tenant's name for the account of Tenant, for such period of time and at such other terms and conditions as Landlord, in its discretion, may determine. Landlord may collect and receive the rents for the Premises. To the fullest extent permitted by law, the proceeds of any reletting shall be applied: first, to pay Landlord all Reletting Expenses (defined below); second, to pay any indebtedness of Tenant to Landlord other than rent; third, to the rent due and unpaid hereunder; and fourth, the residue, if any, shall be held by Landlord and applied in payment of other or future obligations of Tenant to Landlord as the same may become due and payable, and Tenant shall not be entitled to receive any portion of such revenue. Re-entry or taking possession of the Premises by Landlord under this Section shall not be construed as an election on Landlord's part to terminate this Lease, unless a notice of termination is given to Tenant. Landlord reserves the right following any re-entry or reletting, or both, under this Section to

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
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exercise its right to terminate the Lease. Tenant will pay Landlord the Rent and other sums which would be payable under this Lease if repossession had not occurred, less the net proceeds, if any, after reletting the Premises and after deducting Landlord's Reletting Expenses. "Reletting Expenses" is defined to include all expenses incurred by Landlord in connection with reletting the Premises, including without limitation, all repossession costs, brokerage commissions and costs for securing new tenants, attorneys' fees, remodeling and repair costs, costs for removing persons or property, costs for storing Tenant's property and equipment, and costs of tenant improvements and rent concessions granted by Landlord to any new Tenant, prorated over the life of the new lease.

c. **Waiver of Redemption Rights**. Tenant, for itself, and on behalf of any and all persons claiming through or under Tenant, including creditors of all kinds, hereby waives and surrenders all rights and privileges which they may have under any present or future law, to redeem the Premises or to have a continuance of this Lease for the Lease term, or any extension thereof.

d. **Nonpayment of Additional Rent.** All costs which Tenant is obligated to pay to Landlord pursuant to this Lease shall in the event of nonpayment be treated as if they were payments of Rent, and Landlord shall have the same rights it has with respect to nonpayment of Rent.

e. **Failure to Remove Property**. If Tenant fails to remove any of its property from the Premises at Landlord's request following an uncured Event of Default, Landlord may, at its option, remove and store the property at Tenant's expense and risk. If Tenant does not pay the storage cost within five (5) days of Landlord's request, Landlord may, at its option, have any or all of such property sold at public or private sale (and Landlord may become a purchaser at such sale), in such manner as Landlord deems proper, without notice to Tenant. Landlord shall apply the proceeds of such sale: (i) to the expense of such sale, including reasonable attorneys' fees actually incurred; (ii) to the payment of the costs or charges for storing such property; (iii) to the payment of any other sums of money which may then be or thereafter become due Landlord from Tenant under any of the terms hereof; and (iv) the balance, if any, to Tenant. Nothing in this Section shall limit Landlord's right to sell Tenant's personal property as permitted by law or to foreclose Landlord's lien for unpaid rent.

23. MORTGAGE SUBORDINATION AND ATTORNMENT. This Lease shall automatically be subordinate to any mortgage or deed of trust created by Landlord which is now existing or hereafter placed upon the Premises including any advances, interest, modifications, renewals, replacements or extensions ("Landlord's Mortgage"). Tenant shall attorn to the holder of any Landlord's Mortgage or any party acquiring the Premises at any sale or other proceeding under any Landlord's Mortgage provided the acquiring party assumes the obligations of Landlord under this Lease. Tenant shall promptly and in no event later than fifteen (15) days after request execute, acknowledge and deliver documents which the holder of any Landlord's Mortgage may reasonably require as further evidence of this subordination and attornment. Notwithstanding the foregoing, Tenant's obligations under this Section to subordinate in the future are conditioned on the holder of each Landlord's Mortgage and each party acquiring the Premises at any sale or other proceeding under any such Landlord's Mortgage not disturbing Tenant's occupancy and other rights under this Lease, so long as no uncured Event of Default by Tenant exists.

24. NON-WAIVER. Landlord's waiver of any breach of any provision contained in this Lease shall not be deemed to be a waiver of the same provision for subsequent acts of Tenant. The acceptance by Landlord of Rent or other amounts due by Tenant hereunder shall not be deemed to be a waiver of any previous breach by Tenant.

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25. HOLDOVER. If Tenant shall, without the written consent of Landlord, remain in possession of the Premises and fail to return them to Landlord after the expiration or termination of this Lease, the tenancy shall be a holdover tenancy and shall be on a month-to-month basis, which may be terminated according to Washington law. During such tenancy, Tenant agrees to pay to Landlord 150% of the rate of rental last payable under this Lease, unless a different rate is agreed upon by Landlord. All other terms of the Lease shall remain in effect. Tenant acknowledges and agrees that this Section does not grant any right to Tenant to holdover, and that Tenant may also be liable to Landlord for any and all damages or expenses which Landlord may have to incur as a result of Tenant's holdover.

26. NOTICES. All notices under this Lease shall be in writing and effective (i) when delivered in person or via overnight courier to the other party, (ii) three (3) days after being sent by registered or certified mail to the other party at the address set forth in Section 1; or (iii) upon confirmed transmission by facsimile to the other party at the facsimile numbers set forth in Section 1. The addresses for notices and payment of rent set forth in Section 1 may be modified by either party only by written notice delivered in conformance with this Section.

27. COSTS AND ATTORNEYS' FEES. If Tenant or Landlord engage the services of an attorney to collect monies due or to bring any action for any relief against the other, declaratory or otherwise, arising out of this Lease, including any suit by Landlord for the recovery of Rent or other payments, or possession of the Premises, the losing party shall pay the prevailing party a reasonable sum for attorneys' fees in such action, whether in mediation or arbitration, at trial, on appeal, or in any bankruptcy proceeding.

28. ESTOPPEL CERTIFICATES. Tenant shall, from time to time, upon written request of Landlord, execute, acknowledge and deliver to Landlord or its designee a written statement specifying the following, subject to any modifications necessary to make such statements true and complete: (i) the total rentable square footage of the Premises; (ii) the date the Lease term commenced and the date it expires; (iii) the amount of minimum monthly Rent and the date to which such Rent has been paid; (iv) that this Lease is in full force and effect and has not been assigned, modified, supplemented or amended in any way; (v) that this Lease represents the entire agreement between the parties; (vi) that all obligations under this Lease to be performed by either party have been satisfied; (vii) that there are no existing claims, defenses or offsets which the Tenant has against the enforcement of this Lease by Landlord; (viii) the amount of Rent, if any, that Tenant paid in advance; (ix) the amount of security that Tenant deposited with Landlord; (x) if Tenant has sublet all or a portion of the Premises or assigned its interest in the Lease and to whom; (xi) if Tenant has any option to extend the Lease or option to purchase the Premises; and (xii) such other factual matters concerning the Lease or the Premises as Landlord may reasonably request. Tenant acknowledges and agrees that any statement delivered pursuant to this Section may be relied upon by a prospective purchaser of Landlord's interest or assignee of any mortgage or new mortgagee of Landlord's interest in the Premises. If Tenant shall fail to respond within ten (10) days to Landlord's request for the statement required by this Section, Landlord may provide the statement and Tenant shall be deemed to have admitted the accuracy of the information provided by Landlord.

29. TRANSFER OF LANDLORD'S INTEREST. This Lease shall be assignable by Landlord without the consent of Tenant. In the event of any transfer or transfers of Landlord's interest in the Premises, other than a transfer for collateral purposes only, upon the assumption of this Lease by the transferee, Landlord shall be automatically relieved of obligations and liabilities accruing from and after the date of such transfer, including any liability for any retained security deposit or prepaid rent, for which the transferee shall be liable, and Tenant shall attorn to the transferee.

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30. LANDLORD'S LIABILITY. Anything in this Lease to the contrary notwithstanding, covenants, undertakings and agreements herein made on the part of Landlord are made and intended not as personal covenants, undertakings and agreements for the purpose of binding Landlord personally or the assets of Landlord but are made and intended for the purpose of binding only the Landlord's interest in the Premises, as the same may from time to time be encumbered. In no event shall Landlord or its partners, shareholders, or members, as the case may be, ever be personally liable hereunder.

31. RIGHT TO PERFORM. If Tenant shall fail to timely pay any sum or perform any other act on its part to be performed hereunder, Landlord may make any such payment or perform any such other act on Tenant's behalf. Tenant shall, within ten (10) days of demand, reimburse Landlord for its expenses incurred in making such payment or performance. Landlord shall (in addition to any other right or remedy of Landlord provided by law) have the same rights and remedies in the event of the nonpayment of sums due under this Section as in the case of default by Tenant in the payment of Rent.

32. HAZARDOUS MATERIAL. As used herein, the term "Hazardous Material" means any hazardous, dangerous, toxic or harmful substance, material or waste including biomedical waste which is or becomes regulated by any local governmental authority, the State of Washington or the United States Government, due to its potential harm to the health, safety or welfare of humans or the environment. Landlord represents and warrants to Tenant that, to Landlord's knowledge without duty of investigation, there is no Hazardous Material on, in, or under the Premises as of the Commencement Date except as may otherwise have been disclosed to Tenant in writing before the execution of this Lease. If there is any Hazardous Material on, in, or under the Premises as of the Commencement Date which has been or thereafter becomes unlawfully released through no fault of Tenant, then Landlord shall indemnify, defend and hold Tenant harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses including without limitation sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees, incurred or suffered by Tenant either during or after the Lease term as the result of such contamination.

Tenant shall not cause or permit any Hazardous Material to be brought upon, kept, or used in or about, or disposed of on the Premises or the Property by Tenant, its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees, except with Landlord's prior consent and then only upon strict compliance with all applicable federal, state and local laws, regulations, codes and ordinances. If Tenant breaches the obligations stated in the preceding sentence, then Tenant shall indemnify, defend and hold Landlord harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses including, without limitation, diminution in the value of the Premises or the Property; damages for the loss or restriction on use of rentable or usable space or of any amenity of the Premises or the Property, or elsewhere; damages arising from any adverse impact on marketing of space at the Premises or the Property; and sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees incurred or suffered by Landlord either during or after the Lease term. These indemnifications by Landlord and Tenant include, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial, removal or restoration work, whether or not required by any federal, state or local governmental agency or political subdivision, because of Hazardous Material present in the Premises, or in soil or ground water on or under the Premises. Tenant shall immediately notify Landlord of any inquiry, investigation or notice that Tenant may receive from any third party regarding the actual or suspected presence of Hazardous Material on the Premises.

Without limiting the foregoing, if the presence of any Hazardous Material brought upon, kept or used in or about the Premises or the Property by Tenant, its employees, officers, agents, servants, contractors, customers, clients, visitors, guests, or other licensees or invitees, results in any unlawful release of any

Hazardous Materials on the Premises or the Property, Tenant shall promptly take all actions, at its sole expense, as are necessary to return the Premises or the Property to the condition existing prior to the release of any such Hazardous Material; provided that Landlord's approval of such actions shall first be obtained, which approval may be withheld at Landlord's sole discretion. The provisions of this Section 32 shall survive expiration or termination of this Lease.

33. QUIET ENJOYMENT. So long as Tenant pays the Rent and performs all of its obligations in this Lease, Tenant's possession of the Premises will not be disturbed by Landlord or anyone claiming by, through or under Landlord.

34. MERGER. The voluntary or other surrender of this Lease by Tenant, or a mutual cancellation thereof, shall not work a merger and shall, at the option of Landlord, terminate all or any existing subtenancies or may, at the option of Landlord, operate as an assignment to Landlord of any or all of such subtenancies.

35. GENERAL.

a. Heirs and Assigns. This Lease shall apply to and be binding upon Landlord and Tenant and their respective heirs, executors, administrators, successors and assigns.

b. Brokers' Fees. Tenant represents and warrants to Landlord that except for Tenant's Broker, if any, described and disclosed in Section 37 of this Lease, it has not engaged any broker, finder or other person who would be entitled to any commission or fees for the negotiation, execution or delivery of this Lease and shall indemnify and hold harmless Landlord against any loss, cost, liability or expense incurred by Landlord as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made by or on behalf of Tenant. Landlord represents and warrants to Tenant that except for Landlord's Broker, if any, described and disclosed in Section 37 of this Lease, it has not engaged any broker, finder or other person who would be entitled to any commission or fees for the negotiation, execution or delivery of this Lease and shall indemnify and hold harmless Tenant against any loss, cost, liability or expense incurred by Tenant as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made by or on behalf of Landlord.

c. Entire Agreement. This Lease contains all of the covenants and agreements between Landlord and Tenant relating to the Premises. No prior or contemporaneous agreements or understandings pertaining to the Lease shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or amended except in writing, signed by Landlord and Tenant.

d. Severability. Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision of this Lease.

e. Force Majeure. Time periods for either party's performance under any provisions of this Lease (excluding payment of Rent) shall be extended for periods of time during which the party's performance is prevented due to circumstances beyond such party's control, including without limitation, fires, floods, earthquakes, lockouts, strikes, embargoes, governmental regulations, acts of God, public enemy, war or other strife.

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f. **Governing Law**. This Lease shall be governed by and construed in accordance with the laws of the State of Washington.

g. **Memorandum of Lease**. Neither this Lease nor any memorandum or "short form" thereof shall be recorded without Landlord's prior consent.

h. **Submission of Lease Form Not an Offer**. One party's submission of this Lease to the other for review shall not constitute an offer to lease the Premises. This Lease shall not become effective and binding upon Landlord and Tenant until it has been fully signed by both of them.

i. **No Light, Air or View Easement.** Tenant has not been granted an easement or other right for light, air or view to or from the Premises. Any diminution or shutting off of light, air or view by any structure which may be erected on or adjacent to the Building shall in no way effect this Lease or the obligations of Tenant hereunder or impose any liability on Landlord.

j. **Authority of Parties.** Each party signing this Lease represents and warrants to the other that it has the authority to enter into this Lease, that the execution and delivery of this Lease has been duly authorized, and that upon such execution and delivery, this Lease shall be binding upon and enforceable against the party on signing.

k. **Time**. "Day" as used herein means a calendar day and "business day" means any day on which commercial banks are generally open for business in the state where the Premises are situated. Any period of time which would otherwise end on a non-business day shall be extended to the next following business day. Time is of the essence of this Lease.

36. **EXHIBITS AND RIDERS**. The following exhibits and riders are made a part of this Lease, and the terms thereof shall control over any inconsistent provision in the sections of this Lease:

Exhibit A: Floor Plan Outline of the Premises
Exhibit B: Legal Description of the Property
Exhibit C: Tenant Improvement Schedule
EXHIBIT D: DISPUTE RESOLUTION-ARBITRATION PROVISIONS
EXHIBIT E: BUILDING RULES AND REGULATIONS

CHECK THE BOX FOR ANY OF THE FOLLOWING THAT WILL APPLY. CAPITALIZED TERMS USED IN THE RIDERS SHALL HAVE THE MEANING GIVEN TO THEM IN THE LEASE.

☒ Rent Rider
☐ Arbitration Rider
☐ Letter of Credit Rider
☐ Guaranty of Tenant's Lease Obligations Rider
☐ Parking Rider
☒ Option to Extend Rider
☐ Rules and Regulations
☒ *ADDENDUM NO. 1*

37. **AGENCY DISCLOSURE**. At the signing of this Lease, Landlord is represented by Matthew Hagen and Matthew P. Henn of Kidder Mathews (insert both the name of the Broker and the Firm as licensed) (the "Landlord's Broker"), and Tenant is represented by Joel Johnson of Windermere Real Estate/North, Inc. (insert both the name of the Broker and the Firm as licensed) (the "Tenant's Broker").

This Agency Disclosure creates an agency relationship between Landlord, Landlord's Broker (if any such person is disclosed), and any managing brokers who supervise Landlord's Broker's performance (collectively the "Supervising Brokers"). In addition, this Agency Disclosure creates an agency relationship between Tenant, Tenant's Broker (if any such person is disclosed), and any managing brokers who supervise Tenant's Broker's performance (also collectively the "Supervising Brokers"). If Tenant's Broker and Landlord's Broker are different real estate licensees affiliated with the same Firm, then both Tenant and Landlord confirm their consent to that Firm and both Tenant's and Landlord's Supervising Brokers acting as dual agents. If Tenant's Broker and Landlord's Broker are the same real estate licensee who represents both parties, then both Landlord and Tenant acknowledge that the Broker, his or her Supervising Brokers, and his or her Firm are acting as dual agents and hereby consent to such dual agency. If Tenants' Broker, Landlord's Broker, their Supervising Brokers, or their Firm are dual agents, Landlord and Tenant consent to Tenant's Broker, Landlord's Broker and their Firm being compensated based on a percentage of the rent or as otherwise disclosed on the attached addendum. Neither Tenant's Broker, Landlord's Broker nor either of their Firms are receiving compensation from more than one party to this transaction unless otherwise disclosed on an attached addendum, in which case Landlord and Tenant consent to such compensation. Landlord and Tenant confirm receipt of the pamphlet entitled "The Law of Real Estate Agency."

