



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

March 17, 2022 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. Election of Temporary Meeting Chairperson (President & Vice-President Absent)**
- 4. Approval of Agenda**
- 5. Consent Agenda**
 - A. Minutes from the February 17, 2022 Board Meeting3**
 - B. February 2022 Blanket Voucher & Payroll Approval Form:**
 - i. Checks 15567-15683, for a total of \$2,692,560.38
 - ii. Payroll Direct Deposit, in the amount of \$1,130,487.37
 - C. Paid Family & Medical Leave Policy Changes 10**
- 6. Director’s Report**
- 7. Semi-Annual Agency Caucus Meeting – Afternoon of April 21, 2022**
- 8. Old Business**
 - A. Future Facility Planning**
 - i. Future Facility Executive Summary 15
 - ii. APF Draft: Project Funding Interlocal Agreement 17
 - iii. APF: Framework for Property Acquisition Process28
 - iv. ECSFP Long-Range Financial Forecast.....38
 - B. Committee Vacancies**
 - i. ECSFP Advisory Board, EESCS Advisory Board, Finance.
- 9. New Business**
 - A. Resolution - National Public Safety Telecommunicator Week42**
 - B. APF Education Assistance Policy44**
 - C. PulsePoint Project: Medic One Reimbursement Gift47**

10. Reports	
A. Agency Report	49
B. Radio Replacement Project (RRP).....	55
C. Police TAC.....	59
D. Fire TAC	62
11. Committee Reports	
A. Finance Committee	67
B. Personnel Committee	69
C. County EESCS Committee (formerly County E911 Office)	
D. County ECSF Program Advisory Board	
E. Future Facility	71
F. Board Technical Leadership (no meeting)	
12. Executive Session (if needed)	
13. Good of the Order	
14. Adjourn	

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

February 17, 2022

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	☒ Marlin Herolaga	Snohomish Co 911
	☒ Shane Hawley	Edmonds	☐ Brent Meyer	Snohomish Co 911
	☒ George Hurst	Lynnwood	☒ Howard Tucker	Snohomish Co 911
	☐ Jason Biermann	Snohomish County	☐ Steve Lawlor	Snohomish Co 911
	☒ Darryl Neuhoft	Marysville Fire	☒ Jordan Stephens	Legal Counsel
	☒ Dan Templeman	Everett Police		
Alternate Board Members in Attendance	☐ Vince Cavaleri	Mill Creek	☐ Cheol Kang	Mukilteo Police
	☐ Pete Caw	Mountlake Terrace PD	☐ Ken Klein	Snohomish County
	☒ 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 (arr. at 9 am)	South County Fire	☐ Don Waller	Fire District 4
	☒ Ian Huri	SCSO Bureau Chief	☐ Roy Waugh	Snohomish RFR
	☐ Kristiana Johnson	Edmonds		
Guests and Staff in Attendance	Riley McGinnis - member of the public		Amanda Duncan - SNO911 (notetaker)	
	Derek Daniels - South County Fire Commissioner		Sharon Brendle - SNO911 (notetaker)	
	Chief Nick Almquist - Brier Police			
	Kevin Fromm - OAC			

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	A. Board President Jon Nehring called the meeting to order at 8:30. Deputy Director Terry Peterson called roll and confirmed a quorum. B. Mukilteo Fire Chief Chris Alexander's retirement was announced. The Executive Director and Deputy Director both expressed their appreciation for his work and dedication to SNO911 and to the area's fire service community. President Nehring and several board members also expressed their appreciation to the chief and wished him well in his retirement. C. Commissioner Chan announced two new commissioners to South County Fire: Michael Roland and Derek Daniels. D. President Nehring announced that he would be leaving the meeting by 10:30. Vice-President Dave DeMarco will also be leaving early.	
2. Public Comments	None	
3. Approval of Agenda	Director Mills announced that he wished to amend the agenda. He requested an additional Old Business Item D, Wireless Supervisor - Internal Candidate Development, be added; and Item 7B be	Amended Agenda approved

	stricken for further updating. Chief Chris Alexander moved to approve the agenda as amended. Deputy Chief Darryl Neuhoff seconded the motion and it was approved unanimously.	
4. Consent Agenda	Chief Alexander moved to approve the Consent Agenda, including: A. Minutes from the January 20, 2022 board meeting, the January 2022 Blanket Voucher and Payroll Approval Form: Checks 15456-15566 and 16500-16504, for a total of \$1,408,887.30; B. Payroll Direct Deposit in the amount of \$1,117,610.81; and C. Updated Building Security Policy PAM The motion was seconded by Deputy Chief Neuhoff, and passed unanimously.	Consent Agenda passed
5. Director's Report	Director Kurt Mills presented a Director's Report. Due to the size of the board packet, the director said he wished to provide a high level report on the agency. He highlighted a few areas they've been focusing on: ▪ Labor - Staffing and recruitment continues to be a challenge, especially with professional positions. They have seen a reduction in dispatch applicants by about 50%. He reported they have 10 positions open, with 8 scheduled to start with either the March or May academies. He stressed the importance of continuing with their strong recruiting efforts. ▪ Supply Chain - Lead times have been increasing, along with vendor's costs. The agency is focusing on priority matters and delaying where they can. He said he hopes costs will decrease as supply loosens. ▪ The 12 Hour Dispatcher Schedule is proceeding as planned. He explained it as a big change but will improve the work/life balance for dispatchers. ▪ Pandemic Updates - the director reported good news with cases dramatically decreasing. 80% of staff have received their first dose; 54% fully vaxed and boosted. He expects to loosen some of the rules around visitors and vendors soon. ▪ Talent Retention - He explained that they are focusing on retaining the staff they have and have planned different ways to build up their teams.	
6. Old Business	A. ILA Changes. Deputy Director Peterson provided the suggested changes to the ILA and included it in the meeting packet. He highlighted a couple of changes since it was last discussed: 1) the rules affecting Police and Fire TAC, and how they elect their officers. He has heard from both TACs that they would like to adopt their own process. Striking the highlighted language simplifies the process. 2) relating to Exhibit A, in the event a legislative body appointing more than one person to the caucus were unable to reach a mutual agreement on how to vote, their vote would be forfeited if a decision isn't made at the time a vote was called. He explained that no action was being asked for at the meeting. They will be sending out a notice to all the member agencies in accordance with the 30	

	day notice requirement in the ILA. He will bring it back to the board for a super majority vote in April. During the discussion he received a recommendation on some additional language which he will incorporate. B. Resolution - NENA Standard for Answering 911 Calls. Director of Operations, Andie Burton, provided a resolution for the board to adopt. She explained that they made the requested language changes based upon the feedback received last month. She added that it was also reviewed by legal. <i>Chief Alexander moved to adopt Resolution 2022-01, affirming support for SNO911 to adopt, as an aspirational goal, the NENA Standard for Answering 911 Calls. The motion was seconded by Deputy Chief Neuhoff and approved unanimously.</i> C. Future Facility Initiative. Director Mills reminded the board of the presentation they viewed at the December 2021 board meeting that summarized the recommendations on delivery methods that came from the Future Facility Committee. That recommended method was Progressive-Design-Build. <i>Chief Alexander moved to accept the recommendations to utilize Progressive-Design-Build delivery method for the future facility project. The motion was seconded by Deputy Chief Neuhoff and approved unanimously.</i> Deputy Director Peterson went over the current status of the project funding, and spoke about the updates that have been made to the project estimates since the 2019 study. Funding sources were also described and the deputy director detailed the current status of those funds. He presented a draft version of the ILA for funding with Snohomish County which allows SNO911 to use the County's bonding capacity. That version has been reviewed by SNO911's and Snohomish County's legal counsel. It has also been reviewed by Future Facility and the Finance Company. He described the next steps in the approval process up to the final approval by the County Council. Concurrently with that process, the agency will begin considering available properties. Some lengthy discussion followed on that topic. Deputy Director Peterson shared a long term conservative revenue and expenditure forecast (out to year 2038) for the 1/10th of 1% tax measure. That forecast had been developed in order that current and future radio needs were the top priority and would be allocated first, followed by member agency assessments and the future facility project. He also explained the pledge contained in the ILA that states SNO911 would need to leverage agency assessment revenues if there were insufficient funds to pay the debt. The director acknowledged the concerns expressed but explained that there would be many steps that would have to occur before the agency would need to raise assessments to cover that debt. D. Wireless Supervisor - Internal Candidate Development. Director Mills presented this proposal and explained the difficulties they've had filling the position. Leadership thinks	30 Day notice to be mailed in March. Motion approved Motion approved Long term forecast to be emailed out to Board members
--	---	---

	they can work with an internal candidate and promote them into a Lead Tech position, with the focus on developing that person to move into the supervisory position in two years. Chief Alexander moved to approve the internal candidate development for the Wireless Supervisor position, and to include a 10% pay increase from their ECS salary. The motion was seconded by Deputy Chief Neuhoﬀ and approved unanimously.	Motion approved
7. New Business	A. Finance Positions. The director announced that the agency is having difficulty filling the vacant Finance Manager position. He also announced the recent resignation of the Finance Coordinator. He explained that they are looking for the board's support to engage with an employment firm for both temporary and permanent placements. Chief Alexander moved to authorize staff to engage with a professional placement agency for both temporary placements, not to exceed \$98,000, and to negotiate services for permanent placement, with authority of up to \$45,000. The motion was seconded by Deputy Chief Neuhoﬀ and approved unanimously. B. The item was removed from the agenda. C. Records Supervisor Promotion. Director Mills recalled that the agency is looking to hire the two full time persons to work in Law Enforcement Records. This function will be placed under the Pulic Records Supervisor position. Due to an increase in responsibility, his proposal is to change the current supervisor position to that of manager. Chief Alexander moved to approve changing the Records Supervisor position to Records and Administrative Services Manager, Grade 13, effective March 1st. The motion was seconded by Deputy Chief Neuhoﬀ and approved unanimously. D. Compensation Consultant Engagement. Director Mills described this proposal as a follow-up to their meeting last month. He explained the need to perform a comprehensive compensation review for the agency. Following reference checks and discussions with staff, members of the Personnel Committee, and the City of Edmonds, they have chosen a firm that specializes in these studies. Councilmember George Hurst and Chief Thad Hovis will work directly with the vendor and provide updates to the Personnel Committee. Staff are intentionally being kept separate from the process to avoid any potential conflict of interest. In response to a question regarding whether the study would be focused on all positions or just non-represented ones, Director Mills replied that the study, which would focus on equity and fairness, would apply to everyone in the agency. The study would not override anything in the current Collective Bargaining Agreement for represented staff. Director of Finance and Human Resources, Angie Baird, added that wages would be covered under the CBA, but they will be asking	Motion approved Motion approved

	for an update to their compensation policy for Appointive Staff that would impact items such as new hires and promotions. Chief Alexander moved to authorize conducting a compensation study with the selected firm in an amount not to exceed \$20,000. The motion was seconded by Deputy Chief Neuhoff. A question was asked about wage compression. Director Baird replied that those items would likely be included in recommendations they would hear from the consultant. Another question raised was whether the consultant would be reporting directly to the committee and not consulting staff. The director replied that staff would be working with the vendor and provide any necessary information, but the direct reporting would be to the committee members selected. Director Baird added that for this study they wanted to have a clear separation of duties. It is not traditional to have the vendor work directly with committees and bypass staff. President Nehring called for the vote, and the motion was approved unanimously.	Motion approved
	E. Exemplary Service Recognition Program. Deputy Director Peterson explained the agency has a board adopted recognition policy which contain parameters for the Executive Director to adopt programs under the policy. There are several recognition programs that have already been adopted. The one being proposed would provide the means for recognizing employees that have gone above and beyond what is routinely expected. It would contain details and would have limitations and controls to ensure it's aligned with the program's intent. Also, the reward would be up to 8 hours of paid PTO, credited to the employee's bank. Chief Alexander moved to approve the Exemplary Service Recognition Program. The motion was seconded by Deputy Chief Neuhoff and approved unanimously.	Motion approved
	F. RRP - Mobile Installation Supplies. Deputy Director Peterson explained that this request has to do with the additional supply needs of the project as part of installing radios into agency apparatus. He went on to say that they had previously utilized multiple surveys to account for the needs of the agencies, but have since learned more are needed. The APF lists the supplies that are needed in this request, and the deputy director said he felt they would not need anything more in order to complete the mobile installation. Chief Alexander moved to authorize procurement of additional mobile installation supplies described in the APF with a total not to exceed \$150,000, for all installation supplies for opt-in agencies. The motion was seconded by Deputy Chief Neuhoff and approved unanimously.	Motion approved
	G. RRP - US Primary Frequency Redesign. Deputy Director Peterson explained that this request has to do with Canadian frequency challenges that they have had to deal with. Due to Canadian frequency interference requirements, the system that	

	Motorola has designed, has resulted in a negative impact to coverage. The project has learned of an opportunity to replace those frequencies with US primary frequencies that do not have the same restrictions as the Canadian ones. This would allow for an increase in power and an improvement in coverage. The project is asking for funding to move forward with the change. The deputy director outlined the particulars for the board. <i>Chief Alexander moved to authorize staff to move forward with the US primary frequency redesign work described in this APF, including approving associated change orders and other contracted work with a not to exceed total of \$250,000. The motion was seconded by Deputy Chief Neuhoﬀ and approved unanimously.</i> H. RRP - Fleet Expansion Requests. Deputy Director Peterson recalled that there has been funding set aside for ongoing repairs, replacement and fleet expansion requests. Fund 140 was created to cover the funding needs of these requests. He explained that they have learned the amount does not provide enough funding to cover all the requests. He went over the requests that have been received, and explained that they plan on making changes to the 2023 request that goes to the County. Some brief discussion followed. Deputy Chief Neuhoﬀ moved to authorize staff to move forward with the February 4th Snohomish County Sheriff's Office Fleet Expansion Request to be funded from Fund 140, and to authorize staff to move forward with the February 4th Snohomish County Sheriff's Office Search and Rescue fleet expansion request to be funded from RRP Contingency. The motion was seconded by Chief Thad Hovis and approved unanimously. I. Site Readiness - Phase 4. Deputy Director Peterson presented the final site readiness request for the last 3 sites. This will include all the site work to be done at Eagle Ridge, Three Lakes and South Campus. The contract is estimated to be around \$160,000, but they are asking for additional contingency at 10%. A total amount, not to exceed \$176,000. A draft of the contract was included in the packet. Chief Alexander authorized the Executive Director to sign the Tower Site Readiness (IV) Services Contract as presented, pending any final legal review, with an amount not to exceed \$176,000. The motion was seconded by Deputy Chief Neuhoﬀ and approved.	Motion approved Motion approved
Election of temporary Chair	President Nehring left the meeting at 10:17. Vice-President DeMarco left the meeting at 10:00. Per the Bylaws, a temporary vice-president needed to be decided upon by the board for the remainder of the meeting. <i>Chief Alexander moved that Deputy Chief Neuhoﬀ assume the temporary vice-president duties, in the absence of the President and Vice President, for the remainder of the meeting. The motion was seconded by Councilmember George Hurst and approved unanimously.</i>	

8. Reports	A. Agency Reports. Director Mills reported that the written report is in the meeting packet. B. Radio Replacement Project (RRP) Update. Deputy Director Peterson reported that details of the project are in the packet, and they are planning on doing an extensive review of the project, including budget and schedule, after the April board meeting. C. Police TAC. Deputy Chief Lawless reported that everything discussed in the recent meeting has been discussed in today's meeting. D. Fire TAC. Chief Hovis reported that Fire TAC met February 16 and heard an update from Supervisor Chris Gass on CAD Lite. He also reported that a couple of apparatus from Airport Fire will not be able to respond to mutual aid request effective immediately. This change is not expected to result in much of an impact.	
9. Committee Reports	A. Finance Committee. Nothing additional to report. B. Personnel Committee. Nothing additional to report. C. County EESCS Committee. No meeting D. County ECSF Program Advisory Board. No meeting E. Future Facility Committee. Nothing additional to report. F. Board Technical Leadership. No meeting	
10. Executive Session	None.	
11. Good of the Order	▪ Director Mills reminded the board that in April, they plan on doing an in depth review of the Radio Replacement Project. This will be a continuation of the regular board meeting following a brief recess. The County Radio Advisory Board members will be invited to attend. Also in April, the caucus groups will be voting on board members. ▪ Chief Hovis introduced and welcomed the new Brier Police Chief Nick Almquist. Chief Almquist previously served with the City of Snoqualmie. ▪ Director Burton announced that the agency will be celebrating National Public Safety Telecommunicators Week, beginning on April 10th. That day also coincides with the first day of the new 12 hour schedule.	
12. Adjourned	The meeting was adjourned at 10:24 a.m. The next meeting is scheduled for March 17, 2022, at 8:30 a.m.	



