



SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
REGULAR MEETING AGENDA
November 18, 2021 at 8:30 a.m.
Web Conference – Join Zoom Meeting

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

Meeting ID: 860 0046 6014

Passcode: 195881

Dial by your location

+1 253 215 8782 US (Tacoma)

- 1. Call to Order, Roll Call and Announcements**
- 2. Public Comments**
- 3. Approval of Agenda**
- 4. Consent Agenda**
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 - B. October 2021 Blanket Voucher & Payroll Approval Form:
 - i. Checks 15047 - 15176, for a total of \$1,212,168.99
 - ii. Payroll Direct Deposit, in the amount of \$1,051,592.05
- 5. 911 Location Before Route10**
- 6. Old Business**
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 - B. Committee Vacancies
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10.	Executive Session	
11.	Good of the Order	
12.	Adjourn	

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

October 21, 2021

Board Members & Management in Attendance	☒ Jon Nehring (President)	Marysville	☐ Judy Tuohy	Everett
	☐ Chris Alexander	Mukilteo Fire	☒ Jonathan Ventura	Arlington Police
	☐ David Chan	South County Fire	☐ Kurt Mills	Snohomish Co 911
	☒ Dave DeMarco	Everett Fire	☒ Terry Peterson	Snohomish Co 911
	☒ Jeff Beazizo	Lake Stevens Police	☒ Angie Baird	Snohomish Co 911
	☐ Richard Emery	Mukilteo	☒ Andie Burton	Snohomish Co 911
	☒ Steve Guptill	Snohomish RFR	☒ Josh Roundy	Snohomish Co 911
	☒ Shane Hawley	Edmonds	☒ Marlin Herolaga	Snohomish Co 911
	☒ George Hurst	Lynnwood	☒ Howard Tucker	Snohomish Co 911
	☒ Jason Biermann	Snohomish County	☐ Steve Lawlor	Snohomish Co 911
	☒ Darryl Neuhoﬀ	Marysville Fire	☒ Brad Cattle	Legal Counsel
	☒ Dan Templeman	Everett Police	☐ 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	Riley McGinnis – member of the public		Mary Ganz - OAC	
	Jeff Young – Police Chief, Mill Creek		Brent Meyer - SNO911	
	Adam Johnson - OAC		Damien Coan - SNO911	
	Dave Jobs - OAC		Alicia Berget – SNO911 (notetaker)	
	Kevin Fromm - OAC		Sharon Brendle – 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 8:31 am by President Jon Nehring. Deputy Director Terry Peterson called roll and verified a quorum. - The deputy director also announced that the packet was updated with a cover page added to the OAC report. - Director of Finance and Human Resources Angie Baird announced that the agency's State Audit started Monday, October 18th. She reported that an entrance conference will be held in a couple of weeks, but doesn't have the exact date yet. An email invitation will be sent out to the entire board.	
2. Public Comments	None	
3. Approval of Agenda	<i>Councilmember George Hurst moved to approve the agenda as written. Undersheriff Ian Huri seconded the motion and it was approved unanimously.</i>	Agenda approved
4. Consent Agenda	<i>Deputy Chief Darryl Neuhoﬀ moved to approve the Consent Agenda, including the minutes of the September 16, 2021</i>	

	<i>board meeting, the September 2021 Blanket Voucher and Payroll Approval Form consisting of Checks 14927 - 15046, for a total of \$1,012,532.49, and the Payroll Direct Deposit in the amount of \$1,097,117.05.</i> <i>The motion was seconded by Councilmember Hurst and approved unanimously.</i>	Consent Agenda passed
5. Presentation	Deputy Director Peterson recalled that the Board authorized staff to conduct a co-location assessment with DEM and the Sheriff's Office. They engaged the professional Services of OAC who began the co-location analysis work in August. OAC presented a PowerPoint of the Co-Location Assessment Report. A copy of the presentation was included in the board packet. The presenters from OAC were thanked by the board and staff for their work in preparing the assessment.	
	President Jon Nehring had announced at the beginning of the meeting that he would be leaving at 9:00 a.m. for another appointment. Vice-President Dave DeMarco took over the meeting at that time.	
6. Old Business	A. Acceptance of Co-Location Study. Deputy Director Peterson stated that the written report was reviewed by the Future Facility Committee at their October meeting. They are asking for the board to accept the written study. Staff will work with the Future Facility Committee to bring back a co-location recommendation at the November Board meeting.. <i>Deputy Chief Neuhoﬀ moved to accept the Co-Location Assessment Executive Summary as presented. Councilmember Hurst seconded and the motion was approved unanimously.</i> B. Personnel Policy 7.9 Records Management Texts, Chats, and Instant Messages. Director Baird presented this action request, and explained that it had been previously discussed by the board last month, but was tabled for additional legal review following some questions and concerns. She included a red-lined version of the policy in the meeting packet that covers those changes made by legal. She further explained that an explanation was added that defines what the scope of employment means, and which staff members would be using their personal device in the scope of employment. <i>Deputy Chief Neuhoﬀ moved to approve PAM Policy 7.9, Records Management Texts/Chats/Instant Messaging, as presented. Councilmember Hurst seconded and the motion was approved unanimously.</i> C. Tyler/New World Shield Force Software License. Deputy Director Peterson explained that the agency had been exploring this application for some time. The request for action is for the acquisition of Shield Force for law enforcement only. It was further explained that following their evaluation Fire has decided to forego purchasing additional licenses with Shield Force.	Motion approved Motion approved

	<i>Deputy Chief Neuhoﬀ moved to authorize the 2021 E911 residual excise tax funds of \$334,723 to be deposited into Capital Fund 80. Councilmember Hurst seconded and the motion was approved unanimously.</i>	Motion approved
	C. RRP Site Readiness and Construction Contract. Deputy Director Peterson explained mechanical and electrical upgrades need to be made at all radio sites before handing them over to Motorola for new site equipment installation. Day Wireless was the successful vendor for the first three sites. A copy of the negotiated agreement was included in the meeting packet. Staff hopes to have another agreement ready for the board next month that will cover eight additional sites, with another eight sites planned after that. It was confirmed that these are planned expenditures and will be funded out of contingency. <i>Deputy Chief Neuhoﬀ moved to authorize the Executive Director to sign the Tower Site Readiness Services Contract as presented. Councilmember Hurst seconded and the motion was approved unanimously.</i>	Motion approved
	D. RRP Motorola Change Order 6. Deputy Director Peterson presented this change order that will cover the additional subscriber equipment that was consistent with action previously approved by the board. There are some concerns with supply chain delays and how that will affect the lead time for this equipment. The Finance Committee reviewed and approved this requested action. <i>Deputy Chief Neuhoﬀ moved to authorize the Executive Director to sign MSI Change Order as presented with the Missing 8 APX radios hardware and services to be funded from Fund 140-Subscriber Equipment, and the remainder funded from Radio Replacement Project Contingency. Councilmember Hurst seconded and the motion was approved unanimously.</i>	Motion approved
	E. Deer Creek Old Generator Surplus. Deputy Director Peterson explained that staff would like to surplus the old generators that had been replaced at Deer Creek. Action requested is to declare them surplus for selling or disposal. The Finance Committee reviewed and approved this requested action. <i>Councilmember Hurst moved to authorize staff to utilize the State of Washington Department of Enterprise Services to sell - or if they can't be sold, dispose of the generators removed from Deer Creek. Deputy Chief Neuhoﬀ seconded and the motion was approved unanimously.</i>	Motion approved
	F. Fire Pre-Incident Planning Solution "First Due". Deputy Director Peterson explained that Fire TAC approved to accept their Pre-Incident Planning Committee's recommendation to adopt the First Due application as their primary software program for pre-incident. The recommendation is to re-purpose funds set aside for Crew Force and apply those to this application which would be implemented on a county-wide	

	basis. The Finance Committee reviewed and approved this requested action. Chief DeMarco added that with the implementation, all of Snohomish County fire agencies will be collecting and speaking the same pre-incident language as well as collecting information on buildings and the community that will also have value for law enforcement. The use of this software will ultimately provide an increase in safety for all personnel in the years to come. He also asked that confirmation be made prior to signing the contract that the agency will own the data. The deputy director will confirm this. <i>Deputy Chief Neuhoﬀ moved to approve acquisition of First Due Pre-Incident Planning solution in an amount not to exceed \$132,000 including tax for year one pending final legal review. Councilmember Hurst seconded and the motion was approved unanimously.</i> G. Emergency Declaration - Radio Site Electrical repair. Deputy Director Peterson explained that when the temporary portable generator was plugged into the Deer Creek site, staff recognized the external plug had been miswired which resulted in a significant safety hazard evidenced by the plug housing and pins melting. No injury or other damage occurred. An electrical firm was hired to do the emergency repair. The finance committee reviewed and approved this declaration. A few questions were raised by Deputy Chief Neuhoﬀ which the deputy director responded to, but will also confirm with System Support Manager Howard Tucker: ▪ Was all equipment verified to be operational after the inappropriate wiring schematic was detected? Response was yes. ▪ Once it was re-configured, has a generator been plugged in to confirm that the backup generator will work? He believes so, but will confirm with Howard Tucker. ▪ Are there other sites, similar to this, where an external or portable generator may need to be brought in? He believes that all sites have an external plug. Deer Creek relies exclusively on generator power. He added that he will confirm that all sites have been checked and will update the board. <i>Deputy Chief Neuhoﬀ moved to authorize Resolution 2021-06, a resolution identifying an emergency, authorizing the waiving of the competitive procurement process and ratifying the purchase. Councilmember Hurst seconded and the motion was approved unanimously.</i>	Will agency own the data? Motion approved Follow up with verifications on generator status at Deer Creek as well as other sites off the electrical grid Motion approved
8. Reports	A. Agency Reports. In addition to the written report which was contained in the meeting packet, Director of Operations Andie Burton highlighted Dispatcher Chad Piazza for receiving a Life Saver Award following the CPR call he took in August. The patient made a full recovery and she wanted to recognize Chad's part in that. Director Baird gave a brief recruiting update which was discussed at the Personnel Committee. She	

	described the struggle the agency is facing attracting potential candidates, which is similar to other emergency communication agencies in Western Washington. She explained that the agency budgeted \$92,000 for applicant processing for the year, but less than half of that has been spent. They had also budgeted \$21,000 for advertising. Currently there is a combined total of \$53,000 left to spend in the fourth quarter of this year. She introduced the Recruitment Coordinator Damien Coan who provided a verbal report recounting the agency's recruitment efforts and the new programs being implemented. A written report is also included in the packet. Deputy Director Peterson thanked Recruitment Coordinator Coan for the phenomenal job he has been doing. B. Radio Replacement Project (RRP) Update. Deputy Director Peterson reported that the group is now working on mobile installations. Details are listed in the written report. C. Police TAC. Mobile installations were discussed at their recent meeting. D. Fire TAC. Chief Hovis reported that Fire TAC discussed interoperability with Camano Island with VHF patching, multi-band radios and VHF, and the First Due program.	
9. Committee Reports	A. Finance Committee. Chief DeMarco reported that, in addition to what's been discussed at this meeting, they also discussed the status of the finance consultant's recommendations to the agency. Director Baird explained that based upon the consultant's report, which is included in the packet along with staff comments, the committee agreed to address the concerns in the following order: ▪ conduct an agency-wide review of internal controls; ▪ discuss the policies that will need to be strengthened or created related to internal controls; ▪ make a decision on the accounting method. Either stay on a cash basis or move to accrual accounting; ▪ determine whether a software change is needed. She also described internal controls as those areas related to risk for an agency, which may include how cash is treated, as well as how assets are handled. The committee has agreed to work with Moss Adams for a review of internal controls and the primary focus will be related to segregation of job duties for key activities such as purchasing, receiving, inventory controls, and cash handling and recording. She further explained the way an agency records activities affects how they can report. B. Personnel Committee. Councilmember Hurst reported the committee met and discussed those items decided upon today. C. County EESCS Committee. Deputy Director Peterson reported that a brief meeting was held the day before and they discussed holding a future budget sub-committee to discuss additional E911 revenue. D. County ECSF Program Advisory Board. No meeting E. Future Facility Committee. Deputy Director Peterson reported that the committee reviewed the written OAC report and plans on creating a recommendation on co-location that they will bring to the board next month.	

	F. Board Technical Leadership. No meeting	
10. Executive Session	Not needed.	
11. Good of the Order	None.	
12. Adjourned	Deputy Chief Neuhoﬀ moved to adjourn the meeting at 10:10 a.m. Councilmember Hurst seconded and it was approved. The next meeting is scheduled for November 18, 2021, at 8:30 a.m.	

SNO911 IMPLEMENTS NEW 911 CALL ROUTING TECH – FIRST IN NATION

- Current 911 call routing uses cell tower triangulation which is quite imperfect especially around border areas. Misroutes along county lines are frequent and add a delay of 30 seconds or more to each call.
- **Location Before Route:** New technology routes cellular 911 calls based on GPS location from certain wireless devices.
 - Cell tower is in one jurisdiction and the caller is in another will be routed to the correct 911 center.
- Testing began June-2019; Only works with newer handsets with latest software, location usually obtained in 0.5 seconds.
- SNO911 implemented October 7 and the rest of the nation anticipating activation in early 2022.



S U M M A R Y

COVID-19 Vaccination and Testing ETS



The Occupational Safety and Health Administration (OSHA) has issued an emergency temporary standard (ETS) to minimize the risk of COVID-19 transmission in the workplace. The ETS establishes binding requirements to protect unvaccinated employees of large employers (100 or more employees) from the risk of contracting COVID-19 in the workplace.

COVID-19 was not known to exist until January 2020, and since then nearly 745,000 people, many of them workers, have died from the disease in the U.S. alone. At the present time, workers are continually becoming seriously ill and dying as a result of occupational exposures to COVID-19. OSHA expects that the Vaccination and Testing ETS will result in approximately 23 million individuals becoming vaccinated. The agency has conservatively estimated that the ETS will prevent over 6,500 deaths and over 250,000 hospitalizations. In issuing the ETS, OSHA has made several important determinations:

Unvaccinated Workers Face Grave Danger:

Unvaccinated workers are much more likely to contract and transmit COVID-19 in the workplace than vaccinated workers. OSHA has determined that many employees in the U.S. who are not fully vaccinated against COVID-19 face grave danger from exposure to COVID-19 in the workplace. This finding of grave danger is based on the severe health consequences associated with exposure to the virus along with evidence demonstrating the transmissibility of the virus in the workplace and the prevalence of infections in employee populations. The evidence for the finding of a grave danger is in Section III.A. of the ETS preamble.

An ETS is Necessary:

Workers are becoming seriously ill and dying as a result of occupational exposures to COVID-19, when a simple measure, vaccination, can largely prevent those deaths and illnesses. The ETS protects these workers through the most effective and efficient control available – vaccination – and further protects workers who remain unvaccinated through required regular testing, use of face coverings, and removal of all infected employees from the workplace. OSHA also concludes, based on its

enforcement experience during the pandemic to date, that continued reliance on existing standards and regulations, the [General Duty Clause of the OSH Act](#), and workplace guidance, in lieu of an ETS, is not adequate to protect unvaccinated employees from COVID-19. Thus, OSHA has also determined that an ETS is necessary to protect unvaccinated workers from the risk of contracting COVID-19 at work. The evidence for the need for the ETS is in Section III.B. of the ETS preamble.