38. COMMISSION AGREEMENT. If Landlord has not entered into a listing agreement (or other compensation agreement with Landlord's Broker), Landlord agrees to pay a commission to Landlord's Broker (as identified in the Agency Disclosure paragraph above) as follows:

☐ $ _____
☐ _____% of the gross rent payable pursuant to the Lease
☐ $ _____ per square foot of the Premises
☒ Other Landlord shall pay Tenant's Broker a commission equal to five percent (5%) of the aggregate base rental consideration for the first five (5) years of the Lease Term, and two and one-half percent (2.5%) of the aggregate base rental consideration for the term the exceeds five (5) years, after rent commencement.

Landlord shall pay Landlord's Broker per separate agreement.

Landlord's Broker ☐ shall ☒ shall not (shall not if not filled in) be entitled to a commission upon the extension by Tenant of the Lease term ~~pursuant to any right reserved to Tenant under the Lease~~ calculated ☒ as provided above or ☐ as follows _____ (if no box is checked, as provided above). Landlord's Broker ☐ shall ☒ shall not (shall not if not filled in) be entitled to a commission upon any expansion of ~~Premises pursuant to any right reserved to Tenant under the Lease,~~ calculated ☒ as provided above or ☐ as follows _____ (if no box is checked, as provided above).

Any commission shall be earned upon execution of this Lease, and paid one-half upon execution of the Lease and one-half upon occupancy of the Premises by Tenant. Landlord's Broker shall pay to Tenant's Broker (as identified in the Agency Disclosure paragraph above) the amount stated in a separate agreement between them or, if there is no agreement, $_____ or _____% (complete only one) of any commission paid to Landlord's Broker, within five (5) days after receipt by Landlord's Broker.

LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

If any other lease or sale is entered into between Landlord and Tenant pursuant to a right reserved to Tenant under the Lease, Landlord ☐ shall ☒ shall not (shall not if not filled in) pay an additional commission according to any commission agreement or, in the absence of one, according to the commission schedule of Landlord's Broker in effect as of the execution of this Lease. Landlord's successor shall be obligated to pay any unpaid commissions upon any transfer of this Lease and any such transfer shall not release the transferor from liability to pay such commissions.

39. BROKER PROVISIONS.

LANDLORD'S BROKER, TENANT'S BROKER AND THEIR FIRMS HAVE MADE NO REPRESENTATIONS OR WARRANTIES CONCERNING THE PREMISES; THE MEANING OF THE TERMS AND CONDITIONS OF THIS LEASE; LANDLORD'S OR TENANT'S FINANCIAL STANDING; ZONING OR COMPLIANCE OF THE PREMISES WITH APPLICABLE LAWS; SERVICE OR CAPACITY OF UTILITIES; OPERATING COSTS; OR HAZARDOUS MATERIALS. LANDLORD AND TENANT ARE EACH ADVISED TO SEEK INDEPENDENT LEGAL ADVICE ON THESE AND OTHER MATTERS ARISING UNDER THIS LEASE.

IN WITNESS WHEREOF this Lease has been executed the date and year first above written.

LANDLORD:

Pacific Industrial Park LP I

By: Pacific Constructors Intl., Inc.
It's Managing General Partner

By: ______________________
Andrew E. Peterson

Title: *Vice President*

Date: 4/6/15

TENANT:

Snohomish County Emergency Radio System (SERS)

By: ______________________

Title: President

Date: 4/2/15

LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

STATE OF WASHINGTON
ss.
COUNTY OF SNOHOMISH

I certify that I know or have satisfactory evidence that JON NEHRING is the person who appeared before me and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the President of Snohomish County Emergency Radio System to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this 2nd day of April, 2015.

BRADFORD N. CATTLE
COMMISSION EXPIRES
NOTARY
PUBLIC
5-12-2016
STATE OF WASHINGTON

(Signature of Notary)

BRADFORD N. CATTLE
(Legibly Print or Stamp Name of Notary)
Notary public in and for the state of Washington,
residing at WOODINVILLE, WA.
My appointment expires 5/12/2016

STATE OF WASHINGTON
ss.
COUNTY OF ____________

I certify that I know or have satisfactory evidence that ____________ is the person who appeared before me and said person acknowledged that ____________ signed this instrument, on oath stated that ____________ was authorized to execute the instrument and acknowledged it as the ____________ of ____________ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this ____________ day of ____________, 20___.

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)
Notary public in and for the state of Washington,
residing at ____________
My appointment expires ____________

Kidder Mathews

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

STATE OF WASHINGTON
ss.
COUNTY OF ____________

I certify that I know or have satisfactory evidence that ________________________ is the person who appeared before me and said person acknowledged that ____________________ signed this instrument, on oath stated that ______________________________________ was authorized to execute the instrument and acknowledged it as the ___________________ of _____________________ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this ________________________ day of ________________________, 20___.

____
(Signature of Notary)

____
(Legibly Print or Stamp Name of Notary)
Notary public in and for the state of Washington,
residing at ____
My appointment expires ______________________________

STATE OF WASHINGTON
ss.
COUNTY OF ____________

I certify that I know or have satisfactory evidence that ________________________ is the person who appeared before me and said person acknowledged that ____________________ signed this instrument, on oath stated that ______________________________________ was authorized to execute the instrument and acknowledged it as the ___________________ of _____________________ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this ________________________ day of ________________________, 20___.

____
(Signature of Notary)

____
(Legibly Print or Stamp Name of Notary)
Notary public in and for the state of Washington,
residing at ____
My appointment expires ______________________________

Kidder Mathews

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500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
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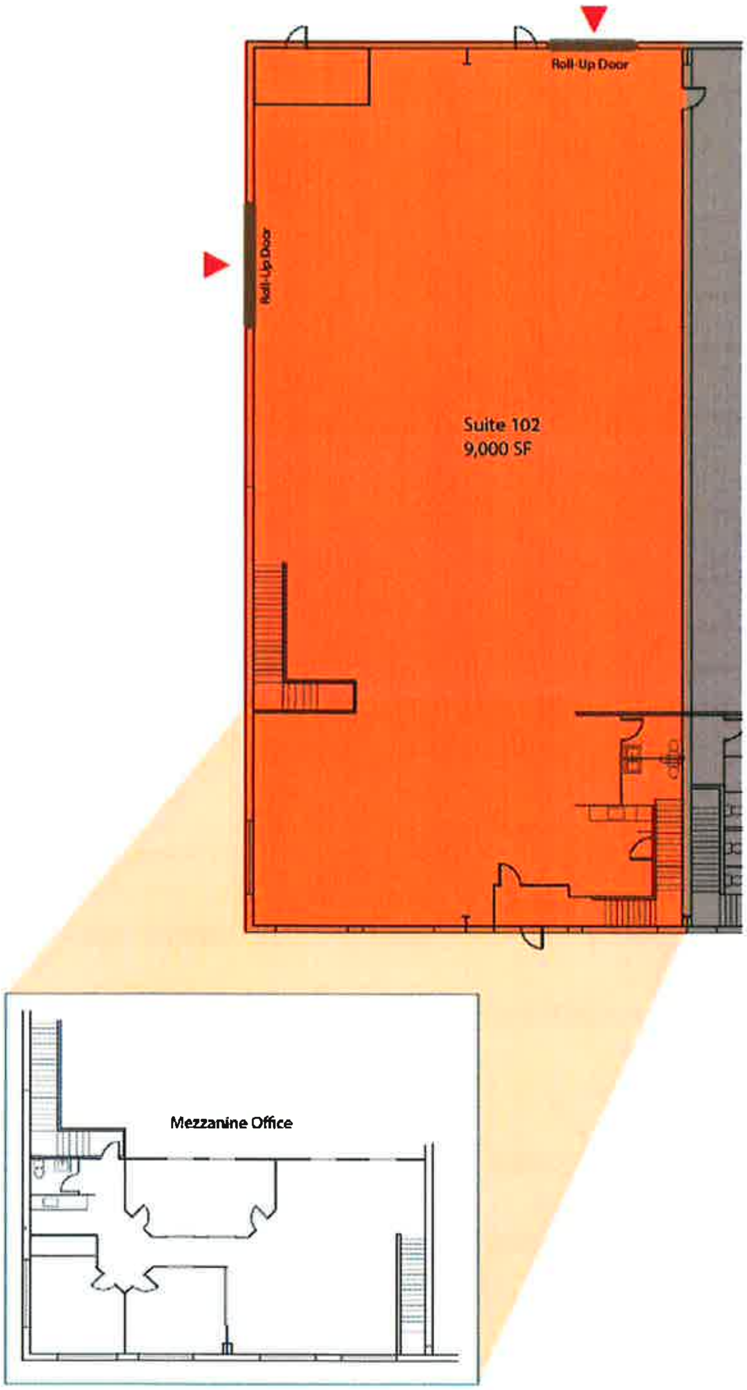
Fax: (425) 451-3058

LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

EXHIBIT A

[Outline of the Premises]



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LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

EXHIBIT B

[Legal Description of the Property]

Property Detail Report

For Property Located At :
14900 40TH AVE NE, MARYSVILLE, WA 98271-8914

CoreLogic RealQuest Professional

Owner Information

Owner Name:	PACIFIC INDUSTRIAL PARK I
Mailing Address:	14046 RIVIERA PL NE, SEATTLE WA 98125-3814 C073
Vesting Codes:	/ / LP

Location Information

Legal Description:	PACIFIC INDUSTRIAL PARK BLK 000 D-00 TH PTN OF LOT 5 SD PLAT DAF: BEG SW COR OF LOT 5 TH N02* 51 32E ALG W LN THOF 144.49FT TH S87* 08 28E AT R/A TO SD W LN 289.03FT TO E LN OF LOT 5 TH S03* 37 43WALG E LN 145.25FT TO SE COR OF LOT 5 TH N86* 59 34W ALG S LN OF SD LOT 287.08FT TO POB TGW LOT 4 OF SD PLAT EXC TH PTN DAF: BEG SW COR OF LOT 4 TH N02* 51 32E ALG W LN 54.49FT TH S87* 08 28E AT R/A TOSD W LN 286.47FT TO E LN OF LOT 4 TH S03* 37 43W ALG E LN 55.23FT TO SE COR OF LOT 4 TH N86* 59 34W ALG S LN OF LOT 4 285.73FT TO POB AKA PAR 3 OF BLA 98-106797 REC AFN 9811240085		
County:	SNOHOMISH, WA	APN:	006919-000-004-00
Census Tract / Block:	528.03 / 2	Alternate APN:	691900-0-004-00-03
Township-Range-Sect:	31-05-33	Subdivision:	PACIFIC INDUST PARK
Legal Book/Page:		Map Reference:	336-H3 / 05-31-33NW
Legal Lot:	5	Tract #:	
Legal Block:		School District:	025
Market Area:	A3	School District Name:	MARYSVILLE
Neighbor Code:	5206000	Munic/Township:	MARYSVILLE

Owner Transfer Information

Recording/Sale Date:	08/09/2007 / 08/06/2007	Deed Type:	QUIT CLAIM DEED
Sale Price:		1st Mtg Document #:	
Document #:	200708090665		

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LEASE AGREEMENT
Multi Tenant Triple Net (NNN Lease)

EXHIBIT C

[Tenant Improvement Schedule]

1. Tenant Improvements to be Completed by Landlord

A) Paint the walls in the office area in a mutually agreed upon color, otherwise, Tenant shall take the space in "As-Is" condition;

B) Repair hand rail at stair entry;

C) Add wall with 6' double door on first floor to enclose lab area;

D) Professionally clean the carpets and warehouse areas.

2. Tenant Improvements to be Completed by Tenant

Tenant shall be allowed to make additional improvements to the Premises, subject to Landlord's prior written approval.

Exhibit D

Dispute Resolution-Arbitration Provisions

Each of the parties to this Lease Agreement, their successors and assigns, herein agree that in the event of any dispute of any kind or nature arising out of any term or condition of this Lease, the enforcement thereof, the application thereof, the interpretation thereof or any claim of any kind or nature whatsoever by either party as against the other, then in such event, the parties hereto herein agree that said dispute shall be resolved by binding arbitration. This provision shall be controlling as between the parties despite any other printed provision in the Lease to the contrary.

The parties agree that in the event of any such dispute and provided that the parties cannot resolve the dispute without the necessity of arbitration, then in such event either party hereto may demand that the dispute be submitted to binding arbitration. Binding arbitration shall occur before a single arbiter who shall be a member of the Judicial Arbitration and Mediation Services (JAMS), also known as EnDispute, which arbitration shall occur in King County, Washington in the offices of the arbiter. Each party shall be required during the course of any such arbitration to pay one-half (1/2) of the cost of any such arbitration, provided, however, that the arbiter shall award to the prevailing party in any such arbitration, their costs and attorney's fees, including expert witness expenses and deposition fees, together with the arbiter's fees. The arbiter in any such action shall determine which party, if any, is in fact the prevailing party and the arbiter shall set the amount of costs, fees and expenses, including the arbiter's fee to be awarded as part of the arbitration award.

Any such arbitration award may be entered as a judgment in accordance with the law of the State of Washington. The decision of the arbiter shall be final and binding upon each of the parties hereto and no appeal may be taken therefrom except in the limited circumstance as may be permitted by law. The parties shall mutually agree on the identity of the arbiter to act as arbiter who shall be a member of the Judicial Arbitration and Mediation Services (JAMS), also known as EnDispute. In the event the parties are unable to agree to the identity of the arbiter to be used, then in such event, either party may petition the King County Superior Court, presiding judge, to appoint the arbiter from the list of members of the Judicial Arbitration and Mediation Services/EnDispute of King County, Washington.

EXHIBIT E

BUILDING RULES AND REGULATIONS

The following rules and regulations shall apply, where applicable, to the Premises, the Building, Common Areas, the Land and the appurtenances.

1. Tenant shall not obstruct or permit its employees to obstruct, in any way, the sidewalks and area immediately in front of the office area of the Building. No rubbish, litter, trash or hazardous materials shall be thrown out of the windows or doors of the Premises, or in any of the Common Areas.

2. Tenant shall not store company or personal property outside of the Premises, including pallets, crates, cribbing, dunnage, packaging materials, supplies, waste, garbage, or refuse of any type or nature. Except with respect to Tenant's vans and trucks, no outside storage of vehicles or boats on or about the Premises will be permitted without Landlord's prior written consent, which consent may not be unreasonably withheld, conditioned or delayed.

3. Tenant shall not repair or perform maintenance on vehicles, whether company or private vehicles, on or about the Premises.

4. The windows, doors, partitions and lights that reflect or admit light into the Building shall not be obstructed by Tenant. No signs, advertisements, or notices shall be inscribed, painted, affixed or displayed in, on, upon or behind any exterior doors or window s, except as may be required by law or approved in writing by Landlord, which approval may not be unreasonably withheld, conditioned or delayed; provided, however, that Tenant may affix to and display on the exterior door(s) to the Premises a "DISH" logo decal.

5. No awnings or other projections shall be attached to the outside walls of the Building. No curtains, blinds, shades or screens shall be attached or hung in, or used in connection with any window or door of the premises, except those of such quality, type, design and color as are first approved by Landlord, which approval may not be unreasonably withheld, conditioned or delayed.

6. All exterior Tenant signs shall conform to Pacific Industrial Park sign standards. The shape, material, base and trim color shall be consistent within the Park's final design.

7. No additional or changed lock or locks shall be placed by Tenant on any door in the Building without prior written consent of Landlord, which consent may not be unreasonably withheld, conditioned or delayed. Landlord shall provide Tenant with two (2) keys to the Premises upon Tenant's request. If Tenant requires any additional keys, Tenant shall pay for such keys at its sole cost and expense. All keys to doors shall be returned to Landlord at the termination of the tenancy, and in the event of loss of keys furnished, Tenant shall pay Landlord the reasonable replacement cost of such key(s).

8. The Premises shall not be used for lodging or sleeping. Vending machines are permitted for use by Tenant's employees, agents and invitees only.

9. Except as otherwise permitted or required by law (e.g., without limitation, service animals), Tenant shall not bring into or keep animals of any kind on or about the Premises.

10. Water closets and urinals shall not be used for any purpose other than those for which they are constructed; and no sweepings, rubbish, ashes, newspaper or any other materials likely to cause damage shall be disposed of in same.

11. Tenant shall use commercially reasonable efforts to ensure that it does not waste or use an excessive amount of water other than as reasonably necessary to exercise its rights and/or obligations under this Lease.

12. Landlord hereby acknowledges and agrees that in no event will a violation of any of the foregoing rules and regulations be deemed to be a breach of or an Event of Default under this Lease.

Kidder Mathews

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

ADDENDUM/AMENDMENT *NO. 1* TO CBA LEASES

CBA Text Disclaimer: Text deleted by licensee indicated by strike.
F:\AGENTS\Henn-Hagen\Legal\Pacific Ind-SERS\Pacific Ind-SERS Add No. 1.cbdx

The following is part of the Commercial Lease Agreement dated March 9, 2015,

Between Pacific Industrial Park LP I ("Landlord")

And Snohomish County Emergency Radio System (SERS) ("Tenant")

regarding the lease of the Property known as: Pacific Industrial Park, Building C, located at 14900 40th Avenue NE, Suite 102, Marysville, WA

IT IS AGREED BETWEEN THE LANDLORD AND TENANT AS FOLLOWS:

1. Signage:

Tenant shall be allowed the maximum amount of Building signage as approved by the Landlord and the City of Marysville. Tenant shall also have a panel on any property directory signage. All signage shall be at Tenant's sole cost and expense.