Action Proposal Form

Date: 3/7/2022

Title: Update to Paid Family & Medical Leave (PFML) Policy

Background / Purpose:

The purpose of the policy updates are as follows:

1. The PFML policy was initially implemented when the PFML law was new. Since that time, SNO911 has established payroll and HR practices to approve and oversee those employees on PFML leaves, apply correct pay coding, etc. Those established practices have been added to the policy for employee awareness.
2. Definitions, leave entitlements, and application process info was updated in the policy to align with the Employment Security website.
3. Removed some redundancy within the current policy (some statements are made more than once throughout different portions of the policy).
 - a. While removing the redundancy, there was some restructuring to the sections of the policy as well (items moved from one section to another where they made more sense).
4. Removed the statement that employees do not accrue seniority while on PFML (this is due to an MOU signed with each union).
 - a. Also added that employees won't receive holiday Paid Time Off while on PFML (which is standard for unpaid leaves but was not included in the initial policy).

The proposed policy changes have been reviewed by legal.

Suggested Action/Recommendation:

Approve the updated PFML policy as presented.

Fund: N/A

SNOHOMISH COUNTY 911
Personnel Administrative Manual POLICY
#6.10

PAID FAMILY AND MEDICAL LEAVE (PFML)

Issued 5/21/2020
Revised 3/3/2022

Reference: Paid Family and Medical Leave (PFML)

Introduction

Paid Family and Medical Leave (PFML) is a statewide insurance program that provides almost every Washington employee with paid time off if one of the following events occur:

1. Welcome a new child into your family (through birth, adoption, or foster placement)
2. Experience a serious illness or injury
3. Need to care for a seriously ill or injured qualifying family member (RCW 50A.05.010 defines a "family member" as a child, grandchild, grandparent, parent, sibling, spouse of an employee, and individuals who regularly reside within the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.
4. Need time to prepare for a family member's pre-and-post military deployment activities, as well as childcare issues related to a family member's military deployment. Contact the Washington State Employment Security Department (ESD) to learn more about PFML for military families.

Paid Family and Medical Leave (PFML)

The purpose of PFML is to provide the employee with a leave accommodation and partial wage replacement if the employee experiences a qualifying event. PFML is funded through premiums paid by both employees and employers.

I. Eligibility:

- a. State law and the ESD determine whether an employee is experiencing a qualifying event (as described in the Introduction section above) that renders the employee eligible for PFML and, if so, what the amount of the partial wage replacement benefit will be. More information about employee benefits under the PFML program can be found by visiting www.paidleave.wa.gov.

II. Entitlements:

- a. The program allows employees to take up to 12 weeks of paid leave, as needed. If an employee faces multiple events in a year, the employee might be eligible to receive up to 16 weeks of paid leave. If an employee experiences a serious health condition during pregnancy that results in incapacity, the employee may be eligible to receive up to 18 weeks of paid leave.
- b. PFML eligibility, entitlements, and partial pay calculations are subject to be changed by WA State Employment Security Department any time.

III. Usage and Designation

- a. Eligibility criteria and usage guidelines are determined by ESD.
- b. PFML must be taken concurrently with FMLA and Pregnancy Disability Leave when applicable.
- c. PTO may not be used to supplement any paid benefit earned through ESD for PFML.

IV. Benefits

- a. Snohomish County 911 will maintain an employee's group healthcare benefits during PFML. The employee is responsible for self-paying the employee portion of monthly benefit premiums while on PFML (if enrolled). Payroll deductions will cease immediately when unpaid leave begins.
 - i. An employee has the option to submit payment for the employee portion of benefit premiums in full by the 5th of each month, or
 - ii. An employee has the option to submit ½ of the employee portion of benefit premiums by the 5th of the month, and the second ½ by the 20th.
- b. If the employee portion of premiums have not been paid as outlined above, your group healthcare coverage may be cancelled, provided we notify you in writing at least 7 days prior to the lapse date of your coverage.
 - i. If group healthcare coverage is cancelled, it will not be reinstated until the first of the month following the employee's return to work date. If the employee has obtained alternate healthcare coverage elsewhere, and does not wish for reinstatement of SNO911 benefits upon return to work, advanced written notice must be submitted to HR.
- c. Payment for an employee's portion of benefit premiums can be made via personal check, cashier's check, or money order and should be mailed to:

Snohomish County 911
Attn: Human Resources Department
1121 SE Everett Mall Way, Suite 200
Everett, WA 98208

- d. Employees taking PFML are considered to be in unpaid status through SNO911 and are therefore not eligible to:
 - i. Accrue PTO
 - ii. Receive holiday PTO
 - iii. Receive employer contributions to PERS or a deferred compensation plan

V. Employee Responsibilities and Protections

- a. Employees will apply for PFML by visiting www.paidleave.wa.gov.
 - i. The SNO911 Leave Application Packet should also still be completed and returned to HR when FMLA or Pregnancy Disability Leave is applicable.
- b. For foreseeable absences, employees shall provide a minimum of 30-days' advanced written notice to HR confirming their intent to apply for PFML.
 - i. If the necessity for leave is foreseeable based on planned medical treatment, the employee must also make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer.
- c. For unforeseeable absences, employees must provide written notice to HR, as soon as practicable, but no later than the end of the pay period in which the leave began, to notify the employer of the intent to apply for PFML.
 - i. If the required written notice is not given to the employer **before** the close of the pay period in which leave began, paid time off (PTO) may be applied to an employee's absences. Except in extraordinary circumstances, SNO911 will not reverse any PTO paid to an employee as a result of delayed notice being provided.
- d. Employees may choose to apply paid time off (PTO) only to the PFML "waiting week" specified by ESD, so long as the employee has PTO accrued/available, and the written request for PTO was submitted to SNO911 HR prior to the close of the pay period in which leave started.
 - i. If the request is not submitted within the specified timeframe above, leave will be unpaid starting with the date of the first related absence.
- e. SNO911 may require an employee on PFML to check-in periodically and provide a general update on the employee's status and the intention to return to work.
- f. If the leave is for the employee's own serious health condition, SNO911 may require a certification from the employee's healthcare provider stating you are medically-cleared to return to work.
- g. If you return from PFML, and you meet certain requirements of the PFML Act, you will be restored to the same or equivalent job. This protection may not apply if you are among the highest paid 10% of the agency's employees.

- h. Except as described elsewhere in this policy, you will not lose any employment benefits you accrued before the date your PFML began.
- i. SNO911 is prohibited from discriminating or retaliating against you for requesting or taking PFML, opposing any practice that is unlawful under the PFML Act (RCW 50A), filing a complaint related to the PFML Act, or giving information or testifying in an inquiry or proceeding relating to the PFML Act.

VI. Collective Bargaining Agreement

- a. The Paid Family and Medical Leave law does not require any party to a collective bargaining agreement (CBA) in existence on 10/19/2017 to reopen negotiations of the agreement, or to apply.

VII. Appeal Process

- a. Snohomish County 911 may appeal any employee's application for PFML, or the approval or denial of the application.
- b. If an employee's PFML application is initially denied by ESD, the employee may have the right to appeal the determination.
 - i. Immediately upon receipt of the initial application denial, SNO911 will convert the employee's leave to paid time off (PTO), if accrued/available. If ESD later approves an appeal, SNO911 will only convert the employee back to unpaid time (for the PFML time taken) upon written request from the employee (submitted to HR) no later than 15 calendar days following the appeal approval notice date. Otherwise, the leave will remain converted to paid time off (if accrued/available) and the employee will be responsible for reporting those wages to ESD.

SNO911 FUTURE FACILITY EXECUTIVE SUMMARY

March 14, 2022



The Snohomish County 911 (SNO911) Board of Directors is considering action to build a new purpose built facility that will be designed to last the next thirty years. This document summarizes the history of the organization and this project to inform any interested party what the scope of the project is, how it will be funded.

Background

SNOCOM and SNOPAC consolidated in 2017 and physically brought together 911, administrative, and technical operations in 2018. In 2019, Snohomish County Emergency Radio System (SERS) merged into SNO911. The Agency operations 24x7 with 164 full-time employees.

As part of the consolidation, a task force comprised of SNOCOM and SNOPAC members studied facility space and concluded – based on 2015 data – that the current space in the Everett facility could house SNO911 operations through 2025.

SNO911 currently leases four facilities including: primary operations in Everett, warm backup facility in Mountlake Terrace, Wireless Technology group in Marysville and temporary (project related) warehouse space in Arlington.

The primary facility houses 911 call takers and dispatch center operations, information technology, and administrative staff. The facility is co-located with Everett Police Department's South Precinct on Everett Mall Way. It was built in 1969 with major remodeling completed in 2001 for SNOPAC operations.

SNO911 commissioned a future facility study which reviewed multiple options including remodeling the existing facility or building a purpose-built facility from the ground up. The study itself was accepted by the SNO911 Board of Directors on April 18, 2019. On December 17, 2020, the SNO911 Board of Directors unanimously authorized staff to develop plans to build a new 911 facility to consolidate its operations, including Wireless Technology staff.

Purpose Built Facility

The new facility will be designed with sufficient space to bring all SNO911 staff together in one building. The building itself will be designed to standards to meet the needs of an Emergency Communications Center. This includes enhanced redundancies, structural, and security to keep operations up and running in response to natural and manmade threats. The facility will be sized in a way to respond to future demands and expected related to continued population growth in the County.

Status of Project

SNO911 hired a professional consultant to assist with the overall project with the first task of determining a construction methodology and assisting with project estimation. In February 2022, the SNO911 Board adopted a recommendation from its Future Facility Committee to utilize Progressive-Design-Build (PDB) delivery method for the future facility project.

Total project costs are estimated at \$60M. This includes land acquisition, architectural design, and construction using PDB. A high-level project estimation, funding sources, and timeline is included in Table 1. The majority of project funds will be based on a Loan between Snohomish County and SNO911, utilizing Snohomish County's bond capacity.

Table 1: SNO911 Future Facility 5-Year Project, 15-Year Bond Repayment				
Updated: March 9, 2022				
Study ROM Construction (1)	\$43,824,997	Total Bond	\$51,500,000	
Property Estimate Additional	\$3,000,000	Repayment Years	15	
Other (Contingency, growth, inflation)	\$13,000,000	Interest	3.0%	
Total Project Budget	\$59,824,997	Annual Payment	\$4,313,979	
Expenditures	2022	2023	2024	2025
Project Expenditures	\$10,000,000	\$22,500,000	\$22,500,000	\$5,000,000
Bond Debt Service		\$4,313,979	\$4,313,979	\$4,313,979
			Total Exp.	\$72,941,937
Revenues	2022	2023	2024	2025
Revenue from ECSF	\$1,250,000	\$1,250,000	\$3,000,000	\$3,400,000
Existing Capital Plan	\$5,700,000			
EESCS (E911) Revenue (2)		\$7,100,000		
Borrow/Bond	\$51,500,000			
			Total Rev.	\$73,200,000
(1) Based on Facility Assessment Study Completed 3/23/2019. ROM Includes 2.5M for land. Excludes furniture, construction contingency, etc. Will change depending on co-location, actual property, etc.				
(2) Reserve funding designated, anticipated to be available based upon adopted funding priorities				

Future SNO911 Board Action & Project Financing

SNO911 has a Board level Future Facility Committee. The Board is considering the Financing Interlocal Agreement and may take action on this agreement at its April regular board meeting. The Agreement is designed in a way that SNO911 will borrow approx. \$51.5M from Snohomish County and pay back that debt over a 15 year period.

A long-range forecast has been developed that estimates revenue and expenditures for the ECSF sales tax that was passed in 2019. It plans continued funding for the existing radio project, ongoing radio replacements (eliminating the need for agencies to budget for these costs), future coverage expansion of the radio system, funding for a new radio system 15+ years in the future and funds a portion of SNO911 operations. After funding for all of the radio needs, the forecasted ECSF sales tax has sufficient revenue to support the debt service for this project.



Action Proposal Form

Date: March 14, 2022

Title: Future Facility Financing Agreement

Background / Purpose:

SNO911 and the County have negotiated a final draft of the agreement to facilitate a loan between Snohomish County and SNO911 to fund the Future Facility Project. Some of the key terms and conditions include:

- The issuance of County Bonds is specifically separate from the loan with the County. This means that SNO911 is not liable if the County defaults on its bond payments.
- The not-to-exceed amount is set to \$60M, but the SNO911 Board will have the next few months to finalize true project needs and only borrow what is needed.
- The agreement is structured around a 15-year repayment schedule. Sufficient revenue from the ECSF is allocated in future forecasts to pay for this debt.
- SNO911 is pledging User Fees as defined in the SNO911 Interlocal Agreement as collateral, but is not committing to using User Fees to make the regular loan payments. The source of funds to be used for the loan payments will be determined by the agency annually as part of its annual budget process. *Should* there be an unlikely shortfall in all other revenue sources, ultimately, User Fees may be used to meet the debt service payments after other revenue sources are exhausted.
- Because of the way User Fees (which are operational fees) are pledged, this loan is NOT a debt or capital contribution from individual SNO911 members and will not impact the borrowing capacity of SNO911 members.
- Tax-exempt bond funds may put some restrictions on how the facility may be used including the inability to lease out space to for-profit organizations.

Following SNO911 approval, the agreement will be routed through the County approval process. Staff anticipate this occurring in April 2022.

Suggested Action/Recommendation:

Authorize the SNO911 Board President to sign the Agreement Providing for Capital Financing, pending any final legal review, with the not-to-exceed amount provided for in Section 2.1 "The Loan" set to \$60M. SNO911 staff shall obtain approval from the SNO911 Board, at a future meeting, of the "estimated net proceeds" amount, as described in Section 2.2 of the agreement.

Funding:

N/A

AGREEMENT PROVIDING FOR CAPITAL FINANCING FOR SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY

This AGREEMENT (“**Agreement**”) is made by and between Snohomish County (“**County**”), a political subdivision of the State of Washington, and Snohomish County Regional Public Safety Communications Agency (“**SNO911**”), a Washington non-profit corporation authorized by RCW 39.34.030(3)(b).

RECITALS

WHEREAS, SNO911 provides emergency communication services on behalf of its member agencies throughout Snohomish County. The County is one of the member agencies of SNO911; and

WHEREAS, Snohomish County Public Safety Communication Agency (“**SNOCOM**”) and Snohomish County Police Staff and Auxiliary Services Center (“**SNOPAC**”) consolidated into SNO911 in 2017 and physically consolidated operations into the leased Everett Campus in 2018, where SNOPAC had been located since 2001; and

WHEREAS, as part of the consolidation, a task force comprised of SNOCOM and SNOPAC members studied facility space and concluded – based on 2015 data – that the current space in the Everett facility could house SNO911 operations through 2025; and

WHEREAS, Snohomish County Emergency Radio System (“**SERS**”) merged with SNO911 in 2019. SNO911 technology staff who were former SERS employees operate out of a leased facility in Marysville, while technology employees for SNO911 continue to work from the Everett Campus. SNO911 believes bringing the technology staff together in one workspace along with the rest of the supportive operations staff is most beneficial to the organization; and

WHEREAS, as of the date of this Agreement SNO911 has now outgrown the space and is leasing space in other locations to accommodate its needs. SNO911 operations are no longer consolidated in one physical location; and

WHEREAS, SNO911 commissioned a future facility study which reviewed multiple options including remodeling the existing facility or building a purpose-built facility from the ground up. The study itself was accepted by the SNO911 Board of Directors on April 18, 2019. On December 17, 2020, the SNO911 Board of Directors unanimously authorized staff to develop plans to build a new 911 facility to consolidate its operations; and

WHEREAS, Section 13 of the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement effective as of January 1, 2018, as thereafter amended and restated

(“SNO911 ILA”), contemplates that its Participating Agencies, as defined therein, may issue debt in order to provide capital financing for SNO911 on terms agreed upon by the parties; and

WHEREAS, by the issuance of its limited tax general obligation bonds, the County is willing and able to provide financing, subject to repayment under the terms of this Agreement, for SNO911’s future facility needs.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth herein, it is mutually understood and agreed by the parties as follows:

SECTION 1. TERM OF AGREEMENT; DEFINITIONS

This Agreement shall be effective upon mutual execution and shall continue in effect until the Loan, as defined below, has been paid in full (or such longer period as may be required by the Code (as defined below in Section 5) or other applicable law). If the County agrees to issue bonds or other obligations to refund the bonds contemplated herein, with the consent of SNO911, which shall not be unreasonably withheld, the County and SNO911 will enter into an amendment to this Agreement or another agreement with respect to such refunding obligations.