The ETS is Limited to Employers with 100 or More Employees:

In light of the unique occupational safety and health dangers presented by COVID-19, and against the backdrop of the uncertain economic environment of a pandemic, OSHA is proceeding in a stepwise fashion in addressing the emergency this rule covers. OSHA is confident that employers with 100 or more employees have the administrative capacity to implement the standard's requirements promptly, but is less confident that smaller employers can do so without undue disruption. OSHA needs additional time to assess the capacity of smaller employers, and is seeking comment to help the agency make that determination. Nonetheless, the agency is acting to protect workers now in adopting a standard that will reach two-thirds of all private-sector workers in the nation, including those working in the largest facilities, where the most deadly outbreaks of COVID-19 can occur. Additional information on the scope of the ETS is found in Section VI.B. of the ETS preamble.

The ETS is Feasible:

OSHA has evaluated the feasibility of this ETS and has determined that the requirements of the ETS are both economically and technologically feasible. The evidence for feasibility is found in Section IV. of the ETS preamble. The specific

requirements of the ETS are outlined and described in the Summary and Explanation, which is in Section VI. of the ETS preamble.

The ETS Preempts State and Local Laws:

OSHA intends the ETS to address comprehensively the occupational safety and health issues of vaccination, wearing face coverings, and testing for COVID-19. Thus, the standard is intended to preempt States, and political subdivisions of States, from adopting and enforcing workplace requirements relating to these issues, except under the authority of a Federally-approved State Plan. In particular, OSHA intends to preempt any State or local requirements that ban or limit an employer from requiring vaccination, face covering, or testing. Additional information on the preemption of State and local laws is found in Section VI.A. of the ETS preamble.

The ETS Also Serves as a Proposed Rule:

Although this ETS takes effect immediately, it also serves as a proposal under Section 6(b) of the OSH Act for a final standard. Accordingly, OSHA seeks comment on all aspects of this ETS and how it would be adopted as a final standard. OSHA encourages commenters to explain why they prefer or disfavor particular policy choices, and to include any relevant studies, experiences, anecdotes or other information that may help support the comment. Stakeholders may submit comments and attachments, identified by Docket No. OSHA-2021-0007, electronically at www.regulations.gov. Follow the instructions online for making electronic submissions.

OSHA May Revise or Update the ETS:

OSHA will continue to monitor trends in COVID-19 infections and death as more of the workforce and the general population become fully vaccinated against COVID-19 and as the pandemic continues to evolve. Where OSHA finds a grave danger from the virus no longer exists, or new information indicates a change in measures necessary to address the grave danger, OSHA may update this ETS, as appropriate.

This fact sheet highlights some of the additional requirements of the ETS; employers should consult the standard for full details. Read the full text of the ETS at: www.osha.gov/coronavirus/ets2.

Understanding the ETS

- **Employers covered by the ETS.** The ETS generally applies to employers in all workplaces that are under OSHA's authority and jurisdiction, including industries as diverse as manufacturing, retail, delivery services, warehouses, meatpacking, agriculture, construction, logging, maritime, and healthcare. Within these industries, all employers that have a total of at least 100 employees firm- or corporate-wide, at any time the ETS is in effect, are covered.
- **Workplaces not covered by the ETS.** This standard does not apply to workplaces covered under the Safer Federal Workforce Task Force COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors or in settings where employees provide healthcare services or healthcare support services when subject to the requirements of the Healthcare ETS (29 CFR 1910.502).
- **Employees of covered employers not subject to the requirements.** The ETS does not apply to employees who do not report to a workplace where other individuals such as coworkers or customers are present, employees while they are working from home, or employees who work exclusively outdoors.
- **Effective Dates.** The ETS is effective immediately upon publication in Federal Register. To comply, employers must ensure provisions are addressed in the workplace by the following dates:
 - 30 days after publication: All requirements other than testing for employees who have not completed their entire primary vaccination dose(s)
 - 60 days after publication: Testing for employees who have not received all doses required for a primary vaccination

How to Protect Workers from COVID-19

The ETS establishes minimum vaccination, vaccination verification, face covering, and testing requirements to address the grave danger of COVID-19 in the workplace. The key requirements of the ETS are:

Employer Policy on Vaccination. The ETS requires covered employers to develop, implement, and enforce a mandatory COVID-19 vaccination policy, with an exception for employers that instead establish, implement, and enforce a policy allowing

employees who are not fully vaccinated to elect to undergo weekly COVID-19 testing and wear a face covering at the workplace.

Determination of employee vaccination status. The ETS requires employers to determine the vaccination status of each employee, obtain acceptable proof of vaccination, maintain records of each employee's vaccination status, and maintain a roster of each employee's vaccination status.

Employer support for employee vaccination. The ETS requires employers to support vaccination by providing employees reasonable time, including up to four hours of paid time, to receive each vaccination dose, and reasonable time and paid sick leave to recover from side effects experienced following each dose.

COVID-19 testing for employees who are not fully vaccinated. The ETS requires employers to ensure that each employee who is not fully vaccinated is tested for COVID-19 at least weekly (if in the workplace at least once a week) or within 7 days before returning to work (if away from the workplace for a week or longer). The ETS does not require employers to pay for any costs associated with testing. However employer payment for testing may be required by other laws, regulations, or collective bargaining agreements or other collectively negotiated agreements. In addition, nothing prohibits employers from voluntarily assuming the costs associated with testing.

Employee notification to employer of a positive COVID-19 test and removal. The ETS requires employers to: (1) require employees to promptly provide notice when they receive a positive COVID-19 test or are diagnosed with COVID-19; (2) immediately remove any employee from the workplace, regardless of vaccination status, who received a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider; (3) keep removed employees out of the workplace until they meet criteria for returning to work.

Face coverings. The ETS requires employers to ensure that each employee who is not fully vaccinated wears a face covering when indoors or

when occupying a vehicle with another person for work purposes, except in certain limited circumstances. Employers must not prevent any employee, regardless of vaccination status, from voluntarily wearing a face covering unless it creates a serious workplace hazard (e.g., interfering with the safe operation of equipment).

Information provided to employees. The ETS requires employers to provide employees the following in a language and at a literacy level the employees understand: (1) information about the requirements of the ETS and workplace policies and procedures established to implement the ETS; (2) the CDC document "[Key Things to Know About COVID-19 Vaccines](#)"; (3) information about protections against retaliation and discrimination; and (4) information about laws that provide for criminal penalties for knowingly supplying false statements or documentation.

Reporting COVID-19 fatalities and hospitalizations to OSHA. The ETS requires employers to report work-related COVID-19 fatalities to OSHA within 8 hours of learning about them, and work-related COVID-19 in-patient hospitalizations within 24 hours of the employer learning about the hospitalization.

Availability of records. The ETS requires employers to make available for examination and copying an employee's COVID-19 vaccine documentation and any COVID-19 test results to that employee and to anyone having written authorized consent of that employee. Employers are also required to make available to an employee, or an employee representative, the aggregate number of fully vaccinated employees at a workplace along with the total number of employees at that workplace.

Additional Information

Visit www.osha.gov/coronavirus for additional information on:

- COVID-19 Laws and regulations
- COVID-19 Enforcement policies
- Compliance assistance materials and guidance
- Worker's Rights (including how/when to file a safety and health or whistleblower complaint).

This summary is intended to provide information about the COVID-19 Emergency Temporary Standard. The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan. However, this summary is not itself a standard or regulation, and it creates no new legal obligations.



Action Proposal Form

Date: 11/4/2021

Title: RRP Site Readiness Special Inspections

Background / Purpose:

The Radio Replacement Project (RRP) is now into the site readiness phase. Site readiness includes upgrades to power, seismic and life safety systems. This site readiness work requires "Special Inspections" by firms that evaluate compliance with local regulations, health and safety best practices and ensure that equipment is installed in a manner that reduces chances of failure during an earthquake.

Following a Request For Qualifications process, Materials Testing and Consulting was selected as the most qualified vendor. MTC provided a quote for all inspection services which is included for reference.

Suggested Action/Recommendation:

Authorize the Executive Director to enter into a contract for Special Inspection Services in an amount not to exceed \$25,000.

Fund: Radio Replacement Project Contingency



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.org**

Engineer: **NWTE**

Project Name / Location: **SNO911 76th St Communication Facility, 319 76th St SW, Everett, WA**

Contact:

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Sep 01, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	6	\$ 85.00	\$ 510.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 810.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 900.00

- Prices are subject to change if this agreement is not executed within 90 days from the date of the bid.
- All services will be provided on a time and materials basis. The total is an estimate and the actual construction cost will be based on the project schedule and sequencing. The estimate is not a guaranteed price. A four hour minimum charge applies to all work performed, billing is also based on a portal to portal basis. A premium rate of 1.5 times the regular rate will be charge for overtime and 2 times the regular charge for Sunday's and holidays.
- MTC will utilize the laboratory based closest to the project site. MTC offers additional services upon request which will be billed at our regular fee schedule. Acceptance of this proposal will constitute agreement to MTC standard general terms and conditions.
- Invoices are due and payable upon receipt. Any invoice not paid within thirty (30) days of the date rendered may be assessed a finance charge of one-and-one-half (1½%) percent per month, for each month beyond thirty (30) days past due. Invoices not paid within sixty (60) days of the date rendered may result in MTC stopping work until such invoices are paid in full. Invoices not paid within ninety (90) days of the date rendered may be referred to an independent company for collection. Client will be responsible for all expenses incurred by MTC for the collection of any unpaid invoice(s), including collection fees, actual attorneys' fees, and costs for legal counsel as stated in RCW 19.16.250.21. Furthermore, Client acknowledges that MTC may elect to withhold a Final Letter of Compliance for the project, and/or place a lien on any real property until all outstanding invoices and/or fees have been paid in full.
- In closing, our experienced inspection staff will ensure the highest level of quality is brought to your project. We believe that our local staff and vast experience on projects of similar size and scope make MTC the clear team member of choice for this project. We look forward to working with you.

Respectfully Submitted,

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.org**

Engineer: **NWTE**

Project Name / Location: **SNO911 Apple Cove Antenna Addition - 27055 Ohio Ave NE, Kingston, WA**

Contact: **Andrew Perry**

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Sep 01, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	8	\$ 85.00	\$ 680.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	6	\$ 75.00	\$ 450.00
Subtotal - Special & Construction Inspection:					\$ 1,130.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
OTHER - Washington State Ferries - Edmond / Kingston Run		Hour	2	\$ 25.00	\$ 50.00
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 140.00
Budget Estimate for Services - Total:					\$ 1,270.00

- Prices are subject to change if this agreement is not executed within 90 days from the date of the bid.
- All services will be provided on a time and materials basis. The total is an estimate and the actual construction cost will be based on the project schedule and sequencing. The estimate is not a guaranteed price. A four hour minimum charge applies to all work performed, billing is also based on a portal to portal basis. A premium rate of 1.5 times the regular rate will be charge for overtime and 2 times the regular charge for Sunday's and holidays.
- MTC will utilize the laboratory based closest to the project site. MTC offers additional services upon request which will be billed at our regular fee schedule. Acceptance of this proposal will constitute agreement to MTC standard general terms and conditions.
- Invoices are due and payable upon receipt. Any invoice not paid within thirty (30) days of the date rendered may be assessed a finance charge of one-and-one-half (1½%) percent per month, for each month beyond thirty (30) days past due. Invoices not paid within sixty (60) days of the date rendered may result in MTC stopping work until such invoices are paid in full. Invoices not paid within ninety (90) days of the date rendered may be referred to an independent company for collection. Client will be responsible for all expenses incurred by MTC for the collection of any unpaid invoice(s), including collection fees, actual attorneys' fees, and costs for legal counsel as stated in RCW 19.16.250.21. Furthermore, Client acknowledges that MTC may elect to withhold a Final Letter of Compliance for the project, and/or place a lien on any real property until all outstanding invoices and/or fees have been paid in full.
- In closing, our experienced inspection staff will ensure the highest level of quality is brought to your project. We believe that our local staff and vast experience on projects of similar size and scope make MTC the clear team member of choice for this project. We look forward to working with you.

Respectfully Submitted,

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.org**

Engineer: **NWTE**

Project Name / Location: **SNO911 Bothell Nike Site - 22608 4th Ave W, Bothell, WA**

Contact: **Andrew Perry**

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Sep 23, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	6	\$ 85.00	\$ 510.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 810.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 900.00

- Prices are subject to change if this agreement is not executed within 90 days from the date of the bid.
- All services will be provided on a time and materials basis. The total is an estimate and the actual construction cost will be based on the project schedule and sequencing. The estimate is not a guaranteed price. A four hour minimum charge applies to all work performed, billing is also based on a portal to portal basis. A premium rate of 1.5 times the regular rate will be charge for overtime and 2 times the regular charge for Sunday's and holidays.
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Respectfully Submitted,

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Camano Antenna Addition - 615 Windsun Way, Camano Island, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 23, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	10	\$ 85.00	\$ 850.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 1,150.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,240.00

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- All services will be provided on a time and materials basis. The total is an estimate and the actual construction cost will be based on the project schedule and sequencing. The estimate is not a guaranteed price. A four hour minimum charge applies to all work performed, billing is also based on a portal to portal basis. A premium rate of 1.5 times the regular rate will be charge for overtime and 2 times the regular charge for Sunday's and holidays.
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Respectfully Submitted,

Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.org**

Engineer: **NWTE**

Project Name / Location: **SNO911 Clearview Antenna Addition - 8010 180th St SE, Snohomish, WA**

Contact: **Andrew Perry**

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Aug 19, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	8	\$ 85.00	\$ 680.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 980.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,070.00

- Prices are subject to change if this agreement is not executed within 90 days from the date of the bid.
- All services will be provided on a time and materials basis. The total is an estimate and the actual construction cost will be based on the project schedule and sequencing. The estimate is not a guaranteed price. A four hour minimum charge applies to all work performed, billing is also based on a portal to portal basis. A premium rate of 1.5 times the regular rate will be charge for overtime and 2 times the regular charge for Sunday's and holidays.
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Respectfully Submitted,

Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Deer Creek Antenna Addition - 48231 Reiter Rd, Gold Bar, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Aug 24, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	10	\$ 85.00	\$ 850.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	5	\$ 75.00	\$ 375.00
Subtotal - Special & Construction Inspection:					\$ 1,225.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,315.00

- Prices are subject to change if this agreement is not executed within 90 days from the date of the bid.
- All services will be provided on a time and materials basis. The total is an estimate and the actual construction cost will be based on the project schedule and sequencing. The estimate is not a guaranteed price. A four hour minimum charge applies to all work performed, billing is also based on a portal to portal basis. A premium rate of 1.5 times the regular rate will be charge for overtime and 2 times the regular charge for Sunday's and holidays.
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Respectfully Submitted,

Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Fire Trail Communication Facility - 1401 140th St NW, Marysville, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 29, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	8	\$ 85.00	\$ 680.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 980.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,070.00

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Respectfully Submitted,

Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Frailey Mountain Communication Facility - 18687 SR 530, Stanwood, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Oct 06, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	6	\$ 85.00	\$ 510.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	5	\$ 75.00	\$ 375.00
Subtotal - Special & Construction Inspection:					\$ 885.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 975.00

- Prices are subject to change if this agreement is not executed within 90 days from the date of the bid.
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Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Gold Hill Antenna Addition, Darrington, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 28, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	5	\$ 85.00	\$ 425.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 725.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 815.00

- Prices are subject to change if this agreement is not executed within 90 days from the date of the bid.
- All services will be provided on a time and materials basis. The total is an estimate and the actual construction cost will be based on the project schedule and sequencing. The estimate is not a guaranteed price. A four hour minimum charge applies to all work performed, billing is also based on a portal to portal basis. A premium rate of 1.5 times the regular rate will be charge for overtime and 2 times the regular charge for Sunday's and holidays.
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Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Granite Falls Antenna Addition - 20115 Russian Rd, Arlington, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 29, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	8	\$ 85.00	\$ 680.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 980.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,070.00

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Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.org**

