

SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
REGULAR MEETING AGENDA
April 21, 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. Moment of Silence for Lost Police Officers 3**
- 3. Public Comments**
- 4. Approval of Agenda**
- 5. Consent Agenda**
 - A. Minutes from the March 17, 2022 Board Meeting 4**
 - B. March 2022 Blanket Voucher & Payroll Approval Form:**
 - i. Checks 15684-15800, for a total of \$1,196,640.12
 - ii. Payroll Direct Deposit, in the amount of \$1,030,602.34
- 6. Director's Report**
- 7. Old Business**
 - A. Committee Vacancies**
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 - ii. Finance
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11.	Executive Session (if needed)	
12.	Break	
13.	Radio Replacement Project (RRP) Deep Dive (Starting Approx. 1000)	
14.	Good of the Order	
15.	Adjourn	

MOMENT OF SILENCE



Everett Police Dan Rocha



Edmonds Police Tyler Steffins

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

March 17, 2022

Board Members & Management in Attendance	☐ Jon Nehring (President)	Marysville	☐ Judy Tuohy	Everett
	☒ David Chan	South County Fire	☒ Jonathan Ventura (arr. 9:30)	Arlington Police
	☐ Dave DeMarco	Everett Fire	☒ Kurt Mills	Snohomish Co 911
	☒ Jeff Beazizo	Lake Stevens Police	☒ Terry Peterson	Snohomish Co 911
	☒ Richard Emery	Mukilteo	☒ Angie Baird	Snohomish Co 911
	☒ Steve Guptill	Snohomish RFR	☐ Andie Burton	Snohomish Co 911
	☒ Shane Hawley	Edmonds	☒ Marlin Herolaga	Snohomish Co 911
	☐ George Hurst	Lynnwood	☒ Brent Meyer	Snohomish Co 911
	☒ Jason Biermann	Snohomish County	☒ Howard Tucker	Snohomish Co 911
	☒ Darryl Neuhoft	Marysville Fire	☐ Steve Lawlor	Snohomish Co 911
	☒ Dan Templeman	Everett Police	☒ Jordan Stephens	Legal Counsel
Alternate Board Members in Attendance	☐ Vince Cavaleri	Mill Creek	☒ Cheol Kang	Mukilteo Police
	☒ Pete Caw	Mntlk Terrace PD	☐ Ken Klein	Snohomish County
	☒ Jeraud Irving	Everett Police	☒ Jim Lawless	Marysville
	☒ Steve Fox	Fire District 5	☐ Rich Llewellyn	Everett Fire
	☒ Brett Gailey	Lake Stevens	☒ Jim Nelson	Lynnwood Police
	☒ Thad Hovis (arr. 10 am)	South County Fire	☐ Don Waller	Fire District 4
	☒ Ian Huri	SCSO Undersheriff	☒ Roy Waugh	Snohomish RFR
	☒ Kristiana Johnson	Edmonds		
Guests and Staff in Attendance	Linda Redmon - Snohomish Mayor		Kevin Fromm - OAC	
	Derek Daniels - South County Fire Commissioner		Matt Anderson - OAC	
	Asst. Chief Rod Sniffen - Edmonds PD		Tyson Heriot - Heartland	
	Chief Seth Johnson - Fire District 5		Hattie Schweitzer - SNO911	
	Deanna Gregory - Pacifica Law Group		Sharon Brendle - SNO911 (notetaker)	

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	A. Due to the absence of both President Nehring and Vice-President DeMarco, Deputy Director and Board Secretary Terry Peterson called the meeting to order at 8:31; he called roll and confirmed a quorum. B. Commissioner David Chan introduced Commissioner Derek Daniels from South County Fire. Commissioner Chan is stepping down from the SNO911 Board, and Commissioner Daniels has been appointed their agency's representative to the Large Fire Caucus. Commissioner Chan thanked everyone and said he thinks the agency is heading in the right direction. Director Kurt Mills thanked Commissioner Chan for his support and participation for many years, and welcomed Commissioner Daniels.	
2. Public Comments	None	

3. Election of Temporary Chair	<i>Deputy Chief Darryl Neuhoff moved and Deputy Chief Jim Lawless seconded to nominate Steve Guptill to serve as Temporary Chair for the remainder of the meeting. The motion passed.</i>	Assistant Chief Steve Guptill to serve as temporary Chair
4. Approval of Agenda	<i>Deputy Chief Neuhoff moved and Councilmember Richard Emery seconded to approve the agenda as submitted. The motion passed.</i>	Agenda approved
5. Consent Agenda	<i>Deputy Chief Neuhoff moved and Deputy Chief Jeraud Irving seconded to approve the Consent Agenda, including:</i> <i>A. Minutes from the February 17, 2022 board meeting;</i> <i>B. February 2022 Blanket Voucher and Payroll Approval Form: Checks 15567-15683, for a total of \$2,692,560.38; Payroll Direct Deposit in the amount of \$1,130,487.37; and</i> <i>C. Paid Family and Medical Leave Policy Changes.</i> <i>The motion passed with Councilmember Emery abstaining.</i>	Consent Agenda passed
8. Old Business	Director Mills asked that Item A under old business - Future Facility Planning, be covered first so that Attorney Deanna Gregory and guests from OAC and Heartland can present information to the Board. Old Business A. Future Facility Planning. i. Executive Summary. Deputy Director Peterson presented an Executive Summary of the Future Facility project, and explained how it contains background information from research done recently and from the 2019 study. They hope that board members will share it with any interested parties and use it as a tool to explain what is going on with the future facility project. The summary included tables that illustrate total project costs and how they anticipate funding the project. He added that they are expecting money from multiple sources, including current capital funds, revenue from the 1/10th of 1% tax revenue, E911 dollars, and money borrowed from the county through their debt capacity. He also explained that the summary was created at the request of the Finance Committee Chair, Chief Dave DeMarco. Deputy Director Peterson will email the documents out to the board members after the meeting. ii. Project Funding Interlocal Agreement. Deputy Director Peterson introduced Attorney Deanna Gregory. Ms. Gregory assisted both agencies during the pre-consolidation process, and has expertise in bond matters. The agreement presented is intended to fund the bulk of the project and is structured around a 15 year re-payment schedule. Ms. Gregory walked through the components of the agreement, and explained that the county will issue its limited tax general obligation bonds, which will be secured by regular property taxes, and is similar to other bonds. The bonds will be sold to investors in the public markets, which	Executive Summary and spreadsheets to be emailed out to board members

	will be very similar to other county debt, and may end up being combined with another bond issuance. SNO911 will be obligated to repay the loan on the same schedule as what the county will be obligated to pay on the bonds, essentially on a pass-through basis. She went on to explain the pledge process in the event that other revenues aren't available. She also explained that there is some lead time built into the agreement, as well as time to let the county know the amount the agency wants to borrow, and the interest rate that will be paid. She spoke about separating the bond repayment, which is solely the obligation of the county, from the loan repayment, which will be based on a contractual agreement between Snohomish County and SNO911. Bond holders will not have any recourse against any of SNO911's revenue, nor will they have any ties to the building. Ms. Gregory went on to further explain that in the event of a default on the agreement with the county, user fees are what's being pledged, not any capital contributions from any of the member agencies. She explained other provisions in the agreement and spent some time answering questions from the Board members. Following some lengthy discussion, the Board reached consensus to wait another month and update the stakeholders about the project using the executive summary prepared. This item will be brought back in April for potential action. Ms. Gregory left the meeting at 9:48 a.m. iii. Framework for Property Acquisition Process. Director Mills said that they are seeking support from the board to authorize the Future Facility Committee to generate a Letter of Intent (LOI). He added that they have developed a process around how properties would be evaluated, and have performed some preliminary market analysis. With the board approved footprint, they know where they need to look. He introduced staff from OAC, the company that has been contracted with to help with the project, and from Heartland, the company that is supporting the real estate acquisition. The APF provides an overview on what the project will look like. He reminded the board that LOIs are not binding, but will allow them to start some discussions and negotiations with sellers. He added that when they get to the point where they want to make an offer, they will return to the Board for formal action. In response to a question on whether they have enough now to purchase property, Director Mills explained that depending on the property, they should have enough money with their current funding, some additional funding at the county, and their own designated reserves. He also confirmed that no money will be exchanged until a Purchase and Sale Agreement is executed. <i>Commissioner Chan moved and Deputy Chief Neuhoff seconded to approve the establishing a site evaluation</i>	Action on the agreement with the County to be brought back in April.
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	<i>and issuance of non-binding Letters of Intent by the Executive Director for candidate properties through a consensus process with the Future Facility Committee. Following a brief discussion, the vote was taken. The motion passed.</i> iv. Project Forecasts. Deputy Director Peterson provided spreadsheets showing total project expenditures and revenues, which show the amount they intend to borrow from the County, along with a long-term ECSF revenue and expenditure forecast. He reported that it had been updated since the last board meeting, specifically adding the 2022 adopted column. These spreadsheets will be included with the Executive Summary that will be emailed out to Board members.	Motion passed
6. Director's Report	The meeting returned to the regular agenda order, and the director shared some news from the agency: ▪ He reported that Senate Bill 5555 looks like it will pass and will be signed by the Governor. It was explained that the bill will establish some standards for public safety telecommunicators, as well as naming them as first responders. Currently, the Department of Labor considers 911 dispatchers as clerical workers. ▪ An in-depth examination of the Radio Replacement Project is being planned to take place at the conclusion of the April Board meeting. The director explained the importance of the information that will be shared and asked board members to do their best in clearing their schedule for that morning, April 21st. ▪ He reported that they worked with a staffing consultant firm and have a part-time Interim Finance Manager in place. He also reported a Finance Coordinator candidate is in backgrounds. This candidate is coming from another 911 center in the area. ▪ The mask mandate was lifted at the agency on March 12th. ▪ He reported that the Washington State Rating Bureau (WSRB), the entity that performs risk and insurance assessments for cities in the state recently named SNO911 as the highest rated 911 center in the State of Washington, and the only center that has earned the PC-1 rating. He thanked Chief DeMarco for sharing that news. ▪ New bus ads are now out in the community again. They can be found on Everett Public Transit and Community Transit buses.	
7. Caucus Meeting	Semi-Annual Agency Caucus Meeting. Deputy Director Peterson explained that every two years board positions expire, and each caucus needs to meet in order to select new board members. The current version of the ILA, with proposed changes redlined, has been sent out to all member agencies for their review. The board is expecting to take action on the changes next month. Following that action, the agency will no longer hold an Annual Agency Assemblies, but the caucus process still needs to occur in April. Because of the large agenda and the RRP update that	

	follows, he is suggesting having the caucus meetings in the afternoon of April 21 st . Each individual caucus meeting would last a few minutes, and staff would help facilitate.	
8. Old Business	B. Committee Vacancies. Director Mills reported on the current board committee vacancies, which will serve as notice until action can be taken. The vacancies are with Radio Advisory Board, and the E911 Board, following the retirement of Chief Chris Alexander. With Commissioner Chan stepping away from the Board, there will also be a vacancy in the Finance Committee. He asked that those interested in serving to please send him an email.	
9. New Business	A. Resolution - National Public Safety Telecommunicator Week. Operations Manager Hattie Schweitzer presented Resolution 2022-02 which recognizes 911 professionals the week of April 10th. <i>Deputy Chief Neuhoff moved and Councilmember Emery seconded to approve Resolution 2022-02 in Support and Recognition of our County's Public Safety Telecommunicators and all those who support them. The motion passed unanimously.</i> B. Education Assistance Policy. Deputy Director Peterson described this as a new PAM policy which will benefit all employees and allow SNO91 to reimburse employees for education tuition fees for courses that meet specific requirements. They are asking for the board to approve the new policy, as well as allocate \$20,000 out of the 2022 budget. The Personnel Committee had supported this policy. Following some discussion, action was taken. <i>Deputy Chief Neuhoff moved and Chief Thad Hovis seconded to 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, pending final legal review. The motion passed unanimously.</i> C. Pulse Point Project - Medic One Reimbursement Gift. Director Mills explained that this relates to a community CPR and AE registry that alerts CPR trained citizens to someone nearby having a sudden cardiac arrest. Grant funds to cover the first year were received from Medic One Foundation. He is asking the board permission to accept the funds. <i>Deputy Chief Neuhoff moved and Councilmember Emery seconded to authorize acceptance of the \$35,500 gift from Medic One to reimburse for Pulse Point to be placed in Operating Fund 70. The motion passed unanimously.</i> Assistant Chief Steve Guptill thanked Commissioner Waugh for his assistance in informing the agency about the potential grant with the Medic One Foundation.	
10. Reports	A. Agency Reports. Nothing additional to report. B. Radio Replacement Project (RRP) Update. Deputy Director Peterson reported that in addition to his written report, he	

	signed a change order with Motorola that authorizes them to do the design work for moving the project to US primary frequencies. Once the design is done, further action will be brought forward to the board for consideration. C. Police TAC. Deputy Chief Jim Lawless reported that Police TAC met on March 8th. The draft of the meeting minutes was included in the packet. D. Fire TAC. Chief Hovis reported that their meeting was held March 16th. They discussed enabling VHF on multi-band radios specific to those agencies that are outside of the more urban and suburban areas. Also discussed was the draft of changes to the County Fire Resource Plan.	
11. Committee Reports	A. Finance Committee. Nothing additional to report. B. Personnel Committee. Nothing additional to report. C. County EESCS Committee. No meeting. Deputy Director Peterson reported that there will be a meeting in April. D. County ECSF Program Advisory Board. Director Mills reported that they briefed the committee on the Future Facility plans. E. Future Facility Committee. Nothing additional to report. F. Board Technical Leadership. No meeting	
12. Executive Session	None.	
13. Good of the Order	▪ Commissioner Chan announced that Commissioner Daniels would like to be a member of the Finance Committee. Assistant Chief Guptil, acting as temporary chair, asked Commissioner Daniels to submit an email to Kurt if he is interested in being a member of the committee. ▪ Chief Hovis reported that his commission approved them receiving a grant from the Verdant Health Commission for at least one year to implement a 24/7 community resource paramedic deployment for South County Fire. They have had the program since 2013, and he anticipates it taking about a month to get the larger program up and running. They will need to reapply for subsequent years. He thanked his Commissioners Board for their approval.	
14. Adjourned	The meeting was adjourned at 10:35 a.m. The next meeting is scheduled for April 21, 2022, at 8:30 a.m.	



Action Proposal Form

Date: April 15, 2022

Title: SNO911 Interlocal Agreement Amendments

Background / Purpose:

The SNO911 Board has reviewed the proposed changes and directed staff to provide notice. A redline amendment has been sent to every principal agency with sufficient time to meet the 30-day notice requirements.

No comments or questions have been received.

There are many changes throughout the ILA that clean up outdated language and references. A couple of the more significant changes worth mentioning include:

- Updates to the Enhanced Police Records that allow that work to continue through a special assessment to those agencies that participate
- Discontinuation of the Annual Agency Assembly with a corresponding introduction of an Annual Agency Report
- Removal of specific language that streamlines how Police and Fire Technical Advisory Committees select committee officers
- Additional language to clarify what happens if a legislative authority sends more than one person to their caucus

A copy of the updated ILA, with red-lined revisions, is included in the packet.

Suggested Action/Recommendation:

Note: This action requires a supermajority vote.

Authorize the amendment to the SNO911 Interlocal Agreement as presented.

Funding:

N/A

**AMENDED AND RESTATED
SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY
INTERLOCAL AGREEMENT**

REVISED AUGUST 2, 2018; SEPTEMBER 19, 2019;

~~REVISED~~ NOVEMBER 21, 2019;

~~REVISED~~ AUGUST 20, 2020; APRIL 21, 2022

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AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC
SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT

THIS AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT (this “Agreement”), incorporating all exhibits hereto, is authorized by the parties to the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement effective as of ~~January 1XXXX~~April 21, 2022~~18~~.

RECITALS

WHEREAS, pursuant to chapters 24.03 and 24.06 of the Revised Code of Washington (“RCW”), the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto (the “Original Agreement”), and the Articles of Incorporation Due to Consolidation filed on October 18, 2017 (the “Articles of Consolidation”), the governing boards of the Southwest Snohomish County Public Safety Communication Agency, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.03 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOCOM”), and the Snohomish County Police Staff and Auxiliary Services Center, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOPAC”), voted to consolidate SNOCOM and SNOPAC into a new single corporation under chapter 24.06 RCW known as the “Snohomish County Regional Public Safety Communications Agency” (“Snohomish County 911”); and

WHEREAS, the governing boards of Snohomish County 911 and the Snohomish County Emergency Radio System, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SERS”), voted to merge SERS into Snohomish County 911 effective January 1, 2019; and

WHEREAS, Snohomish County 911 provides emergency communication services on behalf of its member agencies throughout Snohomish County; and

WHEREAS, the Original Agreement was amended on August 2, 2018; September 19, 2019; November 21, 2019; and August 20, 2020; and

WHEREAS, by this Amended and Restated Agreement effective as of the date stated above, the Governing Board of Snohomish County 911 desires to create procedural

efficiencies and remove historical provisions that are no longer applicable from this Agreement;

~~WHEREAS, the consolidation of SNOCOM and SNOPAC and execution and delivery of the Original Agreement were approved by motion, resolution or ordinance of the legislative authorities of the members of SNOCOM and SNOPAC; and~~

~~WHEREAS, the consolidation of SNOCOM and SNOPAC became effective at 12:00 a.m. on January 1, 2018 (the “Consolidation Effective Date”) and as of such date Snohomish County 911 was formed as a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW; and~~

~~WHEREAS, Snohomish County 911 provides emergency communication services on behalf of its member agencies throughout Snohomish County; and~~

~~WHEREAS, the Snohomish County Emergency Radio System (“SERS”) is a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b); and~~

~~WHEREAS, SERS owns and operates a radio system necessary to support the emergency communications services provided by Snohomish County 911; and~~

~~WHEREAS, the members of SERS are also members of Snohomish County 911; and~~

~~WHEREAS, Sections 4.a.viii and Section 6.j.vii of the Original Agreement provide that upon a Supermajority Vote of the Governing Board of Snohomish County 911 (as such terms are defined in the Original Agreement), the Governing Board of Snohomish County 911 may amend the Original Agreement for various purposes, including but not limited to expanding the scope of services of Snohomish County 911 to include the services provided by SERS together with all necessary or advisable additional services and actions directly related to SERS and acquiring assets held by SERS; and~~

~~WHEREAS, the governing boards of Snohomish County 911 and SERS have investigated the means by which the combination of the two agencies may be accomplished for the purpose and benefit of enhancing public safety and the safety of police, fire and emergency medical services staff responding to emergencies (“first responders”); and~~

~~WHEREAS, the governing boards of Snohomish County 911 and SERS have determined that the merger of SERS into Snohomish County 911 is the most effective method for consolidating the two agencies as contemplated by the Original Agreement; and~~

~~WHEREAS, the merger of SERS into Snohomish County 911 will ensure delivery of emergency communication services at or above current service levels by improving coordination and communication between the public safety call answering and dispatch operation and the radio system that supports it; deliver such services to the public and first responders in a highly efficient manner; improve public safety by providing better coordination and unified regional oversight of these critical public safety functions; realize economies of scale through consolidation of activities; promote interagency collaboration, communication and interoperability; and support efforts to continually identify means to enhance service delivery over time; and~~

~~WHEREAS, the governing boards of Snohomish County 911 and SERS have each adopted, by at least two-thirds approving vote, a resolution approving the merger of SERS into Snohomish County 911 in accordance with RCW 24.06.220; and~~

~~WHEREAS, as of the Merger Effective Date (as defined herein), this Agreement will amend and restate the Original Agreement, SERS will merge into Snohomish County 911, the amendments to the Original Agreement as contemplated herein shall become effective, and Snohomish County 911 will operate as a single agency under the terms of this Agreement; and~~

~~WHEREAS, after substantial deliberation, the governing boards have determined to incorporate the existing SERS user fee calculation formula to allocate costs of the emergency communications radio system, which the parties agree is fair and equitable; and~~

WHEREAS, this Agreement is authorized by the Interlocal Cooperation Act (chapter 39.34 RCW) and the Nonprofit Miscellaneous and Mutual Corporations Act (chapter 24.06 RCW);

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. CREATION OF SNOHOMISH COUNTY 911; MERGER.

a. Creation of Snohomish County 911. Pursuant to Resolution No. 2017-02 adopted by the SNOCOM Board of Directors on October 12, 2017 and Resolution No. 2017-02 adopted by the SNOPAC Board of Directors on October 12, 2017, at least two-thirds of each Board voted in favor of consolidating SNOCOM and SNOPAC as described in the Original Agreement and approved a plan of consolidation (the “Plan of Consolidation”) as required by chapters 24.03 and 24.06 RCW. Subsequent to such approval, representatives of SNOCOM and SNOPAC executed the Articles of Consolidation and filed such Articles with the Secretary of State. As permitted by

RCW 23.95.210, the effective date for the consolidation was January 1, 2018 (the “Consolidation Effective Date”). As of the Consolidation Effective Date:

- i. SNOCOM and SNOPAC became a single corporation to be known as “Snohomish County 911.” Snohomish County 911 was organized as a municipal instrumentality of its Principals pursuant to RCW 39.34.030 and as a nonprofit corporation under chapter 24.06 RCW as authorized by chapter 39.34 RCW.
 - ii. SNOCOM, SNOPAC and each party to the Original Agreement (listed in **Exhibit F-C** attached hereto) delegated to Snohomish County 911 the authority to provide emergency communication services as provided herein.
 - iii. The separate existence of SNOCOM and SNOPAC, except as formed as Snohomish County 911, ceased.
 - iv. As a result, Snohomish County 911 possesses all the rights, privileges, immunities, and franchises, of both a public and private nature, of each of SNOCOM and SNOPAC; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to each of SNOCOM and SNOPAC, were taken and deemed transferred to and vested in Snohomish County 911 without further act or deed; and title to any real estate, or any interest therein, vested in Snohomish County 911.
 - v. Snohomish County 911 is responsible and liable for all the liabilities and obligations of each of SNOCOM and SNOPAC, and any claim existing or action or proceeding pending by or against any of such corporations may be prosecuted as if such consolidation had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SNOCOM or SNOPAC shall be impaired by such consolidation.
 - vi. Snohomish County 911, as successor to SNOCOM and SNOPAC, has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SNOCOM and SNOPAC, including past and current providers, that existed prior to consolidation.
- b. Merger of SERS and Snohomish County 911. Pursuant to Resolution No. 18-01 adopted by the SERS Board of Directors on , October 4, 2018 and Resolution No. 2018-17 adopted by the Snohomish County 911 Board of Directors on , 2017October 18, 2018, at least two-thirds of each Board voted in favor to merge SERS into Snohomish County 911 as described in this Agreement and approved a plan of merger (the “Plan of Merger”) as required by chapter 24.06 RCW.

Subsequent to such approval, representatives of SERS and Snohomish County 911 ~~have or will executed~~ the Articles of Merger and ~~will file~~ such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the merger ~~will be~~ January 1, 2019 (the “Merger Effective Date”). As of the Merger Effective Date:

i. SERS ~~will be~~ merged into Snohomish County 911 as provided in the Articles of ~~-Merger~~.

ii. The separate existence of SERS ~~shall cease~~.

iii. Snohomish County 911 ~~shall~~ thereupon and thereafter possessed all the rights, privileges, immunities, and franchises, of both a public and private nature, of SERS; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to SERS, ~~were and~~ shall be taken and deemed to be transferred to and vested in Snohomish County 911 without further act or deed; and the title to any real estate, or any interest therein, vested in Snohomish County 911 shall not revert or be in any way impaired by reason of such merger.

iv. Snohomish County 911 ~~was and~~ shall be responsible and liable for all the liabilities and obligations of SERS, and any claim existing or action or proceeding pending by or against any of such corporation may be prosecuted as if such merger had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SERS shall be impaired by such ~~merger consolidation~~.

v. Snohomish County 911, as successor to SERS, ~~shall have~~ has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SERS, including past and current providers, that existed prior to merger.

vi. All amounts held in reserve funds held by SERS as of the Merger Effective Date ~~were shall be~~ transferred to Snohomish County 911 to be placed in a Radio System reserve fund or funds at Snohomish County 911.

vii. The statements set forth in the Articles of Merger shall be deemed to be the articles of incorporation of Snohomish County 911, and shall amend and restate, in their entirety, the Articles of Consolidation.

viii. This Agreement shall govern the Snohomish County 911.

ix. Snohomish County 911 has and shall continue to have all the rights, privileges, immunities and powers and shall be subject to all the duties and liabilities of a nonprofit corporation organized under chapter 24.06 RCW.

SECTION 2. TERM OF AGREEMENT.

This Agreement shall carry forward the initial 6-year term provided for in the Original Agreement. The initial term of this Agreement, therefore, shall be from the Merger Effective Date through December 31, 2023 (the “Initial Term”). Thereafter, this Agreement shall be of infinite duration, subject to termination provisions contained herein. During the Initial Term no Principal may withdraw from this Agreement, provided that a Principal may convert or be converted to Subscriber status as provided in Sections 12 and 14, may annex to or join with another Principal as described in Section 6.q, or may upon action of the Governing Board be terminated from participation in this Agreement as provided in Section 12.

SECTION 3. DEFINITIONS.

Capitalized terms used in this Agreement shall have the following meanings:

a. Additional Services. “Additional Services” are optional services provided by Snohomish County 911 that assist Participating Agencies in the performance of their emergency services duties but are outside the scope of Emergency Communications Services as defined in Section 4.a., for example and without limitation, managed mobile computer services. Additional Services may be offered to all Principals and Subscribers from time to time by separate contract. Terms of agreement for provision of Additional Services are to be negotiated between Snohomish County 911 and a Participating Agency and require Simple Majority Vote approval of the Governing Board. Fees for Additional Services are not part of the Assessment Formula and are not considered User Fees.

~~b. Agency Assembly. The “Agency Assembly” is the annual meeting of representatives from the Principals, Subscribers and Associate Agencies, as described in Section 8.~~

~~c.~~ b. Agreement. “Agreement” means this Amended and Restated Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, as it may hereafter be further amended or modified from time to time, together with all exhibits and appendices hereto, as they may hereafter be amended or modified.

~~d.c.~~ Ancillary Services. “Ancillary Services” are services that are part of the overall array of Emergency Communications Services, and related to the core functioning of Emergency Communications Services, for example and without limitation, Police

Records Services and school panic button monitoring. Ancillary Services are provided by Snohomish County 911 to all Principals and Subscribers and the costs of Ancillary Services are incorporated into User Fees and Assessments.

~~e.d.~~ Articles of Consolidation. “Articles of Consolidation” mean the Articles of Incorporation Due to Consolidation of Snohomish County 911 as defined in Section 1.

~~f.e.~~ Articles of Merger. “Articles of Merger” mean the Articles of Incorporation Due to Merger of Snohomish County 911 as defined in Section 1.

~~g.f.~~ Assessments. “Assessments” mean the portion of User Fees charged to Principals for Emergency Communication Services in accordance with the Assessments formula ~~in as~~ provided for in **Exhibit B**. Assessments are a subset of User Fees. Changes to the Assessment formula require Supermajority Approval of the Governing Board. ~~Assessments include costs of Ancillary Services but exclude Additional Services.~~

~~h.g.~~ Associate Agency. “Associate Agency” is a unit of local government that has agreed to the terms of this Agreement from time to time who is not a Direct Provider and is not Directly Served by Snohomish County 911 but which receives police and/or fire/EMS services through a contract with a Principal or Subscriber of Snohomish County 911. Associate Agencies participate in the selection of a non-voting Governing Board Member as described in **Exhibit A**, ~~and may participate in the Agency Assembly~~. A list of the Associate Agencies as of the Merger Effective Date is included in **Exhibit FC**.

~~i.h.~~ Consolidation Effective Date. “Consolidation Effective Date” means January 1, 2018.

~~j.i.~~ Directly Served. “Directly Served” means Principals and Subscribers who receive Emergency Communication Services from Snohomish County 911 and pay User Fees to Snohomish County 911 in exchange for such services. A Principal or Subscriber may operate both fire/EMS service and police service but elect to have only one or the other service Directly Served by Snohomish County 911.

~~k.j.~~ Direct Provider. “Direct Provider” means a Participating Agency that provides fire/EMS services and/or police services directly, rather than through contract with another agency.

~~l.k.~~ EMS. “EMS” means Emergency Medical Services as described in RCW 84.52.069(5), as now or later amended, including the provision by the Participating Agencies of emergency medical care or emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care or EMS.

~~m.l.~~ Enhanced Police Records Services. “Enhanced Police Records Services” are services in addition to Police Records Services, and include computer searches and actions to enter, modify or delete computer police records associated with: misdemeanor warrants, orders of protection and other orders and directives; stolen property, vehicles, guns or missing persons; performing 20-minute warrant hit confirmations; and serving as the legal holder of records on behalf of a Police Agency for such records.

~~n.m.~~ Executive Director. The “Executive Director” is the chief executive officer for Snohomish County 911 appointed by and serving at the pleasure of the Governing Board.

~~o.n.~~ Emergency Communication Services. “Emergency Communication Services” mean those services described in Section 4.a.

~~p.o.~~ Emergency Public Safety Radio System. The “Emergency Public Safety Radio System” or “Radio System” is the Snohomish County emergency radio system developed, owned and operated by SERS prior to the Merger Effective Date, including all additions, replacement and improvements thereto, and shall include the Emergency Radio System Replacement Project.

~~p.p.~~ Emergency Public Radio System Replacement Project. The “Emergency Public Radio System Replacement Project” or “Radio System Replacement Project” is the project to (i) replace and upgrade the Radio System as it exists as of the Merger Effective Date, including all equipment, improvements and real and personal property necessary to accomplish such project, (ii) provide for an initial replacement of the existing subscriber equipment for public safety agencies within Snohomish County, and (ii) replace the existing alpha-numeric paging system.

~~r.q.~~ Fire Agency. A “Fire Agency” is a Principal that is a Direct Provider of fire and/or EMS services.

~~s.r.~~ Fire/EMS Technical Advisory Committee. The “Fire/EMS Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber fire and EMS departments or agencies as described in Section 7.

~~Fully Integrated Services.~~ “Fully Integrated Services” are Emergency Communication Services provided by Snohomish County 911 from and after the date that dispatch services are regularly provided at a single primary facility (which is currently located at 1121 S.E. Everett Mall Way, Everett, WA 98208). Fully Integrated Services are anticipated to begin on or about January 1, 2019.

~~t.s.~~ Governing Board. The “Governing Board” is the body described in Section 6 and shall be the governing body of Snohomish County 911.

~~u.t.~~ Initial Term. “Initial Term” shall have the meaning set forth in Section 2 of this Agreement.

~~v.u.~~ Merger Effective Date. The “Merger Effective Date” is January 1, 2019.

~~w.v.~~ Member. A “Member” or “Governing Board Member” is the individual representing a Principal on the Governing Board, or his or her designated alternate.

~~x.w.~~ Original Agreement. “Original Agreement” means the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto. The parties to the Original Agreement were Principals of Snohomish County 911 as of the Consolidation Effective Date and will continue to be Principals of Snohomish County 911 as of the Merger Effective Date. A list of the Principals as of the Merger Effective Date is included in **Exhibit FC**.

~~y.x.~~ Participating Agencies or Participants. “Participating Agencies” or “Participants” refer to Principals and all Subscribers, as they may be so constituted from time to time, and individually referred to as a “Participating Agency” or “Participant.”

~~z.y.~~ Plan of Consolidation. “Plan of Consolidation” means the plan approved by SNOPAC and SNOCOM as required by chapters 24.03 and 24.06 RCW.

~~aa.z.~~ Plan of Merger. “Plan of Merger” means the plan approved by Snohomish County 911 and SERS as required by chapter 24.06 RCW.

~~bb.aa.~~ Police Agency. A “Police Agency” is a Principal that is a Direct Provider of policing services.

~~cc.bb.~~ Police Records Services. “Police Records Services” include performing computer searches and entries to locate and/or clear of public safety database records (WACIC/NCIC) including but not limited to stolen articles, stolen vehicles, stolen guns, missing persons and warrants, as well as entry and dissemination of State ACCESS system administrative messages.

~~dd.cc.~~ Police Technical Advisory Committee. The “Police Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber police, sheriff or similar departments or agencies as described in Section 7.

ee.dd. Principal. A “Principal” is a general purpose municipal corporation or government agency, a fire district, a Public Safety Interlocal Operation, a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a State agency created under the laws of State, which is a Direct Provider of police services or fire/EMS services or both, and which is a party to the Original Agreement, has executed this Agreement, or has agreed in writing to the terms of this Agreement. The Principals of Snohomish County 911 as of the Merger Effective Date are listed in **Exhibit FC**.

ff.ee. Public Safety Interlocal Operation. “Public Safety Interlocal Operation” includes a joint operation of fire districts and cities for provision of public fire and EMS services entered into and operating pursuant to chapter 39.34 RCW, and may also include a public development authority created pursuant to RCW -35.21.730 et. seq. or a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a nonprofit corporation created for the purpose of facilitating a joint operation between fire districts and cities pursuant to RCW 39.34.030(3).

gg.ff. Radio System. “Radio System” means the Emergency Public Safety Radio System.

hh.gg. Radio Unit. A “Radio Unit” is a mobile (vehicular), portable (handheld) or control station (desktop) radio which has been authorized and programmed to operate on the Emergency Public Safety Radio System.

ii.hh. Representative. “Representative” refers to the individual representing a Principal or a Subscriber on the Police Technical Advisory Committee or Fire/EMS Technical Advisory Committee, or his or her designated alternate.

jj.ii. SERS. “SERS” ~~is was~~ the Snohomish County Emergency Radio System agency created pursuant to chapters 39.34 and 24.06 RCW and an interlocal agreement effective July 1, 1999, as thereafter amended.

kk.jj. Simple-Majority Vote. A “Simple-Majority Vote” of the Governing Board means a majority of the votes of the Members present constituting a quorum and voting.

ll.kk. Single-Service Principal. A “Single-Service Principal” is a Principal that is formed as a city or town under the laws of State that (1) directly provides either fire/EMS service or police service, but not both, and (2) receives the service it does not directly provide from a Principal or Subscriber.

mm.ll. SNOCOM. “SNOCOM” ~~is was~~ the Southwest Snohomish County Public Safety Communication Agency, formed pursuant to chapters 39.34 and 24.03 RCW.

~~nn-mm.~~ Snohomish County 911. “Snohomish County 911” refers to the intergovernmental agency formed as of the Consolidation Effective Date pursuant to chapters 39.34 and 24.06 RCW, the Original Agreement (as amended and restated by this Agreement) and the Articles of Consolidation.

~~oo-nn.~~ SNOPAC. “SNOPAC” ~~is~~was the Snohomish County Police Staff and Auxiliary Services Center formed pursuant to chapters 39.34 and 24.06 RCW.

~~pp-oo.~~ State. “State” means the state of Washington.

~~qq-pp.~~ Subscriber. A “Subscriber” is a public or private entity or agency that has agreed to pay Snohomish County 911 for Emergency Communication Services or other services as offered at a rate or rates according to such terms and conditions as may be established by Snohomish County 911 as evidenced by separate contract between Snohomish County 911 and such entity. A “Subscriber” may also be a Principal that is converted to Subscriber status as provided in Sections 12 and 14.

~~rr-qq.~~ Supermajority Vote. A “Supermajority Vote” means Governing Board approval of an item accomplished by securing affirmative votes of both: (1) not less than seventy percent (70%) of all Members of the Governing Board present constituting a quorum and voting, and (2) not less than one voting Governing Board Member representing a Principal Fire Agency or Agencies.

~~ss-rr.~~ Technical Advisory Committees. “Technical Advisory Committees” are the Police Technical Advisory Committee and the Fire/EMS Technical Advisory Committee established by Section 7.

~~tt-ss.~~ User Fees. “User Fees” are fees for service charged to Participating Agencies for all services for Emergency Communication Services provided by Snohomish County 911 whether provided to Principals or Subscribers. User Fees exclude fees for Additional Services and nominal annual membership fees charged to Associate Agencies. User Fees charged to Subscribers may be approved by Simple Majority Vote of the Governing Board.

~~uu-tt.~~ 911 Calls. “911 Calls” are those calls received or dispatched via the statewide emergency communication network of telephone or via other communications means as described in chapter 38.52 RCW.

SECTION 4. SNOHOMISH COUNTY 911 SERVICES.

a. Snohomish County 911 has the responsibility and authority for providing Emergency Communication Services and all related incidental functions for communicating and dispatching services between the public and Participating Agencies in

the furtherance of improved public safety and emergency response, including the following more specifically described services (collectively, “Emergency Communication Services”):

- i. Receiving 911 Calls and non-emergency public safety calls for police, fire and medical services;
 - ii. Notifying, dispatching, directing, supporting and coordinating public safety personnel response, including dispatching emergency police, fire, medical and other special or supporting specialized emergency responses services and resources (for example and without limitation, SWAT response);
 - iii. Hosting, configuring, and administering public safety technology networks, systems and applications in support of the delivery of Emergency Communications Services;
 - iv. Updating, maintaining and managing radio communications systems (excluding, unless specifically approved by Governing Board, the Emergency Public Safety Radio System), computer systems, support files and resource materials necessary to accomplish the above;
 - v. Police Records Services;
 - vi. Establishing and updating from time to time standard protocols for communications to and from personnel in the field;
 - vii. Providing certain Ancillary Services; and
 - viii. Upon a Supermajority Vote of the Governing Board (which approval was received at the time of approval of this Agreement and shall become effective as of the Merger Effective Date), providing services previously provided by SERS together with all necessary or advisable additional services and actions directly related to the Emergency Public Radio System.
- b. ~~From the Consolidation Effective Date through December 31, 2019, Snohomish County 911 shall provide Enhanced Police Records Services to Principals and Subscribers who were SNOCOM member agencies with Police Agencies that are Directly Served by Snohomish County 911. During this time, such services will be deemed Ancillary Services and are hereby approved as Ancillary Services. No later than May 2019, the Executive Director will make a written recommendation to the Governing Board as to whether, beginning on January 1, 2020, Enhanced Police Records Services should be: (i) discontinued; (ii) offered to all Participating Agencies; or (iii) continue to be provided only to former SNOCOM Police Agencies, and whether such services should be treated as~~

~~Ancillary Services or Additional Services. The Governing Board shall make a determination regarding the treatment of Enhanced Police Records Services no later than June 30, 2019. Beginning January 1, 2024², Enhanced Police Records Services shall be provided as an Additional Service to former SNOCOM Police Agencies in recognition of those agencies' prior receipt of those services from SNOCOM prior to the Consolidation Effective Date.~~

c. Snohomish County 911 may also, when authorized by a Simple Majority Vote of the Governing Board, provide Additional Services. Additional Services will be offered by separate contract as optional services to Participating Agencies. Charges for Additional Services, if any, shall be accounted for separately and shall not be included in the calculation of User Fees.

SECTION 5. SNOHOMISH COUNTY 911 POWERS.

Snohomish County 911, through its Governing Board, shall have all powers allowed by law for interlocal agencies created under RCW 39.34.030 and chapter 24.06 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Governing Board, as provided for in this Agreement, and including but not limited to the following:

- a. Recommend action to the legislative bodies of the Participating Agencies;
- b. Review and approve budgets for Snohomish County 911;
- c. Establish policies for expenditures of budget items for Snohomish County 911;
- d. Review and adopt personnel policies for Snohomish County 911;
- e. Review and approve operating policies and procedures for Snohomish County 911, its programs and Emergency Communication Services provided pursuant to this Agreement;
- f. Establish a fund or special fund or funds as authorized by RCW 39.34.030 for the operation of the Snohomish County 911;
- g. Conduct regular and special meetings as may be designated by the Governing Board consistent with the State Open Public Meetings Act (chapter 42.30 RCW);

h. Maintain and manage records in accordance with the State Public Records Act (chapter 42.56 RCW and chapter 40.14 RCW) and other applicable State applicable and federal records laws and regulations;

i. Determine what services (including but not limited to Emergency Communication Services and Additional Services) shall be offered and under what terms they shall be offered;

j. Retain, terminate, direct and supervise the Executive Director;

k. Create committees to review and make recommendations for purposes and duties of committees;

l. Approve strategic plans;

m. Approve the addition of new Principals and Subscribers and the terms of their participation in Snohomish County 911 and receipt of Emergency Communication Services;

n. Enter into agreements with or make purchases from third parties for goods, assets, property and/or services necessary to fully implement the purposes of this Agreement;

o. Establish fees and charges for services provided to Participating Agencies;

p. Direct and supervise the activities of any advisory board or committee established by the Governing Board;

q. Enter into agreements with, and receive and distribute funds, from any federal, state or local agencies;

r. To the extent permitted by law, accept loans or grants of funds from any federal, state, local or private agencies and receive and distribute such funds;

s. Receive all funds allocated to Snohomish County 911 for services provided pursuant to this Agreement;

t. Purchase, take, receive, lease, take by gift, or otherwise acquire, own, hold, construct, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of Snohomish County 911;

u. Sell, convey, lease, exchange, transfer, and otherwise dispose of all of its real and personal property and assets;

v. Sue and be sued, complain and defend, in all courts of competent jurisdiction in Snohomish County 911's name;

w. Make and alter bylaws for the administration and regulation of its affairs consistent with this Agreement;

x. Hold radio frequency licenses and software and other licenses to enable Snohomish County 911 to operate radio communications and dispatch systems to meet its public safety responsibilities;

y. Enter into contracts with Subscribers to provide Emergency Communication Services and Additional Services pursuant to this Agreement;

z. Any and all other acts necessary to further Snohomish County 911's goals and purposes; and

aa. Except as expressly provided above or in Section 13, Snohomish County 911 shall not have the power or authority to issue debt in its own name.

SECTION 6. GOVERNING BOARD: COMPOSITION AND OPERATION.

a. Composition. Snohomish County 911 shall be governed by a Governing Board composed of fifteen (15) voting members and one (1) non-voting member. Ten (10) of the Governing Board voting member seats shall be allocated to Police Agencies, five (5) Governing Board voting member seats shall be allocated to Fire Agencies, and one (1) non-voting member seat shall be allocated to an Associate Agency or a Single-Service Principal. Governing Board Members and their alternates shall be selected in the manner described in **Exhibit A**.

b. Qualifications to Serve. A Governing Board Member, or his or her alternate must be duly selected in the manner described in **Exhibit A** and must be either: an elected official; chief administrative officer; chief law enforcement officer or fire chief from a Principal, or a person directly-reporting to the chief law enforcement officer or fire chief; or in the case of Snohomish County, the Snohomish County Executive or a person reporting directly to the Snohomish County Executive.

c. Terms of Office. Governing Board Members are elected every two (2) years by caucuses ~~at the Agency Assembly~~ no later than the April Governing Board meeting of that year, as described further in **Exhibit A**. The terms of the newly elected Board Members commence with the first Governing Board meeting in May; ~~provided, however, that the first elected Governing Board Members' terms of office shall run from their date of election in January 2018 through May 2020.~~

d. Election to Receive Service From Snohomish County 911; Impact on Governing Board Representation. Each Principal shall determine which of its respective public service departments or operations will be Directly Served by Snohomish County 911. The initial election by each Principal as to which of their respective departments or operations will receive services from Snohomish County 911 will be recorded by the submittal by each Principal of a completed service election form. The service election form determines whether a Principal participates in a caucus to select either or both a Police Agency Governing Board Member or a Fire Agency Governing Board Member. Single Service Principals shall also participate in the caucus for the non-voting Governing Board Member. Each Principal shall promptly provide written notice to Snohomish County 911 of any changes in its services impacting its qualification as a Police Agency or Fire Agency.

e. Conditions for Serving on Governing Board. All Governing Board Members and their alternates shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Governing Board Members and alternates for reasonable out-of-pocket costs related to service on the Governing Board. Members may only serve for such time as they meet the qualification of a Governing Board Member for the Principals with which they served of the start date of their then current term on the Governing Board.

f. Alternates. Alternates shall be selected and shall serve in the absence of Governing Board Members in the manner described in **Exhibit A**. Alternates must meet the same qualifications as Governing Board Member.

g. Quorum. A simple majority of the voting Members (or their alternates) in number (excluding any Member that represents a Principal which been terminated by vote of the Governing Board, or which has given notice of withdrawal and is not permitted to vote per terms of Section 17.f) shall constitute a quorum of the Governing Board for purposes of doing business on any issue.

h. Voting. The Board shall strive to operate by consensus. All Board decisions on items not listed in Section 6.i require a Simple Majority Vote for approval. A Governing Board Member may not split his or her vote on an issue and there shall be no weighted voting. No voting by proxies or mail-in ballots is allowed. Voting by a designated alternate is not considered a vote by proxy. A Governing Board Member representing a Principal that has given notice of withdrawal or which has been terminated by vote of the Governing Board shall be authorized to cast votes at the Governing Board only on budget items to be implemented prior to the withdrawal or termination date.

i. Items Requiring Supermajority Vote for Approval. A Supermajority Vote of the Governing Board shall be required in order to approve the following items or actions:

- i. Amendment to the Principals' Assessment formula(s);
 - ii. Approval of a budget that exceeds the prior approved budget by a percentage in excess of the most recently published Consumer Price Index – Urban for the Seattle/ Tacoma/Bremerton metropolitan area, June - June, calculated by the Federal Bureau of Labor Statistics, or its successor index, plus 4% (adjusted as necessary to accomplish the same annual cost increase limitation in the event Snohomish County 911 transitions to a biennial budget).
 - iii. A decision to acquire assets, equipment, real or personal property valued at over \$500,000;
 - iv. Admission of a new Principal (other than admission of an Associate Agency as a Principal, or a Principal created by the merger, consolidation or other process as described in Section 6.r);
 - v. Reinstatement of a Principal that has been converted to Subscriber;
 - vi. Appointing the Executive Director (a Simple Majority Vote is required for removal of the Executive Director);
 - vii. Expansion of the scope of services provided by Snohomish County 911 within the Scope of Section 4.a and 4.b;
 - viii. Adoption or amendment of any bylaws, or amendment of the Articles;
 - ix. Merger, consolidation, sale of all or substantially all assets of the Snohomish County 911 per Section 19;
 - x. Modification of this Agreement (except for those items requiring approval of all legislative bodies of the Principals per Section 18);
 - xi. Termination or dissolution of Snohomish County 911 per Section 20;
 - xii. Approval of debt pursuant to Section 13; and
 - xiii. Any other action requiring a two-thirds or sixty six-percent (66%) supermajority vote under chapter 24.06 RCW.
- j. Officers. The Governing Board shall have four officers, a President and Vice-President, Secretary and Treasurer, who will serve two (2) year terms, coterminous with Governing Board Member elections. It will be the function of the President to preside

at the meetings of the Governing Board. The Vice-President shall assume this role in absence of the President. Immediately following the election of Governing Board Members, at the first meeting of the Governing Board, the officers shall be elected by Simple Majority Vote of the Members. In the event of a vacancy in the President position, the Vice-President shall assume the President position for the balance of the term of the departed President. In the event of a vacancy in the Vice-President position, the Governing Board shall by Simple Majority Vote elect a new Vice-President to serve to the balance of the term of the departed Vice-President. Any officer appointed by the Governing Board may be immediately removed by Simple Majority Vote of the Governing Board, with or without cause, in which event the Governing Board shall promptly elect a new officer who shall serve for the remainder of the unexpired two-year term. The Governing Board may appoint persons to serve as Secretary and Treasurer of Snohomish County 911; provided, that such persons shall not be Members of the Governing Board. The duties of all officers shall be further described in the Snohomish County 911 Bylaws.

k. Staffing. The Executive Director shall assign agency staff to support the Governing Board as he or she deems appropriate.

l. Meetings. The Governing Board shall meet not less than four (4) times per year, at least once each calendar quarter, at a time and place designated by the President of the Governing Board or by a majority of its Members. Regular meetings shall be held pursuant to a schedule adopted by the Governing Board. Special meetings may be called by the President or a majority of Governing Board Members upon giving all other Members notice of such meeting in accordance with chapter 42.30 RCW (which, as of the date of this Agreement, requires written notice to be provided to each Member at least twenty-four (24) hours prior to the meeting). Notwithstanding the foregoing, the President or Members calling a special meeting will, in good faith, attempt to provide at least ten (10) days prior written notice of a special meeting, however, failure to do so will not invalidate any otherwise legal action taken at a meeting where the proper notice was provided in accordance with chapter 42.30 RCW. In an emergency, the Governing Board may dispense with written notice requirements for special meetings, but must, in good faith, implement best efforts to provide fair and reasonable notice to all Governing Board Members. Members of the Governing Board may participate in a meeting through the use of any means of communication by which all Members and members of the public participating in such meeting can hear each other during the meeting. Any Governing Board Members participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

m. Bylaws. The Governing Board shall be authorized to establish bylaws that govern procedures of the Governing Board.

n. Parliamentary Authority. Robert's Revised Rules of Order shall govern any proceeding of the Governing Board to the extent not inconsistent with this Agreement or the bylaws adopted by the Governing Board.

o. Consultation with Technical Advisory Committees. It is the intent of this Agreement that the Governing Board shall seek the active participation and advice of Participating Agencies in the determination of Snohomish County 911 operating policies. The Technical Advisory Committees shall have the opportunity to provide reports at each regular Governing Board meeting. The Governing Board shall consider input from the Technical Advisory Committees in its deliberations.

p. Boundary Changes or Service Territory Changes. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason, so that Snohomish County 911 may accurately dispatch calls, accurately track calls for service data and accurately assess User Fees; provided, however, until such time as Snohomish County 911 has sufficiently accurate data (such as an official population estimate from the State) by which to calculate User Fees for the Participating Agencies(s) involved, Snohomish County 911 shall continue to bill each Participating Agency on the basis of Snohomish County 911's most accurate data and the parties involved in the boundary or service territory change shall amongst themselves address any User Fee allocation issues.

q. Service Changes; Merger or Annexation of a Participating Agency; Formation of New Public Safety Interlocal Operation. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason.