Capitalized terms not otherwise defined herein (including in the recitals hereto, which are incorporated herein by this reference) shall have the meanings set forth in the SNO911 ILA.

SECTION 2. COUNTY LOAN TO SNO911

2.1 The Loan. The County will, subject to the terms and provisions of this Agreement, provide a lump sum payment to SNO911, in an amount not to exceed \$_____, inclusive of Transaction Costs (as defined in Section 3.1), in an amount determined by SNO911 pursuant to Section 2.2 of this Agreement, which SNO911 shall repay pursuant to the terms of this Agreement (“**Loan**”).

2.2 The Bonds. The County will use reasonable efforts to issue one or more series of limited tax general obligation, fifteen (15) year bonds (the “**Bonds**”), the interest on which is expected to be exempt from federal income tax, in an aggregate principal amount that SNO911 reasonably determines is required for the purpose of financing the acquisition, design, construction, furnishing and/or equipping, as the case may be, of a centralized building for housing SNO911’s facilities and equipment, and costs of issuance and other transaction costs. It is anticipated the County will issue such Bonds in coordination with other County bonding needs.

The County and SNO911 acknowledge and agree that the successful issuance of the Bonds will depend on various factors, including but not limited to the feasibility of the project intended to be financed as described herein, market conditions, satisfaction of requirements of the Code and other applicable law, and other factors outside of the County's control. The parties agree to cooperate with each other in furtherance of the successful issuance of the Bonds, including, if necessary, entering into amendments to this Agreement.

The County shall reserve the right to determine the strategy and issuance of the Bonds. The County will make reasonable efforts to issue the Bonds within the calendar year of SNO911's request, however the County shall determine the actual issuance, marketing, sale and closing dates.

SNO911 shall notify the County of the amount of estimated net proceeds of the Bonds that SNO911 requires for the project (e.g. the project fund deposit), any expected issuance/transaction costs that SNO911 expects to incur as a result of the issuance of the Bonds, and a not to exceed true interest cost ("T.I.C.") for the Bonds that SNO911 is willing to accept, at least one hundred twenty (120) days prior to the anticipated sale date of the Bonds. The T.I.C. is a calculation used in municipal finance to state the actual interest rate of the financing, taking into consideration all issuance costs, transaction costs, and how the bonds are structured. The County expects to use the not to exceed T.I.C. preferred by SNO911 in its sale parameters for the Bond issue.

If market conditions prohibit the County from being able to meet either the amount of net proceeds SNO911 requires or its T.I.C. maximum, the County shall not issue the Bonds. The County shall not be responsible for any costs incurred by SNO911 should the County have to delay or discontinue the sale of, or closing on, the Bonds. The County and SNO911 will remain in contact regarding the Bond issuance timing and market conditions. The County will utilize its financial advisor and bond counsel to adjust the timing as necessary based upon market conditions. If market conditions appear to be unfavorable, SNO911 shall be able to request to 'opt out' of the issuance provided they notify the Snohomish County Finance Director at least ten (10) business days prior to the anticipated sale date. In such event, SNO911 shall remain solely responsible for all costs and expenses incurred by it and by the County in furtherance of the issuance of the Bonds, including fees of the County's financial advisor and bond counsel and all other County costs. If the Bonds were to be issued in coordination with other County bond issue, SNO911's responsibility for the aforementioned costs and expenses will be shared on a pro-rata basis between the Bonds for SNO911 and any remaining County portion of the bond issue.

Upon successful closing of the Bonds, the County shall transfer SNO911's portion of the net proceeds of the Bonds to SNO911 within thirty (30) days.

2.3 Cooperation by SNO911. SNO911 shall fully cooperate with the County in connection with the issuance of the Bonds. At the request of the County, prior to the issuance of

the Bonds SNO911 shall (a) provide all such information as determined by the County's bond counsel to be necessary or appropriate to enable it to conduct due diligence with respect to the planned tax-exempt status of interest on the Bonds, (b) conduct such review and provide such information as the County may require in connection with any official statement(s) prepared for the Bonds or otherwise as the County determines to be necessary or appropriate for accurate disclosure, including continuing disclosure, with respect to the Bonds, (c) execute any closing certificates, papers or other deliverables, including tax certifications and post-issuance compliance policies, as determined by the County to be necessary or appropriate, and (d) cooperate in all post-issuance matters, including, but not limited to, any audit or inquiry by the Internal Revenue Service and any other action or proceeding whatsoever, and maintain required records and provide or cooperate in providing ongoing disclosure, as determined by the County. All costs and expenses incurred by the County or SNO911 in connection with the foregoing shall be the sole responsibility of SNO911.

SECTION 3. TERMS OF REPAYMENT

3.1 Amount of Payment. The County shall provide SNO911 the debt service schedule for the Loan, which shall be the debt service schedule for the Bonds (or portion of the debt service allocated to SNO911 if the ~~b~~Bonds are issued for multiple County purposes) at or prior to the closing of the Bonds. This repayment schedule is calculated by the County's financial advisor using the actual interest rates assigned to the Bonds at the time the Bonds are sold. The annual debt service schedule will include a semiannual interest payment (each June 1 and December 1) and annual principal payment (December 1). SNO911 agrees to remit the amounts stated in the debt service schedule to the County at least thirty (30) days prior to the aforementioned due dates.

Proceeds of the Bonds are expected to be used to pay all issuance and other transaction costs associated with the issuance of the Bonds (-"Transaction Costs"). Transaction Costs shall be included in the amount of the Loan and repayment schedule provided for in this Section 3.1. If Bonds are issued in coordination with other County bonding needs, the Transaction Costs of the entire County bond issue will be shared on a pro-rata basis between the Bonds for SNO911 and any remaining County portion of the bond issue by incorporating the issuance costs in the overall debt schedule.

3.2 Delinquent payments. Debt service payments not received at least thirty (30) days prior to due dates shall be subject to a penalty of 5% of the amount due plus additional interest of 10% per annum, up to, but not exceeding, any applicable limitations provided by law on such penalties or interest.

3.3 No Prepayments. It is expected that the Bonds will be subject to prepayment or early redemption approximately 10 years after issuance. SNO911 acknowledges and agrees that

the Bonds may not be subject to prepayment or redemption prior to such date. SNO911 agrees to not defease and/or prepay any principal of or interest on the Bonds except as permitted by the County, and in accordance with the terms and provisions of the Bonds.

If there are advantages associated with refunding the Bonds prior to maturity at or prior to the call date for the Bonds of prepayment or refinancing at the call date, SNO911 and the County will work together to modify this ~~agreement~~ Agreement to exercise the ~~call~~ redemption provision. Parties must indicate their intent to the other party to discuss these options in writing at least 120 days prior to the call date.

3.4 No Set-Off or Recoupment. SNO911 shall repay the Loan pursuant to the terms of this Agreement, irrespective of any rights of set-off, recoupment, or counterclaim it might have against the County or any other person; provided, that any such payment shall not constitute a waiver by SNO911 of any claim for recoupment or of any counterclaim. This Section 3.4 shall not be construed to release the County from any of its obligations hereunder or, except as provided in this Section 3.4, to prevent or restrict SNO911 from asserting any rights which it may have against the County under any provision of law, or to prevent or restrict SNO911, at its own cost and expense, from prosecuting or defending any action or proceeding by or against the County or taking any other action to protect or secure its rights.

SECTION 4. PLEDGE

4.1 Source of Security and Payment for the Bonds. The Bonds will be issued as general obligations of the County. The full faith, credit, and resources of the County will be irrevocably pledged for the annual levy and collection of regular property taxes and for the prompt payment of the principal of and interest on the Bonds as the same will become due.

The Bonds shall not be an obligation, either legal or moral, of SNO911 or any Participating Agency, other than the County. User Fees shall not be pledged to the repayment of the Bonds. No bondholder will be a third-party beneficiary hereof or otherwise have rights to enforce SNO911's obligation hereunder. Because SNO911's obligations hereunder, including the obligation to repay the Loan, are not security for the Bonds, and is not provided for the benefit of bondowners, the disclosure documents for the Bonds shall not include any financial or operating information of SNO911 or other information regarding SNO911 or its Participating Agencies, other than the County, without the prior written consent of SNO911.

4.2 Source of Security and Payment for the Loan. The Loan shall be an obligation solely of SNO911, payable from revenues of SNO911 as described herein. ~~under the terms of the SNO911 ILA.~~ SNO911 agrees to SNO911 agrees that, for as long as the Loan is outstanding and unpaid, each year it will include in its annual budget revenues in an amount sufficient to pay the principal of and interest on the Loan as the same will become due. ~~include repayment of the Loan in its annual budget.~~ Additionally, ~~to secure payment of SNO911's obligations to the County stated herein,~~ SNO911 hereby pledges to the County as collateral, User Fees, as that term is defined

in the SNO911 ILA. User Fees to the payment of its obligations due to the County under the terms of this Agreement.

User Fees are comprised of fees for service charged to Participating Agencies for emergency communication services provided by SNO911. Each Participating Agency's obligation to pay its User Fees is contingent on such emergency communication services being provided by SNO911 under the terms of the SNO911 ILA. Each Participating Agency's obligation to pay its User Fees is not a debt or a capital contribution of the Participating Agency, is not a guarantee of the payment of all or any portion of the debt service on Loan or on the Bonds, and is not a debt of the Participating Agency within the meaning of statutory debt limit calculations.
~~[NTD: Discussion between parties and bond counsel on this section is needed.]~~

SECTION 5. USE OF FUNDS

All capital assets financed with proceeds of Bonds shall be used by —SNO911 solely for its governmental purposes in operating, maintaining, and carrying out governmental functions of providing 911 communication and related services in accordance with the SNO911 ILA.

To the extent that the Bonds are issued on a tax-exempt basis under Section 103 of the Internal Revenue Code of 1986, as amended (“**Code**”), SNO911 agrees to not (1) make use of the proceeds from the sale of such Bonds that will cause the Bonds to be “arbitrage bonds” within the meaning of the Code or (2) act or fail to act in a manner that will cause the Bonds to be considered obligations not described in Section 103(a) of the Code. The foregoing requires, without limitation, that SNO911 will spend at least 85% of the proceeds of the Bonds within three (3) years of issuance, and that any facilities financed with Bond proceeds shall not be leased directly or through sub-lease to any private entity, or otherwise used or sold in a private use, until such time the Bonds have matured or otherwise been prepaid or redeemed. The requirements applicable to tax-exempt bonds are numerous and complex and the foregoing list is not exhaustive. Post issuance federal tax compliance with respect to tax-exempt Bonds will be the responsibility of the County in accordance with its established policies and procedures. However, SNO911, as the expected principal user of such capital assets, shall cooperate with the County as reasonably required for the County to maintain the tax exemption for the Bonds. SNO911 agrees it will comply with all requirements applicable to tax-exempt bonds to ensure that it shall not take or fail to take any other action that will adversely affect the tax-exempt status of interest on the Bonds.

SECTION 6. DEFAULT AND REMEDIES

6.1 Events of Default. Any failure on the part of SNO911 to perform or observe its duties, provisions, or obligations hereunder, including, but not limited to any failure by SNO911 to make payments on the Loan when due, or in the case of any other required monetary payments to the County pursuant to this Agreement, if such failure shall have continued for a period of sixty (60) days after written notice thereof has been delivered to SNO911, shall be considered a “**Loan**

Default” as that term is used in this Agreement. For the avoidance of doubt, any failure by SNO911 to make timely payment on the Loan such that the County fails to make timely payment on the Bonds, shall be an automatic default hereunder, provided that the County has first given SNO911 a 10-day notice of failure to receive timely payment on the Loan.

6.2 Remedies. Upon the occurrence of any Loan Default, the County may proceed to protect and enforce its rights in equity or at law, either in mandamus or for the specific performance of any covenant or agreement contained herein, or for the enforcement of any other appropriate legal or equitable remedy, as the County, being advised by counsel, may deem most effective to protect and enforce any of its current or reserved rights or interests hereunder with respect to: (i) tax exemption of the Bond, (ii) payment of fees or amounts due, (iii) indemnification and reimbursements due to the County, and (iv) receipt of reports and notices. Prior to initiating any action for a breach of this Agreement other than Loan Default, the parties shall engage in mediation.

6.3 No Right or Remedy Exclusive. No right or remedy herein conferred upon or reserved to a party to this Agreement is intended to be exclusive of any other available right, remedy or remedies, but each and every such right or remedy shall be cumulative and shall be in addition to every other right or remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle a party to exercise any remedy reserved to it, it shall not be necessary to give any notice, other than such notice as may be herein expressly required. No dispute resolution process set forth in the SNO911 ILA shall be required with respect to disputes arising under this Agreement.

6.4 No Additional Waiver Implied by One Waiver. In the event any agreement or covenant contained in this Agreement should be breached by a party to this Agreement and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

SECTION 7. INDEMNIFICATION

7.1 Indemnification of the County. SNO911 shall indemnify, hold harmless, and defend the County, its elected officials, directors, officials, agents, and employees and each of them from and against:

- (a) any and all costs to the County arising from or as a result of the issuance of the Bonds or the making of the Loan (including without limitation any audit, inquiry, action or proceeding pertaining to the Bonds or the Loan), and any and all claims by or on behalf of any person or entity arising from any cause whatsoever in connection with the making

of the Loan or the issuance of the Bonds, other than claims resulting from the negligence or willful misconduct of the County, its respective officers, agents, servants, licensees, or employees;

(b) any and all claims arising from any act or omission of SNO911 or any of its agents, servants, employees, or licensees, in connection with the Loan or the Bonds, including, without limitation, any act or omission of SNO911 or any of its agents, servants, employees, or licensees adversely affecting the tax-exempt status of interest on the Bonds; and

(c) all reasonable costs, reasonable counsel fees, or liabilities incurred in connection with any such claim or proceeding brought thereon.

In the event that any action or proceeding is brought against the County or any of its respective elected officials, directors, officials or employees, with respect to which indemnity may be sought hereunder, SNO911, upon written notice from the indemnified party, shall assume the investigation and defense thereof, including the employment of counsel, and the payment of all expenses related thereto, PROVIDED that with regard only to claims or proceedings for non-monetary relief, no settlement of a claim or proceeding against an indemnified party shall occur without the consent of such party, PROVIDED FURTHER that such consent shall not be unreasonably withheld; and PROVIDED FURTHER that in case of any audit, inquiry, action or proceeding with respect to the Bonds or the Loan, whether or not the relief sought is monetary, SNO911 shall only assume the defense thereof upon the specific instruction of the County, and in any event, the County may employ its own counsel and advisors, the reasonable costs and expenses of which shall be promptly paid by SNO911 upon demand therefor by the County.

7.2 Indemnification of SNO911. The County shall indemnify, hold harmless, and defend SNO911, its elected officials, directors, officials, agents, and employees and each of them from and against:

(a) any and all claims arising from any act or omission of the County or any of its agents, servants, employees, or licensees, in connection with the Loan; and

(b) all reasonable costs, reasonable counsel fees, or liabilities incurred in connection with any such claim or proceeding brought thereon.

In the event that any action or proceeding is brought against SNO911 or any of its respective elected officials, directors, officials or employees, with respect to which indemnity may be sought hereunder, the County, upon written notice from the indemnified party, shall assume the investigation and defense thereof, including the employment of counsel, and the payment of all expenses related thereto, PROVIDED that with regard only to claims or proceedings for non-monetary relief, no settlement of a claim or proceeding against an indemnified party shall occur

without the consent of such party, PROVIDED FURTHER that such consent shall not be unreasonably withheld.

7.3 Waiver of Immunity Under Industrial Insurance Act. The indemnification provisions of Sections 7.1 and 7.2 above are specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Title 51 RCW, disability benefit act, or other employee benefits act, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

SECTION 8. MISCELLANEOUS

8.1 Entire Agreement. This Agreement constitutes the entire and final agreement and supersedes all prior agreements and understandings, both written and oral, between the County and SNO911 with respect to the subject matter hereof.