2. Disclaimer:

Matthew P. Henn and Matthew Hagen, agents of Kidder Mathews (Agents) shall be held harmless from any claims and/or liabilities as to the result of the draft of this Addendum No. 1. Agents are not an attorney or tax advisor and each party should check with its respective counsel prior to executing this agreement.

AGENT (COMPANY): ______________________ By: ______________________

ALL OTHER TERMS AND CONDITIONS of said Agreement remain unchanged.

INITIALS:
Tenant/Lessee: __________ Date__________ Landlord/Lessor __________ Date__________

Tenant/Lessee: __________ Date __________ Landlord/Lessor __________ Date__________

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

RENT RIDER

CBA Text Disclaimer: Text deleted by licensee indicated by strike.
New text inserted by licensee indicated by small capital letters.
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This Rent Rider ("Rider") is a part of the lease agreement dated March 9, 2015 (the "Lease") between Pacific Industrial Park LP I ("Landlord") and Snohomish County Emergency Radio System (SERS) ("Tenant") concerning the space commonly known as Pacific Industrial Park, Building C, located at 14900 40th Avenue NE, Suite 102, Marysville, WA (the "Premises"), located at the property commonly known as Pacific Industrial Park, Building C, located at 14900 40th Avenue NE, Suite 102, Marysville, WA (the "Property").

☒ 1. **BASE MONTHLY RENT SCHEDULE.** Tenant shall pay Landlord base monthly rent during the Lease Term according to the following schedule:

Lease Year (Stated in Years or Months)	Base Monthly Rent Amount
Months 01 - 02	$0.00/Month, plus NNN
Months 03 - 12	$5,000.00/Month, plus NNN
Months 13 - 24	$5,000.00/Month, plus NNN
Months 25 - 36	$6,467.00/Month, plus NNN
Months 37 - 48	$6,651.00/Month, plus NNN
MONTHS 49 - 60	$6,842.00/MONTH, PLUS NNN
MONTHS 61 - 72	$7,038.00/MONTH, PLUS NNN
MONTHS 73 - 87	$7,239.00/MONTH, PLUS NNN

☐ 2. **CONSUMER PRICE INDEX ADJUSTMENT ON BASE MONTHLY RENT.** ~~The base monthly rent shall be increased on the first day of the second year of the Lease and on the first day of each year of the Lease thereafter (each, an "Adjustment Date") during the term of this Lease (but not during any extension term(s) unless specifically set forth elsewhere in the Lease or another Rider attached thereto). The increase shall be determined in accordance with the increase in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (all items for the geographical statistical area in which the Premises is located on the basis of 1982-1984 equals 100) (the "Index"). The base monthly rent payable immediately prior to the applicable adjustment date shall be increased by the percentage that the Index published for the date nearest preceding the applicable Adjustment Date has increased over the Index published for the date nearest preceding the first day of the Lease Year from which the adjustment is being measured. Upon the calculation of each increase, Landlord shall notify Tenant of the new base monthly rent payable hereunder. Within twenty (20) days of the date of Landlord's notice, Tenant shall pay to Landlord the amount of any deficiency in Rent paid by Tenant for the period following the subject Adjustment Date, and shall thereafter pay the increased Rent until receiving the next notice of increase from Landlord. If the components of the Index are materially changed after the Commencement Date, or if the Index is discontinued during the Lease term, Landlord shall notify Tenant of a substitute published index which, in Landlord's reasonable discretion, approximates the Index, and shall use the substitute index to make subsequent adjustments in base monthly rent. In no event shall base monthly rent be decreased pursuant to this Rider.~~

INITIALS: LANDLORD ____________ DATE ______________ TENANT ______________ DATE ______________

LANDLORD ____________ DATE ______________ TENANT ______________ DATE ______________

Kidder Mathews
500 108th Avenue NE, Suite 2400
Bellevue, WA 98004
Phone: (425) 454-7040
Fax: (425) 451-3058

OPTION TO EXTEND RIDER

CBA Text Disclaimer: Text deleted by licensee indicated by strike. New text inserted by licensee indicated by small capital letters.
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This Option to Extend Rider ("Rider") is made part of the lease agreement dated March 9, 2015 (the "Lease") between Pacific Industrial Park LP I ("Landlord") and Snohomish County Emergency Radio System (SERS) ("Tenant") concerning the leased space commonly known as Pacific Industrial Park, Building C, located at 14900 40th Avenue NE, Suite 102, Marysville, WA (the "Premises"), located at the property commonly known as Pacific Industrial Park, Building C, located at 14900 40th Avenue NE, Suite 102, Marysville, WA (the "Property").

1. **Extension of Lease.** Provided Tenant is not in default of any provision of the Lease at the time that Tenant exercises the right to extend the Lease or at the time the new term begins, Tenant shall have two (2) (zero if not completed) successive options to extend the term of the Lease for five (5) years each. The term of the Lease shall be extended on the same terms, conditions and covenants set forth in the Lease, except that (i) the amount of the Base Rent stated in the Lease shall be adjusted as set forth below (provided, however, that Base Rent shall not be decreased); (ii) there shall be no free or abated rent periods, tenant improvement allowances or other concessions that may have been granted to Tenant at the beginning of the initial term hereof; and (iii) after exercise of Tenant's final extension term option, there shall be no further extension or renewal term options.

2. **Notice.** To extend the Lease, Tenant must deliver written notice to Landlord not less than one hundred eighty (180) days prior to the expiration of the then-current Lease term. Time is of the essence of this Rider.

3. **Monthly Rent.** Landlord and Tenant shall make a good faith effort to determine and agree on the fair market value of rent for the Premises for the next term of the Lease.

   a. **Failure to Agree on Rent.** If Landlord and Tenant are unable to agree on the fair market rental value for the Premises within thirty (30) days after Tenant gives notice to extend, they shall then have ten (10) days to select or, appoint one real estate appraiser to determine the fair market value of rent for the Premises. All appraisers selected or appointed pursuant to this Rider shall be a Member of the American Institute of Real Estate Appraisers ("M.A.I.") with at least ten (10) years experience appraising commercial properties in the commercial leasing market in which the Premises are located, or equivalent. The appraiser appointed shall determine the fair market rental value for the Premises within twenty (20) days of appointment, which determination shall be final, conclusive, and binding upon both Landlord and Tenant, and Base Rent shall be adjusted accordingly for the new term. The appraiser's fees and expenses shall be shared equally between the parties.

   b. **Failure to Appoint One Appraiser.** If Landlord and Tenant cannot mutually agree upon an appraiser, then either party may give the other party written notice that it has selected and appointed an M.A.I. appraiser, complete with the name, address, and other identifying information about the appraiser. The party receiving such notice shall then have ten (10) days to select and appoint its own M.A.I. appraiser and respond by giving written notice to the other party, complete with the name, address, and other identifying information about the appraiser. If, however, the responding party fails to select and appoint an appraiser and give notice to the other party within ten (10) days, the determination of the appraiser first appointed shall be final, conclusive and binding upon both parties, and the Base Rent shall be adjusted accordingly for the new term. The appraiser's fees and expenses shall be shared equally between the parties.

   c. **Method of Determining Rent.** The appraisers appointed shall proceed to determine fair market rental value within twenty (20) days following their appointment. The conclusion shall be final, conclusive and binding upon both Landlord and Tenant. If the appraisers should fail to agree, but the difference in their conclusions as to fair market rental value is ten percent (10%) or less of the lower of the two appraisals, then the fair market rental value shall be deemed to be the average of the two, and Base Rent shall be adjusted

INITIALS: LANDLORD ________ DATE ________ TENANT ________ DATE ________
LANDLORD ________ DATE ________ TENANT ________ DATE ________

Kidder Mathews
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Phone: (425) 454-7040
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OPTION TO EXTEND RIDER

accordingly for the new term. If the two appraisers should fail to agree on the fair market rental value, and the difference between the two appraisals exceeds ten percent (10%) of the lower of the two appraisals, then the two appraisers shall appoint a third M.A.I.-qualified appraiser. If they fail to agree on a third appraiser within ten (10) days after their individual determination of the fair market rental value, either party may apply to the courts for the county in which the Premises are located, requesting the appointment of a the third M.A.I.-qualified appraiser. The third appraiser shall promptly determine the fair market rental value of the Premises. The parties shall then take the average of the two appraisals that are closest in value, which shall then constitute the fair market value; shall be final, conclusive and binding upon both parties; and Base Rent shall be adjusted accordingly for the new term. Each party shall pay the fees and expenses for its own appraiser. In the event a third appraiser must be appointed, his or her fees and expenses shall be borne equally by the parties.

INITIALS: LANDLORD ____________ DATE ________________ TENANT ______________ DATE ________________

LANDLORD ____________ DATE ________________ TENANT ______________ DATE ________________

ACTION PROPOSAL FORM

Date: 8/13/2021

Action Title: Asset Transfer – Radio Site Generators

Time Sensitivity: Normal

Background / Purpose:

Community Transit (CT) has agreed to transfer two generators from locations they are decommissioning. These generators appear to be the same type/model used at our Deer Creek site which is currently using a backup generator after the primary unit failed. The units appear to be low hours and well cared for.

Generators are being provided at no cost. SNO911 will be responsible for transport and installation of the units.

Recommendation/Motion:

Approval of asset transfer agreement for two generators from Community Transit.

Funding Source: None

GENERATOR TRANSFER, AND MAINTENANCE AGREEMENT
Gunnysack Hill and Clinton

This Agreement dated____________________, 2021 is entered into between Community Transit, a municipal corporation, hereafter referred to as "CT", and Snohomish County 911, a municipal corporation, hereafter referred to as “Sno911”.

RECITALS

1. CT has surplus Communications Generators on leased property that by the terms of the leases need to be removed from the property.

2. Sno911 has a need for two of CT’s surplus generators.

3. CT has decided to transfer ownership of two surplus generators to Sno911 to fulfill their public safety needs.

4. CT will remove generators from the “Gunnysack Hill” and “Clinton” sites. These generators will be picked up on location by Sno911 once removed. Ownership will be transferred to Sno911.

AGREEMENT

To carry out the purposes of this Agreement, and in consideration of the benefits to be received by each party, it is agreed as follows:

1. Transfer of GENERATORS. CT agrees to transfer ownership of two (2) generators to Sno911. The generators at the “Gunnysack Hill” and “Clinton” sites will be disconnected and lifted onto Sno911 truck by CT contractor. Sno911 will transport on the day/s of removal. Ownership and maintenance responsibilities will be transferred to Sno911 once loaded, FOB Point of Origin.

2. CT Responsibilities.

2.1. CT will support removal of two generators from their current locations at “Gunnysack Hill” and “Clinton” at CT’s expense.

2.2. CT will coordinate with their Job Order Contractor to perform generator disconnect and to assist in loading the generators on Sno911 provided trucks for transport.

3. SNO911 Responsibilities.

3.1. Once loaded on Sno911 trucks, ownership of generators will be transferred to Sno911 (FOB Point of Origin) who thereafter shall be solely responsible for all continuing costs of maintenance and repair of the generators from “Gunnysack Hill” and “Clinton”.

4. In further consideration of this transfer, CT believes that Sno911's possession of the generators will provide direct benefits to both CT's and Sno911's taxpayers and customers.

4.1. CT will benefit from cost savings not having to transport and stage the generators from "Gunnysack Hill" and "Clinton".

4.2. Sno911 will continue to utilize these generators after ownership is transferred with no purchase cost. These generators will support public safety needs for Sno911 that are currently lacking.

5. **Term.** This Agreement shall be effective on the date of mutual execution and shall continue indefinitely

6. **Indemnification.** Sno911 agrees to indemnify and hold CT, its officials, employees and agents harmless from and against the full amount of any and all costs and expenses (including without limitation, attorneys' fees and court costs incident to any suit, action, investigation or other proceeding), damages and losses, settlements, reductions or other adverse effects (collectively, "Losses") arising out of or resulting from any claims by CT, its personnel, agents and third parties relating to any occurrence, accident or incident that may hereafter arise pursuant to CT's transfer of ownership of these two generators and Sno911's future use and ownership of the generators**. The parties further acknowledge that they have mutually negotiated this waiver.** This agreement is intended to include any and all claims, demands, obligations, actions, causes of action, damages and costs of any nature whatsoever, whether based on tort, contract, strict liability, constitutional claims, or other theory of recovery which now exists or which may hereafter arise pursuant to CT's generator transfer of ownership to Sno911 from the "Gunnysack Hill" and "Clinton" sites.

7. **Benefits.** This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.

SNOHOMISH COUNTY 911	**COMMUNITY TRANSIT**
By:____________________________	By:____________________________
Print Name:_____________________	Print Name:_____________________
DATE:___________________	DATE:___________________

Board Packet Memorandum

Date: August 16, 2021

To: Snohomish County 911 Board Members

From: Leadership Team

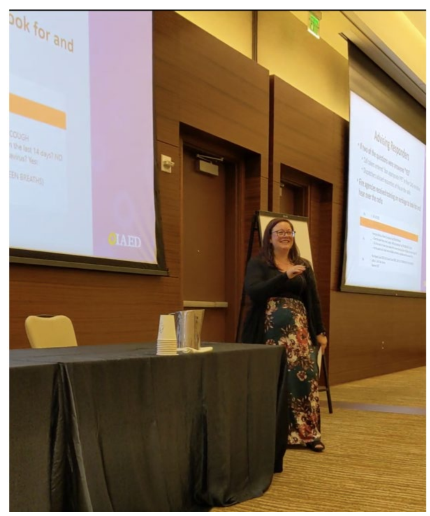
General

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

Office of Training and Standards (OTS) Update

The Office of Training and Standards is currently managing 13 active training sessions. Broken down to their respective disciplines, this includes 4 call taking trainees, 6 police dispatch trainees, 2 fire dispatch trainees, and 1 legacy police dispatcher cross training to fire dispatching. Recruitment anticipates hiring 2 or 3 dispatch trainees for the call taking academy beginning next month.

The International Academy of Emergency Dispatch (IAED) hosted the Navigator conference last month in Las Vegas, NV. SNO911 was fortunate enough to not only attend, but was also selected to host a class. Training Supervisor Tara Larkins presented a class titled “Virus Confirmed; The first known case of COVID-19 in the U.S”. The presentation tracked Snohomish County’s front line response to the pandemic, from the first transport request to present day. This class was very well received by attendees and highlighted the teamwork, innovation, and perseverance of our county’s first responders over the last year and a half.



SNO911’s Role in Recent Police Reform Legislation

SNO911 has been working with the police and fire agencies on the impacts of House Bill 1310 and Senate Bill 5051. The Fire Chiefs came together and developed a document with guidance for Fire/EMS in regards to unsecure scenes and how to document these instances. The developed guidance also includes a checklist of mitigation/de-escalation suggestions and a list of signs of impending violence. As far as dispatch procedures, we will continue to process and dispatch calls as normal per policy. We will act upon and document any special requests made by the field personnel, realizing that the differences in how agencies respond and their requests will look different from call to call.

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

New Method of Documenting Caller Contact Preferences in CAD

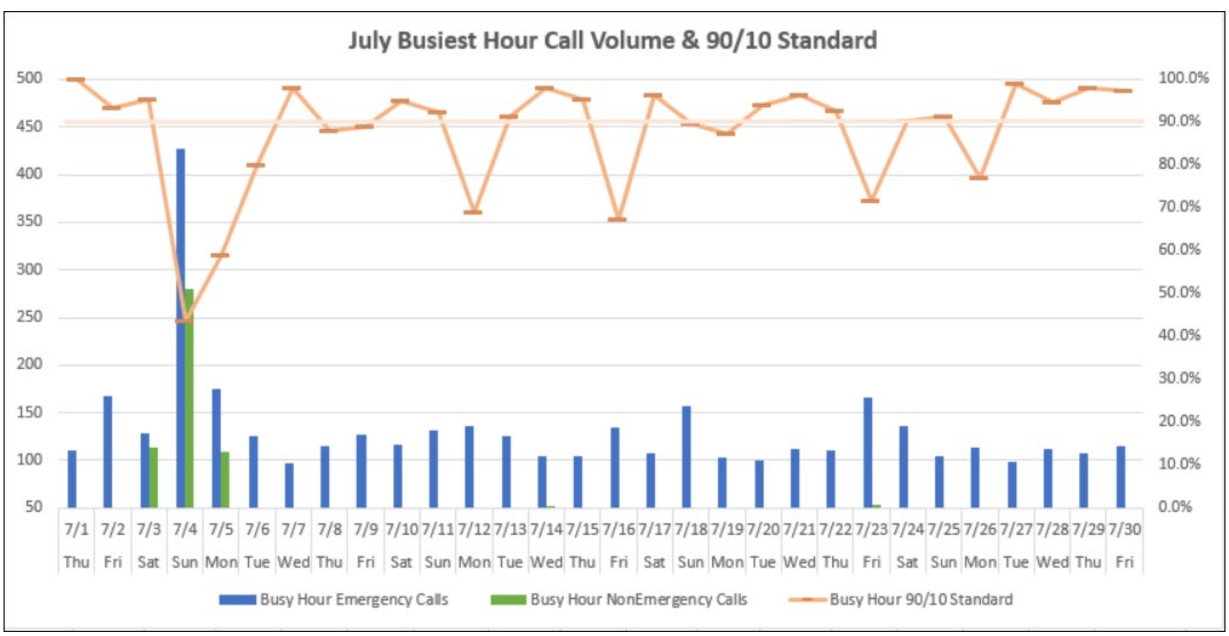
SNO911 policy was updated in December 2020 to clarify expectations about asking callers whether or not they want contact. This was done after concerns were brought forward to Ops, mostly via SPIDRTECH survey responses. A review of several calls showed that the question was not being asked consistently and per policy. Ops has continued to focus on this area, and on August 2nd, implemented a change to how and where this information is documented in CAD. This will help ensure compliance with the policy while improving visibility for the dispatcher and responders in the field. We have also reiterated the need to use plain language and fewer abbreviations.