In the event a Participating Agency merges or annexes to a Principal or becomes a member agency of a Public Safety Interlocal Operation that is a Principal, the merged or annexed Participating Agency's rights and obligations under this Agreement shall be assumed in full by the Principal without further action by the Governing Board.

In the event that Participating Agencies, which meet the qualifications of this paragraph, join together to create a new Public Safety Interlocal Operation (for example and without limitation, creation of a new regional fire authority under chapter 52.26 RCW), and as a result of such formation the fire/EMS operation or police operation of such Participating Agencies are no longer Directly Served by Snohomish County 911, then after all of the necessary assignments and agreements are executed related to the creation of the Public Safety Interlocal Operation, the newly created Public Safety Interlocal Operation shall become a Principal and a party to this Agreement without further action of the Governing

Board. At such time the rights and obligations of the forming Participating Agencies shall be assumed by the Public Safety Interlocal Operation. Notwithstanding the foregoing, in order for the newly created Public Safety Interlocal Operation to become a Principal and a party to this Agreement without further action of the Governing Board, each Participating Agency at the time of formation of the newly created Public Safety Interlocal Operation must (i) be a current Principal and party to this Agreement, or (ii) have previously been a member of SNOCOM or SNOFAC and otherwise independently qualifies as a Principal under this Agreement.

Notwithstanding anything in this paragraph to the contrary, if a merged or annexed Principal retains a separate public safety operation that is Directly Served by Snohomish County 911, then that Principal shall maintain its status and shall retain all its rights and obligations under this Agreement with respect to its Directly Served public safety operation.

r. Associate Agencies. Associate Agencies shall be charged a nominal annual membership fee at a level set from time to time by Simple Majority Vote of the Governing Board. An Associate Agency which stops contracting for police and/or fire/EMS services from a Principal and requests to be Directly Served by Snohomish County 911 shall be approved by the Governing Board as a Principal per Section 14.d and shall not be subject to any latecomer fees in making this transition.

SECTION 7. TECHNICAL ADVISORY COMMITTEES.

a. Creation and Membership. Two Technical Advisory Committees shall be created to serve in an advisory capacity to the Governing Board and Executive Director.

i. Police Technical Advisory Committee. The Police Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber police department or equivalent agency or operation Directly Served by Snohomish County 911.

ii. Fire/EMS Technical Advisory Committee. The Fire/EMS Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber with a Fire/EMS department or equivalent agency or operation Directly Served by Snohomish County 911.

b. Technical Advisory Committee Representatives. Persons serving on either Technical Advisory Committee shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Representatives and alternates for reasonable out-of-pocket costs related to service on the Technical Advisory Committees.

c. Alternates. Each Representative serving on a Technical Advisory Committee may designate one alternate, confirmed in writing, to serve when such Representative is absent or unable to serve provided that such alternates must have operational responsibilities within their respective agencies. Written notice of the appointment of an alternate shall be provided to the Chair the applicable Technical Advisory Committee prior to the alternate serving in the absence of the Representative.

d. Powers. Each Technical Advisory Committee shall meet individually as frequently as their members deem appropriate, but not less than twice each year, for the purpose of promoting interagency collaboration and cooperation, information sharing, discussion and review of agency operating policy and such other matters as the Governing Board may request. The Technical Advisory Committees shall provide advice, information, and recommendations to the Governing Board and the Executive Director.

e. Quorum. One-quarter of the Representatives of each Technical Advisory Committee (or any alternates present and participating in place of a Representative) shall constitute a quorum for meetings of such Committee.

f. Voting. All actions and recommendations of the Technical Advisory Committees shall be approved by majority vote of those present and voting. Each Representative shall have one vote. There will be no weighted voting, proxy voting, or mail-in voting.

g. Officers. Each Technical Advisory Committee shall have two officers, a Chair and Vice-Chair. It will be the function of the Chair to preside at the meetings of his/her respective Technical Advisory Committee, and the Vice-Chair shall assume this role in absence of the Chair. The officers shall be annually elected by vote of the Committee Representatives. ~~at the first meeting of each Technical Advisory Committee after the Annual Agency Assembly of each new year, by majority vote of the Representatives on the respective Technical Advisory Committee, and shall serve for a one year term. In the event of a vacancy in the Chair position, the Vice Chair shall assume the Chair for the balance of the term of the departed Chair. In the event of a vacancy in the Vice Chair position, the Technical Advisory Committee shall elect a new Vice Chair to serve to the balance of the term of the departed Vice Chair. An officer of a Technical Advisory Committee elected to fill the unexpired term of his or her predecessor shall not be precluded from serving a full annual term of office following the end of such unexpired term.~~

h. Staffing. The Technical Advisory Committees shall be staffed by the Executive Director, or his or her designee, and such additional agency staffing as the Executive Director may deem appropriate.

i. Meetings. All meetings of each Technical Advisory Committee shall be open to the public if and to the extent required by chapter 42.30 RCW. Regular meetings shall be held pursuant to a schedule approved by the Technical Advisory Committee. Special meetings may be called by the Chair of the Technical Advisory Committee or a majority of the Representatives of the Technical Advisory Committee. Members of the Technical Advisory Committees may participate in meetings through the use of any means of communication by which all Representatives and members of the public participating in such meeting can hear each other during the meeting. Any Representatives participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

SECTION 8. ANNUAL AGENCY ~~ASSEMBLY~~REPORT.

a. Contents. The Executive Director shall prepare an Annual Agency Report no later than April of each year. The report shall include a description of:

~~a. Purpose. To provide a forum for an exchange of information and ideas between Snohomish County 911 and its Principals, Subscribers and Associate Agencies, the Governing Board shall in April of each year convene an Agency Assembly, at which the Executive Director shall present an annual report outlining:~~

- i. Activities of Snohomish County 911 for the previous calendar year;
- ii. The proposed work program and significant events in the current calendar year; financial condition of Snohomish County 911;
- iii. Results of Governing Board adopted performance benchmarks; and
- iv. The proposed budget policy for the upcoming year.

b. Availability. The Executive Director shall ensure that the Annual Agency Report is distributed to the Governing Board and Principals and made available the general public each year.

~~Also at the Agency Assembly, Board President shall offer remarks on behalf of the Board. The Agency Assembly shall be open to the public to the extent required by chapter 42.30 RCW.~~

~~b. Governing Board Meeting at the Agency Assembly. The required annual Governing Board meeting shall occur immediately after the Agency Assembly.~~

~~c. — Caucuses for Election of Board Members. Every two (2) years, beginning in 2020, the Agency Assembly agenda will include a time for caucuses to meet and elect governing Board Members and their alternates as provided in Section 6 and **Exhibit A**, and to announce the results of the caucus deliberations.~~

~~d. — Attendance. Each Principal, Subscriber, and Associate Agency may send one or more elected officials as well as police chiefs, fire chiefs, their deputies or assistants or other personnel to participate in the Agency Assembly. Participation in caucuses for election of Governing Board Members is governed by **Exhibit A**.~~

~~e. — Action by Attendees. Attendees of the Agency Assembly may vote to recommend changes to the proposed budget policy, work program and performance measures program, and may provide additional comments and questions to the Governing Board. Voting by attendees shall be based on one vote per each Principal, Subscriber, and Associate Agency, with a simple majority vote of all agencies represented at the meeting required to approve any recommendation to be forwarded to the Governing Board. The actions and recommendations of attendees at the annual Agencies' Assembly shall be advisory to the Governing Board.~~

SECTION 9. EXECUTIVE DIRECTOR.

The Governing Board shall be responsible for the appointment and termination of the Executive Director. An interim Executive Director may be appointed to serve in such capacity until a permanent Executive Director is appointed by the Governing Board. A Supermajority Vote of the Governing Board is required to appoint the Executive Director of Snohomish County 911.

The Executive Director shall be responsible to the Governing Board and shall advise it from time to time on a proposed budget and other appropriate matters in order to fully implement the purposes of this Agreement. The Executive Director shall administer Snohomish County 911 in its day-to-day operations, including but not limited to: approving and overseeing the administration of all operating procedures and public records management procedures consistent with Governing Board policies; and appointing persons to fill other staff positions in the Snohomish County 911 and overseeing the evaluation and discipline, hiring and firing of employees, and administration of collective bargaining agreements and other personnel contracts consistent with Governing Board policies.

Only the Governing Board shall be authorized to hire or retain legal counsel and independent accountants and auditors. Other consultants or legal counsel for specialized purposes within the Executive Director's signing authority as it may be defined by the

Board from time to time may be designated in such manner as the Governing Board may determine subject to Sections 5 and 6.

The Executive Director shall have experience in technical, financial and administrative fields and his or her appointment shall be on the basis of merit only. The Executive Director is an “at will” employee and may be terminated upon the Simple Majority Vote of the Governing Board.

SECTION 10. PERSONNEL POLICY

The Executive Director shall, as necessary from time to time, submit to the Governing Board a proposed personnel policy for the Governing Board’s approval, rejection or modification. All modifications or revisions to such personnel policies must be approved by the Governing Board if and to the extent required in such policies.

SECTION 11. OPERATIONAL POLICY AND SYSTEM EVALUATION; RADIO SYSTEM OPERATIONS.

- a. Operational Effectiveness. The Executive Director shall actively consider and evaluate means and opportunities toward the enhancement of operational effectiveness of emergency services. The Executive Director shall present his or her recommendations to the Technical Advisory Committees and the Governing Board from time to time.
- b. Operational Standards for Radio System. The Governing Board shall adopt operation and maintenance standards for the Radio System. The Technical Advisory Committees shall submit to the Governing Board recommendations regarding operation and maintenance standards for the Radio System.
- c. Radio System Use. Each Participating Agency shall use the Radio System exclusively for approved Radio System purposes and in strict accordance with all applicable federal law and regulations. Principals hereby agree, and Subscribers shall agree in their applicable contract to agree, to abide by all Federal Communication Commission rules and regulations concerning the use of shared radio facilities.
- d. Radio System Access Priorities. Principals shall have priority access to the Radio System. Upon approval by the Governing Board, access may be provided by contract to Subscribers in the following priority:
 - i. Priority 1: public safety (police, fire and emergency medical services) Subscribers; Subscribers able to interact with control stations in public school

districts and public hospitals within Snohomish County; and other public agencies served by compatible radio communication systems;

ii. Priority 2: other public agencies with emergency response duties; and

iii. Priority 3: other entities, as determined by the Governing Board.

~~e. Radio Units. Each Participating Agency shall bear the cost of its own Radio Units, provided that the Governing Board may authorize the purchase of radios for Participating Agencies if and as deemed by the Governing Board to be integral to the Radio System, the cost of which will be allocated among Principals and/or Subscribers as determined by the Governing Board.~~

~~f. Emergency Public Safety Radio System Replacement Project. SERS and Snohomish County have negotiated but have not yet executed an agreement to design and construct the Radio System Replacement Project. Execution of such agreement related to the Radio System Replacement Project is contingent on passage of a sales and use tax increase by the voters in Snohomish County no earlier than November 6, 2018. If the sales and use tax increase is approved by the qualified electorate at the November 6, 2018 election, an agreement related to the Radio System Replacement Project is anticipated to be executed in or around December of 2018. If such agreement is executed prior to the Merger Effective Date, as of the Merger Effective Date, Snohomish County 911 will assume the rights and responsibilities of SERS under such agreement. Thereafter, any such agreement will be negotiated and entered into between Snohomish County 911 and Snohomish County. In each case, the Principals assume the obligation to provide financial support for the ongoing operation and maintenance of the Radio System Replacement Project upon its completion, delivery to and acceptance by the Governing Board as such costs may be incorporated into User Fees paid pursuant to this Agreement.~~ Notwithstanding anything in this Agreement to the contrary, no Participating Agency assumes the obligation to fund capital costs related to the design, development, construction or maintenance of the Radio System Replacement Project, and neither the full faith and credit or taxing power is pledged by a Participating Agency for such purpose, except as such obligation may be agreed to and specifically set forth in a separate agreement between the Participating Agency and Snohomish County.

~~If the sales and use tax ballot measure fails, the Principals shall work in good faith to reach agreement upon an alternative mechanism to equitably fund the costs of the a replacement to the current Radio System.~~

SECTION 12. BUDGET; ASSESSMENT FORMULA; PAYMENT OF ASSESSMENTS; DELINQUENCIES; RESERVE FUNDS.

a. Budget Fiscal Year. The Snohomish County 911 budget fiscal year shall be either the calendar year, or two calendar years, as the Governing Board may determine.

~~b. Budget Policy Direction. The Executive Director shall present a proposed outline of the policy approach to the budget for the upcoming budget to the attendees of the Agency Assembly. Input received from attendees at the Agency Assembly shall be reported to the Governing Board. After receiving such reports, the Governing Board shall adopt a budget policy as direction for the Executive Director in preparing the budget.~~

c. Budget Approval. The Executive Director shall present a proposed budget to the Governing Board by no later than **August 1** preceding the next budget period and the Governing Board shall approve its budget by no later than **September 1st**. Thereafter and in no event later than **September 30th**, Participating Agencies shall be advised on the programs and objectives contained in the proposed budget, of any changes in the User Fee formula(e), and of the required financial participation for each Principal and Subscriber for the following year(s) based upon the proposed budget. Participation by each Principal and Subscriber is contingent upon subsequent legislative appropriation for the following fiscal year. Principals and Subscribers shall promptly notify Snohomish County 911 if it does not approve its budget allocation. Any Principal not approving its full budget allocation (Assessment and cost of any Additional Services it has agreed to purchase) shall be automatically converted to Subscriber status effective the first day of the budget year (whether biennial or annual) for which the Principal did not approve its budget allocation, and subject to penalty as described in Section 12.

d. User Fee Formula. The User Fee formula applicable to Principals for Emergency Communications Services referred to as the “Assessment formula”, shall be initially approved as set forth in **Exhibit B** to this Agreement. The Assessment formula(e) may be changed from time to time as part of the budget process, and any such changes shall be approved by Supermajority Vote of the Governing Board in accordance with Section 6.i. ~~In the event the Snohomish County 911 assumes the authorities of SERS as authorized in Section 11.f., the costs associated with delivering that expansion of services shall be incorporated into the Assessment formula and the User Fee for Subscribers as the Board shall determine by Supermajority Vote.~~ Additional Services require only Simple Majority Vote of the Governing Board to approve. The Assessment formula(e) for Principals may be different from the User Fee formula applicable to -Subscribers. It is expressly contemplated that Participating Agencies may become subject to differential User Fee formulae (including differential Assessment formula(e)) over time based upon the benefit conferred to such agencies.

e. Payment of Assessments. Assessments shall be payable not less frequently than quarterly on or before such dates as the Governing Board may determine.

f. Delinquent Assessments. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Principal and provide a 60-day cure period from the original due date of the payment. If such Assessments, are not paid in full within 60 (sixty) days of the original due date, then the Principal delinquent in payment of Assessments shall upon such 60th day be deemed immediately converted to the status of a Subscriber as described in Section 14. In the event a Principal converted to Subscriber status due to non-payment of fees shall not have paid in full all Assessments owing by six (6) months after the original due date, then the Governing Board may terminate services to such Subscriber, which termination shall not absolve the Subscriber of its obligation to pay all Assessments past due, together with all accrued interest, calculated at 1.5% per month from the date the Assessment was originally due.

g. Terms of Subscriber Contracts. Snohomish County 911 may enter into contracts with Subscribers from time to time for the purpose of providing Emergency Communication Services and other services as provided herein. Subscriber contracts may provide for the same or different payment schedules and payment formulas as those which apply to Principals; provided that, a Subscriber which, at the time it determined to become a Subscriber, was qualified to become a Principal but elected not to, shall be subject to payment of a risk premium of not less than six percent of its annual User Fees, or such other greater amount as the Governing Board may determine. Revenues from such risk premium shall be placed in Snohomish County 911 reserves.

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

h. Reserve Funds. The Governing Board shall establish capital and operating reserve funds or accounts at the times and in the amounts necessary to ensure funds are on hand to reasonably address planned and unforeseen capital and operating expenses and to minimize the need for large increases in Assessments and/or User Fees from year to year as a result of acquisition or replacement of capital assets or equipment, and to fund the timely replacement of aging technology, equipment and systems.

~~i. — Snohomish County 911 2019 Budget and User Fees. Notwithstanding the requirements in this Agreement regarding approval of budgets, Assessments and User Fees to the contrary, the following terms and conditions will apply with respect to the budget, Assessments and User Fees for Snohomish County 911 in 2019.~~

~~i. — The budget for Snohomish County 911 for 2019 shall be adopted substantially as set forth in **Exhibit C**; essentially, the adopted Snohomish County 911 2019 budget plus the adopted SERS 2019 budget, including an amount to pay for transition costs to be funded from reserves.~~

~~ii. — The 2019 budget shall be subject to amendment as the Governing Board deems necessary or appropriate.~~

~~iii. — Assessments for Principals for Emergency Communication Services provided under this Agreement through December 31, 2019 based on the budget presented at **Exhibit C** shall be as set forth in **Exhibit D**, and are based on the assessments each agency would have paid had the merger of Snohomish County 911 and SERS not occurred, including without limitation the calculation and payment of Rate Smoothing amounts as outlined in **Exhibit E**. Such assessments shall be payable as provided by the Governing Board, and shall be subject to such delinquency and other penalties as provided herein.~~

~~iv. — Any Principals or Subscriber purchasing Additional Services in 2019 or beyond shall do so through entering into a separate contract with Snohomish County 911.~~

~~j. — Rate Smoothing. As further described in **Exhibit E**, “rate smoothing” will be applied in the first budget year in which the Assessment formula defined in **Exhibit B** is applied.~~

SECTION 13. ISSUANCE OF DEBT.

Except as otherwise provided in Section 5, Snohomish County 911 shall not have the power to issue obligations or to incur debt. However, it is anticipated that Snohomish County 911 may require capital funding from time to time to support facilities, technology and equipment needs. Bonds, notes or other evidences of indebtedness may be issued from time to time by one or more Participating Agencies or by another issuer pursuant to a separate agreement between one or more Participating Agencies and Snohomish County 911 in order to provide capital financing for Snohomish County 911 on terms as agreed upon by the parties thereto. The security and sources of payment for any such debt will be determined at the time of issuance, which may include User Fees and/or capital contributions from the Principals. Any User Fees and/or capital contributions for such

purposes shall be approved by Supermajority Vote of the Governing Board. Further, in the event that any Principal is obligated to make a capital contribution, such obligation shall be subject to approval by its legislative authority.

To the extent that any bonds or other debt is issued on a tax-exempt basis under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”), the Participating Agencies agree to not (1) make any use of the proceeds from the sale of such bonds or other debt that will cause the bonds or other debt 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 or other debt to be considered obligations not described in Section 103(a) of the Code.

Notwithstanding the foregoing, nothing in this Agreement shall be interpreted to amend or otherwise modify any terms or conditions of a separate agreement between a Participating Agency and Snohomish County (or other Participating Agency or Agencies) with respect to capital contributions, guarantees or the repayment of debt.

SECTION 14. CONVERSION OF STATUS OF PARTICIPATING AGENCIES; ADDITION OF NEW PRINCIPALS OR SUBSCRIBERS; PROVISION OF ADDITIONAL SERVICE TO PRINCIPALS.

a. As described in Sections 12.c and 12.f hereof, a Principal may be converted to Subscriber status for failure to approve its share of the budget or for nonpayment or delinquency in payment of User Fees. On the date of such conversion, said former Principal shall:

- i. lose its right to participate in a caucus for selecting a voting Governing Board member;
- ii. lose its right to receive a share of Snohomish County 911 assets upon dissolution of Snohomish County 911;
- iii. become subject to payment of User Fees in accordance with the then applicable User Fee formula for Subscribers; and
- iv. be bound by the terms of the applicable Subscriber service contract(s).

The conversion of a Principal to Subscriber shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

b. A Principal may alternately elect to convert to Subscriber status effective the first day of the next budget period (whether Snohomish County 911 is operating under an annual or biennial budget) by giving notice of its intent to the Governing Board not less

than nine (9) months in advance of such effective date. Such conversion shall be effective as proposed without further action of the Governing Board, barring any basis for terminating the Principal and action thereon by the Governing Board.

c. A governmental entity otherwise meeting the qualifications of a Principal in Section 3 hereof may be admitted as a Principal of Snohomish County 911 upon Supermajority Vote of the Governing Board as required under Section 6.j. Similarly, a Subscriber may apply to the Governing Board to be converted to Principal status. As a condition of becoming a Principal, whether by conversion or new admission, the Governing Board may require payment or other contributions or actions by the new Principal as the Governing Board may deem appropriate, and may set such start date for service as it deems appropriate, it being the intention of this provision that the addition of new Principals shall not cause the then-current Participants to incur additional cost. Upon such conversion or new admission, such new Principal shall execute this Agreement or agree in writing to the term of this Agreement in its capacity as Principal and shall thereafter be subject to all provisions of this Agreement applicable to Principals.

d. Notwithstanding anything to the contrary in this Agreement, an Associate Agency meeting the qualifications of a Principal may become a Principal effective the first day of the next budget year, without making any latecomer payment or contribution, upon giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be become effective on such date without further action of the Governing Board.

e. The determination of whether to accept new Subscribers shall be made by the Governing Board in a manner similar, and subject to such terms and conditions, as that for accepting new Principals, it being the intention that the addition of new Subscribers shall not cause pre-existing Participating Agencies to incur additional cost.

f. A Principal wishing to receive service from Snohomish County 911 for an operating department in addition to a department already served by Snohomish County 911 may make application to the Governing Board in the same manner as, and be subject to such conditions and approvals as the Governing Board may deem appropriate for, an entity (other than an Associate Agency) seeking admission as a new Principal.

SECTION 15. RETAINED POWERS OF PARTICIPATING AGENCIES.

Each Participating Agency shall retain the responsibility and authority for its operational departments and for such equipment and services as are required at its place of operation to interconnect to Snohomish County 911's operations. Interconnecting equipment and services necessary to the provision of authorized Snohomish County 911 services may be funded through Snohomish County 911's budget and operational programs.

SECTION 16. INVENTORY AND PROPERTY.

-Equipment, vehicles and furnishings for Snohomish County 911's operation shall be acquired as provided by law. If any Participating Agency provides equipment or furnishings for Snohomish County 911's use, title to the same shall rest with the respective local entity unless that equipment or furnishing is acquired by Snohomish County 911. The Executive Director shall maintain and bi-annually update an inventory of equipment and furnishings owned by, leased or temporarily assigned to Snohomish County 911, and the values thereof. In event of dissolution or termination of Snohomish County 911, assigned or loaned items shall be returned to the lending entity and all other items or funds derived from the sale thereof shall be distributed to Principals as described in Section 20.

SECTION 17. WITHDRAWAL BY OR TERMINATION OF PRINCIPAL.

a. Any Principal may withdraw its membership and terminate its participation in this Agreement by providing written notice and serving that notice on the Governing Board on or before June 30 in any year. After providing appropriate notice as provided in this Section, that Principal's membership withdrawal shall become effective on the last day of the calendar year following the year in which the notice is given. A Principal that has given notice of its intent to terminate must meet with the Executive Director or his or her designee to develop a departure plan. The departure plan is intended to ensure an orderly separation of the Principal from New Agency and ensure minimal disruption in 911 Calls response for the public. The departure plan may include the transfer of funds and equipment or other assets and must be approved by Simple Majority Vote of the Board. Notwithstanding anything herein to the contrary, Principals shall be prohibited from withdrawing their membership and terminating their participation in this Agreement during the Initial Term; provided, a Principal may give appropriate notice of its intent to withdraw pursuant to this Section during the Initial Term, and in such event that Principal's membership withdrawal shall become effective on the last day of the calendar year that coincides with the end of the Initial Term.

b. Notwithstanding the foregoing, a Principal may be terminated at any time by action of the Governing Board for delinquencies of at least six (6) months in payment of Assessments and interest per Section 12.f.

c. Time is of the essence in giving notice of termination and/or withdrawal.

d. A terminating and/or withdrawing Principal is deemed to forfeit any and all rights it may have to Snohomish County 911's personal or real property, or any other ownership in Snohomish County 911, unless otherwise provided by the Governing Board; provided further that this forfeit of rights shall not apply to personal property on loan to Snohomish County 911 from the terminating or withdrawing Principal.

e. The termination and/or withdrawal of a Principal shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

f. A Governing Board Member representing a Principal that (i) has given notice of withdrawal, or (ii) has been terminated by vote of the Governing Board which termination is effective at a future date, shall be authorized to cast votes at the Governing Board only on budgets items to be implemented prior to the withdrawal or termination date.

SECTION 18. AMENDMENT OF AGREEMENT.

The following terms of this Agreement may only be amended in writing after receipt of the approval of the legislative authorities of all Principals:

- a. Expansion of the scope of services provided by the Snohomish County 911 beyond the scope of Section 4.
- b. The composition of the Governing Board and terms of office as provided in Sections 6.a and 6.d.
- c. Voting rights of Governing Board Members.
- d. Powers of the Governing Board.
- e. Hold harmless and indemnification requirements.
- f. Provisions regarding duration, termination or withdrawal.
- g. The conditions of this Section.

The parties to this Agreement acknowledge and agree that provisions in this Agreement that are not specifically identified in (a) through (g) above reflect the Principals' direction as to the initial operational and administrative policies and procedures to be implemented by the Governing Board. With the exception of the foregoing items that require affirmative approval of the legislative authorities of all Principals, the parties to this Agreement authorize the Governing Board to modify this Agreement from time to time in order to carry out the corporate purposes of Snohomish County 911. Any such modification shall be in writing and executed by the President of the Governing Board after providing not less than thirty (30) days' advance written notice to all Principals of such proposed modification, and upon approval of a Supermajority Vote of the Governing Board.

Nothing in this Section shall be construed to require legislative authority consent for the addition of a new Principal, conversion of an Associate Agency to a Principal, or agreement to serve an additional Subscriber.

SECTION 19. MERGER, CONSOLIDATION OR SALE OF ALL OR SUBSTANTIALLY ALL ASSETS.

Approval of the merger or consolidation of Snohomish County 911 with another entity, or the sale of all or substantially all assets of Snohomish County 911, shall require a Supermajority Vote of the Governing Board.

SECTION 20. TERMINATION OF AGREEMENT; DISSOLUTION.

a. Generally. This Agreement may be terminated upon the approval of a Supermajority Vote of the Governing Board. The termination shall be by direction of the Governing Board to wind up business by a date specified by the Governing Board, which date shall be at least one (1) year following the date of the vote to terminate. Upon the final termination date, this Agreement shall be fully terminated.

b. Distribution of Property on Termination of Agreement. Upon termination of this Agreement, all property acquired during the life of this Agreement remaining in ownership of Snohomish County 911 shall be disposed of in the following manner:

i. Real or Personal Property. All real or personal property purchased pursuant to this Agreement and all unexpended funds or reserve funds, net of all outstanding Snohomish County 911 liabilities, shall be distributed to those Principals still participating in the Snohomish County 911 on the day prior to the termination date and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. The Governing Board shall have the discretion to allocate the real or personal property and funds as it deems appropriate, and the apportionment, determined consistent with the preceding sentence, need not be exact.

ii. Loaned Property. In the event of dissolution or termination of the Snohomish County 911, assigned or loaned assets shall be returned to the lending entity.

iii. Allocation of Liabilities. In the event outstanding liabilities of the Snohomish County 911 exceed the value of personal and real property and funds on hand, all Principals shall contribute to retirement of those liabilities in the same manner as which they would share in the distribution of properties and funds.

c. Notwithstanding the foregoing, this Agreement may not be terminated if to do so would abrogate or otherwise impair any outstanding obligations of the Snohomish County 911, unless provision is made for those obligations.

SECTION 21. DISPUTE RESOLUTION.

a. Whenever any dispute arises between a Principal or the Principals or between the Principals and the Snohomish County 911 (referred to collectively in this Section as the “parties”) under this Agreement which is not resolved by routine meetings or communications, the parties agree to seek resolution of such dispute by the process described in this Section, which shall also be binding on Subscribers.

b. The parties shall seek in good faith to resolve any such dispute or concern by meeting, as soon as feasible. The meeting shall include the President of the Governing Board, the Executive Director, and a representative(s) of the Principal(s), if a Principal(s) is involved in the dispute, and/or a person designated by the Subscriber(s), if a Subscriber(s) is involved in the dispute.

c. If the parties do not come to an agreement on the dispute or concern, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days, which may include binding or nonbinding decisions or recommendations (whichever is mutually agreed to). The mediator(s) shall be mutually agreed upon and shall be skilled in the legal and business aspects of the subject matter of this Agreement. The parties shall share equally the costs of mediation and assume their own costs.

SECTION 22. INSURANCE.

The Governing Board, Executive Director, and Technical Advisory Committees shall take such steps as are reasonably practicable to minimize the liability of the Participating Agencies, including but not limited to the utilization of sound business practice. The Governing Board shall determine which, if any, insurance policies or self-insurance programs for governmental entities authorized in the State of Washington may be reasonably and practicably acquired to cover liability exposures and other potential losses arising from the operations of the Snohomish County 911 and the activities of the parties pursuant to this Agreement (which may include Directors and Officers, Commercial General Liability, Auto, Workers’ Compensation, Stop Gap/Employer’s Liability, errors and omissions, crime/ fidelity insurance, CyberRisk, property damage or loss), and shall direct the acquisition of same.

SECTION 23. INDEMNIFICATION AND HOLD HARMLESS.

a. Each Principal shall defend, indemnify and hold other Principals, their officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused solely by the acts of a Principal; provided, that if any such Claim is based on the concurrent negligence of more than one Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

b. Each Principal shall defend, indemnify and hold the Snohomish County 911 and its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of the Snohomish County 911; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

c. As provided in its Articles, the Snohomish County 911 shall defend, indemnify and hold each Principal its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of the Snohomish County 911's acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of any Principal;; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and a Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

d. The Snohomish County 911 will hold harmless, indemnify and defend its officers, officials, employees and volunteers from any and all legal liability, claims or lawsuits of any kind for injuries, damages, losses of any kind occurring to another, including attorney fees, which may arise out of the good faith performance of their duties to the Snohomish County 911 and performed in the scope of their employment or service to the Snohomish County 911, except to the extent the injuries, losses and/or damages are caused by the intentional and knowing wrongful acts of any of the Snohomish County 911's officers, officials, employees or volunteers.

e. Subscribers shall be required to agree to indemnify and hold harmless each Principal and the Snohomish County 911, their officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney

fees, arising out of Subscriber's negligent acts or omissions in connection with the receipt of services from Snohomish County 911. To such degree as the Governing Board determines to be reasonable, appropriate, and consistent with applicable law and to be in the best interests of Snohomish County 911, Snohomish County 911 may also indemnify and hold harmless Subscribers.

f. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a party hereto and the Snohomish County 911, its officers, officials, employees, and volunteers, the party's liability hereunder shall be only to the extent of the party's negligence. It is further specifically and expressly understood that the indemnification provided in this Section constitutes the party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

g. Each party shall give the other parties proper notice as provided herein of any claim or suit coming within the purview of these indemnities. Termination of this Agreement, a Principal's withdrawal from the Snohomish County 911, or a Principal's conversion to Subscriber status (collectively for purposes of this subparagraph "Termination"), shall not affect the continuing obligations of each of the parties as indemnitors hereunder with respect to those indemnities and which shall have occurred prior to such Termination.

SECTION 24. INTERGOVERNMENTAL COOPERATION.

The Snohomish County 911 shall cooperate with local, state and federal governmental agencies in order to maximize the utilization of any grant funds for equipment and operations and to enhance the effectiveness of the Snohomish County 911's operations and minimize costs of service delivery.

SECTION 25. NOTICE.

Notices required to be given to Snohomish County 911 under the terms of this Agreement shall be directed to the following unless all Principals are otherwise notified in writing:

President of the Governing Board and Executive Director, Snohomish County 911
c/o Snohomish County 911
1121 S.E. Everett Mall Way, Suite 200
Everett, WA 98208

Notices to Principals, Subscribers, Associate Agencies, Governing Board Members or Representatives required hereunder may be given by mail, overnight delivery, facsimile or email ~~(with confirmation of transmission)~~, or personal delivery. Each Principal shall provide the President of the Governing Board written notice of the address for providing notice to said Principal. Any Principal wishing to change its mail or email address shall promptly notify the President of the Governing Board. Notice or other written communication shall be deemed to be delivered at the time when the same is postmarked in the mail or overnight delivery services, sent by facsimile or email (with confirmation of transmission), or received by personal delivery.

SECTION 26. COMPLIANCE WITH LAWS.

During the term of this Agreement, the parties hereto agree to comply with all federal, State, and local laws as necessary to carry out the terms of this Agreement. Further, to the extent that any Emergency Communication Services and/or Additional Services involve the retention, security, confidentiality or other handling of certain “protected” health information under the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and its implementing regulations thereunder by the U.S. Department of Health and Human Services and other applicable laws including chapter 70.02 RCW, the Washington Uniform Health Care Information Act, as amended, the parties agree to comply with such laws and execute documents as necessary to implement the requirements under such laws.

SECTION 27. VENUE.

The venue for any action related to this Agreement shall be in the Superior Court in and for Snohomish County, Washington at Everett, Washington, or if applicable, in Federal District Court, Western District of Washington.

SECTION 28. NO THIRD PARTY BENEFICIARIES.

There are no third-party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement. In addition to the foregoing, nothing in this Agreement is intended to create a special relationship or other basis for third party liability.

SECTION 29. SEVERABILITY.

The invalidity or any clause, sentence, paragraph, subdivision, section or portion of this Agreement shall not affect the validity of the remainder of this Agreement.

SECTION 30. RATIFICATION.

All prior acts taken by the Principals and Snohomish County 911 consistent with this Agreement are hereby ratified and confirmed.

SECTION 31. EXECUTION, COUNTERPARTS, AMENDMENT AND RESTATEMENT OF ORIGINAL AGREEMENT, AND EFFECTIVE DATE.

The Original Agreement was executed on behalf of each Principal by its duly authorized representative following approval of the Original Agreement by motion, resolution or ordinance of its legislative authority. Pursuant to the terms of the Original Agreement and except for certain amendments as provided in Section 18 of the Original Agreement, the Original Agreement may be amended from time to time by Supermajority Vote of the Governing Board of Snohomish County 911 without further approval of legislative authorities of the Principals.

Pursuant to Section 4, Section 6.j and Section 18 of the Original Agreement, after giving 30 days' notice to each Principal as required by Section 18 of the Original Agreement, the Governing Board of Snohomish County 911, by Supermajority Vote of its Principals, authorized the amendment and restatement of the Original Agreement by the execution and delivery of this Agreement.

This Agreement shall be deemed adopted and effective as of ~~XXXX, 2022~~the Merger Effective Date (January 1, 2019), and as of such date, this Agreement shall control the operations and governance of Snohomish County 911. This Agreement shall be filed and/or posted as required by chapter 39.34 RCW.

This Agreement shall be executed by the President of the Governing Board, and attested to by the Secretary of the Governing Board.

IN WITNESS WHEREOF, this Agreement shall be effective as of the date set forth above.

Snohomish County 911

By: _____
~~Steve Gupta~~Jon Nehring
Board President

Attest:

By: _____
Terry Peterson
Board Secretary

Approved as to Form:

By: _____
Attorney for Snohomish County 911

EXHIBIT A

Process for Selecting Governing Board Members and Alternates

Beginning in 2022, Governing Board Members are selected every two (2) years in April ~~as part of the Agency Assembly~~, through the process described below; ~~provided, that the first caucuses were held in January 2018, and the Governing Board Member terms for persons elected at those caucuses shall last from their date of election through the first meeting of the Governing Board in May 2020.~~

If not defined in this **Exhibit A**, capitalized terms have the meaning stated in the Agreement.

As used in this **Exhibit A**:

- **Population Served** means the residential population of all territory Directly Served by a Principal Police Agency or Fire Agency, according to the most recent annual report issued by the State Office of Financial Management each year determining the population of each jurisdiction.

Step 1. Police Agencies are divided into four (4) caucuses

- a. Rank each Police Agency by **Population Served** from smallest to largest, *provided, however*, that to avoid double counting, Population Served shall be based on the population for which the Police Agency has general policing responsibilities; contracts for special services (such as bomb squad or SWAT responses only) are not included in the calculation of Population Served.
- b. Snohomish County shall be its own caucus (until and unless it is no longer the largest Police Agency in terms of Population Served, in which case all four caucuses shall be determined as per Subsection c below).
- c. The remaining Police Agencies shall be divided into three roughly equal caucuses based on Population Served, starting from the smallest Police Agency and working up to agencies serving more population. In deciding where to divide caucuses, the following rules shall apply:
 - i. No Police Agency shall be divided into two caucuses.
 - ii. Caucuses with the smallest agencies (the two caucuses with three Governing Board Member seats, referred to as Small and Medium Police Agencies on the Police Agencies Table below) shall be sized by rounding up (exceeding the population target to the extent necessary to completely include the target population and not divide any Police Agency between caucuses), and the larger Police Agency

caucus (two Governing Board Member seats, referred to as Next Largest Police Agencies in the Police Agencies Table below) shall be rounded down.

Step 2. Fire Agencies are divided into three (3) caucuses

- a. Rank each Fire Agency by **Population Served**, from the smallest to the largest, ***provided, however***, that to avoid double counting, Population Served shall be based on fire suppression responsibility; contracts for limited services (such as BLS/ALS response/transport) are not included in the calculation of Population Served.
- b. Divide the Fire Agencies into three (3) caucuses based on whether they are small, medium or large agency, defined as follows:
 - i. A Large Fire Agency is defined as an agency serving 14% or more of the total Population Served by all Fire Agencies.
 - ii. A Medium Fire Agency is defined as an agency serving more than 3% and less than 14% of the total Population Served by all Fire Agencies.
 - iii. A Small Fire Agencies is defined as an agency serving 3% or less of the total Population Served by all Fire Agencies.

Step 3. Each Caucus selects Board Members

- a. ~~At the Agency Assembly~~In April, designated representatives from each Principal in each Police Agency caucus and each Fire Agency caucus shall meet together and select Governing Board Members to represent them on the Governing Board for the next two-year term. Caucuses may determine their own rules for nominating and selecting Governing Board Members, provided that the following rules shall apply:
 - i. Representatives to the caucus shall be designated by the legislative body of the Principal they represent (or by such other person as local codes may require). Designated representatives must be qualified to serve as a Governing Board Member.
 - ii. An individual need not attend the caucus in order to be selected as a Governing Board Member, so long as the person otherwise meet the qualifications of a Governing Board Member.
 - iii. Each Principal within a caucus shall have an equal vote in selecting each Governing Board Member.
 - iii.iv. Any Principal who has designated more than one representative to the caucus, and is unable to unanimously decide where to place their vote, at the time the vote is called, shall forfeit their vote.
 - iv.v. Voting by proxy will not be allowed.

~~v.vi.~~ No Principal may have an elected official or staff member hold more than one (1) Governing Board seat in a single caucus unless there are more seats than Principals in the caucus.

~~vi.vii.~~ Each caucus shall submit a written statement to the Secretary of Snohomish County 911, signed by not less than half of the caucus' representatives ~~participating in the meeting~~~~present at the Agency Assembly~~, confirming the individuals to whom the caucus's Board seats are to be allocated for the next term of office.

- b. Designated representatives from each Associate Agency and each Single-Service Principal shall also form a caucus ~~at the Agency Assembly~~ to select a single non-voting Board Member. Representatives to the caucus shall be designated in the same manner as described in Step 3.a.i, one from each Associate Agency and each Single-Service Principal. The caucus rules described in Step 3.a apply, as do rules for selecting an alternate as described in Step 4. In no event shall the Governing Board Member appointed by this caucus be from an agency that also has a voting Governing Board Member elected for the same board term.
- c. The number of Governing Board Members to be selected by each caucus shall be as follows:

Police Agencies (10 Board Members)

Caucus 1: Largest Agencies (Currently Snohomish County is the only member)	2 Governing Board Members, one of which must be the County Sheriff or an assistant or deputy sheriff directly reporting to the Sheriff – unless or until the County is no longer the Largest Policy Agency (in terms of Population Served), in which case the two board members shall be selected as per Caucus 2.
Caucus 2: Next Largest Police Agencies	2 Governing Board Members, of which one must be operational staff and one must be an elected official
Caucus 3: Medium Police Agencies	3 Governing Board Members, of which one must be an operational staff and one must be an elected official
Caucus 4: Small Police Agencies	3 Governing Board Members, of which one must be an operational staff and one of must be an elected official

Fire Agencies (5 Board Members)

Caucus 1: Large Fire/EMS Agencies	3 Governing Board Members
Caucus 2: Medium Fire/EMS Agencies	1 Governing Board Member
Caucus 3: Small Fire/EMS agencies	1 Governing Board Member

**Associate Agencies and Single-Service Principals (1 non-voting
Governing Board Member)**

1 Caucus	1 non-voting Board Member
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Step 4. Each Caucus Selects a Slate of Designated Alternates, in Priority Order.

- a. Each caucus shall select a slate of designated alternates in a number equal to the number of Governing Board seats allocated to that caucus.
- b. Each caucus shall prioritize its alternates to determine the order in which the alternates are called upon to participate at a Governing Board meeting in the event of an absence of any Governing Board member representing the caucus.

Caucuses may determine their own rules for nominating and selecting Board Alternates, provided that the rules set forth in Step 3.a for selecting of Board Members shall apply.

Vacancies

Any vacancies shall be promptly filled by the appointing caucus, which shall meet either in person or telephonically to select a replacement Board Member and/or Alternate to serve the remainder of the vacant position's unexpired term. Such selection process shall be subject to the rules outlined in **Step 3**.

EXHIBIT B

Principal Assessment Formula

Assessments are calculated and charged separately for each Emergency Communications Service provided for each Principal that has elected to receive such service. A Principal that has elected to receive both Police and Fire/EMS Emergency Communications Services will pay one Assessment for service to its Police agency and one Assessment for service to its Fire/EMS agency. A Principal that has elected to receive only police **or** Fire/EMS Emergency Communications Services from Snohomish County 911 only pays an Assessment for the service so received.

~~This **Exhibit B** sets forth Assessment Formulas applicable from and after the point that Fully Integrated Services begin, anticipated to be January 1, 2019, or whichever date is otherwise selected by the Governing Board for simplicity of budgeting purposes. For example, if Fully Integrated Services become operational in February 2019, the Governing Board may nevertheless apply the User Fee formula to fund the Net Budget for all of calendar year 2019.~~

Capitalized terms used in **Exhibit B** not defined in this **Exhibit B** have the meaning set forth in the body of the Interlocal Agreement.