8.2 Notices. All notices, certificates, or other communications shall be in writing and shall be sufficiently given and shall be deemed given on the date on which the same has been emailed or mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County: Snohomish County Finance Director
 3000 Rockefeller Avenue, M/S 610
 Everett, WA 98201
 (425) 388-3475
 Email: nathan.kennedy@snoco.org

If to SNO911: Snohomish County 911 Executive Director
 1121 SE Everett Mall Way #200
 Everett, WA 98208
 Email: kmills@sno911.org

The County or SNO911 may, by notice given in the manner and with the effect set forth herein, designate any further or different addresses to which subsequent notices, certificates, documents, or other communications shall be sent.

8.3 Time of the Essence. Time is of the essence in the performance of each party's obligations under this Agreement. Each will carry out its obligations under this Agreement diligently and in good faith.

8.3 Assignments. This Agreement may not be assigned by any party without the prior written consent of both parties hereto, which consent shall not be unreasonably withheld.

8.4 Amendments, Changes, and Modifications. This Agreement may not be amended or modified in any manner except by an instrument in writing signed by a duly authorized officer or representative of each of the parties hereto.

8.5 No Partnership or Joint Venture. No partnership and/or joint venture is created by and between SNO911 and the County by virtue of this Agreement.

8.6 No Third-Party Beneficiaries. This Agreement is not intended to nor does it create any third-party beneficiaries or other rights in any third person or party, including but not limited to members of the general public and any holders or owners of the Bonds.

8.7 Execution of Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

“County”

“SNO911”

SNOHOMISH COUNTY

SNOHOMISH COUNTY REGIONAL
PUBLIC SAFETY COMMUNICATIONS
AGENCY

County Executive

Board President

Date: _____

Date: _____

Approved as to form only:

Approved as to form only:

Deputy Prosecuting Attorney

Jordan E. Stephens, Attorney

Date: _____

Date: _____



Action Proposal Form

Date: March 14, 2022

Title: Future Facility Site Evaluation & Acquisition Process

Background / Purpose:

In order to establish a process for the formal evaluation of potential locations for the new SNO911 facility, the following process is presented for approval. This process will authorize members of the Future Facility Committee to approve the Executive Director issuing a Letter of Intent (LOI) to a potential seller. The LOI is a non-binding agreement that communicates to a seller the interest in the property and sets a feasibility period to allow SNO911 to thoroughly evaluate the property. Once the due diligence is complete, any final decision to proceed will require Board Action.

In partnership with OAC & Heartland, SNO911 staff will conduct a Site Evaluation outlined with this APF and the previously approved location footprint. Should suitable properties be identified, members of the Future Facility Committee will assess the staff evaluation and approve/deny requests to issue LOIs for candidate properties.

Details of any issued LOIs will be shared with the Board at the next scheduled Board Meeting.

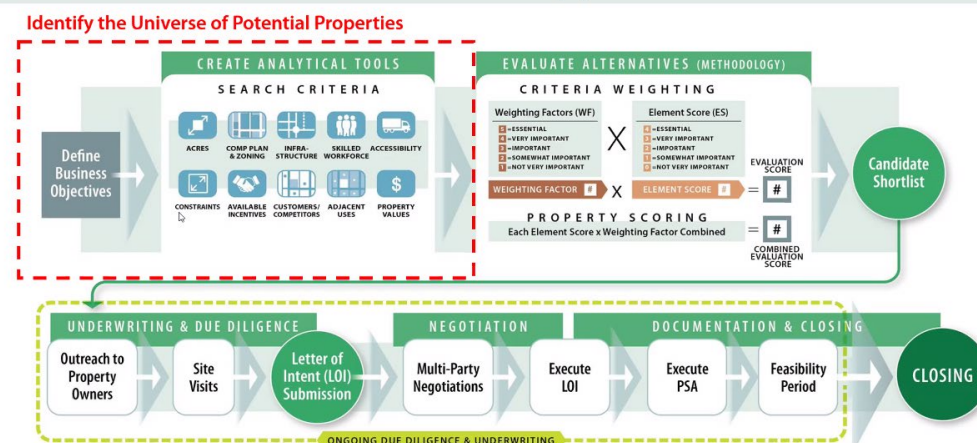
The included Letter of Intent template has been reviewed by legal and is ready for approval.

Suggested Action/Recommendation:

Approve establishing of a site evaluation and issuance of non-binding Letters of Intent by the Executive Director for candidate properties through a consensus process with the Future Facility Committee.

Funding: N/A

Process Overview – Heartland's Approach



SNO911 - Site Evaluation Overview [DRAFT]

Site Comparison Matrix	This Matrix will contain a summary of all the relevant details on the properties being evaluated, including site images and a regional locator map
-------------------------------	--

Site Evaluation	This sheet serves as the evaluation tool through which the Future facilities committee and team will prioritize the most appealing properties for pursuit.
Scoring	Each element will be scored 0 - 3, See Below: 0 = Site does not meet the criteria; Fatal Flaw 1 = Significant challenges 2 = Some Challenge 3 = Ideal
Weighting Factor	A weighting factor is applied to emphasize the scores of the most important criteria.

Evaluation Criteria

Zoning	If this criteria scores zero, the property will be eliminated. This would be in the case where the zoning directly prohibits the development of SNO911's facility.
Size/Shape	If this criteria scores zero, the Property doesn't meet the minimum size requirement, and therefore will be eliminated from consideration. Should the size criteria be met, but the shape or size is less than ideal, this will score 1-2.
Location	This criteria evaluates how favorable the location is for the new facility.
Transportation/Access	This criteria evaluates the ease of access to the site, this measures the ease for employees will accessing and commuting to the site.
Topography/Geology	This criteria evaluates the slope and soils of the target site. Unfavorable topography or soil conditions would create additional costs/complexities for development
Critical Areas	This criteria evaluates the degree to which critical areas (i.e. wetlands, stream buffers, etc.) will impact development feasibility. In some cases these issues can be mitigated, however this usually comes with increased costs and risks.
Adjacent Land-Use	Adjacent uses can impact a site in a number of ways. For example, sites adjacent to the airport may have increased risks associated with plane traffic. A site where the adjacent uses make the site less appealing for the SNO911 Facility will score lower.
Required Utilities	This criteria measures the availability of utilities as desired for the new facility. Access to multiple power grids, access to utilities will score a site more favorably.
Other Factors	This captures additional factors that potentially impact the site under consideration. There is space provided to capture notes for these other factors to consider for each site. Should these additional factors combined make the site less favorable, the score in this criteria will be the way to capture this.

Other Factors (Notes)

Market Status	Sites that are available on market are more favorable typically as they indicate there is seller motivation
Transactability	There are a number of factors that could impact transactability (Restrictive debt, assemblage with multiple owners, etc.) significant issues should be captured in notes here.
Site condition	Notes on the existing conditions should be captured here. Is there a current use on the site that impacts future development? What about existing improvements?
Potential Liabilities	Notes here on potential liabilities. For example, are there homeless encampments or a risk for the encampments to be present on site? Are there known or potential environmental issues present? Note: many of these issues will be address in the due diligence period should the site be pursued.

Cost Estimate

Acquisition (estimate)	This will capture an estimate on the land acquisition price, likely a range. This can be the asking price, or the assumed market price based on comparable research.
Development (estimate)	This will capture the estimated cost to develop the facility on the site. Site conditions noted above will likely impact this range of cost.

SNO911: SITE COMPARISON MATRIX [DRAFT]

3/14/2022

Map Number	1	2	3	4	
	SITE MAP IMAGE	SITE MAP IMAGE	SITE MAP IMAGE	SITE MAP IMAGE	
Priorority Ranking Status	Available	Available	Available	Available	
Site Name	Site 1	Site 2	Site 3	Site 4	
PROPERTY INFO					
Address	1111 Road St.	1112 Road St.	1113 Road St.	1114 Road St.	
Parcel	APN #	APN #	APN #	APN #	
City	Everett	Everett	Everett	Everett	
Property Owner	Private	Private	Private	Private	
PRICING/COST					
Land Acquisition Cost Est.					
Land Cost Est \$/SF					
Land Cost Note					
Development Cost Estimate					
Development Cost Note					
Zoning					
Zoning Note					
Land Area (acres)					
Size/Shape Note					
NOTES					
Location Note					
Transportation/Access					
Topography/Geology					
Critical Areas					
Adjacent Land Use					
Required Utilities					
Market Status					

<i>Transactability</i>					
<i>Site condition</i>					
<i>Potential Liabilities</i>					
Latitude					
Longitude					
MAP					

SNO911 - Site Evaluation Example [DRAFT]

Status		On Market	On Market	On Market	Off Market
		1	2	3	4
Scoring Criteria	Weighting Factor	Site 1	Site 2	Site 3	Site 4
Zoning	5				
Size/Shape	5				
Location	5				
Transportation/Access	3				
Topography/Geology	5				
Critical Areas	5				
Adjacent Land-Use	2				
Required Utilities	2				
Other Factors	4				
	Score	0	0	0	0
Other Factors (Notes)					
Market Status					
Transactability					
Site condition					
Potential Liabilities					
Cost Estimate					
Acquisition (estimate)					
Development (estimate)					
Total					

March 14, 2022

Seller Name

Sent via email:

Re: Purchase of Real Property in _____ – Non-Binding Letter of Intent

Dear Name

This non-binding letter of intent outlines the terms and conditions on which _____ ("**Buyer**") is prepared to evaluate the purchase of the real property depicted in Exhibit A, from _____ ("**Seller**"). Following execution of this non-binding letter of intent, our counsel shall prepare a Purchase and Sale Agreement ("**PSA**") to set forth the detailed terms of such sale, which agreement shall be on terms and conditions acceptable to both Buyer and Seller in the exercise of their sole discretion.

The general terms of the PSA shall include, without limitation, the following:

Seller: _____

Buyer: _____

Property: The land (+/-## acres) as depicted in Exhibit A together with all appurtenant rights (the "**Property**").

Purchase Price: \$\$\$\$\$\$\$\$\$\$

Closing: Close of Escrow shall occur 90 days after the execution of the PSA ("**Closing Date**"); provided, however, that if Buyer has not completed its feasibility review, or other closing conditions in the PSA have not been satisfied, Buyer may extend the Closing Date in increments of up to 30 days, for up to an aggregate of 120 days ("**Outside Date**").

***Earnest Money
Deposit:***

Following execution of the PSA, the parties shall open an escrow with an office of the title insurance company selected by Buyer, and Buyer shall make an initial earnest money deposit of \$_____ [typically 3-5% of the purchase price.] ("**Deposit**"). Following Buyer's notice of waiver or satisfaction of its feasibility condition, such Deposit will become non-refundable, except in the event of Seller's default. Except as provided in the foregoing, the Deposit shall be forfeitable as liquidated damages if Buyer fails to close without legal or contractual excuse. If Buyer proceeds to closing, such Deposit shall be applied to the purchase price at closing.

***Feasibility
Investigation:***

For a period of ____ days following the delivery of a fully executed PSA into escrow (the "**Feasibility Period**"), Buyer may conduct, at its expense, a survey, a physical inspection, or Phase I environmental assessment (and other assessments recommended by any Phase I environmental assessment), and any other due diligence tests or inspections of the Property to determine whether the Property is acceptable to Buyer in its sole discretion. Seller will make available to Buyer all plans, surveys, reports, studies, leases, easements, investigations, and copies of permits in its possession.

During the Feasibility Period, Buyer shall also review and approve all title matters, which shall be satisfactory to Buyer in its sole discretion.

Title Insurance:

At Closing, Seller will deliver, at Seller's cost, a standard coverage owners policy of title insurance for the Property in the full amount of the purchase price. Buyer may upgrade such owner's policy to extended coverage at its expense.

Cost Allocation:

Property taxes and any assessments will be prorated at Closing. Seller will pay the real estate excise tax the premium for a standard coverage owner's title policy, and half of the escrow fee and costs. Buyer will pay the recording fee for the deed, half the escrow fee and costs, and any additional premium and the costs of any surveys needed for such additional coverage.

***Representations and
Warranties:***

The PSA will include normal representations and warranties..

Documentation:

Within 30 days after the date this Letter of Intent is mutually executed, Buyer will deliver the proposed PSA. Buyer and Seller will negotiate in good faith to reach agreement and execute the PSA within 30 days following Seller's receipt of the draft PSA.

Confidentiality:

Buyer and Seller and their respective agents shall keep all terms of this letter of intent, the PSA (including the purchase price and other terms) and any information provided under the PSA confidential. The obligations of

the parties shall not restrict their ability to provide information regarding the transaction to affiliates, parent companies, subsidiaries and each of their respective employees, directors, shareholders, investors, lenders, attorneys, accountants or other consultants directly involved in the transaction as well as disclosing the non-economic terms of the transaction to any authorities from whom Buyer needs to obtain permits, approvals, waivers, authorizations, etc.

Exclusivity:

Upon mutual execution of this letter of intent and continuing until the PSA is mutually executed and for a period of the later of 60 days or until either party gives notice of termination of negotiations relating to the Purchase Agreement, Seller shall discontinue its marketing of the Property and shall not offer the Property for sale or lease to another party nor solicit, negotiate, or accept any offers from any other party with respect to sale of the Property.

This Letter of Intent is non-binding on either party, except with regard to confidentiality and exclusivity as provided above, and neither party hereto shall have any obligation to the other (except with regard to confidentiality and exclusivity) unless and until a definitive PSA is executed and delivered by both parties. This Letter of Intent summarizes only the key business terms of this proposal. All of the legal rights and obligations of the parties will be set forth in the PSA executed by Seller and Buyer. Furthermore, the parties acknowledge and agree that: (i) the terms and conditions for a sale and purchase of the Property as outlined herein do not necessarily include all of the material terms and conditions which will be set forth in a definitive Purchase Agreement; and (ii) the PSA may contain additional contingencies, conditions, warranties and representations.

If this Letter of Intent accurately sets forth your understanding of the key business terms of this transaction, please sign the enclosed copy of this Letter of Intent and return it to me by 5:00 p.m. on _____, 2022.

We are happy to present you with this proposal.

Sincerely,

Name: _____

Authorized Signatory

ACCEPTED AND APPROVED
Month Day, 2022

SELLER:

By _____

Name: _____

Title: _____

EXHIBIT A: Property Description

Legal Description:

SNO911 Future Facility 5-Year Project, 15-Year Bond Repayment

Updated: March 9, 2022

Study ROM Construction (1)	\$43,824,997	Total Bond	\$51,500,000
Property Estimate Additional	\$3,000,000	Repayment Years	15
Other (Contingency, growth, inflation)	\$13,000,000	Interest	3.0%
Total Project Budget	\$59,824,997	Annual Payment	\$4,313,979

Expenditures	2022	2023	2024	2025
Project Expenditures	\$10,000,000	\$22,500,000	\$22,500,000	\$5,000,000
Bond Debt Service		\$4,313,979	\$4,313,979	\$4,313,979
			Total Exp.	\$72,941,937

Revenues	2022	2023	2024	2025
Revenue from ECSF	\$1,250,000	\$1,250,000	\$3,000,000	\$3,400,000
Existing Capital Plan	\$5,700,000			
EESCS (E911) Revenue (2)		\$7,100,000		
Borrow/Bond	\$51,500,000			
			Total Rev.	\$73,200,000

(1) Based on Facility Assessment Study Completed 3/23/2019. ROM Includes 2.5M for land. Excludes furniture, construction contingency, etc. Will change depending on co-location, actual property, etc.