Miscellaneous SNO911 Operations Projects and Initiatives Update

- REMINDER: The CCTA functional exercise is fast approaching. The drill is scheduled for Tuesday, September 28, 2021.
- SNO911 Operations and HR participated in National Night out at Willis Tucker Park on 8/3 in partnership with the County.
- SNO911 assisted in planning and participated in a simulated Mass Casualty Incident/Aircraft Crash drill with Paine Field on 8/10.
- UKG (Kronos) Professional Services are engaged for the TeleStaff upgrade. Preliminary introductions meeting was held Wednesday, 8/11. Scheduling the kickoff meeting with the Project Manager, and the upgrade team will occur in the next few weeks.

Monthly Statistical Reports

12 Month SNO911 Call Volume & NENA Standard Report													
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Emergency Calls	47239	46075	43598	41562	37516	39892	39138	35866	40196	41312	44187	47955	51609
Non-Emergency Calls	15196	13774	12976	12741	10614	11274	12025	11231	13695	12759	13106	14008	17509
Avg Busy Hour 90/10	94.0%	93.5%	93.1%	94.6%	96.0%	94.5%	96.5%	95.6%	95.7%	94.7%	93.9%	91.7%	87.9%
All Hour Avg 95/20	99.2%	99.3%	99.3%	99.5%	99.6%	99.5%	99.6%	99.6%	99.7%	99.5%	99.3%	98.8%	98.1%
Avg Busy Hour Emer	122	113	109	99	93	98	92	96	96	104	106	116	131
Avg Busy Hour Non-Emer	38	30	29	29	25	24	25	29	29	27	28	30	46
Avg Perfect Hours	9	9	8	10	11	10	12	12	13	9	10	7	6
Avg Emer Per Day	1,520	1,486	1,453	1,339	1,251	1,283	1,268	1,281	1,296	1,377	1,425	1,599	1,665
Avg Non-Emer Per Day	488	442	433	414	354	357	392	401	442	425	423	467	565



Text-2-911 Report

911 Texts	Type	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Appropriate Use	True Emergency	5	13	16	14	8	21	14					
Incorrect Use	Follow-Up	0	3	1	7	5	5	3					
	Area Checks	8	18	20	6	15	34	14					
	Noise	0	0	5	2	0	7	3					
	Traffic	1	5	1	0	1	2	4					
	Other Complaints	1	13	7	13	6	8	8					
Misuse	Accidental	0	5	5	6	7	4	10					
	Prank	0	1	26	7	1	15	14					
Other	Test	11	7	7	7	5	4	5					
	Abandoned	5	16	10	10	11	1	5					
	Non-English	1	0	0	0	0	0	0					
	Outgoing	0	0	0	0	0	0	0					
	Transfer	0	2	0	1	1	0	2					
	Voice Call	10	11	18	8	19	18	24					
Month Total		42	94	116	81	79	119	106	0	0	0	0	0

Abandoned: Non-Responsive
Accidental: Device or person accidental TXT29-1-1
Area Check: Check of area for person, vehicle, gunshot
Follow-up: Where is officer?
Noise: Music, people etc.
Transfer: Transfers to other PSAPs
Other: Any other request or complaint, media from Intrado
Outgoing: Outgoing text calls
Prank: Calls from the same number that do not give any valid information
Test: PSAP testing/training TXT29-1-1, vendor test
Traffic: Speeders, DUIs, etc.
Voice Call: Dispatchers called the texter/texter placed voice call

SPIDR Tech Survey – July 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	1009	83.11%
3 - Satisfied	142	11.70%
2 - Neither Satisfied nor Dissatisfied	39	3.21%
1 - Somewhat Dissatisfied	11	0.91%
0 - Very Dissatisfied	13	1.07%
Total	**1214**	**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	1159	95.47%
Somewhat	38	3.13%
No	17	1.40%
Total	**1214**	**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	18	13	19	15	17	26	25	-	-	-	-	-	133
ARLINGTON CITY	251	264	283	312	313	387	399	-	-	-	-	-	2,209
ARLINGTON RURAL FD 21	80	46	54	71	70	84	78	-	-	-	-	-	483
DARRINGTON FD 24	60	41	32	31	42	42	53	-	-	-	-	-	301
EVERETT CITY	1,759	1,506	1,786	1,774	1,847	2,031	2,088	-	-	-	-	-	12,791
FD 19	39	27	45	40	54	52	50	-	-	-	-	-	307
FD 7 (Mill Creek excluded)	888	837	920	910	1,019	1,063	1,106	-	-	-	-	-	6,743
GETCHELL FD 22	46	27	32	31	43	55	58	-	-	-	-	-	292
GOLD BAR - INDEX FD 26	72	60	47	74	63	82	80	-	-	-	-	-	478
GRANITE FALLS FD 17	147	124	118	139	148	162	178	-	-	-	-	-	1,016
HAT ISLAND FD 27	2	2	1	7	3	2	3	-	-	-	-	-	20
LAKE ROESIGER FD 16	7	22	12	16	17	13	23	-	-	-	-	-	110
LAKE STEVENS FD 8													
MARYSVILLE FIRE	995	856	948	1,011	1,015	1,142	1,132	-	-	-	-	-	7,099
MILL CREEK CITY	152	157	155	196	180	206	193	-	-	-	-	-	1,239
MUKILTEO CITY	143	154	151	157	190	193	188	-	-	-	-	-	1,176
NORTH COUNTY FIRE (UNINC)	164	139	140	154	171	162	192	-	-	-	-	-	1,122
OSO FD 25	11	3	5	15	9	6	5	-	-	-	-	-	54
ROBE FD 23	7	2	2	1	5	5	10	-	-	-	-	-	32
SNOHOMISH FD 4	263	230	274	278	301	315	352	-	-	-	-	-	2,013
SOUTH COUNTY FIRE (TOTAL)	2,181	2,120	2,262	2,400	2,400	2,739	2,709	-	-	-	-	-	16,811
SOUTH COUNTY FIRE (UNINC)	1,056	1,047	1,084	1,187	1,126	1,323	1,320	-	-	-	-	-	8,143
EDMONDS CITY (CONTRACT)	428	391	387	414	423	468	500	-	-	-	-	-	3,011
BRIER CITY	30	31	37	26	38	37	31	-	-	-	-	-	230
LYNNWOOD CITY	471	453	507	545	547	636	597	-	-	-	-	-	3,756
MOUNTLAKE TERRACE CITY	196	198	247	228	266	275	261	-	-	-	-	-	1,671
STANWOOD CITY	129	112	123	119	144	125	128	-	-	-	-	-	880
SULTAN FD 5	98	82	63	101	85	120	115	-	-	-	-	-	664
TULALIP FD 15	69	56	65	75	65	99	89	-	-	-	-	-	518

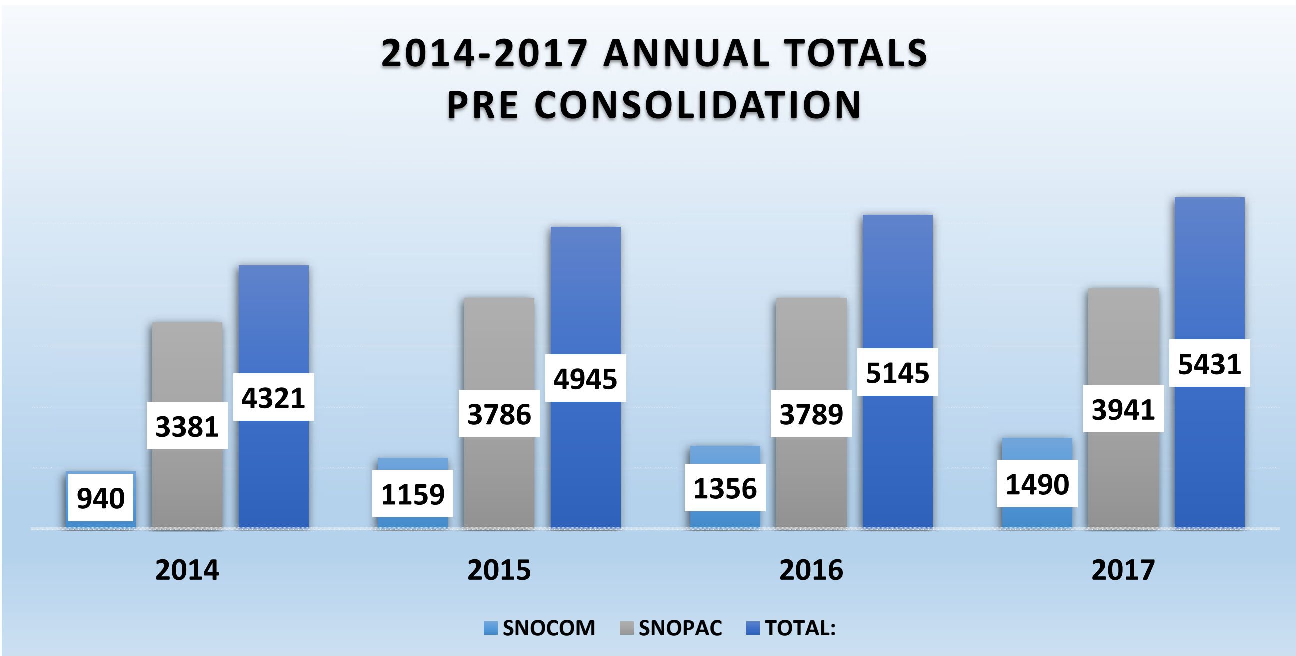
POLICE EVENTS PER AGENCY 2021

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	1,907	1,659	1,830	1,725	1,905	1,856	2,044	-	-	-	-	-	12,926
BRIER	297	201	442	379	339	247	266	-	-	-	-	-	2,171
DARRINGTON	123	99	135	87	118	99	127	-	-	-	-	-	788
EDMONDS	2,849	2,324	2,629	2,251	2,682	2,372	2,664	-	-	-	-	-	17,771
EVERETT	10,018	9,382	10,772	10,306	10,883	11,362	12,345	-	-	-	-	-	75,068
GOLD BAR	201	238	207	157	158	151	175	-	-	-	-	-	1,287
GRANITE FALLS	471	450	521	453	375	393	341	-	-	-	-	-	3,004
INDEX	35	41	40	32	25	41	39	-	-	-	-	-	253
LAKE STEVENS	2,019	2,071	2,103	2,047	2,200	2,392	2,494	-	-	-	-	-	15,326
LYNNWOOD	3,079	2,556	3,172	3,120	3,155	3,299	3,411	-	-	-	-	-	21,792
MARYSVILLE	5,045	4,762	5,671	5,126	5,012	5,136	5,547	-	-	-	-	-	36,299
MILL CREEK	912	975	1,082	1,126	1,156	1,189	1,018	-	-	-	-	-	7,458
MONROE	1,356	1,179	1,369	1,400	1,440	1,546	1,788	-	-	-	-	-	10,078
MOUNTLAKE TERRACE	1,322	1,119	1,452	1,584	1,672	1,536	1,550	-	-	-	-	-	10,235
MUKILTEO	2,665	2,252	2,437	2,322	2,515	2,296	2,332	-	-	-	-	-	16,819
SNOHOMISH	706	783	922	1,028	990	981	976	-	-	-	-	-	6,386
SNOHOMISH COUNTY	14,297	13,352	15,264	14,505	14,554	14,863	15,770	-	-	-	-	-	102,605
STANWOOD	676	572	682	594	545	684	583	-	-	-	-	-	4,336
STILLAGUAMISH	882	1,065	1,139	1,113	1,015	999	966	-	-	-	-	-	7,179
SULTAN	365	340	390	444	370	347	288	-	-	-	-	-	2,544
WOODWAY	52	32	33	42	45	52	35	-	-	-	-	-	291

SNO911 RECORD'S DEPARTMENT - 2ND QUARTER REPORT

Pre-Consolidation 2014-2017
Records Received & Processed

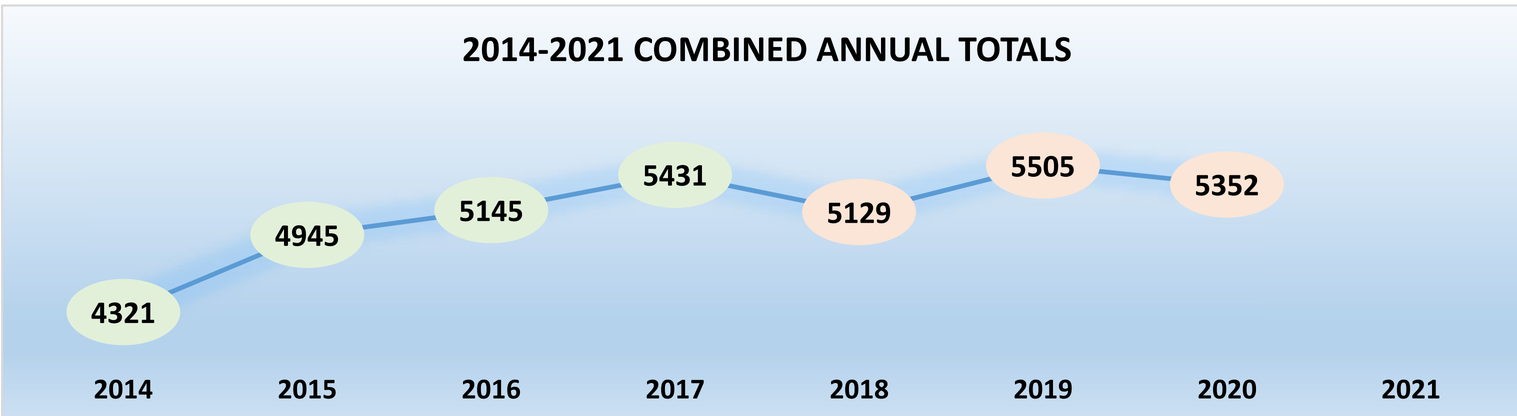
2014-2017 ANNUAL TOTALS (Pre Consolidation)				
	2014	**2015**	**2016**	**2017**
SNOCOM	940	1159	1356	1490
SNOPAC	3381	3786	3789	3941
TOTAL:	**4321**	**4945**	**5145**	**5431**



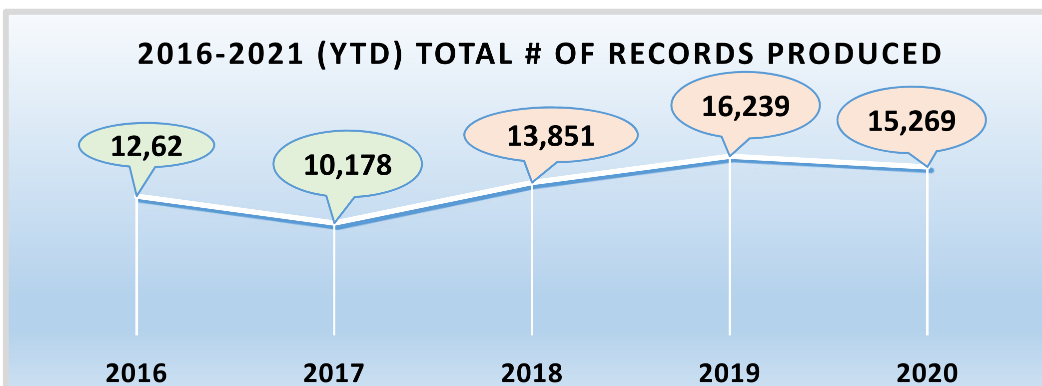
Pre-Consolidation | Post-Consolidation

HISTORICAL DATA

2014-2021 COMBINED ANNUAL TOTALS								
	2014	2015	2016	2017	2018	2019	2020	2021
TOTAL:	4321	4945	5145	5431	5129	5505	5352	



2016-2021 TOTAL RECORDS PRODUCED						
	2016	2017	2018	2019	2020	2021
TOTAL:	12,624	10,178	13,851	16,239	15,269	



This chart shows the number of actual records released. Ex. CD's, CAD Logs, Spreadsheets, Attachments etc.