Engineer: **NWTE**

Project Name / Location: **SNO911 Gunnysack Antenna Addition - 15204 35th Ave W, Lynnwood, WA**

Contact: **Andrew Perry**

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Aug 24, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	8	\$ 85.00	\$ 680.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 980.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,070.00

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Respectfully Submitted,

Joseph Q.P. Prince

Joe Prince, Estimator

(360) 421-1745

joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.org**

Engineer: **NWTE**

Project Name / Location: **SNO911 King Lake Antenna Addition - 20101 King Lake Rd, Monroe, WA**

Contact: **Andrew Perry**

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Oct 11, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	6	\$ 85.00	\$ 510.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 810.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 900.00

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Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Marysville Tank Antenna Addition - 8812 64th St NE, Marysville, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 09, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	6	\$ 85.00	\$ 510.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 810.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 900.00

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Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.org**

Engineer: **NWTE**

Project Name: **SNO911 Mountlake Terrace Antenna Addition - 22106 58th Ave W, Mountlake Terrace, WA**

Contact: **Andrew Perry**

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Sep 01, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	6	\$ 85.00	\$ 510.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	5	\$ 75.00	\$ 375.00
Subtotal - Special & Construction Inspection:					\$ 885.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 975.00

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Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: *Snohomish County 911*

Address: *1121 SE Everett Mall Way, Suite 200, Everett, WA 98208*

Email: *aperry@sno911.org*

Engineer: *NWTE*

Project Name / Location: *SNO911 North Campus Antenna Addition - 1121 SE Everett Mall Way, Everett, WA*

Contact: *Andrew Perry*

Phone: *(425) 407-3911*

Fax:

Based on Plans Dated: *Sep 09, 2021*

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	4	\$ 85.00	\$ 340.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 640.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 730.00

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Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Rucker Hill Antenna Addition - 700 Edwards Ave, Everett, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 09, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	8	\$ 85.00	\$ 680.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 980.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,070.00

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Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.org

Engineer: NWTE

Project Name / Location: SNO911 Sobieski Antenna Addition - 8800 FR68 RD102, Skykomish, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 28, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	8	\$ 85.00	\$ 680.00
PA - Epoxy & Expansion Anchors - Equipment Anchorage		Hour	4	\$ 75.00	\$ 300.00
Subtotal - Special & Construction Inspection:					\$ 980.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 1,070.00

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Client Authorized Signature

Printed Name & Title

Date



Date: November 04, 2021

Client Name: Snohomish County 911

Address: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208

Email: aperry@sno911.com

Engineer: NWTE

Project Name / Location: SNO911 South Campus Antenna Addition - 6204 215th St SW, Mountlake Terrace, WA

Contact: Andrew Perry

Phone: (425) 407-3911

Fax:

Based on Plans Dated: Sep 28, 2021

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

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Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
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Subtotal - Special & Construction Inspection:					\$ 640.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 730.00

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Printed Name & Title

Date



Date: November 04, 2021

Client Name: **Snohomish County 911**

Address: **1121 SE Everett Mall Way, Suite 200, Everett, WA 98208**

Email: **aperry@sno911.com**

Engineer: **NWTE**

Project Name / Location: **SNO911 Swedish Hospital Antenna Replacement - 21601 76th Ave W, Edmonds, WA**

Contact: **Andrew Perry**

Phone: **(425) 407-3911**

Fax:

Based on Plans Dated: **Aug 01, 2021**

Materials Testing & Consulting, Inc. (MTC) thanks you for the opportunity, and respectfully submits the following proposal to provide materials testing and special inspection services during construction of the above-referenced project.

Combined with our past experience with projects of similar size and scope, we estimate the total cost of our services for this project to be:

Special & Construction Inspection					
Item		Unit	Quantity	Rate	Total
SSB - Structural Steel - Bolted Antenna Connection		Hour	4	\$ 85.00	\$ 340.00
Subtotal - Special & Construction Inspection:					\$ 340.00
Project Management & Consulting Services					
Item		Unit	Quantity	Rate	Total
PM - Project Manager		Hour	1	\$ 90.00	\$ 90.00
Subtotal - Project Management & Consulting Services:					\$ 90.00
Budget Estimate for Services - Total:					\$ 430.00

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joe.prince@mtc-inc.net

Client Authorized Signature

Printed Name & Title

Date



Action Proposal Form

Date: 11/8/2021

Title: User Requested Antennae Change Request

Background / Purpose:

The Radio Replacement Project (RRP) approved a specific set of mobile antennas which included a roof-mounted multi-band antennae and a roof-mounted combined GPS/WiFi antennae. This antenna was previously approved through the process including review by the PPC, Police and Fire TACs.

During installation, there are a few requests to change out the project supplied antennae(s) including:

- Swap out combined GPS/WiFi roof-mounted antenna with a glass mounted version. The cost difference is approx. \$115 per vehicle.
 - The glass mounted version is a lower profile and does not require a hole in the vehicle roof.
- Swap out roof mounted multi-band antennae in covert law enforcement vehicles. The cost difference is approx. \$51 per vehicle.
 - Covert antennas do not perform as well as the standard antennae, but in populated areas there is little concern from the project team. It is also worth noting that vehicles with covert antennas cannot operate in the VHF/UHF bands.

Time is of the essence to procure these additional supplies because of the lead time for shipping and the fact that MIT is currently performing law opt-in installations. Since this is a change request and while there is not an already approved budget line item, this change could be upwards of \$100k, plus taxes, when you include all the mobiles radios the project is supplying.

This change request has been reviewed and is supported by the PPC, and will be recommended to Police TAC, and Fire TAC for their support.

Suggested Action/Recommendation:

Authorize procurement of additional antenna needs described in this APF with a total not to exceed \$120K, for all antenna changes to support both opt-in and opt-out agencies.

Fund: Radio Replacement Project Contingency



Action Proposal Form

Date: 11/4/2021

Title: RRP Site Readiness & Construction (II)

Background / Purpose:

The Radio Replacement Project (RRP) is now into the site readiness phase. Site readiness includes upgrades to electrical and mechanical systems that need to be completed ahead of MSI installing the new equipment. Updated bid packages including drawing sets, scopes of work and other key details are now complete. Staff issued an Invitation to Bid (ITB) in October for eight (8) radio sites including: North Campus, Camano, Fire Trail, 76th Street, Apple Cove, Marysville Tank, Mountlake Terrace, and Gold Hill.

Following the competitive process, Day Wireless is the apparent successful vendor. Staff are currently negotiating the final terms and conditions of a contract that include the site-readiness work for phase 2. Attached to this APF is a draft contract that has already gone through legal review. The contract is anticipated to be \$535k including tax and staff are requesting an additional authorization of up to 10% for contingency for a total of \$600k.

Suggested Action/Recommendation:

Authorize the Executive Director to sign the Tower Site Readiness (II) Services Contract as presented, pending any final legal review, with an amount not to exceed \$600k.

Fund: Radio Replacement Project Contingency

SITE READINESS II SERVICES PUBLIC WORKS CONTRACT

This Contract is entered into between SNOHOMISH COUNTY 911, a municipal corporation, referred to as "Owner", and _____ referred to as "Contractor."

In consideration of the following terms and conditions and those contained in the documents incorporated by reference and made a part of this Contract, the parties agree as follows:

1. THE PROJECT

- 1.1. The Contractor shall perform all work and furnish all tools, materials, labor and equipment for the Owner and all work associated with the project entitled: SITE READINESS II Services as set forth in Attached Exhibit 1.
- 1.2. The work shall be performed in accordance with the following Contract Documents: INVITATION TO BID 2021-014, Contractor's Bid Proposal and all other forms and documents referenced in such documents which are hereby referred to as the Contract Documents and by this reference are made a part of this Contract.
- 1.3. The Contractor shall provide and bear all expense of all equipment, supplies, work, and labor of any sort whatsoever that may be required for completing the work provided for in this Contract.
- 1.4. In the event of any conflict between the provisions of this Contract and incorporated Contract Documents and other terms and conditions, the provisions of this Contract shall control. The conflict shall be brought to the attention of the Owner.
- 1.5. Owner agrees to use its best efforts to allow Contractor full access and use of the premises as necessary for Contractor to perform the work with minimal interruption or interference from Owner's personnel and activities.
- 1.6. The Contractor is responsible for complying with all Federal, State, and local regulations affecting the work including but not limited to Chapter 70.86 RCW, Chapter 296-305 WAC and Chapter 294-24WAC.

2. COMPENSATION

- 2.1. The Owner shall pay the Contractor for the full performance of the Contract the sum of \$_____ in accordance with the provisions below.
- 2.2. The Contractor shall provide monthly statements which shall indicate the work performed as of the end of the period covered by the statement.
- 2.3. Statements received by the 10th day of the month and approved by the Owner will be processed for payment the same month.
- 2.4. The Owner shall determine the amounts owing to the Contractor based on compliance with the work requirements and on evaluations of Contractor's statements.

- 2.5. Washington State Sales Tax shall be included on each statement submitted by the Contractor.
- 2.6. Monthly payments shall be subject to the withholding of retained percentage as provided in Section 14.

3. BOND

- 3.1. Contractor shall provide a performance and payment bond to the Owner in accordance with RCW 39.08.010. Such bonds shall be issued by surety licensed to business in the State of Washington acceptable to Owner in a form substantially in compliance with the form included in the Contract Documents.

4. INDEMNIFICATION AND HOLD HARMLESS

- 4.1. The Contractor shall indemnify, defend and save the Owner and its commissioners, officers, employees, agents and volunteers harmless from any and all claims and risks and losses, damages, demands, suits, judgments and attorney's fees or other expenses of any kind on account of or relating to injury to or death of any and all persons or on account of all property damage of any kind, or in any manner connected with the work performed under this Contract, or caused in whole or in part by the Contractor, a subcontractor or their property, employees or agents during performance of the work or at any time before final acceptance, except only for those losses resulting from the sole negligence of the Owner with regard to activities within the Contractor's scope of work
- 4.2. However, should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Owner, its members, officers, employees and agents, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- 4.3. In an arbitration or lawsuit with respect to this indemnification and hold harmless provision, the Contractor shall prepare and defend that lawsuit at its own cost and expense. If judgment is rendered or settlement made requiring payment of damages by the Owner, its officers, agents, employees and volunteers, the Contractor shall pay the same.

5. INSURANCE

- 5.1. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-VII or higher in the A.M. Best's Key Rating Guide. The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
- 5.2. The Contractor shall keep this insurance in force during the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated in Section 5.3. The Contractor shall maintain Commercial General Liability completed operations coverage for a

period of three years following substantial completion of the work for the benefit of the Owner by naming the Owner an additional insured using ISO Additional Insured-Completed Operations endorsement CG 20 37 10 01 or an endorsement providing at least as broad coverage.

- 5.3. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this Contract, and the Contractor shall annually provide the Owner with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Owner to assure financial responsibility for liability for services performed.
- 5.4. The Contractor's and all sub contractors' insurance coverage shall be primary and non-contributory insurance as respects the Owner's insurance, self-insurance, or insurance pool coverage.
- 5.5. The Contractor and the Owner waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.
- 5.6. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
- 5.7. The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Owner's recourse to any remedy available at law or in equity. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
- 5.8. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 5.9. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 5.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.

5.11. All insurance policies, with the exception of Automobile and Workers Compensation, shall name the following listed entities as additional insured(s):

5.11.1. The Owner and its officers, elected officials, employees, agents, and volunteers;

5.12. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Owner is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

5.13. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein before commencement of the work.

6. TYPES OF INSURANCE REQUIREMENTS

6.1. The Contractor's required insurance shall be of the types and coverage as stated below:

6.1.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

6.1.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations for three years following substantial completion of the work, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Owner shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Owner using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

6.1.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

7. MINIMUM AMOUNTS OF INSURANCE

7.1. The Contractor shall maintain the following insurance limits:

7.1.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

- 7.1.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- 7.1.3. If the Contractor maintains higher insurance limits than the minimums shown above, the Owner shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Owner evidences limits of liability lower than those maintained by the Contractor.

8. CHANGE ORDERS

- 8.1. The Owner reserves the right to make, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the work. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered. Among others, these changes and alterations may include:
 - 8.1.1. Deleting any part of the work,
 - 8.1.2. Increasing or decreasing quantities,
 - 8.1.3. Altering the way the work is to be done,
 - 8.1.4. Adding new work,
 - 8.1.5. Ordering the Contractor to speed up or delay the work.
- 8.2. The Owner will issue a written change order for any change. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Owner may determine to be fair and equitable.
- 8.3. The Contractor shall proceed with the work upon receiving:
 - 8.3.1. A written change order approved by the Owner.
- 8.4. The Contractor accepts all requirements of a change order by:
 - 8.4.1. endorsing it,
 - 8.4.2. writing a separate acceptance, or
 - 8.4.3. not protesting in the way this section provides.
- 8.5. A change order that is not protested as provided in this section shall be full payment and final settlement of all claims for contract time and for all costs of any kind, including costs of delays, related to any work either covered or affected by the change. By not protesting as this section provides, the Contractor also waives any additional entitlement and accepts from the Owner any written or oral order (including directions, instructions, interpretations, and

determinations). By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work.

8.6. The Contractor may protest change orders or other claims as provided below:

8.6.1. If the Contractor is in disagreement with anything required in a change order or another written order from the Owner, including any direction, instruction, interpretation, or determination by the Owner, the Contractor shall:

8.6.2. Immediately give a signed written notice of protest to the Owner before doing the work specified in the change order or within fourteen (14) calendar days of the occurrence of an event or events giving rise to a claims, or within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to a claim, whichever occurs first;

8.6.3. Supplement the written protest within 15 calendar days with a written statement providing the following:

- (a) The date of the protested order or claim
- (b) The nature and circumstances which caused the protest or claim;
- (c) The contract provisions that support the protest or claim;
- (d) The estimated dollar cost, if any, of the protested or claimed work and how that estimate was determined; and
- (e) An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption; and

8.7. If the protest is continuing, the information required above, shall be supplemented as requested by the Owner. In addition, the Contractor shall provide the Owner, before final payment, a written statement of the actual adjustment requested. Throughout any protested work, the Contractor shall keep complete records of extra costs and time incurred. The Contractor shall permit the Owner access to these and any other records needed for evaluating the protest as determined by the Owner. The Owner will evaluate all protests provided the procedures in this section are followed. If the Owner determines that a protest is valid, the Owner will adjust payment for work or time. No adjustment will be made for an invalid protest.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF PROTEST OR CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY PROTEST OR CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THE UNDERLYING CHANGE ORDER OR CLAIM OR CAUSED BY THAT DELAY.

8.8. In spite of any protest or claim, the Contractor shall proceed promptly with the work as the Owner orders.

9. CLAIMS

9.1. The Contractor shall give written notice to the Owner of all claims other than change orders within five (5) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed

to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Section 8.6 regarding protests.

- 9.2. FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.
- 9.3. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

10. TERM, TERMINATION AND RENEWAL:

- 10.1. This Contract shall be effective _____, 2021 and shall remain in effect until December 31, 20__ unless terminated earlier in accordance with the early termination provisions herein.
- 10.2. If Contractor breaches any of its obligations under this Contract, and fails to cure the same within five (5) days of written notice to do so, the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.
- 10.3. The Owner may terminate this Contract upon ten (10) days written notice to the Contractor for any reason and without cause in which case the Owner shall pay the Contractor for costs incurred to the date of written notice.
- 10.4. In the event the Owner substantially changes the scope of the Work identified in Section 1, Contractor shall have the right to terminate this Contract upon thirty (30) days written notice to the Owner.