(2) Reserve funding designated, anticipated to be available based upon adopted funding priorities

ECSF Revenue and Expenditure Long-Term Projection

Updated: March 9, 2022

Growth Factor	0.50% (applied 2026 going forward)
---------------	------------------------------------

	2022 Projected	2022 Adopted	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Use of Fund Balance		\$ 5,871,812															
ECSF Sales Tax	\$ 17,607,201	\$ 21,933,994	\$ 18,311,489	\$ 19,043,949	\$ 19,805,707	\$ 19,904,736	\$ 20,004,259	\$ 20,104,281	\$ 20,204,802	\$ 20,305,826	\$ 20,407,355	\$ 20,509,392	\$ 20,611,939	\$ 20,714,998	\$ 20,818,573	\$ 20,922,666	\$ 21,027,280
Interest	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Revenue	\$ 17,617,201	\$ 27,815,806	\$ 18,321,489	\$ 19,053,949	\$ 19,815,707	\$ 19,914,736	\$ 20,014,259	\$ 20,114,281	\$ 20,214,802	\$ 20,315,826	\$ 20,417,355	\$ 20,519,392	\$ 20,621,939	\$ 20,724,998	\$ 20,828,573	\$ 20,932,666	\$ 21,037,280
Expenditures																	
Radio System																	
Radio System Deployment (1)	\$ 4,472,010	\$ 21,621,007	\$ 4,472,010	TBD													
Debt Service (2)	\$ 2,800,000	\$ 2,794,800	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000		
Additional Coverage Needs (3)	\$ 4,000,000	\$ -	\$ 4,000,000	\$ 3,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000		
Astro System Maintenance (4)			\$ 1,393,788	\$ 1,397,839	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002	\$ 1,402,002
Future System Set Aside (5)			\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
APX Subscriber Warranty (6)			\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965	\$ 228,965
Radio Break/Lost/Growth Fund (7)		\$ 150,000	\$ 600,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Radio Site Infrastructure Fund (8)			\$ 250,000	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Total Radio System	\$ 11,272,010	\$ 24,565,807	\$ 18,744,763	\$ 13,676,804	\$ 12,680,967	\$ 13,180,967	\$ 13,180,967	\$ 13,680,967	\$ 13,680,967	\$ 13,680,967	\$ 13,680,967	\$ 13,680,967	\$ 13,680,967	\$ 13,680,967	\$ 13,680,967	\$ 8,880,967	\$ 8,880,967
SNO911 Expenditures																	
Maintenance and Operations (9)	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021	\$ 2,186,021
Future Facility Project (10)	\$ 1,250,000	\$ 1,250,000	\$ 3,000,000	\$ 3,400,000	\$ 4,500,000												
Future Facility Debt Service (11)						\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979	\$ 4,313,979
SNO911 Total Expenditures	\$ 3,250,000	\$ 3,250,000	\$ 5,000,000	\$ 5,400,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000
Total Fund Expenditures	\$ 14,522,010	\$ 27,815,807	\$ 23,744,763	\$ 19,076,804	\$ 19,180,967	\$ 19,680,967	\$ 19,680,967	\$ 20,180,967	\$ 20,180,967	\$ 20,180,967	\$ 20,180,967	\$ 20,180,967	\$ 20,180,967	\$ 20,180,967	\$ 20,180,967	\$ 15,380,967	\$ 15,380,967
Increase (Decrease) in Fund Balance	\$ 3,095,191		\$ (5,423,274)	\$ (22,855)	\$ 634,740	\$ 233,769	\$ 333,292	\$ (66,686)	\$ 33,835	\$ 134,859	\$ 236,388	\$ 338,425	\$ 440,972	\$ 544,031	\$ 647,606	\$ 5,551,699	\$ 5,656,313

	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052
Use of Fund Balance															
ECSF Sales Tax	\$ 21,132,416	\$ 21,238,078	\$ 21,344,269	\$ 21,450,990	\$ 21,558,245	\$ 21,666,036	\$ 21,774,366	\$ 21,883,238	\$ 21,992,654	\$ 22,102,618	\$ 22,213,131	\$ 22,324,196	\$ 22,435,817	\$ 22,547,996	\$ 22,660,736
Interest	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Revenue	\$ 21,142,416	\$ 21,248,078	\$ 21,354,269	\$ 21,460,990	\$ 21,568,245	\$ 21,676,036	\$ 21,784,366	\$ 21,893,238	\$ 22,002,654	\$ 22,112,618	\$ 22,223,131	\$ 22,334,196	\$ 22,445,817	\$ 22,557,996	\$ 22,670,736
Expenditures															
Radio System															
Radio System Deployment (1)															
Debt Service (2)															
Additional Coverage Needs (3)															
Astro System Maintenance (4)															
Future System Set Aside (5)															
APX Subscriber Warranty (6)															
Radio Break/Lost/Growth Fund (7)															
Radio Site Infrastructure Fund (8)															
Total Radio System															
SNO911 Expenditures															
Maintenance and Operations (9)															
Future Facility Project (10)															
Future Facility Debt Service (11)															
SNO911 Total Expenditures															
Total Fund Expenditures															
Increase (Decrease) in Fund Balance	\$ 21,142,416	\$ 21,248,078	\$ 21,354,269	\$ 21,460,990	\$ 21,568,245	\$ 21,676,036	\$ 21,784,366	\$ 21,893,238	\$ 22,002,654	\$ 22,112,618	\$ 22,223,131	\$ 22,334,196	\$ 22,445,817	\$ 22,557,996	\$ 22,670,736

Notes for Emergency Communications and Facility Sales Tax and SNO911 Operations/Facility Forecast

(1) Radio System Deployment

Covers all known and anticipated costs for completing the project implementation. There are ongoing discussions related to project schedule that will likely influence this.

(2) Snohomish County Debt Service

Covers debt service for the approx. \$30M bond for the new radio system with repayment over a 15 year term.

(3) Additional Coverage Needs

The goal of this set aside is to fund additional radio sites for areas that need improved coverage. There is a law of diminishing returns related to building out more than a handful of additional radio sites. Based on this logic, staff anticipate that any additional site buildout will occur within the first few years post go-live. However for the purposes of this forecast, this set aside is projected through the life of the current system to plan for other currently unknown coverage issues. This includes future buildout based on population shifts and/or service requirements.

(4) Astro System Maintenance

A variety of options exist to keep the new system up-to-date and supportable through the expected lifecycle and future system replacement. This set aside provides funding for costs associated with system maintenance.

(5) Future System Set Aside

The goal of this set aside is to reserve sufficient funds to replace the new system in approximately 15 years. The target is to save approx. \$75M in 2037. This target is based on the cost and lifespan of the system actively being implemented. With rapid changes to technology, it is extremely difficult to predict what the next system will look like from a technology standpoint. Will it continue to be a terrestrial based system with all components owned and operated by SNO911? Or will the next system be satellite based for infrastructure, or perhaps a mix?

What we know today is the next version of the subscriber equipment currently being sold includes bridge technology between the 800Mhz and WiFi/LTE connectivity. The point being that it is likely that future subscriber equipment will be designed to work on the current infrastructure and the future system. If this ends up true, then staff believe the anticipated 7-10 year planned replacement of subscriber equipment is already funded within the \$75M. In other words, if subscriber equipment is continuously replaced, then the future need to replace the core components of a system may be substantially less than \$75M. This forecast allocates the funding to be responsive to the future system and the County ordinance for the priority of the ECSF tax revenue.

(6) APX Subscriber Warranty

The APX Warranty covers manufacturer repair for damages to subscriber equipment covered in the warranty contract. Examples include damages caused by dropping, water spillage, etc. Each subscriber can only be covered for up to seven years under this warranty program. There remains a policy question if it's better to purchase manufacturer warranty or purchase a stock pile of radios and only pay for repairs on a piece meal basis. For the purposes of the forecast, staff recommend planning for the expenditure for the life of the system.

(7) Expected Subscriber Break/Lost/Growth Fund

Consistent with policies currently under SNO911 Board review, this funding will be transferred to a special fund specifically designed to cover the cost of broken/lost radios as well as growth related to additional officers, firefighters/EMS, and other first responders. The target is to keep the fund balance at approximately \$600K and saving for this amount \$150K per year from tax revenue. The \$150K per year is expected to decrease once the target fund balance is met. However, for forecast purposes, the \$150K per year remains in each year of forecast.

(8) Expected O&M/Infrastructure Fund

The intent of this fund is to replace components of the radio system that were not part of the upgrade to the new system as well as ongoing maintenance for items. This includes items like, tower and shelter replacement, HVAC systems, generators. This fund will also pay for other ongoing maintenance of radio system components that are not specifically covered in other budget line items.

(9) Operational Assessments

This line item directly offsets user agency assessments and is applied as additional revenue per the SNO911 Interlocal Agreement.

(10) Future Facility Project

This line item directly funds the Future Facility project, not debt service.

(11) Future Facility Debt Service

This line item pays for the repayment (including interest) associated with any bonds or loans obtained to fund the future facility project.



ACTION PROPOSAL FORM

Date: 3/17/2022

Action Title: Resolution Honoring National Public Safety Telecommunicators Week

Time Sensitivity: Normal

Background / Purpose:

Every year during the second week of April, the telecommunications personnel in the public safety community are honored. This week-long event is a time to celebrate and thank those who dedicate their lives to serving the public. It is a week that should be set aside so everyone can be made aware of their hard work and dedication.

Requested Motion:

Approve Resolution 2022-02 in Support and Recognition of our County's Public Safety Telecommunicators and all those who support them.

Funding: N/A

**SNOHOMISH COUNTY 911
RESOLUTION 2022-02**

**Recognizing National Public Safety
Telecommunicators Week**

April 10-16, 2022

WHEREAS Every year during the second week of April, the nation recognizes public safety communications professionals, and

WHEREAS Snohomish County 911 public safety communications professionals dedicate their lives to helping others while working under stressful and challenging circumstances;

WHEREAS Snohomish County 911 Public Safety Communications Professionals are available around the clock to answer the call from those in need and distress; and

WHEREAS Snohomish County 911 Public Safety Communications Professionals are the first and most critical contact our citizens giving credence to the agency's motto of **Help Starts Here**; and

WHEREAS Snohomish County 911 Public Safety Communications Professionals are the vital lifeline for our sheriff office, police officers and firefighters who believe that ensuring the safety of first responders is a solemn duty; and

WHEREAS Snohomish County 911 Public Safety Communications Professionals includes all 911 dispatchers, supervisors, administrative, radio and technical staff; and

WHEREAS countless lives have been saved by the prompt, effective and compassionate responses of Snohomish County 911 public safety communications professionals;

NOW THEREFORE, BE IT RESOLVED, that the Snohomish County 911 Board of Directors, through this resolution, honors and recognizes the importance and contributions of Snohomish County 911 Communications Professionals always, and especially during National Public Safety Telecommunicators week 2022.

Signed this 17th day of March, 2022

Jon Nehring, Board President
Snohomish County 911

Attest:

Terry Peterson, Board Secretary



Action Proposal Form

Date: March 4, 2022

Title: PAM 5.17 – Employee Education Assistance Policy

Background / Purpose:

SNO911 recognizes the value of ongoing education and the benefits to both the employee and the Agency. The idea of providing this benefit was brought forward through an internal employee Recruitment and Retention Workgroup.

This policy would allow SNO911 to reimburse employees for education expenses for courses that meet specific eligibility requirements. Eligible courses must be connected to the industry or be part of an approved career development plan. Reimbursements are limited to \$5,000 per year per employee (approx. two, five credit courses) and the total program is limited to what is approved in the budget.

Staff recommends the approval of the Personnel Policy with a 2022 allocation of \$20,000 that can be absorbed into the Operation Budget. Future allocations will be included in the 2023 budget process and going forward.

Suggested Action/Recommendation:

Approve PAM 5.17 – Employee Education Assistance Policy with a 2022 allocation of \$20,000 and authorize staff to negotiate this policy with the two unions.

Funding:

Fund 70 Operating

SNOHOMISH COUNTY 911
Personnel Administrative Manual
POLICY #5.17
EDUCATION ASSISTANCE

Issued X/X/XXXX

Purpose

SNO911 recognizes when employees improve their skillset and education, both the employee and the agency benefit. SNO911 wishes to encourage employees to obtain training and education that relates to their work or promotional path at the Agency. This policy allows SNO911 to provide tuition reimbursement to employees who meet the eligibility requirements.

Definition

For purposes of this policy, employee tuition includes direct costs for enrollment in a class at an accredited college or university or recognized vocational school or program(s) that leads to a certificate, college degree, or continuing education, and certification tests that are job-related.

Policy

1. Employee Eligibility Requirements

- a. The employee education assistance program is available to all full time employees (i.e. works an average of 30 or more hours per week) who have successfully completed one year or more of continuous employment, met full training requirements for their role, and have successfully been released from probation; whichever is later.
- b. Employees are required to speak with their manager to seek approval for education assistance before registering for any classes to determine how the specific class is job-related and budget availability.
- c. The employee may submit a Request for Education and Tuition Reimbursement form to their department director by March 1st of each calendar year for budget submittal and consideration for the following year. Employees may submit for reimbursement for the same year subject to budget availability. The form shall include an explanation of how the course meets the Course Eligibility Requirements.
- d. Courses must be taken for credit or certification; audited courses will not be reimbursed. Additionally, the employee must satisfactorily complete the course and receive a grade of "C" or better or a "pass" in a pass/fail grading, or a certificate of satisfactory completion of the course.
- e. The employee must agree to remain employed by SNO911 as a full-time employee for two years following completion of the course or reimburse the cost of the course prior to separation or by deduction(s) from his or her final paycheck. Any employee who is laid off will not be required to pay back reimbursements.

2. Course Eligibility Requirements

- a. Employees must be in full time regular paid status to participate.
- b. Eligible courses or classes must be industry related, have an identifiable benefit to the agency, or be part of an approved career development plan. The employer will make the final determination if a course is eligible for reimbursement.
- c. The maximum per credit hour reimbursement is based upon current year tuition rates for the class or similar classes at the University of Washington Seattle Campus or the actual cost of the class, whichever is lower. Annual reimbursements shall not exceed \$5,000 per employee per year.
- d. Tuition reimbursement is for the course only. No reimbursement will be allowed for books, lab fees, travel expenses, or material costs.
- e. Any reimbursement is subject to available budget.

Procedure

1. A tuition reimbursement request form should be completed by the employee, and the appropriate signatures obtained.
2. A copy of the tuition reimbursement request form must be submitted to HR prior to the start of any class. The form will be returned with a conditional approval or denial. The employee will maintain the original until he or she has completed the educational course.
3. Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
4. The HR department will coordinate the reimbursement with the finance department.

ACTION PROPOSAL FORM



Date: 3/14/2022

Action Title: Acceptance of Grant

Time Sensitivity: Normal

Background / Purpose:

On February 18, 2021, the SNO911 Board authorized the acquisition of PulsePoint, a Community CPR & AED registry solution that alerts CPR trained citizens to someone nearby having a sudden cardiac arrest.

A grant application was made to the Medic One Foundation Board to cover the installation and first year licensing fee for this purchase, and the application was approved with a grant in the amount of \$35,500.00. Future grant opportunities may exist but are not guaranteed.

We are asking for approval to receive the grant funds and reimburse the Operating Fund in that amount.

Requested Motion:

Authorize acceptance of the \$35,500 gift from Medic One to reimburse for PulsePoint to be placed in Operating Fund 70.

Funding Source: N/A



February 25, 2022

Board of Directors

Brian D. Webster
President

Brooks H. Simpson
Immediate Past President

Craig Peterson
President-Elect / Treasurer

John McGary
Secretary

Leonard A. Cobb, MD
Michael K. Copass, MD

Alexis Curran

Kevin M. Gleason

Heather Kelley

Graham Nichol, MD, MPH

Tom Rea, MD, MPH

James Richardson

Jeffrey W. Richey

Eric Rothenberg

Michael R. Sayre, MD

Harold D. Scoggins

Founding Board Members

Leonard A. Cobb, MD

Ross L. Cunningham

T.R. Faragher*

Joseph R. James*

Robert I. Jetland*

Jack N. Richards*

Werner E. Samson, MD

Robert L. Van Citters, MD*

**In Memoriam*

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

Dear Kurt,

Enclosed please find check #12488 in the amount of \$35,500.00. This payment represents a gift from the Medic One Foundation Board of Directors for the installation, and first year licensing fee, for PulsePoint.

This gift is made possible solely through the generous support of people in the community that know that someday, they or someone they love may depend on the care that arrives in that big red truck.

We look forward to working with you to promote PulsePoint to the community. If there are any questions concerning this grant, please call our office at (425) 625-2137.

Sincerely,

Kim Duncan Martin
Executive Director



Board Packet Memorandum

Date: March 14, 2022
To: Snohomish County 911 Board Members
From: Leadership Team

General

Mission-critical systems [1] have been operating at normal since the last Agency Report. There were several brief and momentary outages of CAD immediately after the April 7th upgrade.

Supply Chain Issues Continue

We are closely monitoring the current supply chain issues and the inflation of equipment cost. We are seeing historical price increases and really long delivery times for equipment that has been unforeseen. One example of this is about a 50% increase on server cost from last year to now. Vendors are starting to announce an additional 10% to 15% increase to equipment. The Tech department will be focusing all purchases on critical system replacements and emergency purchases only and when feasible delaying other acquisitions. We are working closely with our vendors and will monitor the situation and adjust accordingly.

New World Software Upgrade

The New World Upgrade occurred on Monday 3/7 at 2200. The upgrade went as planned and was completed just before 0700. Tech staff is working with Tyler to resolve some issues and have created a punch list that is being addressed. Currently, there are a number of priority issues that SNO911 Tech staff and Tyler are addressing. Tyler has submitted a patch that will address some of these issues. Tech staff is currently testing that patch in our delta environment. After all the testing is completed and verified, Tech staff will implement the patch into the production environment. Tyler and the SNO911 Tech staff will continue to work on these issues ensuring they are addressed and resolved.