	METRIC	DESCRIPTION:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
		SNO911 2021 RECORDS REQUEST STATISTICAL INFORMATION					
1	BL.1	Total number of open requests at the start of the reporting period:	4	3			7
1	BL.2	Of the number of requests open at the start of the reporting period, how many were closed during the reporting period:	4	3			7
1	BL.3	TOTAL NUMBER OF REQUESTS RECEIVED DURING REPORTING PERIOD:	1277	1414			2691
1	BL.4	Of those received during reporting period, how many were closed during the reporting period:	1274	1404			2678
1	(BL.4)	Total number of requests closed during reporting period:	1278	1404			2685
2	3.3	Median number of days to final disposition of all requests	1	1			1
3	5.1	Number of requests denied in full:	2	2			4
3	6	Number of requests abandoned by requesters during reporting period:	3	3			6
3	8.2	Number of requests fulfilled entirely electronically:	1255	1387			2642
3	8.3	Number of requests fullfilled entirely by physical records:	0	0			0
3	8.4	Number of requests fulfilled by combination of electronic/physical:	1	1			2
3	NA	Number of LARGE requests (defined as anything over 2 hours)	19	15			34
4		Requests per Type:					
4	NA	Prosecutor:	574	707			1281
4	NA	Public Defender:	28	29			57
4	7.G	Media:	8	6			14
4	NA	Law Enforcement:	283	248			531
4	NA	Fire:	51	52			103
4	7.F	Incarcerated Individuals:	0	0			0
4	7.B	Law Firms:	341	341			682
4	7.A	Individuals:	113	140			253
4	7.D	Insurers:	7	4			11
4	7.H	Current or Former Employee:	10	13			23

Snohomish County 911 - Staffing Report 7/26/2021

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	9
Fire Dispatcher	Legacy: Only trained in CT and Fire	7
Cross-Trained Dispatcher	Cross-Trained in CT, Police, and Fire	50
Cross-Trained Trainee	Trained in 2 disciplines, and currently in-training for the 3rd	4
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	11
Trainee Dispatcher 2	New Hire-Completed training in 2 of the 3 required disciplines	18
	Total:	**100**
See "Dispatcher Status Log" attached in this week's email for breakdown by employee name		

Authorized Staffing Level - (including trainees)	97.1%
Center Staffing Strength - (excludes trainees and LOA's)	89.6%

# of Authorized Full-Time Positions:	160
# of Full-Time Positions Filled:	154
# of Current Full-Time Vacancies:	6

Long Term LOA's	-3

# of Current Relief Dispatchers:	7

Relief dispatchers are not included in any totals/percentages on this report.

Current # of SNO911 Employees - (F/T and P/T):	161

F/T Dispatchers:	
Authorized Positions:	103
Filled F/T Positions:	100
F/T Vacancies:	3
Supervisors:	
Authorized Positions:	16
Filled F/T Positions:	15
F/T Vacancies:	1
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:	10
Filled F/T Positions:	10
F/T Vacancies:	0
Tech Staff:	
Authorized Positions:	11
Filled F/T Positions:	10
F/T Vacancies:	1
Wireless Technology:	
Authorized Positions:	9
Filled F/T Positions:	8
F/T Vacancies:	1

Current Recruitment Status

Candidates signed up to test	3	Test Date 7/27
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	7

Employment Separations

YTD Employee Separations:	15

Appointive Staff (Trainees):	
Accepted New Job	0
Death of Employee	0
Involuntary Term	0
Medical	0
No Reason Given	0
Relocation	0
Retirement	0
Voluntary Opt-Out	0

Dispatch & Sups (Trainees):	
Accepted New Job	0
Death of Employee	0
Involuntary Term	1
Medical	0
Relocation	0
Retirement	0
Voluntary Opt-Out	3
Change to Relief (FT to PT)	0

Appointive Staff (Non-Trainees):	
Accepted New Job	0
Death of Employee	1
Involuntary Term	2
Medical	0
No Reason Given	0
Personal	0
Relocation	0
Retirement	0

Dispatch & Sups (Non-Trainees):	
Accepted New Job	0
Death of Employee	0
Involuntary Term	1
Medical	0
No Reason Given	0
Personal	1
Relocation	2
Retirement	1
Change to Relief (FT to PT)	2

Dispatch & Sups (Relief Staff):	
Left SNO911 - Voluntary	1
Left SNO911 - Involuntary	0

New World Software Upgrade

The anticipated "Go-Live" date for NWS 2021.1 SP1 is scheduled for October 20, 2021 however, this upgrade will take approximately 8 hours to complete. Tech staff had a meeting with SCSO Corrections and SNO911 Operations to discuss options due to the length the upgrade was going to take. The preferred start time that was determined will be at approximately 2200. Currently, there are 5 P-0s (show-stoppers) and 3 P-1 that have been reported to Tyler. Tech staff has been engaged with Tyler representatives on these issues and we anticipate having an update this week on their progress. Another round of end-to-end testing has been scheduled for August 26th.

NWS Maintenance Outage

On September 9th there is a scheduled maintenance outage that will occur around 0100 and is expected to be completed by 0600. This outage is related to a SQL data migration to new SAN storage within the NWS environment. Tech staff will send out a PSAP notify prior to the maintenance work.

vPAC 2.0

This project is wrapping up with just a few internal items left to complete. Once those items are done, Tech staff will finalize this project and mark this project as completed. Just a recap of the project, all agencies are now fully cut over to the new vPAC 2.0 environment. Tech staff has terminated access to the old vPAC system on July 12th and started to decommission the old vPAC environment and has removed all network connections that allowed access to that system. Currently, no agency has reported any issues within the system and tech staff will continue to work with all the agencies ensuring the system is functioning at the expected optimal level.

PulsePoint

This project continues to move forward. Most of the agencies have registered for their access to the system. A soft launch of the system is scheduled for some time in Mid-August. Following that setting up all the access for the verified responders will occur. Testing continues on the system and the workgroup is meeting weekly with the PulsePoint vendor.

Wise Track

This project has been marked as completed. All the license keys have been installed and the system configurations have also been setup within the system. We have received all of the training documents and videos to train all of staff that will use the system. Tech and Wireless Tech are currently using the system for our inventory and are currently building out the Storeroom module inventory kits for the RRP. Tech staff will continue to train and support all employees who used the system.

Emergency Maintenance Work

On Aug 5th at about 2100, we experienced an issue with one of our HP LeftHand Production SANs at North Campus. The issue was that a capacitor went bad inside the equipment causing a performance degradation in the cache write on that SAN equipment. Tech staff sent out a PSAP notify for emergency maintenance to address the issue immediately. In this maintenance window Tech Staff started moving all the data over from the equipment that was having the issue to another device that was in good health. We did notice that due to the write performance degradation, the time it took to migrate the data was double the amount of time it should've taken. So, we formulated a plan that would move everything but the MSP Records data off that degraded drive. This approach would free up all of the overhead allowing that hardware to be in better performance state. We felt that this would put us in the best position to get us thru the next day business working hours. We then replace the bad capacitor card with one from our Delta environment that was not being used. This allowed the data migration to not take as long. Our overall plan was to get the environment to the most stable position in the quickest amount of time. Because of our quick actions there was a very limited sign of impact to our users. The following evening, we completed the emergency maintenance and migrated the rested of the data over to the healthy equipment with no issues or any impacts to the system and our users.

Radio Replacement Project Updates

August 16, 2021

Subscribers:

- Following portable subscriber deployment, staff received reports of additional “bonks” from Everett PD, Edmonds PD, and Monroe PD. After weeks of investigation, MSI determined an issue with the version of firmware.
    - Updated firmware has been tested and approved by power users at the agencies as well as the PPC. Work to deploy the new firmware will begin toward the end of August. Law will be updated using the drive by hotspots and Fire stations will need to be visited.
- Mobile programming is underway and the team is making great progress ahead of what was planned. Mobile programming is expected to be completed in September.
    - The project team is planning to deliver the mobile radios to the agencies in batches. Agencies will manage "having right parts on hand" for installations as they occur. This change improves inventory control for SNO911, reduces overhead, and streamlines communication with MIT and agency where the installation is occurring.
- Motorola has confirmed that the installer for mobiles will be changed from Day Wireless to Mobile Installation Technologies
    - A revised Mobile Installation Plan is being developed and will be shared with agencies when ready. SNO911 continues to be cognizant of quality and making sure there are sufficient checks and oversight during installation.

Radio Sites/Microwave:

- The Clearview site tower raising has been completed. This change is significant because it will allow more redundancy in the future (to be installed) Microwave system.
- Our overall site construction procurement plan has been developed, and will involve three phases: Tower Reconfiguration, Site Civil (Phase 1), and Site Civil (Phase 2). Procurement is planned to begin in September.
    - This timeline has been pushed out due to errors and remediation found during staff review of mechanical and engineering plans sets.
- The lease for the additional warehouse space has been approved. Staff are preparing the space to receive equipment in September.
- Motorola has been given approval to order the microwave system and our civil equipment for North Stanwood and Cultus Bay

Risks:

- Our final 800 MHz trunking system licenses are still under review by the FCC. MSI reported that a software anomaly was found with the third-party software used for analysis at the FCC. The software has been patched and additional analysis is underway.

SNO911 staff continue to closely monitor due to the significant risk associated with this approval.

Policy:

- No Updates.

Other/General Updates:

- A new project manager is scheduled to begin September 1, 2021.

RRP Policy & Major Decision Timeline

- 7/2021: SNO911 Board of Directors approved Framework for Agency's seeking radio replacement for lost/damaged/stolen radios (Update to Warranty Services Policy)
- 6/2021: SNO911 Board of Directors approved Warranty Services Policy, including authorization to purchase radio cache and other related equipment.
- 6/2021: SNO911 Board of Directors authorized creation of a new Capital Fund for agency subscriber equipment starting with a fund balance of $150,000 and a target maximum of $600,000.
- 6/2021: Fire-TAC approves mobile programming information
- 6/2021: Police-TAC approves mobile programming information
- 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

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for July 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	✓	Sergeant Shane Hawley		Chief Rob Palmer	✓
Asst. Chief Jim Lawless, Chair		Deputy Chief Ryan Irving	✓	Chief Rob Martin	✓
Captain Rod Sniffen	✓	Commander Mike Haynes		Chief Don Tardiff	
Commander Ron Brooks Vice Chair		Asst. Chief Glen Koen	✓	Chief Jeffrey Young	✓
ALTERNATE REPRESENTATIVES					
Chief Mike Catlett		Commander Coleman Langdon		Bureau Chief Ian Huri	✓
Corporal Mike Bard	✓	Commander Brad Akau	✓	Captain John Flood	
Deputy Chief John DeRousse		Chief Jeff Jolley	✓	Acting Captain Jeff Graves	
Sergeant Karl Gilje					
SUPPORT STAFF AND GUESTS					
Executive Director Kurt Mills	✓	Deputy Director Terry Peterson		Corporal Mike Bard	✓
Ops Manager Karen McKay	✓	Director of Ops Andie Burton	✓	Master PO Travis Katzer	✓
Lt. Mark Thomas		Ops Manager Karl Christian	✓	Sgt. Stan White	✓
Ops Manager Hattie Schweitzer		Dep Director WT Brad Steiner	✓	Records Supervisor, Sheila Betts	✓
Director of IT Marlin Herolaga		NWS Sys. Manager, Brent Meyer	✓	Ops Sys. Coord. Derek Wilson	✓

Chair Jim Lawless called the meeting to order at 1033 hours.

1. **Roll Call –** Roll call was done as attendees logged into ZOOM.

2. **June 8, 2021 Minutes Approved**:
   1st: Deputy Chief Ryan Irving **2nd:** Deputy Chief Chuck Steichen

3. **Announcements:** None

4. **Reports**
   A. **Policy Review Committee:** Karen McKay
   There was no meeting this month; however, Karen mentioned Section 5.5 of the Police Procedure's Manual has been updated with the new Police Role Call Procedure.

   B. **Mobile Users' Group:** Travis Katzer
   No meeting was held in June; however, the committee has been corresponding via email regarding Use of Force Reporting. The Committee is working towards a global solution.
   The Committee will begin re-engaging in conversation with New World Systems and NORCOM, to provide connectivity between both agencies that will allow field units to cross-view Global Subjects and Vehicle during contacts.

   C. **SNO911 Updates:** Andie Burton
      a. **New World Systems Manager:** Andie re-introduced Brent Meyer as the New World System Manager and shared that he will now be the one providing the PTCC Report to the Committee.

b. **<u>SNO911 Reunification:</u>** Andie announced that after 16 months of working from separate campus's, SNO911 North and South Campus will be reuniting on July 21, 2021 at 0700 at North Campus. Leadership will help celebrate the reunification with a barbeque and door prizes for SNO911 staff.

D. **BREC Workgroup :** <u>Andie Burton</u>

There was no meeting in June.

E. **PTCC Report:** <u>Brent Meyer</u>

a. **Meeting Topics (Today at 1300):**

- <u>Alternate member for PTCC</u>: An Everett PD Records employee has shown interest in participating but is currently on vacation. Should have more information after the employees return next week.
- <u>2021.1 SP1 Upgrade:</u> It was put in the Delta Test System last week. They are still working through some GIS challenges.
  - ✓ <u>July 21, 2021 –</u> User Testing Begins;
  - ✓ <u>July 22, 2021 –</u> End to End Testing;
  - ✓ <u>October 20, 2021 –</u> Anticipated "Go-Live."
- <u>Axon,</u> is the body worn camera system and software used by most of our Law Enforcement member agencies. SNO911 provides CAD data to Everett PD (currently the only agency), which is then sent to the agencies IT Department for transfer to Axon. Axon receives the data and automatically syncs CFS time, incident number, clearance codes and some additional data, so the Officer's do not have to do it manually.

  The current process used at Everett PD, may not work as well for our member agencies who have smaller IT departments; therefore, a few member agencies will begin a pilot project in the next couple of months, in hopes of finding a county wide solution to facilitate the transfer of data to Axon for all agencies who want to utilize the service. That solution may include involving SNO911 at a higher level in the retrieval and transfer of the necessary data.

F. **Radio Replacement Project**: <u>Brad Steiner</u>

a. **Mobiles:** Mobile programming was approved last month and the Code Plugs are scheduled to be completed this week with internal agency testing immediately following. Programming of the portables is targeted for the last week of July, first week of August.

At last month's Committee meeting, Brad shared that Motorola has is working to contract a third party vender, "*Mobile Installation Technologies,"* (MIT). MIT's installer, a more targeted team approach, will respond to the agencies location rather than the agencies having to respond to an installation site.

Once mobiles have been programmed, they will be delivered to help expedite implementation once MIT is ready to deploy for installation.

b. **Radio "*Bonks:"*** As noted last month, there have been some concerns over increased radio *"bonking"* issues. The issue has been reported most by Everett, Edmonds and Monroe PD. On Friday, July 9th, Brad was notified that there was a new firmware available for portable radios that is believed will have a positive impact on that reported issue. Coordination has been made with those three agencies to deliver the new firmware portables tomorrow, the 10th. If testing the new firmware proves to resolve the *"bonking"* issue, a new firmware update will be made available for the portables (available via roll through – WiFi hotspot).

Along with that, some changes have been requested made to the portables, and the best time to make those changes would be at the time of the firmware update. Those change requests include:

- Length of Emergency Activation Button: Increase the Emergency Activation Button delay to a full second (currently set at 50 milliseconds);
- Menu Change to help agencies read radio ID's in the field;
- Dynamic Zone Lock-Ups: Corrected with programming change.

Brad will contact Chair Lawless to present the template changes and asks that the Committee review them for approval when Chair Lawless sends them out.

5. **Technical Update:** Brent Meyer

A. **VPAC 2.0:** 2.0 environment updates were completed at the end of June. Brent will be reaching out to the Law Enforcement agencies to confirm all connections are working correctly and in compliance.

6. **New Business**

A. **Mobile Radio Count – Order Change:** Travis Katzer

Travis requested approval to change the number of mobiles ordered for their agency. Everett PD is requesting an additional, dual control head radio (1) and three O-3 radios.

Motion: Approve Everett Police Departments request for 4 additional mobile radios.
1st: Deputy Chief, Ryan Irving 2nd: Chief, Rob Martin

B. **"Nature of Call Field," in Mobile:** Andie Burton

Dispatch has been using the narrative field to document whether or not the reporting party wants contact (Contact Caller = CC) or an area check (Area Check = AC) as the initial documentation in the narrative field. SNO911 Operations would like to discuss moving that documentation to a separate and independent field in CAD. In Mobile, that information would display in the "Nature of Call," field and would be displayed as actual text versus an abbreviation. This request will be taken to the PTCC meeting, for discussion, which is scheduled for later today.

Motion: Make recommendation to PTCC to use the "Nature of Call," field to document type of contact requested.
1st: Deputy Chief, Chuck Steichen 2nd: Chief, Jeffrey Young

C. **HB 1310:** Andie Burton

With the recent legislative changes, our member agencies have been working together on an effective method of policing within the constraints of the new laws. Andie shared that as this progresses, there is a possibility that procedures at SNO911 may change to accommodate;

however, the immediate direction given to dispatch staff is to follow current policy, by entering and dispatching Calls for Service as outlined in the Standard Operating Procedures Manual.

Any modifications to a response or special request for a specific type of call by a field unit at the time of dispatch, will be documented in the call by SNO911. If a reporting party calls back asking why an agency has not responded, that will also be entered as a Call for Service and provided to the agency Supervisor.