11. CONTRACTOR RECORDS

- 11.1. Contractor agrees to make all project related books and records available to the Owner for inspection, review, photocopying and audit in the event of a Contract related dispute, claim, modification or other Contract related action at reasonable times and at places designated by the Owner.

12. DEFECTIVE OR UNAUTHORIZED WORK

- 12.1. The Owner reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this contract, and extra work and materials furnished without the Owner's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the Project, the Owner may complete the Project by contract or otherwise, and the Contractor shall be liable to the Owner for any additional costs incurred by the Owner. "Additional costs" means all reasonable costs incurred by the Owner, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The Owner further reserves the right to deduct the cost to complete the Project, including any additional costs, from any amounts due or to become due to the Contractor

13. PREVAILING WAGES

13.1. The Contractor shall pay prevailing wages and shall comply with chapter RCW 39.12 and chapter 49.28 RCW. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the Project must be posted on the Project site. At the end of December each year this contract is in force, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the Owner that the prevailing wage requirements of the statute have been satisfied. The Contractor certifies that it has not been cited for two violations within the last five (5) years, and is not prohibited from bidding on public works contract. The Contractor further certifies that it will use no sub-contractor who is prohibited.

13.2. Prevailing Wages for the county in which the Project is located can be found at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/IsPrevWageJob/default.asp>

14. RETAINAGE

14.1. Pursuant to RCW 60.28, a sum of 5 percent (or 10 percent if the Contract Sum is less than \$150,000 and Contractor has requested a waiver of the performance bond requirement under Section 3) of the monies earned by the Contractor will be retained from each monthly payment. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract.

14.2. Monies retained under this Section shall be retained in a fund by the Owner unless Contractor elects for an alternative method of holding the retainage as provided under RCW 60.28. Owner will also accept a retainage bond in Exhibit 2, or a substantially equivalent bond.

14.3. The Contractor agrees to notify Owner within five (5) days of the receipt of any of the following:

14.3.1. Notification that a lien may be claimed by any person, firm or corporation furnishing materials, supplies or equipment to any subcontractor for work on the project in accordance with RCW 60.28.015.

14.3.2. Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.

14.3.3. The retained percentage may be held by Owner until all claims and proceedings referred to above have been resolved to the satisfaction of Owner.

14.3.4. In the event the retainage is insufficient to cover payment of the items set forth in Section 14.1, Contractor shall be liable for all such insufficiencies and all costs incurred by Owner, including attorney fees, to recover such insufficiencies.

15. PROJECT SAFETY.

15.1. The Contractor shall be solely and completely responsible for safety conditions on the job site, including the safety of all persons and property during performance of the work to complete the

Project. The services of Owner's employees or the Owner's agents or Consultant's personnel in conducting construction review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's work methods, equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide safe access for the Owner and its inspectors to adequately inspect the quality of work and the conformance with project specifications.

- 15.2. Contractor is responsible for locating any underground utilities affected by the Project and is deemed to be an excavator for purposes of chapter 19.122 RCW. Contractor shall be responsible for compliance with chapter 19.122 RCW, including utilization of the "one call" locator system before commencing any excavation activities. Contractor is also responsible for ensuring adequate trench safety and compliance as required by the Washington State Industrial and Health Act. The Contractor shall be responsible to notify, pay for and coordinate Contractor's work with One Call service at 456-8000.

16. DISPUTE RESOLUTION

- 16.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days of a party notifying the other parties in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 16.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 45 calendar days of the Dispute Notice or within 30 days of end of the mediation, either party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Superior Court as amended, located in the county in Snohomish County, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party, in addition to costs, shall be entitled to reasonable attorney's fees as determined by the arbitrator.
- 16.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Snohomish County Superior Court. The court shall determine all questions of law and fact without empaneling a jury for any purpose.
- 16.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

- 16.5. The prevailing party in any action to enforce the terms of this contract, in addition to costs, shall be entitled to reasonable attorney's fees and expenses of arbitration including expert witness fees, paralegal costs and copying costs as determined by the arbitrator or court including costs and fees incurred on appeal.

17. LIMITATION OF ACTIONS

- 17.1. CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.**

18. MISCELLANEOUS PROVISIONS

- 18.1. Independent Contractor. The parties intend that the Contract Document will create an independent contractor relationship.
- 18.2. Nondiscrimination. In the hiring of employees for the performance of work under the Contract Documents the Contractor, its subcontractors, or any person acting on behalf of Contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.
- 18.3. Compliance with Laws. Contractor shall comply with all federal, state and local laws, rules and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by the Contract Documents or accruing out of the performance of those operations.
- 18.4. Work Performed at Contractor's Risk. Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 18.5. Non-waiver of Breach. The failure of the Owner to insist upon strict performance of any of the terms and rights contained herein, or to exercise any option herein conferred in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and they shall remain in full force and effect.
- 18.6. Governing Law. The Contract Documents shall be governed and construed in accordance with the laws of the State of Washington. If any dispute arises between the Owner and Contractor under any of the provisions of the Contract Documents, resolution of that dispute shall be available only through the jurisdiction, venue, and rules of the Superior Court of the Snohomish County.
- 18.7. Written Notice. All communications regarding the contract shall be sent to the parties at the addresses listed on the signature page of the contract, unless otherwise notified. Any written

notice shall become effective upon delivery, but in any event three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the contract.

- 18.8. Assignment. Any assignment of this contract by the Contractor without the written consent of the Owner shall be void.
- 18.9. Subcontracting. Contractor may not subcontract any portion of the services required by this Contract without the specific written consent of the Contract Administrator, which shall not be unreasonable withheld. Such consent shall not relieve contractor from its responsibilities under this Contract for the services performed by a subcontractor.
- 18.10. Modification. No waiver, alteration, or modification of any of the provisions of the Contract Documents shall be binding unless in writing and signed by a duly authorized representative of the Owner and Contractor.
- 18.11. Severability. If any one or more sections, sub-sections, or sentences of the contract are held to be unconstitutional or invalid, that decision shall not affect the validity of the remaining portion of the contract and the remainder shall remain in full force and effect.
- 18.12. Entire Agreement. The written provisions and terms of the Contract Documents, which include these General Conditions as well as the mechanical, electrical, and structural consultants' specifications, provisions, and plans, together with any attached exhibits, supersede all prior verbal statements by any representative of the Owner, and those statements shall not be construed as forming a part of or altering in any manner the Contract Documents. The Contract Documents and any attached Exhibits contain the entire agreement between the parties. Should any language in any Exhibit to the Contract Documents conflict with any language contained in the Contract Documents, the terms of the Contract Documents shall prevail.

Owner-SNO911

Contractor

By: _____

By: _____

Dated: _____

Dated: _____

Contractor Reg. No. _____

UBI Number: _____

CONTRACT EXHIBIT 1 SCOPE OF WORK

See Details in 2021-014 BID SECTION 6 – SCOPE OF WORK FOR SITE READINESS II SERVICES

CONTRACT EXHIBIT 2- RETAINAGE BOND FORM

Bond No.
RETAINAGE BOND

KNOW ALL BY THESE PRESENTS: That _____, a corporation existing under and by virtue of the laws of the State of _____ and authorized to do business in the State of Washington, as Principal, and _____, a corporation organized and existing under the laws of the State of _____ and authorized to transact the business of surety in the State of Washington, as Surety, are jointly and severally held and bound unto Snohomish County 911 and the State of Washington (State), and are similarly held and bound unto the beneficiaries of the trust fund created by Chapter 60.28 Revised Code of Washington (RCW), and their heirs, executors, administrators, successors and assigns in the penal sum of _____ Dollars (\$ _____), plus 5% of any increases in the contract amount that have occurred or may occur, due to change orders, increases in the quantities or the addition of any new item of work.

WHEREAS, the Principal has executed Contract for Tower Services with Snohomish County 911; and

WHEREAS, said Contract and Chapter 60.28 RCW require Snohomish County 911 to withhold from the Principal the sum of five percent (5%) from monies earned by the Principal on estimates during the progress of the work, hereinafter referred to as earned retained funds; and

WHEREAS, the Principal/Surety has requested that Snohomish County 911 accept a bond in lieu of earned retained funds as allowed under Chapter 60.28 RCW.

NOW, THEREFORE, this obligation is such that the Surety, its successors and assigns, are held and bound unto SNOHOMISH COUNTY 911, State and unto all beneficiaries of the trust fund created by RCW 60.28.011 (1) in the aforesaid sum. This bond, including any proceeds therefrom, is subject to all claims and liens and in the same manner and priority as set forth for retained percentages in Chapter 60.28 RCW. The condition of this obligation is such that if the Principal shall satisfy all payment obligations to persons who may lawfully claim under the trust fund created pursuant to Chapter 60.28 RCW, to the State of Washington, and to Snohomish County 911, and indemnify and hold Snohomish County 911 harmless from any and all loss, costs, and damages that Snohomish County 911 may sustain by release of said retainage to Principal/Surety, then this obligation shall be null and void provided the Surety is notified by SNOHOMISH COUNTY 911 that the requirements of RCW 60.28.021 have been satisfied and the obligation is duly released by SNOHOMISH COUNTY 911; otherwise it shall remain in full force and effect.

IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable under this obligation as Principal. The Surety will not be discharged or released from liability for any act, omission, or defense of any kind or nature that would not also discharge the Principal.

IT IS HEREBY FURTHER DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of the Principal, the Surety, Snohomish County 911, State and, the beneficiaries of the trust fund created by Chapter 60.28, Revised Code of Washington (RCW) and their respective heirs, executors, administrators, successors and assigns.

SIGNED AND SEALED this _____ day of _____ 20__

Principal:	Surety:
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Address: _____	Address: _____
City / State / Zip Code: _____	City / State / Zip Code: _____
Telephone No.: _____	Telephone No.: _____
Witness: _____	Witness: _____

Note: A power of attorney must be provided which appoints the Surety's true and lawful attorney-in-fact to make, execute, seal and deliver this bond.



REPLACEMENT REQUEST FOR LOST, DAMAGED OR STOLEN RADIO EQUIPMENT

Name of Agency: Lake Roesiger Fire Department

Contact Name: Justin Johnson

Email: jjohnson@lakeroesigerfire.org Phone: 425 231 7151

Date when loss occurred or was identified:	10/20/21
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Statement of circumstances:

During the night of 10/19 or early morning 10/20, Station 85 was broken into. Two rigs were gone through and equipment was stolen, including two portable radios from our tender. Police were contacted and came to investigate the night of 10/20, and a report was filed to include the two stolen radios.

Steps taken to locate or recover equipment:

Police are investigating. Sno911 was contacted to scrub and deactivate the two radios.

Steps taken to mitigate future loss:

Security system is being installed, along with a new metal door. Security signs were posted.

Other relevant information:

Description of equipment sought for replacement (include quantity):

Two portable radios, with remote mics

Model:	Motorola APX8000	Serial #	673CWM3670
Model:	Motorola APX8000	Serial #	673CWM3680
Model:		Serial #	
Model:		Serial #	
Model:		Serial #	

Was any equipment stolen?		
☐ No	☐ Unknown	☒ Yes (if yes, include police report)
Was insurance claim filed?		
☐ No	☒ Yes (if yes, provide Claim #) TBD, will provide shortly	
State Auditor's Submission?		
☐ No	☒ Yes	

This request must include all applicable third-party documents, such as: police report (required for theft); insurance claims (required if eligible for a claim); State Auditor's submission, as required by RCW 43.09.185; and any other related documentation. By submitting this form I agree to reimburse SNO911 any and all insurance and/or restitution up to the acquisition cost for replacement radios.

Justin Johnson	Digitally signed by Justin Johnson Date: 2021.11.04 09:34:41 -07'00'	11/4/21
Signature of Agency Head, Mayor or Council President	Date signed	

NOTE: Snohomish County 911 Board of Directors will review submissions during their regularly scheduled monthly meetings, but may request additional information or take other steps it may deem appropriate during the review process.

Request approved ☐ Denied ☐ Other ☐

Additional information requested:
Reason, if denied:

SNO911 Board President

Date Signed



REPLACEMENT REQUEST FOR LOST, DAMAGED OR STOLEN RADIO EQUIPMENT

Name of Agency: Snohomish Regional Fire & Rescue

Contact Name: Steve Guphill

Email: steve.guphill@SRFR.org Phone: 425-754-4989

Date when loss occurred or was identified: 10/25/21

Statement of circumstances:
Radio was left on the tail board of an apparatus and was destroyed by cars when it fell off on Bothell Everett highway.

Steps taken to locate or recover equipment:
Radio was recovered but is destroyed.

Steps taken to mitigate future loss:
Reinforce the cost of these radios with all members!

Other relevant information:
This will be covered by agency insurance less \$1,000 deductible.

Description of equipment sought for replacement (include quantity):
Qty one (1) APX8000 portable radio w/ lapel microphone (Fire Version).

Model:	H91TGD9PW8AN	Serial #	673CWM3156
Model:		Serial #	
Model:		Serial #	
Model:		Serial #	
Model:		Serial #	

Was any equipment stolen?



No



Unknown



Yes (if yes, include police report #)

Was insurance claim filed?



No



Yes (if yes, provide Claim #)

No claim #21-1399

State Auditor's Submission?



No



Yes

This request must include all applicable third-party document, such as: police report (required for theft); insurance claims (required if eligible for a claim); State Auditor's submission, as required by RCW 43.09.185; and any other related documentation.

Steve Guptill



Digitally signed by Steve Guptill
Date: 2021.11.10 08:55:34 -08'00'

11/10/21

Signature of Agency Head, Mayor or Council President

Date signed

NOTE: Snohomish County 911 Board of Directors will review submissions during their regularly scheduled monthly meetings, but may request additional information or take other steps it may deem appropriate during the review process.

Request approved

☐

Denied

☐

Other

☐

Additional information requested:

Reason, if denied:

SNO911 Board President

Date Signed



Action Proposal Form

Date: 11/15/2021

Title: Temporary Finance Dept. Support

Background / Purpose:

The finance staff is short-staffed presently with the vacancy of the Finance Manager position and a large amount of work related to the RRP, SAO and internal controls audits and approaching year end. The department is seeking temporary support for critical functions that includes accounts payable and payroll.

We will fund this from salary savings from the vacancy and will evaluate utilizing some anticipated year end carry over in early 2022.

Suggested Action/Recommendation:

Approve up to 9 months of temporary Finance Dept. support in an amount not to exceed \$100,000.

Funding: Operating Fund 70



Action Proposal Form

Date: 11/15/2021

Title: Holiday Turkey Vouchers

Background / Purpose:

The Finance Committee proposed to provide Holiday Turkey Vouchers for staff. Staff is working with a vendor to provide this. There are currently 159 full and part time employees and two candidates in background who are expected to be hired by the end of the year. The total cost is expected to be \$4,025.

The Recognition budget has an estimated remaining balance of \$6,680.

Suggested Action/Recommendation:

Approve \$25 voucher for Turkey/Ham/Vegetarian options for all current Snohomish County 911 employees.

Funding: Operating Fund 70 – Recognition budget



Board Packet Memorandum

Date: November 15, 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.

Medical Triage: Pandemic Protocol 36 Decommissioned

SNO911 implemented MPDS Protocol 36 in surveillance mode on March 7, 2020 due to growing concern over the potential volume of COVID-19 patients. Since then, callers with a chief complaint of Breathing Difficulties, Chest Pain, or a general Sick Person were triaged based on symptoms through Protocol 36. This protocol was used not only as it relates to responder safety related to use of appropriate PPE but has also provided meaningful analytics to DEM, public health and the agency. Since Snohomish County had the first known case in the U.S., we were also the first to implement the protocol.