SNO911 Website Refresh

SNO911 Tech staff is working on a project to refresh the agency's website. The project manager has met with all of the internal department leaders, gathering information and getting feedback as to what features they would like to see on the new site. The project team met with all of the Directors to review all of the information and is planning one more meeting to complete our final review of the information. We will soon start the process of selecting a vendor and gathering quotes for this project. Once a vendor is selected we will require them to provide a few proof-of-concept websites that we can review.

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

South Campus Uninterruptible Power Supply (UPS) Replacement

We will be replacing the UPS which is an aged and end of life piece of equipment at our Mountlake Terrace facility. After resolving all of the unforeseen circumstances, the project schedule has been confirmed with all of the vendors. The UPS replacement is scheduled for the week of April 4 – 8. Tech staff will be powering down the entire datacenter at that location turning it into a cold standby. This is to protect the critical hardware from any power surges that could occur during the electrical work. This work should be non-impactful to our agencies and our operations. SNO911 Tech staff will send out information closer to the event date.

National Public Safety Telecommunicator Week – April 10-16

National Public Safety Telecommunicators Week (NPSTW) is right around the corner. This year, the festivities will be held April 10th-16th. More information on this week of recognition can be found here: <https://www.npstw.org/>

This year, we are collaborating with other 911 centers in the region (ValleyCom and NORCOM) on a common theme, and will be sharing our celebrations throughout the week on social media. SNO911 has established a workgroup to head up the planning and logistics for our celebratory week that just so happens to coincide with the dispatchers' move to the new 12-hour schedule. Supervisor Jen Fenter is chairing the group.

Office of Training and Standards (OTS) Update

OTS has completed dispatcher training for the New World Upgrade planned for March 7th. Additionally, a demo was developed in-house to assist those with further questions and hosted online as voluntary training. A team of dispatchers and supervisors has been selected and trained for the new offline call entry process (previously known as CAD Catch-Up) for after the outage. This team will begin work immediately after CAD is back online. Their sole job will be to re-create the incidents that occurred during the outage in order to get information ready for agencies as quickly and efficiently as possible.

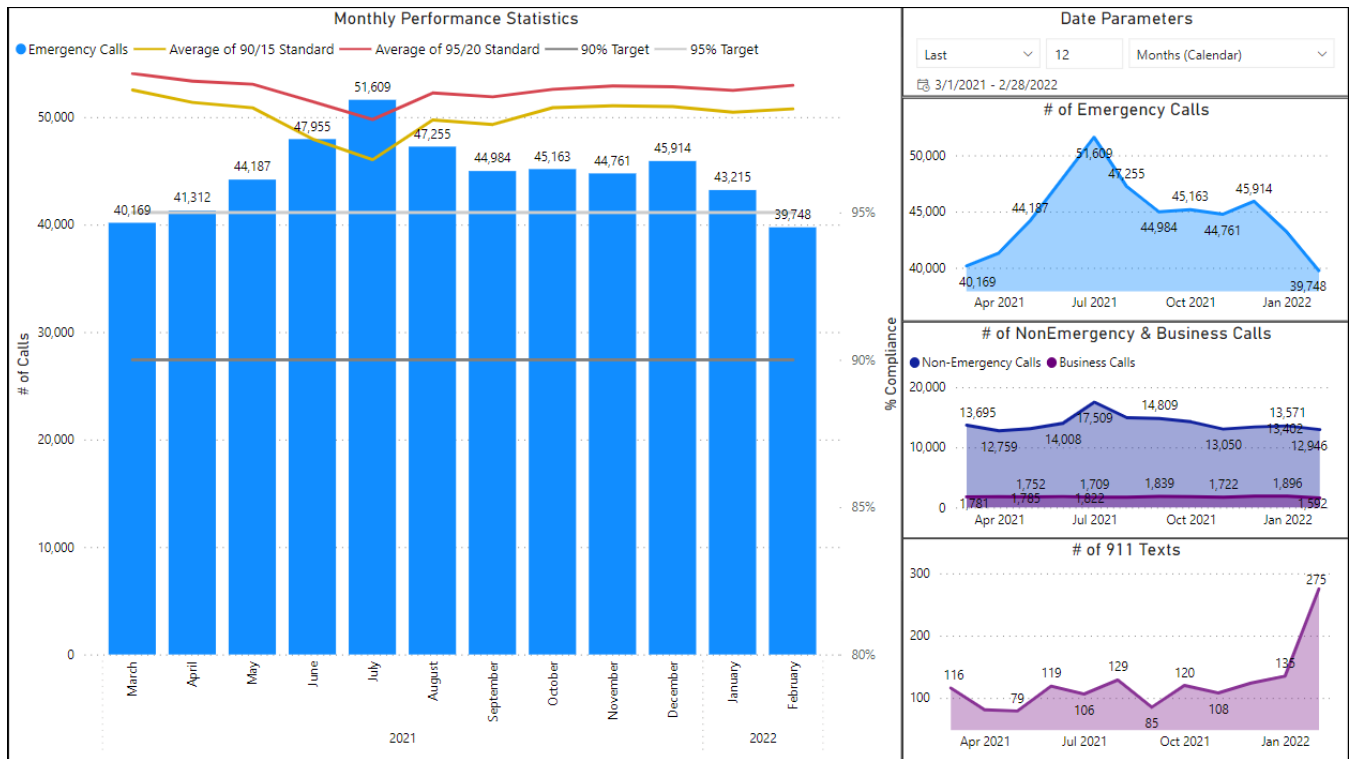
On March 16th the Office of Training and Standards is welcoming seven new dispatch trainees. Due to the large class size there will be co-instructors running the academy at South Campus.

The pilot project for the new "San Jose" training documentation model has kicked off and is being utilized in 2 training sessions. This training model is widely used in the industry and taught by APCO, however, it is a big change from what we've done previously at SNO911. OTS will be soliciting feedback from both the CTOs and the trainees for process refinement in the months to come.

Dispatcher 12-Hour Shifts/Related Software Configuration and Update

The TeleStaff upgrade and buildout project continues. Operations Manager Christian is working on the finer details of the system with help from the PM and internal staff members. We are planning on moving TeleStaff to the cloud the week of March 28th. Once moved to the cloud, we will be on the newest version for the move to the twelve-hour schedule in April.

Monthly Statistical Reports



Text-to-911 Report

911 Texts	Type	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD TOTAL	YTD GROUP TOTAL
Appropriate Use	True Emergency	9	5											14	14
Incorrect Use	Follow-Up	12	3											15	80
	Area Checks	16	11											27	
	Info	3	0											3	
	Noise	1	1											2	
	Traffic	3	4											7	
	Other Complaints	10	16											26	
Misuse	Accidental	7	2											9	224
	Behavioral Health	14	200											214	
	Prank	1	0											1	
Other	Test	1	2											3	92
	Abandoned	15	4											19	
	Non-English	0	0											0	
	Outgoing	0	0											0	
	Subsequent	32	9											41	
	Transfer	0	2											2	
	Voice Call	11	16											27	
Month Total		135	275	0	0	0	0	0	0	0	0	0	0	410	410

Abandoned: Non-Responsive

Accidental: Device or person accidentally texted 9-1-1

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

Behavioral Health: Calls that result in BHC by LE/EMS

Follow-up: Where is officer?

Info: What is the phone number for animal control?

Noise: Music, people etc.

Non-English: Texter indicates they do not speak English

Other: Any other request or complaint, media from Intrado

Outgoing: Outgoing text calls

Prank: Calls that do not give any valid information, not including BHC

Subsequent: Additional inbound text after call released by call taker

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

Traffic: Speeders, DUIs, etc.

Transfer: Transfers to other PSAPs

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

SPIDR Tech Survey – February 2022

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	759	84.71%
3 - Satisfied	96	10.71%
2 - Neither Satisfied nor Dissatisfied	21	2.34%
1 - Somewhat Dissatisfied	13	1.45%
0 - Very Dissatisfied	7	0.78%
Total	896	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	860	95.98%
Somewhat	24	2.68%
No	12	1.34%
Total	896	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 2022													
FIRE AREA	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
AIRPORT FIRE	20	13	-	-	-	-	-	-	-	-	-	-	33
ARLINGTON CITY	40	-	-	-	-	-	-	-	-	-	-	-	40
ARLINGTON RURAL FD 21	71	61	-	-	-	-	-	-	-	-	-	-	132
DARRINGTON FD 24	43	31	-	-	-	-	-	-	-	-	-	-	74
EVERETT CITY	2,211	1,940	-	-	-	-	-	-	-	-	-	-	4,151
FD 19	24	27	-	-	-	-	-	-	-	-	-	-	51
FD 7 (Mill Creek excluded)	1,065	853	-	-	-	-	-	-	-	-	-	-	1,918
GETCHELL FD 22	53	38	-	-	-	-	-	-	-	-	-	-	91
GOLD BAR - INDEX FD 26	84	57	-	-	-	-	-	-	-	-	-	-	141
GRANITE FALLS FD 17	180	146	-	-	-	-	-	-	-	-	-	-	326
HAT ISLAND FD 27	2	2	-	-	-	-	-	-	-	-	-	-	4
LAKE ROESIGER FD 16	18	16	-	-	-	-	-	-	-	-	-	-	34
LAKE STEVENS FD 8													
MARYSVILLE FIRE	1,211	1,012	-	-	-	-	-	-	-	-	-	-	2,223
MILL CREEK CITY	201	196	-	-	-	-	-	-	-	-	-	-	397
MUKILTEO CITY	180	158	-	-	-	-	-	-	-	-	-	-	338
NORTH COUNTY FIRE (UNINC)	526	449	-	-	-	-	-	-	-	-	-	-	975
OSO FD 25	7	6	-	-	-	-	-	-	-	-	-	-	13
ROBE FD 23	3	2	-	-	-	-	-	-	-	-	-	-	5
SNOHOMISH FD 4	304	271	-	-	-	-	-	-	-	-	-	-	575
SOUTH COUNTY FIRE (TOTAL)	2,866	2,406	-	-	-	-	-	-	-	-	-	-	5,272
SOUTH COUNTY FIRE (UNINC)	1,383	1,088	-	-	-	-	-	-	-	-	-	-	2,471
EDMONDS CITY (CONTRACT)	530	427	-	-	-	-	-	-	-	-	-	-	957
BRIER CITY	35	35	-	-	-	-	-	-	-	-	-	-	70
LYNNWOOD CITY	668	644	-	-	-	-	-	-	-	-	-	-	1,312
MOUNTLAKE TERRACE CITY	250	212	-	-	-	-	-	-	-	-	-	-	462
STANWOOD CITY	118	121	-	-	-	-	-	-	-	-	-	-	239
SULTAN FD 5	101	89	-	-	-	-	-	-	-	-	-	-	190
TULALIP FD 15	79	68	-	-	-	-	-	-	-	-	-	-	147

POLICE EVENTS PER AGENCY 2022													
POLICE AGENCY	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
ARLINGTON	1,825	1,839	-	-	-	-	-	-	-	-	-	-	3,664
BRIER	310	288	-	-	-	-	-	-	-	-	-	-	598
DARRINGTON	82	86	-	-	-	-	-	-	-	-	-	-	168
EDMONDS	2,022	1,719	-	-	-	-	-	-	-	-	-	-	3,741
EVERETT	10,695	10,797	-	-	-	-	-	-	-	-	-	-	21,492
GOLD BAR	155	156	-	-	-	-	-	-	-	-	-	-	311
GRANITE FALLS	327	299	-	-	-	-	-	-	-	-	-	-	626
INDEX	32	33	-	-	-	-	-	-	-	-	-	-	65
LAKE STEVENS	1,714	1,760	-	-	-	-	-	-	-	-	-	-	3,474
LYNNWOOD	3,024	2,886	-	-	-	-	-	-	-	-	-	-	5,910
MARYSVILLE	4,598	4,763	-	-	-	-	-	-	-	-	-	-	9,361
MILL CREEK	1,052	1,063	-	-	-	-	-	-	-	-	-	-	2,115
MONROE	1,631	1,449	-	-	-	-	-	-	-	-	-	-	3,080
MOUNTLAKE TERRACE	1,227	1,270	-	-	-	-	-	-	-	-	-	-	2,497
MUKILTEO	2,386	2,083	-	-	-	-	-	-	-	-	-	-	4,469
SNOHOMISH	706	786	-	-	-	-	-	-	-	-	-	-	1,492
SNOHOMISH COUNTY	13,091	12,986	-	-	-	-	-	-	-	-	-	-	26,077
STANWOOD	434	523	-	-	-	-	-	-	-	-	-	-	957
STILLAGUAMISH	1,069	1,272	-	-	-	-	-	-	-	-	-	-	2,341
SULTAN	247	252	-	-	-	-	-	-	-	-	-	-	499
WOODWAY	82	62	-	-	-	-	-	-	-	-	-	-	144

Snohomish County 911 - Staffing Report

3/14/2022

Full-Time Center Staff

Legacy Employees = Hired before 12/1/2017..... New Hire Employees = Hired on/after 12/1/2017

Job Title:	Status:	Current #
Call-Taker	Legacy: Only trained in call-taking	1
Police Dispatcher	Legacy: Only trained in CT and Police	4
Fire Dispatcher	Legacy: Only trained in CT and Fire	6
Cross-Trained Dispatcher	Cross-Trained in CT, Police, and Fire	60
Cross-Trained Trainee	Trained in 2 disciplines, and currently in-training for the 3rd	5
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	6
Trainee Dispatcher 2	New Hire-Completed training in 2 of the 3 required disciplines	9
Total:		91

See "Dispatcher Status Log" attached in this week's email for breakdown by employee name

Authorized Dispatch Staffing Level - (including trainees)	88.3%
---	-------

Center Staffing Strength - (excludes trainees and LOA's)	87.5%
--	-------

# of Authorized Full-Time Positions:	164
# of Full-Time Positions Filled:	144
# of Current Full-Time Vacancies:	21

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):	153
--	-----

F/T Dispatchers:

Authorized Positions:	103
Filled F/T Positions:	91
F/T Vacancies:	12

Supervisors:

Authorized Positions:	16
Filled F/T Positions:	15
F/T Interim Supervisor:	1
F/T Vacancies:	1

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:	13
Filled F/T Positions:	8
Filled Contract Positions	1
F/T Vacancies:	5

Tech/Wireless Staff:

Authorized Positions	22
Filled F/T Positions	18
Filled P/T Positions	1
Filled Contract Positions	1
F/T Vacancies	3

Current Recruitment Status

Candidates signed up to test	1	Test date 3/17/22
Candidates to be interviewed	1	Interviewing for July academy
Candidates in poly	4	Scheduled for poly exam
Candidates in background or further	1	In background (or further stage).
Candidates ready for academy	7	Final offers signed/returned. Ready for academy!
YTD Dispatch Trainees Hired	3	

Employment Separations

YTD Full Separations from Agency:	6
YTD Changes from F/T to Relief Status:	1

Dispatch & Sups (Relief Staff):

Left SNO911 - Voluntary	0
Left SNO911 - Involuntary	0

Appointive Staff (Trainees):

Accepted New Job	0
Death of Employee	0
Involuntary Term	0
Medical	0
No Reason Given	0
Relocation	0
Retirement	0
Voluntary Opt-Out	0

Dispatch & Sups (Trainees):

Accepted New Job	0
Death of Employee	0
Involuntary Term	2
Medical	0
Relocation	0
Retirement	0
Voluntary Opt-Out	1
Change to Relief (FT to PT)	0

Appointive Staff (Non-Trainees):

Accepted New Job	1
Death of Employee	0
Involuntary Term	0
Medical	0
No Reason Given	0
Personal	0
Relocation	0
Retirement	0
End of Contract	0

Dispatch & Sups (Non-Trainees):

Accepted New Job	1
Death of Employee	0
Involuntary Term	0
Medical	1
No Reason Given	0
Personal	0
Relocation	0
Retirement	0
Change to Relief (FT to PT)	1

Radio Replacement Project Updates

March 14, 2022

Subscribers:

- Detailed report that is updated on a weekly basis can be found here:

<https://sites.google.com/view/sno911rrp/rrp-mobile-radio-project>

■ Opt-In-- 50% -- 432 out of 834			■ Snohomish County Fire Departments-- Overall 30%		
■ Snohomish County Police Departments-- Overall 62%			■ 123 out of 350		
■ 295 out of 536			■ Agency	Radios	% Complete
■ Marysville PD (Pilot)	78	100%	■ Marysville FD	40	48%
■ Everett PD	196	44%	■ Everett FD	62	60%
■ Lynwood PD	68	61%	■ South County Regional Fire Auth.	123	61%
■ Mukilteo PD	29	63%	■ North County Reg Fire Authority	29	18%
■ Monroe PD	31	46%	■ Mukilteo FD	10	0%
■ Mill Creek PD	19	73%	■ Paine Field FD	12	0%
■ Mountlake Terrace PD	18	48%	■ Snohomish County Fire Dist. #15	10	0%
■ Arlington PD	23	39%	■ Snohomish County Fire Dist. #25	06	0%
■ Arlington PD	21	38%	■ Snohomish County Fire Dist. #24	13	0%
■ Brier PD	07	31%	■ Snohomish County Fire Dist. #27	07	0%
■ Tulalip PD	66	00%	■ Snohomish County Fire District #4	21	0%
			■ Snohomish County Fire District #5	13	0%
			■ Sno911	14	100%

- Staff are working on a lease-back strategy for all subscriber equipment. This would keep ownership, and more importantly insurance coverage under one policy at SNO911 but keep the inventory and asset oversight with the member agencies.
- SNO911 Board approved funding for glass-mounted GPS/WiFi Antenna alternatives. Funding also approved for low-profile covert antenna. However, the project team is actively evaluating the safety of the antenna and may recommend an alternative.
 - A contract for a specialized RF safety consultant is signed and technical review is underway.
- In-vehicle chargers for fire apparatus. SNO911 reviewed the operational and technical need of in-vehicle fire charger with each fire agency. Following this review, the total needs across all fire agencies is 102 in-vehicle fire chargers. This is well within the amount that was ordered and originally planned for.
- SNO911 reviewed antenna options with each agency and based upon feedback, the total needs for Shark Fin and covert antennas are included below. Sufficient funding is already approved by the SNO911 board.
- Fleet Expansion Requests – Agencies are reminded, if additional radios are needed for 2022 or 2023, to please identify those and let us know.