SCSO has started a work group with their Lieutenants, analyzing call types. While that process progresses, their practice has and will continue to be to respond and assess.

Chuck recommended putting a workgroup together, including SNO911 to review type codes and responses.

The general feedback was that more will be added to the narrative by field units by way of notes and comments for documentation purposes.

Chief Young recommended putting together a community educational piece. Lynnwood PD shared that they are already putting educational videos together.

D. **Manual Ops Drill 07.28.2021, 08:00 – 09:30 hours:** Andie Burton
Reminder that there will be a Manual Operations Drill on July 28, 2021. CAD Lite will be used for approximately 1.5 hours. Agencies will still be able to run queries in Mobile but will not be able to see or create Calls for Service. Once the drill is over, all Calls for Service will be entered via CAD Catch Up. Andie asked if there were any known conflicts or concerns with the scheduled July 28th drill. None were noted.
Tentatively, September 1, 2021 from 1600-1730 will be the next CAD Lite Drill.

7. **Old Business**

A. **SNO911 Emergency Notifications:** Andie Burton
At a previous Committee meeting, the idea of using the RAVE Alert System to send out SNO911 emergency notifications was introduced. This would allow SNO911 to provide these notifications in various formats, including as text messages to cell phones. A handout was provided to the Committee, *"SNO911 Agency- Wide Notifications."* Andie requested the packet be reviewed and the names and cell phone numbers for members who need to be added to the SNO911 Emergency Notification distribution list be sent to Derek. Once the system is set up, SNO911 would like to hand control and maintenance to our member agencies. Andie noted if support is needed, to contact SNO911 for assistance.

8. **Good of the Order.**

A. **Heatwave:** Andie wanted to acknowledge the great work by the SNO911 dispatch crews that worked over the 4th of July weekend, which included the heatwave, which caused an extraordinarily large spike in call volume.

B. **Scenes of Violence Model Procedure:** Karl asked that those participating in the upcoming Scenes of Violence Model Procedure, review the handout provided as a refresher, prior to the drill.

C. **SNOCO Jail:** Ian asked that agencies remind their staff that SNOCo Jail is under stricter CDC guidelines, and it is still a requirement to wear masks when entering any secured portion of the jail.

D. **Brier PD Coverage:** SCSO has been asked to augment Brier PD's staffing while they search for a new Chief of Police. They will be on South County Police-01. SCSO Sgt. Nathan Alanis will be the Interim Chief. Call signs will be 9S1 – Nathan Alanis, 9B1 – Day Shift, 9C1 – Swing/Grave Shift.

- ✓ **Monday-Friday 0200 – 0600:** SCSO coverage with South County Units, including Mountlake Terrace as back-up.
- ✓ **Monday-Friday Day Shift:** Covered by Brier Police Department Officers.
- ✓ **Weekends Saturday 0200 – Monday 0200:** SCSO Units specifically assigned to the City of Brier, from 0200 Saturday Morning to 0200 Monday Morning.

9. **Meeting was adjourned at 11:30 hours.**

The next meeting is scheduled for August 10, 2021 @ 1030 – VIA ZOOM

SNOHOMISH COUNTY 911
Fire Technical Advisory / Operations Committee

July 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 Airport FD
	☐ Travis Hots	Fire District 22	☒ Steve Guptill	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	Eric Cooper, Sno County EMS	Marlin Herolaga, SNO911	Meg Bittinger, SNO911
	Jason Isotalo, SCF	Karen McKay, SNO911	
	Bob Eastman, SCF	Kurt Mills, SNO911	
	Ryan Lundquist, SRFR	Terry Peterson, SNO911	
	Derek Wilson, SNO911	Karl Christian, SNO911	
	Andie Burton, SNO911	Brad Steiner, SNO911	

Note: *Follow-up action items are noted in italics.* <u>Decisions are underlined</u>**.**

Chairman Eric Andrews called the meeting to order at 1:30 p.m.

1. **ANNOUNCEMENTS:**
   A. **System Manager Role –** *Marlin Herolaga.* The New World System Manager role has been reinstated due to some re-evaluation and restructuring. All of the job duties will go back to one person. Brent Meyer will be taking on this role. He is currently the PTCC Chair, so the transition should be relatively seamless.
   B. **Campus Reunification** – *Andie Burton.* Today is the big day and we have been celebrating having everyone back together again. *Special thanks from Director Mills to Andie and the Ops team for managing the two separate campuses for the past 16 months.

2. **APPROVAL OF MINUTES:** <u>A motion was made by Darryl Neuhoff and seconded by Jeremy Stocker to approve the June, 2021 Fire TAC / Ops meeting minutes as written. Unanimously approved</u>.

3. **COMMITTEE UPDATES:**
   A. **PTCC / NWS.** *Marlin Herolaga.* The committee met on the 13th. They discussed the NW 2021.1 SP1 upgrade. There is a concern about the length of time it will take for the upgrade. Back-ups

are starting to take a little longer due to the data size. They also talked about the ability to modify capabilities in the unit management. PTCC agreed to disable the permission, but will create a new role that will allow modifications to the capability. The 2021 service pack 1 testing began today and it runs through August 24th. The end-to-end testing will start on the 22nd of this month.

B. **Technical Update.** *Marlin Herolaga*. *vPac 2.0* – all agencies have been migrated over to the new environment. Currently there are no issues reported and the system is working as designed. They are now in the process of decommissioning the old environment. *Pulse Point* – the project continues to move forward. About 95% of the agencies have registered their account. The vendor split up all the data that was housed together to the specific agencies. Tech identified one issue where units aren't being attached to the calls, and the vendor is currently working on that. *Per Kurt, he spoke with the PIO from Marysville and it sounds like the public education is working well. SNO911 will now take a back seat role and let the fire community drive the message. *ESO file transfer* – they continue to monitor that and it seems like the fixes the vendor put in place have resolved the issues.

C. **Radio Replacement Committee.** *Brad Steiner.* With the approval of the updated fire ergonomics, the team is in the process of testing all the code plugs and configurations. The goal is to be programming mobiles at the end of the month/first week of August. Motorola is still working on the sub-contract for the new provider, MIT. Related to subscribers, some of the law enforcement agencies (Edmonds PD, Everett PD and Monroe PD) have been dealing with an increased number of bonks in their portable radios. They have spent quite a bit of time trying to figure out why this is happening. About a week and a half ago Motorola discovered a potential bug in the current firmware. They are just shy of a week testing, but so far the initial results are very positive that the updated firmware does reduce the number of bonks. They are going to give it about another week with the 3 affected agencies. If they do change the portable firmware, there will be 4 main changes that come to the portables. One of them is an increase in the emergency timer from 50 milliseconds to 1.5 seconds. They will add an additional ID option to the menu system, there will be a zone program, and they will also add password protection to the code plugs. Per Kurt, regarding the warranty issue with the radios, the board approved to eliminate a cost share, and establish a process so that if someone loses a radio, they can make a request for replacement, which the board will either approve or deny. There will be a form to fill out with details such as how the radio was lost or damaged, if there is an insurance claim, etc. The form has not been created yet, but there is now both a process for the board and some money approved for this.

D. **Radio Procedures Committee.** *Andie Burton.* They met last week and they mainly just reviewed everything they are working on. Per Derek, they are getting very close to the Greater Alarm, Tech Rescue and HazMat process now. When he gets back from leave they should be able to draft a policy and get it all set to go.

E. **Fire User Group.** *Derek Wilson.*

   i. **NWS Mapping Update –** Hydrant Data –Effective the July 28th map update in Live CAD, there will be new hydrant data pushed. There is a new field regarding the gallons per minute. Snohomish Fire can adopt the NFPA standards for hydrant coloring. Contact Terry VanOpdorp if you want your hydrant data in the map. <u>Motion made by Darryl Neuhoff that any changes in the mobile data system, particularly in the mapping fields, should be brought forth through Fire TAC and adopted prior to implementation. Seconded by Thad Hovis. *Amendment requested by Steve Guptill – the recommendation for any changes should come from the Fire Users Group and brought forward to Fire TAC. Unanimously approved.</u>

ii. **Nature of Call Field in Mobile –** *Andie Burton.* On police calls for service, dispatch has been using the narrative field to document whether or not the reporting party wants contact (Contact Caller = CC) or an area check (Area Check = AC) as the initial documentation in the narrative field. SNO911 Operations will be moving that documentation to a separate and independent field in CAD. In Mobile, that information would display in the "Nature of Call" field, and would be displayed as actual text versus an abbreviation. Advisory only, for fire, seeing this in Mobile should be rare and only on some combined police/fire calls for service.

F. **Fire Standards/Data.** *Bob Eastman.* The group is meeting every other week. They are just now getting started up again after the pandemic. Will have more to report after their next couple meetings once they determine goals and where they want to go in the future.

4. **SNO911 UPDATE:** *Kurt Mills. Crew Force/Shield Force* – Site license should be available after the upgrade in October. *NORCOM* – They will be making a decision next month whether to continue using 2 CADs or to move everybody over to Tyler. Kurt is cautiously optimistic that they will move to Tyler, and then we can move forward with the CAD to CAD interface. They are also interested in coming onboard with CADLite. *Business Unit Manager* – SNO911 filled this positon internally with Steve Lawlor. He is now helping both Tech and Wireless Tech to coordinate and integrate processes. *Brad Steiner*. Brad is leaving SNO911 to pursue another opportunity. He will be here through the 13th of August.

A. **MPDS Call of the Month – N/A**

B. **Heat Wave and 4th of July Activity –** *Andie Burton.* The 4th of July is historically our busiest day of the year. On Monday, June 28th which was the hottest of the heat wave days, the call center took over 2,300 911 calls. The 4th of July was busy as well with almost 2600 911 calls, and almost 1600 non-emergency calls, which was 5 times more than we get on an average Sunday.

5. **OLD BUSINESS:**

A. **FOC Workgroup-** *Derek Wilson.*

i. **Planned Drills 7/28 and 9/1 –** Simulated outages planned for 0800-0930 on 7/28 and a swing shift outage on 9/1 from 1600-1730. Looking for approval to move forward with these dates and times. No objections from the group.

B. **County Fire Resource Plan Committee –** *Jeremy Stocker.* The big change, and what they are going to propose, is to eliminate predetermined resources. They won't be calling for a zone 11 strike team anymore, it would just be a strike team of engines. There is a power point presentation that shows 4 major incidents throughout the county that goes up to 4 alarms, and requests additional resources from there, and it shows what resources there are. There may be some interoperability with King County.

C. **SNO911 Notification Status –** *Andie Burton.*

i. **Ad-hoc Stressed Operations Subcommittee –** They ended up using a Rave Alert group to notify activations of the DMCC, which is a good use, but the original intent was for emergent notifications such as critical system outages or if there is ever a need to evacuate SNO911.

*Steve Guptill brought up the paging issue and wanted to reiterate that he is really uneasy about the plan to continue with VHF. He suggested forming a work group made up of fire, tech and dispatch representatives to look in to other options. Steve will chair the committee/work group, email him if you are interested in participating.

6. **NEW BUSINESS:**

   A. **HB 1310 –** *Steve Guptill.* After much discussion it was decided that Fire TAC needs to establish a committee to work together to come up with a common procedure on how to handle these new situations that police and fire are dealing with due to HB 1310. Per Dave DeMarco, we need to have a meeting, or several meetings, to establish a check list or work flow for fire personnel to follow for incidents where police officers are not going to be present. He would like to have this by Friday. Dave DeMarco will chair these meetings, the first one will be tomorrow morning.

7. **GOOD OF THE ORDER: N/A**

8. **ADJOURN:** The Fire TAC / Operations Committee adjourned at 3:06 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, August 18th at 1:30 p.m. via ZOOM.

Snohomish County 911
Finance Committee
Meeting Summary for August 12, 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	
Josh Roundy	✓			Sharon Brendle (notetaker)	✓

1. **Call to Order and Announcements.** Chair Dave DeMarco called the meeting to order at 1:33 pm.
2. **Reports.**
   A. **Blanket Voucher Report.** David Chan had a question about the fees paid to the Department of Natural Resources (DNR) for those tower sites that are not easily accessible during winter months. He wanted to know what percentage of the fee is being applied to road maintenance and if there was a way to hold the DNR accountable for maintaining access to the site. Angie offered to provide copies of the invoices that are paid. Kurt also offered to review the contract and provide the language referring to road maintenance. Commissioner Chan just asked that the agency be aware of the maintenance work that is to be performed.

      <u>Jeff Brand moved to recommended that the Board approve the Blanket Voucher Report for June. The motion was seconded by David Chan and approved unanimously.</u>

   B. **Fund Balance Report.** No questions.

   C. **Radio Replacement Project Payment Tracking.** David Chan said it appears that the County is issuing reimbursements between 30-60 days and asked if that was accurate. Angie explained the process: invoices from the previous month are submitted once a month, and reimbursement is generally received in 1-2 weeks. There were no further questions on this report.
3. **Old Business.**
   A. **Financial Consultant Update.** Angie reported that the consultant will need another week to produce a draft report. David Chan commented that with regards to implementing a new system, the needs of the organization and the risk of exposure should only be considered. He added that while he trusts the finance staff, staff members can change, and should not be looked at when deciding on a new system. He went on to stress the importance of acquiring the correct financial software for the agency, even it costs a lot of money. He reiterated his opinion on the agency's use of QuickBooks and stressed that if anything should go wrong, the system being used will be called to questioned and challenged by the public.

Jeff asked Angie on the status of the consultant's report. She replied the report was expected prior to today's meeting, and the consultant had expressed it would be fairly simple to produce. He asked for additional time. She promised to keep the committee updated on the status. She confirmed that he met with the finance staff, as well as with her and Kurt together. Angie confirmed she did not meet with him separately. She added that she wasn't concerned because the primary focus should be on the Finance department staff and their roles.

B. 2022 Draft Budget & Organizational Changes. Kurt explained that many of the items relating to the 2022 budget had been provided last month in his PowerPoint presentation, which he briefly went over, adding further information where needed. Some issues will be discussed during Executive Session at next week's Board meeting.

Kurt shared the current organizational structure as well as some proposed changes, including the described changes to the Wireless team following the recent resignation of Deputy Director Brad Steiner. This information will also be presented to the Board next week. The changes proposed are intended to keep the radio project moving forward with a focus on mobile deployments and critical structures. He clarified that the roles and duties performed by Wireless Tech have significantly changed since SERS, in that there has been a considerable increase in agency engagement.

Kurt presented the proposed assessments and explained how the changes in call volume and assessed value/populations effect assessments. Dave DeMarco recommended that every agency have an opportunity to review the budget. Angie explained that they are meeting with the Finance Directors next week before the Board meeting and this information will be included in the board meeting packet.

Jeff Brand moved to forward the 2022 budget and capital plan, which they support, to the Board. The motion was seconded by David Chan and approved unanimously.

C. APF – Crew Force / Shield Force. Kurt explained that this product allows authorized users to have access to the mobile functionality of New World on their smart devices. The agencies have tested the tool and there is a strong desire from law enforcement agencies to deploy this product. Dave DeMarco asked to delay the discussion in order to explore better products, and possibly have a joint meeting with Fire and Police TAC. After some discussion, it was agreed to table this topic for this month and Chief DeMarco will reach out to Travis Katzer of Everett PD to learn more about this product from law enforcements' perspective.

4. New Business.

A. APF – 2022 RRP Budget Request. Kurt explained that this is the request which will go before the SNO911 Board, then to the Radio Advisory Board, and finally to the County Council for approval. The APF describes how the funds request is broken down into 5 different categories, including one for subscriber units. Currently, all of the subscriber units have been purchased from the funds allocated for that category, but with additional units requested, contingency funds have been tapped. Kurt explained that while the project hasn't gone over budget, the scope has changed and other "buckets" have needed to be pulled from.

Asked to clarify the process, Angie and Kurt explained that the agency submits their budget plan each year to the County showing what they intend to spend in the coming year for the RRP so the County can then earmark it.

<u>David Chan moved to recommend adoptions of the 2022 Radio Replacement Project budget as presented, in the total of $20,545,905.24. The motion was seconded by Jeff Brand and approved unanimously.</u>

David Chan asked to return to discuss the budget again. He brought up adding a line item to fund the capital plan that will become part of assessments. Angie confirmed that the capital plans and reserves funds have been primarily funded through year-end carryover dollars. Angie recommended that the committee discuss the recommendation next year as part of 2023 budget process.

B. APF – Marysville Warehouse/Office Lease. Kurt explained that they are still in the early phase of negotiating with the landlord a lease renewal for 5 years. While he doesn't anticipate any term changes, he knows there will be an annual escalator of 3%. He is looking for approval to continue the renewal process pending final agreement with the landlord and legal review.