At the recommendation of the Dispatch Steering Committee & Dispatch Review Committee, SNO911 decommissioned Protocol 36 on November 1st. SNO911 dispatchers have now returned to triaging patients with breathing difficulties, chest pain, or general sick persons on those respective chief complaint protocols. Dispatchers received refresher training on using these protocols prior to decommissioning Protocol 36.

Updates were made to the First Watch reporting triggers that previously gathered data using Protocol 36, and in consideration of data that has been collected related to the pandemic since early 2020.

Thanksgiving Food Drive Challenge

The Employee Engagement Committee (EEC) is facilitating a Thanksgiving food/supply drive to benefit the Stanwood Camano Food Bank (flyer included in Board packet). We are engaging in a bit of friendly competition with NORCOM 911 and ValleyCom to see who can collect the most items for a food bank in their communities. The drive runs through Sunday 11/21, and items will be counted and delivered on Tuesday 11/23. Go Team SNO911!

Workflow Efficiencies Workgroup (WEW)

The Workflow Efficiencies Workgroup began meeting in early September. The workgroup is made up of dispatchers, supervisors, training office staff, our Data Analyst and in-house New World CAD expert. The purpose of the group is as follows:

SNO911 prides itself of continuing to look for ways to increase efficiencies and provide a high level of service that meets the needs of our member agency and community. The stated goal is to look for and

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

maximize efficiencies in the fire/ems call taking and dispatching processes.

WEW meets bi-monthly and has just brought forward an initial set of recommendations they believe will help meet the stated goal. These recommendations are being presented to Leadership later this week, and if accepted, will be implemented as soon as possible.

Future Facility Employee Committee

Members of the Future Facility Employee Committee have been selected and the kickoff meeting for this group will be in early December. The opportunity to serve was put out to all SNO911 staff, and members were chosen from all departments of the agency. We expect the bulk of the initial work to be surrounding the dispatch floor needs and layout. Eventually, the group will provide input and recommendations on several items related to a new building.

Operations Payroll/Timecard Processing Redundancy

Historically, we have relied on one Operations Manager to take on the work of processing payroll for Operations (dispatchers and supervisors). In addition to this being a heavy burden on one individual, we were in need of redundancy and having a back-up person trained up and available should a need arise. Over the past several months, Operations Managers Christian and McKay have worked on this project and we now have full redundancy in this area. Moving forward, there will be an established schedule of who is taking the lead on this task each pay period so that we can ensure proficiency for both managers. Thanks to Karl and Karen for taking the time to ensure we met this important agency goal.

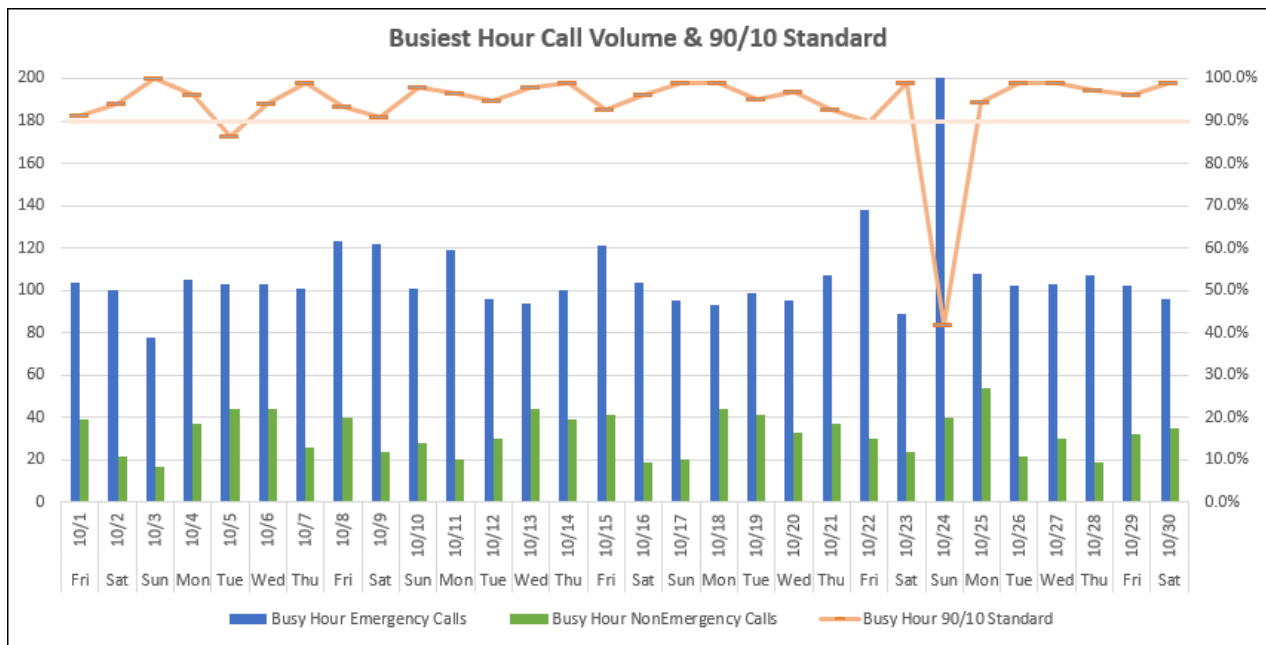
Office of Training and Standards (OTS) Update

SNO911 welcomed four new trainee dispatchers to the team on November 9th. We are grateful to have a good size class to work with.

As part of preparing our trainers (CTOs) for this new class, OTS has been working on updates to the academy curriculum and hosting CTO training classes. Kicking off a new round of quarterly CTO training, this month we are focusing on the paperwork portion of evaluations completed by the trainer. Having all of our CTOs back together after being split between two campuses gives us the chance to regroup and make sure everyone is on the same page regarding rating trainee performance, proper documentation, and sharing information with OTS.

Monthly Statistical Reports

12 Month SNO911 Call Volume & NENA Standard Report													
	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
Emergency Calls	41562	37516	39892	39138	35866	40196	41312	44187	47955	51609	47255	44984	45163
Non-Emergency Calls	12741	10614	11274	12025	11231	13695	12759	13106	14008	17509	14940	14809	14253
Avg Busy Hour 90/10	94.6%	96.0%	94.5%	96.5%	95.6%	95.7%	94.7%	93.9%	91.7%	87.9%	92.6%	91.9%	93.8%
All Hour Avg 95/20	99.5%	99.6%	99.5%	99.6%	99.6%	99.7%	99.5%	99.3%	98.8%	98.1%	99.1%	98.9%	99.2%
Avg Busy Hour Emer	99	93	98	92	96	96	104	106	116	131	113	115	112
Avg Busy Hour Non-Emer	29	25	24	25	29	29	27	28	30	46	31	34	32
Avg Perfect Hours	10	11	10	12	12	13	9	10	7	6	8	8	10
Avg Emer Per Day	1,339	1,251	1,283	1,268	1,281	1,296	1,377	1,425	1,599	1,665	1,524	1,499	1,457
Avg Non-Emer Per Day	414	354	357	392	401	442	425	423	467	565	482	494	460



Text-2-911 Report

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	YTD TOTAL	YTD GROUP TOTAL
True Emergency	5	13	16	14	8	21	14	17	7	8			123	123
Follow-Up	0	3	1	7	5	5	3	6	1	4			35	335
Area Checks	8	18	20	6	15	34	14	16	18	5			154	
Noise	0	0	5	2	0	7	3	2	4	0			23	
Traffic	1	5	1	0	1	2	4	2	4	1			21	
Other Complaints	1	13	7	13	6	8	8	8	11	27			102	
Accidental	0	5	5	6	7	4	10	6	2	4			49	210
Prank	0	1	26	7	1	15	14	40	13	44			161	
Test	11	7	7	7	5	4	5	9	9	10			74	303
Abandoned	5	16	10	10	11	1	5	7	7	7			79	
Non-English	1	0	0	0	0	0	0	0	0	0			1	
Outgoing	0	0	0	0	0	0	0	0	0	0			0	
Transfer	0	2	0	1	1	0	2	0	1	0			7	
Voice Call	10	11	18	8	19	18	24	16	8	10			142	
	42	94	116	81	79	119	106	129	85	120	0	0	971	971

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 – October 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	857	84.77%
3 - Satisfied	117	11.57%
2 - Neither Satisfied nor Dissatisfied	23	2.27%
1 - Somewhat Dissatisfied	9	0.89%
0 - Very Dissatisfied	5	0.49%
Total	1011	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	971	96.04%
Somewhat	33	3.26%
No	7	0.69%
Total	1011	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	18	27	35	-	-	213
ARLINGTON CITY	251	264	283	312	313	387	399	364	381	331	-	-	3,285
ARLINGTON RURAL FD 21	80	46	54	71	70	84	78	78	72	65	-	-	698
DARRINGTON FD 24	60	41	32	31	42	42	53	37	35	45	-	-	418
EVERETT CITY	1,759	1,506	1,786	1,774	1,847	2,031	2,088	2,075	1,987	2,056	-	-	18,909
FD 19	39	27	45	40	54	52	50	49	40	36	-	-	432
FD 7 (Mill Creek excluded)	888	837	920	910	1,019	1,063	1,106	1,083	1,105	1,012	-	-	9,943
GETCHELL FD 22	46	27	32	31	43	55	58	40	52	42	-	-	426
GOLD BAR - INDEX FD 26	72	60	47	74	63	82	80	95	83	61	-	-	717
GRANITE FALLS FD 17	147	124	118	139	148	162	178	212	159	160	-	-	1,547
HAT ISLAND FD 27	2	2	1	7	3	2	3	2	1	1	-	-	24
LAKE ROESIGER FD 16	7	22	12	16	17	13	23	15	32	28	-	-	185
LAKE STEVENS FD 8													
MARYSVILLE FIRE	994	856	948	1,011	1,015	1,142	1,132	1,119	1,016	1,080	-	-	10,313
MILL CREEK CITY	152	157	155	196	180	206	193	174	186	171	-	-	1,770
MUKILTEO CITY	143	154	151	157	190	193	188	200	184	161	-	-	1,721
NORTH COUNTY FIRE (UNINC)	164	139	140	154	171	162	192	170	159	174	-	-	1,625
OSO FD 25	11	3	5	15	9	6	5	10	13	8	-	-	85
ROBE FD 23	7	2	2	1	5	5	10	7	4	5	-	-	48
SNOHOMISH FD 4	263	230	274	278	301	315	352	321	314	292	-	-	2,940
SOUTH COUNTY FIRE (TOTAL)	2,181	2,120	2,262	2,400	2,400	2,739	2,709	2,764	2,505	2,674	-	-	24,754
SOUTH COUNTY FIRE (UNINC)	1,056	1,047	1,084	1,187	1,126	1,323	1,320	1,307	1,210	1,207	-	-	11,867
EDMONDS CITY (CONTRACT)	428	391	387	414	423	468	500	491	469	509	-	-	4,480
BRIER CITY	30	31	37	26	38	37	31	44	43	39	-	-	356
LYNNWOOD CITY	471	453	507	545	547	636	597	676	530	663	-	-	5,625
MOUNTLAKE TERRACE CITY	196	198	247	228	266	275	261	246	253	256	-	-	2,426
STANWOOD CITY	129	112	123	119	144	125	128	128	117	141	-	-	1,266
SULTAN FD 5	98	82	63	101	85	120	115	116	130	120	-	-	1,030
TULALIP FD 15	69	56	65	75	65	99	89	78	93	66	-	-	755

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	2,051	2,032	1,922	-	-	18,931
BRIER	297	201	442	379	339	247	266	303	321	276	-	-	3,071
DARRINGTON	123	99	135	87	118	99	127	83	82	72	-	-	1,025
EDMONDS	2,849	2,324	2,629	2,251	2,682	2,372	2,664	2,211	2,190	2,072	-	-	24,244
EVERETT	10,018	9,382	10,772	10,306	10,883	11,362	12,344	11,118	11,047	11,027	-	-	108,259
GOLD BAR	201	238	207	157	158	151	175	176	173	195	-	-	1,831
GRANITE FALLS	471	450	521	453	375	393	341	337	304	298	-	-	3,943
INDEX	35	41	40	32	25	41	39	32	27	31	-	-	343
LAKE STEVENS	2,019	2,071	2,103	2,047	2,200	2,392	2,494	1,954	2,352	2,072	-	-	21,704
LYNNWOOD	3,079	2,556	3,172	3,120	3,155	3,299	3,411	3,187	3,263	3,086	-	-	31,328
MARYSVILLE	5,045	4,762	5,671	5,126	5,012	5,136	5,547	4,961	5,165	5,004	-	-	51,429
MILL CREEK	912	975	1,082	1,126	1,156	1,189	1,018	956	955	987	-	-	10,356
MONROE	1,356	1,179	1,369	1,400	1,440	1,546	1,788	1,485	1,335	1,364	-	-	14,262
MOUNTLAKE TERRACE	1,322	1,119	1,452	1,584	1,672	1,536	1,550	1,579	1,392	1,458	-	-	14,664
MUKILTEO	2,665	2,252	2,437	2,322	2,515	2,296	2,332	2,008	2,354	2,117	-	-	23,298
SNOHOMISH	706	783	922	1,028	990	981	976	868	842	791	-	-	8,887
SNOHOMISH COUNTY	14,297	13,352	15,264	14,505	14,554	14,862	15,772	13,861	13,591	14,067	-	-	144,125
STANWOOD	676	572	682	594	545	684	583	561	491	568	-	-	5,956
STILLAGUAMISH	882	1,065	1,139	1,113	1,015	999	966	789	809	944	-	-	9,721
SULTAN	365	340	390	444	370	347	288	253	312	285	-	-	3,394
WOODWAY	52	32	33	42	45	53	39	59	83	61	-	-	499

Full-Time Center Staff		
<i>Legacy Employees = Hired before 12/1/2017..... New Hire Employees = Hired on/after 12/1/2017</i>		
Job Title:	Status:	Current #
Call-Taker	Legacy: Only trained in call-taking	1
Police Dispatcher	Legacy: Only trained in CT and Police	7
Fire Dispatcher	Legacy: Only trained in CT and Fire	6
Cross-Trained Dispatcher	Cross-Trained in CT, Police, and Fire	57
Cross-Trained Trainee	Trained in 2 disciplines, and currently in-training for the 3rd	3
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	10
Trainee Dispatcher 2	New Hire-Completed training in 2 of the 3 required disciplines	13
Total:		97
<i>See "Dispatcher Status Log" attached in this week's email for breakdown by employee name</i>		

Authorized Dispatch Staffing Level - (including trainees)	94.2%
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Center Staffing Strength - (excludes trainees and LOA's)	89.6%
--	-------

# of Authorized Full-Time Positions:	163
# of Full-Time Positions Filled:	151
# of Current Full-Time Vacancies:	12

Long Term LOA's	-1
-----------------	----

# 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):	158
--	-----

F/T Dispatchers:	
Authorized Positions:	103
Filled F/T Positions:	97
F/T Vacancies:	6
Supervisors:	
Authorized Positions:	16
Filled F/T Positions:	16
F/T Vacancies:	0
Leadership Staff:	
Authorized Positions:	5
Filled F/T Positions:	5
F/T Vacancies:	0
Ops Staff:	
Authorized Positions:	5
Filled F/T Positions:	5
F/T Vacancies:	0
Admin Staff:	
Authorized F/T Positions:	12
Filled F/T Positions:	9
F/T Vacancies:	3
Tech/Wireless Staff:	
Authorized Positions	22
Filled F/T Positions	18
Filled Contract Positions	1
F/T Vacancies	3

Current Recruitment Status

Candidates signed up to test	6	Test date is 11/18
Candidates to be interviewed	2	Interviewing for Mar academy
Candidates in poly	3	Scheduled for poly exam
Candidates in background or further	5	In background (or further stage).
Candidates ready for academy	0	Final offers signed/returned. Ready for academy!