Description of the formula to derive Assessments for individual Principals.

Step 1: Divide the Net Adopted Budget into four cost pools:

- **Administration ,Technology, and Wireless Technology**
- **Call Takers**
- **Police Dispatch**
- **Fire Dispatch**

The costs allocable to each cost pool are further defined below (see “Definitions”)

Step 2: Apply Revenues to cost pools according to the following guidelines:

- E-911 Tax Revenues will first be applied to offset all costs associated with the **Call Takers** cost pool. Any E-911 Tax Revenues over and above the amount necessary to fund all costs in the **Call Takers** cost pool will be applied to fund permissible costs for such revenues within the **Administration, Technology, and Wireless Technology** cost pool.
- Emergency Communications and Facility Tax Revenues will be applied to fund permissible costs for such revenues within the Administration, Technology, and Wireless Technology cost pool. Revenues that exceed the Administration, Technology, and Wireless Technology cost pool will be applied to member assessments using the formula assigned to this cost pool.

- The portion of Subscriber Contract revenues attributable to all Emergency Communications Services *except* revenues attributable to the Wireless Technology cost pool will be applied to the **Police Dispatch** and/or **Fire Dispatch** cost pool, based on the services billed to the Subscriber. For example, revenues from a Subscriber contract for Emergency Communications Services with the Stillaguamish Tribe to service its Police Agency will be applied to reduce the size of the Police Dispatch cost pool, except for any increment of such revenue charged for Wireless Technology cost pool items.
- The portion of any Subscriber Contract revenues attributable to Radio System services will be applied to the Administration, Technology, and Wireless Technology cost pool, including but not limited to any revenues attributable to cell tower leases and other non-Assessment revenue attributable to the Radio System.
- Additional Services revenues will be applied to the Administration and Technology, Police Dispatch, Fire Dispatch, and/or Wireless Technology cost pool, based upon where the costs of those services are allocated.

Step 3: Divide the Administration and Technology, Call Taker, Police Dispatch and Fire Dispatch cost pools between Police Agencies and Fire Agencies:

- Amounts in the **Administration and Technology** cost pool will be divided based on the ratio of dispatch workstations assigned to each service (initially, 8 police dispatch stations and 5 fire stations)
 - Police 62%
 - Fire 38%

If the Board approves deployment of an additional dispatch work station to serve Police or Fire Agencies, this ratio will automatically change (the change is not considered a formula change requiring Governing Board approval).

- Amounts in the **Call Taker** cost pool will be divided based on a ratio that reflects an assessment of actual time spent by call takers processing each type of call:
 - Police 75%
 - Fire 25%

A change in this ratio requires Supermajority Vote of the Governing Board.

- Calculate a **Cost per Console** by dividing total Police Dispatch and Fire Dispatch Costs by the total number of dispatch stations.
- Amounts in the **Police Dispatch** cost pool are allocated to Police Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs. (In 2017, of the 8 Initial Police Dispatch stations, 5 were shared and 3 were dedicated—1 to Marysville Police, and 2 to Everett Police).

- Amounts in the **Fire Dispatch** cost pool are allocated to Fire Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs (In 2017, there were 5 Shared Dispatch Stations in the Fire Dispatch cost pool and no Dedicated Dispatch Stations).

Step 4: Allocate costs to individual Principals, calculating Fire and Police Agency assessments separately as follows:

- **Police Agency Principal Assessments:**
 1. Calculate the sum of costs allocated to all Police Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Police Agency Subscriber contract revenues. Allocate the resulting total amount between all Police Agency Principals based on the **Shared Cost Allocation Calculation**. The total Police Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal:
 2. **For Principal Police Agencies assigned to Shared Police Dispatch stations:** Each such Principal is allocated a shared of all Shared Police Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
 3. **For Principal Police Agencies with Dedicated Police Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Police Dispatch stations for which they have contracted.
- **Fire Agency Principal Assessments:**
 1. Calculate the sum of costs allocated to all Fire Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Fire Agency Subscriber contract revenues. Allocate the resulting total amount between all Fire Agency Principals based on the **Shared Cost Allocation Calculation**. The total Fire Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal.
 2. **For Principal Fire Agencies assigned to Shared Fire Dispatch stations:** Each such Principal is allocated a shared of all Shared Fire Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
 3. **For Principal Fire Agencies with Dedicated Fire Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console**

multiplied by the number of dedicated Fire Dispatch stations for which they have contracted.

- **Shared Cost Allocation Calculation:**

Take the total sum to be allocated and divide it up based on three different factors:

1. 54% of total costs are allocated based on the percentage share of a Principal's Calls for Service as compared to total Calls for Service of all such agencies (police or fire—including Principals and Subscribers). Calls for Service shall be calculated as an annual average based on the most recent 8 calendar quarters (see definition of Call Calculation Period).
2. 23% of costs are allocated based on the percentage share of a Principal's Assessed Value as compared to the total Assessed Value of all such agencies (police or fire, Principals and Subscribers).
3. 23% of costs are allocated based on the percentage share of a Principal's Population Served as compared to the total Population of all such agencies (police or fire, Principals and Subscribers).

Principals who ~~were~~are "SERS Phase II" agencies and have a contract with Snohomish County whereby the Principals remit operations and maintenance expenses for SERS to the County to be passed through to SERS will continue to pay operation and maintenance expense of the Radio System under such existing agreements until such agreements are modified to permit direct payment of these charges, or such until such agreements expire, whichever is first.

DEFINITIONS

Fire Agency or Fire Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing fire and medical services that are Directly Served by Snohomish County 911.

Police Agency or Police Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing police services that are Directly Served by Snohomish County 911.

Cost-Per-Console Total labor costs to staff all police and fire dispatch consoles divided by the number of consoles.

Net Adopted Budget means the budget approved by the Governing Board after action by all individual Principals, applicable in the time period for which the **Assessment** is payable, *less* **Other Revenues**.

Other Revenues mean revenues received by Snohomish County 911 from sources other than User Fees, E-911 tax revenues and Additional Services, including without limitation Associate Agency fees, other miscellaneous revenues, grants, or awards that may be available from time to time to offset the operating and capital costs of Snohomish County 911.

Administration, Technology and Wireless Technology Costs include all costs associated with providing the supervision, management, facilities costs, insurance, reserve contributions, etc., of running the public safety dispatch center and technologies including wireless technologies, and all other expenditures in the Net Adopted Budget not included in the definition of Call Taker Costs and Dispatch Costs.

Call Taker Costs include all **labor costs** associated with the prescribed number of operational staff assigned to staff the call taking function.

Police Dispatch Costs include all **labor costs** associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Police Agencies.

Fire Dispatch Costs include all labor costs associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Fire Agencies.

Shared Dispatch Stations are dispatch stations that not dedicated by agreement (as opposed to workload allocation) to serve a single Principal or Subscriber.

Dedicated Dispatch Stations are dispatch stations that are dedicated by agreement to serve a single Principal or Subscriber.

Labor Costs are direct costs of salary and benefits.

E-911 tax revenues mean revenues received by Snohomish County 911 from Snohomish County pursuant to State law.

Calls for Service are defined on Appendix B-1, *provided* that until Snohomish County 911 has been in operation for more than three years, the calculation of the number of **Calls for Service** shall be determined in whole or in part (to the extent necessary to determine the two-year average number of calls for service) based on the number of **Calls for Service** by each **Charged Operation** as reported by the records of the dispatch agency previously serving each **Charged Operation**, and consistent with the definition of **Calls for Service** in **Appendix B-1**.

Charged Operation refers to an individual Principal's fire/EMS agency/operation, being charged under the **Assessment** formula.

The **Call Calculation Period** is defined as the first calendar quarter of the preceding budget year, and the 7 calendar quarters preceding that. (For example, in 2019, the Call Calculation Period be the first quarter of 2018, plus the preceding 7 calendar quarters—all of 2017, and the last three quarters of 2016).

Population Served has the meaning set forth in **Exhibit A**.

Assessed Value is the **Assessed Value** of taxable real property in an individual Principal or Subscriber's or Snohomish County 911 **Service Territory** for the **Charged Operation** (as applicable) for the most recently available tax year, as published by the State Office of Financial Management or Snohomish County Assessor.

"Service Area" means the geographic area of all territory Directly Served by a Principal Police Agency or Fire Agency, with the County's Service Area excluding incorporated areas that are Directly Served by another Police Agency.

Appendix B-1

Definition of “Calls for Service”

The purpose of this Exhibit is to define Calls for Service for purposes of billing/funding calculations.

Snohomish County 911 will bill each Principal based on the User Fee formula, which incorporates consideration of Calls for Service as defined in this Exhibit.

Section 1. Call for Service Defined: Snohomish County 911 defines a Call for Service for workload analysis and User Fee calculation as any request for service or unit initiated activity resulting in creation of a Computer Aided Dispatch System (CAD) incident that requires oversight by or interaction with Snohomish County 911 personnel, with the exception of the following:

- a. Any **mutual aid incident** where another Snohomish County 911 Principal within the same classification (police/fire/medic) is dispatched as the primary responding agency. *For example*, a police department that responds into another police department’s jurisdiction to provide assistance does not constitute a Call for Service charged to the mutual aid responder. However, an incident involving both police and fire/EMS would result in a Call for Service for both classifications. Similarly, any mutual aid request dispatched to a location outside the Snohomish County 911 service area shall not constitute a Call for Service.
- b. Any incident that is a **duplicate** of another Call for Service, or **associated** with another Call for Service. *For example*, multiple calls about a single brush fire incident will result in only one Call for Service for the fire/EMS responder.
- c. Any incident that is **cancelled** by Snohomish County 911 personnel due to an error or similar internal reasons. *This does not include “cleared incidents”,* which are incidents that are cancelled when the requesting party calls back to cancel the response after the incident has been entered into CAD.
- d. Any **informational broadcast** including but not limited to CAD entries type codes of NOTICE, NOTICEP & INFO.
- e. Any **informational incident** used for tracking non police or Fire/EMS activity created by dispatchers solely for the purpose of assisting the dispatcher in tracking such activity, *for example*, utility call-outs.

Section 2: Assignment of CFS: As a general rule, CAD incidents are assigned to a Principal when the incident occurs within its authorized dispatch area (geo-verified location) and service discipline (Police/Fire) with the following exceptions:

- a. **Transit, Fire Marshall, Narcotics Task Force:** these incidents are assigned to the responsible countywide agency regardless of location.

b. **Traffic Stops:** assigned to the initiating agency.

c. **Non-geo verified incidents, in County:** assigned to initiating agency.

If there are significant anomalies in the manner calls have been measured by SNOCOM and SNOPAC, those anomalies shall be adjusted in a manner determined reasonable by the Governing Board (Supermajority Vote item) in order to develop a fair means for determining the number of calls across all agencies.

EXHIBIT C

2019 Budget for Snohomish County 911

SNOHOMISH COUNTY 911 2019 Approved Budget

Ordinary Income/Expense

Income

4020 Dispatch Services (Assessments)	\$14,704,063.67
4040 E911 Excise Tax Revenue	\$5,919,749.20
4200 Miscellaneous Income	
4240 Rent – SERS	\$3,965.40
4290 Other Misc Income	\$314,737.09
4295 SNOCOM Reimbursement	\$0.00
Total 4200 Miscellaneous Income	\$318,702.49
4300 Interest	\$0.00
Total Income	<u><u>\$20,942,515.36</u></u>

Expense

Total 5000 Payroll Expenses	\$18,400,316.76
Total 6150 Professional Fees	\$300,000.00
Total 6200 Administrative Support	\$62,050.00
Total 6250 Rent	\$436,890.60
Total 6300 Repairs & Maintenance	\$1,245,368.00
Total 6350 Insurance	\$74,550.00
Total 6400 Communication	\$153,250.00
Total 6500 Travel & Training	\$156,090.00
Total 6600 Minor Capital Equipment	\$69,000.00
Total 6700 Office Supplies	\$45,000.00
Total Expense	<u><u>\$20,942,515.36</u></u>

Funding Sources

Total from E911 Funds	\$5,919,749.20
Total from SERS Rent	\$3,965.40
Total from SNOCOM Reimbursement	\$0.00
Total Other Miscellaneous Income	\$314,737.09
Total from Operating Assessments	\$14,704,063.67
	<u><u>\$20,942,515.36</u></u>

SERS 2019 Approved Budget

SERS Expenditures

Operations and Maintenance

Regular Salaries	\$843,872.64
Personnel Benefits	\$341,468.42
Overtime	\$80,303.14
Supplies	\$132,300.00
Professional Services	\$352,475.00
Communications	\$60,000.00
Training	\$3,000.00
Travel	\$4,500.00
Rentals	\$477,000.00
Utilities	\$68,000.00
Insurance	\$65,000.00
Repairs & Maintenance	\$50,000.00
Expenditure Contingency (1.5%)	\$37,168.79
Sub-Fund Funding Requirements (RR & ER&R)	\$269,638.23
Total O&M Budget Expenditures	\$2,784,726.22

Replacement Reserve Planned Expenditures

Professional Services	\$103,568.34
Capital Purchases & Projects	\$195,000.00
Total Replacement Reserve Planned Exp.	\$298,568.34

Equipment Replacement & Reserve Planned Expenditures

Vehicle Replacement	\$53,943.75
Generator at Gold Hill	\$93,361.40
Total Equipment Replacement & Reserve Expenditures:	\$147,305.15

Total Expenditures **\$3,230,599.71**

SERS Revenues¹

Assessments	\$2,784,726.22
Drawdown of reserves	\$445,873.49
Total Revenues	\$3,230,599.71

¹Note: lease revenues not included in calculation of revenues for purposes of determining assessments

EXHIBIT D

2019 Assessments

For ease of reference, the 2019 assessments presented in two tables. Table 1 shows the portion of 2019 assessments attributable to communications services, broken out by agency and service (police or fire); Table 2 shows the portion of assessments attributable to the radio system by agency.

Table 1: Emergency Communications Services Assessments	
Agency	2019 Assessments, including smoothing calculation, revised CFS
City of Arlington Fire	\$174,986
City of Arlington Police	\$271,464
City of Brier Fire	\$37,293
City of Brier Police	\$74,697
City of Darrington Police	\$15,894
City of Edmonds Fire	\$364,910
City of Edmonds Police	\$520,709
City of Everett Fire	\$1,092,349
City of Everett Police	\$2,031,672
Fire District 4	\$214,842
Fire District 5	\$56,848
Fire District 7	\$579,711
Fire District 8	\$291,184
Fire District 15	\$38,044
Fire District 16	\$17,142
Fire District 17	\$93,699
Fire District 19	\$24,147
Fire District 21	\$49,831
Fire District 22	\$30,637
Fire District 23	\$3,025
Fire District 24	\$22,946
Fire District 25	\$6,529
Fire District 26 (merged with FD 28)	\$37,895
Fire District 27	\$2,234
City of Gold Bar Police	\$26,083
City of Granite Falls Police	\$45,851
City of Lake Stevens Police	\$338,572
City of Lynnwood Police	\$630,312

Marysville Fire District	\$649,382
City of Marysville Police	\$981,828
City of Mill Creek Fire	\$150,395
City of Mill Creek Police	\$236,288
City of Mountlake Terrace Fire	\$165,048
City of Mountlake Terrace Police	\$249,363
City of Monroe Police	\$251,188
City of Mukilteo Fire	\$164,437
City of Mukilteo Police	\$299,633
North County Fire	\$116,178
South Snohomish County Fire & Rescue	\$997,037
Snohomish County (Sheriff's Office) (unincorp)	\$2,979,972
City of Snohomish Police	\$127,904
City of Stanwood Fire	\$79,086
City of Stanwood Police	\$82,789
City of Sultan Police	\$59,141
City of Woodway Police	\$20,889
Snohomish County Fire Marshall	\$2,703
Snohomish County Airport Fire	\$6,997
Stillaguamish Tribe Police	\$50,593
Total Emergency Communications Assessments	\$14,764,357.00

Table 2: Emergency Communications Radio System Assessments	
“Phase 1” Agency Assessments.	
City of Brier	-\$19,346.38
City of Edmonds	-\$121,110.06
City of Everett	-\$482,811.19
City of Marysville	-\$216,517.18
City of Mill Creek	-\$57,140.84
City of Mountlake Terrace	-\$66,391.92
City of Mukilteo	-\$71,584.93
City of Woodway	-\$3,118.87
Snohomish County [‡]	-\$1,486,701.35
City of Lynnwood	-\$108,969.14
South Snohomish County Fire & Rescue	-\$151,034.37
Total Phase 1 Agency Assessments:	-\$2,784,726.23
[‡] including Phase 2 agency assessments.	
“Phase 2 Agency Assessments”—charged to Snohomish County for collection from the individual agencies and others as noted below	
Phase 2 Fire Agencies	
Fire District 4	-\$35,213

Fire District 5	-\$11,970
Fire District 7	-\$81,152
Fire District 8	-\$41,306
Marysville Fire District (FD 12)	-\$44,578
North County Regional Fire Authority	-\$38,039
Fire District 15	-\$6,240
Fire District 16	-\$ 6,975
Fire District 17	-\$18,765
Fire District 19	-\$7,226
Fire District 21	-\$15,485
Fire District 22	-\$7,186
Fire District 23	-\$1,485
Fire District 24	-\$6,875
Fire District 25	-\$ 4,035
Fire District 26 (Merged with FD 28)	-\$ 10,693
Fire District 27	-\$260
Tribal Police	
Stillaguamish Tribe Police	-\$ 2
Phase 2 Cities	
City of Arlington	-\$89,179
City of Darrington	-\$4,397
City of Gold Bar	-\$6,682
City of Granite Falls	-\$12,312
Town of Index	-\$128
City of Lake Stevens	-\$80,349
City of Monroe	-\$61,284
City of Snohomish	-\$30,919
City of Stanwood	-\$28,467
City of Sultan	-\$15,191
	-
Total "Phase 2 Agency" Assessments	-\$ 666,393.00

(including calculation of Smoothing Payments)

[table to be updated after 2019 budgets approved in September]

EXHIBIT E

Assessment Smoothing in First Year of Fully Integrated Services

Rate Smoothing will be applied in the **first budget year in which the Assessment Formula defined in Exhibit B is applied (“Smoothing Year”)**. It is anticipated that on or about January 1, 2019, Snohomish County 911 will begin Fully Integrated Services and the Principal’s Assessment formula in **Exhibit B** will be applied for the full calendar/budget year of 2019. It is expressly contemplated that the Smoothing Year may include less than 12 but more than 10 months of Fully Integrated Services.

Rate Smoothing will be calculated based solely on the Snohomish 911 stand-alone agency budget adopted in 2018, and without consideration of costs and expenses associated with SERS 2019 budget costs.

Smoothing payments and contributions will be calculated as follows:

After adopting the budget for the Smoothing Year and calculating the assessments to be paid by each Principal and Subscriber:

1. Identify which Principals and Subscribers will see their User Fee increase in an amount equal or greater to 9% as compared to their assessment in the immediately preceding year. These Principals are “Smoothing Recipients.”
2. Identify which Principals and Subscribers will see their User Fee decrease in an amount equal or greater to 9% as compared to their assessment in the immediately preceding year. These Principals are “Smoothing Contributors.”
3. Determine the sum of all User Fee increases experienced by Smoothing Recipients, provided that the sum will be capped at \$281,785. This is the **Maximum Total Smoothing Allocation**.
4. For each Smoothing Contributor, identify the amount which is 25% of its User Fee—this is the **Maximum Smoothing Contribution** for that Smoothing Contributor.
5. Determine the sum of all Maximum Smoothing Contributions. This is the **Maximum Total Smoothing Contribution**.
6. The lesser of the Maximum Total Smoothing Allocation and the Maximum Total Smoothing Contribution is the **Actual Total Smoothing Allocation**.
7. Increase the User Fee for the Smoothing Year of each Smoothing Contributor by an amount equal to the amount necessary such that each Smoothing Contributor contributes the same percentage of its User Fee decrease towards the Actual Total Smoothing Allocation.
8. Decrease the Use Fee for the Smoothing Year of each Smoothing Recipient by an amount equal to the amount necessary such that each Smoothing Recipient receives the same percentage of its User Fee increase from the Actual Total Smoothing Allocation.

EXHIBIT FC

Principals and Associate Agencies of Snohomish County 911

The parties to the Original Agreement including both Principals and Associate Agencies of Snohomish County 911 are as follows:

PRINCIPALS:

- ~~_____ SNOHOMISH COUNTY~~
- ~~_____ CITY OF ARLINGTON~~
- ~~_____ CITY OF BRIER~~
- ~~_____ CITY OF EDMONDS~~
- ~~_____ CITY OF EVERETT~~
- ~~_____ CITY OF LAKE STEVENS~~
- ~~_____ CITY OF LYNNWOOD~~
- ~~_____ CITY OF MARYSVILLE~~
- ~~_____ CITY OF MILL CREEK~~
- ~~_____ CITY OF MONROE~~
- ~~_____ CITY OF MOUNTLAKE TERRACE~~
- ~~_____ CITY OF MUKILTEO~~
- ~~_____ CITY OF WOODWAY~~
- ~~_____ NORTH COUNTY REGIONAL FIRE AUTHORITY~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 4~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 5~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 7~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 8~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 12~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 15~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 16~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 17~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 19~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 21~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 22~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 23~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 24~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 25~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 26~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 27~~
- ~~_____ SNOHOMISH COUNTY FIRE DISTRICT NO. 28~~
- ~~_____ SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE AUTHORITY~~

ASSOCIATE AGENCIES:

- ~~_____ CITY OF DARRINGTON~~
- ~~_____ CITY OF GOLD BAR~~

- CITY OF GRANITE FALLS
- CITY OF SNOHOMISH
- CITY OF STANWOOD
- CITY OF SULTAN



Action Proposal Form

Date: April 15, 2022

Title: Future Facility Financing Agreement

Background / Purpose:

SNO911 and the County have negotiated a final version 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. 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 two 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. Should there be an unlikely shortfall in all other revenue sources, ultimately, User Fees may be used to meet the debt service payments.
- User Fees are define in the SNO911 ILA and are considered operational fees. As such, this loan is not a debt or capital contribution from member agencies 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.

Suggested Action/Recommendation:

Authorize the SNO911 Board President to sign the Agreement Providing for Capital Financing, pending any final legal review, with Section 2.1 the loan not to exceed amount set to \$60M, with the anticipation that the SNO911 Board, at a future meeting, will set the "estimated net proceeds" as defined 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 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 original 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, SNO911 and the County will work together to modify this Agreement to exercise the 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 SNO911 as described herein. 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. SNO911 hereby pledges 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.

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, and SNO911 shall be responsible for ensuring its use of Bond proceeds and the financed facilities comply, in all respects, with the requirements applicable to ensure the tax-exempt status of the interest on the Bonds. SNO911 agrees it will otherwise 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 and otherwise ensure compliance with applicable provisions of the Code, including, without limitation, maintaining required records for at least three (3) years after payment of the Bonds (and any tax-advantaged bonds issued to refund 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, unless otherwise provided for herein, 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.

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 considered 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 or Automatic 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 an Automatic 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.

The provisions of this Section 7.1 shall survive the termination of this Agreement.

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: March 24, 2022

ACTION PROPOSAL FORM

Date: April 13, 2022

Action Title: 2021 Year End Budget and 2022 Revenue Activities

Time Sensitivity: Normal



Background / Purpose:

At the end of each year the Board must take steps to finalize the previous year's budget carryover and other revenues. The Board's Fiscal Policy states the Board will make decisions how to account for any carryover with a priority of funding (1) unrestricted reserves, (2) unanticipated operating costs, (3) Capital Plan, and (4) distribution of unrestricted funds to participating member agencies. The SNO911 Budget does not fund or assess agencies for Reserves or Capital and relies on unexpected revenue and carryover to maintain sufficient funding. In addition, this APF defines the actions the Board must take related to anticipated revenue beyond what has been applied to the operating budget.

Background for Action 1: The year-end analysis of the 2021 Operating Budget is completed with expenditures of 97.8% which has left a carryover of \$1,962,987. An in-depth analysis of expenditures was included in the February packet, where it is noted that revenues were 4.2% over budget, M & O was 6.4% under, and Personnel Costs were 3.8% under. These parameters are all within expected ranges and represent a well-managed budget providing our agencies and the public with value and stability. There is also \$39,050 that was left in the fund last year to support the acquisition of PulsePoint. In order to bring the fund to its established balance*, action is necessary for the residual balance in the fund.

*The established balance of \$2M is approximately one months' worth of operating costs. The purpose of this balance is to ensure the agency can continue to make payroll and pay invoices as scheduled, while monthly assessments may not be received until later in the month. The Finance Department recommends adhering to established fund levels at the end of each fiscal year. Doing so will ensure the agency maintains visibility of carryover dollars and fund balances and that balances do not exceed the needs of the agency.

Background for Action 2: The 2022 ECSF (Emergency Communication Systems and Facilities) approved budget includes \$3,400,000 in ECSF Revenue to be distributed to SNO911. The 2022 adopted budget has already authorized \$2,000,000 to be placed into Operating Fund 70. And the Board has previously taken action to move \$150,000 into Fund 140 (Radio fleet expansion, lost/stolen/damaged radios). Action is necessary to allocate the remaining \$1,250,000. Consistent with the funding plans for the Future Facility Project, staff recommends placing the \$1,250,000 ECSF revenue into Fund 80.

Background for Action 3: As the agency progresses toward building a new facility, staff recommends moving the funding from Action 1 and Action 2 into the Future Facility Project Plan 80-038. As plans move forward it is important that the agency have sufficient funding on hand that could support this effort and can be used to decrease the bonding amount or to acquire property prior to receiving bond funding.

Background for Action 4: The 2022 EESCS (Enhanced Emergency Services Communications System) approved budget includes \$6,828,348 in Enhanced 911 Tax Revenue to be distributed to SNO911. As part of the 2022 SNO911 budget approval process, the board authorized placing \$6,608,979 into Operating Fund 70. Action is necessary to address the anticipated residual of \$219,369. EESCS estimates this revenue using conservative methods, however, it should be noted the anticipated revenue is an estimate for taxes anticipated this year.

Recommended Actions:

Action 1: Authorize placing 2021 carryover funds of \$1,962,987 to Capital Fund 80.

Action 2: Authorize placing \$1,250,000 2022 ECSF revenue to Capital Fund 80.

Action 3: Authorize designating \$3,212,987 of Capital Funds to Project 80-038 Future Facility Initiative.

Action 4: Authorize placing the balance of the 2022 E911 PSAP distribution of \$219,369 into Reserves Fund 90.

SNOHOMISH COUNTY 911 FINANCE DEPARTMENT REPORT

FUND BALANCE SNO911 December 2021

OPERATING

Fund #	Beginning Balance	Revenue	Expenditures	Funds Transfers	Fund Balance
70	\$2,368,195	\$25,450,056	\$23,395,721	(\$425,865)	\$3,996,666

CAPITAL PLAN

80	\$13,332,720	\$335,456	\$766,345	\$424,590	\$13,326,421
110 - WT	\$1,778,574	\$96	\$325,216		\$1,453,454

RESERVES

90	\$6,578,256	\$326	\$0	(\$750,000)	\$5,828,582
120 - WT	\$597,564	\$33	\$0	\$0	\$597,596

RADIO REPLACEMENT PROJECT

130	\$142,757	\$2,405,902	\$3,064,442	\$ 750,000	\$234,217
140	\$0	\$150,003	\$0	\$ -	\$150,003

TOTALS	\$24,798,066	\$28,341,872	\$27,551,724	(\$1,275)	\$25,586,939
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*Note: Fund # 110 and 120 are Wireless Technology funds



General Operating - 70

Fund Balance

- Current fund balance of \$3,996,666. A fund balance of \$2.0M was established (Per Board authorization 2/20/20) for cash flow purposes and is not counted toward any fund carryover. The board authorized 2020 carryover of \$329,145 to be transferred to fund 80 and left a residual balance remaining in the fund. The expectation is the fund balance will be adjusted back to \$2.0M at the end of 2021.

Revenue - Revenue is at 104.2% of budget.

- Assessments for dispatch services received are at \$16,496,647 or 103.4%. Of this amount, \$656,189 was from last year's assessments that were received in January. Budgeted assessment revenue for 2021 is \$16,035,445.
- E911 disbursement funds received are \$6,359,741, as budgeted.
- Emergency Sales Tax revenues received are \$1,200,000 as budgeted.
- Other income is at \$1,309,140 or 156.9%. This revenue includes reimbursements for the managed laptop program, locution and EPCR, RAVE, Priority Dispatch, rental income, and a \$100,000 reimbursement from E911 for tertiary center expenses. Interest received was \$113.72.
- Federal Grant funds received are \$133,688. This includes \$332 for Emphasis Patrol, \$101,768 for FEMA PA grant, and \$31,588 for a CAD lite Grant.
- Outstanding Accounts Receivable Due is \$66,530.79. This includes amounts submitted for reimbursement in December and tower rent. The PUD did not submit rental payments in 2021 and has \$13,858 outstanding.

Expenses - Total Expenditures are at \$23,395,721, which is 95.8% of budget. The 2021 budgeted expenditures are \$24,429,390.

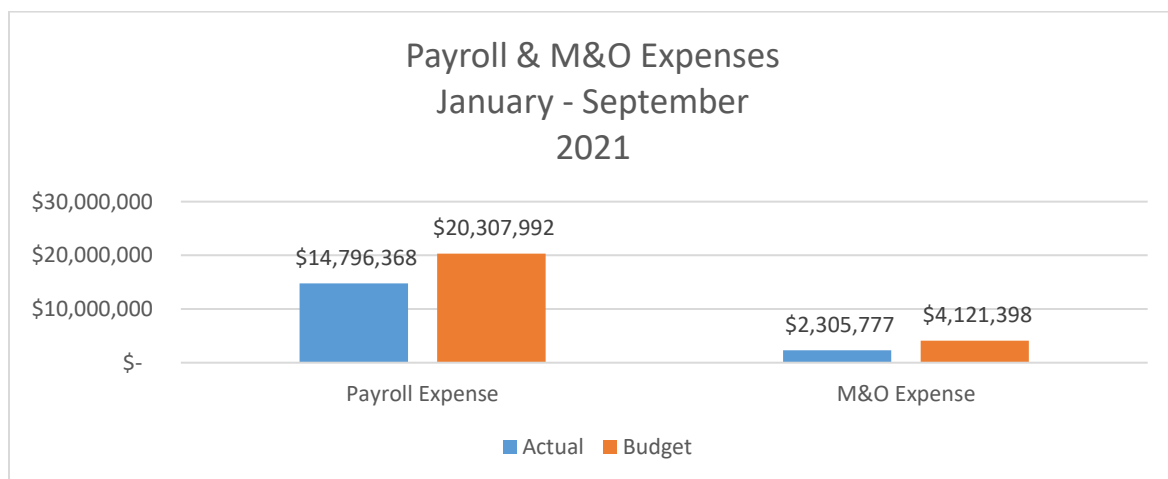
Personnel - Personnel expenses are at 96.2% of budget.

- Overtime was at \$1,493,446 or 160.6%. The 2021 overtime budget was \$930,000.
- Recruiting incentives paid out are at \$36,000 and \$4,500 have been paid back. The program has been discontinued as of June 19th due to reaching authorized staffing levels and there are no more milestones left to pay out.
- PTO Accrual Cash outs are at \$344,483 or 132.5% of budget.
- Unemployment claims paid are \$56,155, 109.7% of budget.

M & O - Total Maintenance and Operations (M&O) costs were at 93.6% of budget or \$3,860,069. The total budget for M&O is \$4,121,398 with maintenance contracts making up 34% of the M&O budget.

- Reimbursed Expenses are at 137.6% of budget or \$258,633. This includes expenses reimbursed for ACCESS user fees, EPCR, and Managed Laptop. It's important to note that these costs are offset by expected reimbursements and that assessments are not affected.
- Professional fees are at \$199,508 or 72% of budget. Major items category are Applicant Processing fees which are at \$63,317, which are lower than expected this year, legal fees which are at \$68,471 and fees for the state audit which are at \$32,347.
- Administrative Support expenses ended at \$102,330 or at 98.1% of budget. This category includes items such as printing costs, recognition, recruiting advertising campaigns, postage, Excise and Use Taxes and document shredding services. As noted above, applicant processing fees has been lower than expected this year. Recruiting campaigns advertising is at \$49,656 which is 236.5% of budget.
- Recognition was at \$13,272. Budget was \$15,000, which included the additional \$5,000 the board approved for ACE recognition program developed to support the agency goal of becoming an IAED Accredited Center of Excellence (ACE).
- Rent were at \$1,042,800 or 104% of budget. Tower land rent was \$54,854 over budget.
- Utilities were at \$113,383 or 109% of budget.
- Repairs & Maintenance is at \$1,745,061 or 94.7% of budget. The Tyler maintenance contract is the most prominent for \$772k, other pertinent contracts include UKG for HR/Payroll/Time/Scheduling, and Smart 911/Rave alerts, Motorola and Microsoft agreements.
- Insurance came in at \$56,567.72 or 59% of budget. The WCIA assessment was \$204K, and is higher than normal due to the high volume of assets on hand for the Radio project. The radio project paid for \$148,803 of the WCIA invoice.
- Communications ended at \$109,196 or \$106.4% of budget.
- Training and Travel was at \$107,526 or 82% of budget. Staff attended the APCO, Navigator, Tyler Connect, and UKG conferences.
- Minor Capital Equipment expenditures came in at \$61,018 or \$41% of budget. This category includes \$16,379 for chairs and headsets, and \$44,599 for equipment supplies.
- Supplies were at \$50,770 or 78.1% of budget.

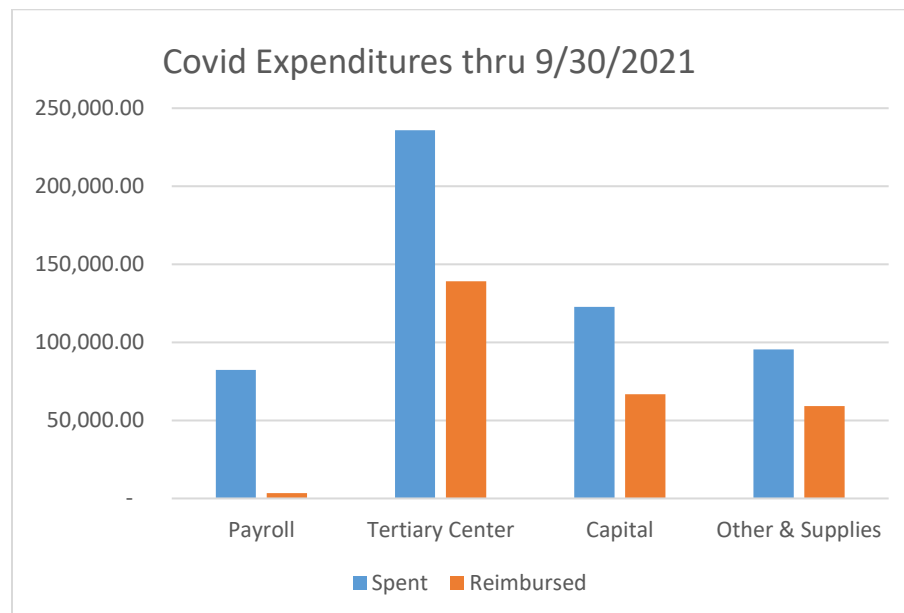
Carryover is \$1,962,987.



Year To Date Covid-19 Expenses:

Actual Covid_19 expenditures as of September 30th, 2021 were \$536,288. Of that amount, 2020 was \$458,369 and 2021 was \$77,919. A total of \$268,517 of these expenditures has been reimbursed. The reimbursement consists of \$168,517 in grants and \$100,000 from the County. Some requests are being reviewed by FEMA and we may receive more reimbursements in the future.

SNO911 COVID SUMMARY accumulated			
	Spent	Reimbursed	
Payroll	82,274.93	3,363.48	
Tertiary Center	235,812.36	139,140.79	
Capital	122,824.14	66,766.42	
Other & Supplies	95,376.28	59,246.49	
	536,287.71	268,517.18	



Capital 80

Fund Balance

- Current fund balance is \$13,326,421. Per Board approval on 02/20/20, Operating Fund 70's Carryover funds of \$329,145 were transferred into Capital Fund 80.

Revenue & Expenditures

- Interest received is \$733.
- Expenditures are at \$766,345. Large expenditures include: \$58,101 for Tertiary Center, \$112k for Tenant building maintenance, \$30k for CAD-lite, \$22k for the managed laptop program, \$206k for the logging recorder, \$65k for future facility initiative and \$34,292 for the dispatch schedule alternatives.

General Reserves 90 (Undesignated)

Fund Balance

- Current fund balance is \$5,828,582.

Revenue & Expenditures

- Interest received is \$326.

Capital Wireless Technology - 110

Fund Balance

- Current fund balance is \$1,453,453.

Revenue & Expenditures

- Interest received is \$95.94.
- Expenditures of \$325,216. This includes \$202,016 for vehicle and tire replacements, \$105,467 for generator replacements, \$7,559 for specialized equipment, and \$3077 for Snow cat equipment.

Reserves Wireless Technology - 120

Fund Balance

- Current fund balance is \$597,596

Revenue & Expenditures

- Interest received is \$30.

Radio Replacement Fund – 130

Fund Balance

- Current fund balance is \$234,217.

Revenue & Expenditures

- Interest received is \$36.
- Reimbursements received of \$2,405,865.
- Expenditures are at \$3,064,442 for 2021.

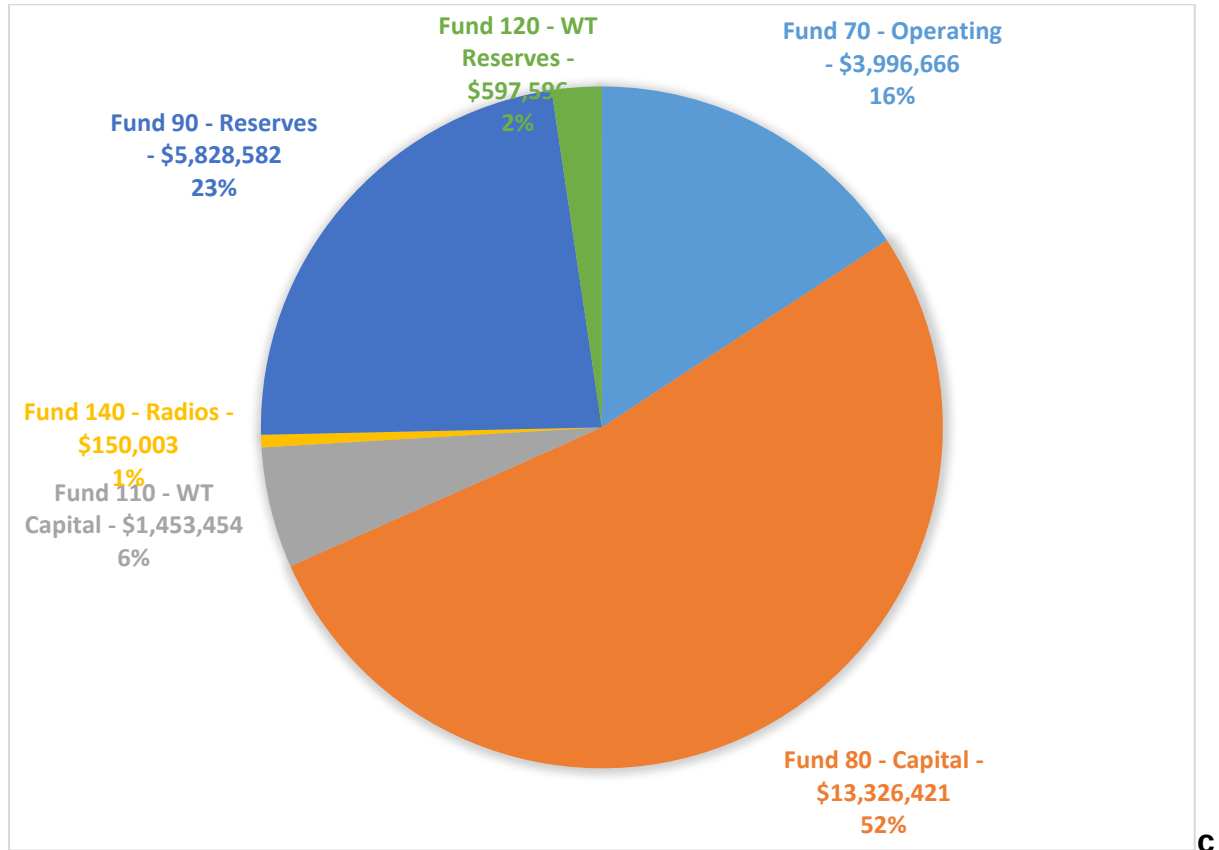
Radio Replacement Project Year to Date:

Radio Replacement Project	Project Budget	Spent to date 2018 - 2021	% Complete
TOTAL PROJECT MANAGEMENT	\$ 5,739,576	\$ 1,469,287	25.60%
TOTAL INFASTRUCTURE	\$ 33,686,461	\$ 17,507,237	51.97%
TOTAL SUBSCRIBER UNITS	\$ 16,894,588	\$ 16,993,906	100.59%
TOTAL PROJECT CONTINGENCY	\$ 15,888,545	\$ 6,521,431	41.04%
RRP TOTALS	\$ 72,209,170.00	\$ 42,491,861.00	

Subscriber Equipment – 140

Fund Balance - Current fund balance is \$150,003.