<u>Jeff Brand moved to recommend renewal of the Marysville Warehouse/Office space for a period of 5 years pending final agreement on terms and legal review. David Chan seconded the motion and it was approved unanimously.</u>

C. APF – Asset Transfer – Radio Site Generators. Kurt just received information on this topic and asked to share it with the committee today. He explained that Community Transit has agreed to transfer two generators from locations they have decommissioned. The generators are the same type and model currently used at Deer Creek. These will replace the backup generator there now. He is asking for approval to receive the asset transfer at no cost. SNO911 will be responsible for transport and installation. This simplifies a previous agreement with CT now that the generators have already been removed from their original site

<u>Jeff Brand moved to recommend that the board accept the two generators as defined in the asset transfer agreement with Community Transit, pending legal review. David Chan seconded the motion and it was approved unanimously.</u>

5. Good of the Order. Nothing additional was discussed.

6. The meeting was adjourned at 2:56 pm. The next Finance Committee Meeting is scheduled for Thursday, September 9, 2021.

SNOHOMISH COUNTY 911 2021 Q2

Finance Department Report

June 30th, 2021

OPERATING

Fund #	Beginning Balance	Revenue	Expenditures	Carryover Other	Fund Balance
70	$2,368,195	$13,168,634	$11,472,785	($424,590)	$3,639,454
CAPITAL PLAN					
80	$13,332,720	$397	$266,817	$424,590	$13,490,890
110 - WT	$1,778,574	$53	$1,467		$1,777,160
RESERVES					
90	$6,578,256	$179	$0	($750,000)	$5,828,436
120 - WT	$597,564	$18	$0	$0	$597,581
RADIO REPLACEMENT PROJECT					
130	$142,757	$1,468,405	$1,491,391	$ 750,000	$869,771

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

General Operating - 70

Revenue

- Current fund balance of $3,639,454. A fund balance of $2.0M was established (Per Board authorization 2/20/20) for cash flow purposes and is not counted toward any fund carryover. The board authorized 2020 carryover of $329,145 to be transferred to fund 80 and left a residual balance of $39,028 remaining in the fund. The expectation is the fund balance will be adjusted back to $2.0M at the end of 2021.

Revenue

Revenue is at 53.9% of budget and tracking as expected.

- Assessments for dispatch services received are at $8,590,714 or 53.6% of budget. Of this amount, $656,189 was from last year's assessments that were received in January. Budgeted assessment revenue for 2021 is $16,035,445.
- E911 disbursement funds received are $3,347,232 or 52.6% of budget. Budgeted E911 funds of $6,359,741 are placed into operating first.
- Emergency Sales Tax - $600,000
- Other income is at $630,615 or 75.6% of budget. This revenue includes reimbursements for the managed laptop program, locution and EPCR, RAVE, Priority Dispatch, rental income, and a $100,000 reimbursement from E911 for tertiary center expenses. Interest received was $73.12.
- Grant funds received are $333 for Emphasis Patrol and $22,250 for FEMA PA grant.

Expenses

Total Expenditures are at 47% of budget or $11,472,785.

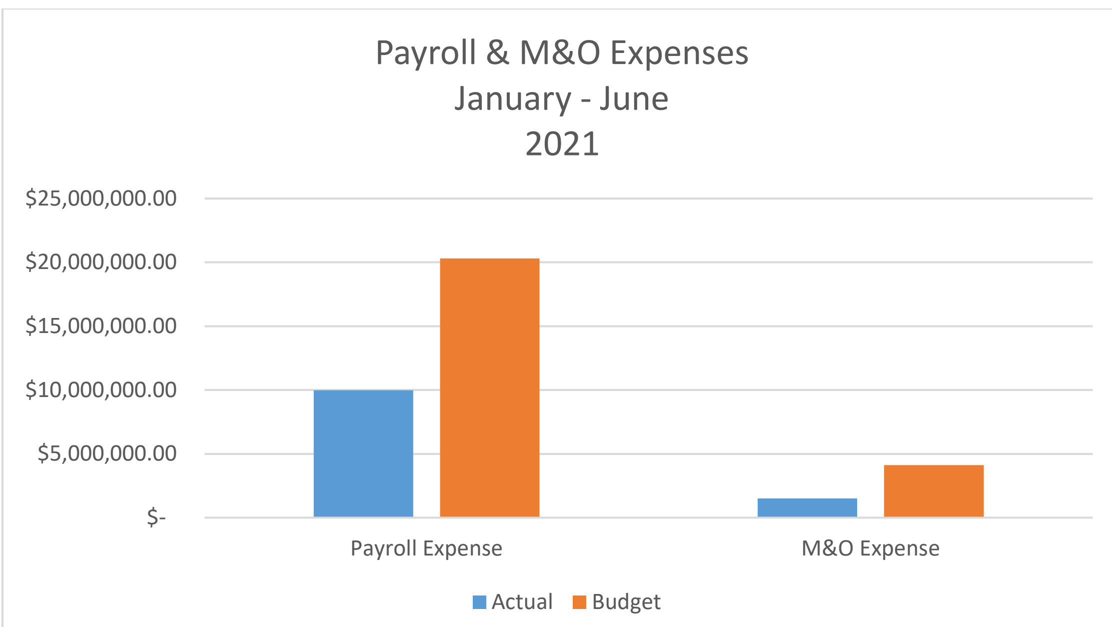
Personnel

- Total Personnel expenses are at 49% of budget.
- Overtime was at 72% or 671,378
- Recruiting incentives paid out are at $36,000 and $4,500 have been paid back. The program has been discontinued as of June 19th due to reaching authorized staffing levels and there are no more milestones left to pay out..
- PTO Accrual Cash Outs are at $189,793 or 73% of budget.

M & O

Total Maintenance and Operations (M&O) costs were at 36% of budget or $1,501,022. The total budget for M&O is $4,121,398 with maintenance contracts making up 34% of the M&O budget.

- Reimbursed Expenses ended the quarter at 69.8% of budget. This includes expenses reimbursed for ACCESS user fees, EPCR, and Managed Laptop. It's important to note that these costs are offset by expected reimbursements and that assessments are not affected.
- Professional fees were at 34% of budget or $93,965. Included in this category are Nurse Line services, applicant processing, legal fees, and consulting services
- Administrative Support expenses ended at $40,961 or at 39.3% of budget. This category includes items such as printing costs, recognition, recruiting advertising campaigns, postage, Excise and Use Taxes and document shredding services.
- Recognition was at $6,935 or 69.4% of budget. The majority of the recognition budget goes toward National Telecommunicate Week. There has been new recognition and incentive programs developed to support the agency goal of becoming an IAED Accredited Center of Excellence (ACE).
- Rent were at $510,041 or $51% of budget.
- Utilities were at $50,586 or $48.6% of budget
- Repairs & Maintenance is at $481,322 or 26%of budget. Notable maintenance contracts are expected to be paid in the third quarter, including Tyler ($800K) and Kronos ($55k)
- Insurance came in at $55,768 or $38.5% of budget. The WCIA assessment was $204K, and is higher than normal due to the high volume of assets on hand for the Radio project. The radio project paid for $148,803 of the WCIA invoice.
- Communications ended at $55,556 or $49% of budget.
- Training and Travel was at $25,195 or 19% of budget. Expenses so far are mostly fuel charges ($10,672) and training/conference registrations ($13,172). Scheduled for eight attendees for Navigator conference and three folks for APCO.
- Minor Capital Equipment expenditures came in at $26,572 or $17.8% of budget.
- Supplies were at $27,865 or 43% of budget.



Capital 80

- Current fund balance is $13,490,890. Per Board approval on 02/20/20, Operating Fund 70's Carryover funds of $329,145 were transferred into Capital Fund 80.
- Interest received is $397.
- Expenditures are at $266,817. Large expenditures include: $47,620 for Tertiary Center, $74,036 for non-dispatch workstations, $30,000 for CAD-lite, $9,495 for the managed laptop program, $12,736 for south campus server racks, and $23,324 for NICE inform Elite

General Reserves 90 (Undesignated)

- Current fund balance of $5,828,436
- Interest received was $179

Wireless Technology:

Capital Wireless Technology - 110

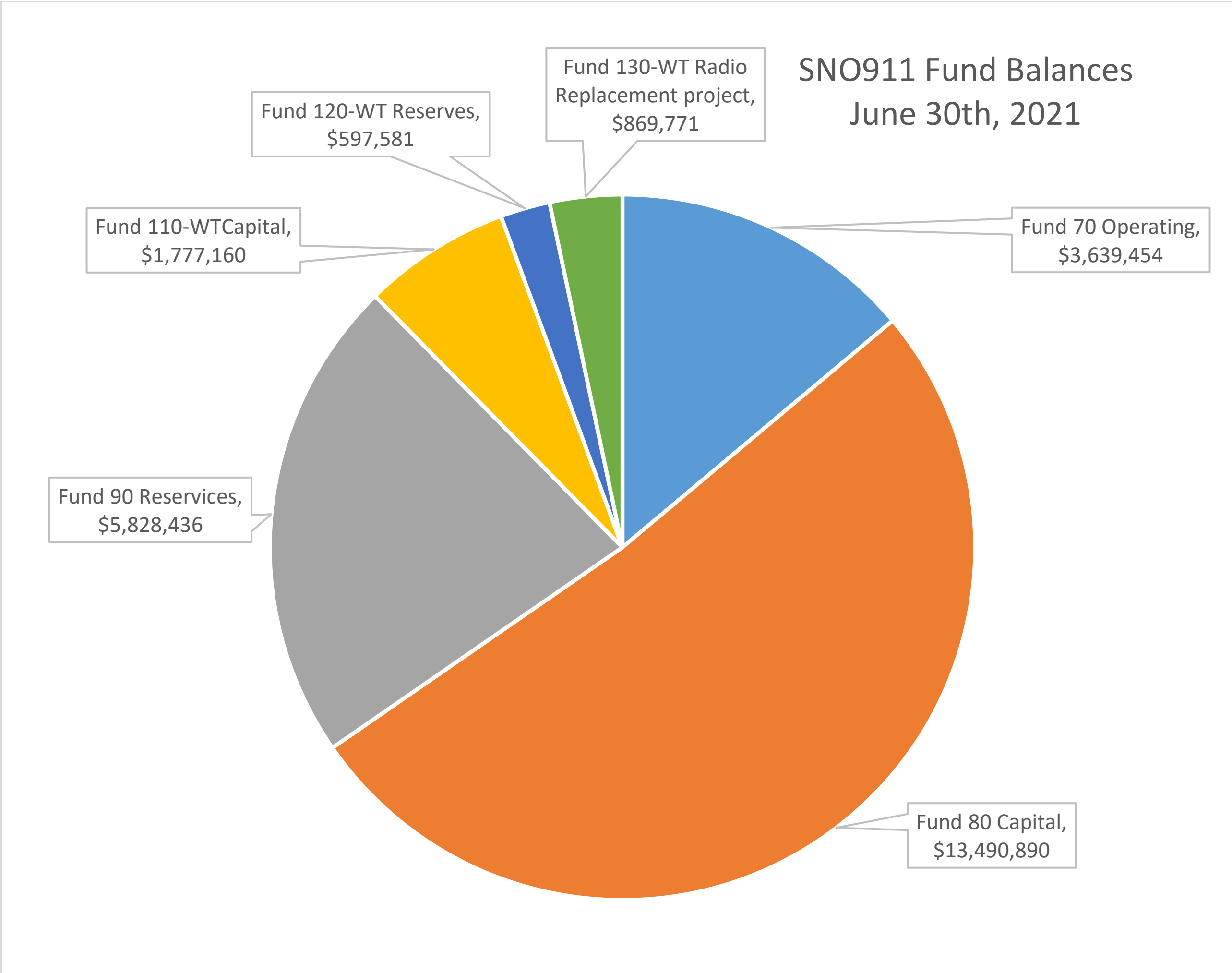
- Current fund balance of $1,777,160
- Interest received was $52.59
- Expenditures of $1,467 for Wireless specialized test equipment

Reserves Wireless Technology - 120

- Current fund balance of $597,581
- Interest received was $17.64.

Radio Replacement Fund – 130

- Current fund balance of $869,771
- Reimbursements received of $1,468,386
- Interest received was $18.88
- Expenditures are at $1,491,391


SNO911 Fund Balances
June 30th, 2021
Fund 130-WT Radio Replacement project, $869,771
Fund 120-WT Reserves, $597,581
Fund 110-WTCapital, $1,777,160
Fund 70 Operating, $3,639,454
Fund 90 Reservices, $5,828,436
Fund 80 Capital, $13,490,890

Snohomish County 911
Budget vs. Actual General Operating 70
January through June 2021

	Jan - Jun 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020 · Dispatch Services	8,590,714.21	16,035,445.00	-7,444,730.79	53.6%
4040 · E911 Excise Tax Revenue	3,347,232.00	6,359,741.00	-3,012,509.00	52.6%
4045 · Emergency Sales Tax Revenue	600,000.00	1,200,000.00	-600,000.00	50.0%
4200 · Miscellaneous Income	630,615.11	834,204.00	-203,588.89	75.6%
4300 · Interest	73.12			
Total Income	13,168,634.44	24,429,390.00	-11,260,755.56	53.9%
Gross Profit	13,168,634.44	24,429,390.00	-11,260,755.56	53.9%
Expense				
5000 · Payroll Expense	9,971,763.51	20,307,992.00	-10,336,228.49	49.1%
6000 · Reimbursed Expense	131,255.06	188,000.00	-56,744.94	69.8%
6150 · Professional Fees	93,964.52	277,000.00	-183,035.48	33.9%
6200 · Administrative Support	40,961.43	104,350.00	-63,388.57	39.3%
6225 · Recognition	6,935.47	10,000.00	-3,064.53	69.4%
6250 · Rent	510,041.34	1,002,600.00	-492,558.66	50.9%
6252 · Utilities	50,585.84	104,000.00	-53,414.16	48.6%
6300 · Repairs & Maintenance	481,321.96	1,842,648.00	-1,361,326.04	26.1%
6350 · Insurance	55,767.72	145,000.00	-89,232.28	38.5%
6400 · Communication	50,556.40	102,600.00	-52,043.60	49.3%
6500 · Training and Travel	25,194.90	131,200.00	-106,005.10	19.2%
6600 · Minor Capital Equipment	26,571.90	149,000.00	-122,428.10	17.8%
6700 · Supplies	27,865.26	65,000.00	-37,134.74	42.9%
Total Expense	11,472,785.31	24,429,390.00	-12,956,604.69	47.0%
Net Ordinary Income	1,695,849.13	0.00	1,695,849.13	100.0%
Net Income	**1,695,849.13**	**0.00**	**1,695,849.13**	**100.0%**

Snohomish County 911
Capital Plan 80
January through June 2021

	Jan - Jun 21
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	397.35
Total 4300 · Interest	397.35
Total Income	397.35
Gross Profit	397.35
Expense	
6150 · Professional Fees	3,333.33
6400 · Communication	10,073.52
6600 · Minor Capital Equipment	253,409.65
Total Expense	266,816.50
Net Ordinary Income	-266,419.15
Net Income	**-266,419.15**

SNO911 Fund 80 Capital Plan 2021

Last Approved 03/18/2021

Updated: 06/31/2021

Project #	Project Name	YTD 2020	Planned 2021	YTD 2021	2022	2023	2024	2025
80-001	RMS/Mobile/Corrections	1,274	145,000	1,485				
80-002	CAD	44,250	155,000					
80-003	UPS Replacement		250,000		0	0	0	175,000
80-004	Integrated Video Display System		5,000		5,000	5,000	5,000	5,000
80-005	Dispatch Consoles		30,000					
80-007	Datacenter Servers	6,928	43,000	1,346	15,000	10,000	10,000	10,000
80-009	Managed Laptop Program	185,632	200,000	12,877	100,000	150,000	500,000	130,000
80-010	Tenant Building Maintenance	82,137	279,000	72,063	5,000	5,000	5,000	125,000
80-011	CAD PCs-Dispatch	100,000	10,000		10,000	10,000	10,000	100,000
80-012	Administrative PC's and Displays	48,156	15,000		5,000	5,000	10,000	50,000
80-013	Network Equipment/Security	49,229	55,000		20,000	10,000	350,000	50,000
80-015	UPS Battery Replace		0		0	0	15,000	30,000
80-016	Bldg Security Upgrade		15,000	6,128	2,000	2,000	2,000	
80-017	Logging Recorder	0	302,000	23,324	5,000	5,000	5,000	150,000
80-018	Consulting/Outsourcing	1,911	5,000	19,415	0	0	0	0
80-019	Tyler Hardware	345,587	69,000	20,456	15,000	15,000	15,000	15,000
80-021	Center Monitors and Displays	1,446	5,000		5,000	5,000	5,000	30,000
80-024	Online Citizen Reporting / Shoplift		5,000		5,000	5,000	5,000	5,000
80-025	VPAC Virtual Client Portal	646,819	15,000	444	10,000	10,000	10,000	650,000
80-026	Tyler/NG Datamart	192,989	62,000	10,078	15,000			
80-028	Backups and Storage	61,366	63,000		50,000	5,000	5,000	50,000
80-029	Next Gen 911							
80-033	PBX Refresh	130,132	24,000	10,672	5,000	5,000	5,000	5,000
80-034	Mobile Manual Ops (CAD-In-A-Box)	22,646	102,000	30,000				
80-035	Service Vehicles		0		70,000	0	0	0
80-036	Appliances	348	5,000		5,000	5,000	5,000	5,000
80-037	Furniture Replacement	2,920	10,000		12,000	5,000	12,000	5,000
80-038	Future Facility Initative				5,700,000			
80-039	Dispatch Center Generator Replacement		740,000					
80-040	Backup Cooling System	11,639	0		0	0	250,000	
80-044	Advanced Authentication	4,743	5,000	1,973	5,000	5,000	5,000	50,000
80-045	Earthquake Base ISO Expansion		25,000	12,737	0	0	0	0
80-046	Data Interoperability		0		0	0	0	0
80-047	Dispatch Schedule Alternatives	46,667	0	3,333	0	0	0	0
80-048	SPIDR Tech Law Enforcement	351,071						
80-049	Tertiary 911 Location	198,630	61,000	40,484	0	0	0	0
80-050	Financial Consultant		20,000					
	Beginning Balance	*14,983,882*	*13,332,720*	*13,332,720*	*10,612,720*	*4,548,720*	*4,286,720*	*3,057,720*
	Expenditures	2,536,519	2,720,000	266,816	6,064,000	262,000	1,229,000	1,640,000
	Net Balance after Exp.	12,447,363	10,612,720	13,065,904	4,548,720	4,286,720	3,057,720	1,417,720
	Funds Transfer Per Board Approval	358,747		424,590				
	E911 Contribution	525,056						
	Miscellaneous Income							
	Anticipated Interest Income	1,554		397				
	Projected YE Balance	**13,332,720**	**10,612,720**	**13,490,892**	**4,548,720**	**4,286,720**	**3,057,720**	**1,417,720**