YTD Dispatch Trainees Hired	12
-----------------------------	----

Employment Separations

YTD Full Separations from Agency:	23
YTD Changes from F/T to Relief Status:	2

Appointive Staff (Trainees):	
Accepted New Job	1
Death of Employee	0
Involuntary Term	0
Medical	0
No Reason Given	0
Relocation	0
Retirement	0
Voluntary Opt-Out	0

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

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

Dispatch & Sups (Trainees):	
Accepted New Job	0
Death of Employee	0
Involuntary Term	5
Medical	1
Relocation	0
Retirement	0
Voluntary Opt-Out	5
Change to Relief (FT to PT)	0

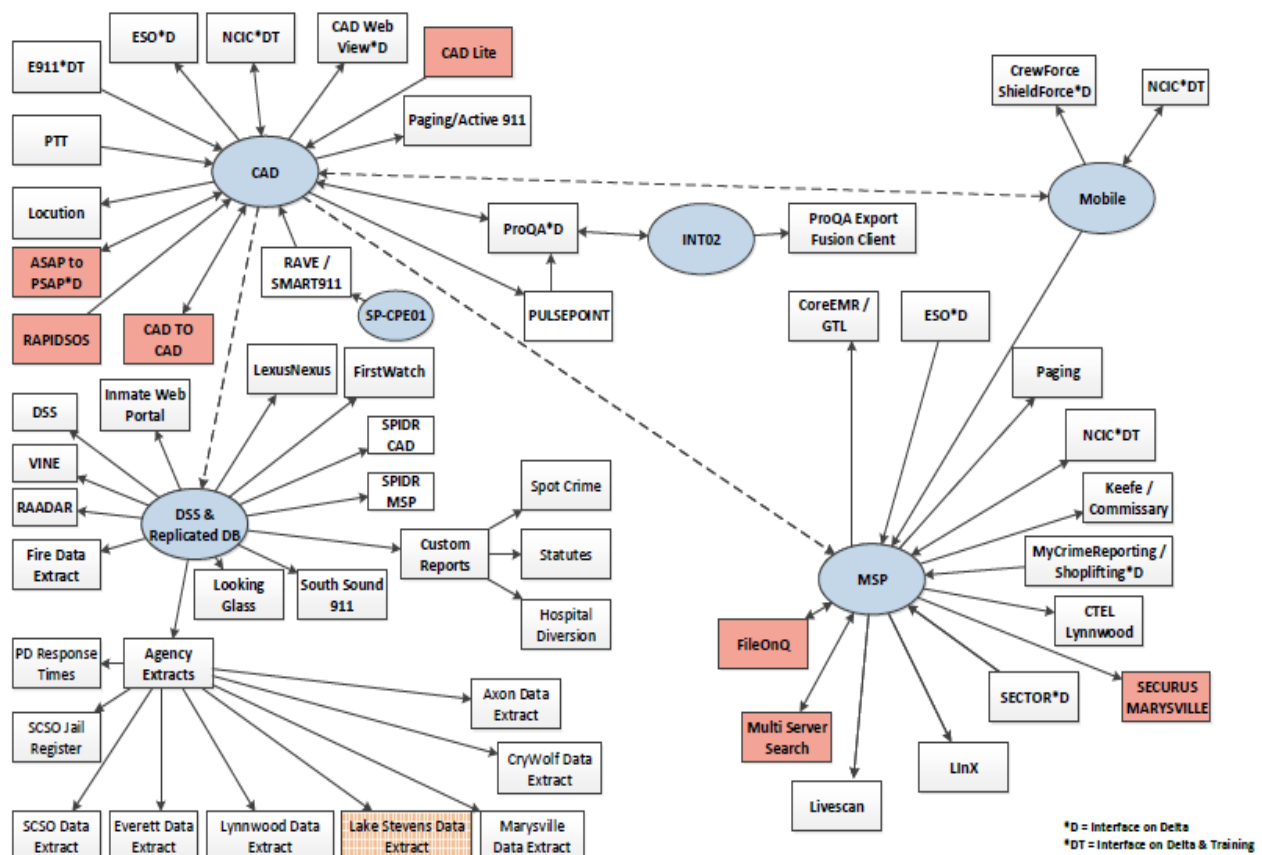
Dispatch & Sups (Non-Trainees):	
Accepted New Job	1
Death of Employee	0
Involuntary Term	0
Medical	0
No Reason Given	0
Personal	1
Relocation	3
Retirement	1
Change to Relief (FT to PT)	2

New World Software Upgrade

PTCC met on November 2nd and discussed all the NWS issues. After receiving two patches that would address the only two P0 issues, Tech staff was able to test and validate that both patches received from Tyler has fixed the issues. SNO911 also received another patch to address a P1 issue that addresses password reset notifications. This patch was confirmed by Tech staff that it did fix the issue. Tyler and SNO911 Tech staff have addressed and fixed all the issues that would delay the next upgrade. As it stands today, the NWS 2021.1 SP1 upgrade is currently scheduled for Monday March 7th starting at 2200.

New World Interface Review

SNO911 Tech staff will be reviewing all the New World Interfaces. In this review, Tech staff will be working on a schedule to move the remaining interfaces over to the new firewall. This work will require Tech staff to work with some of the interface vendors to make needed networking changes and work with agencies that use interfaces when it is time to migrate them to the new firewall. In this review we will also be determining if the current MOU needs to be updated or if there needs to be one in place. Below is a diagram of the current interfaces in our environment that we will be reviewing.



County Planned Internet Outage

SNO911 was notified of a scheduled SNOCO internet outage the week before the work was to be performed. This planned maintenance work was scheduled for 11/12 2200 – 11/13 0600. SNO911 uses SNOCO's internet as our primary internet and it was determined by the SNO911 Tech staff that this outage would

impact some critical systems. Notifications were sent out to inform agencies as to what services would be impacted and for them to make the necessary adjustments on their end during this scheduled work. No 911 call taking or dispatching was interrupted during the maintenance work. The outage itself took about 5.5 hours and everything was back up just before 0400. Tech staff did test and verify that all services that were interrupted were fully restored before sending out the last PSAP Notification to the agencies at 0540.

TRI-PSAP FOOD DRIVE CHALLENGE



NORCOM, VALLEYCOM, AND SNO911 ARE TEAMING UP IN A FRIENDLY COMPETITION TO SUPPORT FOOD BANKS IN THEIR COMMUNITIES!

PLEASE CONSIDER MAKING A DONATION OF NON-PERISHABLE FOOD TO HELP YOUR CENTER REIGN SUPREME. (MONETARY DONATIONS ALSO ACCEPTED AND COUNT TOWARD ITEM TOTALS)

LOOK FOR MORE SPECIFICS AT YOUR CENTER COMING SOON!

CONTACTS:

NORCOM: MELISSA VIETH MVIETH@NORCOM.ORG

VALLEYCOM: ANGEE BUNK ANGEEB@VALLEYCOM.ORG

SNO911: CHRIS SPOONER CSPOONER@SNO911.ORG

Radio Replacement Project Updates

November 15, 2021

Subscribers:

- Opt-In Mobile Installs focusing on Police. MIT will have a team that meets vaccination requirements assembled in the next few weeks. Fire apparatus mobile radio installs will begin when the dedicated team is ready.
- Detailed report can be found here:
<https://sites.google.com/view/sno911rrp/rrp-mobile-radio-project>
 - **Marysville PD (Pilot) 99% 04NOV21**
07OCT21 - 04NOV21
Radios: 78 out of 78 done
 - **Everett PD 30% 10NOV21**
26OCT21 - 06DEC21
10NOV21: 68 out of 196 Installations Completed
 - **Lynwood PD (Active)**
15NOV21-14DEC21
 - **Mukilteo PD (Planned)**
07DEC21 - 14DEC21
- Request for Non-Standard Antennas APF included in November Board packet. Request to offer a project swap out of surface mounted GPS/WiFi Antenna with glass-mounted version and a low-profile antennae for covert vehicles.
- Opt-out agency radio deliveries is substantially completed.
 - Staff are targeting opt-out reimbursement checks will be provided by the end of the year.

Radio Sites/Microwave:

- Our overall site construction procurement plan has been developed, and will involve four phases. This approach allows the work to begin at sites where design work is completed and continue to work on design at the same time.
 - Phase 1 – Contract awarded
 - Phase 2 – Recommendation for approval of contract at November Board meeting

Risks:

- After several months of work, the final Canadian primary frequencies and associated design have been approved by the FCC.
 - MSI has completed the final configuration design, that meets the FCC/Canadian interference requirements and the contractual coverage requirements
 - Concurrently, there is an opportunity to make further improvements to the system by acquiring additional US primary frequencies that do not have the interference/design requirements.

- Project team is working through this request with Motorola to ascertain impacts to scope, budget, schedule and ultimately coverage.
- The project is in the site construction phase. This is an area of increased project risks because of unknowns that can pop up during construction. Our knowledge and confidence related to this risk will increase as the first three sites are underway.

Policy:

- A Limited Access Talkgroup Authorization, Programming, and Auditing Policy was approved by Police TAC. This policy is attached for reference only, and outlines roles and responsibilities for SNO911 and the specialty teams.
- Now that we are gaining experience with subscriber management, we are beginning to review the level of support we provide. Revisions to the Board approved support policy will be worked on through the next several weeks.

Other/General Updates:

- Alphanumeric Paging – Fire TAC approved a proposal in October to remove the paging system upgrade from the Motorola Contract and to move forward with a partial system replacement as described in the attached APF. No action being requested from the Board yet, just awareness that Motorola has been asked to begin work on a change order so we can fully understand budget impacts.

RRP Policy & Major Decision Timeline

- **11/2021: Police TAC approved Limited Access Talkgroup Authorization, Programming, and Auditing Policy.**
- **10/2021: SNO911 Board of Directors approved Change Order 6 – radio quantities to fulfill needs of SCSO Corrections and delta of needs and changes from original project scope.**
- 9/2021: ECSF Advisory Board approved project budget scope increase to capture additional subscriber needs of approx. \$4.7M.
- 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



Action Proposal Form

Date: 10/5/2021

Title: Alphanumeric Paging Project Scope Change

Background / Purpose:

A wholesale paging system replacement is currently in the scope of the Radio Replacement Project (RRP). This includes replacement of all centralized and remote paging equipment at 21 Snohomish County sites and 9 NORCOM remote sites. Total project budget is approximately \$1.8M. There is recognition that while paging is being used to alert fire stations & individual fire/ems staff of a pending dispatch, this technology is being used less and less and there are newer technologies on the horizon that can replace and/or augment the notification process.

Following a key stakeholder workshop with Motorola, NORCOM, SNO911, and a Fire TAC Representative, staff were asked to look into alternatives to the full system replacement with a goal to extend the life of the existing system to provide adequate time to research and implement newer technologies.

NORCOM's governing Board has evaluated investment to replace their portion of the paging equipment and decided against it. The NORCOM portion of the system would still be disconnected and unusable in approximately 18-24 months when the system is moved to the new microwave and MPLS network.

Based on this request, a partial system replacement option was developed. This option replaces the components that are most at-risk for failure and brings the system up to a point where staff feel it is supportable into the future. This option meets the request to extend the useful life of the paging system without the full financial investment currently in the project. The cost for this option is ball-parked estimated at \$400-500K.

Next Steps:

If supported by PTCC and Fire TAC this proposal could go before the SNO911 Board before the end of the year.

1. Promptly replace components of the Zetron 2200 to reduce potential for failure that could result in an unrecoverable failure.
2. Finalize a change order with MSI to remove all alphanumeric paging from the scope of work. This approach will enable SNO911 technical staff to research, identify and procure a cost effective and maintainable paging system.
3. Develop a project charter, scope of work, cost, etc. to provide a clear path for towards a strategic paging system service life extension.

Suggested Action/Recommendation:

- 1) Staff to develop a project charter and plan for a paging system life extension that will be managed separately from the Motorola Radio Replacement Project.
- 2) Authorize staff to negotiate a change order removing paging from the Motorola Scope of Work.

DRAFT

Title/Number	Limited Access Talk Group Authorization, Programming, and Auditing WT-06		
	Approved: SNO911 Police TAC	Author: T. Peterson	
	Issued: November 9, 2021	Revised:	

- I. **Purpose:** To provide guidelines for the overall management of Limited Access Talkgroup(s) configured in the SNO911 trunked radio system.
- II. **Background:** SNO911 is responsible for the ongoing maintenance and support for the public safety radio system used by all first responder in Snohomish County. Part of the maintenance and operation of the system is programming radios that have access to Limited Access Talkgroups used by specialty teams who have an identified need to have secure communications limited to the team. SNO911 does not have, nor needs access to personnel changes within specialty teams, but is responsible for ensuring that security and authorized access is managed.
- III. **Policy:** Radio Programming for Limited Access Talkgroups shall be authorized, in writing, before any programming is commenced.
- IV. **Procedure:**
SNO911 Technical Staff will maintain a list (including serial number, agency, personnel number, team member name, and radio ID) of radios and which Limited Access Talkgroup(s) each radio has access to. An individual list will be maintained for each specialty team, task force, or operation.

Each specialty team, task force, or operation will identify a single point of contact that is authorized to maintain the list with SNO911. No changes will be made to the list or radio programming without the specific written consent from the point of contact.

Only the radios on the approved list will be programmed with the Limited Access Talkgroup(s) authorized.

When authorized by a specialty team point of contact, the user will have access to all talkgroup(s) as defined in the Limited Access Talkgroup Table of Pre-Determined Groups and Access.

Individual team member or individual agency requests for access to talkgroups shall be directed to the appropriate of the identified point of contact. In all cases, authorization shall occur before programming.

On a routine basis, at least annually, SNO911 will provide the approved list to the point of contact for each specialty team and request written verification of any needed updates. Each specialty team point of contact is responsible for notifying SNO911 of any changes to team members. Each specialty team shall have a written procedure that governs who needs to have access to their specific limited access talkgroup(s).

Limited Access Talkgroup Table of Pre-Determined Groups and Access

Specialty Team Name	Analog Talkgroup Name	Shared Access Group
Region 1 SWAT	REG 1 SWAT	Y
Region 1 SWAT	REG 1 SR	Y
North Sound Metro SWAT	NSMS-SNO	Y
North Sound Metro SWAT	NSMS-KC	Y
Marysville SWAT	MSVL-SWAT	Y
Everett ACT	EVP-ACT	Y
Everett ACT	EVP-ACT-SR	Y
Violent Offender Taskforce	VOTF	Y
Snohomish County Narcotics Taskforce	RNTF	Y
Snohomish County Narcotics Taskforce	RNTF-SR	Y
Snohomish County Narcotics Taskforce	TASK FORCE-1	N
Snohomish County Narcotics Taskforce	TASK FORCE-1 SR	N
Snohomish County Narcotics Taskforce	TASK FORCE-2	N
Snohomish County Narcotics Taskforce	TASK FORCE-2 SR	N



Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for October 12, 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, <u>Chair</u>	✓	Deputy Chief Ryan Irving	✓	Chief Rob Martin	
Captain Rod Sniffen		Commander Mike Haynes	✓	Chief Don Tardiff	✓
Commander Ron Brooks <u>Vice Chair</u>	✓	Asst. Chief Glen Koen		Chief Jeffrey Young	✓
ALTERNATE REPRESENTATIVES					
Commander Coleman Langdon	✓	Acting Captain Jeff Graves		Captain John Flood	
Corporal Mike Bard	✓	Commander Brad Akau		Bureau Chief Scott Robertson	✓
Deputy Chief John DeRousse		Chief Jeff Jolley		Sergeant Karl Gilje	
SUPPORT STAFF AND GUESTS					
Executive Director Kurt Mills		Deputy Director Terry Peterson	✓	Records Sup, Sheila Betts	✓
Ops Manager Karen McKay	✓	Director of Ops Andie Burton	✓	PM Chris Ampongan	
Ops Manager Karl Christian		NWS Sys. Manager, Brent Meyer	✓	Sgt. Matthew Baron	✓
Ops Manager Hattie Schweitzer	✓	Master PO Travis Katzer			
Director of IT Marlin Herolaga	✓	Sys. Svc. Mgr. Howard Tucker	✓		

Chair Jim Lawless called the meeting to order at 1034 hours.