Fund Balances



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Snohomish County 911

Budget vs. Actual General Operating 70

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020 · Dispatch Services	16,581,012.69	16,035,445.00	545,567.69	103.4%
4040 · E911 Excise Tax Revenue	6,359,741.00	6,359,741.00	0.00	100.0%
4045 · Emergency Sales Tax Revenue	1,200,000.00	1,200,000.00	0.00	100.0%
4200 · Miscellaneous Income	1,309,140.60	834,204.00	474,936.60	156.9%
4300 · Interest	162.17			
Total Income	25,450,056.46	24,429,390.00	1,020,666.46	104.2%
Gross Profit	25,450,056.46	24,429,390.00	1,020,666.46	104.2%
Expense				
5000 · Payroll Expense	19,535,651.48	20,307,992.00	-772,340.52	96.2%
6000 · Reimbursed Expense	258,632.88	188,000.00	70,632.88	137.6%
6150 · Professional Fees	199,508.68	277,000.00	-77,491.32	72.0%
6200 · Administrative Support	102,330.39	104,350.00	-2,019.61	98.1%
6225 · Recognition	13,272.65	10,000.00	3,272.65	132.7%
6250 · Rent	1,042,800.33	1,002,600.00	40,200.33	104.0%
6252 · Utilities	113,382.74	104,000.00	9,382.74	109.0%
6300 · Repairs & Maintenance	1,745,061.29	1,842,648.00	-97,586.71	94.7%
6350 · Insurance	56,567.72	145,000.00	-88,432.28	39.0%
6400 · Communication	109,195.92	102,600.00	6,595.92	106.4%
6500 · Training and Travel	107,528.77	131,200.00	-23,671.23	82.0%
6600 · Minor Capital Equipment	61,017.86	149,000.00	-87,982.14	41.0%
6700 · Supplies	50,769.86	65,000.00	-14,230.14	78.1%
Total Expense	23,395,720.57	24,429,390.00	-1,033,669.43	95.8%
Net Ordinary Income	2,054,335.89	0.00	2,054,335.89	100.0%
Net Income	2,054,335.89	0.00	2,054,335.89	100.0%

Snohomish County 911
Capital Plan 80
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4040 · E911 Excise Tax Revenue	334,723.00
4300 · Interest	
4320 · Other Interest	732.89
Total 4300 · Interest	732.89
Total Income	335,455.89
Gross Profit	335,455.89
Expense	
6150 · Professional Fees	8,560.83
6400 · Communication	10,073.52
6600 · Minor Capital Equipment	747,710.53
Total Expense	766,344.88
Net Ordinary Income	-430,888.99
Net Income	-430,888.99

Snohomish County 911
Wireless Tech Capital 110
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	95.94
Total 4300 · Interest	95.94
Total Income	95.94
Gross Profit	95.94
Expense	
6600 · Minor Capital Equipment	325,216.41
Total Expense	325,216.41
Net Ordinary Income	-325,120.47
Net Income	-325,120.47

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Cash Basis

Snohomish County 911
Reserves 90
January through December 2021

	<u>Jan - Dec 21</u>
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	<u>326.07</u>
Total 4300 · Interest	<u>326.07</u>
Total Income	<u>326.07</u>
Gross Profit	<u>326.07</u>
Net Ordinary Income	<u>326.07</u>
Net Income	<u><u>326.07</u></u>

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Cash Basis

Snohomish County 911
Wireless Tech Reserves 120
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	32.66
Total 4300 · Interest	32.66
Total Income	32.66
Gross Profit	32.66
Net Ordinary Income	32.66
Net Income	32.66

Snohomish County 911
Radio Replacement Project 130
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4200 · Miscellaneous Income	
4280 · Reimbursements	2,405,865.85
Total 4200 · Miscellaneous Income	2,405,865.85
4300 · Interest	
4320 · Other Interest	36.57
Total 4300 · Interest	36.57
Total Income	2,405,902.42
Gross Profit	2,405,902.42
Expense	
5000 · Payroll Expense	391,371.31
6150 · Professional Fees	442,321.40
6200 · Administrative Support	77,932.44
6250 · Rent	24,023.70
6300 · Repairs & Maintenance	288.20
6350 · Insurance	148,803.28
6500 · Training and Travel	108.82
6600 · Minor Capital Equipment	1,978,593.08
6700 · Supplies	1,000.07
Total Expense	3,064,442.30
Net Ordinary Income	-658,539.88
Net Income	-658,539.88

Snohomish County 911
Subscriber Equipment 140
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4045 · Emergency Sales Tax Revenue	150,000.00
4300 · Interest	
4320 · Other Interest	2.74
Total 4300 · Interest	2.74
Total Income	150,002.74
Gross Profit	150,002.74
Net Ordinary Income	150,002.74
Net Income	150,002.74

SNO911 Fund 80 Capital Plan 2022									
8/19/2021									
Updated: 12/31/2021									
Project #	Project Name	YTD 2020	Planned 2021	YTD 2021	2022	2023	2024	2025	2026
80-001	RMS/Mobile/Corrections	1,274	360,000	131,760	100,000				
80-002	CAD	44,250	155,000		100,000				
80-003	UPS Replacement		100,000		0	0	0	175,000	0
80-004	Integrated Video Display System		5,000		5,000	40,000	5,000	5,000	5,000
80-005	Dispatch Consoles		30,000		30,000	5,000	5,000	5,000	5,000
80-007	Datacenter Servers	6,928	43,000	16,994	70,000	10,000	10,000	10,000	10,000
80-009	Managed Laptop Program	185,632	200,000	24,140	175,000	150,000	500,000	130,000	150,000
80-010	Tenant Building Maintenance	82,137	279,000	112,249	100,000	5,000	5,000	125,000	5,000
80-011	CAD PCs-Dispatch	100,000	10,000		10,000	10,000	10,000	100,000	10,000
80-012	Administrative PC's and Displays	48,156	15,000	2,971	100,000	5,000	10,000	50,000	5,000
80-013	Network Equipment/Security	49,229	55,000	22,274	125,000	10,000	350,000	50,000	10,000
80-015	UPS Battery Replace		0		0	0	0	30,000	0
80-016	Bldg Security Upgrade		15,000	6,128	2,000	2,000	2,000	2,000	2,000
80-017	Logging Recorder	0	302,000	206,646	5,000	5,000	5,000	150,000	5,000
80-018	Consulting/Outsourcing	1,911	5,000	0	25,000	0	25,000	0	25,000
80-019	Tyler Hardware	345,587	69,000	20,754	15,000	15,000	15,000	15,000	15,000
80-021	Center Monitors and Displays	1,446	5,000		5,000	5,000	5,000	30,000	5,000
80-024	Online Citizen Reporting / Shoplift		5,000		5,000	5,000	5,000	5,000	5,000
80-025	VPAC Virtual Client Portal	646,819	15,000	444	30,000	10,000	10,000	650,000	10,000
80-026	Tyler/NG Datamart	192,989	62,000	10,333	15,000	0	0	0	0
80-028	Backups and Storage	61,366	63,000		65,000	100,000	5,000	50,000	5,000
80-029	Next Gen 911				0	0	0	0	0
80-033	PBX Refresh	130,132	24,000	10,672	5,000	5,000	5,000	5,000	5,000
80-034	Mobile Manual Ops (CAD-In-A-Box)	22,646	102,000	30,000	50,000				
80-035	Service Vehicles		0		70,000	0	0	0	0
80-036	Appliances	348	5,000		5,000	5,000	5,000	5,000	5,000
80-037	Furniture Replacement	2,920	10,000		5,000	5,000	5,000	5,000	5,000
80-038	Future Facility Initiative		5,700,000	65,203	0	0	0	0	0
80-039	Dispatch Center Generator Replacement		0		740,000	0	0	0	0
80-040	Backup Cooling System	11,639	0		0	0	250,000	0	0
80-044	Advanced Authentication	4,743	5,000		5,000	5,000	5,000	50,000	50,000
80-045	Earthquake Base ISO Expansion		25,000	12,737	0	0	0	0	0
80-046	Data Interoperability		0		0	0	0	0	0
80-047	Dispatch Schedule Alternatives	46,667	25,000	29,735	0	0	0	0	0
80-048	SPIDR Tech Law Enforcement	351,071							
80-049	Tertiary 911 Location	198,630	61,000	58,101					
80-050	Financial Consultant		20,000	5,203					
80-051	Website Refresh				70,000	5,000	5,000	5,000	5,000
80-052	Crime Map Replacement				70,000	5,000	5,000	5,000	5,000
80-053	AWS Cloud Exploration				150,000	0	0	0	0
80-054	Locution Computer Replacement				25,000	0	0	0	0
80-055	SolarWinds				72,000				
80-056	911 Phone Upgrade				775,000				
	Beginning Balance	14,983,882	13,332,720	13,332,720	5,562,720	3,397,720	3,099,720	1,961,720	413,720
	Expenditures	2,536,519	7,770,000	766,345	3,024,000	407,000	1,247,000	1,657,000	347,000
	Net Balance after Exp.	12,447,363	5,562,720	12,566,375	2,538,720	2,990,720	1,852,720	304,720	66,720
	Previous Year Carryover		0	1	0	0	0	0	0
	Managed Laptops				109,000	109,000	109,000	109,000	109,000
	Funds Transfer Per Board Approval	358,747		424,590					
	E911 Contribution	525,056			750,000				
	Miscellaneous Income								
	Interest Income	1,554		733					
	Projected YE Balance	13,332,720	5,562,720	12,991,699	3,397,720	3,099,720	1,961,720	413,720	175,720
Wireless Technology Fund 110 Capital Plan									
44427									
Project #	Project Name	YTD 2020	Planned 2021	YTD 2021	2022	2023	2024	2025	2026
110-001	Vehicle & Tire Replacements		235,000	202,016	54,500	56,135	57,819	59,554	61,340
110-004	Roof Replacements for Generators	0	100,000		0	0	140,000	0	0
110-005	System Equipment Replacement		100,500	17,733	42,000	42,000	42,000	22,000	22,000
110-006	Comm. Site Power System Replacements		0		0	0	0	0	0
110-007	Comm. Site Building Improvements		12,000		21,000	21,000	18,000	18,000	18,000
110-008	Comm. Site Tower Upgrades/Replacement		15,000		31,395	31,395	31,395	46,395	31,395
110-009	Comm. Site HVAC Unit Replacements		0		30,000	30,000	30,000	30,000	30,000
110-010	Generator Replacements		110,000	105,467	136,625	60,000	142,090	147,774	153,685
110-011	WT Network/Camera Upgrade/Sustainment		10,000		0	0	0	0	0
110-012	Spare Equipment for Existing Systems		20,000		0	0	0	0	0
	Beginning Balance	356,113	1,778,574	1,778,574	1,176,074	860,554	620,024	158,720	(165,003)
	Expenditures	57,047	602,500	325,216	315,520	240,530	461,304	323,722	316,420
	Net Balance after Exp.	299,066	1,176,074	1,453,357	860,554	620,024	158,720	(165,003)	(481,422)
	Previous Year Carryover		0		0	0	0	0	0
	Funds Transferred in								
	Funds Transfer Per Board Approval	1,479,349							
	Interest Income	159		96					
	Projected YE Balance	1,778,574	1,176,074	1,453,453	860,554	620,024	158,720	(165,003)	(481,422)

1:57 PM

02/01/22

Snohomish County 911

Open Invoices

As of December 31, 2021

Type	Date	Num	P....	Terms	Due Date	Class	Aging	Open Balance
DIUA								
Invoice	08/01/2021	3854		Net 30	08/31/2021	70 SnoCo...	122	100.00
Invoice	11/01/2021	4109		Net 30	12/01/2021	70 SnoCo...	30	3,888.42
Total DIUA								3,988.42
Federal Bureau of Investigation								
Invoice	10/01/2021	3941			10/01/2021	70 SnoCo...	91	1,039.47
Invoice	10/01/2021	4024			10/01/2021	70 SnoCo...	91	2,042.91
Invoice	11/01/2021	4031			11/01/2021	70 SnoCo...	60	1,039.47
Invoice	12/01/2021	4116			12/01/2021	70 SnoCo...	30	1,039.47
Total Federal Bureau of Investigation								5,161.32
Snohomish - County								
Invoice	12/06/2021	4194		Net 30	01/05/2022	70 SnoCo...		36,318.65
Total Snohomish - County								36,318.65
Snohomish County PUD								
Invoice	01/01/2021	3143			01/01/2021	70 SnoCo...	364	500.00
Invoice	01/01/2021	3147			01/01/2021	70 SnoCo...	364	7,858.35
Invoice	02/01/2021	3232			02/01/2021	70 SnoCo...	333	500.00
Invoice	03/01/2021	3314		Net 30	03/31/2021	70 SnoCo...	275	500.00
Invoice	04/01/2021	3423			04/01/2021	70 SnoCo...	274	500.00
Invoice	05/01/2021	3507			05/01/2021	70 SnoCo...	244	500.00
Invoice	06/01/2021	3591			06/01/2021	70 SnoCo...	213	500.00
Invoice	07/01/2021	3675			07/01/2021	70 SnoCo...	183	500.00
Invoice	08/01/2021	3768			08/01/2021	70 SnoCo...	152	500.00
Invoice	09/01/2021	3861			09/01/2021	70 SnoCo...	121	500.00
Invoice	10/01/2021	3943			10/01/2021	70 SnoCo...	91	500.00
Invoice	11/01/2021	4033			11/01/2021	70 SnoCo...	60	500.00
Invoice	12/01/2021	4118			12/01/2021	70 SnoCo...	30	500.00
Total Snohomish County PUD								13,858.35
TOTAL								59,326.74



Action Proposal Form

Date: April 13, 2022

Title: Radio Fleet Expansion Requests

Background / Purpose:

The SNO911 Board adopted a Fleet Expansion policy in December 2021. The policy states that staff should bring forward requests as they are received with a recommendation to immediately fund or queue until December of each year so that all requests can be reviewed at one time with consideration of allocated funding.

In 2022, the funding allocated to meet the needs of fleet expansion, lost, stolen and damaged beyond repair radios is \$150K, which is quickly proving to be insufficient. Based upon growing experience staff will include additional funding in the annual budget request that is approved by the County Council in 2023 to meet the ongoing needs.

We are learning that the agency fleet expansion approvals within their own agencies varies, and to date we have not identified a mechanism that supports fiscal planning. In this early stage of the project we are advocating to address these requests until we have enough experience to establish fiscal policy.

2022 fleet expansion requests and staff recommendations and previous Board action(s) are included below.

Table 1 – Known and Approved Fund 140 Requests 2022 YTD

	Date	Agency	Type	Estimated Amount	Staff Recommendation	Board Action
	1/19/2022	Task Force	Growth	-\$250,000	Queue for December, Fund as part of 2023 request	TBD; Plan to include in 2023 ECSF budget request
	2/4/2022	SCSO	Growth	-\$130,000	Immediately Fund from Fund 140	Board approved 2/17/2022
	2/4/2022	SCSO - SAR	Growth	-\$65,000	Immediately Fund from RRP Project Contingency	Board Approved 2/17/2022
New	3/1/2022	Arlington PD	Growth	-\$20,261	Immediately Fund from Fund 140	TBD
New	4/11/2022	SCFPD 25	Growth	-7,660	Immediately Fund from Fund 140	TBD

Table 2 - Fund 140 - Yearly Anticipated Fund Activities

Updated: 4/13/2022

Summary of 2021 Anticipated Fund Activities

Starting Fund Balance	\$150,000.00	
Lost/Stolen/Damaged	(\$109,878.30)	14 units
Expected Reimbursement	\$101,879.00	
Actual Reimbursement	\$75,525.75	
Fleet Expansion/Growth	(\$125,137.99)	20 units
Anticipated Ending Fund Balance	\$92,388.46	

Summary of 2022 Anticipated Fund Activities

Starting Fund Balance	\$242,388.46	\$150K Contribution
Lost/Stolen/Damaged	\$0.00	No Reports
Expected Reimbursement	\$0.00	No Reports
Actual Reimbursement	\$0.00	No Reports
Fleet Expansion/Growth	(\$157,921.04)	SCSO 2/4 Request, Arlington PD, SCFPD 25
Anticipated Ending Fund Balance	\$84,467.42	

Suggested Action/Recommendation:

Authorize staff to move forward with the 3/1 Arlington PD Fleet Expansion Request to be funded from Fund 140.

Authorize staff to move forward with the 4/11 SCFPD 25 fleet expansion request to be funded from Fund 140.

Fund: Fund 140



**REQUEST FOR RADIO EQUIPMENT
FLEET ADDITIONS AND/OR PERSONNEL NEEDS**

Name of Agency: ARLINGTON POLICE DEPARTMENT Date: 3/1/22

Contact Name: SETH KINNEY

Email: SKINNEY@ARLINGTONWA.GOV Phone: 425-346-2221

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
3	APX8500	TRI-BAND for marked patrol veh	5/1/22

Please provide justification and purpose for the request. (e.g. We are adding two new vehicles to our fleet this year)

We have three new vehicles for 2022 that are at the upfitter. The vehicles are new and not replacements.


Signature of Agency Head, Mayor or Council President

3/1/22
Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

Action Date	Action		
	Immediate Funding ☐	Queued for Later ☐	Denied ☐



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Snohomish County Fire Protection District 25 Date: 4/11/22

Contact Name: Joel Johnson

Email: jjohnson@osofire.com Phone: 360.722.6303

Describe the specific quantity and type of radio equipment being requested			
Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
1	APX 8500 - Dash		4/11/22

Please provide justification and purpose for the request. (e.g. We are adding two new vehicles to our fleet this year)

This radio will be for an apparatus that was not originally accounted for in the original request. We received a new ambulance and kept the old ambulance as a Squad. This increased our number by one extra mobile radio.

Joel Johnson

Digitally signed by Joel Johnson
Date: 2022.04.11 11:29:05 -07'00'

4/11/22

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

Action Date	Action		
	Immediate Funding ☐	Queued for Later ☐	Denied ☐

Action Proposal Form

Date: April 12, 2022

Title: RRP – VHF Needs for Outlying Fire Response Areas
Within Snohomish County



Background / Purpose:

The Radio Replacement Project (RRP) procured radio subscribers that are capable of VHF communications. This was a way of “future proofing” the subscriber equipment. The RRP provided VHF enabled hardware for agencies that previously had multi-band devices. This “like for like” replacement policy was intended to not reduce existing functionality while the long-term communication needs were evaluated on a systemic level to ensure the best possible solutions.

The purpose of this APF is to document the specific need(s), recommend solution, and provide a project view of the overall impacts to scope and budget.

Specific Use Case/Need:

Snohomish County units responded to an area *within the County* in an area that has *limited 800Mhz coverage*. This occurred recently outside of Darrington on a logging road that leads to a trailhead. A vehicle with one adult and six children headed to a hike drove off the road and several injured people. This resulted in a MCI call lasted over 5 hours with a total of 45 units responding through the life of the Call for Service (CFS). There is 800Mhz coverage along the highway but dissipates as you travel on the single-track road away from the highway. Search and Rescue (SAR) units communicated on the primary SAR VHF frequency, Fire/EMS incoming units communicated on 800Mhz TAC 3, and rescue operations on a short range simplex channel.

Incoming units could not hear simplex operations and lack of 800Mhz coverage near the scene created communication problems with incoming units.

Recommended Solution:

Equip portable and mobile radios that **have a higher likelihood** of responding to “fringe” high-risk low-frequency areas near Darrington, Mountain Loop Hwy, etc. with VHF to leverage SAR VHF repeated system. The VHF repeated system has better coverage and penetration into mountainous areas.

- Activate and program VHF frequencies for all mobile and portable radios for Darrington Fire, Oso Fire, Sky Valley Fire, Granite Falls Fire, Getchell Fire, and Robe Valley Fire.
- Provide a cache of six VHF only radios and one bank charger per Fire Agency included in this APF for on-demand distribution by command staff.

- Activate and program VHF frequencies for SCSO SAR Deputies (approx. 3-4 primary deputies and approx. 15 other SAR staff that assist/participate in staffing) This has already been approved by the SNO911 Board as part of a SCSO Fleet Expansion Request at the February 2022 meeting.

Estimated Staffing Impacts:

VHF Additions	Codeplug Development	Codeplug testing	Quantity of radios	Flash Upgrade (.75 Hours per radio)	Reprogram of radio (.5 Hours per radio)	Time per codeplug change
SAR/SCSO Deputies	16	8	22	16.5 Hours	11 Hours	TBD
VHF Fire add SAR	16	8	284	213 Hours	142	TBD
VHF Fire add Island/Skagit	16	8				Included in above
VHF Fire add DNR/USFS/WDFW	32	16				Included in above
Chelan County VHF King County VHF Other VHF Resources	TBD	TBD				

Estimated Schedule:

Depending on a project plan development including which agency gets programmed when, this project will likely take a minimum of 3-5 months once the equipment is received. Due to the ongoing RRP demands and limited resources, staff recommend upgrading agencies in order of priority of need.

Estimated Costs and Quantities:

Fire Agency VHF Additions

Agency	Portable	Mobile	VHF Only Radio
Oso Fire (Dist 25)	23	7	6
Darrington (Dist 24)	40	18	6
Sky valley (Dist 26)	65	29	6
Granite Falls (Dist 17)	24	12	6
Getchel (Dist 22)	37	13	6
Robe (Dist 23) Subscribers Transferred to GF	10	6	6
Sub-Total	199	85	36
VHF \$535 band, VHF Only Radio \$300 ea	\$106,465	\$45,475	\$10,800
Total Estimate (Plus Tax)			\$162,740

It is important to note that providing VHF equipped radios today will likely require continued VHF capable and licensed radios in the future. This cost will need to be included in future lifecycle replacements costs.

Suggested Action/Recommendation:

Authorize the procurement and deployment of VHF dual-band and other radio equipment described in this APF with a not to exceed amount of \$185,000.

Funding:

Radio Replacement Project Fund 130 – Project Contingency



Action Proposal Form

Date: April 11, 2022

Title: RRP Inventory and Subscriber Support

Background / Purpose:

For well over year, SNO911 has assigned a dispatcher to assist with RRP project team support for approx. four of his five day work week. He has assisted with warehouse duties, inventory control, delivering and picking up subscriber radios and now helping with troubleshooting. This additional support is needed and welcomed through the remainder of the project, including cutover and post go-live support. Given our inability to fill other technical positions and the fact that we have a great candidate already in the role, we would like to offer him this position for a three-year term which he has indicated he would accept.

Suggested Action/Recommendation:

Authorize the Inventory and Subscriber support position for a three-year term as described in this APF with an annual not to exceed amount of \$125,000.

Funding:

Radio Replacement Project Fund 130



Action Proposal Form

Date: April 14, 2022

Title: AT&T Bothell Site Lease Amendment 4

Background / Purpose:

AT&T has been a long-term tenant at our Bothell Tower site. SNO911 rents the land at this site from Alderwood Water District. As part of the land use agreement, any rents received from co-location tenants by SNO911 are passed through to Alderwood Water District. Per AT&T's federal contract for their FirstNet system, they are required to have redundant emergency power systems at all of their sites that serve the FirstNet system. They are seeking approval to add an additional backup power generator at this site. The additional generator will service their equipment only.

The additional generator will require approximately forty square feet of space outside of the building. An increase in rent of \$200 per month was negotiated for the use of the additional forty square feet of land. This is based upon the approximate current rent per square foot.

This proposed amendment was reviewed by legal and the suggested changes were incorporated into the amendment.

Suggested Action/Recommendation:

Authorize the SNO911 Executive Director or designee to sign the proposed amendment number 4 to the AT&T lease agreement at the Bothell tower site.

Funding:

N/A

Market: SEATTLE/OREGON/NO.ID
Cell Site Number: WA6083
Cell Site Name: Bothell 2
Fixed Asset Number: 10013206

**Fourth AMENDMENT TO SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM
COMMUNICATIONS ANTENNA SITE LICENSE AGREEMENT**

THIS Fourth AMENDMENT TO SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM COMMUNICATIONS ANTENNA SITE LICENSE AGREEMENT dated as of the latter of the signature dates below, is by and between Snohomish County Emergency Radio System, a Washington interlocal non-profit corporation of the State of Washington, having a mailing address of 14900- 40th Avenue NE., Ste. 102, Marysville, WA 98271 ("Landlord") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of Suite 13-F West Tower, 575 Morosgo Drive, Atlanta, GA 30324 ("Tenant").

WHEREAS, Landlord and Tenant entered into a Communications Antenna Site License Agreement dated August 1, 2003, whereby Landlord leased to Tenant certain Premises, therein described, that are a portion of the Property located at 22600 4th Avenue West, Bothell, WA 98021 ("Agreement"); and

WHEREAS, Landlord and Tenant desire, in their mutual interest, wish to amend the Agreement as set forth below.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows:

1. **New Premises Area.** Landlord agrees to increase the size of the Premises leased to Tenant to accommodate Tenant's needs. Upon the execution of this Amendment, Landlord leases to Tenant the additional premises described on attached Exhibit 1-A ("New Premises Area"). Landlord's execution of this Amendment will signify Landlord's approval of Exhibit 1-A. The Premises under the Agreement prior to this Amendment in addition to the New Premises Area under this Amendment shall be the Premises under the Agreement.
2. **Generator.** Tenant shall have the right to install, repair, maintain, modify, replace, remove, utilize and operate (including but not limited to operate as may be required by applicable law) equipment within the New Premises Area, including without limitation a concrete pad and generator thereon, including back-up power supply. Tenant shall have the right to access the New Premises Area, and any provisions in the Agreement governing access shall apply to such access. The generator shall remain the property of Tenant, and Tenant shall have the right to remove or modify it at any time.
3. **Rent.** Commencing the first day of the month *following* the execution of the Fourth Amendment granting Tenant the installation within the New Premises Area ("Increase

Commencement Date”), Rent shall be increased by Two Hundred and No/100 Dollars (\$200.00) per month, subject to further adjustments, if any, as provided in the Agreement; provided that the first such increased payment shall be due upon the commencement date and provided further that, any partial month occurring after the Increase Commencement Date, the increased Rent amount shall be pro-rated.

4. **Other.** Landlord represents and warrants that, to its knowledge, no conditions exist within the New Premises Area or otherwise on the property where the Premises and New Premises Area are located that would adversely impact Tenant’s permitting and/or installation of a generator within the New Premises Area. Landlord authorizes Tenant to prepare, execute and file all required applications to obtain any government approvals for Tenant’s use of the New Premises Area under this Agreement and agrees, at Tenant’s request, to reasonably assist Tenant with such applications and with obtaining and maintaining the government approvals. Where applicable law governs how the generator will be used, Tenant may use the generator in the manner set forth in applicable law. Tenant may terminate this Amendment by written notice to Landlord at any time, and the rent increase set forth in Section 3 shall not take effect or shall be cancelled, as applicable, following any such termination. Within one hundred twenty 120 days after termination of this Amendment, Tenant shall remove its equipment from the New Premises Area; provided that any portions of the equipment that Tenant fails to remove within such period and cessation of Tenant’s operations at the New Premises Area shall be deemed abandoned. Tenant shall repair any damage, less ordinary wear and tear, to the New Premises Area caused by its removal activities.
5. Section 21 of the Agreement is hereby deleted in its entirety and replaced with the following:

Notices. All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows.

If to LANDLORD: Snohomish County
EmergencyRadio
System
14900 40th Avenue
NE,
Ste 102
Marysville,WA,
98271

If to TENANT: New Cingular Wireless PCS, LLC
Attn: TAG - LA

Re: Cell Site # **WA6083**

Cell Site Name: Bothell 2
Fixed Asset #: 10013206

1025 Lenox Park Blvd NE
3rd Floor
Atlanta, GA 30319

With copy to: New Cingular Wireless PCS, LLC
Attn: Legal Department
Re: Cell Site # **WA6083**
Cell Site Name:(**add state abbreviation**)
Fixed Asset #: 10013206
208 S. Akard Street
Dallas, Texas, 75202-4206

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice. Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

6. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Original Agreement and any subsequent Amendments and this Fourth Amendment, the terms of this Fourth Amendment shall control. Except as expressly set forth in this Fourth Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Fourth Amendment. The rights granted to Tenant herein are in addition to and not intended to limit any rights of Tenant in the Agreement. Unless otherwise specified herein or unless the context requires otherwise, the terms in the Agreement shall apply to the New Premises Area.
7. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this Fourth Amendment on the dates set forth below.

LANDLORD:

TENANT:

New Cingular Wireless PCS, LLC,
a Delaware limited liability
company

By: AT&T Mobility Corporation
Its: Manager

By: _____

By: _____

Print Name:

Print Name:

Its: _____

Its: _____

Date: _____

Date: _____

TENANT ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

On the ____ day of _____, 20__ before me personally appeared _____, and acknowledged under oath that he is the _____ of _____ the _____ named in the attached instrument, and as such was authorized to execute this instrument on behalf of the _____.

Notary Public: _____
My Commission Expires: _____

LANDLORD ACKNOWLEDGEMENT

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

BE IT REMEMBERED, that on this ____ day of _____, 20__ before me, the subscriber, a person authorized to take oaths in the State of _____, personally appeared _____ who, being duly sworn on his/her/their oath, deposed and made proof to my satisfaction that he/she/they is/are the person(s) named in the within instrument; and I, having first made known to him/her/them the contents thereof, he/she/they did acknowledge that he/she/they signed, sealed and delivered the same as his/her/their voluntary act and deed for the purposes therein contained.

Notary Public: _____
My Commission Expires: _____

PARTNERSHIP (consisting of corporate partners) ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

I CERTIFY that on _____, 20____, _____ personally came before me and this/these person(s) acknowledged under oath to my satisfaction, that:

(a) this/these person(s) signed, sealed and delivered the attached document as _____ [title] of _____ [name of corporation] a corporation of the State of _____, which is a general partner of the partnership named in this document;

(b) the proper corporate seal of said corporate general partner was affixed; and

(c) this document was signed and delivered by the corporation as its voluntary act and deed as [a] general partner(s) on behalf of said partnership [by virtue of authority from its Board of Directors].

Notary Public: _____
My Commission Expires _____

CORPORATE ACKNOWLEDGEMENT

STATE OF _____)
)
COUNTY OF _____)

I CERTIFY that on _____, 20____, _____ [name of representative] personally came before me and acknowledged under oath that he or she:

(a) is the _____ [title] of _____ [name of corporation], the corporation named in the attached instrument,

(b) was authorized to execute this instrument on behalf of the corporation and

(c) executed the instrument as the act of the corporation.

Notary Public
My Commission Expires: _____

EXHIBIT 1-A

Additional Premises Area

See attached



at&t Mobility

SITE NAME: BOTHELL 2
FA LOCATION CODE: 10013206

GENERATOR PROJECT
30KW GENERAC DIESEL GENERATOR
200A GENERAC ATS

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

VICINITY MAP



SCOPE OF WORK

ADDITION OF A 30KW DIESEL EMERGENCY BACKUP OUTDOOR GENERATOR (1 20/240VAC; 1 PH: 2.2L ENG; 1 90 GAL TANK; L2A STEEL END; INCLUDES EXTENDED VENTS & SPILL CONTAINER) ON A PROPOSED 4'-0" X 10'-0" CONCRETE PAD, (1) ATS MODEL 6311-2 (AUTOMATIC TRANSFER SWITCH: TAS200; 2 POLE; 1 20/240VAC; INCLUDES CAMLOCK; INCLUDES V-SENSOR NEQ 19595) AND ASSOCIATED UTILITY EQUIPMENT. THERE WILL BE NO CHANGE IN THE SIZE OR HEIGHT OF THE TOWER OR EXISTING ANTENNAS.



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WASHINGTON

UTILITY NOTIFICATION CENTER
811 OR 1-800-424-5555

REQUIRES MIN. 3 WORKING DAYS NOTICE BEFORE YOU EXCAVATE.

APPLICABLE BUILDING CODE & STANDARDS

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITION OF THE FOLLOWING CODES AS ADOPTED BY THE GOVERNING LOCAL AUTHORITIES. NOTHING IN THESE PLANS ARE TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES:

1. INTERNATIONAL BUILDING CODE 2015
2. NATIONAL ELECTRIC CODE (NEEC)
3. AMERICAN CONCRETE INSTITUTE (ACI) 318, BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE
4. AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC), MANUAL OF STEEL CONSTRUCTION
5. TELECOMMUNICATIONS INDUSTRY ASSOCIATION (TIA) 222-G, STRUCTURAL STANDARDS FOR STEEL TOWER AND ANTENNA SUPPORTING STRUCTURES
6. TIA 607, COMMERCIAL BUILDING GROUNDING AND BONDING REQUIREMENTS FOR TELECOMMUNICATIONS
7. CoP CODE GUIDE IBC/27/1 & NEC/7/1, 2016 PFC, CHS 50, 57 AND NFPA30, 37 & 110

AERIAL VIEW OF SITE



PROJECT INFORMATION

PROJECT MANAGER:
MARK HANSEN
PROJECT MANAGER
TILLMAN ENERGY HOLDINGS
PHONE: (303) 912-5200
EMAIL: MHANSEN@TILLMANENERGY.COM

ENGINEER:
RAMAKER & ASSOCIATES, INC.
855 COMMUNITY DRIVE
SAUK CITY, WI 53583
PH.: (608) 643-4100
FAX: (608) 643-7999
CONTACT: JAMES KAISER
EMAIL: JKAISER@RAMAKER.COM

SITE ACQUISITION:
KGPCO
3305 MN-60
FAIRBAULT, MN 55021
PH.: (412) 608-6632
CONTACT: RACHEL LOYA
RACHEL.LOYA@KGPCO.COM

APPLICANT INFORMATION:
AT&T MOBILITY
1375 CAMINO REAL STE 120
SAN BERNARDINO, CA 92408
EMAIL: al1319@att.com

SITE DATA:
SITE NAME: BOTHELL 2
FA NUMBER: 10013206

PROPERTY OWNER:
ALDERWOOD WATER DISTRICT
22604 4TH AVE
WEST BOTHELL, WASHINGTON 98021

ADDRESS:
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

COUNTY: SNOHOMISH
PARCEL #: 00519800100500

LAT.: 47.79281°
LONG.: -122.23883°

GROUND ELEVATION: 496 FT AMSL

DO NOT SCALE DRAWINGS:
CONTRACTOR SHALL VERIFY ALL PLANS & EXISTING DIMENSIONS & CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.

THE INFORMATION CONTAINED IN THIS SET OF DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO THE CLIENT IS STRICTLY PROHIBITED.

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FARIBAULT, MN 55021
OFFICE: (507) 334-2268



Certification & Seal:
I hereby certify that this plan set was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Washington.



2	11/4/21	FINAL CDS
1	10/28/21	FINAL CDS
0	9/23/21	FINAL CDS

MARK	DATE	DESCRIPTION
ISSUE	FINAL	DATE ISSUED 11/04/2021

PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

SHEET TITLE:

TITLE SHEET

SCALE: NONE

SHEET NUMBER

T-1

PROJECT NUMBER

51284

NOTES TO SUBCONTRACTOR:

1. THE GENERAL SUBCONTRACTOR MUST VERIFY ALL DIMENSIONS, CONDITIONS AND ELEVATIONS BEFORE PROCEEDING WITH THE WORK. ALL WORK SHALL BE PERFORMED IN A WORKMANLIKE MANNER IN ACCORDANCE WITH ACCEPTED CONSTRUCTION PRACTICES.
2. IT IS THE INTENTION OF THESE DRAWINGS TO SHOW THE COMPLETED INSTALLATION. THE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR ALL TEMPORARY BRACING, SHORING, TIES, FORM WORK, ETC. IN ACCORDANCE WITH ALL NATIONAL, STATE, AND LOCAL ORDINANCES, TO SAFELY EXECUTE ALL WORK AND SHALL BE RESPONSIBLE FOR SAME. ALL WORK SHALL BE IN ACCORDANCE WITH LOCAL CODES.
3. THE SUBCONTRACTOR SHALL USE ADEQUATE NUMBER OF SKILLED WORKMAN WHO ARE THOROUGHLY TRAINED AND EXPERIENCED IN THE NECESSARY CRAFTS AND WHO ARE COMPLETELY FAMILIAR WITH THE SPECIFIED REQUIREMENTS AND METHOD NEEDED FOR PROPER PERFORMANCE OF THE WORK.
4. CONSTRUCTION SUBCONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION SUBCONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND CONSTRUCTION SUBCONTRACTOR FURTHER AGREES TO INDEMNIFY AND HOLD DESIGN ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH PERFORMANCE OF WORK ON THIS PROJECT.
5. SITE GROUNDING SHALL COMPLY WITH AT&T WIRELESS SERVICES TECHNICAL SPECIFICATIONS FOR FACILITY GROUNDING FOR CELL SITE STANDARDS, LATEST EDITION, AND COMPLY WITH AT&T TOWERS GROUNDING CHECKLIST, LATEST VERSION. WHEN NATIONAL AND LOCAL GROUNDING CODES ARE MORE STRINGENT THEY SHALL GOVERN. GROUNDING SHALL BE COMPLETED BEFORE ERECTION OF TOWER.
6. ALL WORK SHALL COMPLY WITH OSHA AND STATE SAFETY REQUIREMENTS. PROCEDURES FOR THE PROTECTION OF EXCAVATIONS, EXISTING CONSTRUCTION AND UTILITIES SHALL BE ESTABLISHED PRIOR TO FOUNDATION INSTALLATION, IF TEMPORARY LIGHTING AND MARKING IS REQUIRED BY THE FEDERAL AVIATION ADMINISTRATION (FAA), IT IS THE SUBCONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE NECESSARY LIGHTS AND NOTIFY THE PROPER AUTHORITIES IN THE EVENT OF A PROBLEM.
7. ALL WORK SHALL BE ACCOMPLISHED IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL CODES OR ORDINANCES. THE MOST STRINGENT CODE WILL APPLY IN THE CASE OF DISCREPANCIES OR DIFFERENCES IN THE CODE REQUIREMENTS.
8. ANY DAMAGE TO THE ADJACENT PROPERTIES WILL BE CORRECTED AT THE SUBCONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE LANDOWNER AND THE ENGINEER.
9. THE COMPLETE BID PACKAGE INCLUDES THESE CONSTRUCTION DRAWINGS ALONG WITH THE SPECIFICATIONS. SUBCONTRACTOR IS RESPONSIBLE FOR REVIEW OF TOTAL BID PACKAGE PRIOR TO BID SUBMITTAL..
10. SUBCONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING UTILITIES WITHIN CONSTRUCTION LIMITS PRIOR TO CONSTRUCTION.
11. THE SUBCONTRACTOR IS RESPONSIBLE FOR MAINTAINING POSITIVE DRAINAGE ON THE SITE AT ALL TIMES. SILT AND EROSION CONTROL SHALL BE MAINTAINED ON THE DOWNSTREAM SIDE OF THE SITE AT ALL TIMES. ANY DAMAGE TO ADJACENT PROPERTIES WILL BE CORRECTED AT THE SUBCONTRACTOR'S EXPENSE.
12. CLEARING OF TREES AND VEGETATION ON THE SITE SHOULD BE HELD TO A MINIMUM. ONLY THE TREES NECESSARY FOR CONSTRUCTION OF THE FACILITIES SHALL BE REMOVED. ANY DAMAGE TO THE PROPERTY OUTSIDE THE LEASED PROPERTY SHALL BE REPAIRED BY THE SUBCONTRACTOR.
13. ALL SUITABLE BORROW MATERIAL FOR BACK FILL OF THE SITE SHALL BE INCLUDED IN THE BID. EXCESS TOPSOIL AND UNSUITABLE MATERIAL SHALL BE DISPOSED OF OFF SITE AT LOCATIONS APPROVED BY GOVERNING AGENCIES PRIOR TO DISPOSAL.
14. SEEDING AND MULCHING OF THE SITE WILL BE ACCOMPLISHED AS SOON AS POSSIBLE AFTER COMPLETION OF THE SITE DEVELOPMENT. THE SUBCONTRACTOR IS RESPONSIBLE FOR PROVIDING AND MAINTAIN AN ADEQUATE COVER OF VEGETATION OVER THE SITE FOR A ONE YEAR PERIOD.
15. PERMITS: THE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND INCURRING THE COST OF ALL REQUIRED PERMITS, INSPECTIONS, CERTIFICATES, ETC.
16. RECORD DRAWINGS: MAINTAIN A RECORD OF ALL CHANGES, SUBSTITUTIONS BETWEEN WORK AS SPECIFIED AND INSTALLED.

- RECORD CHANGES ON A CLEAN SET OF CONTRACT DRAWINGS WHICH SHALL BE TURNED OVER TO THE CONSTRUCTION MANAGER UPON COMPLETION OF THE PROJECT.
17. THE PLANS SHOW SOME KNOWN SUBSURFACE STRUCTURES, ABOVE GROUND STRUCTURES AND/OR EXISTING UTILITIES BELIEVED TO BE IN THE WORKING AREA. IT IS THE RESPONSIBILITY OF THE SUBCONTRACTOR TO VERIFY ALL UTILITIES, PIPELINES AND OTHER STRUCTURES SHOWN OR NOT SHOWN ON THESE PLANS. THE SUBCONTRACTOR SHALL CONTACT THE LOCAL JURISDICTION'S DIGGER'S HOTLINE BEFORE DIGGING OR DRILLING. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED TO THE SATISFACTION OF THE OWNER AND ENGINEER AT THE SUBCONTRACTOR'S EXPENSE.
- GENERAL NOTES:
1. THIS PROPOSAL IS FOR THE ADDITION OF A NEW GENERATOR ON A CONCRETE PAD TO AN EXISTING UNMANNED TELECOMMUNICATIONS FACILITY CONSISTING OF AN EQUIPMENT SHELTER AND TOWER.
2. THE PROPOSED FACILITY WILL BE UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SEWER SERVICE.
3. THE PROPOSED FACILITY IS UNMANNED AND IS NOT FOR HUMAN HABITAT. (NO HANDICAP ACCESS IS REQUIRED)
4. OCCUPANCY IS LIMITED TO PERIODIC MAINTENANCE AND INSPECTION, APPROXIMATELY 2 TIMES PER MONTH BY AT&T TECHNICIANS.
5. OUTDOOR STORAGE AND SOLID WASTE CONTAINERS ARE NOT PROPOSED.
6. ALL MATERIAL SHALL BE FURNISHED AND WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
7. SUBCONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGE CAUSED BY THE CONSTRUCTION OPERATION.
8. SUBCONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTION REQUIRED FOR CONSTRUCTION.
9. SUBCONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE SITE ON A DAILY BASIS.
- ELECTRICAL NOTES:
- A. GENERAL
1. COORDINATE LOCATION AND POWER REQUIREMENTS OF ALL EQUIPMENT WITH AT&T AND EQUIPMENT SUPPLIER PRIOR TO INSTALLATION.
2. COORDINATE LOCATION AND REQUIREMENTS FOR ELECTRICAL AND TELEPHONE SERVICES WITH THE PROPERTY REPRESENTATIVE, AT&T AND UTILITY COMPANIES. ROUTING OF CONDUITS MAY BE MODIFIED TO MEET SITE REQUIREMENTS. EXACT CONDUIT ROUTING TO BE DETERMINED IN THE FIELD.
3. ALL WIRING AND EQUIPMENT SHOWN ON ELECTRICAL SHEETS SHALL BE FURNISHED AND INSTALLED UNDER ELECTRICAL PORTION OF CONTRACT UNLESS OTHERWISE NOTED
4. UNINTERRUPTED ELECTRICAL SERVICE FOR EXISTING EQUIPMENT SHALL BE MAINTAINED DURING THE INSTALLATION OF THE WORK DESCRIBED UNDER THESE DOCUMENTS. TEMPORARY EQUIPMENT, CABLES AND WHATEVER ELSE IS NECESSARY SHALL BE PROVIDED AS REQUIRED TO MAINTAIN ELECTRICAL SERVICE. TEMPORARY SERVICE FACILITIES, IF REQUIRED AT ANY TIME, SHALL NOT BE DISCONNECTED OR REMOVED UNTIL NEW SERVICE EQUIPMENT IS IN PROPER OPERATION. IF ANY SERVICE OR SYSTEM MUST BE INTERRUPTED, THE CONTRACTOR SHALL REQUEST PERMISSION IN WRITING STATING THE DATE, TIME, ETC. THE SERVICE WILL BE INTERRUPTED AND THE AREAS AFFECTED. THIS REQUEST SHALL BE MADE IN SUFFICIENT TIME FOR PROPER ARRANGEMENTS TO BE MADE. WRITTEN PERMISSION SHALL BE OBTAINED FROM THE OWNER BEFORE INTERRUPTING ELECTRICAL SERVICE.
5. COORDINATE NEW WORK WITH OTHER TRADES AND VERIFY EXISTING CONDITIONS TO AVOID INTERFERENCE. IN CASE OF INTERFERENCE, AT&T'S REPRESENTATIVE WILL DECIDE WHICH WORK IS TO BE RELOCATED, REGARDLESS OF WHICH WAS FIRST INSTALLED.
6. THE INSTALLATION MUST COMPLY WITH NEC AND ALL FEDERAL, STATE AND LOCAL RULES AND REGULATIONS.
7. THE DRAWINGS ARE DIAGRAMMATIC AND INDICATE THE GENERAL ARRANGEMENT OF SYSTEMS AND EQUIPMENT UNLESS OTHERWISE DEFINED BY DIMENSIONS OR DETAILS. EXACT EQUIPMENT LOCATIONS AND RACEWAY ROUTING SHALL BE GOVERNED BY ACTUAL FIELD CONDITIONS AND/OR DIRECTIONS FROM AT&T'S REPRESENTATIVE.
8. CONTRACTOR SHALL PAY ALL PERMITS AND FEES REQUIRED.

9. ALL MATERIALS SHALL BE FURNISHED AND WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE STANDARDS REFERENCED BELOW:

a. ANSI (AMERICAN NATIONAL STANDARDS INSTITUTE)

b. ASTM (AMERICAN SOCIETY FOR TESTING MATERIALS)

c. ETL (ELECTRICAL TESTING LABORATORY)

d. ICEA (INSULATED CABLE ENGINEERS ASSOCIATION)

e. IEEE (INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS)

f. MBFU (NATIONAL BOARD OF FIRE UNDERWRITERS)

g. NESC (NATIONAL ELECTRICAL SAFETY CODE)

h. NEMA (NATIONAL ELECTRICAL MANUFACTURER'S ASSOCIATION)

i. NFPA (NATIONAL FIRE PROTECTION ASSOCIATION)

j. UL (UNDERWRITER'S LABORATORY)
10. CONTRACTOR SHALL REVIEW PLANS, DETAILS AND SPECIFICATIONS IN DETAIL AND ADJUST WORK TO CONFORM WITH ACTUAL SITE CONDITIONS SO THAT ELECTRICAL DEVICES AND EQUIPMENT WILL BE LOCATED AND READILY ACCESSIBLE. QUANTITIES LISTED IN MATERIAL LISTS ON THE DRAWINGS ARE FOR INFORMATION ONLY. THE CONTRACTOR SHALL PROVIDE HIS OWN TAKEOFF FOR MATERIAL QUANTITY AND TYPES BASED ON ACTUAL SITE CONDITIONS; IN ADDITION, CONTRACTOR SHALL PROVIDE ALL NECESSARY MATERIALS TO INSTALL EQUIPMENT FURNISHED BY AT&T OR ITS SUPPLIERS. ALL ITEMS NOT SPECIFICALLY MENTIONED HEREIN OR SHOWN ON THE DRAWINGS, BUT WHICH ARE OBVIOUSLY NECESSARY TO MAKE A COMPLETE WORKING INSTALLATION, SHALL BE INCLUDED.
11. THE CONTRACTOR OR BIDDER SHALL BEAR THE RESPONSIBILITY OF NOTIFYING (IN WRITING) AT&T'S REPRESENTATIVE OF ANY CONFLICTS PRIOR TO THE SUBMISSION OF CONTRACTOR'S PROPOSAL OR PERFORMANCE OF WORK, IN THE EVENT OF DISCREPANCIES THE CONTRACTOR SHALL PRICE THE MORE COSTLY OR EXTENSIVE WORK, UNLESS DIRECTED IN WRITING OTHERWISE.
12. ALL FLOORS WHERE PENETRATIONS ARE REQUIRED IN BUILDING ARE TO BE CORE DRILLED AND THEN FIREPROOFED.

C. EQUIPMENT

1. EQUIPMENT/PARTS CONNECTED TO EXISTING PANELS, DUCTS, ETC. SHALL MATCH THE CHARACTERISTICS (A/C, V, A) OF THAT EQUIPMENT.
2. ALL ELECTRICAL EQUIPMENT OUTSIDE SHALL BE NEMA OR 3R RATED.

D. GROUNDING

1. ALL GROUND CONNECTIONS TO BUILDING SHALL BE MADE USING TWO-HOLE CONNECTORS. PROVIDE STAINLESS STEEL BOLTS AND LOCK WASHERS ON ALL MECHANICAL GROUND CONNECTIONS.

2. ALL EQUIPMENT SURFACES TO BE BONDED TO GROUNDING SYSTEM SHALL BE STRIPPED OF ALL PAINT AND DIRT. CONNECTIONS TO VARIOUS METALS SHALL BE OF A TYPE AS TO CAUSE A GALVANIC OR CORROSIVE REACTION. AREA SHALL BE REPAINTED FOLLOWING BONDING.
3. ANY METALLIC ITEM WITHIN 6' OF GROUND CONDUCTORS MUST BE CONNECTED TO THE GROUNDING SYSTEM.
4. EXTERIOR, ABOVE GRADE GROUND CONNECTIONS SHALL BE FURNISHED WITH A LIBERAL PROTECTIVE COATING OF ANTI-OXIDE COMPOUND.
5. ALL MATERIALS AND LABOR REQUIRED FOR THE GROUNDING SYSTEM AS INDICATED ON THE PLANS AND DETAILS, AND AS DESCRIBED HEREIN SHALL BE FURNISHED BY THIS CONTRACTOR UNLESS OTHERWISE NOTED.
6. EXACT LOCATION OF GROUND CONNECTION POINTS SHALL BE DETERMINED IN FIELD. ADJUST LOCATIONS INDICATED ON PLANS ACCORDING TO ACTUAL EQUIPMENT LOCATIONS TO KEEP THE GROUND CONNECTION CABLES AS SHORT AS PRACTICAL.
7. PROVIDE ALL ELECTRICAL SYSTEM AND EQUIPMENT GROUNDS AS REQUIRED BY THE CURRENT EDITION OF THE NATIONAL ELECTRIC CODE (1999) AND THE CURRENT EDITION OF THE NATIONAL ELECTRICAL SAFETY CODE. BONDING JUMPERS WITH APPROVED GROUND FITTINGS SHALL BE INSTALLED AT ALL RACEWAYS, EQUIPMENT ENCLOSURES, PULL BOXES, ETC. TO MAINTAIN GROUND CONTINUITY WHERE REQUIRED BY CODE.
8. ALL EQUIPMENT GROUND CONDUCTORS SHALL BE TIN COATED, #2 AWG COPPER UNLESS NOTED OTHERWISE ON THE DRAWINGS.