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 – Contract awarded
 - Phase 3 – Contract awarded
 - Phase 4 – Contract awarded
- 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.
 - Clearview and Gunnysack site readiness work (SNO911 task) is completed and handed over to Motorola.
 - Five additional sites are scheduled to be completed and turned over to Motorola in March.
- Microwave and dish work has been completed at three sites. This work will continue through May as expected.

Risks:

- 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.
 - Staff executed Change Order 7 which authorizes MSI to complete the design work associated with moving to US Primary frequencies. The funding for this work will be allocated from a MSI Project credit and is authorized by the SNO911 Board. Future coverage maps and any other project impacts will be reviewed in detail with the TACs and Board in the future.

Policy:

- No Updates this month.

Other/General Updates:

- Motorola has provided a draft of Change Order 8 to remove the Mill Creek and Machias radio sites from the scope of the project. Staff are currently reviewing. Funding will remain with the project that will allow the team to revisit these needs in the future.
- Alphanumeric Paging – Fire TAC approved a proposal in October 2021 to remove the paging system upgrade from the Motorola Contract and to move forward with a partial system replacement. In December 2021, SNO911 received notice from NORCOM that

they desire to rejoin the SNO911 upgrade and in particular agree with the partial system upgrade approach. Staff are beginning to put together an overall project plan and estimate to include the NORCOM sites.

RRP Policy & Major Decision Timeline

- 03/2021: Executed Change Order 7 – Design work to move system to US Primary Frequencies. Further evaluation will be completed with TACs.
- 12/2021: SNO911 Board of Directors approved: WT09 - Additional Growth and Expansion Radio Reimbursement Request, WT08 – Radio Hardware and Replacement Services Policy, and WT07 – Lost, Stolen or Damaged beyond Repair Radio Equipment Replacement
- 12/2021: SNO911 Board of Directors approved amendment to APF 134 to include other suitable antennas identified by the project team.
- 11/2021: SNO911 Board of Directors approved APF 134 to cover expenses to fund antenna changes requested by member agencies.
- 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

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for March 8, 2022 / 10:30-11:30 p.m.
Location: Web Conference

Meeting Attendance:

POLICE TAC REPRESENTATIVES					
Deputy Chief Daniel Cone		Deputy Chief Chuck Steichen		Sheriff Adam Fortney	
Chief Nick Almquist		Sergeant Shane Hawley	✓	Chief Rob Palmer	✓
Asst. Chief Jim Lawless, <u>Chair</u>	✓	Deputy Chief Ryan Irving	✓	Chief Becky Lewis	✓
Captain Rod Sniffen	✓	Commander Mike Haynes	✓	Chief Don Tardiff	
Commander Ron Brooks <u>Vice Chair</u>		Acting Asst. Chief Andy Illyn		Interim Chief Stan White	✓
ALTERNATE REPRESENTATIVES					
Interim Chief Nathan Alanis		Corporal Mike Bard	✓	Deputy Chief John DeRousse	
Sergeant Jim Barnes		Commander Coleman Langdon	✓	Commander Brad Akau	
Chief Jeff Jolley	✓	Captain Steve McDonald	✓	Sergeant Karl Gilje	✓
Acting Captain Jeff Graves		Deputy Chief Jeff Young	✓		
SUPPORT STAFF AND GUESTS					
Executive Director Kurt Mills		Deputy Director Terry Peterson	✓	Director of Tech Marlin Herolaga	
Sec./Inf. Team Manager Bleu Jaegel		Director of Ops Andie Burton	✓	Master PO Travis Katzer	
Ops Manager Karen McKay	✓	Ops Manager Karl Christian	✓	Ops Manager Hattie Schweitzer	
App. Team Mngr. Brent Meyer		Proj Mngr. Christopher Ampongan		Rec & Admin Manager, Sheila Betts	✓
		Sgt. Matt Baron	✓	Chief Michelle Bennett	✓

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

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

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

2. Approval of Minutes: February 8, 2022 Minutes were approved by Captain Rod Sniffen and 2nd by Deputy Chief Ryan Irving.

3. Announcements: Andie shared April 10-16, 2022 is National Public Safety Telecommunicator's Week. Andie encouraged member agencies to engage in the event and to contact Dispatch Supervisor Fenter if and any would like to contribute swag for prizes and gifts.

4. Reports:

A. Policy Review Committee: Jim Lawless

There is one item for discussion that will be addressed later in the meeting (6.A)

B. Mobile Users Group: Andie Burton

The NWS upgrade shared at previous meetings began as scheduled night and was completed at 0700am today. Additional update will be shared during PTTC Update (4.D).

C. SN0911 Updates: Terry Peterson

Terry thanked the agencies who have contributed photos and videos clips and offered to participate in the photo shoot for the SN0911 recruitment video project that is scheduled for next week.

D. PTCC: Andie Burton on behalf of Marlin Herolaga

New World Upgrade – The New World upgrade has been completed with little to no issues

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for March 8, 2022 / 10:30-11:30 p.m.
Location: Web Conference

with the core system upgrade. The work started at 2200 last night and was completed this morning at around 0655. Tech staff is working through some items like MDC update issues and user login issues. Tech staff will be onsite all day addressing reported issues. If field staff are experiencing any issues please have them contact the helpdesk so that the issue is reported and addressed.

E. Radio Replacement Project: Terry Peterson

U.S. Primary Frequencies – In order to eliminate the interference issues previously identified and discussed, financial authorization was requested from the SNO911 Board of Directors to direct Motorola to redesign the system. Motorola has been instructed to move forward with the redesign effort, which includes coverage map, antenna and power updates which will take a couple of weeks. Once those re-designs are complete, they will be brought back to the Committee for discussion, direction and approval, prior to moving forward with any changes.

5. Technical Update: Andie Burton on behalf of Marlin Herolaga

Uninterrupted Power Supply (UPS) Unit Upgrade: Reminder that the UPS at South Campus will be upgraded April 4 – 8. SNO911 Tech Staff will fully power down the backup data center and converting it into a cold standby. If there is an issue with systems at North Campus, the South Campus generator can be started to begin bringing systems back up, allowing operations to continue. Communications will be sent out before the install and another when the work has been completed.

6. New Business

Holding Calls Procedure: Karen McKay

Karen provided a handout to the Committee for review prior to the meeting titled “*RPM Dispatching Complaints 021722.*” The document was a recommendation to change to the current *Police Radio Procedures Manual*, sections 6.1.B and 6.2.1 as follows:

6.1 B *Priority 3 and higher incidents (current policy states the dispatcher will refer the call to the area patrol supervisor/Sgt.). Effective March 9, 2022, the policy will state the dispatcher will broadcast the holding call and if no field unit acknowledges the broadcast then the dispatcher will prompt the area supervisor/Sgt. to acknowledge.*

6.2.1 *Priority 4 and 5 incidents (current policy states the dispatcher will advise the agency supervisor one time if there are no units available). Effective March 9, 2022, the policy will state the dispatcher will broadcast the holding call one time if there are no units available.*

A motion was made by Deputy Chief Ryan Irving to approve the recommended changes as noted. The motion was 2nd by Chief Becky Lewis. The motion was approved unanimously.

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for March 8, 2022 / 10:30-11:30 p.m.
Location: Web Conference

Karen will distribute a copy of the policy changes, the full SNO911 Police Radio Procedures Manual, with the updated language approved above.

7. Old Business

UAS Request Procedures: Derek Wilson & Andie Burton

Discussion held and will carry over to April 12, 2022 meeting.

8. Good of the Order

9. Adjourned at 1046 hours.

DRAFT

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

February 16, 2022

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
	☐ Seth Johnson	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	☒ Zach Hanson	North County RFA
	☐ Gino Bellizzi	First District 19	☐ Tony Mace	Paine Field Airport FD
	☒ Jeremy Stocker	Fire District 22	☒ Ernie Walters	Sky Valley Fire
	☐ Dennis Fenstermaker	Fire District 24	☐ Ryan Lundquist	SRFR
	☐ Dave DeMarco	Everett Fire	☒ John Chalfant	South County Fire
	☒ Jeff Cole	Marysville Fire	☐	
Guests and Staff in Attendance	Todd Anderson, SCF	Andie Burton, SNO911	Karl Christian, SNO911	
	Shaughn Maxwell, SCF	Hattie Schweitzer, SNO911	Meg Bittinger, SNO911	
	Joshua Cole, Paine Field Airport	Chris Ampongan, SNO911		
	Mike Gatterman, Fire District 4	Chris Gass, SNO911		
	Kurt Mills, SNO911	Derek Wilson, SNO911		
	Terry Peterson, SNO911	Marlin Herolaga, 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.

- ANNOUNCEMENTS:** *Andie Burton.* National Public Safety Telecommunicator Week is coming up in April. SNO911 has a workgroup that is working on the celebration. This year there will be a regional theme with a couple other dispatch agencies. The dispatchers and staff really appreciated the prizes/swag that were donated from the fire agencies last year, so the hope is that they will consider donating again this year. Andie will send an email and communicate as she hears more from the workgroup.
- APPROVAL OF MINUTES:** A motion was made by Darryl Neuhoff and seconded by Drew Bono to approve the January, 2022 Fire TAC / Ops meeting minutes as written. Unanimously approved.
- COMMITTEE UPDATES:**
 - PTCC / NWS.** *Marlin Herolaga.* PTCC met last week and talked about the New World upgrade, which is still scheduled for Monday, March 7th starting at 2200. The upgrade will be a little bit longer than normal because there will be a new GIS server that they have to migrate to, and the GIS software is being upgraded as well. The plan is to have access back to all users by 0700.

During the upgrade, CAD catch up will have to start after the upgrade, because there are some CAD catch up changes included in the upgrade. They are looking at about 14 hours to have all the calls entered, and SNO911 is working on putting a team together to split those efforts and try to reduce that time.

- B. Technical Update.** *Marlin Herolaga.* Earlier this morning, the SNO911 IT Department removed the south locution equipment from the Mountlake Terrace location and moved it to Everett. This was a planned project for later in the year, but Tech moved it up because of the upcoming UPS project. The South Campus UPS equipment is aged and needs to be replaced. When they start the work to remove the equipment, Tech will be fully shutting down the South Campus data center, turning it into a cold standby rather than a hot standby. This will temporarily remove any system redundancy, and protect the equipment from any electrical surges. This work is scheduled for April 4th – 8th, and agencies should not be impacted during the project. Tech will be sending out notifications as we get closer to the event.
- C. Radio Replacement Committee.** *Terry Peterson.* At the last Fire TAC meeting, there was a lot of time spent discussing the need for in-vehicle chargers. Chris Ampongan has met with each agency and determined that instead of 400 plus chargers, there is only a need for 103. This is already within the budget and within the inventory that they have. Terry thanked all the agencies for taking a hard look at that and working through the operational need. Mobile Installs - they continue to work on mobile installs for the opt-in fire agencies. There are two teams that are actively installing out in the field. Chris anticipates that this will go through June with the current two teams, but he is working on getting more teams out here to get this completed sooner rather than later. There is a bit of an issue with the interface cables needed for the headset interface equipment out in the rigs. For a variety of reasons, the cable count was off and they need more than they originally anticipated. The MIT crews discovered that some of the older headset systems actually require two cables which was a big factor, and there are some supply chain issues. The project team is still looking at moving away from the US primary frequencies. They are starting to put all the pieces together to see what that looks like relating to impact to cost, impact to schedule, and impact to the technical components of the system. Just to keep things moving forward as rapidly as they can, they will be asking the SNO911 Board for additional funds tomorrow (up to \$250k). If they move forward with it, some of the money will be spent with Motorola for redesign, some of it on equipment, and some of it will be on other 3rd party vendors to help with the redesign efforts.
- D. Radio Procedures Committee.** *Hattie Schweitzer.* The committee did not meet this month, but Hattie wanted to mention that Target Solutions did send out the training for the air operations 8 TAC 91 proposal that was agreed upon last month, so that is now live and operating.
- E. Fire User Group.** *Derek Wilson.* They discussed some of the things fire needs to prepare for and a reminder of the upgrade date. Derek said that there will be a major change that fire will be seeing after the upgrade, so he will be sending out pictures of what that looks like from Fire Mobile Client on Friday. He will also send it to the Fire User Group and follow up with some training.
- F. Fire Standards/Data.** *Marlin Herolaga.* They did not meet this month.
- G. County Fire Resource Plan Committee –** *Jeremy Stocker.* The latest update is that they have the concept of what the strike team and task force responses are going to look like. The second component to that is taking a look at how they will backfill areas when there is a major incident, or multiple incidents that deplete an area. Regarding depletion, there were discussions of breaking the county up into 2, 3 and 4 zones. There will be more talks, they are still working on all of this, and the hope is to have a product soon.

- H. Enabling VHF on Multiband Radios – Terry Peterson.** They have drafted the APF for adding VHF to the outlying areas. The last time we looked at it, the next step was to pull together the quantities and costs, and they have done that. They originally estimated it would be about \$35,000 but they were a bit off on that. Terry shared a document showing what they believe are the needed quantities and the agencies that are involved in the action proposal form. He also reiterated that it's \$525 per radio per band. This brings the total to about \$114,000. This also includes 6 VHF only "handout" radios. The next step is to assimilate this information in the APF, then Terry will call for a meeting in the next couple of weeks with the right level person from each agency so they can all get together to review it one more time. Then they will take it to the SNO911 Board for action in March. If they do that, Terry believes that there is still adequate time to enable VHF in all these radios ahead of target, which is right around Springtime.
4. **SNO911 UPDATE:** *Kurt Mills.* SNO911 is taking the resolution to adopt the new NENA 911 Call Answer Standard to the board this month. Second, the future facility effort is heating up, and they are trying to lock in the funding and perhaps even acquire property this year. There is an internal employee group that is making sure they are being thoughtful about the whole process. Finally, the dispatchers are transitioning to a 12 hour schedule. The transition to the new schedule starts April 10th.
5. **OLD BUSINESS:**
- A. **Fire Paging Workgroup** – Nothing to report.
- B. **First Due Workgroup** – *Todd Anderson.* The workgroup met about 2 weeks ago. They are probably within a week or two out from trying to test trial something – being able to log in on a platform. They are still collecting data from different agencies, and Todd isn't sure how long that will take with some agencies being slower than others.
- C. **First Watch** – Per Kurt, this can be removed from the agenda.
- D. **Alert Validation Procedures** – *Andie Burton.* Andie just wanted to thank all the agencies that responded and filled out the Google form that Derek and Chris sent out. About 9 agencies have responded so far. For those that haven't responded, please do so. They are moving ahead with the project and if they don't have a designated contact they will just send it to the TAC representatives.
6. **NEW BUSINESS:**
- A. **CAD Lite Recommendations** – *Kurt Mills.* One of the things they have learned through the use of CAD Lite is that having the dispatchers figure out unit recommendations on the fly is asking a lot of them. So, one of the dispatch supervisors, Chris Gass, developed an applet that can help with recommendations and Kurt wanted to show TAC. Per Derek, they have been really focused on this for the past 5 days, and both he and Chris are confident that this solution will be in place in CAD Lite for the upgrade/outage. Chris then built the application, using the previously established/approved basic unit recommendations by agency assigned to the particular talk group, and they would like approval to use this for the unit recommendations during the scheduled outage. *Chris Gass.* Chris shared a demonstration of his simplified response plan. It's pretty basic – it automates the manual process and it's significantly quicker than either trying to send it out to the FOCs or the manual process. Recommendations done in CAD Lite should not be expected to be as specific or complex as those in live New World CAD. A motion was made by Darryl Neuhooff to move forward with this plan for unit recommendations during the CAD outage.