1. **Roll Call** – Roll call was done as attendees logged into ZOOM.
2. **September 14, 2021 Minutes Approved:**
1st: Deputy Chief Ryan Irving 2nd: Chief Dan Tardiff
3. **Announcements:** Marlin announced that Brent Myer has accepted an offer of promotion to SNO911's Application's Team Manager.
4. **Reports**
 - A. **Policy Review Committee:** Jim Lawless
No meeting. Nothing to report.
 - B. **Mobile Users' Group:** Travis Katzer
Travis was not in attendance; however, Mike Bard noted there was no scheduled meeting and that Travis sent an email to the group introducing the option of potential Zoom meetings in the future.
 - C. **SNO911 Updates:**
Terry has updates related to the Radio Replacement Project that will be shared later in the agenda.
 - D. **BREC Workgroup :**
Nothing to report. Remove from agenda.
 - E. **PTCC Report:** Brent Meyer
 - **2021.1 SP1 Upgrade:** The group met on September 28th and there were still two priority issues (show stoppers) pending. The decision was made to postpone "Go-Live." Since that

time, the patches needed to fix those issues was received last week. The Committee has been working with Tyler Technologies to set a new date for the upgrade, which is proposed as Monday, March 7, 2022 at 2200 hours.

Motion made to approve the new date and time, March 7, 2022 @ 2200 hours, for the 2021.1 SP1 “Go-Live” Upgrade by: Deputy Chief Ryan Irving and 2nd by Commander Ron Brooks. *Approved unanimously.

- **PTCC Membership:** A Committee member has stepped down and a replacement is needed. The appointment will come from the “MUG/LUG” group and will be discussed at their next meeting in November.

F. Radio Replacement Project: Terry Peterson

a. Mobile Deployment:

Mobile deployment has begun at Marysville PD. Terry and Howard shared the experience has brought to light that the first day at each job site may be slower than originally anticipated while the install teams work through the unique technicalities and set up each agency has in their vehicles. Chris Ampongan (PM) will be communicating soon on the schedule for mobile deployment to the rest of our agencies.

Terry shared the “opt-out” radios are in the process of being distributed. Once the inventory transfer has been completed, SNO911 will be reimbursing the agencies who chose that option, the cost per radio. He said those reimbursement checks are expected to be cut by the end of the year.

c. Change Order Six (6):

“Change Order Six” with the Motorola contract, will provided to the Executive Board of Directors at the October meeting. This change order includes:

- All the radios for Snohomish County Corrections
- 66 Mobiles and 66 Portables for Tulalip Police Department
- All the radios that were missed in the original count or those that agencies have added by apparatus (not replacement radios)

d. FCC Licensing and Canadian Interference:

Motorola has been working on design changes to meet the FCC licensing and Canadian interference requirements. As a result of that work, there are coverage changes that are being evaluated by PTCC and will be shared with Police TAC.

e. Site-Readiness:

The construction work at each site is active and under way; however, the result of that will be a delayed cutover of approximately 12 months. Over the next 1-2 months, Terry anticipates there will be a finalized project scheduled based on more realistic information.

5. Technical Update: Marlin Herolaga

No updates.

6. New Business

A. Camano Island Fire Talk Group MOU: Terry Peterson

Terry provided a handout as part of the Committee packet titled “*Draft Camano Agreement to Permit Access to SNO911 Talk Groups.*” The MOU allows SNO911 to program Snohomish County radio “Talk Groups” into multi-band radios purchased by Camano Island Fire and Rescue. Most are Fire Talk Groups; however, a few Law Enforcement Talk Groups are also included for potential operational necessity (SNOPS, SNOIO).

Motion to support the MOU as presented made by Deputy Chief Ryan and Irving and 2nd by Chief Jeffrey Young. *Approved unanimously

7. Old Business

SNO911 Emergency Notification – Andie Burton

Andie said the SNO911 agency wide notifications system via RAVE has a target “go-live” date of October 25th. Andie shared the list of agencies who have added members of their department for notification through this new system and encouraged those who hadn’t yet done so to add them or provide their contact information, prior to the “go-live” date, to avoid missing important SNO911 notifications.

8. Good of the Order.

None

9. Meeting was adjourned at 10:58 hours.

The next meeting is scheduled for November 9, 2021 @ 1030 – VIA ZOOM

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

October 20, 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
	☐ Jason Hodgkinson	Fire District 4	☐ Mike Worthy	Fire District 27
	☐ Merlin Halverson	Fire District 5	☒ Mike Calvert	Everett Fire
	☐ Bronson Smith	Fire District 15	☒ Darryl Neuhoff	Marysville Fire
	☐ Brian Anderson	Fire District 16	☒ Blake Engnes	Mukilteo Fire
	☐ Jim Haverfield	Fire District 17	☒ Dave Kraski	North County RFA
	☒ Keith Strotz	Fire District 19	☐ Brett Blankenship	Paine Field Airport FD
	☐ Chad Schmidt	Fire District 21	☒ Steve Guptill	SRFR
	☐ Travis Hots	Fire District 22	☐	
	☐ Tim Bond	Fire District 23	☐	
Alternates in Attendance	☒ Don Waller	Fire District 4	☐ Chris Alexander	Mukilteo Fire
	☒ Bill Dane	Fire District 17	☐ Theresa Ramey	North County RFA
	☐ Gino Bellizzi	First District 19	☒ Zach Hanson	North County RFA
	☐ Jeremy Stocker	Fire District 22	☐ Ernie Walters	Sky Valley Fire
	☐ Dennis Fenstermaker	Fire District 24	☒ Larry Huff	SRFR
	☐ Dave DeMarco	Everett Fire	☒ John Chalfant	South County Fire
	☒ Jeff Cole	Marysville Fire	☐	
Guests and Staff in Attendance	Jason Isotalo, SCF	Terry Peterson, SNO911	Howard Tucker, SNO911	
	Shaughn Maxwell, SCF	Andie Burton, SNO911	Meg Bittinger, SNO911	
	Devon Ogurko, SCF	Hattie Schweitzer, SNO911		
	Bob Eastman, SCF	Karl Christian, SNO911		
	Susan Bjorling, SCF	Derek Wilson, SNO911		
	Mike Gatterman, FD #4	Brent Meyer, SNO911		

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

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

1. **ANNOUNCEMENTS:** *Thad Hovis.* Welcomed Susan Bjorling, the new Executive Assistant to the Office of the Fire Chief at South County Fire.
2. **APPROVAL OF MINUTES:** A motion was made by Darryl Neuhoﬀ and seconded by Thad Hovis to approve the September, 2021 Fire TAC / Ops meeting minutes as written. Unanimously approved.
3. **COMMITTEE UPDATES:**
 - A. **PTCC / NWS.** *Brent Meyer.* PTCC had a go/no go vote on 9.28 for the New World upgrade. At the time of the meeting there were 2 outstanding issues with no ETA from Tyler as to when they would be fixed, so the group recommended to postpone the upgrade. Since then they have received a patch from Tyler and have confirmed that those issues have been fixed. Now the recommendation is to go live on Monday March 7th, 2022 at 2200. Motion made by Darryl Neuhoﬀ to approve a New World upgrade on Monday, March 7th, 2022. Seconded by Drew Bono. Unanimously approved.

- B. Technical Update.** *Brent Meyer.* Pulse Point is live now, and with the AED registry they have moved to a recommended version of ProQA software. There is a license for the software but Priority Dispatch recommends that they hold off on installing the license until they get a more robust data set of AEDs. Per Andie, they pushed out communications to the school districts that they have relationships with for panic button, and told them about AED registry hoping to encourage them to get theirs registered. Andie also mentioned that SNO911 will likely be reaching out to a couple fire agencies to see if we can partner in getting entries in the registry so we can test the interface.
- C. Radio Replacement Committee.** *Terry Peterson.* Started mobile installations and they are focused on law enforcement for now. They sent an information bulletin related to the lapel mics. There will be a one for one replacement of all speaker mics that are out there. If you have one that is defective please pull it out of service, and Motorola will replace it. Per Howard Tucker, there are about 1,100 to replace.
- D. Radio Procedures Committee.** *Hattie Schweitzer.* The committee met twice in September and there was a request for air ambulance radio communications. South County Fire had two successful tests – one with Life Flight and one with Airlift NW. The committee recommends that 8 TAC 91 be the main frequency that dispatch and ground crews use as the first communications channel for the landing zone. They will be proposing a change in policy and Hattie is working on the re-write which should be out shortly. They have also been working on communication policy changes for CADLite and FOC alternative (basic unit recommendations).
- E. Fire User Group.** Per Derek, they did not meet this month.
- F. Fire Standards/Data.** *Brent Meyer.* Nothing new to report at this time.
- G. County Fire Resource Plan Committee – Drew Bono.** They met and they have a draft copy of the new Fire Resource Plan. There are a few things that need to be added, then it will be circulated for comment.

4. **SNO911 UPDATE:**

- A. Call of the Month – Hattie Schweitzer.** Call of the Month for August went to Hannah Lauber. Dispatcher Chad Piazza received a Life Saver Award for providing CPR instructions that saved the patient's life. Both write-ups went out in the Fire TAC packet. Please feel free to share with your agencies.
- B. First Due - Terry Peterson.** They are moving forward with a proposal to the SNO911 Board tomorrow to procure the First Due system on behalf of all fire agencies. Essentially what they are asking for is to take the funds that were set aside for Crew Force, drop Crew Force (except for the licenses they already have), and re-allocate that funding to First Due to cover the first year of the maintenance subscription. The maintenance subscription for subsequent years will be rolled into the SNO911 budgeting process. If the Board approves this tomorrow, and they sign the contract, they will start paying for the service immediately. Terry said it would be a good idea for Fire TAC to quickly establish a committee to assist with the deployment of First Due. On behalf of South County Fire, Chief Hovis nominated Deputy Chief John Chalfant or Battalion Chief Todd Anderson to chair this committee. After some discussion it was decided that South County will provide the chair for the committee, and once they decide who that is, they will send out information and ask for other committee members.
- C. ProQA -** The DRC/DSC committee met earlier this week, and the recommendation is to discontinue the use of Protocol 36 triage by the first part of November. An informational bulletin will go out to all fire agencies.

5. **OLD BUSINESS:**

- A. **FOC Workgroup – Andie Burton.** The group met on 10.6 and the SNO911 group gave a status update on the basic unit recommendations. To evaluate the process, there were 3 drills using the basic unit recommendations for planned outages. The graveyard drill went well. Day shift was a mixed bag, and swing shift really struggled with the process. They would like to see what other options may be on the table, and they are hoping to come up with basic unit recommendations that aren't as complex. They are going to regroup on November 3rd and hope to put together something more concrete for TAC. Regarding the Fire Radio Procedures Group, they were tasked with adding some verbiage to the radio procedures guide under stressed operations for instances where New World/CAD is down, and the dispatch center is using CADLite. Andie shared a guideline document related to stress operations with the group that will be sent out to Fire TAC soon.
- B. **Fire Paging Workgroup – Steve Guptill.** He's waiting on some follow up information from the company that could potentially replace Night Hawk. He's also waiting to hear from some contacts at Spokane Fire to talk to them about P25 radios, and once he has all of that information he will finish his report and get it out to the group.

6. **NEW BUSINESS:**

- A. **Camano Island Fire Talk Group MOU – Terry Peterson.** This draft MOU went out in the Fire TAC packet. They are looking to program the needed talk groups into the Camano Island radios. They purchased a handful of radios that work on our system, and the MOU allows us to program them.
- B. **Camano Island Fire VHF Authorization for Patching – Terry Peterson.** Camano Island sent us a letter that authorizes us to program their VHF into one of our consoles here so that we can patch. Drew Bono made a motion to approve the Camano Island Talk Group MOU and the VHF Authorization for Patching. Seconded by Darryl Neuhoff. Unanimously approved.
- C. **Alphanumeric Paging Project Scope Change Proposal – Terry Peterson.** There has been a series of stakeholder meetings regarding paging. To remind everybody, a part for part, like for like replacement is currently within the scope of the Radio Replacement Project. It is clear that paging is old technology. There was a stakeholder workshop that included Motorola, SNO911, NORCOM and Steve Guptill at the Fire TAC rep. They were tasked with finding out if there are other alternatives other than a full system replacement. Terry went over a document during the meeting, and he would like approval from TAC to support the partial paging system replacement as presented. They will then ask Motorola to prepare the change order. Darryl Neuhoff made a motion to support the plan as presented for the mitigation of the paging system. Seconded by Thad Hovis. Unanimously approved.
- D. **RAVE DMCC Notification Alert – Andie Burton.**
 - i. **Update on SNO911 Emergency Notification Alert in Rave –** To recap, back in June, with the heatwave and the DMCC activity starting to ramp up, they decided to use the SNO911 emergency notification alert in RAVE to get word out. Recently there has been more DMCC activity and agencies have asked to add more people. It was decided to make a separate RAVE alert template for DMCC activations. A few weeks ago they duplicated everyone in the SNO911 emergency notification Rave alert template over to the new DMCC alert template. So, whoever was in the SNO911 emergency notification, they are also now in the DMCC alert. It's not necessarily a security issue, but the administrators from each agency may want to check out both of those lists and make adjustments. On Monday, October 25th the SNO911 Emergency Notification Alert will be active. As a reminder there is a fire only

notification, along with a police only notification, but most of the time it will be an all agency notification for a major incident, critical system outage or something similar.

7. **GOOD OF THE ORDER:** Per Karl Christian, he's working with both Boeing and the Navy to get their radio MOUs updated and make them more current. Hopefully this will be ready for discussion next month.
8. **ADJOURN:** The Fire TAC / Operations Committee adjourned at 2:22 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, November 17th at 1:30 p.m. via ZOOM.

DRAFT

Snohomish County 911
Finance Committee
Meeting Summary for November 10, 2021 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom

Meeting Attendance:

Committee Members					
Dave DeMarco		David Chan	✓	Steve Guptill	✓
Guests					
Olga Darlington - Moss Adams					
Staff Support Team					
Kurt Mills	✓	Angie Baird	✓	Terry Peterson	✓
				Sharon Brendle (notetaker)	✓

- 1. Call to Order and Announcements.** The meeting was called to order by Steve Guptill at 1:37 pm following the State Auditor's Entrance Conference. Chair Dave DeMarco was unable to attend today's meeting. Angie Baird asked that Item 3 of the agenda be handled before moving to reports in order to accommodate the guest's schedule.
- 2. Old Business - Internal Controls.** Angie introduced Olga Darlington of Moss Adams. Ms. Darlington primarily serves in their assurance practice and specializes in internal audits for non-profit and governmental entities. She previously provided assistance to SNOPAC in 2006-2007 focusing on internal controls. She plans on reviewing the processes surrounding inventory management and contracts and will schedule a kick-off meeting with the finance team where they will narrow down the steps that need to be addressed and provide some milestones. She intends on bringing in some other audit professionals from their internal audit division that specialize in reviewing gaps in processes and helping the organization build policies and procedures. Angie explained the plan is first to focus on procurement and asset controls, then have them help draft policies related to internal controls. Ms. Darlington agreed and said that would be the natural approach because they would want to identify any gaps in the existing processes first, then work with the organization to help strengthen or build the policies that are needed.