E. INSPECTION/DOCUMENTATION

1. THE CONTRACTOR, UPON COMPLETION OF HIS WORK, SHALL PROVIDE AS-BUILT DRAWINGS. INFORMATION SHOULD BE GIVEN TO THE GENERAL CONTRACTOR FOR INCLUSION IN FINAL AS-BUILT SURVEY DOCUMENTS TO BE GIVEN TO THE OWNER.
2. CONTRACTOR SHALL SUPPLY DOCUMENTATION ATTESTING TO THE COMPLETE GROUND SYSTEM'S RECEPTIVITY (MAX. 5 OHMS).
3. AN ELECTRICAL INSPECTION SHALL BE MADE BY AND INSPECTING AGENCY APPROVED BY AT&T'S REPRESENTATIVE. CONTRACTOR SHALL COORDINATE ALL INSPECTIONS AND OBTAIN POWER COMPANY APPROVAL.
4. CONTRACTOR SHALL HAVE ATS AND GENERATOR RELAY INSTALLATION AND CONNECTIONS INSPECTED BY OTHERS TO ENSURE THAT UL LISTING FOR THAT EQUIPMENT IS NOT VOIDED.



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2	11/4/21	FINAL CDS
1	10/28/21	FINAL CDS
0	9/23/21	FINAL CDS
MARK	DATE	DESCRIPTION
ISSUE PHASE	FINAL	DATE ISSUED 11/04/2021

PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

SHEET TITLE:

GENERAL NOTES

SCALE: NONE

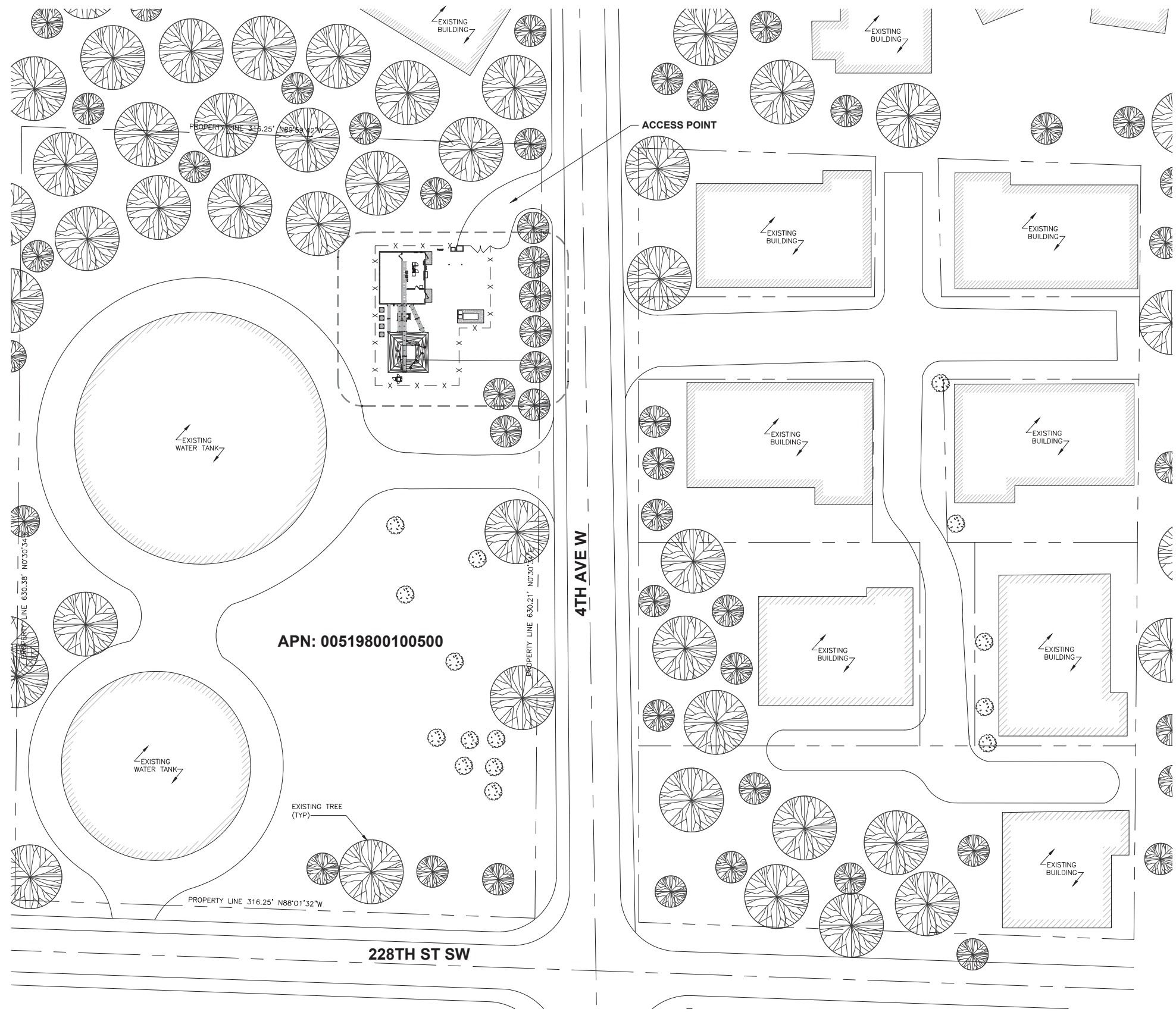
SHEET NUMBER

N-1

PROJECT NUMBER

51284

118



OVERALL SITE PLAN
SCALE: 1" = 12.5'



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2	11/4/21	FINAL CDS
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0	9/23/21	FINAL CDS

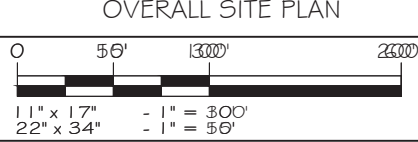
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ISSUE	DATE	DATE
PHASE	FINAL	ISSUED 11/04/2021

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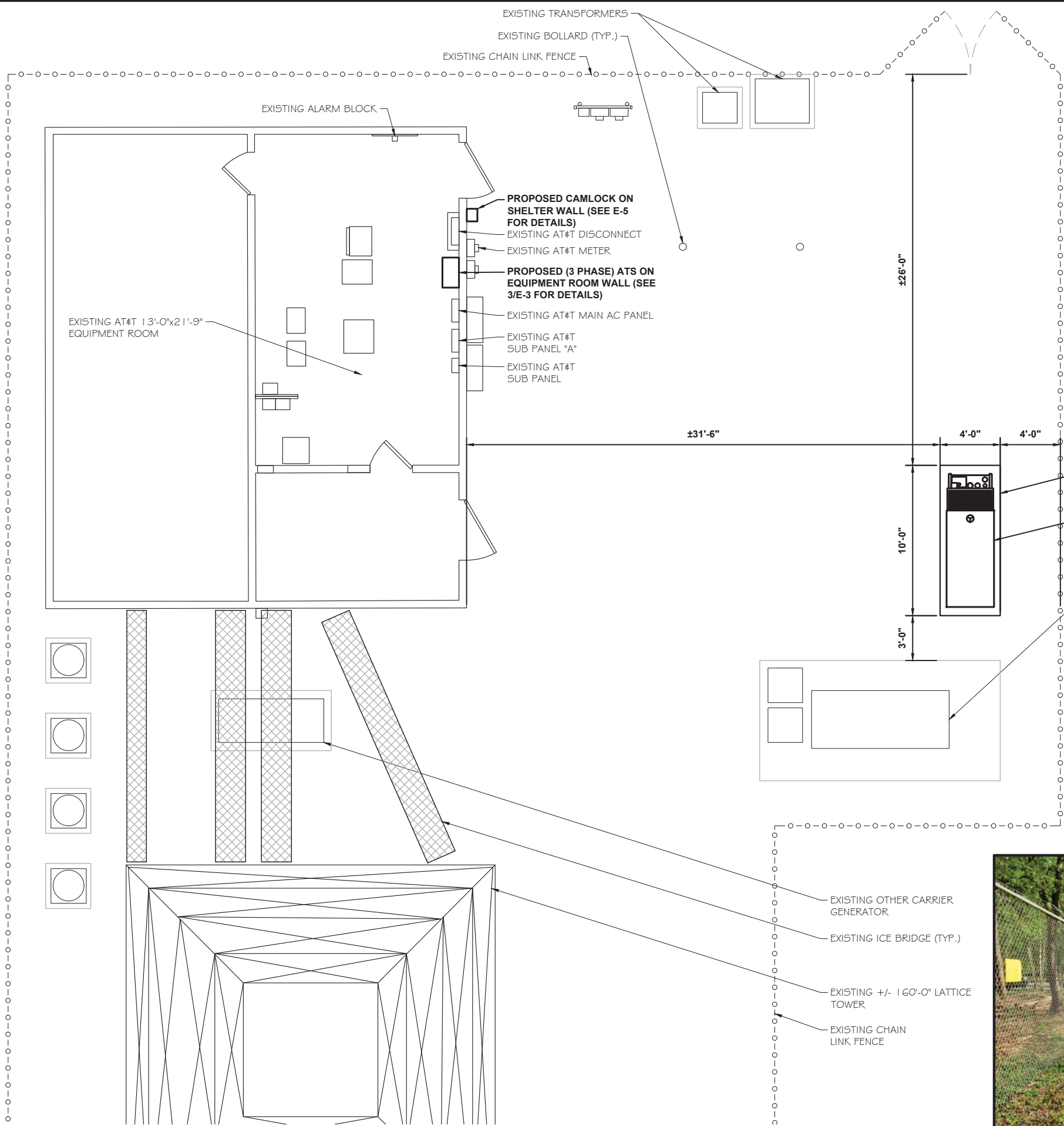
BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021



SHEET NUMBER	A-1
PROJECT NUMBER	51284



PROPOSED AT&T 4'X10' GENERATOR LEASE AREA & CONCRETE PAD (SEE PAGE A-3 FOR DETAILS)

PROPOSED 30KW GENERATOR (GENERAC SD030) (3 PHASE) (SEE PAGE E-5 FOR DETAILS)

EXISTING DIESEL TANK

- NOTES:**
1. ALL WIRING FOR RETIRED IN PLACE EQUIPMENT TO BE REMOVED.
 2. ALL INDOOR EQUIPMENT THAT IS RETIRED IN PLACE MUST HAVE A "RIP" STICKER PLACED.
 3. ALL OUTDOOR EQUIPMENT RETIRED IN PLACE MUST HAVE A "RIP" PLASTIC ENGRAVED OR METAL STAMPED RIP PLAQUE RIVETED TO THE EQUIPMENT DOOR. SILICONE MUST BE USED TO AVOID CORROSION.
 4. IF REMOVAL OF EXISTING CAMLOCK AND MANUAL TRANSFER SWITCH IS NEEDED CONTRACTOR TO DISCONNECT AND REMOVE ALL ASSOCIATED WIRING. CAMLOCK WIRING PENETRATION THROUGH SHELTER WALL TO BE FILLED AND SEALED WITH SILICONE OR SEALED OFF WITH PVC CAP.



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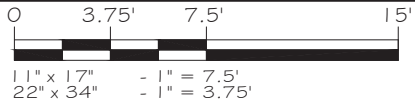


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1	10/28/21	FINAL CDS
0	9/23/21	FINAL CDS

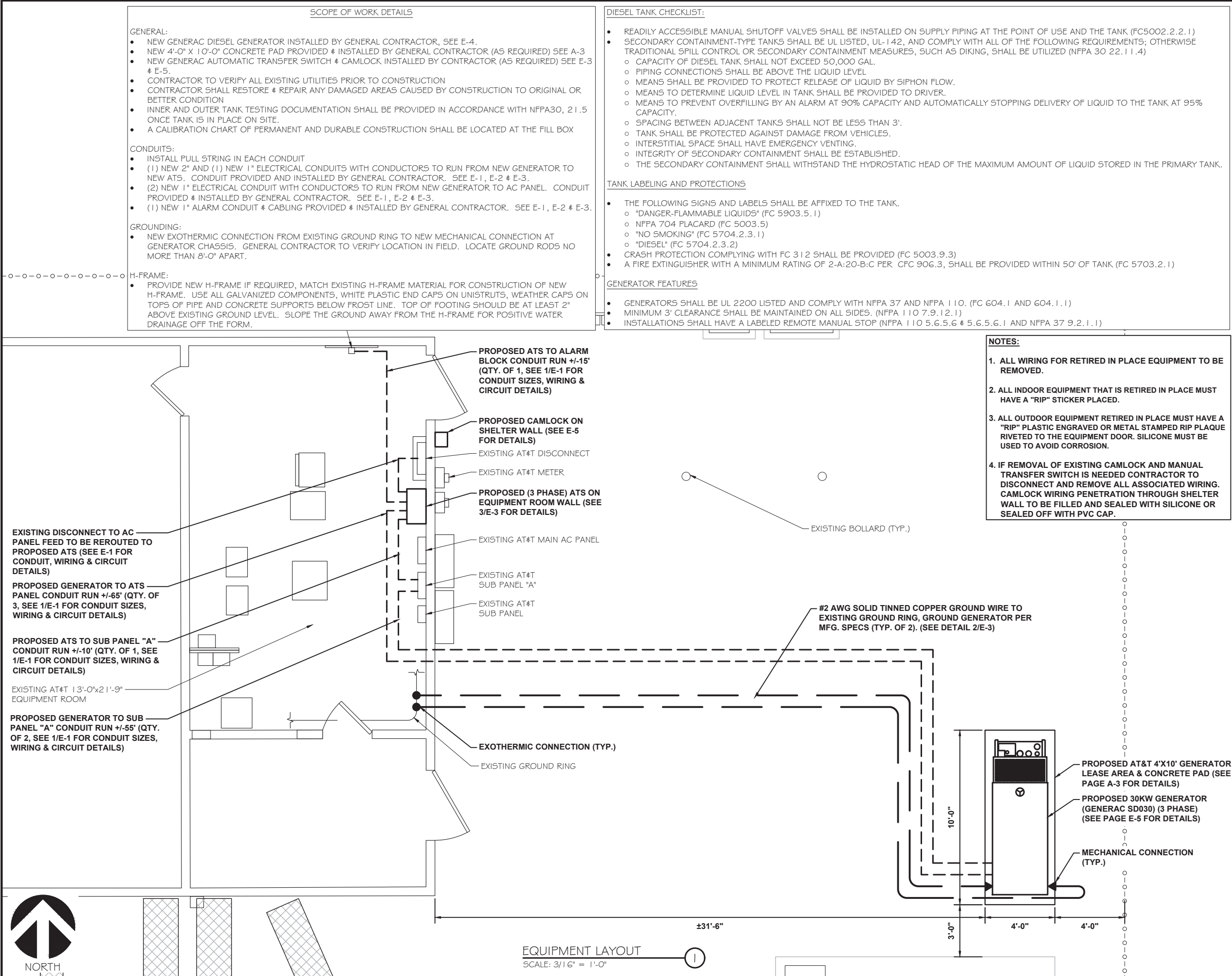
MARK	DATE	DESCRIPTION
ISSUE	FINAL	DATE ISSUED 11/04/2021

PROJECT TITLE:
BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:
SITE PLAN



SHEET NUMBER	A-2	120
PROJECT NUMBER	51284	



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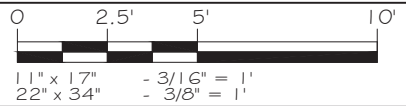
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0	9/23/21	FINAL CDs

MARK	DATE	DESCRIPTION
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PROJECT TITLE:
BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

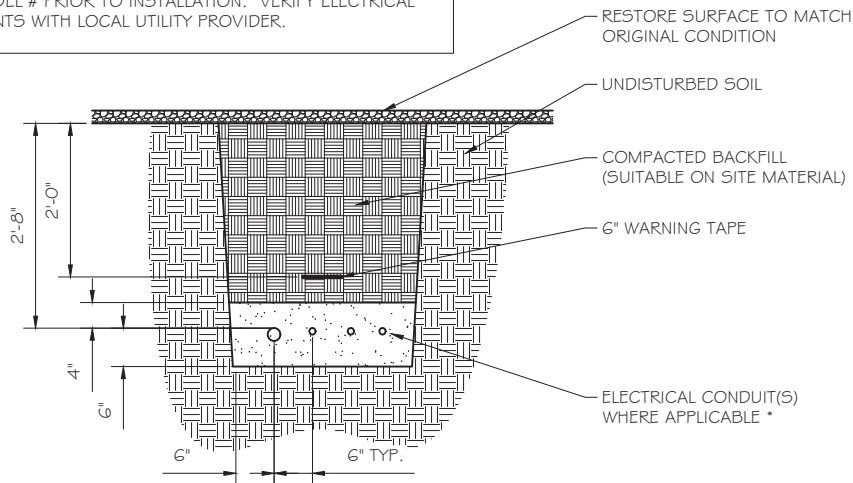
SHEET TITLE:
EQUIPMENT LAYOUT



SHEET NUMBER	A-3	121
PROJECT NUMBER	51284	

NOTE:

VERIFY WIRE AND CONDUIT QUANTITY & SIZES WITH GENERATOR
MAKE & MODEL # PRIOR TO INSTALLATION. VERIFY ELECTRICAL
REQUIREMENTS WITH LOCAL UTILITY PROVIDER



* SEPARATION DIMENSION TO BE VERIFIED WITH LOCAL UTILITY COMPANY REQUIREMENTS

NOTES:

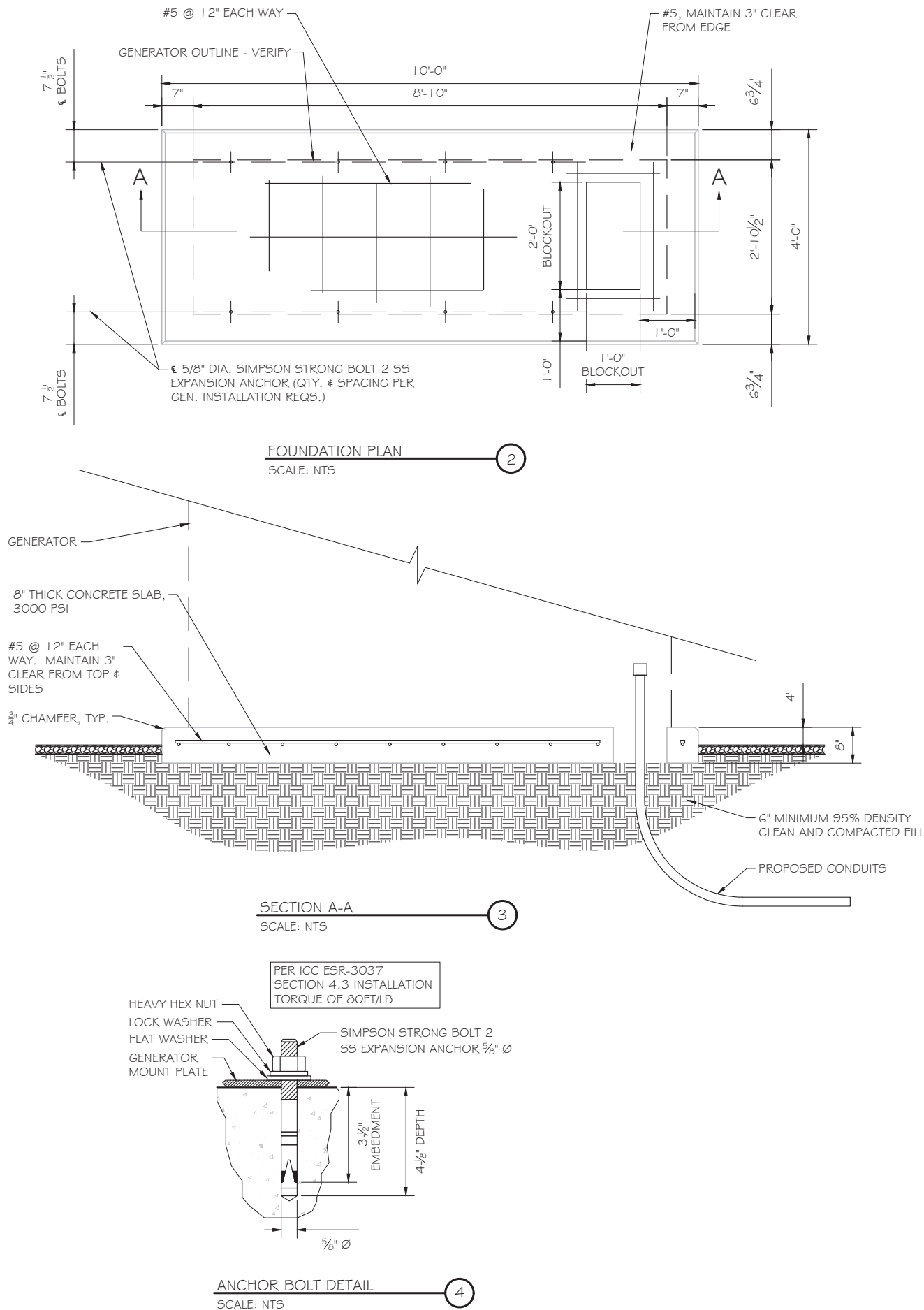
1. PROVIDE PVC CONDUIT BELOW GRADE EXCEPT AS NOTED BELOW.
2. PROVIDE RGS CONDUIT AND ELBOWS AT STUB UP LOCATIONS (I.E. SERVICE POLE, BTS EQUIPMENT, ETC.)
3. INSTALL UTILITY PULL BOXES PER NEC

UTILITY CONDUIT TRENCH

SCALE: NTS

STRUCTURAL GENERAL NOTES

- 1.0 GENERAL CONDITIONS
- 1.1 DESIGN & CONSTRUCTION OF ALL WORK SHALL CONFORM TO LOCAL BUILDING CODES, ACI 318-11. IN CASE OF CONFLICT BETWEEN THE CODES, STANDARDS, REGULATIONS, SPECIFICATIONS, GENERAL NOTES AND/OR MANUFACTURER'S REQUIREMENTS, USE THE MOST STRINGENT PROVISIONS.
- 1.2 IT IS THE EXPRESS INTENT OF PARTIES INVOLVED IN THIS PROJECT THAT THE CONTRACTOR OR SUBCONTRACTOR OR INDEPENDENT CONTRACTOR OR THE RESPECTIVE EMPLOYEES SHALL EXCULPATE THE ARCHITECT, THE ENGINEER, TECH. CONSTRUCTION MANAGER, THE OWNER, & THEIR AGENTS FROM ANY LIABILITY WHATSOEVER & HOLD THEM HARMLESS AGAINST LOSS, DAMAGES, LIABILITY OR ANY EXPENSE ARISING IN ANY MATTER FROM THE WRONGFUL OR NEGLIGENT ACT, OR FAILURE TO CARRY METHODS, TECHNIQUES OR PROCEDURES OR FAILURE TO CONFORM TO THE STATE SCAFFOLDING ACT IN CONNECTIONS WITH THE WORK.
- 1.3 DO NOT SCALE DRAWINGS
- 1.4 VERIFY ALL EQUIPMENT MOUNTING DIMENSIONS PER MANUFACTURER DRAWINGS
- 1.5 DESIGN LOADS ARE (GENERAL):
- | | |
|----------------------------------|--------------------------|
| LIVE LOAD | : 100 PSF |
| EQUIPMENT SIZE | : 89.1" H, 106" W, 38" D |
| WEIGHT WITH WOODEN SHIPPING SKID | |
| ENCLOSED GENERATOR | : 3106 LBS |
- 2.0 FOR DESIGN & ANALYSIS OF THE FOUNDATION, THE MINIMUM NET SOIL BEARING CAPACITY SHALL BE ASSUMED TO BE 2000 PSF.
- 3.0 CONCRETE
- 3.1 MEET OR EXCEED THE FOLLOWING CODES & STANDARDS:
- | | |
|-----------------|--|
| DESIGN | : ACI 318-11 |
| CONSTRUCTION | : ACI 301 |
| DETAILING | : CRSI MANUAL OF STANDARD PRACTICE |
| REINF. STEEL | : ASTM A 615 GRADE 60, DEFORMED |
| MIXING | : ASTM C 94. READY MIX CONCRETE |
| AIR ENTRAINMENT | : ACI 318 AND ASTM C-260 |
| AGGREGATE | : ASTM C 33 AND C 330 (FOR LIGHT WEIGHT) |
- 3.2 CONCRETE STRENGTH AT 28 DAYS SHALL BE 3000 PSI MINIMUM
- 3.3 DO NOT FIELD BEND OR WELD TO GRADE 60 REINFORCED STEEL
- 3.4 PROVIDE AIR ENTRAINMENT CONCRETE WITH AIR CONTENT OF 5 TO 7% FOR ALL CONCRETE EXPOSED TO EARTH OR WEATHER.
- 3.5 MAXIMUM AGGREGATE SIZE: 3/4"
- 3.6 DO NOT USE IN ADMIXTURE, WATER OR OTHER CONSTITUENTS OF CONCRETE WHICH HAS CALCIUM CHLORIDE.
- 3.7 MINIMUM COVER FOR REINFORCING STEEL SHALL BE AS SHOWN ON PLAN.
- 4.0 FOUNDATION & EXCAVATION NOTES
- 4.1 SLAB SHALL BE CONSTRUCTED UPON UNDISTURBED, NATURAL SUBGRADE OR COMPACTED GRANULAR FILL WITH AN ASSUMED MINIMUM NET ALLOWABLE BEARING CAPACITY OF 1800 PSF.
- 4.2 ALL ORGANIC AND/OR OTHER UNSUITABLE MATERIAL SHALL BE REMOVED FROM FOUNDATION & SLAB SUBGRADE & BACKFILL AREAS & THEN BACKFILLED WITH ACCEPTABLE GRANULAR FILL COMPACTED TO 95% OF MAXIMUM DENSITY AT OPTIMUM MOISTURE CONTENT (ASTM D 1557).
- 4.3 THE CONTRACTOR SHALL PROVIDE ALL NECESSARY MEASURES TO PREVENT ANY WATER, FROST, OR ICE FROM PENETRATING ANY FOOTING OR STRUCTURAL SUBGRADE BEFORE & AFTER PLACING OF CONCRETE, AND UNTIL SUCH CONCRETE HAS FULLY CURED.



FOUNDATION PLAN

SCALE: NTS

SECTION A-A

SCALE: NTS

ANCHOR BOLT DETAIL

SCALE: NTS



TILLMAN 
ENERGY HOLDINGS



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RAMAKER
employee-owned
(608) 643-4100 www.ramaker.com

Certification & Seal

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2	11/4/21	FINAL CDS
1	10/28/21	FINAL CDS
0	9/23/21	FINAL CDS

MARK	DATE	DESCRIPTION
ISSUE PHASE	FINAL	DATE ISSUED 11/04/202

PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

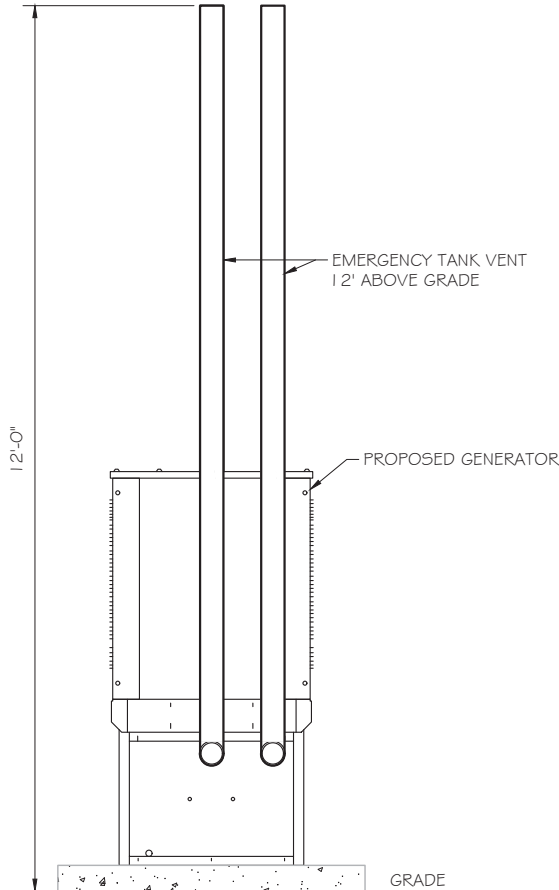
SHEET TITLE:

FOUNDATION DETAILS

SCALE: NONE

SHEET NUMBER A-4 1

PROJECT NUMBER 51284



GENERATOR ELEVATION
SCALE: N.T.S

1



3305 MN-60
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OFFICE: (507) 334-2268



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1	10/28/21	FINAL CDs
0	9/23/21	FINAL CDs

MARK	DATE	DESCRIPTION
ISSUE	DATE	DATE
PHASE	FINAL	ISSUED 11/04/2021

PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

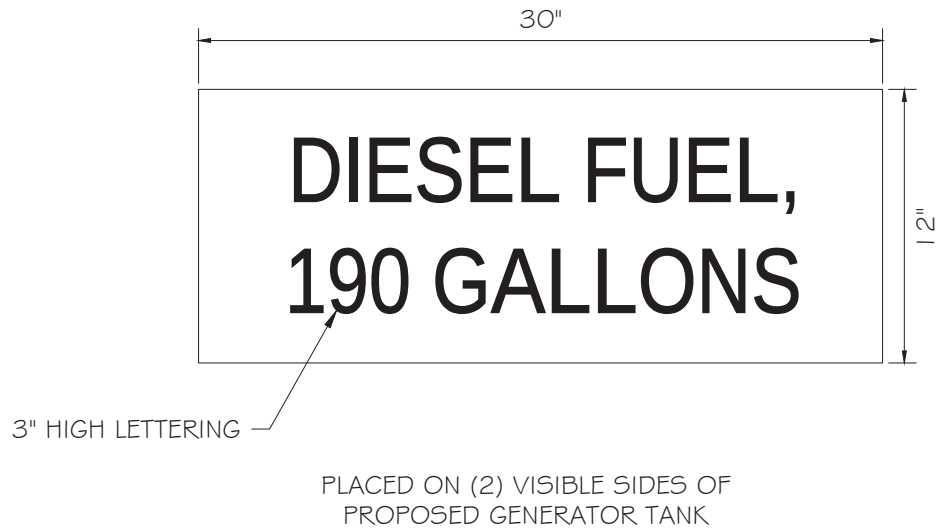
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:

SITE DETAILS

SCALE: NONE

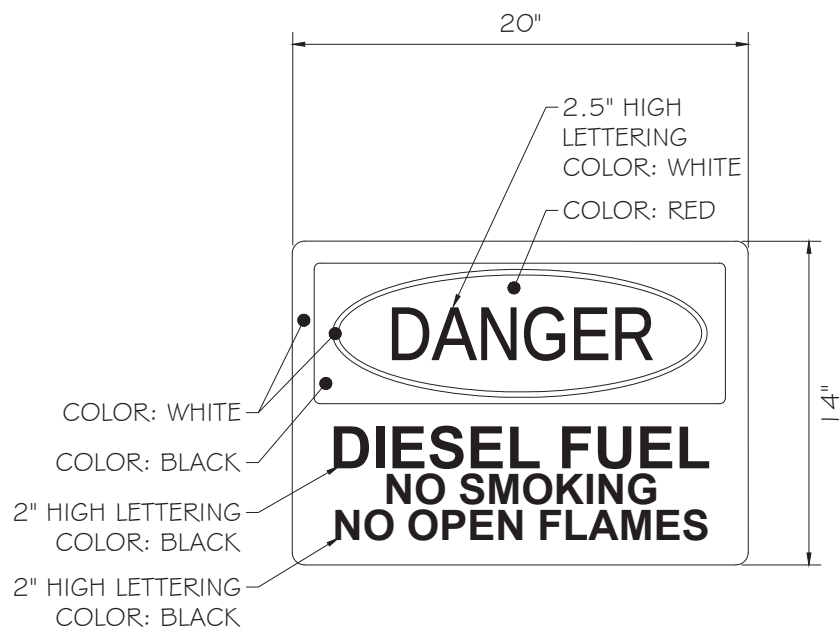
SHEET NUMBER
A-5

PROJECT NUMBER
51284



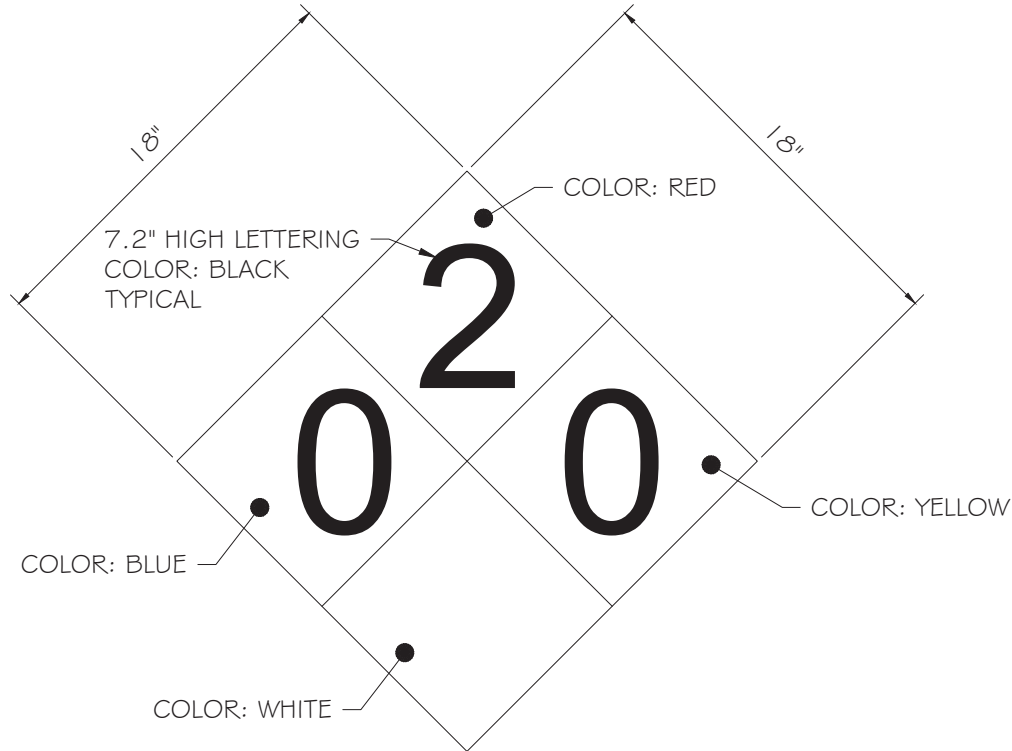
FUEL SIGN DETAIL
SCALE: NTS

1



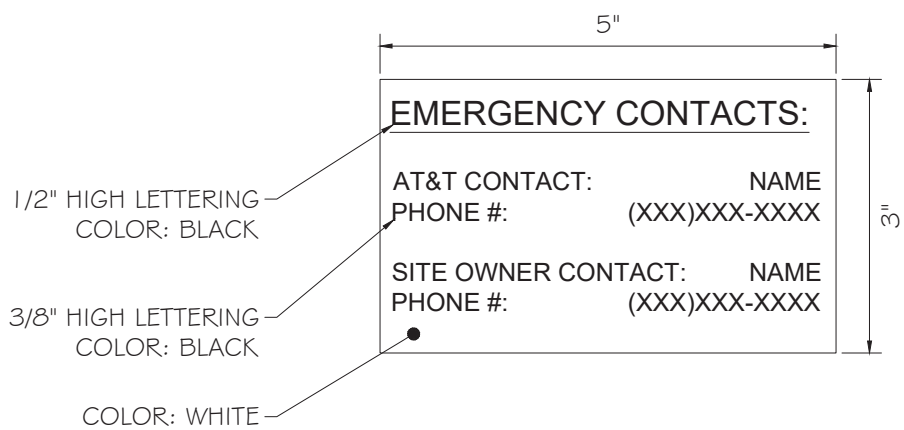
NO SMOKING / NO OPEN FLAMES DETAIL
SCALE: NTS

3



NFPA 704 DIESEL FUEL SIGN DETAIL
SCALE: NTS

2



EMERGENCY CONTACT SIGN DETAIL
SCALE: NTS

4



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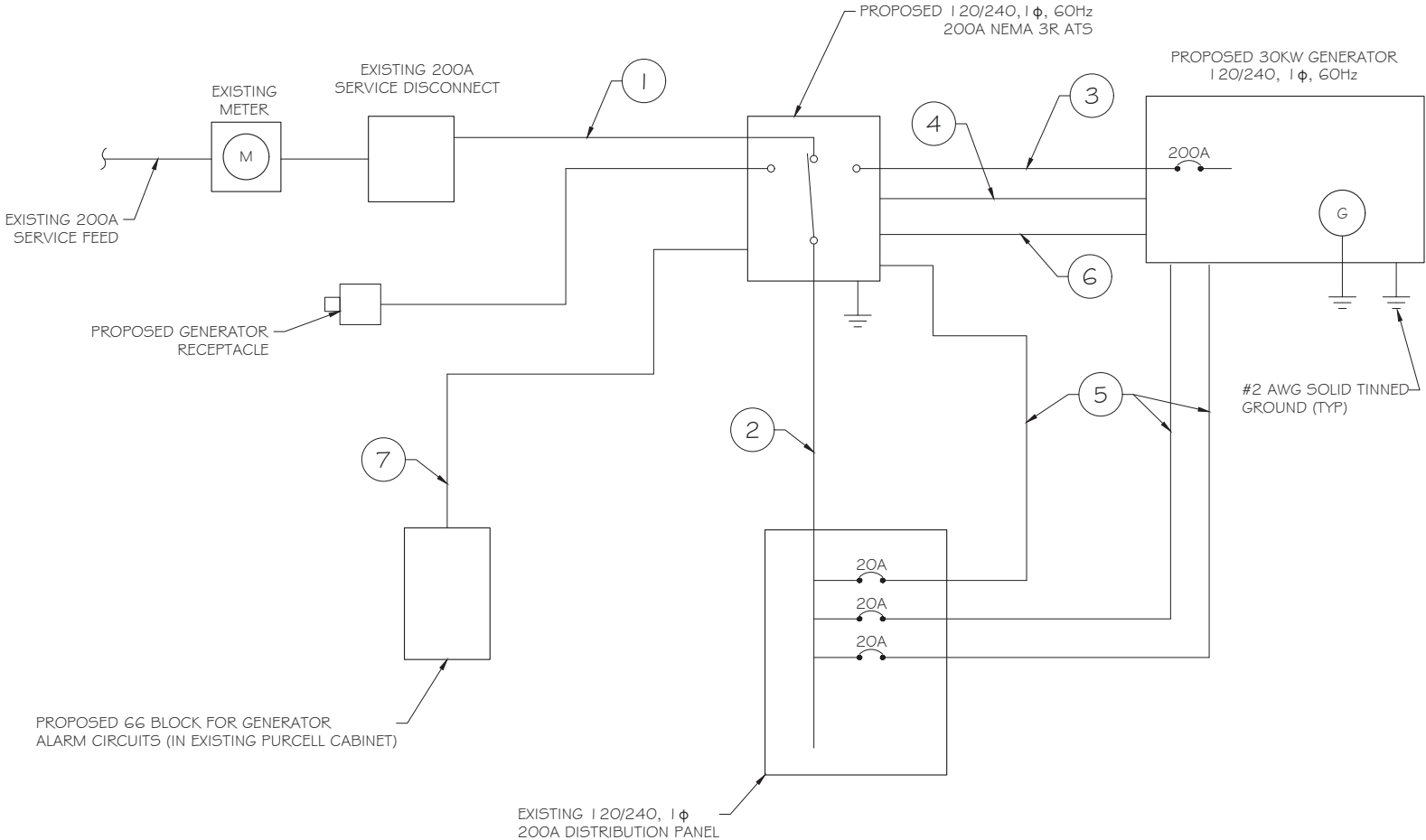
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0	9/23/21	FINAL CDS
MARK	DATE	DESCRIPTION
ISSUE	DATE	DATE
PHASE	FINAL	ISSUED 11/04/2021
PROJECT TITLE:		
BOTHELL 2		
FA ID # 10013206		
PROJECT INFORMATION:		
22600 4TH AVENUE		
WEST BOTHELL, WASHINGTON 98021		
SHEET TITLE:		
SIGNAGE DETAILS		
SCALE: NONE		
SHEET NUMBER		
A-6		
PROJECT NUMBER		
51284		

DIAGRAM CIRCUIT SCHEDULE						
NO.	FROM	TO	WIRES	GROUND	CONDUIT SIZE	FUNCTION
1	NORMAL POWER SOURCE	AUTOMATIC TRANSFER SWITCH	(3) 3/0	(1) #4	2"	NORMAL POWER FEEDER TO ATS (CUT BACK EXISTING)
2	AUTOMATIC TRANSFER SWITCH	LOAD CENTER	(3) 3/0	(1) #4	2"	POWER FEEDER FROM ATS TO PANEL
3	GENERATOR	AUTOMATIC TRANSFER SWITCH	(3) 3/0	(1) #4	2"	EMERGENCY POWER FEEDER TO ATS
4	AUTOMATIC TRANSFER SWITCH	GENERATOR	(2) #10	(1) #10	1"	START CIRCUIT
5	LOAD CENTER (DISTRIBUTION CENTER)	GENERATOR, ATS	(2) #12 (2) #12 (2) #12	(1) #12 (1) #12 (1) #12	1" 1" 1"	CIRCUIT FOR GENERATOR BLOCK HEATER & BATTERY HEATER CIRCUIT FOR BATTERY CHARGER CIRCUIT FOR ATS
6	GENERATOR	AUTOMATIC TRANSFER SWITCH	12-PAIR 24 AWG OR 2EA 6-PAIR CAT5	N/A	1"	ALARM CABLES (1) 12 PAIR 24 AWG. PROVIDE 24" OF SLACK CABLE. FINAL PUNCH DOWN IS BY AT&T TECH. LABEL ALL WIRES
7	AUTOMATIC TRANSFER SWITCH	ALARM BLOCK	12-PAIR 24 AWG OR 2EA 6-PAIR CAT5	N/A	1"	ALARM CABLES (1) 12 PAIR 24 AWG (RUN TO PURCELL CABINET & INTO ALARM BOX). PROVIDE 24" OF SLACK CABLE. FINAL PUNCH DOWN IS BY AT&T TECH. LABEL ALL WIRES

CIRCUIT DETAIL
SCALE: NTS

ALARM WIRE IDENTIFICATION CHART	
WIRE	ALARM
BROWN BROWN / WHITE	GENERATOR RUNNING
GREEN GREEN / WHITE	CRITICAL FAULT
BLUE BLUE / WHITE	MINOR FAULT
ORANGE ORANGE / WHITE	LOW FUEL
BROWN * BROWN / WHITE *	FUEL LEAK
*CAT5 CABLE ONLY, FROM 2ND CAT5 CABLE	

ALARM WIRING IDENTIFICATION CHART
SCALE: NTS



PROPOSED WIRING DIAGRAM
SCALE: NTS



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PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

SHEET TITLE:

WIRING DETAILS

SCALE: NONE

SHEET NUMBER	E-1
PROJECT NUMBER	51284

Breaker Position	Breaker Type	On/Off	GFCI?	SIZE (Amps)	CIRCUIT ASSIGNMENT LABEL	Breaker Position	Breaker Type	On/Off	GFCI?	SIZE (Amps)	CIRCUIT ASSIGNMENT LABEL
1	DUAL	ON	NO	20	INDOOR UNIT #1	2	DUAL	ON	NO	20	INDOOR UNIT #2
3						4					
5	SINGLE	ON	NO	20	UNKNOWN	6	DUAL	ON	NO	40	OUTSIDE UNIT #2
7	SINGLE	ON	NO	20	OUTLETS #4	8					
9	SINGLE	ON	NO	20	UNKNOWN	10	DUAL	ON	NO	40	OUTSIDE UNIT #1
11	SINGLE	ON	NO	20	UNKNOWN	12					
13	SINGLE	ON	NO	20	CENA TEMP POWER	14	SINGLE	ON		20	ATS
15	SINGLE	OFF	NO	20	UNKNOWN	16	SINGLE	ON		20	BLOCK HEATER
17	SINGLE	OFF	NO	20	UNKNOWN	18	SINGLE	ON		20	BATTERY CHARGER
19	SINGLE	ON	NO	20	FA	20					
21	SINGLE	ON	NO	20	MAINT RADIO	22	TRIPLE	OFF	NO	60	UNKNOWN
23	SINGLE	ON	NO	20	UNKNOWN	24					
25	SINGLE	ON	NO	20	UNKNOWN	26	SINGLE	OFF	NO	20	UNKNOWN
27	SINGLE				EMPTY	28	SINGLE	ON	NO	30	UNKNOWN
29	SINGLE				EMPTY	30	SINGLE	ON	NO	20	UNKNOWN

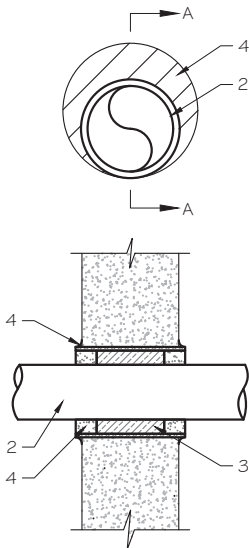
PROPOSED 20A BREAKERS FOR ATS, BLOCK HEATER
AND BATTERY CHARGER ON NEW AT&T GENERATOR

PROPOSED SUBPANEL SCHEDULE

SCALE: NTS

NOTE:
CONTRACTOR TO LABEL WIRES WITH P-TOUCH OR
SIMILAR LABELS ONLY. ABSOLUTELY NO
HANDWRITTEN LABELS.

*CONTRACTOR TO UTILIZE NEXT AVAILABLE IN
SEQUENCE SINGLE BREAKER POSITION FOR
GENERATOR, BATTERY CHARGER, BATTERY HEATER
AND BLOCK HEATER



- NOTE:
- IF EXISTING CONSTRUCTION VARIES FROM THIS DETAIL, AN EQUAL 3-HR U.L. PENETRATION APPROPRIATE FOR THE EXISTING WALL TYPE SHALL BE CONSTRUCTED
 - GC SHALL USE NON-SHRINKING CAULK TO WEATHERSEAL ALL PENETRATIONS INTO OR THRU SHELTER WALL.