Snohomish County 911
Reserves 90
January through June 2021

		Jan - Jun 21
Ordinary Income/Expense		
Income		
4300 · Interest		
4320 · Other Interest	179.19	
Total 4300 · Interest		179.19
Total Income		179.19
Gross Profit		179.19
Net Ordinary Income		179.19
Net Income		**179.19**

Snohomish County 911
Wireless Tech Capital 110
January through June 2021

	Jan - Jun 21
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	52.59
Total 4300 · Interest	52.59
Total Income	52.59
Gross Profit	52.59
Expense	
6600 · Minor Capital Equipment	1,466.56
Total Expense	1,466.56
Net Ordinary Income	-1,413.97
Net Income	**-1,413.97**

SNO911 Fund 80 Capital Plan 2021								
Last Approved 03/18/2021								
Wireless Technology Fund 110 Capital Plan								
	Last Approved 03/18/2021							
		YTD	Planned	YTD				
Project #	**Project Name**	**2020**	**2021**	**2021**	**2022**	**2023**	**2024**	**2025**
110-001	Vehicle & Tire Replacements		235,000		45,000	45,000	45,000	45,000
110-002	Generator Replacement at Gold Hill	57,047						
110-003	Clinton Site Move	0						
110-004	Roof Replacements for Generators	0	100,000		144,000	0	0	0
110-005	WT Specialized Test Equipment		100,500	1,467	6,000	64,000	2,000	2,000
110-006	Comm. Site Power System Replacements		0		0	0	0	0
110-007	Comm. Site Building Improvements		12,000		12,000	12,000	8,000	0
110-008	Comm. Site Tower Upgrades/Replacement		15,000		15,000	15,000	15,000	30,000
110-009	Comm. Site HVAC Unit Replacements		0		20,000	0	20,000	0
110-010	Generator Replacements		110,000		110,000	0	110,000	110,000
110-011	WT Network/Camera Upgrade/Sustainment		10,000		0	0	0	0
110-012	Spare Equipment for Existing Systems		20,000		0	0	20,000	20,000
	Beginning Balance	*356,113*	*1,778,574*	*1,778,574*	*1,176,074*	*824,074*	*688,074*	*468,074*
	Expenditures	**57,047**	**602,500**	**1,467**	**352,000**	**136,000**	**220,000**	**207,000**
	Net Balance after Exp.	299,066	1,176,074	1,777,107	824,074	688,074	468,074	261,074
	Previous Year Carryover		0		0	0	0	0
	Funds Transferred in							
	Funds Transfer Per Board Approval	1,479,349						
	Anticipated Interest Income	159		53				
	Projected YE Balance	**1,778,574**	**1,176,074**	**1,777,160**	**824,074**	**688,074**	**468,074**	**261,074**

Snohomish County 911
Wireless Tech Reserves 120
January through June 2021

		Jan - Jun 21
Ordinary Income/Expense		
Income		
4300 · Interest		
4320 · Other Interest	17.64	
Total 4300 · Interest		17.64
Total Income		17.64
Gross Profit		17.64
Net Ordinary Income		17.64
Net Income		**17.64**

Snohomish County 911
Radio Replacement Project 130
January through June 2021

		Jan - Jun 21
Ordinary Income/Expense		
Income		
4200 · Miscellaneous Income		
4280 · Reimbursements	1,468,386.36	
Total 4200 · Miscellaneous Income		1,468,386.36
4300 · Interest		
4320 · Other Interest	18.68	
Total 4300 · Interest		18.68
Total Income		1,468,405.04
Gross Profit		1,468,405.04
Expense		
5000 · Payroll Expense		176,820.14
6150 · Professional Fees		209,103.85
6200 · Administrative Support		30,934.02
6300 · Repairs & Maintenance		288.20
6350 · Insurance		148,803.28
6500 · Training and Travel		108.82
6600 · Minor Capital Equipment		924,694.61
6700 · Supplies		638.10
Total Expense		1,491,391.02
Net Ordinary Income		-22,985.98
Net Income		**-22,985.98**

Radio Replacement Project Cost Tracking
As of 06/31/21

County Tracking	SNO911 Category #	Additional Detail	P.O. / Invoice code	Cumulative Actual	2021 Actual
Project Management	130-001	SNO911 PM Salary & Benefits	1	$ 487,414.64	176,820.14
	130-002	FCC Licensing	2	$ 30,076.25	10,822.50
		Construction Permitting	3	$ 25,405.19	12,725.89
		Communications	4	$ 654.92	
		Legal	5	$ 7,904.00	2,987.00
		Network Design	6	$ 1,427.40	
	130-003	Project ECS Salary & Benefits	7	$ -	
		Project Tools & Equipment	8	$ 9,026.39	3,074.41
		Project Employee Opr Costs (fuel/phone/etc)	9	$ 8,640.98	7,227.45
		Project Vehicle Purchase	10	$ 48,953.09	46,182.62
	130-004	RRP Travel	11	$ 12,164.23	32.80
	130-005	Marysville Office Security & Remodel	12	$ 90,898.47	170.48
	130-006	Software	13	$ 29,561.00	13,117.91
	130-007	Land & Tower Rentals	14	$ -	
	130-008	Aviation Radio Equipment	15	$ 261,741.84	
	130-009	Infrastructure	16	$ 89,576.28	83,803.28
		Subscribers	17	$ 67,428.46	65,000.00
				$ -	
Motorola Infrastructure	130-011	Motorola Infrastructure/Radio System	18	$ 17,081,189.20	
	130-012	Paging Equipment	19	$ -	
	130-013	Microwave Equipment	20	$ 421,149.68	421,149.68
	130-014	Paging Equipment	21	$ -	
Subscriber Units	130-015	P25 Subscribers - Standard Radios	22	$ 16,879,145.11	
Project Contingency	130-016	Facility R56 Upgrades	23	$ -	
		Site Power Upgrades	24	$ 35,502.04	
		New Site Prep - Adding AC Power	25	$ -	
		APF - Quality Consultant	26	$ 368,136.35	155,264.35
		Radio config changes / Fire dual control head	27	$ 979,894.96	
		Radios - Customized radios and Installation	28	$ 2,783.75	289.18
		Radios - increased quantity	29	$ 1,275,466.35	
		Fire Model Change to Radios	30	$ 1,937,752.78	
		RRP Tower Loading Study	31	$ 97,250.00	5,000.00
		Agency Radio Reimbursement	32	$ 143,617.61	
		Permit creation services & support	33	$ 74,055.00	40,030.00
		Project Additional Staffing (ADCOMM CO#1)	34	$ 625.00	
		Site Readiness Contract	35	$ 402,739.25	399,064.25
		Fire-Trail Power Upgrades	36	$ -	
		Clearview Tower Raising	37	$ -	
		Cross-Polarized Antenna Upgrade	38	$ 24,312.00	24,312.00
		Agency "Opt-Out" Project Distribution	39	$ -	
		P25/Microwave/MPLS/Test Equipment	40	$ 6,108.95	6,108.95
		Genesis Support Agreement	41	$ 18,208.13	18,208.13
		Power System Upgrades at Frailey and Mountlak	42	$ -	
		Camano Tower Risk	43	$ -	
		Multi-Band Conventional Interoperability Site Equ	44	$ -	
		VHF/800 "Ice Cave" Interoperability Cross-band	45	$ -	
		Vehicle-Based Tri-Band Bridge (x2)	46	$ -	
				$ -	
		Totals		**$ 40,918,809.30**	**$ 1,491,391.02**

Snohomish County 911
Personnel Committee
Meeting Summary for August 10, 2021, 8:30 a.m.
Location: Web Conference

Meeting Attendance:

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

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

The meeting was called to order at 8:35am by Kurt Mills.

1. **Staffing Report.** Kurt reported there are 3 vacancies in the dispatch center. He also shared that SNO911 is consistently recruiting in an attempt to avoid potential shortfalls in staffing.

2. **2022 Draft Budget & Org Structure Updates.** Kurt reported the Deputy Director of Wireless Technology Brad Steiner, has resigned from SNO911. With this departure, Deputy Director Terry Peterson will be the primary point of contact. System Services Supervisor Howard Tucker is also a resource if there is a specific project that has escalated to his level.

   Since the merger with SERS, the Wireless Technology (WT) and Information Technology (IT) departments have been separate departments, however, there is quite an overlap of work, network and processes between the two. Kurt shared that the IT & Facilities Director Marlin Herolaga has been helping with process improvement within the WT team.

   Kurt reviewed an org chart showing both departments merged under one unit with the following organizational changes:

   - Wireless Systems Supervisor position replaces WT Deputy Director
   - Infrastructure Team Manager position replaces IT & Infrastructure Manager
   - Application System Manager position Replaces System Security Engineer
   - The temporary ECS position would be changed to a permanent position.
   - GIS Coordinator would also move to the merged Tech department.

   Kurt notes that this reclassification would result in a savings of $48,000.00. Converting the ECS to a regular FTE would cost approximately $158,722. This cost would continue to be funded by the RRP through the end of the project and then rolled into Operating.

George asked if the negotiations with Motorola have been completed. Kurt stated the majority of the negotiations are completed, but as things come up, there could be a need to renegotiate.

George Hurst moved that the Personnel Committee recommend to the board the support of the organizational chart and title changes as presented. The motion was seconded by Thad Hovis and approved unanimously.

George Hurst moved to recommend to the board the support converting the current temporary ECS position to a permanent position and to continue funding that position through the RRP, until the completion of the project. The motion was seconded by Thad Hovis and approved unanimously.

3. **Recruiting Update.** Angie reported there is a new campaign advertisement for iHeart radio. Users who stream the service will see the advertisement and can click on the links. We are also doing a social media push with a recruiting message and asking other agencies to share on their sites. These efforts are aimed toward filling the January academy.

   Angie also reported SNO911 has chosen a new Project Manager, with an anticipated start date of September 1st.

4. **SCEA Negotiations.** Kurt stated we thought we were pretty close and working through issues very consistently when the union decided to stop and requested to go to mediation. That will unfortunately take some time for PERC to assign a mediator. We were disappointed because this all but ensures we cannot implement a new schedule at the beginning of the year as we had hoped.

5. **Round Table.**
   - Angie reported Alicia received her Certified Public Records Officer CPRO certification**.**
   - There is a Lynnwood Job fair today from 3-7pm at the Lynnwood Convention Center. SNO911 has a booth at the convention.
   - Thad reported his Executive Assistant, Amanda Campbell, will be leaving South County Fire as of September 6th, for a new position at The Northshore Utility District. There will be a posting for a financial analyst position, along with a CFO position.
   - Kurt reported there was a future facility meeting with the consultant and the sheriff's office.

This meeting was adjourned at 0923. Next Personnel Committee Meeting, Tuesday September 7th at 8:30 am.

Snohomish County 911
Future Facility Committee
Meeting Summary for August 3, 2021, 1:00 – 2:00 pm
Location: Web Conference

Meeting Attendance:

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

Chair Dave DeMarco called the meeting to order at 1:01 p.m.

1. **Future Facility Status Report.** Kurt explained that the contract with OAC has passed legal review and we are still discussing some scope and cost items. He shared a summary of the different phases, along with approximate costs. He explained they were successful in negotiating down the rates.

   The Phase 1 collocation assessment is a lump sum payment, but all the other phases are based on time and materials. The vendor will estimate on the high end, but the agency will be billed based on actual costs. The meeting scheduled for Thursday the 5th at the County is for discussing and creating the criteria which will guide their decision on collocation. The committee was sent an invitation to attend this in person meeting. He expects representatives from Snohomish County, the Sheriff's office, Department of Emergency Management (DEM), SNO911, and OAC, the consultant. OAC plans to bring along a real estate professional and an engineering firm rep. Kurt reminded the committee that OAC is contracted through a Professional Services Agreement, which means that the agency is not obligated by the contract amounts once signed.

   A question was asked about the concern of using the tax measure dollars for anything other than a facility for SNO911 and whether the initial assessment would also look into what would be the expected costs so that they could be appropriately broken down between the agencies. Kurt explained that the true construction costs will likely occur in Phase 2, when more definition will be applied on deciding how those costs will be divided. He stressed that those divisions will clearly need to be made. He went on to explain that during a recent board meeting, they shared a draft version of an ILA covering the shared costs. The board authorized staff to negotiate a cost share with the County for Phase 1. He explained that the ILA will eventually be transformed into a contract which will say the same thing. He has confirmed that the County Executive knows and has agreed to cover DEM & SCSOs portion of the cost share.

   Terry added that he thinks the outcome of the collocation discussion should be captured so that stakeholders have all the information needed to make an informed decision. He went on to say that they need to be able to identify easily recognized constraints that effect the project and will influence any decisions. Asked about whether there will be a cost breakdown on cost per square foot of a collocated facility versus a stand-alone one, Terry said that both SNO911 and the County went through a process that outlines the square footage needs and spelled out the estimated costs associated with the separate projects. He said he believes the total amount needed now needs to be sent out to an estimator to get a updated cost. He expects this is something OAC can help with.

A question was raised about whether there should be a legal analysis to cover potential complications with the cost share scenario, and how close will the agency need to watch over the mixing of the funds should they occur. Terry responded that the question may lie with how Snohomish County will want to spend the funds. SNO911 has approached the project with a defined need and believes that once negotiations are conducted on what portion will be paid by whom, he thinks the County will bring forward funds that will cover their portion for the Sheriff's South Precinct and for DEM. Terry also shared the draft ILA that illustrates the proposed breakdown for Phase 1. Phase 1 will be divided based on square footage percentage calculations. The initial square footage is based on a preliminary cost share formula for the OAC collocation study. Once actual square footage needs are clearly defined, they plan on moving into a future cost share formula.

2. **New Business.** None.

3. **Round Table.**

   More discussion took place about future visits the committee might make to new facilities. Some suggested sites include: South Sound 911. This would be a follow-up visit from the one done earlier in the year. Staff has now moved into the new facility in Tacoma. Kurt also mentioned the San Antonio facility for those that are attending the APCO conference there this month. The EOC in Olympia was also suggested. This facility utilized a base isolation system in its construction. He also mentioned the new facility in Washington County (Portland), along with additional facilities that offer unique features. He said he would welcome any additional research on joint facilities. Following this discussion, the committee asked that Kurt put together a plan to look at 3 or 4 sites. The committee will then discuss whether they should be visited. The board will then be asked for their support.

   Kurt also mentioned having an Owner Rep to work with OAC. This person would work directly with SNO911 and can focus exclusively on the project. He will work on putting a plan together for this.

4. The meeting adjourned at 1:31. The next committee meeting is scheduled for September 7, 2021.

Status Report

Date: 8/13/2021

Subject: Future Facility Initiative

a. Phase 1 work started on August 5th focused on a colocation assessment and that work continued again on 8/13 between representatives from SNO911, SCSO, DEM, County and the vendor group. The goal is to develop criteria and potentially a recommendation on colocation to the SNO911 Board of Directors in September.

b. Contract negotiations are being finalized with the estimated breakdown and costs outlined below. Phase 1 is a lump-sum effort and future phases are will-no-exceed time estimates.

Snohomish 911 Future Facility

Task	Description	NTE Fee
Phase #01	Co-Location Assessment - July 2021 through August 2021	$64,820
Phase #02	Site Evaluation & Assessment - September 2021 through December 2021	$327,539
Phase #03	Design/Environmental & Permitting - January 2022 through February 2023	$485,877
Phase #04	Construction Administration - March 2023 through September 2024	$1,007,806
	Subtotal	$1,886,042
Subconsultants	Enhanced Commissioning	$300,000
	Financial Auditing	$100,000
	Markup on Subconsultants - 10%	$40,000
	Subtotal	$440,000
Reimbursables	Mileage, printed materials, misc. equipment/tools	$16,000
	Total	**$2,342,042**

c. In July the Board authorized an initial engagement that will be updated upon as final details are defined.