Commissioner David Chan brought up his concern that the agency doesn't have a balance sheet. He feels it is difficult to achieve good internal controls without having it, and added that without one the asset list, accounts payable and receivable are not tied to anything. He commented that SERS incorporated a balance sheet in their reporting system, and since the merger resulted in an increase in assets, he thought the agency should have made the change at the time of the merger. He thinks that a major function of the finance committee is to review the financial statements, and because they are the user of the financial statements, they would want to make sure they are accurate. He added that he is not raising any suspicions, but he feels that since the organization changed, he would like to see a reporting change implemented. He questions how the agency could have good internal controls without a balance sheet. Ms. Darlington replied that they do perform internal control audits for many of their government clients. She added that it is not uncommon for some governmental organizations that utilize the Cash Basis reporting to still have good internal controls that are able to track assets. She thinks that they will need to discuss internally whether the agency is ready to completely move to a different reporting method or if they could build some more reporting mechanisms within the existing structure that still helps the finance committee carry out their duties in understanding how things are tied together. Commissioner Chan explained that it has been many years since he worked in audits, so he is unfamiliar with what some of the latest pronouncements are. He added that he does not know how to audit a cash basis organization, only accrual, and questioned how the validity of an audit could be determined. In response to a question on whether Ms. Darlington had seen the report made by the financial consultant, she replied she had. Commissioner Chan then asked Angie about whether they would

have a chance to review software and the accounting policy. He said these are his biggest concerns. Angie explained that the committee agreed last month to the four steps so they would proceed in that order, with the first step being the internal controls review. He brought up the recent radio loss and expressed his concern with how he thinks assets are not being properly tracked, recorded and reconciled. He is concerned that CPAs in the community are reviewing the agency's records and questioning the reporting being done. Ms. Darlington said that she notes his concerns, and understands that they will approach the project by first reviewing the internal control processes, then will address the other areas. She thinks some of Commissioner Chan's concerns will be addressed in the first step. The commissioner also said he was happy to hear that she was familiar with SOC Reporting (System and Organization Controls). Steve Guptill asked about the timeline for the review and was told that they should have some preliminary findings or recommendations by the end of the year. She plans on meeting with Angie later in the week to firm up the timeline. Ms. Darlington thanked the committee for their time and Kurt thanked her for her participation in the discussion.

3. Reports.

A. Blanket Voucher Report. Commissioner Chan asked if only a partial payment was made to CFO Solutions for consultant work. Angie explained that they were sent three invoices and the firm only billed the agency based on the hours worked. There were no other questions. **David Chan moved to recommend that the Board approve the Blanket Voucher Report for October. The motion was seconded by Steve Guptill and approved.**

B. Fund Balance Report. Advisory report only; no action is needed.

C. Radio Replacement Project Payment Tracking. Advisory report only; no action is needed. Commissioner Chan said he appreciates having these reports available for him to review.

Steve Guptill commented that he feels it is very important to try to recruit an additional Finance Committee member, particularly from either law enforcement or a city elected official. He said he thinks the committee needs to have more diversity. *He would like it brought up again at the next board meeting, and agreed to bring this up during the committee report.* Terry Peterson recalled that the bylaws spell out a process for dealing with committee vacancies, which may include additional outreach by the Board President, if needed.

3. New Business.

A. RRP Special Inspections APF. Terry explained that with the RRP project currently in the construction phase, special inspections are required before the sites can be turned over to Motorola. This work is being done as a Professional Service, so didn't require a bid process, but the vendor was asked for a quote for all sites. Terry explained that they are adding a 10% contingency to the quoted amount in case conditions warrant an increase upon those inspection. They are asking for authorization for the Executive Director to sign the contract for special inspection services. Funding will be provided by the planned RRP contingency.

David Chan moved to recommend the board authorize the Executive Director to enter into a contract for Special Inspection Services in an amount not to exceed \$25,000.

B. RRP Specialized Antennae Requests APF. Terry explained that previously, Police TAC, Fire TAC and the member agencies had approved a type of roof-mounted antennae. During the installation process they discovered some issues that led them to request a swap out of those antennas to a different glass mounted version at a cost difference of \$115 per vehicle. There was also a request to swap out antennas on covert law enforcement vehicles (those cars for staff, detectives and undercover officers). That request is for a low profile antenna at a price difference of \$51 per vehicle. The Project Performance Committee (PPC) reviewed this request and it has been sent to Police TAC for their review. This change is less of an impact to Fire agencies, but Fire TAC will have a chance to review this at their meeting next week. The total cost of this project change request is expected to be upwards of \$100,000, plus taxes;

exact numbers and configurations are unknown at this point. Staff is asking for permission to procure these additional antennas. *Steve asked for information to be sent to him on the glass mounted antennas.* Terry thinks that if the board approves this, Wireless would send out a survey to opt-out agencies to determine how many antennas, and type, would be needed. Terry added that because this issue was discovered during the installation at Everett Police, they have already ordered 180 kits that was within the Executive Director's signing authority, rather than hold up installation. He further explained that if the board did not approve this, the cost would be reimbursed by Everett.

The committee agreed to support this recommendation to the board at their next meeting.

- C. RRP Site Readiness - Group 2.** Terry explained that this is another request for pre-installation construction work affecting eight additional sites. The APF he presented on the screen contained some redlined changes. This bid has not been awarded, but staff are currently in the process of finalizing the bid with the lowest bidder. He expects a change in the contract, but is asking for authorization for the Executive Director to sign pending final legal review, not to exceed \$600,000. He will also be seeking authorization to accept a change order for 10% or \$60,000. He explained that the Action Proposal Form will be updated before the meeting packet is sent out on Monday. In response to a question, Terry reported that the nearest bid was significantly higher, upwards of \$200,000. Two more groups of sites will have similar construction planned, and will be dealt with using the same bidding process. He also commented that there isn't any additional urgency due to pending weather with these sites.

The committee agreed to support this recommendation to the board at their next meeting.

- D. Stolen Radio Replacement Request.** Terry reminded the committee that the board had recently approved a framework for a policy in how to deal with lost, damaged or stolen radios. Initially, this was about the eight radios that were lost by SNO911 prior to delivery. The form outlining the request was provided in the meeting packet. Terry explained that the agency followed the recommended protocol in their reporting and is taking the needed steps to mitigate any further loss. Kurt also explained that agencies receiving any insurance restitution will reimburse SNO911 up to the acquisition cost for replacement radios. Terry then outlined the process that includes the following steps: once the board approves the form, SNO911 will order the radios then send the agency a copy of the invoice. With that information, the agency is able to run it through their insurance. As part of the board's decision, it is a requirement that agencies are obligated to seek reimbursement through their insurance provider. Discussion followed on what steps local law enforcement use in their investigation to recover stolen property. Kurt explained that since this is the first time the process has been utilized, they may need to make some changes to the policy in the future. Following some additional discussion the committee reached consensus that even though requests may be sent to the board through the consent agenda, requests will first be fully evaluated at the Finance Committee level. A summary will also be kept to keep track of reimbursements, as well as to help with annual budget planning purposes.

The committee agreed to support moving this replacement request to the board at their next meeting.

4. Good of the Order.

- Kurt shared several items with the group:
 - a) The mediation with the dispatchers union resulted in a tentative agreement. He hopes to be bringing a contract for the board to consider at next week's meeting. He went over the economic package outlined in the agreement, as well as the terms and conditions surrounding the move to the 12 hour schedule which will likely occur in March or April.
 - b) Leadership recently sent a survey out to the appointive staff asking for their input on a variety of topics that relate to their job at SNO911.

- c) An employee retention incentive was discussed earlier in Personnel Committee with the goal of sending a message to staff on the important role they play within the agency. He reported on what other agencies in the area are doing for recruitment incentives.
 - d) The finance manager recently resigned to work for his family's farm business. This departure creates additional challenges for the finance team.
- Commissioner David Chan said he appreciated being able to talk to the representative from Moss Adams, and that she was familiar with SOC reporting. He said he feels confident that they can help with the internal audit.
 - Steve Guptill said he was sorry that Angie has to face another internal audit following the recent assessment, in addition to the state audit. He appreciates all that she has done and continues to do. He asked her to reach out to his agency if any of their finance staff can lend assistance.
 - Steve also asked if there was any more thought with finding an alternative location in the Machias Valley, since the need for coverage improvement is still an issue. *Terry said he will follow up on this issue with the Wireless team.*
 - Kurt stated that the focus right now should be in building out the system, so it may not be the best time to talk about additional site locations without jeopardizing the project schedule. Changes are built in and expected to happen after the system is deployed, so any changes in scope now, including those recently made, adds significant time to the schedule and delays the new system. He understands and acknowledged that they want to provide the right tools for all their users, but each change adds more time.
 - Kurt also reported that they have received their FCC licensing. In a follow up to the issue regarding coordination of the FCC with Canada, ADCOMM thinks they can secure American only licenses that will not need to be coordinated with Canada. This will enable them to focus on increasing the coverage that is needed. More updates on this issue will be forthcoming.
 - Commissioner Chan asked about giving out turkey/ham vouchers to employees. Angie recommended he propose this at the board. He asked for Steve to support him in the request.
5. The meeting was adjourned at 2:53. The next meeting is scheduled for December 9 at 1:30 p.m.

**Snohomish County 911
Personnel Committee
Meeting Summary for October 12, 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	✓
Amanda Duncan	✓	Sharon Brendle	✓		

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

The meeting was called to order at 9:00 am by Committee Chair, George Hurst.

1. **Staffing Report.** Terry reported that the staffing report was included in the packet and 4 new dispatch trainees started today. Kurt announced that the Finance Manager recently resigned in order to work at his family's farm. Kurt spoke about the challenges that Angie is facing during this time of the year with the audit and other year-end requirements. He also mentioned that the incentives being offered by Seattle PD, both for beginning and experienced dispatch staff will likely have an impact on SNO911. Terry added that the 911 dispatch center for Seattle is in crisis mode.
2. **Vaccine Mandate.** Kurt spoke about the recent OSHA ruling regarding vaccine mandates and explained that it was in line with what they were expecting. SNO911 is not covered by OSHA, but they are covered by WISHA (Washington Industrial Safety and Health Act). Whatever the governor's rule is on this matter can be more, but not less, restrictive than the OSHA rules. They expect to hear a ruling on this soon. Angie has been working on determining what policies may be needed and how exemptions will be managed. Their focus remains on how they will manage the core services that SNO911 provides. He also reported they're a little over 70% vaccinated for dispatch staff.

Committee members also shared their own experiences and challenges with the vaccine mandate. Thad advised checking with the agency's insurer to learn what is allowed for risk management, as well as making sure that pandemic conditions are covered under liability for future employment lawsuits. He suggested that they review South County Fire's recent MOU, Resolution and Policy that was adopted. He also mentioned their HR Director, Sandra Hollenbeck, as someone they may want to reach out to for assistance, as well as a few other legal firms their agency works with. He also shared their practices with unvaccinated staff, as well as testing procedures and their protocol with positive test results. He added that all of their testing is eligible for federal reimbursement. Jonathan and

George also shared how their respective cities are experiencing the effects of the vaccine mandate.

Terry spoke about how Director of Operations, Andie Burton, had developed a specific protocol dealing with reductions in force at law enforcement agencies. They are re-examining this guideline. Jonathan added that they are also having discussions about this at their agency.

3. **Public Safety Essential Worker Incentive.** Kurt explained that they have been discussing different ways to help with retention given the multiple variables affecting the current staff and recruitment. He shared with the committee a few ideas in the works that they may use to stay competitive while holding on to the present workforce. He also shared a retention incentive proposal with the committee that would be in appreciation for the dedication of staff. He explained that it would be funded out of undesignated reserves, would not increase user agency assessments, and would exclude the Executive Director. The committee discussed the proposal and agreed to support it. Jonathan moved to recommend the Public Safety Essential Worker Retention Incentive Program be forwarded to the board as presented. The motion was seconded by George and approved.
4. **SCEA Contract Update.** Kurt reported that they recently finished mediation with the Dispatch Union and they have come to a Tentative Agreement that is within the authority the board had already given in August. He reminded the committee that the union had not had a COLA adjustment since 2019. This agreement includes the components of the 12 hour schedule. Kurt shared the terms of the economic package that will be presented to the board. The union will next vote on the contract, followed with the board next week.
5. **Round Table.**
 - Thad announced that South County Fire will be working with local school and health districts to help distribute the vaccines to school aged children.
6. **The meeting was adjourned at 9:54. The next Personnel Committee Meeting is scheduled for Tuesday, December 7, 2021 at 9:00 am.**

Snohomish County 911 Future Facility Committee

Meeting Summary for November 2, 2021, 1:00 – 2:00 pm

Location: Web Conference

Meeting Attendance:

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

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

- Colocation Evaluation and Recommendation to Board.** Kurt presented this proposal. He and Terry had asked Kevin Fromm, from OAC, to attend today's meeting to help answer any questions that may come up. Kurt also explained that the proposal is in alignment with the discussion the committee took after reviewing the report from OAC. He added that the 3-way colocation proposition has been evaluated and discussed, and staff appears to be favoring the 2-way colocation, based on shared space and resource needs that are similar with DEM. OAC's study stated that any significant delay would lead to increased costs, so there was a suggestion about adding a time limit to conduct the study and decide on a cost-sharing arrangement between SNO911 and Snohomish County. The committee reached a consensus in working to have a recommendation to bring to the board by January. Terry brought up items that will need to be taken into consideration:

- Work on long term funding plan, including the County's bonding method
- Finalize the space needs for DEM
- Clearly understand and document the financial tradeoffs (value of DEM building, use of that space as a back-up facility, etc.)
- Work towards a 80% cost sharing arrangement

Answering a question about the LEED gold standard, which is a rating system for buildings (Leadership in Energy and Environmental Design), Kurt replied that because funding would be coming from the county, they may want to work toward that standard. Jason shared that it doesn't add a significant amount to the construction cost.

George Hurst moved to recommend the colocation approach with SNO911 leasing space to DEM and direct staff to work on a cost-share framework to bring back to the Future Facility Committee by the January meeting. Rich Llewellyn seconded the motion. Jason Biermann (Director of DEM) abstained, and the remaining members present voted to approve the motion.

- 2. Delivery Method Evaluation Workshop.** Kurt stressed the importance of this process and reminded the committee that OAC had spoken about using this method once before at one of the early committee meetings. Kevin Fromm explained some of the different delivery methods that can be utilized in getting a building constructed, such as traditional delivery - when an architect is hired to design a building, then drawings are put out for bid, and once bids are received, the lowest bid is selected. Alternate delivery methods are also possible. The first step may start with a workshop or training session where the committee works on determining what delivery method to use using a consensus based approach. The workshop would not only be open to the committee members, but also to any board member that wants to attend, as long as public meeting requirements are met.

A request was made that it would be helpful if OAC could provide the workshop with examples of similar projects based upon different delivery methods. The significance of change orders, and the impact they have on a project was also discussed. Kevin explained that examples will be provided, as well as other specifics of the project, including scheduling, timing, and coordination.

The committee decided they would prefer a 4 hour workshop and decided to set aside December 7th, beginning at 1:00 pm to hold it in lieu of their regular meeting. Board members will be sent an invitation.

3. Round Table.

- Kurt reported that SNO911 had participated in a regional training for Earthquake and Tsunami Preparedness. A handout was provided in the meeting packet. He felt it worthwhile to consider this information when discussing the future facility project.
- 4.** The meeting adjourned at 1:35. The next committee meeting is scheduled for December 7, 2021 at 1:00 p.m.