U.L. SYSTEM NO. C-AJ-1150
CONDUIT THROUGH BEARING WALL SIMILAR TO U.L. DESIGN NO. U902
F RATING = 3 HR
T RATING = 0 HR

- FLOOR OR WALL ASSEMBLY : MINIMUM 4- 1/2" THICK REINFORCED LIGHTWEIGHT OR NORMAL WEIGHT (100-150 PCF) CONCRETE. WALL MAY ALSO BE CONSTRUCTED OF ANY UL CLASSIFIED CONCRETE BLOCKS*. MAX DIAMETER OF OPENING IS 4". SEE CONCRETE BLOCKS 9CAT2) CATEGORY IN THE FIRE RESISTANCE DIRECTORY FOR NAMES OF MANUFACTURERS.
- THROUGH PENETRATIONS : ONE METALLIC PIPE OR CONDUIT TO BE RIGIDLY SUPPORTED ON BOTH SIDES OF FLOOR OR WALL ASSEMBLY. THE ANNULAR SPACE SHALL BE MINIMUM 0". (POINT CONTACT) TO MAXIMUM 1-3/8". THE FOLLOWING TYPES AND SIZES OF METALLIC PIPES OR CONDUITS MAY BE USED:
A. STEEL PIPE-NOMINAL 6" DIAMETER (OR SMALLER) SCHEDULE 40 (OR HEAVIER) STEEL PIPE.
B. IRON PIPE-NOMINAL 6" DIAMETER (OR SMALLER) CAST OR DUCTILE IRON PIPE.
C. CONDUIT - NOMINAL 4" DIAMETER (OR SMALLER) STEEL ELECTRICAL METALLIC TUBING OR NOMINAL 3-1/2" DIAMETER (OR SMALLER) STEEL CONDUIT.
- PACKING MATERIAL: MINIMUM 6" THICKNESS OF MIN 4.0 PCF MINERAL WOOL BATTING INSULATION FIRMLY PACKED INTO OPENING AS A PERMANENT FORM. PACKING MATERIAL TO BE RECESSED FROM TOP SURFACE OF FLOOR OR FROM BOTH SURFACES OF WALL AS REQUIRED TO ACCOMMODATE THE REQUIRED THICKNESS OF FILL MATERIAL.
- FILL, VOID, OR CAVITY MATERIAL*: SEALANT: MINIMUM 1/4" THICKNESS OF FILL MATERIAL APPLIED WITHIN THE ANNULUS, FLUSH WITH TOP SURFACE OF FLOOR AND WITH BOTH SURFACES OF WALL. AT THE POINT CONTACT LOCATION BETWEEN PIPE AND CONCRETE, A MINIMUM 1/2" DIAMETER BEAD OF FILL MATERIAL SHALL BE APPLIED AT THE CONCRETE/PIPE INTERFACE ON THE TOP SURFACE OF FLOOR AND ON BOTH SURFACES OF WALL. W RATING APPLIES ONLY WHEN CP6015 OR CP604 SEALANT IS USED.

HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC. : CP6015, CP604, CP606, OR FS-ONE SEALANT.

* BEARING THE UL CLASSIFICATION MARK

OUTER WALL PENETRATION DETAIL (IF APPLICABLE)

SCALE: NTS

Type GR
CABLE TAP TO
TOP OF
GROUND ROD

Type GT
THROUGH CABLE
TO TOP OF
GROUND ROD.

Type GY
THROUGH CABLE
TO SIDE OF
GROUND ROD

Type HS
HORIZONTAL CABLE
TAP TO
HORIZONTAL STEEL
SURFACE OR PIPE.
CABLE OFF
SURFACE.

Type TA
TEE OF
HORIZONTAL RUN
AND TAP
CABLES.

Type VN
HORIZONTAL
CABLE TAP TO
VERTICAL STEEL
SURFACE OR
THE SIDE OF
HORIZONTAL PIPE

Type VS
CABLE TAP DOWN
AT 45° TO
VERTICAL STEEL
SURFACE OR SIDE
OF HORIZONTAL
OR VERTICAL PIPE.

Type VV
THROUGH
VERTICAL CABLE
TO
VERTICAL STEEL
SURFACE OR TO
THE SIDE OF
EITHER
HORIZONTAL OR
VERTICAL PIPE

Type GR
CABLE TAP
TO TOP OF
GROUND ROD

CADWELD DETAILS

SCALE: NTS



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OFFICE: (507) 334-2268



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MARK	DATE	DESCRIPTION
ISSUE	FINAL	DATE ISSUED 11/04/2021
PHASE		

PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:
PANEL & PENETRATION DETAILS

SCALE: NONE

SHEET NUMBER	E-2	126
PROJECT NUMBER	51284	

1

CONDUIT (TYP)

2

BUTTERFLY CLAMP AS REQUIRED

3

EXISTING WALL/CEILING

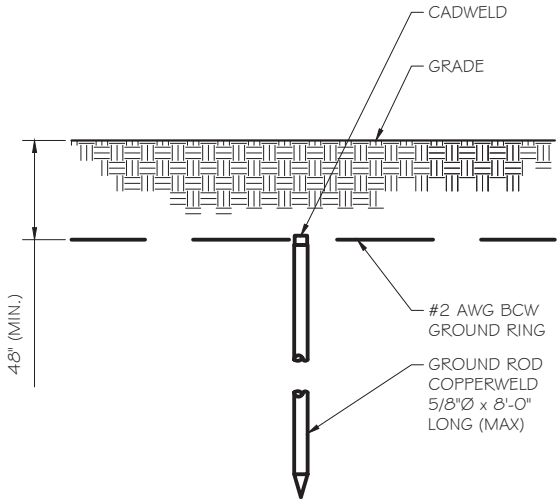
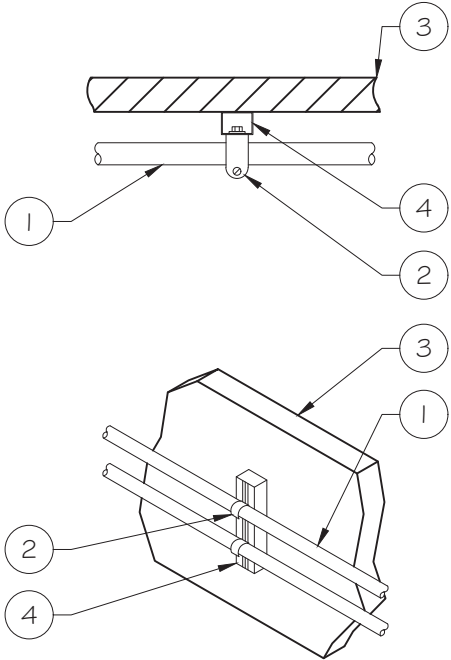
4

VERTICAL "UNISTRUT" P1000 "T" SERIES
LENGTH BASED ON NUMBER OF
CONDUIT TO BE MOUNTED

WALL CONSTRUCTION TYPE	USE
HOLLOW	3/8" DIA. TOGGLE BOLT
HOLLOW, AT STUD	3/8" DIA. LAG SCREW
CONCRETE BLOCK (HOLLOW)	3/8" DIA. HILTI HY-20 WITH SCREEN, MINIMUM EMBEDMENT 2-1/2"
CONCRETE (SOLID)	3/8" DIA. HILTI HY-150 WITH SCREEN, MINIMUM EMBEDMENT 2-1/2"

NOTE: USE GALVANIZED OR STAINLESS STEEL HARDWARE FOR
WALL MOUNT & CONNECTIONS OF CHANNELS SPACE UNITS @
5'-0" O.C. LENGTH OF RUN

CONDUIT WALL MOUNT
SCALE: NTS

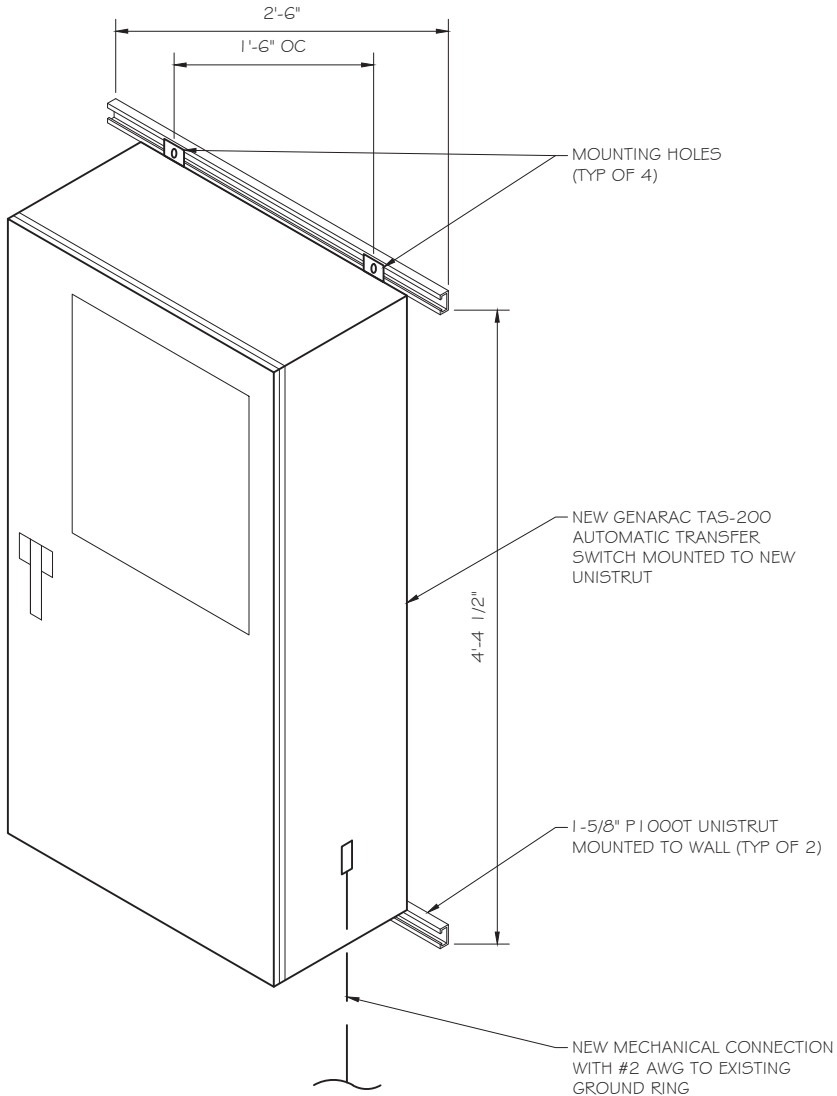


- NOTE:
- GROUND RODS MAY BE:
 - COPPER CLAD STEEL
 - SOLID COPPER
 - GROUND RODS SHALL HAVE A MAXIMUM SPACING TWICE THE LENGTH OF ROD
 - SEE RESISTIVITY REPORT FOR VERIFICATION AS AVAILABLE
 - A LARGER CONDUCTOR SHALL BE REQUIRED IN AREAS HIGHLY PRONE TO LIGHTNING AND/OR AREAS WITH HIGHLY ACIDIC SOIL
 - GROUND RODS INSTALLED WITHIN CLOSE PROXIMITY TO TOWER OR WHEN SOIL IS AT OR BELOW 2,000 OHM-CM, SHALL BE GALVANIZED TO PREVENT GALVANIC CORROSION OF TOWER, (SEE ANSI/TIA-EIA-222-G)
 - PROVIDE (1) GROUND LEAD TO EACH SIDE OF THE GENERATOR

GROUND ROD DETAIL
SCALE: NTS

WALL CONSTRUCTION TYPE	USE
HOLLOW	3/8" DIA. TOGGLE BOLT
HOLLOW, AT STUD	3/8" DIA. LAG SCREW
CONCRETE BLOCK (HOLLOW)	7/16" DIA. HILTI HY-20 WITH SCREEN MINIMUM EMBEDMENT 2-1/2"
CONCRETE (SOLID)	7/16" DIA. HILTI HY-150 WITH SCREEN MINIMUM EMBEDMENT 2-1/2"

- NOTE:
- USE GALVANIZED OR STAINLESS STEEL HARDWARE FOR WALL MOUNT AND CONNECTION OF CHANNELS
 - GC SHALL USE NON-SHRINKING CAULK TO WEATHER SEAL ALL PENETRATIONS INTO OR THROUGH SHELTER WALL



GENERAC ATS MOUNTING DETAIL
SCALE: NTS



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PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

SHEET TITLE:
ATS, CONDUIT & GROUND ROD DETAILS

SCALE: NONE

SHEET NUMBER	E-3	127
PROJECT NUMBER	51284	

SD030 | 2.2L | 30 kW
INDUSTRIAL DIESEL GENERATOR SET
EPA Certified Stationary Emergency



Standby Power Rating
30 kW, 38 kVA, 60 Hz

Prime Power Rating*
27 kW, 34 kVA, 60 Hz



*EPA Certified Prime ratings are not available in the US or its Territories

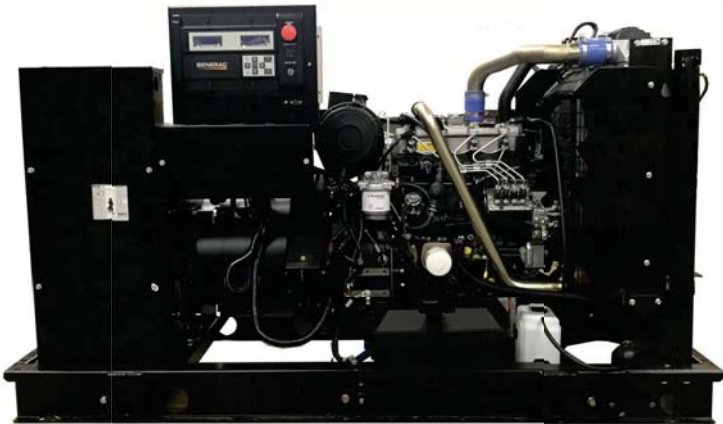


Image used for illustration purposes only

Codes and Standards

Not all codes and standards apply to all configurations. Contact factory for details.

	UL2200, UL508, UL489, UL142
	CSA C22.2
	BS5514 and DIN 6271
	SAE J1349
	NFPA 37, 70, 99, 110
	NEC700, 701, 702, 708
	ISO 3046, 7637, 8528, 9001
	NEMA ICS10, MG1, 250, ICS6, AB1
	ANSI C62.41

Powering Ahead

For over 50 years, Generac has provided innovative design and superior manufacturing.

Generac ensures superior quality by designing and manufacturing most of its generator components, including alternators, enclosures and base tanks, control systems and communications software.

Generac gensets utilize a wide variety of options, configurations and arrangements, allowing us to meet the standby power needs of practically every application.

Generac searched globally to ensure the most reliable engines power our generators. We choose only engines that have already been proven in heavy-duty industrial applications under adverse conditions.

Generac is committed to ensuring our customers' service support continues after their generator purchase.

NOTE:
TANK MAXIMUM OF 200 GALLONS
(190 GALLONS USABLE CAPACITY)

SD030 | 2.2L | 30 kW
INDUSTRIAL DIESEL GENERATOR SET
EPA Certified Stationary Emergency



STANDARD FEATURES

ENGINE SYSTEM

- Oil Drain Extension
- Air Cleaner
- Fan Guard
- Stainless Steel Flexible Exhaust Connection
- Factory Filled Oil and Coolant
- Radiator Duct Adapter (Open Set Only)
- Critical Silencer (Enclosed Unit Only)
- Engine Coolant Heater

Fuel System

- Fuel Lockoff Solenoid
- Primary Fuel Filter

Cooling System

- Closed Coolant Recovery System
- UV/Ozone Resistant Hoses
- Factory-Installed Radiator
- Radiator Drain Extension
- 50/50 Ethylene Glycol Antifreeze

Electrical System

- Battery Charging Alternator
- Battery Cables
- Battery Tray
- Rubber-Booted Engine Electrical Connections
- Solenoid Activated Starter Motor

ALTERNATOR SYSTEM

- UL2200 GENprotect™
- Class H Insulation Material
- 2/3 Pitch
- Skewed Stator
- Brushless Excitation
- Sealed Bearing
- Rotor Dynamically Spin Balanced
- Amortisseur Winding (3-Phase Only)
- Full Load Capacity Alternator
- Protective Thermal Switch

GENERATOR SET

- Internal Genset Vibration Isolation
- Separation of Circuits - High/Low Voltage
- Separation of Circuits - Multiple Breakers
- Wrapped Exhaust Piping
- Standard Factory Testing
- 2 Year Limited Warranty (Standby Rated Units)
- 1 Year Limited Warranty (Prime Rated Units)
- Silencer Mounted in the Discharge Hood (Enclosed Unit Only)

ENCLOSURE (If Selected)

- Rust-Proof Fasteners with Nylon Washers to Protect Finish
- High Performance Sound-Absorbing Material (Sound Attenuation Enclosures)
- Gasketed Doors
- Stamped Air-Intake Louvers
- Upward Facing Discharge Hoods (Radiator and Exhaust)
- Stainless Steel Lift Off Door Hinges
- Stainless Steel Lockable Handles
- RhinoCoat™ - Textured Polyester Powder Coat Paint

FUEL TANKS (If Selected)

- UL 142/ULC S601
- Double Wall
- Normal and Emergency Vents
- Sloped Top
- Sloped Bottom
- Factory Pressure Tested
- Rupture Basin Alarm
- Fuel Level
- Check Valve In Supply and Return Lines
- RhinoCoat™ - Textured Polyester Powder Coat Paint
- Stainless Steel Hardware

CONTROL SYSTEM



Digital H Control Panel- Dual 4x20 Display

Program Functions

- Programmable Crank Limiter
- 7-Day Programmable Exerciser
- Special Applications Programmable Logic Controller
- RS-232/485 Communications
- All Phase Sensing Digital Voltage Regulator
- 2-Wire Start Capability
- Date/Time Fault History (Event Log)
- Isochronous Governor Control
- Waterproof/Sealed Connectors

- Audible Alarms and Shutdowns
- Not in Auto (Flashing Light)
- Auto/Off/Manual Switch
- E-Stop (Red Mushroom-Type)
- NFPA110 Level I and II (Programmable)
- Customizable Alarms, Warnings, and Events
- Modbus® Protocol
- Predictive Maintenance Algorithm
- Sealed Boards
- Password Parameter Adjustment Protection
- Single Point Ground
- 16 Channel Remote Trending
- 0.2 msec High Speed Remote Trending
- Alarm Information Automatically Annunciated on the Display

Full System Status Display

- Power Output (kW)
- Power Factor
- kW Hours, Total, and Last Run
- Real/Reactive/Apparent Power
- All Phase AC Voltage
- All Phase Currents

Alarms and Warnings

- Oil Pressure
- Coolant Temperature
- Coolant Level
- Engine Speed
- Battery Voltage
- Alarms and Warnings Time and Date Stamped
- Snap Shots of Key Operation Parameters During Alarms and Warnings
- Alarms and Warnings Spelled Out (No Alarm Codes)

SPEC SHEET

1 of 6



3305 MN-60
FARIBAULT, MN 55021
OFFICE: (507) 334-2268



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PHASE		
PROJECT TITLE:		

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:
GENERAC 30KW GENERATOR SPEC.

SCALE: NONE

SHEET NUMBER	E-4	128
PROJECT NUMBER	51284	

SPEC SHEET

2 of 6

SD030 | 2.2L | 30 kW

INDUSTRIAL DIESEL GENERATOR SET

EPA Certified Stationary Emergency



CONFIGURABLE OPTIONS

ENGINE SYSTEM

- Oil Heater
- Critical Silencer (Open Set Only)
- Radiator Stone Guard
- Level 1 Fan and Belt Guards (Open Set Only)

FUEL SYSTEM

- NPT Flexible Fuel Line

ELECTRICAL SYSTEM

- 10A UL Listed Battery Charger
- Battery Warmer

ALTERNATOR SYSTEM

- Alternator Upsizing
- Anti-Condensation Heater
- Tropical Coating
- Permanent Magnet Excitation

GENERATOR SET

- Extended Factory Testing
- 8 Position Load Center
- Pad Vibration Isolation

ENGINEERED OPTIONS

ENGINE SYSTEM

- Coolant Heater Isolation Ball Valves
- Fluid Containment Pan

CONTROL SYSTEM

- Spare Inputs (x4) / Outputs (x4)
- Battery Disconnect Switch

CIRCUIT BREAKER OPTIONS

- Main Line Circuit Breaker
- 2nd Main Line Circuit Breaker
- Shunt Trip and Auxiliary Contact
- Electronic Trip Breakers

ENCLOSURE

- Weather Protected Enclosure
- Level 1 Sound Attenuation
- Level 2 Sound Attenuation
- Level 2 Sound Attenuation with Motorized Dampers
- Steel Enclosure
- Aluminum Enclosure
- Up to 200 MPH Wind Load Rating (Contact Factory for Availability)
- AC/DC Enclosure Lighting Kit
- Door Alarm Switch
- Enclosure Heater
- Damper Alarm Contacts

WARRANTY (Standby Gensets Only)

- 2 Year Extended Limited Warranty
- 5 Year Limited Warranty
- 5 Year Extended Limited Warranty
- 7 Year Extended Limited Warranty
- 10 Year Extended Limited Warranty

ALTERNATOR SYSTEM

- 3rd Breaker System

GENERATOR SET

- Special Testing

CONTROL SYSTEM

- NFPA 110 Compliant 21-Light Remote Annunciator
- Remote Relay Assembly (8 or 16)
- Oil Temperature Indication and Alarm
- Remote E-Stop (Break Glass-Type, Surface Mount)
- Remote E-Stop (Red Mushroom-Type, Surface Mount)
- Remote E-Stop (Red Mushroom-Type, Flush Mount)
- 100 dB Alarm Horn
- Ground Fault Annunciation
- 120V GFCI and 240V Outlets
- Remote Communication - Modem
- 10A Engine Run Relay

FUEL TANKS (Size On Last Page)

- 8 in (203.2 mm) Fill Extension
- 13 in (330.2 mm) Fill Extension
- 19 in (482.6 mm) Fill Extension
- Overfill Protection Valve
- 5 Gallon Spill Box Return Hose
- 5 Gallon Spill Box
- Tank Risers
- Fuel Level Switch and Alarm
- 12" Vent System
- Fire Rated Stainless Steel Fuel Hose

FUEL TANKS

- UL2085 Tank
- Stainless Steel Tanks
- Special Fuel Tanks
- Vent Extensions

SD030 | 2.2L | 30 kW

INDUSTRIAL DIESEL GENERATOR SET

EPA Certified Stationary Emergency



APPLICATION AND ENGINEERING DATA

ENGINE SPECIFICATIONS

General

Make	Perkins
EPA Emissions Compliance	Stationary Emergency
EPA Emissions Reference	See Emission Data Sheet
Cylinder #	4
Type	In-Line
Displacement - in ³ (L)	135 (2.22)
Bore - in (mm)	3.3 (84)
Stroke - in (mm)	3.9 (100)
Compression Ratio	23.3:1
Intake Air Method	Turbocharged
Cylinder Head	Cast Iron
Piston Type	Aluminum
Crankshaft Type	Forged Steel

Engine Governing

Governor	Electronic Isochronous
Frequency Regulation (Steady State)	±0.5%

Lubrication System

Oil Pump Type	Gear
Oil Filter Type	Full-Flow
Crankcase Capacity - qt (L)	11.2 (10.6)

Cooling System

Cooling System Type	Closed Recovery
Water Pump Type	Pre-Lubed, Self Sealing
Fan Type	Pusher
Fan Speed - RPM	1,980
Fan Diameter - in (mm)	18 (457)

Fuel System

Fuel Type	Ultra Low Sulfur Diesel Fuel #2
Fuel Specifications	ASTM
Fuel Filtering (Microns)	5
Fuel Inject Pump	Distribution Injection Pump
Fuel Pump Type	Engine Driven Gear
Injector Type	Mechanical
Fuel Supply Line - in (mm)	0.31 (7.9) ID
Fuel Return Line - in (mm)	0.2 (4.8) ID

Engine Electrical System

System Voltage	12 VDC
Battery Charger Alternator	Standard
Battery Size	See Battery Index 0161970SBY
Battery Voltage	12 VDC
Ground Polarity	Negative

ALTERNATOR SPECIFICATIONS

Standard Model	K0035124Y21
Poles	4
Field Type	Revolving
Insulation Class - Rotor	H
Insulation Class - Stator	H
Total Harmonic Distortion	<5% (3-Phase)
Telephone Interference Factor (TIF)	< 50

Standard Excitation	Brushless
Bearings	Single Sealed
Coupling	Direct via Flexible Disc
Load Capacity - Standby	100%
Prototype Short Circuit Test	Yes
Voltage Regulator Type	Digital
Number of Sensed Phases	All
Regulation Accuracy (Steady State)	±0.25%



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FARIBAULT, MN 55021
OFFICE: (507) 334-2268



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2	11/14/21	FINAL CDS
1	10/28/21	FINAL CDS
0	9/23/21	FINAL CDS

MARK	DATE	DESCRIPTION
ISSUE PHASE	FINAL	DATE ISSUED 11/04/2021

PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:
GENERAC 30KW GENERATOR SPEC.

SCALE: NONE

SHEET NUMBER	E-4.1
PROJECT NUMBER	51284

SPEC SHEET

3 of 6

SPEC SHEET

4 of 6

C:\Users\jack\AppData\Local\Temp\AcPublish_2280\10013206_BOTHELL2_GENERATOR ADD CDs 2.dwg Printed by: cjack on Nov 04, 2021 - 11:02am © Copyright 2021 - Ramaker & Associates, Inc. - All Rights Reserved DRAWN BY: CMJ CHECKED BY: JK

SD030 | 2.2L | 30 kW
INDUSTRIAL DIESEL GENERATOR SET
EPA Certified Stationary Emergency



OPERATING DATA

POWER RATINGS

Standby		
Single-Phase 120/240 VAC @1.0pf	30 kW	Amps: 125
Three-Phase 120/208 VAC @0.8pf	30 kW	Amps: 104
Three-Phase 120/240 VAC @0.8pf	30 kW	Amps: 90
Three-Phase 277/480 VAC @0.8pf	30 kW	Amps: 45
Three-Phase 346/600 VAC @0.8pf	30 kW	Amps: 36

MOTOR STARTING CAPABILITIES (skVA)

skVA vs. Voltage Dip			
277/480 VAC	30%	208/240 VAC	30%
K0035124Y21	61	K0035124Y21	46
K0040124Y21	76	K0040124Y21	58
K0050124Y21	98	K0050124Y21	75

FUEL CONSUMPTION RATES*

Fuel Pump Lift- ft (m)	Diesel - gph (Lph)	
	Percent Load	Standby
3 (1)	25%	1.0 (3.7)
	50%	1.4 (5.2)
	75%	2.0 (7.5)
Total Fuel Pump Flow (Combustion + Return) - gph (Lph)		100%
16.6 (63)		2.8 (10.5)

* Fuel supply installation must accommodate fuel consumption rates at 100% load.

COOLING

Standby		
Coolant Flow	gpm (Lpm)	14.9 (56.2)
Coolant System Capacity	gal (L)	2.5 (9.5)
Heat Rejection to Coolant	BTU/hr (kW)	128,638 (136)
Inlet Air	scfm (m³/hr)	2,800 (4,757)
Maximum Operating Ambient Temperature	°F (°C)	122 (50)
Maximum Operating Ambient Temperature (Before Derate)	See Bulletin No. 0199280SSD	
Maximum Radiator Backpressure	in H ₂ O (kPa)	0.5 (0.12)

COMBUSTION AIR REQUIREMENTS

Standby
Flow at Rated Power scfm (m³/min)
88 (2.5)

ENGINE

Standby		
Rated Engine Speed	RPM	1,800
Horsepower at Rated kW**	hp	49
Piston Speed	ft/min (m/min)	1,181 (360)
BMEP	psi (kPa)	159 (1,096)

EXHAUST

Standby		
Exhaust Flow (Rated Output)	scfm (m³/min)	296.6 (8.4)
Max. Allowable Backpressure (Post Turbocharger)	inHg (kPa)	1.5 (5.1)
Exhaust Temp (Rated Output)	°F (°C)	892 (478)

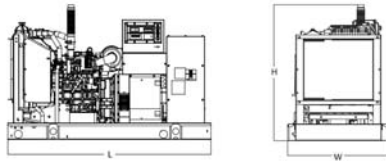
** Refer to "Emissions Data Sheet" for maximum bHP for EPA and SCAQMD permitting purposes.

Deration – Operational characteristics consider maximum ambient conditions. Derate factors may apply under atypical site conditions.
Please contact a Generac Power Systems Industrial Dealer for additional details. All performance ratings in accordance with ISO3046, BS5514, ISO8528, and DIN6271 standards.
Standby - See Bulletin 0187500SSB
Prime - See Bulletin 0187510SSB

SD030 | 2.2L | 30 kW
INDUSTRIAL DIESEL GENERATOR SET
EPA Certified Stationary Emergency

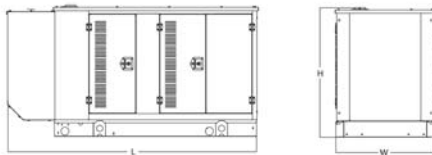


DIMENSIONS AND WEIGHTS*



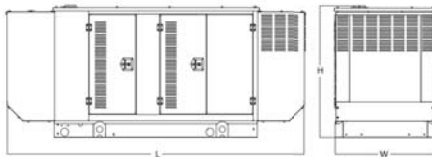
OPEN SET (Includes Exhaust Flex)

Run Time - Hours	Usable Capacity - Gal (L)	L x W x H - in (mm)	Weight - lbs (kg)
No Tank	-	76.0 (1,930) x 37.4 (950) x 44.8 (1,138)	1,641 (745)
19	54 (204)	76.0 (1,930) x 37.4 (950) x 57.8 (1,468)	2,121 (963)
47	132 (501)	76.0 (1,930) x 37.4 (950) x 69.8 (1,773)	2,351 (1,067)
75	211 (799)	76.0 (1,930) x 37.4 (950) x 81.8 (2,078)	2,560 (1,162)
107	300 (1,136)	92.9 (2,360) x 37.4 (950) x 81.8 (2,078)	2,623 (1,190)



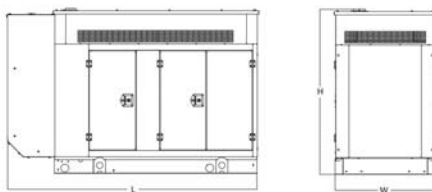
WEATHER PROTECTED ENCLOSURE

Run Time - Hours	Usable Capacity - Gal (L)	L x W x H - in (mm)	Weight - lbs (kg)	
			Steel	Aluminum
No Tank	-	94.8 (2,409) x 38.0 (965) x 49.5 (1,258)	372 (170)	241 (110)
19	54 (204)	94.8 (2,409) x 38.0 (965) x 62.5 (1,588)		
47	132 (501)	94.8 (2,409) x 38.0 (965) x 74.5 (1,893)		
75	211 (799)	94.8 (2,409) x 38.0 (965) x 86.5 (2,198)		
107	300 (1,136)	94.8 (2,409) x 38.0 (965) x 86.5 (2,198)		



LEVEL 1 ACOUSTIC ENCLOSURE

Run Time - Hours	Usable Capacity - Gal (L)	L x W x H - in (mm)	Weight - lbs (kg)	
			Steel	Aluminum
No Tank	-	112.5 (2,857) x 38.0 (965) x 49.5 (1,258)	505 (230)	338 (154)
19	54 (204)	112.5 (2,857) x 38.0 (965) x 62.5 (1,582)		
47	132 (501)	112.5 (2,857) x 38.0 (965) x 74.5 (1,893)		
75	211 (799)	112.5 (2,857) x 38.0 (965) x 86.5 (2,198)		
107	300 (1,136)	112.5 (2,857) x 38.0 (965) x 86.5 (2,198)		



LEVEL 2 ACOUSTIC ENCLOSURE

Run Time - Hours	Usable Capacity - Gal (L)	L x W x H - in (mm)	Weight - lbs (kg)	
			Steel	Aluminum
No Tank	-	94.8 (2,407) x 38.0 (965) x 61.1 (1,551)	510 (232)	341 (155)
19	54 (204)	94.8 (2,407) x 38.0 (965) x 74.1 (1,881)		
47	132 (501)	94.8 (2,407) x 38.0 (965) x 86.1 (2,186)		
75	211 (799)	94.8 (2,407) x 38.0 (965) x 98.1 (2,491)		
107	300 (1,136)	94.8 (2,407) x 38.0 (965) x 98.1 (2,491)		

* All measurements are approximate and for estimation purposes only. Specification characteristics may change without notice. Please contact a Generac Power Systems Industrial Dealer for detailed installation drawings.

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Part No. 10000024842
Rev. B 08/27/18



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1	10/28/21	FINAL CDS
0	9/23/21	FINAL CDS
MARK	DATE	DESCRIPTION
ISSUE	FINAL	DATE ISSUED 11/04/2021
PHASE	PROJECT TITLE:	

BOTHELL 2
FA ID # 10013206

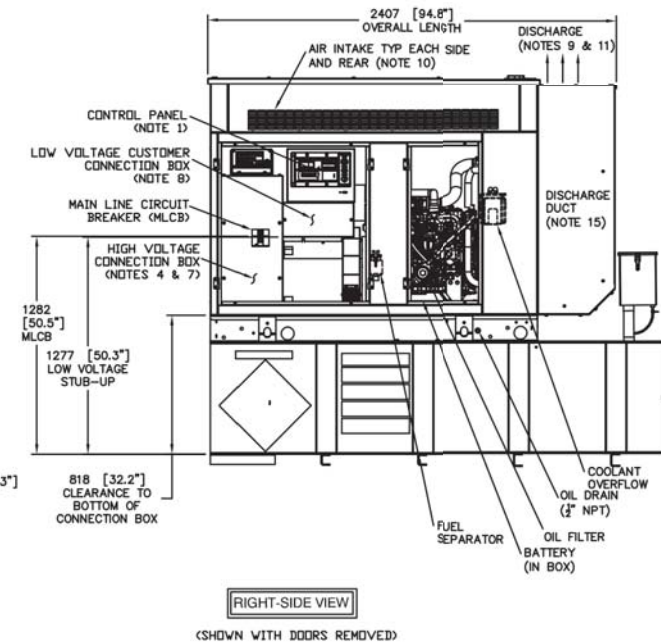
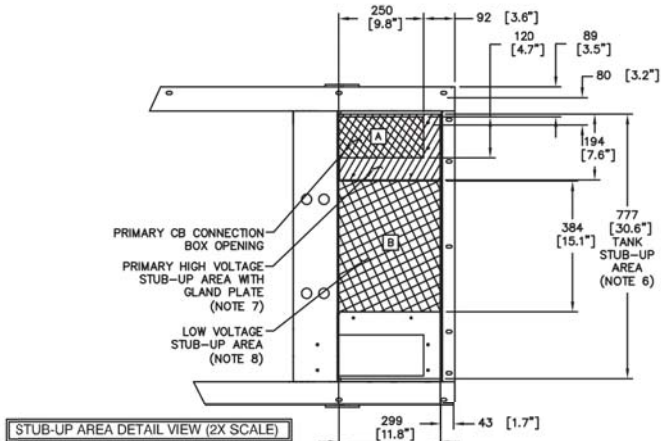
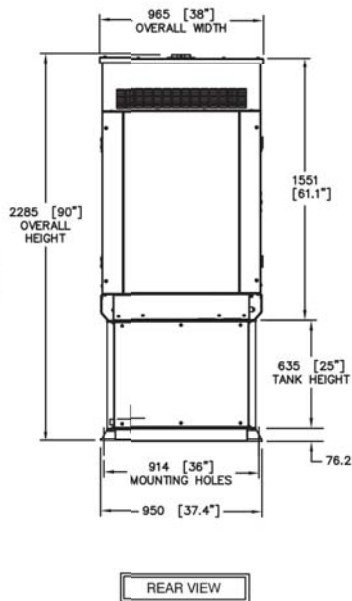
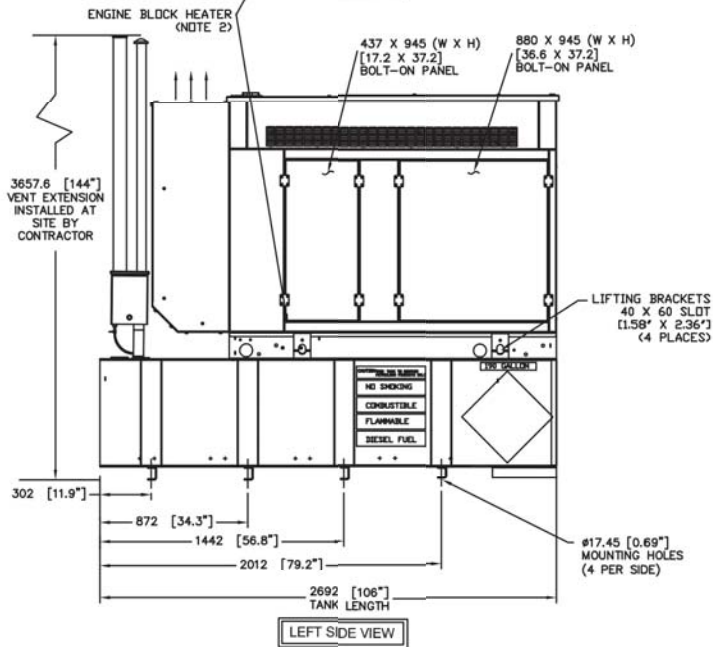
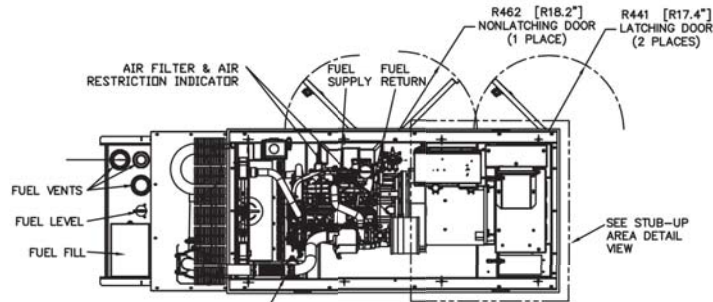
PROJECT INFORMATION:
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:
GENERAC 30KW GENERATOR SPEC.

SCALE: NONE

SHEET NUMBER	E-4.2
PROJECT NUMBER	51284

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0J7500D-ATT



RECOMMENDED ELECTRICAL STUB-UPS (SEE DETAILED VIEW & TOP VIEW)	
DESCRIPTION	INSIDE BASE
HIGH VOLTAGE STUB-UP AREA 1) AC LOAD LEAD CONDUIT AREA.	A
2) 120/240 VAC FROM UTILITY (BY OTHERS) (GLAND PLATE INCLUDED)	
LOW VOLTAGE STUB-UP AREA 1) TRANSFER SWITCH/ COMMUNICATION CONDUITS. COMMUNICATIONS AND 2-WIRE START MUST NOT BE RUN IN CONDUIT WITH AC WIRING. (SEE NOTE 8)	B

- NOTES:
- CONTROL PANEL INCLUDES BATTERY CHARGER WITH THREE PRONG CORD.
 - 1500W 120VAC ENGINE BLOCK HEATER WITH THREE PRONG CORD.
 - 12 VOLT NEGATIVE GROUND SYSTEM.
 - GENERATOR MUST BE GROUNDED.
 - CENTER OF GRAVITY & WEIGHT MAY SHIFT SLIGHTLY DUE TO UNIT OPTIONS.
 - STUB-UPS: BASE TANK REQUIRES ALL STUB-UPS TO BE IN THE REAR TANK STUB-UP AREA.
 - HIGH VOLTAGE STUB-UP AREA INCLUDES THE AC LOAD LEAD CONNECTION TO THE MAIN LINE CIRCUIT BREAKER, THE NEUTRAL CONNECTION, AND AUXILIARY 120/240V CONNECTION.
 - CONNECTION POINTS FOR CONTROL WIRES. BOTTOM OF LOW VOLTAGE CUSTOMER CONNECTION BOX HAS KNOCKOUTS FOR 1/2" AND 3/4" CONDUIT FITTINGS.
 - MUST ALLOW FREE FLOW OF DISCHARGE AIR AND EXHAUST. SEE SPEC SHEET FOR MINIMUM AIR FLOW AND MAXIMUM RESTRICTION REQUIREMENTS.
 - MUST ALLOW FREE FLOW OF INTAKE AIR. SEE SPEC SHEET FOR MINIMUM AIR FLOW AND MAXIMUM RESTRICTION REQUIREMENTS.
 - GENERATOR MUST BE INSTALLED SUCH THAT FRESH COOLING AIR IS AVAILABLE AND THAT DISCHARGE AIR FROM THE RADIATOR IS NOT RECIRCULATED.
 - IT IS THE RESPONSIBILITY OF THE INSTALLATION TECHNICIAN TO ENSURE THAT THE GENERATOR INSTALLATION COMPLIES WITH ALL APPLICABLE CODES, STANDARDS, AND REGULATIONS.
 - 190 GALLON USEABLE CAPACITY BASETANK IS INCLUDED WITH GENERATOR.
 - UNIT IS SHIPPED WITH FUEL SUPPLY AND RETURN LINES DISCONNECTED AND PLUGGED BETWEEN ENGINE AND FUEL TANK. THIS HAS BEEN DONE TO FACILITATE PRESSURE TESTING OF THE TANK IN THE FIELD. FOR INFORMATION REGARDING CONNECTING THE FUEL SUPPLY AND RETURN LINES PRIOR TO START UP, SEE THE FUEL TANK FIELD TESTING PROCEDURE (05082) SUPPLIED IN THE TANK LOOSE VENTS KIT, WHICH IS SHIPPED WITH THIS GENERATOR.
 - SEE DRAWING 003850 FOR DISCHARGE DUCT REMOVAL. REMOVAL OF DUCT WILL PROVIDE ACCESS TO MUFFLER FOR SERVICING.

WEIGHT DATA: (INCLUDES EMPTY FUEL TANK)
GENERATOR: 1409 KG (3106 LBS)
GENERATOR WITH WOODEN SHIPPING SKID: 1474 KG (3250 LBS)

UNITS: mm [INCHES]

INSTALLATION DRAWING

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INSTALL SD030
DIESEL 2.4L G16

L2A Y02 SSM

190 GAL EXT VNT/FILL BASETANK

GENERAC POWER SYSTEMS
Waukesha
P.O. BOX 8
WAUKESHA, WIS. 53187

FILE NAME	SIZE B
SCALE	FIRST USE CALIFORNIA
DWG NO.	REV
0J7500D	A

GENERAC 190 GALLON TANK SPECIFICATIONS
SCALE: NTS



3305 MN-60
FARIBAULT, MN 55021
OFFICE: (507) 334-2268



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0	9/23/21	FINAL CDS
MARK	DATE	DESCRIPTION
ISSUE	FINAL	DATE ISSUED 11/04/2021
PHASE		
PROJECT TITLE:		

BOTHELL 2
FA ID # 10013206

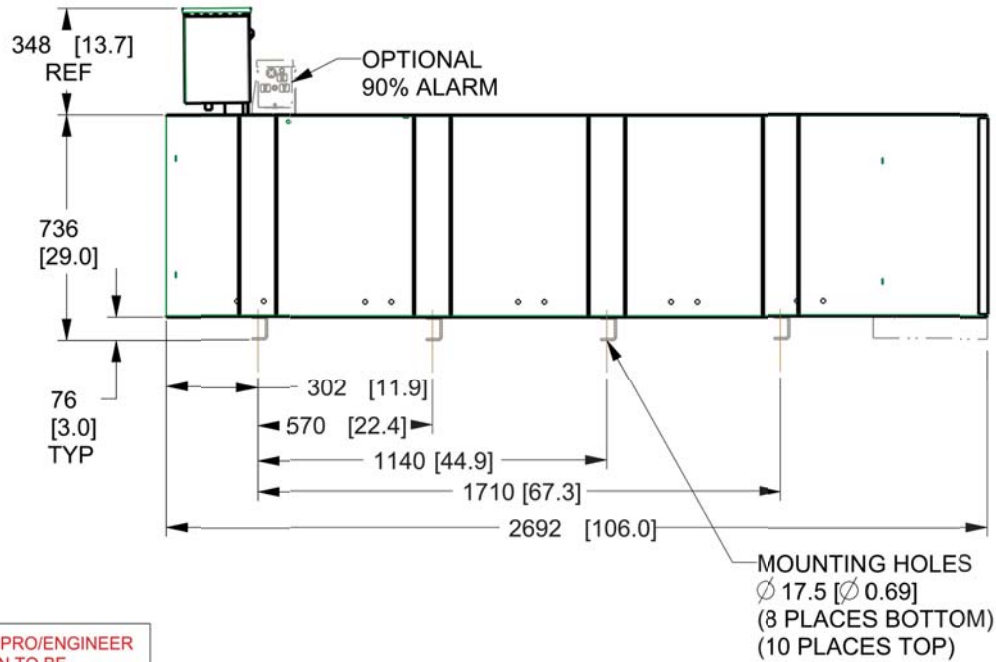
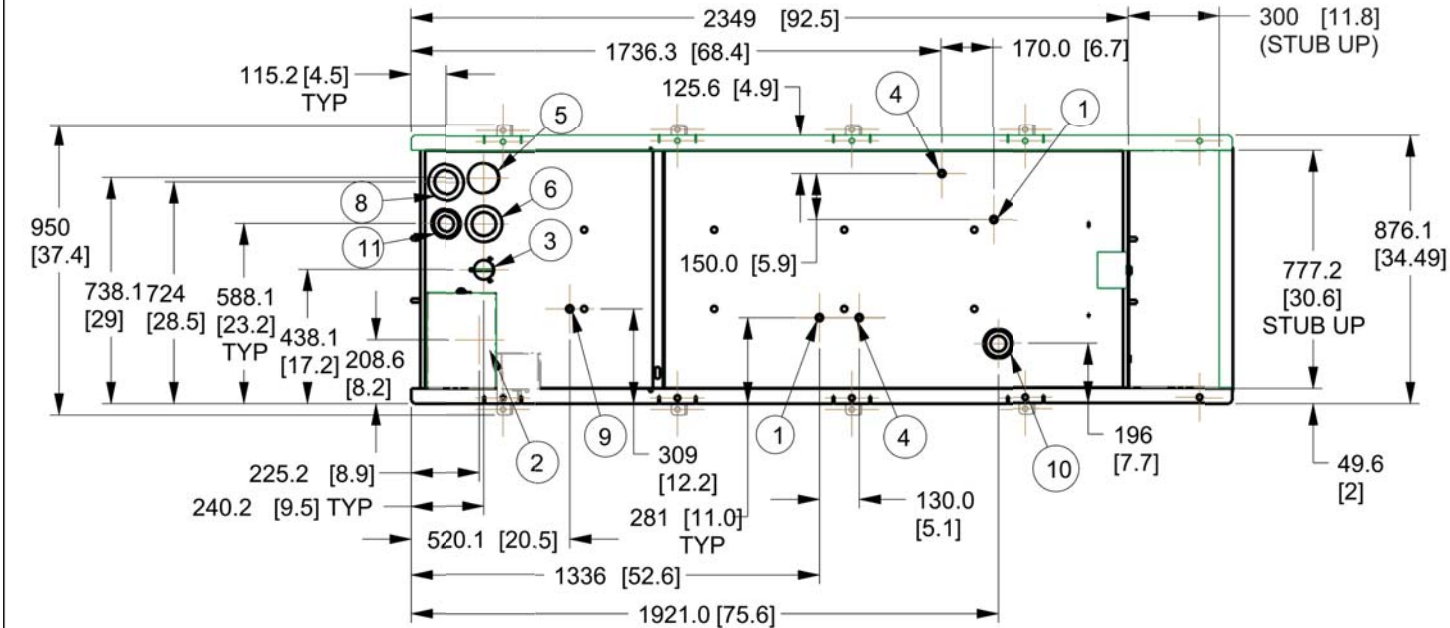
PROJECT INFORMATION:
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:
GENERAC 190 GALLON TANK SPEC.