Seconded by Drew Bono. Unanimously approved. Darryl asked for someone to send an email that briefly describes what we're looking at here and what the agencies can expect. Derek said he will draft and send an email, so look for that.

- B. Requests for Location Alert Entries – Marlin Herolaga.** The IT Department has been seeing a trend over the past few months where these requests have been coming to the Help Desk. This isn't something that is done by the tech staff, it is handled on the floor by the supervisors. Marlin's concern is that these time sensitive requests could potentially get overlooked by his staff if they continue to go to the Help Desk. From now on, please send any location alert entry requests to the dispatch supervisors. There is an email address and a fax number for them at the bottom of the premise form.
- C. Law Enforcement UAS Requests/Responses – Andie Burton/Derek Wilson.** Per Andie this is more informational for fire, but they talked at Police TAC about the growing number of UAS programs that the police agencies have. There have been some issues for the police agencies when either a department doesn't have UAS, or there isn't one on duty when they need one. They are trying to keep a resource list of all the agencies that have one and how they will respond, how they won't respond, etc. It's getting pretty daunting for the supervisors so they would like to come up with a way to streamline this. Per Jeremy Stocker, there was a county wide UAS meeting yesterday. On the fire side they have the ability to create a UAS unit, but the police don't have that option because they have their police units that they sign into, and they carry the drone with them. It sounds like this issue may be the first step for police to get that part taken care of. Per Derek, police function differently, and for them the drone is not necessarily a unit or a dedicated apparatus. It is an auxiliary piece of equipment and they are just in the back of a car or at the station, and anyone can grab it. A dedicated unit is an option, but this is really a hybrid concept and it's almost like a K9 request AND a piece of equipment request. Derek is thinking of establishing a personnel list of drone pilots. This is something the UAS group needs to discuss further and come back to Fire TAC with a recommendation.
- D. Paine Field Fire Department Foam Truck – Joshua Cole.** There have been some issues with their foam response and they have been directed to no longer respond with their foam trucks (F26 and F26A) off the airport. Chief Cole is working to get this resolved, but he wanted to get this information disseminated as soon as possible. He will keep everyone posted.

- 7. GOOD OF THE ORDER: Darryl Neuhoff.** He believes there is going to be a move to re-approach the Alpha, Bravo, Charlie, Delta, Echo, and Omega response criteria as opposed to the MEDX, MED, BLS, and BLSN call types. Per Terry, the DRC/DSC group is talking about this for sure, and he has a call to action to get more folks involved in this group. Per Thad Hovis, he will bring this to the Snohomish County Fire Chiefs Association Executive Board Meeting on February 22nd.

Terry Peterson. Regarding the bylaws and the elections for Fire TAC that were discussed last month, SNO911 is moving forward and doing an inter-local agreement update. They are going to suggest getting rid of the language from the inter-local agreement that talks about how the Chair and Vice Chair for Fire and Police TACs are elected. In doing that, this allows the committees to adopt whatever rules they see fit to elect their leadership. Also, there is a call to action to get more representation on the Dispatch Review and Steering Committee. This is the body that oversees the protocols and how they are implemented, and they oversee SNO911s accreditation effort. Terry believes that the ideal candidate should have extensive EMS experience, working knowledge of data analysis, and someone who understands the ins and outs of the ESO platform. They will send this out

to FIRE TAC for consideration. The committee meets about once a month for 1-2 hours. Anyone who would like to participate, please email Hattie Schweitzer at hschweitzer@sno911.org.

8. **ADJOURN:** The Fire TAC / Operations Committee adjourned at 2:33 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, March 16th at 1:30 p.m. via ZOOM.

DRAFT

**Snohomish County 911
Finance Committee
Meeting Summary for March 10, 2022 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom**

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	David Chan	✓	Steve Guptill	
Jim Lawless	✓				
Staff Support Team					
Kurt Mills	✓	Angie Baird		Terry Peterson	✓
				Sharon Brendle (notetaker)	✓

1. **Call to Order and Announcements.** Chief Dave DeMarco called the meeting to order at 1:30 pm.
2. **Reports.**
 - A. **Blanket Voucher Report.** David Chan had a question about the milestone payment in the amount of \$1.7 million. Terry explained it was for the Radio Replacement project and was related to the shipment of the microwave equipment, consisting of the microwave dishes connected to the towers at each radio site. The staging has been completed and the equipment has arrived. The receiving triggers the milestone payment. There were no other questions. David Chan moved and Jim Lawless seconded to recommend the Board approve the Blanket Voucher Report for February. The motion passed.
 - B. **Fund Balance Report.** Informational report only; no action is needed.
 - C. **Radio Replacement Project Payment Tracking.** Informational report only; there were no questions.
3. **Old Business.**
 - A. **SNO911 Future Facility Financing Agreement.** An updated draft agreement was emailed out prior to the meeting. Terry explained this update includes some changes following discussion of the last board meeting, along with some conversations with the County Finance Department, their internal legal, their Bond Council, and SNO911's attorney. Terry is proposing that this agreement be taken to the Board for action at next week's meeting. The structure of the agreement is based upon a 15 year loan. Legal has included some language that clearly separates the County's obligation with respect to the bond payment and the loan of funds to SNO911. The agreement makes it clear that SNO911 is not directly connected to the bonding process, and is only obligated to the County. The agency will be asking the Board to approve a not to exceed amount (approximately \$60 million), then at a future Board meeting (at least 120 days before the bonds are issued), SNO911 will go back to the County with a definitive amount they wish to borrow. Terry explained that since SNO911 is not a taxing authority, the Agency can only pledge User Fees, as defined in the ILA. He added that the plan is to fund the project with the 1/10th of 1% sales tax revenue that is received from the county. Terry also explained that legal added language that clarified User Fees as operational costs, rather than capital costs from a member agency perspective, which means member agencies' ability to borrow would not be impacted. Kurt explained that Deanna Gregory of the Pacifica Law Group, who has experience with bonding, helped draft some of these provisions. She has been invited to attend the next Board meeting to answer any questions about this agreement.

Following some lengthy discussion on this topic, the committee suggested staff prepare an informational packet that can be shared with their user agencies for presentation to their legislative bodies, key stakeholders, and legal counsel. Kurt suggested that the Board provide contingent approval of the agreement next week. Terry also informed the committee that the County will need to have the

agreement go through their review process before signing, which may begin in April. This topic will be brought to the board next week for discussion and consideration.

- B. 2021 Year End Carryover.** This topic is tabled and will be brought back to the committee for action next month.

4. New Business.

- A. Medic One Gift.** Medic One reimbursed SNO911 for acquiring PulsePoint. SNO911 is seeking approval to accept the gift and replace funds in Operations. David Chan moved and Jim Lawless seconded to recommend the board reimburse the Operations fund with the grant from the Medic One Foundation. The motion passed.

- B. RRP Construction Permit.** Terry explained that this relates to the professional services agreement that the Board authorized back in May 2020. The not-to-exceed amount of \$110,000. He added that it is expected that the amount will go slightly over in order to finish up permits for South Campus. Amending the agreement falls within the Director's signing authority. No action is needed.

5. Good of the Order.

- Asked about the staffing situation with Finance, Kurt explained that they worked with a placement firm and have a part-time interim Finance Manager that is helping out with some of the oversight. He also reported that a Finance Coordinator candidate is entering backgrounds.
- Commissioner Chan spoke about their Community Paramedic program, and the challenges they are facing from frequent callers. Kurt shared what sort of records were available, as well as what dispatchers are able to do with respect to their engagement with Community Paramedics. He explained that there are ongoing discussions within the EMS community on finding workable solutions to the problem.
- Asked about the status of SNO911's accreditation process, Kurt explained they are committed to becoming fully accredited with ACE (Accredited Center of Excellence) through the International Academics of Emergency Dispatch (IAED), and are continuing down that path. He spoke about the changes they have implemented during this process.
- Commissioner Chan also reported on some changes within his agency with regard to committees, annexations of agencies, and changes in board representation. Terry explained the Board's caucus procedure that will occur in April.
- Terry reported that they brought forward a proposal for an Employee Education Reimbursement program at the Personnel Committee earlier this week. This policy would allow reimbursement within a defined budget for specific career related continued education received outside the agency. He spoke of the benefit to the workforce as well as helping with employee retention. The personnel committee has recommended the Board adopt the policy to have it apply to both represented and non-represented staff. Staff are requesting an authorization of \$20K in 2022 for this program.

Adjourn. The meeting was adjourned at 2:20 pm. The next meeting is scheduled for April 14, 2022 at 1:30 p.m.

Snohomish County 911
Personnel Committee
Meeting Summary for March 8, 2022, 9:00 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	✓	Kimberlee Jensen	✓		

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

The meeting was called to order at 9:01 am by acting Committee Chair, Chief Thad Hovis.

- 1. Staffing Report.** SNO911 has 12 dispatcher vacancies, but there are seven in the academy now. Still recruiting. There is someone contracted to assist the finance department, at approximately 75% schedule. Wireless tech staff - one in background process for ECS position. Opened up lead position instead of wireless supervisor.
- 2. Paid Family Medical Leave Policy Changes.** Kimberlee Jensen, Human Resources Coordinator for SNO911, presented this item for action. She explained they are requesting updates to the policy to reflect changes from the Employment Security Department, and are also making some changes to add details for internal processing and deadlines for payroll purposes. PFML is a protected leave option, and a recent MOU signed with each union states that seniority adjustments only apply to unpaid / unprotected leaves, so the statement about seniority adjustments has been removed. They are reformatting the structure to make it easier for employees to use. It has been through legal review. (Jordan, Anderson Hunter). Chief Hovis moved to bring to full board and place it on consent agenda. Jonathan seconded, motion passed.
- 3. Education Assistance Policy** When this was introduced last month Terry collected feedback from the committee and now is bringing it forward as a recommended action for the board this month. This is a new policy today, and he explained it as one that doesn't necessarily cost a lot but has a high impact as far as employee retention and morale. Chief Hovis had mentioned concern that it was necessary to define which courses would be eligible and how they're industry related. Terry looked at policies from other dispatch and municipal agencies and found there isn't a lot of definition out there, but they are not expecting issues with Union negotiation. The policy says the employer will make the final determination. The other update is related to how much the agency would reimburse, with the amount tied to UW per-credit cost and will cap per employee annual reimbursement to not exceed \$5K, for tuition only (doesn't include materials, books, travel, etc.). Terry mentioned the agency is bringing on the Compensation Connection consultants and this would be part of the compensation package at the agency. Jonathan moved to accept the Education Assistance Policy and Thad seconded, motion passed.

- 4. Dispatcher: 12-hour Schedule** The new schedule will be implemented April 7th, 2022, and is a significant change to dispatchers. The new model is three on / four off, four on / three off. SNO911 is committed to trying this pattern for 20 months. One of the benefits management is looking into is how to build in dedicated training time.
- 5. Compensation Connections** Compensation Connections contract is signed with the next step to schedule a kickoff meeting for the week of March 28th. Thad and George will be the primary contacts reporting back to the committee.
- 6. Round Table** Chief Hovis mentioned they have lost a few employees and are recruiting now. 20 people are currently in the academy.
- 7. The meeting adjourned at 9:17 a.m. The next Personnel Committee Meeting is scheduled for Tuesday April 12, 2022.**

Snohomish County 911
Future Facility Committee
Meeting Summary for March 1, 2022, 1:00 – 2:00 pm
Location: Web Conference

Meeting Attendance:

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

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

1. Employee Future Facility Committee.

- a. Dispatch Center Floor Layout. Kurt presented an informational document that SNO911's internal workgroup created as an RFI that was sent out to major console and furniture vendors. They are looking for layouts on how they could design the new center. He explained the current "Classroom" layout is not optimum, but was used in order to maximize the number of workstations in the center. Kurt reported they received submissions from four or five different providers; one example was included in the packet. The workgroup plans on discussing the different layouts to determine if the square footage being planned is adequate for their needs. Unused space for future needs is also being discussed. The document states that the current layout is 27 workstations, with 3 for Supervisors. They requested an increase to a total of 35-42. Terry added that this type of specialized furniture is quite expensive, and they will go through the agency's procurement process for bids. The committee was in agreement that planning for future growth should be incorporated into the new building.
- b. Site Visit Planning. Kurt stated that before the design gets started a group made up of committee, board and workgroup members should tour some facilities. He hopes to get a list of west coast locations that can be visited from some of the furniture vendors.

2. **Property Acquisition Process Discussion.** Kurt explained that in order to keep the process moving forward, he would like the committee to approve issuing Letters of Intent when potential properties become available. He thinks it's important in moving quickly and not be held up by Board meeting dates. He reminded the committee that Letters of Intent are a non-binding letter of interest so that further conversations can take place. He added that it's not uncommon for multiple letters of intent to be issued at the same time. Since there is so much to be considered during the evaluation period, having a process that won't delay progression is important. He provided an example of a Letter of Intent that still needs to go through legal review. He added that by next month, the agency should be in a position to look at real estate. Terry explained that there are two paths in getting the project going: First is funding and financing, with the hope that an ILA is available for the board to vote on this month. Second is moving forward on property acquisition, since doing the due diligence will take some time. He mentioned there is already a list of criteria to be used in evaluating property. Terry offered to re-send the list out again to the committee. *After some discussion, it was decided that staff will create a simple process that the*

committee can use for evaluation purposes. Kurt added that some potential properties may have requirements (such as wetlands) that would come to light after the initial evaluation, so there would be need to be contingencies.

3. South Sound Project Overview. Terry reported that they had a review meeting with them last month, which gave OAC an opportunity to interview their project leader. Terry shared a few of the lessons learned:

- South Sound's project broke ground in April of 2020, with construction taking 14-18 months. This happened a lot quicker than what was anticipated.
- The most significant delays were caused by elevators. OAC thinks that with SNO911's method of construction it will bring the architect, equipment manufacturers and contractors together earlier in the process which will avoid that type of hurdle.
- South Sound utilized a Design-Bid-Build method, and spent about a year in the design phase.
- Their total budget was \$59 million. They used Pierce County bonds, but in their case the County maintains ownership of the property until South Sound pays off the bonds in 2036. The final cost came in at \$6 million less than what was budgeted.
- They recommended that SNO911 pay attention to technology, low voltage and electrical needs very early in their project. South Sound had a number of change orders related to those items. Kurt reported their cost breakdown: \$39 million for the building, \$6 million towards technology, \$2 million for consoles, and \$6 million for change orders. They also saved \$1.7 million to be spent on their backup facility which they are currently remodeling.

Terry recalled that South Sound has invited SNO911 to tour their facility again now that the building is fully occupied. He recommends having members of the committee, Board and workgroup participate in the next tour. Kurt also reported that South Sound hired a facilities manager to oversee the building maintenance to deal with their vendors.

4. Round Table.

- Steve Guptill wanted to make sure the Board is keeping up the needed pace to move forward and avoid delays that could end up costing the agency more. He thinks there is plenty of support for the project, but the details need to be ironed out and permissions granted so staff can move forward. Kurt commented that he is aware that the property will cost more than what was estimated in the 2019 study. He added that funding is already available and they are moving to get E911 funds, that were set aside for the facility, moved into SNO911's account.

5. The meeting was adjourned at 1:30 pm. The next committee meeting is scheduled for April 5, 2022 at 1:00 pm.