SCALE: NONE

SHEET NUMBER
E-4.3

PROJECT NUMBER
51284

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DRAWING CREATED FROM PRO/ENGINEER 3D FILE. ECO MODIFICATION TO BE APPLIED TO SOLID MODEL ONLY.

INSTALLATION DRAWING

DOUBLE WALL FUEL TANK BASE SPECIFICATION

REF: ATT 30KW GENERATOR PACKAGE
UL REGISTRATION NUMBER: MH18459
U.L. 142 DOUBLE WALL FUEL TANK BASE SPECIFICATION

FUEL TANK BASE CONSTRUCTION:

- BE CONSTRUCTED IN ACCORDANCE WITH UNDERWRITERS LABORATORIES STANDARD UL-142. BE CONSTRUCTED IN ACCORDANCE WITH FLAMMABLE & COMBUSTIBLE LIQUIDS CODE, NFPA 30; THE STANDARD FOR INSTALLATION & USE OF STATIONARY COMBUSTIBLE ENGINE & GAS TURBINES, NFPA 37; AND THE STANDARD FOR EMERGENCY & STANDBY POWER SYSTEMS, NFPA 110.
- ANCHORS MINIMUM (4) @ 5/8" FOR GEN-SET MOUNTING

SUB BASE TANK TESTING: PRIMARY TANK & SECONDARY CONTAINMENT BASIN SECTIONS SHALL BE PRESSURIZED AT 3-5 PSI AND LEAK-CHECKED TO ENSURE INTEGRITY OF SUB BASE WELD SEAMS PER UL-142 STANDARDS

FUEL FILL: 5 GALLON SPILL CONTAINMENT WITH ALARM

- 40% REMAINING FOR ALARM
- 20% REMAINING FOR SHUT-DOWN

FACTORY PRE-SET AT 95% FULL FOR ALARM

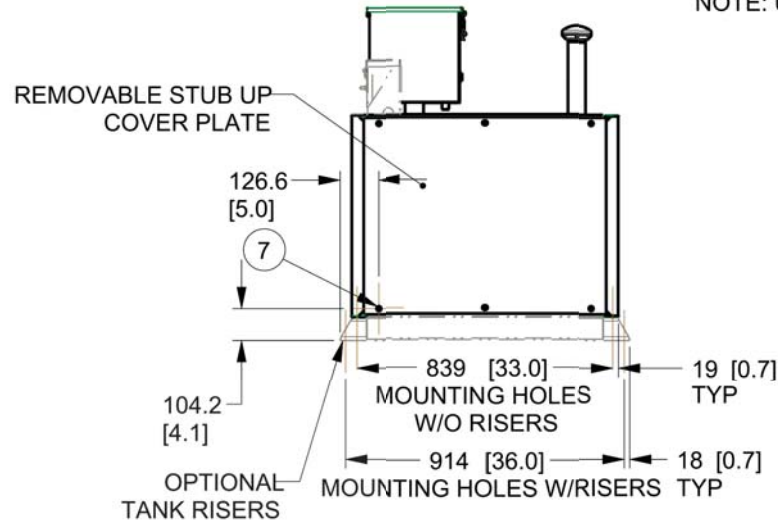
FUEL CONTAINMENT BASIN: SUB BASE TANK SHALL INCLUDE A WELDED STEEL CONTAINMENT BASIN, SIZED AT A MINIMUM OF 110% OF THE TANK CAPACITY TO PREVENT ESCAPE OF FUEL INTO THE ENVIRONMENT IN THE EVENT OF A TANK RUPTURE. A FUEL CONTAINMENT BASIN LEAK DETECTOR SWITCH SHALL BE PROVIDED.

I/N	TANK FITTING	PROVIDING FUNCTION
1	3/8" NPT COUPLING	FUEL SUPPLY
2	2" NPT WELD FLANGE	FUEL FILL
3		MECH/ELEC. FUEL LEVEL
4	3/8" NPT COUPLING	FUEL RETURN
5	2" NPT WELD FLANGE	VENT
6	3" NPT WELD FLANGE	INNER EMERGENCY VENT
7	1/2" NPT HALF COUPLING	RUPTURE BASIN LEAK SENSOR
8	3" NPT WELD FLANGE	OUTER TANK EMERGENCY VENT
9	3/8" NPT COUPLING	5 GALLON SPILL/FILL DRAIN
10	2" NPT WELD FLANGE	90% FUEL SWITCH
11	2" NPT WELD FLANGE	RUPTURE BASIN ALARM

TANK P/N	0L35190ST03
TOTAL CAPACITY	757 [200]
USABLE CAPACITY	720 [190]
EST. DRY WEIGHT	420 [924]

CAPACITY SHOWN: LITER [GALLONS]
WEIGHT SHOWN: KILOGRAMS [POUNDS]
LENGTH SHOWN: MM [INCH]

NOTE: UL 142 / ULC-S601 LISTED



GENERAC				
TITLE				
INSTALL BASE TANK A-GROUP EXTENDED 190G (USEABLE) / 200 G (TOTAL)				
ISSUE DATE: 12/15/17				
SIZE B	CAGE NO N/A	DWG NO 10000026896	REV A	
SCALE 0.050	WT-KG 958.184	SHEET 1 of 1		

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ELECTRONICALLY APPROVED
INSIDE WINDCHILL

GENERAC 190 GALLON TANK SPECIFICATIONS
SCALE: NTS



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2	11/4/21	FINAL CDS
1	10/28/21	FINAL CDS
0	9/23/21	FINAL CDS
MARK	DATE	DESCRIPTION
ISSUE	FINAL	DATE ISSUED 11/04/2021

PROJECT TITLE:
BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:
22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021
SHEET TITLE:
GENERAC 190 GALLON TANK SPEC.

SCALE: NONE

SHEET NUMBER
E-4.4
PROJECT NUMBER
51284

TTS Series
Switches

200 Amps
600 VAC

GENERAC[®] | INDUSTRIAL
POWER

TAS200

TAS200

TAS200

200A Automatic Transfer Switch

1 of 3 2 of 3

The Generac TAS200 Automatic Transfer Switch

- Flexibility for multiple application installations
- Multiple generator support with 3 source panel
- Designed with a 6 inch touch screen controller for improved user interface
- Camlock functionality for mobile generator sources



Image used for illustration purposes only.

Features

- STEEL CONSTRUCTION
- NEMA 3R ENCLOSURE WITH HINGED “PADLOCKING” DOORS
- STAINLESS STEEL HARDWARE
- CAMLOCK “QUICK CONNECT” CAPABILITY
- OPERATIONAL STATUS VIEW VIA 6 INCH TOUCH SCREEN
- TEST FUNCTION - FAST TEST & NORMAL TEST
- UL1008 LISTED - FOR EMERGENCY SYSTEMS

Optional Features

- EXTENDED WARRANTY
- THREE-PHASE VOLTAGE CONFIGURATIONS

Codes and Standards

Generac products are designed to the following standards:



UL1008,
UL508,
UL50,
CSA C22.2 No. 178



NEC 700, 701 and 702



NEMA 250

Application and Engineering Data

Cabinet Specifications	
Dimensions	24"W x 12"D x 48"H
Weight	210 lbs.
Construction	Single Chamber with Main Door
	Steel
	UL Type / NEMA 3R Rated
	Powder Coat Finish for Corrosion Resistance
	C-UL-US Listed - Automatic Transfer Switch
	Stainless Steel Hardware
Mounting Options	3-Point Latching System with Pad-Lockable Handles
	Wall
Installed	H-frame
	Pre-wired alarm terminal strip

Electrical Specifications	
Voltage/Phase/Amps	120/240 Single-Phase, 200A 120/208 3-Phase, 200A 120/240 3-Phase, 200A
Breaker	Eaton 200 amp Utility Breaker Eaton 200 amp Generator Breaker
Maximum RMS Symmetrical Fault Current - Amps	25k AIC Rated
Protective Device Continuous Rating (Max) Amp	200
Input to Generator	350MCM - #6 AWG
Output to Site	350MCM - #6 AWG
Generator Annunciator Connector	Deutsch DTM04-12PA-L012
Alarm Terminal Board	Generator Run Alarm
	Generator Fail – Shutdown Alarm
	Generator Fail – Non Shutdown Alarm
	Low Fuel Alarm
	Generator Theft Alarm
	AC Utility Fail Alarm

Camlock Component	
Camlock Component	Shipped loose for multiple installation options
Dimensions	9" W x 9.4" D x 24.25" H
200A Camlock Generator Connection	Single-Phase: Black L1, Red L2, White-Neutral, Green-Ground
	3-Phase: Black L1, Red L2, Blue L3, White-Neutral, Green-Ground
	Uses 4 CH E1016 Male Connectors
	Mating Connector – CH E1016 Female



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PROJECT TITLE:

BOTHELL 2
FA ID # 10013206

PROJECT INFORMATION:

22600 4TH AVENUE
WEST BOTHELL, WASHINGTON 98021

SHEET TITLE:
GENERAC ATS SPECIFICATIONS

SCALE: NONE

SHEET NUMBER
E-5

PROJECT NUMBER
51284



Board Packet Memorandum

Date: April 18, 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.

New World Software Upgrade

SNO911 Tech staff continues to work with Tyler developers to address all current issues from the upgrade. Last week Tyler was onsite to discuss our current issues and to review steps they are taking to better support our agency and the New World environment. Currently, the SNO911 Tech Applications Team is managing a list of issues categorized by priority and are working with Tyler to ensure all issues are addressed and resolved.

Viper Upgrade

The Viper upgrade has officially kicked off. Last week the vendor Intrado was on site performing a pre-data center audit at both the North and South campuses. This was to make sure both data centers are equipped to handle the new equipment that will be installed. Both centers passed the audit and we continue to move forward with the project. All of the equipment is due to arrive on site the week of April 18th – 22nd. SNO911 Tech staff will tag and enter all of the equipment into our inventory tracking system. As it stands today, the upgrade is scheduled to take place the week of September 19th – 23rd.

South Campus Uninterruptible Power Supply (UPS) Replacement

SNO911 has successfully completed the South Campus UPS replacement. The project went as planned with no issues during the demolition and the install of the UPS. As mentioned prior to the install, SNO911 Tech staff powered down and unplugged the entire data center to protect the equipment from any power issues during the electrical work. As scheduled, the data center was fully powered back up Friday morning (April 8th) with no issues. Currently all systems are back to a normal state.

Dispatch 12-Hour Schedule Transition/Scheduling Software Configuration

Dispatch staff successfully transitioned to the 12-hour schedule on April 10. This was the culmination of a years-long process, and we are pleased to be at this point. Despite a thorough process planning and readying ourselves, we know that unanticipated questions and challenges will undoubtedly come up. To that end, a workgroup has been established with representation from management, supervisors, dispatchers and the union. The group is currently meeting weekly and serves as an intake

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

point for issues that come up, with the goal of working out the issues and coming to next steps or resolution in the timeliest manner possible.

Prior to the schedule cutover, the scheduling software was upgraded and moved to the cloud. This work allows us to take advantage of additional functionality while providing a clean slate to build and configure the 12-hour schedule on. Users also noticed better performance from the system in general.

Post-Critical Incident Support

SNO911 has been overwhelmed with the outpouring of support we've received after the loss of Everett Officer Dan Rocha and the off-duty death of Edmonds Officer Tyler Steffins. Thanks to our agencies, public safety partners, and fellow 911 centers for the kind words, cards, visits, and everything else during this difficult time. Special thanks goes out to Snohomish County Fire District #4, Marysville Crisis Support Services, and Northwest Incident Support for your unwavering support and presence for our staff in the days following the incident and for ensuring our staff had access to Critical Incident Stress Management sessions onsite. We are proud to be part of the public safety family in Snohomish County.

Office of Training and Standards (OTS) Update

Last month, SNO911 welcomed seven new dispatch trainees. They have completed academy training and become certified as Emergency Medical Dispatchers (EMDs). On-the-job training has begun and we are excited to see them diving into their learning. OTS is supporting three legacy dispatchers working on learning their third discipline, and a total of eleven dispatch trainees in various stages of training.

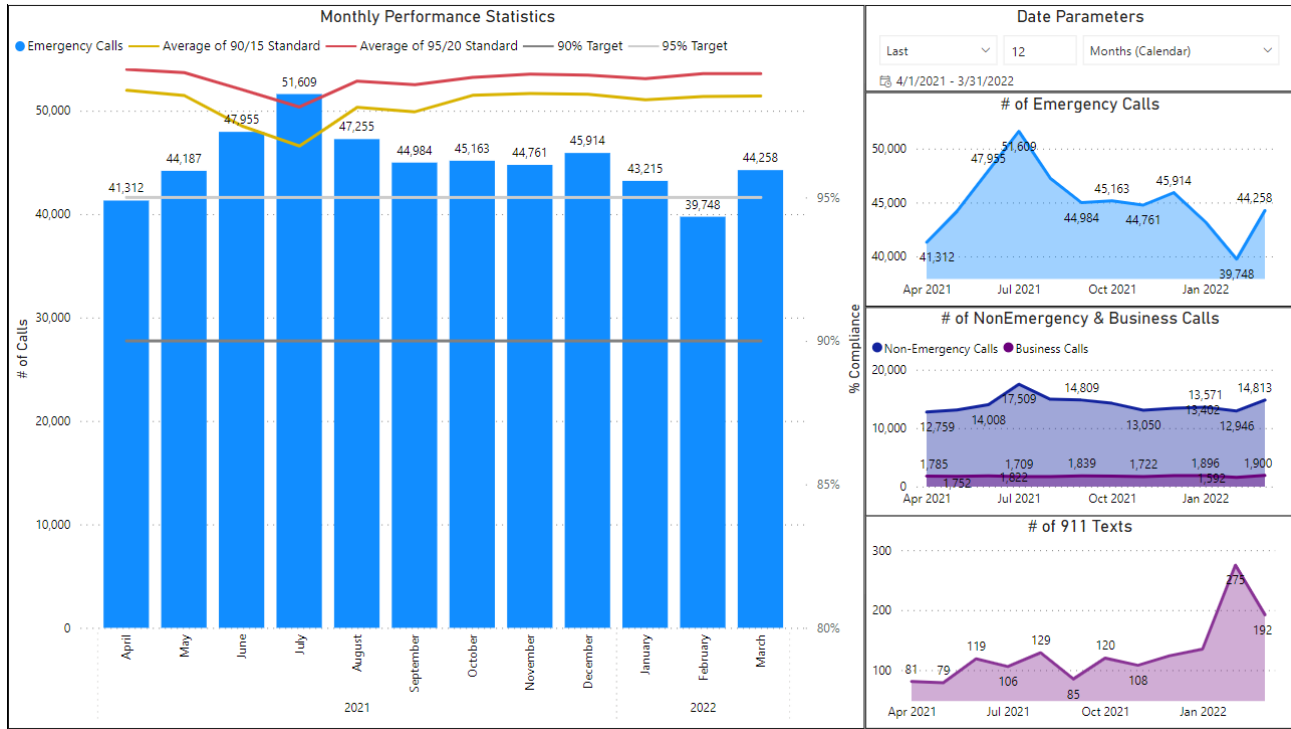
The new 12-hour schedule has brought several changes and a few challenges to OTS. We understand the impact this schedule change could have on training sessions and are doing our best to proactively stay ahead of potential issues. This includes limiting sessions to eight hours in almost all cases and finding innovative ways to communicate between trainers who are sharing a trainee. OTS is committed to supporting our trainers and trainees as much as possible during the transition and early months of the new dispatch schedule.

Our ACE Team continues to make progress on the Accreditation front. Individual performance reports have been distributed to each EMD, helping them to understand how they can personally push for greater excellence in service to our community. With this piece of the puzzle in place, we have already seen our group performance surge. For the month of March, we were extremely close to meeting ACE standards all around, and April is starting out strong at ACE levels as well.

National Public Safety Telecommunicators Week

Staff enjoyed a week-long celebration April 10-16. The theme of the week was "Rainbow", an ode to being the calm in "a rainbow of chaos". Thank you to all of our agencies for their participation and special recognition. This is always an enjoyable time for staff, which was especially the case given the difficulty of recent tragic events in our extended public safety family. Special thanks to Supervisor Jen Fenter, who was the Chair of the NPSTW Workgroup working to make this year a memorable one.

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
Appropriate Use	True Emergency	9	5	8										22
Incorrect Use	Follow-Up	12	3	8										23
	Area Checks	16	11	16										43
	Info	3	0	1										4
	Noise	1	1	3										5
	Traffic	3	4	0										7
	Other Complaints	10	16	18										44
Misuse	Accidental	7	2	5										14
	Behavioral Health	14	200	74										288
	Prank	1	0	0										1
Other	Test	1	2	4										7
	Abandoned	15	4	11										30
	Non-English	0	0	0										0
	Outgoing	0	0	0										0
	Subsequent	32	9	29										70
	Transfer	0	2	3										5
	Voice Call	11	16	12										39
Month Total		135	275	192	0	0	0	0	0	0	0	0	0	602
<i>Abandoned: Non-Responsive</i> <i>Accidental: Device or person accidentally texted 9-1-1</i> <i>Area Check: Check of area for person, vehicle, gunshot</i> <i>Behavioral Health: Calls that result in BHC by LE/EMS</i> <i>Follow-up: Where is officer?</i> <i>Info: What is the phone number for animal control?</i> <i>Noise: Music, people etc.</i> <i>Non-English: Texter indicates they do not speak English</i> <i>Other: Any other request or complaint, media from Intrado</i> <i>Outgoing: Outgoing text calls</i> <i>Prank: Calls that do not give any valid information, not including BHC</i> <i>Subsequent: Additional inbound text after call released by call taker</i> <i>Test: PSAP testing/training TXT29-1-1, vendor test</i> <i>Traffic: Speeders, DUIs, etc.</i> <i>Transfer: Transfers to other PSAPs</i> <i>Voice Call: Dispatchers called the texter/texter placed voice call</i>														

SPIDR Tech Survey – March 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	776	81.43%
3 - Satisfied	129	13.54%
2 - Neither Satisfied nor Dissatisfied	25	2.62%
1 - Somewhat Dissatisfied	15	1.57%
0 - Very Dissatisfied	8	0.84%
Total	953	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	909	95.38%
Somewhat	33	3.46%
No	11	1.15%
Total	953	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	16	-	-	-	-	-	-	-	-	-	49
ARLINGTON CITY	40	-	-	-	-	-	-	-	-	-	-	-	40
ARLINGTON RURAL FD 21	71	61	69	-	-	-	-	-	-	-	-	-	201
DARRINGTON FD 24	43	31	48	-	-	-	-	-	-	-	-	-	122
EVERETT CITY	2,211	1,940	2,052	-	-	-	-	-	-	-	-	-	6,203
FD 19	24	27	41	-	-	-	-	-	-	-	-	-	92
FD 7 (Mill Creek excluded)	1,065	853	909	-	-	-	-	-	-	-	-	-	2,827
GETCHELL FD 22	53	38	46	-	-	-	-	-	-	-	-	-	137
GOLD BAR - INDEX FD 26	84	57	74	-	-	-	-	-	-	-	-	-	215
GRANITE FALLS FD 17	180	146	166	-	-	-	-	-	-	-	-	-	492
HAT ISLAND FD 27	2	2	3	-	-	-	-	-	-	-	-	-	7
LAKE ROESIGER FD 16	18	16	14	-	-	-	-	-	-	-	-	-	48
LAKE STEVENS FD 8													
MARYSVILLE FIRE	1,211	1,012	1,039	-	-	-	-	-	-	-	-	-	3,262
MILL CREEK CITY	201	196	174	-	-	-	-	-	-	-	-	-	571
MUKILTEO CITY	180	158	182	-	-	-	-	-	-	-	-	-	520
NORTH COUNTY FIRE (UNINC)	526	449	487	-	-	-	-	-	-	-	-	-	1,462
OSO FD 25	7	6	7	-	-	-	-	-	-	-	-	-	20
ROBE FD 23	3	2	4	-	-	-	-	-	-	-	-	-	9
SNOHOMISH FD 4	304	271	259	-	-	-	-	-	-	-	-	-	834
SOUTH COUNTY FIRE (TOTAL)	2,866	2,406	2,645	-	-	-	-	-	-	-	-	-	7,917
SOUTH COUNTY FIRE (UNINC)	1,383	1,088	1,273	-	-	-	-	-	-	-	-	-	3,744
EDMONDS CITY (CONTRACT)	530	427	496	-	-	-	-	-	-	-	-	-	1,453
BRIER CITY	35	35	37	-	-	-	-	-	-	-	-	-	107
LYNNWOOD CITY	668	644	608	-	-	-	-	-	-	-	-	-	1,920
MOUNTLAKE TERRACE CITY	250	212	231	-	-	-	-	-	-	-	-	-	693
STANWOOD CITY	118	121	120	-	-	-	-	-	-	-	-	-	359
SULTAN FD 5	101	89	84	-	-	-	-	-	-	-	-	-	274
TULALIP FD 15	79	68	75	-	-	-	-	-	-	-	-	-	222
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	2,095	-	-	-	-	-	-	-	-	-	5,759
BRIER	310	288	357	-	-	-	-	-	-	-	-	-	955
DARRINGTON	82	86	82	-	-	-	-	-	-	-	-	-	250
EDMONDS	2,022	1,719	1,909	-	-	-	-	-	-	-	-	-	5,650
EVERETT	10,695	10,797	11,604	-	-	-	-	-	-	-	-	-	33,096
GOLD BAR	155	168	208	-	-	-	-	-	-	-	-	-	531
GRANITE FALLS	327	311	299	-	-	-	-	-	-	-	-	-	937
INDEX	32	33	39	-	-	-	-	-	-	-	-	-	104
LAKE STEVENS	1,714	1,760	1,803	-	-	-	-	-	-	-	-	-	5,277
LYNNWOOD	3,024	2,886	3,250	-	-	-	-	-	-	-	-	-	9,160
MARYSVILLE	4,598	4,763	5,098	-	-	-	-	-	-	-	-	-	14,459
MILL CREEK	1,052	1,063	1,230	-	-	-	-	-	-	-	-	-	3,345
MONROE	1,631	1,449	1,620	-	-	-	-	-	-	-	-	-	4,700
MOUNTLAKE TERRACE	1,227	1,270	1,329	-	-	-	-	-	-	-	-	-	3,826
MUKILTEO	2,386	2,083	2,261	-	-	-	-	-	-	-	-	-	6,730
SNOHOMISH	706	786	889	-	-	-	-	-	-	-	-	-	2,381
SNOHOMISH COUNTY	13,091	12,986	13,516	-	-	-	-	-	-	-	-	-	39,593
STANWOOD	434	523	488	-	-	-	-	-	-	-	-	-	1,445
STILLAGUAMISH	1,069	1,274	1,325	-	-	-	-	-	-	-	-	-	3,668
SULTAN	247	252	336	-	-	-	-	-	-	-	-	-	835
WOODWAY	82	62	39	-	-	-	-	-	-	-	-	-	183

Snohomish County 911 - Staffing Report

4/18/2022

Full-Time Center Staff

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

Job Title:	Status:	Current #
Police Dispatcher	Legacy: Only trained in CT and Police Dispatch	4
Fire Dispatcher	Legacy: Only trained in CT and Fire Dispatch	6
Cross-Trained Dispatcher	Fully cross-trained in CT, Police, and Fire	62
Cross-Trained Trainee	Trained in 2 disciplines, and currently in-training for the 3rd	3
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	12
Trainee Dispatcher 2	New Hire-Completed training in 2 of the 3 required disciplines	6
Total:		93

Authorized Dispatch Staffing Level - (including trainees)	90.3%
Center Staffing Strength - (excludes trainees and LOA's)	83.3%

# of Authorized Full-Time Positions:	164
# of Full-Time Positions Filled:	152
# of Current Full-Time Vacancies:	12

Long-Term Leaves of Absence	-1
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# of Current Relief Dispatchers:	-7
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Relief dispatchers are not included in any totals/percentages on this report.

Total Number of SNO911 Employees - (FT/PT/Contract)	160
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Full-Time Dispatchers

Authorized Positions:	103
Filled F/T Positions:	93
F/T Vacancies:	10

Dispatch Supervisors

Authorized Positions:	16
Filled F/T Positions:	16
F/T Vacancies:	0

Senior Leadership

Authorized Positions:	5
Filled F/T Positions:	5
F/T Vacancies:	0

Operations

Authorized Positions:	5
Filled F/T Positions:	5
F/T Vacancies:	0

Finance/HR/Records/Admins

Authorized F/T Positions:	13
Filled F/T Positions:	11
Filled Contract Positions	1
F/T Vacancies:	1

Tech/Wireless

Authorized Positions	22
Filled F/T Positions	20
Filled P/T Positions	1
Filled Contract Positions	1
F/T Vacancies	1

Current Recruitment Status

Candidates Awaiting:

PST Dispatchers Exam	3	# of candidates scheduled to test - (upcoming test dates are: 4/19)
Interview	1	Interviewing for July academy
Polygraph Exam	1	Scheduled for polygraph examination or awaiting results
Currently in background check	4	Currently in process of completing background check with PST
Psyche Exam and/or Drug/Hearing Test	2	Background complete. Now awaiting psyche exam and/or drug and hearing tests
Onboarding/Orientation	0	Final offers signed. Hiring process complete; just awaiting start date now.
YTD Dispatch Trainees Hired	10	

Employment Separations

YTD Full Separations from Agency:	9
YTD Changes from F/T to Relief Status:	1

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

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 (Relief Staff):

Left SNO911 - Voluntary	0
Left SNO911 - Involuntary	0

Dispatch & Sups (Trainees):

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

Dispatch & Sups (Non-Trainees):

Accepted New Job	2
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

April 21, 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 Mobile installations	Radios	Percent Complete		Radios	Percent Complete
	504 out of 852	59%			
Snohomish County Police Departments-- Overall 62%	295 out of 536	62%	Snohomish County Police Departments-- Overall 48%	209 out of 350	48%
Marysville PD	78	100%	Marysville FD	40	48%
Everett PD	196	44%	Everett FD	62	60%
Lynwood PD	68	61%	South County Regional Fire Authority	92	90%
Mukilteo	29	63%	North County Regional Fire Authority	29	90%
Monroe	31	46%	Snohomish County Fire District #24	13	65%
Mill Creek	19	73%	Snohomish County Fire District #25	6	89%
Mountlake Terrace	18	48%	Snohomish County Fire District #21	6	47%
Arlington	23	39%	Snohomish County Fire District #22	9	50%
Brier	7	31%	Snohomish County Fire District #19	10	9%
Tulalip PD	66	0%	Snohomish County Fire District #15	10	0%
			Snohomish County Fire District #27	7	0%
			Snohomish County Fire District #4	21	0%
			Snohomish County Fire District #5	13	0%
			Mukilteo Fire	10	0%
			Paine Field FD	10	0%
			SNO911	14	100%

- Staff are gathering information, photos and requirements for control stations at police and fire as well as identifying fire agencies that need Fire Station Audio radios.
- Outreach to hospital and EMS providers is being conducted to better understand their current equipment status and how radio communication interoperability will proceed through the system upgrades.
- “Shark Fin Antennas” have been ordered for all agencies that have requested them. Delivery schedules are tentative, however shipping delays do not impact progress installing mobiles.
 - RF safety consultant draft report on “covert installations” received. Staff is reviewing and will presenting recommendations to agencies that desire to have a true covert solution
- 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:

- Microwave dish and waveguide replacement is underway
- Eleven radio sites are ready for Motorola to start installing DC power systems
- Permits are still outstanding at Mountlake Terrace and South Campus
- Electrical service upgrades at 4 sites are being split into two phases to keep the project on schedule. This splitting of work is due to generators not being delivered till first quarter 2023

- Motorola and SNO911 staff have partner on identifying work that can starting of June 2022 ahead of schedule
- 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
 - Rework of Hydrogen sensors is needed to comply with electrical code.

Risks:

- Motorola has provided initial coverage maps utilizing US Primary Frequencies
 - Initial results of the redesign are promising. Areas with weak signal have coverage improvements utilizing US Primary Frequencies
 - Staff, ADCOMM and Motorola are working with regional partners to preemptively license and block other competing channel requests.

Policy:

- APF for Darrington Fire VHF RRP scope increase

Other/General Updates:

- Fleet expansion radios have been ordered for requests that have received Board approval. Additional requests are being received regularly.
- Alphanumeric Paging – SNO911 and NORCOM have been meeting regularly to develop a plan to move forward with a joint paging network/project.

RRP Policy & Major Decision Timeline

- 03/2022: 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



1121 SE Everett Mall Way, #200
Everett, WA 98208
(425) 407-3911

April 18, 2022

Mr. Nick Johnston
Telecommunications Manager
Snohomish County PUD
2320 California Street
Everett, WA 98201

Dear Nick,

Thank you for the opportunity to submit the enclosed executive summary. Snohomish County 911 (SNO911) recently became aware of the Snohomish County PUD's (SNOPUD) Request for Proposal for a new radio system. We quickly thought about the opportunity to partner and the benefit to both agencies, our radio users, along with the tax and rate payers we share in common.

SNO911 is in the middle of a similar upgrade project to the Snohomish County Emergency Radio System (ERS). This upgrade will double our talk capacity, move our system to APCO P25, and reinvest in our foundation that will last many years to come.

The enclosed executive summary is not a technical response to the SNOPUD RFP. Rather, it is our high-level thoughts of how a partnership might be structured and some of the benefits we may enjoy. On the surface we recognize there are several overlapping radio sites, very similar coverage needs, and the ability to build out coverage and add additional sites that would benefit both agencies in a cost effective manner.

SNO911 is confident the technical aspects of our system will in many ways meet the technical and user requirements discussed in the SNOPUD RFP.

What we are proposing is that we have a series of meetings to explore, concurrently with the ongoing procurement process, how the needs of SNOPUD could be met through a partnership with SNO911.

I look forward to our continued discussion.

Very Best,

Terry Peterson
Deputy Director
Snohomish County 911

cc: Scott Cashmore, Telecom Engineer
Snohomish County PUD

SNO911 Emergency Radio System Partnership Executive Summary

April 18, 2022

The purpose of this executive summary is to communicate SNO911's interest in discussing the potential for a partnership between Snohomish PUD (SNOPUD) and Snohomish County 911 (SNO911) related to radio communications. A partnership between SNO911 and SNOPUD has the potential to build on the public-safety grade infrastructure that SNO911 has already invested in, allow both entities to maintain control and management of independently owned systems, build out and enhance coverage that serves the needs of SNO911 and SNOPUD users alike, all while reducing costs. We have an opportunity to work together to leverage the talents and expertise of staff at both agencies while maintaining autonomous employers.

Background

Following a competitive procurement process, in 2018, the Snohomish County Emergency Radio System (SERS) organization signed a contract with Motorola Systems, Inc. to overhaul and replace the Countywide Emergency Radio System (ERS). In 2019, SERS merged into Snohomish County 911 (SNO911). SNO911 member agencies are fully invested in the ongoing support, maintenance, and ongoing expansion of the system.

The scope of the SNO911 Radio Replacement Project (RRP) is to replace all of the land mobile radio (LMR) equipment at 22 radio sites. Every aspect of the system is built at public-safety grade using industry standards and best practices. This includes things like building towers and equipment racks engineered to withstand seismic activity, fully redundant microwave and tertiary network connectivity, redundant components for power supplies, batteries, generators, network switches, and even fully redundant system controllers located at strategically different sites.

The system will transition to APCO P25 in 2024 which will allow better interoperability with regional partners around the State which offers advantages for SNOPUD in terms of desired features and supportability of equipment.

SNO911 and SNOPUD Historical Partnership

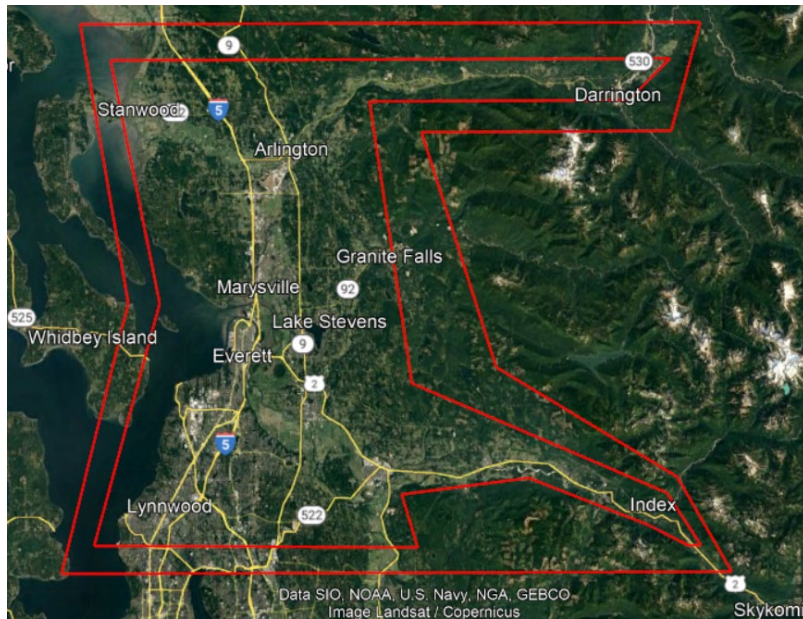
SNO911 and SNOPUD enjoyed a 15+ year partnership to jointly manage and operate a Countywide mobile data system. While this technology has since become obsolete and has been replaced, negating the need to continue that particular joint venture, it has shown that we have the ability to work together for the greater good of our common customers, the residents and businesses of Snohomish County.

Similar Coverage Needs

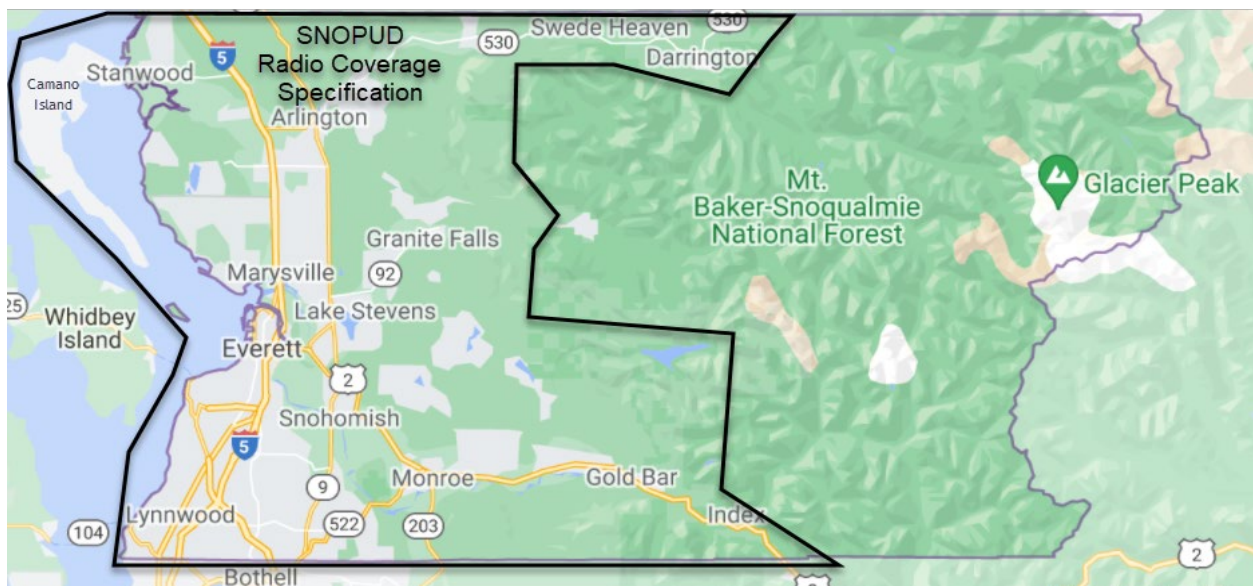
SNO911 and SNOPUD have strikingly similar services areas and similar radio coverage needs. The larger polygon is the SNO911 mobile radio service area which is contractually required to meet 92% on street coverage. The smaller polygon is the portable service which is contractually required at 95% on street coverage. The only geographical area not already contractually covered within the SNO911 RRP is

Camano Island. That is not to say there is not SNO911 coverage in this area, but further discussion may need to occur about how to improve coverage in this area.

Graphic 1 – SNO911 Radio Coverage Service Areas



Graphic 2 – SNOPUD Desired Radio Coverage Area



Partnership Structure

The partnership between SNO911 and SNOPUD could be structured in a number of ways. SNO911 would like to begin the conversation with the following foundation:

SNOPUD and SNO911 partner on core system components while maintaining individual control, management, and responsibility over separately owned radio sites.

1. Ability to maintain agency level control and self-administer radios through centralized infrastructure.
2. Fill in and continue to enhance radio coverage needs for both agencies by working together on future site buildouts that benefit both parties.
3. Share future costs for ongoing maintenance and upgrades ensuring the system is kept up to date and vendor supported.
4. Ability to share interoperable communications during events such as inclement weather and SNOPUD OPS center activations.

Machias Radio Site – Executive Summary

April 15, 2022

SNO911 is implementing a \$60M upgrade to the Countywide Public Safety Radio System. This project includes replacing equipment at radio sites, replacing all radios used by first responders, as well as adding new radio sites to increase coverage and footprint. SNO911 is planning to execute a change order that will remove the Machias radio site from the system. The removal of this site has lasting impacts in terms of coverage in the geographical area and funding already spent on this site that is unrecoverable.

Machias Radio Site In Original Project Scope

The major contract with Motorola included the Machias site in the project scope. This was signed in December of 2018 and contemplated a radio site at Fire Station 83. There is no written agreement found that formalized the approval or land lease to build the site. In Spring of 2020, SNO911 received word from SRFR that the site may interfere with an anticipated expansion of Fire Station 83 and was no longer authorized. SNO911 understands that a remodel of Fire Station 83 has been completed with no expansion of foot print.

What Work Has Been Completed

Motorola, through their subcontractors and direction from the project team, have completed all design tasks and permits were submitted. Permit land use signs were just being installed. This includes: the engineering, structural analysis, power analysis, and all site design to install the 120 foot lattice communications tower, and communication shelter within a 50' x 50' fenced in area. This already completed work adds up to approx. \$290K. If this site is removed from the project, the work completed will not be transferable to another site in the future and is essentially lost.

Coverage Impact If The Site Is Removed

The new radio system is migrating to digital technology. This means there will be changes in coverage experienced by emergency responders. Areas that may be described as “scratchy but understandable” today may simply be “dead areas” following the switch to digital. The Machias radio site was included in the original project scope to fill in the geographical areas in the Machias Valley. This change in technology and resulting coverage impacts is known as the “digital divide”. **Users already experience holes in system coverage today. When the system moves to digital the holes they experience today are expected to get bigger.** There are no alternative sites under consideration.

Options

1. Reconsider allowing the original site, in the original location, to be installed as designed.
 - a. A planned remodel is in work at Station 83 with no change in physical footprint.
 - b. SNO911 is willing to fund the relocation of the training equipment.
2. Wait until digital cutover and future coverage analysis is completed. While there is funding set aside for future coverage needs, to add new sites in the future is at minimum a 2-3 year process.

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for April 12, 2022 / 10:30-11:30 p.m.
Location: Web Conference

Meeting Attendance:

POLICE TAC REPRESENTATIVES					
Deputy Chief Daniel Cone		Commander Pat Fagan	✓	Sheriff Adam Fortney	
Chief Nick Almquist		Sergeant Shane Hawley	✓	Chief Rob Palmer	✓
Asst. Chief Jim Lawless, <u>Chair</u>	✓	Dep. Chief Ryan Irving <u>Vice Chair</u>		Chief Becky Lewis	✓
Captain Robert Goetz	✓	Commander Mike Haynes	✓	Chief Don Tardiff	
Police Clerk, Karen Howell	✓	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	✓	Deputy Chief Chuck Steichen		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	✓
Ops. Sys. Coord. Derek Wilson	✓	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 1031 hours.

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

2. Approval of Minutes: March 8, 2022 Minutes were approved by Sgt. Shane Hawley and 2nd by Chief Rebecca Lewis.

3. Announcements: None.

4. Reports:

A. Policy Review Committee: Jim Lawless

Nothing to report.

B. Mobile Users Group: Travis Katzer

Nothing to report.

C. SN0911 Updates:

a. SN0911 Future Facility – Kurt Mills

Steps are being taken in an effort to procure funding from the County through a bonding effort that will occur later this year.

The desire is to locate property that is not too far from our current location. The Everett, South along the I-5 corridor to South Lynnwood geographical footprint was approved by the Board of Directors last year.

It is anticipated that the purchase of property will happen this year, ground breaking next year, with an anticipated sixteen (16) months of construction.

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for April 12, 2022 / 10:30-11:30 p.m.
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b. National Public Safety Telecommunicator (NPSTW) – Kurt Mills

It is NPSTW where we recognize and celebrate the SNO911 Dispatch Staff. This year we are utilizing a “KUDO” Board which is a site that allows anyone that has the link an opportunity to write a supportive message to dispatch. These messages are displayed electronically on the dispatch floor for the dispatchers to view throughout their shift. *Kurt will provide the link to the Committee.*

c. LERT – Sheila Betts

On April 1, the anticipated new SNO911 Law Enforcement Records Technicians (LERT) were on-boarded. Because the two new LERTs were transferred from the dispatch floor, they were able to go live in their new roles in 3 days, on April 4. This organizational change and the transition of EPR services from dispatch to the Records Unit was seamless to our member agencies.

These positions are now providing the Enhanced Police Records (EPR) services that were historically provided by SNOCOM dispatchers and continued through the merger and creation of SNO911, to the “South 7.” These positions are now housed under the SNO911 Records Unit, allowing the dispatchers to focus more on their dispatching responsibilities. Some of the real time and after hours’ time sensitive EPR services will remain with Dispatch.

LERT is in service Monday – Friday (excluding holidays), 0800-1800 hours and the EPR phone number has not changed.

d. Dispatch 12 Hour Schedule – Terry Peterson

On Sunday, April 10, Dispatchers moved to their new 12 hour schedules. There are three (3), twelve (12) hour schedules, day shift, night shift and power shift.

D. PTCC: Brent Meyer

a. New World Upgrade – The New World upgrade in March, presented some Priority 1 (P1) issues. Some of those are still in the process of being resolved.

b. Shield Force - Multi-Factor authentication was enabled this morning at 0900. Anyone using Shield Force should contact their agency’s Shield Force Administrators who will forward the information to the SNO911 team for set up.

c. New Unit Type Request, “Crime Prevention” – A request was received for a new unit type from Edmonds Police Department for their new Community Engagement Officer. Mike Bard said the unit type of “Crime Prevention,” would provide a unit type that could be used by multiple agencies. Brent said the request was introduced to PTCC who approved that a recommendation be made to this Committee for action.

A motion was made by Corporal Mike Bard to approve the recommended addition of the unit type of “Crime Prevention.” This unit will not be subject to hourly status checks. The motion was seconded by Assistant Chief Jim Lawless. The motion was approved unanimously.

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for April 12, 2022 / 10:30-11:30 p.m.
Location: Web Conference

E. Radio Replacement Project: Terry Peterson

- a. **Replacement “Shark Fin” Antennas:** There are supply demand issues for the replacement “Shark Fin” antenna. When those arrive, Chris will be in touch with agencies to reschedule their mobile installations.
- b. **Radio Project “Deep Dive” Report:** A “Deep Dive” report will be presented to the Board of Directors after this month’s Board meeting. The detailed project update will begin at 1000 and agency members are invited to attend.
- c. **Tulalip Police Department:** Tulalip PD has been provided with all of their radios. Mobile installation has not begun yet because of a supply chain demand issue with their dispatch equipment. They are not officially up and running yet; however, they do have radios and have access to our channels, so there is a possibility they may be heard over the air.

5. Technical Update: Marlin Herolaga

- A. **VIPER Upgrade:** The VIPER upgrade has officially begun. Intrado was on site this morning and performed two successful data center audits at both North and South Campus. Additional equipment is due to arrive next week with an anticipated install date of September 19-23.
- B. **Uninterrupted Power Supply (UPS) Unit Upgrade:** The UPS was successfully upgraded at South Campus last week. After completion of the install, the data center was back up and running successfully Friday morning. The project was fully completed on Monday morning when all VIPER traffic was cut back over to South Campus.

6. New Business

ASAP to PSAP: Derek Wilson

ASAP to PSAP is an automated system that allows alarm companies to push new alarm activations, excluding medical alarms, to dispatch straight through the message switch to CAD. It will automatically generate a CAD incident with the type code, location and pertinent information and allow for direct instant messaging from dispatch to the alarm company to use if needed.

This project began approximately 18 months ago but was suspended because the system was not being used with New World Systems in Washington State. SNO911 now has the opportunity to move forward with the project and Derek is asking the Committee to consider the recommendation from SNO911 to use a generic type code, one for Police and one for Fire, which will encompass all of these automated alarms. Dispatch would then manually change the type code appropriately, based on the information provided by the alarm company in the auto-generated incident.

The next step is going to be working on the GIS portion of development. Derek noted that if the GIS location does not verify with the alarm company’s automated system, the alarm company will receive a rejection that will prompt them to make call dispatch directly to make the report. Updates and progress reports will be provided at subsequent Committee meetings as this project progresses.

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for April 12, 2022 / 10:30-11:30 p.m.
Location: Web Conference

7. Old Business

UAS Request Procedures: Derek Wilson

There are no updates to standardizing these types of request. Derek recommended a sub-committee be stood up to look at dispatch processes and UAS variances per member agency. Jim shared that more member agencies have drones now and the UAS Operator Group has been working on more joint meetings. Derek noted it would be helpful if agencies who need a drone deployed made that request through dispatch by asking for a specific agency or unit. It would help resolve the current issue dispatch is experiencing in trying to determine the type of drone needed and which agency has a drone to meet those specific needs.

*This topic will stay on the agenda for updates next month.

8. Good of the Order: None

A. Repeat 911 Caller: Kurt Mills

SNO911 has been receiving 911 calls from an uninitialized cell phone. The caller has generally been in the Lynnwood and unincorporated Snohomish County area and to date, has made over 5000 calls to our dispatch center over the last couple of weeks. Working with Verizon and ComTech, one device was identified and blocked; however, within one day, calls resumed from a new number. That number was also blocked and additional calls have not resumed.

B. New Clearance Code – Pursuits: Steve McDonald

Steve introduced the idea of creating a new clearance code that would help agencies track pursuit data where, due to HB1054, agencies were not able to lawfully pursue. This topic will be presented to PTCC for discussion and possible recommendation.

9. Adjourned at 1107 hours.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

March 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	☐ Kirk Galatas
☒ 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	Terry Peterson, SNO911	Karl Christian, SNO911	
	Shaughn Maxwell, SCF	Hattie Schweitzer, SNO911	Meg Bittinger, SNO911	
	Robert Eastman, SCF	Chris Ampongan, SNO911		
	Mike Gatterman, Fire District 4	Brent Meyer, SNO911		
	Joshua Cole, Paine Field Airport	Derek Wilson, SNO911		
	Kurt Mills, SNO911	Marlin Herolaga, SNO911		

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

Chief Darryl Neuhoﬀ called the meeting to order at 1:33 p.m.

1. ANNOUNCEMENTS: N/A

2. APPROVAL OF MINUTES: A motion was made by Drew Bono and seconded by Darryl Neuhoﬀ to approve the February, 2022 Fire TAC / Ops meeting minutes as written. Unanimously approved.

3. COMMITTEE UPDATES:

A. PTCC / NWS. Brent Meyer. The committee met again after the upgrade on the 10th. They took a look at the priority one and priority two issues, and verified that the priorities were set as they should have been. The software upgrade itself went as planned, however they did see some issues after the upgrade. They installed a CAD patch to address some mapping anomalies they were seeing in CAD Client (it was crashing suddenly). They saw some latency early on with adding personnel to units, radios to units, and some status changes, and they figured out that was a synchronization issue with the records server. That issue was resolved last Wednesday. They are still working through some P1 and P2 issues, and they are in contact with Tyler daily. They have another CAD patch in the works which will involve another outage. More details to come on that.

Chief Neuhoﬀ asked about the FRPs. Per Derek, he has discovered several issues since the upgrade and they are working on solving all of them. They have entered a priority one issue with Tyler, but he doesn't have answers yet. Terry asked about the unit recommendations and how that went during the upgrade. Derek said it went really well and they plan to continue to use it. A motion was made by Drew Bono to approve using the unit recommendation feature in CADLite for all future CAD outages. Seconded by Jeremy Stocker. Unanimously approved. Steve Guptill asked some questions about PageGate, and Derek will follow up with him in a separate conversation.

- B. Technical Update.** *Marlin Herolaga.* Reminder that tech staff will be replacing the south campus UPS the week of April 4th – 8th. They will be fully powering down that data center and converting into a cold standby. This is to protect critical equipment from any power surges during the electrical work. In the event that they do see issues with north campus systems, they can fire up the south campus systems and run that on a generator, so there will be a backup. Again, none of this work should impact the agencies. Also, the Viper project kick-off meeting occurred yesterday with Intrado. They are starting to move forward to fully upgrade the Viper system and the equipment. September 20th is the current implementation date, which is still a ways out, but there is a lot of prep work to accomplish in the meantime.

- C. Radio Replacement Committee.** *Terry Peterson.* As you all know, there has been talk about migrating to US primary frequencies. SNO911 got financial authorization from the Board last month, and they signed a change order with Motorola to pay them to do the engineering work. When that is done, they will have some better coverage maps, and they will come back to all of the groups to review everything, and make sure this is the direction everyone wants to go before making a final decision.

Chris Ampongan. Regarding the desk top install replacements, Chris will be visiting every single fire station to take a site survey of the radios that are being used in each station. Per the RRP agreement, every fire station is supposed to have one desk top and a replacement for the one that is connected to the station alerting system. These are two different models that need two different types of programming. He also needs to see where the antennas are installed/will be installed. Please let your agencies/stations know that Chris will be there to do the surveys. He will then pass the information he gathers on to Motorola so they know how to proceed most efficiently. Both Chiefs Neuhoﬀ and Engnes advised Chris not to show up to any fire stations unannounced, as it is very possible that crews will be out for hours at a time, or, that the staff that is present may not have accurate information.

- D. Radio Procedures Committee.** *Hattie Schweitzer.* The committee did not meet in March. For the next meeting scheduled in April, there is a request from Everett Fire Department to look at the ASLTW and MEDX calls, and the communications between police and fire. They would like to discuss how to improve things. Chief Hovis asked Meg to add this to the agenda for the next Fire TAC meeting.
- E. Fire User Group.** *Steve Guptill.* They talked about the known issues that were identified in testing in delta prior to go-live. Per Jeremy Stocker, one of the discussions was that there needs to be someone specialized in law enforcement and the fire service involved in testing, etc. when we do these upgrades. There may need to be a discussion in the future regarding SNO911 potentially hiring someone to be that specialized person for these upgrades and the testing process. Steve reiterated this need and stated that his concern is that there is a handful of people in the fire service that have been involved in the design, configuration and ongoing testing of the systems that they use, and whether it's through retirement, or simply a time commitment issue, those with the knowledge aren't going to be around much longer. User agencies need to assign

someone to be involved with testing new versions prior to going live. Maybe it's time to go down the path of funding a single person through the assessments. Per Kurt Mills, it sounds like 12 months from today, 2 of the people that have been really involved in all of this are going to be gone, and the fire service should consider succession planning so that there is no gap. Kurt is concerned about what hiring a specialized person would mean for the 2023 budget and assessments. There are lots of different options and details to consider, so the conversation will continue.

F. Fire Standards/Data. *Brent Meyer.* The committee did not meet this month.

G. County Fire Resource Plan Committee

- i. **Resource Plan – Jeremy Stocker.** The committee started working on this county resource plan about 18 months ago. They combined with the FOC Committee since they were overlapping and discussing the same things. Jeremy went over the document that went out in the Fire TAC packet. The biggest change in the resource plan is that they eliminated the zone response component. This change brought up the issue of back filling. They had a lot of discussion about the 2, 3 and 4 zone look. They tried to break up the county into 4 areas, and tried to make it geographically equal while also considering the stations. The idea would be that if a certain percentage of depletion is reached in a particular zone, it would go to “level 2” operations. Regarding strike teams and task forces, they are still there, they are just not zone specific. There is still some work that needs to be done with the resource plan document, but they are pretty close to it being 100% complete and getting it approved.

H. Enabling VHF on Multiband Radios – Terry Peterson. To recap, the initial issue was regarding the need for multiband radios in the “fringe” areas, which was spurred on by the incident in Darrington. The cost in the beginning was approximately \$50,000, but now that other agencies have stated that they have a need for multiband as well, the cost has jumped up to over a quarter of a million dollars. Another problem that needs to be considered is the amount of time involved for the wireless staff to deploy the radios. Given that, Terry would like to revisit the scope and refresh everyone with the problem we're trying to solve here. Per Chief Neuhoﬀ, he would like to stick with the original problem regarding Darrington, and solve that need first before getting other agencies/areas set up with multiband. Per Chief Bono, we have gotten off track here. The original plan was a phased approach to address the immediate needs for those agencies that need VHF. To address the internal operational needs within the county first, and then deal with interoperability issues in other counties later. Drew's concern is with the budget going from 50k to 250k, and that this means they won't have the capability in time for Search and Rescue season, which is quickly approaching. Terry agreed with Drew and restated what the SNO911 board directed back in late 2020: focus on the project, deploy in single band, replace like for like multiband radios that already exist out there, and begin the phased in approach. Terry would like nothing more than to respond to the Darrington issue and get something done before S&R season. Per Don Waller, he does not feel like there is a good plan or a real understanding of the plan right now, and we're going to end up spending more money than we need to. After much discussion, everyone agreed that Darrington need to be dealt with immediately. Drew Bono made a motion to move forward with Phase 1, identified by the Interoperability Committee, but also ensure that we meet again soon to discuss what Phase 2 looks like, and ensure that all of the needs are captured before moving forward with Phase 2. Darryl Neuhoﬀ seconded the motion with an amendment that in the next two months, the group comes back to discuss how we will move forward. Motion unanimously approved. * Kurt Mills did want to voice his concern about the timeline of two months, or “soon”. Every time they ask the radio team to

step away from doing the primary deployment, they are delaying the implementation of the radio project, which is critical work.

4. SNO911 UPDATE:

A. Call of the Month – Hattie Schweitzer. The committee had a presentation instead of their normal agenda, so there is not a Call of the Month. They are hoping to select a call for April.

5. OLD BUSINESS:

A. Fire Paging Workgroup – Steve Guptill. They are kind of in a holding pattern. He released the report but there are still some discussions to be had regarding what station alerting looks like moving forward. Per Terry, this is on a side burner at the moment, but they have notified Motorola that they intend to pull the full blown paging replacement out of the system. There is a draft of a change order that they are working on to officially remove that scope from the contract. Terry also said it is worth mentioning that NORCOM has requested to come back in. So now they are going through the process of trying to clearly identify the scope of that project. Chief Hovis asked about APCO in August and if we need fire representation. Per Chief Guptill, he doesn't think that anyone from fire needs to go at this time. SNO911 will have someone there, and they will bring any information back to the group.

B. First Due Workgroup – Todd Anderson. There have been some log-ons for some departments, and First Due is still working on connecting other departments, which is primarily because they don't have all of their data in. On March 22nd Chief DeMarco will be meeting with First Due to get all the Snohomish County symbols over so they have it for when they start the build out. Todd is trying to get a meeting scheduled around the 2nd week of April for the workgroup. They are still on course for Q3 for Train the Trainer.

6. NEW BUSINESS: N/A

7. GOOD OF THE ORDER: Kurt Mills. Tomorrow they will be talking to the Board about the new facility, i.e. funding through county bonds and the property acquisition process. There is an employee workgroup that is looking at layouts on the dispatch center and furniture options. Regarding the WSRB ratings, there was a document that went out in the packet. SNO911 is the highest rated dispatch agency as determined by the Washington State Ratings Bureau in 2021.

Thad Hovis. Jennifer Pardee will be onboarding with SCF on Monday as their data analyst. Chief also introduced Acting Division Chief (Captain) Chad Hale from Marysville Fire. He is leading the academy and doing a great job.

8. ADJOURN: The Fire TAC / Operations Committee adjourned at 3:04 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, April 20th at 1:30 p.m. via ZOOM.

**Snohomish County 911
Finance Committee
Meeting Summary for April 14, 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 was unable to attend today's meeting.
 - Steve Guptill volunteered to run the meeting and called it to order at 1:31 pm.
 - Terry added another item to the Agenda, under New Business 4D.
 - Kurt reported that National Public Safety Telecommunicators Week has been ongoing since Sunday. He added that the outreach they've received from the agencies really means a lot, including a recent resolution from South County Fire in support of the dispatchers.
2. **Reports.**
 - A. **Blanket Voucher Report.** There were no questions raised. Jim Lawless moved and David Chan seconded to recommend the Board approve the Blanket Voucher Report for March. The motion passed.
 - B. **Radio Replacement Project Payment Tracking.** Informational report only; there were no questions.
 - C. **First Quarter 2022 Financial Report.** Angie presented the first quarter report and said that everything is on track.
3. **Old Business.**
 - A. **Finance Staffing Update.** Kurt recapped the struggles with staffing that Finance has had. He reported that they had worked with the Robert Half Agency and successfully filled the vacant Finance Coordinator position. As for the vacant Finance Manager position, they have been working with someone in a contract position for the last few months. That person recently entered backgrounds to become a permanent employee. Angie added that the Finance Department has had vacancies for over a year, so even with the amount of experience both people have, training may take some time.
 - B. **Year End 2021 Financial Report.** Angie briefly went over the report that was identical to the one shared earlier in the year, except for the carryover amount. The new carryover amount is \$1,962,987.
 - C. **2021 Year End Budget and 2022 Revenue Activities.** Angie and Terry explained the reasoning behind each of the purposed actions. An APF was prepared that clearly defines the actions the board needs to take annually.
 - i. 2021 Revenues were 4.2% over budget, M & O was 6.4% under and Personnel Costs came in at 3.8% under. They are asking for the new carryover amount of \$1,962,987 be moved to the Capital Fund.

Angie further explained that they will need funding for the future facility prior to the county's bond funds being available. Steve Guptill added that it had been discussed in the Future Facility meeting that it was important to have enough funds available to acquire property this year. Once bond funds are available, they can request a repayment of those funds already spent.

- ii. The 2022 ECSF (Emergency Communication Systems and Facilities) approved budget includes \$3.4 million to be distributed to SNO911. The board already took action to authorize \$2 million be placed in Operating Fund 70, and \$150,000 over to Fund 140 to cover lost, stolen and damaged radios. They are now asking for the remaining \$1,250,000 be moved to the Capital Fund.
- iii. The proposed action is to take \$3,212,987 of Capital Funds (from the carryover and the remaining ECSF Funds) to Project 80-038, for the Future Facility.
- iv. Additional funds from EESCS (Enhanced Emergency Services Communication System). The approved budget was \$6,828,348, and EESCS estimates a residual of \$219,369. Staff is asking that the board authorize moving that residual amount into Reserves Fund 90.

Jim Lawless moved and David Chan seconded to recommend the board approve these four actions. The motion passed.

4. New Business.

- A. Fleet Expansion.** Terry presented two requests, one from Arlington PD and one from Fire District 25 (Oso). He added that they have already provided the radios from their in-house cache. He also explained that even with multiple communications that agencies should be giving SNO911 advanced notice of their needs, it isn't happening. A summary of anticipated fund activities were included in the APF. They plan on asking for more than the \$150,000 that the board initially approved. The committee discussed the frustrations and challenges and how they could better communicate the rules for requesting additional radios. Kurt said SNO911 has tried to facilitate everyone's request as best they can, but they would appreciate more clarity. Following some additional discussion, the committee agreed to work with staff to better define the policy and procedure for these requests. They also agreed to take action on the pending requests.

David Chan moved and Jim Lawless seconded to recommend that Board authorize staff to move forward with the two fleet expansion requests to be funded from Fund 140. The motion passed.

- B. Remote Area VHF Request.** Terry reminded the committee that in May 2020, the Board told staff to focus on the primary project, and put multi-band in place for agencies that have dual band radios. This new proposal is in regards to a specific use case in Darrington, and following up on discussions at Police and Fire TAC, they recommend that for the handful of agencies that regularly operate in areas that don't have exceptional 800MHz coverage, and rely on VHF, to move forward and activate/program those VHF multi-band radios for those specific agencies. Details are outlined in the APF provided. Following some discussions, the committee took action.

Jim Lawless moved and David Chan seconded to recommend the Board authorize the procurement and deployment of VHF dual-band and other radio equipment described in this APF, with a not to exceed amount of \$185,000. The motion passed.

- C. RRP Inventory and Subscriber Support.** Terry presented this proposal which has to do with the current dispatcher that has been spending approximately four out of five days a week, for over a year, helping the radio group. He explained that he's been helping with warehouse duties, deliveries, and basic troubleshooting. They are requesting that he move over to the radio group in a Subscriber Support Position for a three-year term. This would require that he resign from the collective bargaining group. The committee briefly discussed this and supported this move. Terry added that as a part of the Deep Dive they'll be conducting on the Radio Project, they will include examining the staffing model for the project.

Jim Lawless moved and David Chan seconded to recommend the Board to authorize the Inventory and Subscriber Support Position for a three-year term as described in the APF, with an annual not to exceed amount of \$125,000.

- D. ATT Lease Amendment at Bothell Tower.** Terry explained that this amendment will increase the leasable space 40 square feet and increase the amount of rent \$200 per month for space needed to house an additional generator in order to provide the redundant emergency power at the site that ATT requires on any of their sites that serve the FirstNet system. Legal has reviewed the amendment.

David Chan moved and Jim Lawless seconded to recommend the Board to authorize the SNO911 Executive Director or designee to sign the proposed Amendment No. 4 to the AT&T Lease Agreement at the Bothell Tower site.

5. Good of the Order.

- Kurt Mills and committee members Steve Guptill and Jim Lawless thanked Commissioner David Chan for his participation with the SNO911 Board and the Finance Committee since the consolidation.

- 6. Adjourn.** The meeting was adjourned at 2:46 pm. The next meeting is scheduled for May 12, 2022 at 1:30 p.m.

SNOHOMISH COUNTY 911

FUND BALANCE SNO911 MARCH 2022

OPERATING

Fund #	Beginning Balance	Revenue	Expenditures	Funds Transfers	Fund Balance
70	\$3,996,666	\$6,841,021	\$5,835,480	(\$725)	\$5,002,932

CAPITAL PLAN

80	\$13,326,421	\$1,250,163	\$228,798		\$14,347,786
110 - WT	\$1,453,454	\$18			\$1,453,471

RESERVES

90	\$5,828,582	\$72	\$0		\$5,828,654
120 - WT	\$597,596	\$7	\$0		\$597,604

RADIO REPLACEMENT PROJECT

130	\$234,217	\$5,112,659	\$2,501,001		\$2,845,876
140	\$150,003	\$201,749	\$0		\$351,752

TOTALS	\$25,586,939	\$13,405,689	\$8,565,278	(\$725)	\$30,426,624
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*Note: Fund # 110 and 120 are Wireless Technology funds



Quarter Ended March 31, 2022

General Operating - 70

Fund Balance

- Current fund balance of \$5,002,932. A fund balance of \$2.0M was established (Per Board authorization 2/20/20) for cash flow purposes and is not counted toward any fund carryover. The board authorized 2020 carryover of \$329,145 to be transferred to fund 80 and left a residual balance of \$39,028 remaining in the fund. It is expected that this residual balance will be transferred to Fund 80 in the second quarter of 2022 as part of the 2021 carryover as per below. Carryover from 2021 (that includes previous years remaining funds) is \$1,962,987. After this action is taken it will bring the fund back to a \$2M standard fund balance.

Revenue - Revenue through Q1 is \$6,841,007 and is at is at 26.3% of budget.

- Assessments for dispatch services received are at \$4,275,433 or 25.5% of the 2022 budget. Of this amount, \$110,622 was from last year's assessments that were received in January. Budgeted assessment revenue for 2022 is \$ 16,795,260.
- E911 disbursement funds received are \$1,707,087, or 25.8% of the \$6,608.979 budgeted. E911 disbursements are applied to Operating first.
- Emergency Sales Tax revenues received are \$333,332 of the \$2,000,000 budgeted.
- Other income for the period is \$525,109 and mostly reflects reimbursements received for location and EPCR, RAVE and Priority Dispatch. Public Records Requests were \$57.67 and interest received was \$45. Federal Grant funds spent are \$52,646 for the grant to support CAD lite. There remains \$20,800 available to spend in 2022. \$31,587 has been received from the Grant with another expected reimbursement amount of \$15,480.
- Outstanding Accounts Receivables Due is \$100,367. The PUD has not submitted rental payments since 2020 and has a \$24,022 outstanding as a result of the absence of a signed contract between Sno911 and the Snohomish PUD; Sno911 continues to provide services to Snohomish PUD.

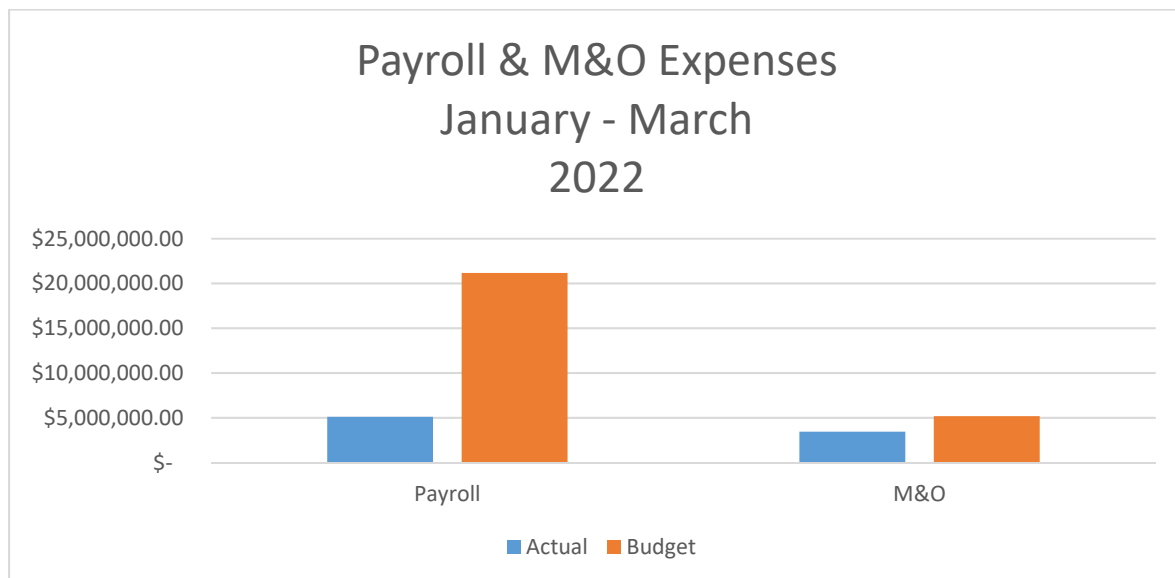
Expenses - Total Expenditures are at \$5,835,480, which is 26% of budget. The 2022 budgeted expenditures are \$26,034,697

Personnel - Personnel expenses are \$4,962,440 through Q1, which is 23% of budget. Personnel budget is \$20,853,430.

- Overtime was at \$451,678 or 43.8% of budget. The 2022 overtime budget is \$1,030,000. It is expected that overtime costs will exceed budget this year.
- PTO Accrual Cash outs are at \$133,878 or 43.2% of \$310,000 budget. PTO cash out options for unions take place in March and November.
- Unemployment claims paid are \$18,587, 24.4% of budget.

M & O - Total Maintenance and Operations (M&O) budget is at \$873,039 or 16.8% of budget. The total budget for M&O is \$5,181,267 with maintenance contracts making up 37% of the M&O budget.

- Reimbursed Expenses are at 61.9% of budget or \$116,392. This includes expenses reimbursed for ACCESS user fees, EPCR, and Managed Laptop. It's important to note that these costs are offset by expected reimbursements and that assessments are not affected.
- Professional fees are at \$66,359 or 25.6% of budget. Applicant processing is trending high and expected to exceed budget this year, although it should be noted there are less candidates.
- Administrative Support expenses are \$71,037 and trending low at 11.2% of budget. This category includes items such as printing costs, recognition, recruiting advertising campaigns, postage, Excise and Use Taxes and document shredding services. Recruiting campaigns advertising is at \$30,646 which is 85.1% of budget. Recruiting continues to be a challenge in 2022 thus far; expected turnover in Dispatch with the schedule change in April of 2022 will provide additional challenges in recruiting.
- Recognition was at \$605 in Q1. Budget is \$10,000. National Telecommunicators Week will take place in April.
- Rent Expense is at \$220,526, or 21.95% of budget. Tower land rent was \$124,338 of the aforementioned rent amount.
- Utilities were at \$30,145 or 29% of budget.
- Repairs & Maintenance is at \$181,474 or 7.6% of budget. Maintenance contracts are the primary expense for this line item and most renewals take place later in the year.
- Insurance The WCIA assessment for 2022 is \$217,237 and is split between the Radio Replacement Program (\$123,803) Operating (\$93,433.72). The 2022 WCIA assessment is higher than normal due to the high volume of assets on hand for the Radio project at the time 2022 assessments were calculated.
- Communications costs were \$30,239, or 29.5% of budget.
- Training and Travel was at \$29,528 or 21.7% of budget. Most of this is registration costs and conferences will take place throughout the year. Staff will attend IAED Navigator conference in April.
- Minor Capital & Equipment expenditures expense for the period is \$24,487 or 16.4% of the budgeted amount of \$149,000.
- Supplies were at \$9,204 or 13.8% of budget and tracking as expected.

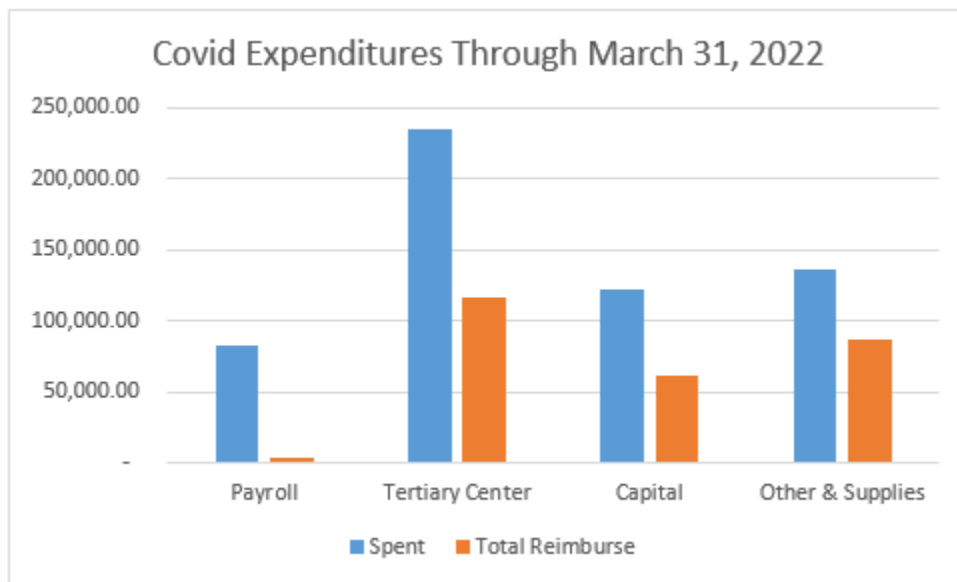


Program-To- Date Covid-19 Expenses:

Covid19 expenditures through March 31, 2022 totaled \$577,887. Of that amount, \$458,369 was from 2020, \$77,919 was from 2021 and \$41,599 was incurred thus far in 2022. The reimbursement consists of \$168,517 in FEMA grants and \$100,000 from Snohomish County. Some requests are being reviewed by FEMA and we may receive more reimbursements in the future.

SNO911 COVID SUMMARY THROUGH 3/31/2022					
	<u>Spent</u>	<u>Reimbursed by FEMA</u>	<u>Reimbursed by EECS</u>	<u>Not Eligible</u>	<u>Expected Reimbursements</u>
Payroll	82,274.93	3,363.48		78,911.45	
Tertiary Center	235,812.36	81,510.25	35,135.26	119,166.85	78,381.66
Capital	122,824.14	2,816.66	58,913.00	61,094.49	
Other & Supplies	136,975.70	80,826.55	5,951.74	50,197.41	22,937.85
	577,887.13	168,516.94	100,000.00	309,370.20	101,319.51

The \$101,319.52 expected reimbursements are all coming from FEMA and are expected to be received in 2022.



Capital 80

Fund Balance

- Current fund balance is \$14,347,786.

Revenue & Expenditures

- Interest received is \$164
- Expenditures are at \$228,798. Large expenditures include: \$121,135 for managed laptops, and \$26,071 for the UPS replacement, \$20,800 for Mobile Ops (CAD-In-A-Box) and \$27,450 for the Logging Recorder.

General Reserves 90 (Undesignated)

Fund Balance

- Current fund balance is \$5,828,654

Revenue & Expenditures

- Interest received is \$71.85.

Capital Wireless Technology - 110

Fund Balance

- Current fund balance is \$1,453,471.

Revenue & Expenditures

- Interest received is \$17.91.

Reserves Wireless Technology - 120

Fund Balance

- Current fund balance is \$597,604

Revenue & Expenditures

- Interest received is \$7.53.

Radio Replacement Fund – 130**Fund Balance**

- Current fund balance is \$2,845,876

Revenue & Expenditures

- Interest received is \$12.
- Reimbursements received of \$5,132,015
- Expenditures are at \$2,520,356 for Q1 of 2022.

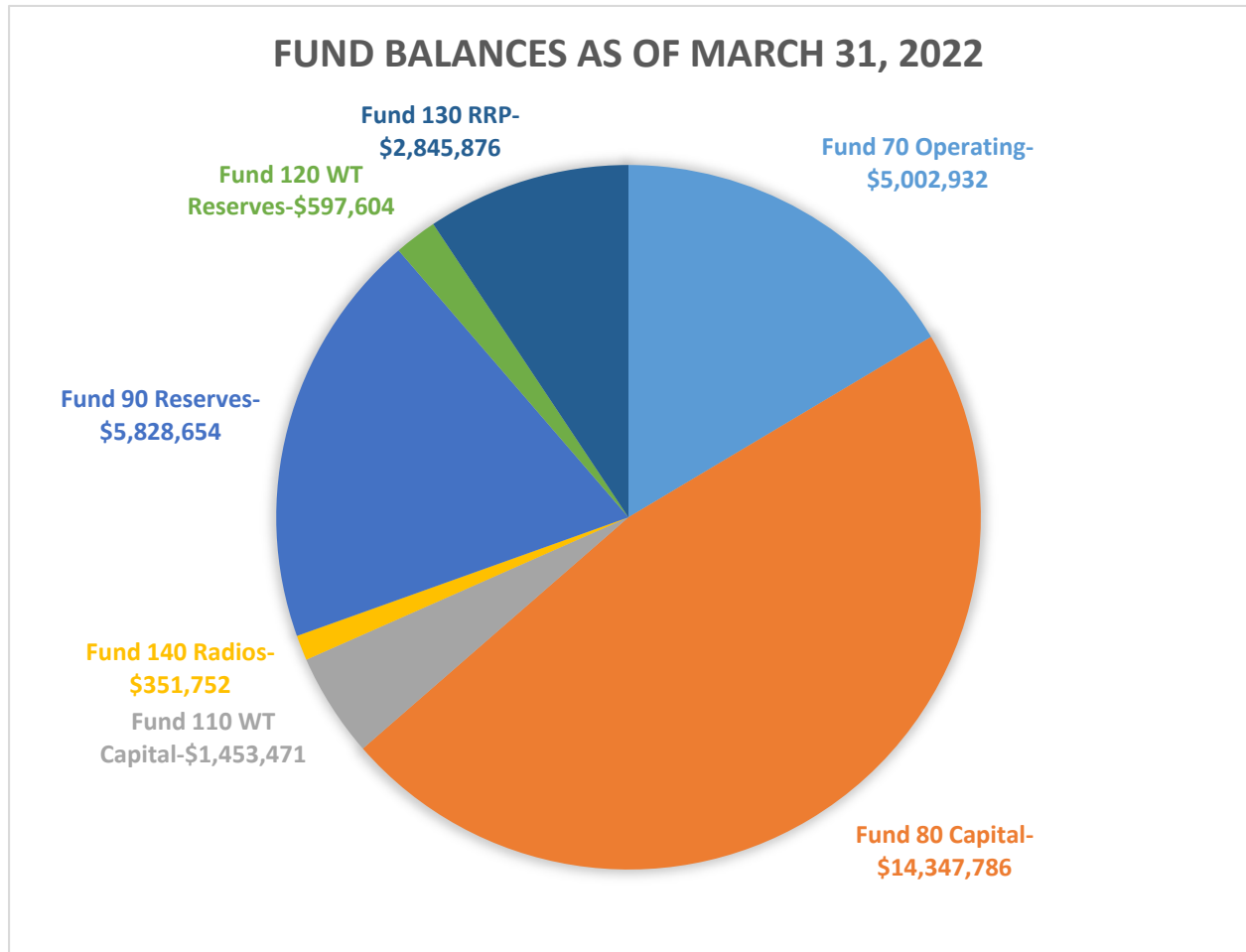
Radio Replacement Project Inception to Date:

Radio Replacement Project	Project Budget	Spent to date 2018 – Q1 2022	% Complete
TOTAL PROJECT MANAGEMENT	\$ 5,739,576	\$ 1,884,890	32.84%
TOTAL INFRASTRUCTURE	\$ 33,686,461	\$ 19,240,287	57.11%
TOTAL SUBSCRIBER UNITS	\$ 16,894,588	\$ 16,993,906	100.59%
TOTAL PROJECT CONTINGENCY	\$ 15,888,545	\$ 6,873,778	43.26%
RRP TOTALS	\$ 72,209,170.00	\$ 44,992,861	

Subscriber Equipment – 140

Fund Balance - Current fund balance is \$351,752

Fund Balances



11:26 AM

04/12/22

Cash Basis

Snohomish County 911
Budget vs. Actual General Operating 70
January through March 2022

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020 · Member Assessments	4,275,433.49	16,795,260.00	-12,519,826.51	25.5%
4040 · E911 Excise Tax Revenue	1,707,087.00	6,608,979.00	-4,901,892.00	25.8%
4045 · Emergency Sales Tax Revenue	333,332.00	2,000,000.00	-1,666,668.00	16.7%
4200 · Miscellaneous Income	525,123.35	630,458.00	-105,334.65	83.3%
4300 · Interest	44.85			
Total Income	6,841,020.69	26,034,697.00	-19,193,676.31	26.3%
Gross Profit	6,841,020.69	26,034,697.00	-19,193,676.31	26.3%
Expense				
5000 · Payroll Expense	4,962,440.34	20,853,430.00	-15,890,989.66	23.8%
6000 · Reimbursed Expense	116,392.29	188,000.00	-71,607.71	61.9%
6150 · Professional Fees	66,359.25	259,000.00	-192,640.75	25.6%
6200 · Administrative Support	71,037.16	633,069.17	-562,032.01	11.2%
6225 · Recognition	604.59	10,000.00	-9,395.41	6.0%
6250 · Rent	220,526.78	1,006,100.00	-785,573.22	21.9%
6252 · Utilities	30,145.24	104,000.00	-73,854.76	29.0%
6300 · Repairs & Maintenance	181,157.27	2,383,498.00	-2,202,340.73	7.6%
6350 · Insurance	93,433.72	145,000.00	-51,566.28	64.4%
6400 · Communication	30,238.90	102,600.00	-72,361.10	29.5%
6500 · Training and Travel	29,452.29	136,000.00	-106,547.71	21.7%
6600 · Minor Capital Equipment	24,487.61	149,000.00	-124,512.39	16.4%
6700 · Supplies	9,204.45	65,000.00	-55,795.55	14.2%
Total Expense	5,835,479.89	26,034,697.17	-20,199,217.28	22.4%
Net Ordinary Income	1,005,540.80	-0.17	1,005,540.97	-591,494,588.2%
Net Income	1,005,540.80	-0.17	1,005,540.97	-591,494,588.2%

5:12 PM
04/11/22
Cash Basis

Snohomish County 911
Capital Plan 80
January through March 2022

	Jan - Mar 22
Ordinary Income/Expense	
Income	
4045 · Emergency Sales Tax Revenue	1,250,000.00
4300 · Interest	
4320 · Other Interest	163.51
Total 4300 · Interest	163.51
Total Income	1,250,163.51
Gross Profit	1,250,163.51
Expense	
6150 · Professional Fees	7,500.00
6600 · Minor Capital Equipment	221,298.42
Total Expense	228,798.42
Net Ordinary Income	1,021,365.09
Net Income	1,021,365.09

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04/05/22
Cash Basis

Snohomish County 911
Wireless Tech Capital 110
January through March 2022

	Jan - Mar 22
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	17.91
Total 4300 · Interest	17.91
Total Income	17.91
Gross Profit	17.91
Net Ordinary Income	17.91
Net Income	17.91

11:21 AM

04/05/22

Cash Basis

Snohomish County 911
Reserves 90
January through March 2022

	Jan - Mar 22
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	71.85
Total 4300 · Interest	71.85
Total Income	71.85
Gross Profit	71.85
Net Ordinary Income	71.85
Net Income	71.85

11:22 AM

04/05/22

Cash Basis

Snohomish County 911
Wireless Tech Reserves 120
January through March 2022

	Jan - Mar 22
Ordinary Income/Expense	
Income	
4300 · Interest	
4320 · Other Interest	7.35
Total 4300 · Interest	7.35
Total Income	7.35
Gross Profit	7.35
Net Ordinary Income	7.35
Net Income	7.35

11:24 AM

04/05/22

Cash Basis

Snohomish County 911 Radio Replacement Project 130 January through March 2022

	Jan - Mar 22
Ordinary Income/Expense	
Income	
4200 · Miscellaneous Income	
4280 · Reimbursements	5,112,647.16
Total 4200 · Miscellaneous Income	5,112,647.16
4300 · Interest	
4320 · Other Interest	11.73
Total 4300 · Interest	11.73
Total Income	5,112,658.89
Gross Profit	5,112,658.89
Expense	
5000 · Payroll Expense	146,133.22
6150 · Professional Fees	
6155 · Legal Fees	900.00
6150 · Professional Fees - Other	138,010.11
Total 6150 · Professional Fees	138,910.11
6200 · Administrative Support	
6230 · Postage and Delivery	80.29
6200 · Administrative Support - Other	13,882.49
Total 6200 · Administrative Support	13,962.78
6250 · Rent	25,567.28
6300 · Repairs & Maintenance	316.68
6350 · Insurance	123,803.28
6500 · Training and Travel	
6510 · Mileage & Fuel	75.93
Total 6500 · Training and Travel	75.93
6600 · Minor Capital Equipment	2,052,231.32
Total Expense	2,501,000.60
Net Ordinary Income	2,611,658.29
Net Income	2,611,658.29

11:29 AM
04/05/22
Cash Basis

Snohomish County 911
Subscriber Equipment 140
January through March 2022

	Jan - Mar 22
Ordinary Income/Expense	
Income	
4045 · Emergency Sales Tax Revenue	150,000.00
4200 · Miscellaneous Income	
4280 · Reimbursements	51,746.29
Total 4200 · Miscellaneous Income	51,746.29
4300 · Interest	
4320 · Other Interest	2.93
Total 4300 · Interest	2.93
Total Income	201,749.22
Gross Profit	201,749.22
Net Ordinary Income	201,749.22
Net Income	201,749.22

SNO911 Fund 80 Capital Plan 2022							
3/31/2022							
		YTD	Planned	Actual			New Forecasted Year
Project #	Project Name	2021	2022	2022	2023	2024	2025
80-001	RMS/Mobile/Corrections	131,760	328,240	9,553			
80-002	CAD		255,000				
80-003	UPS Replacement		100,000	26,071			175,000
80-004	Integrated Video Display System		5,000		40,000	5,000	5,000
80-005	Dispatch Consoles		30,000		5,000	5,000	5,000
80-007	Datacenter Servers	16,994	96,006		10,000	10,000	10,000
80-009	Managed Laptop Program	24,140	350,860	121,135	150,000	500,000	130,000
80-010	Tenant Building Maintenance	112,249	266,751		5,000	5,000	125,000
80-011	CAD PCs-Dispatch		10,000		10,000	10,000	100,000
80-012	Administrative PC's and Displays	2,971	112,029		5,000	10,000	50,000
80-013	Network Equipment/Security	22,274	157,726		10,000	350,000	50,000
80-015	UPS Battery Replace						30,000
80-016	Bldg Security Upgrade	6,128	2,000		2,000	2,000	2,000
80-017	Logging Recorder	206,646	100,354	27,450	5,000	5,000	150,000
80-018	Consulting/Outsourcing		25,000			25,000	
80-019	Tyler Hardware	20,754	63,246		15,000	15,000	15,000
80-021	Center Monitors and Displays		5,000		5,000	5,000	30,000
80-024	Online Citizen Reporting / Shoplift		5,000		5,000	5,000	5,000
80-025	VPAC Virtual Client Portal	444	44,556	5,253	10,000	10,000	650,000
80-026	Tyler/NG Datamart	10,333	15,000				
80-028	Backups and Storage		65,000		100,000	5,000	50,000
80-029	Next Gen 911						
80-033	PBX Refresh	10,672	5,000		5,000	5,000	5,000
80-034	Mobile Manual Ops (CAD-In-A-Box)	30,000	122,000	20,800			
80-035	Service Vehicles		70,000				
80-036	Appliances		5,000		5,000	5,000	5,000
80-037	Furniture Replacement		5,000		5,000	5,000	5,000
80-038	Future Facility Initiative	65,203	5,671,441	11,037			
80-039	Dispatch Center Generator Replacement		740,000				
80-040	Backup Cooling System					250,000	
80-044	Advanced Authentication		5,000		5,000	5,000	50,000
80-045	Earthquake Base ISO Expansion	12,737					
80-046	Data Interoperability						
80-047	Dispatch Schedule Alternatives	29,735	20,000				
80-048	SPIDR Tech Law Enforcement						
80-049	Tertiary 911 Location	58,101					
80-050	Financial Consultant	5,203	25,000	7,500			
80-051	Website Refresh		70,000		5,000	5,000	5,000
80-052	Crime Map Replacement		70,000		5,000	5,000	5,000
80-053	AWS Cloud Exploration		150,000				
80-054	Locution Computer Replacement		25,000				
80-055	SolarWinds		72,000				
80-056	911 Phone Upgrade		775,000				
80-057	Security Vulnerability Management		30,000				

SNO911 Fund 80 Capital Plan 2022								
3/31/2022								
	Beginning Balance	13,332,720	13,326,421	13,326,421	3,429,212	3,022,212	1,775,212	118,212
	Expenditures	766,345	9,897,209	228,798	407,000	1,247,000	1,657,000	347,000
	Previous Year Carryover				0	0	0	
	Managed Laptops							
	Funds Transfer Per Board Approval	424,590						
	E911 Contribution	334,723						
	Miscellaneous Income							
	Interest Income	733		164				
	Projected YE Balance	13,326,421	3,429,212	13,097,786	3,022,212	1,775,212	118,212	(228,788)
Wireless Technology Fund 110 Capital Plan								
44651								
		YTD						New Forecasted Year
Project #	Project Name	2021	Planned 2022	Actual 2022	2023	2024	2025	2026
110-001	Vehicles & New Tires	202,016	56,135		56,135	57,819	59,554	61,340
110-004	Roof Replacements for Generators				0	140,000	0	0
110-005	System Equipment Replacement	17,733	42,000		42,000	42,000	22,000	22,000
110-006	Comm. Site Power System Replacements				0	0	0	0
110-007	Comm. Site Building Improvements		21,000		21,000	18,000	18,000	18,000
110-008	Comm. Site Tower Upgrades/Replacement		31,395		31,395	31,395	46,395	31,395
110-009	Comm. Site HVAC Unit Replacements		30,000		30,000	30,000	30,000	30,000
110-010	Generator Replacements	105,467	60,000		60,000	142,090	147,774	153,685
110-011	WT Network/Camera Upgrade/Sustainment							
110-012	Spare Equipment for Existing Systems							
	Beginning Balance	1,778,574	1,453,454	1,453,454	1,453,471	1,212,941	751,637	427,915
	Expenditures	325,216	240,530	-	240,530	461,304	323,722	316,420
	Previous Year Carryover							
	Funds Transferred in							
	Funds Transfer Per Board Approval							
	Interest Income	96		18				
	Projected YE Balance	1,453,454	1,212,924	1,453,471	1,212,941	751,637	427,915	111,495

8:43 AM

04/05/22

Snohomish County 911
Open Invoices
As of March 31, 2022

Type	Date	Num	P. O. #	Terms	Due Date	Class	Aging	Open Balance
City of Mukilteo								
Invoice	03/01/2022	4473		Net 30	03/31/2022	70 SnoCo...		493.11
Total City of Mukilteo								493.11
Clearwire								
Invoice	01/01/2022	4201			01/01/2022	70 SnoCo...	89	155.92
Invoice	02/01/2022	4302			02/01/2022	70 SnoCo...	58	155.92
Invoice	03/01/2022	4475			03/01/2022	70 SnoCo...	30	155.92
Total Clearwire								467.76
DIUA								
Invoice	08/01/2021	3854		Net 30	08/31/2021	70 SnoCo...	212	100.00
Invoice	11/01/2021	4109		Net 30	12/01/2021	70 SnoCo...	120	3,888.42
Total DIUA								3,988.42
E911								
Invoice	02/02/2022	4380		Net 30	03/04/2022	70 SnoCo...	27	7,137.00
Invoice	03/25/2022	4555		Net 30	04/24/2022	70 SnoCo...		725.00
Total E911								7,862.00
Federal Bureau of Investigation								
Payment	03/25/2022	030922						-0.01
Total Federal Bureau of Investigation								-0.01
Lynnwood PD								
Invoice	03/01/2022	4412		Net 30	03/31/2022	70 SnoCo...		50,252.14
Total Lynnwood PD								50,252.14
Paine Field								
Invoice	03/01/2022	4417		Net 30	03/31/2022	70 SnoCo...		727.00
Invoice	03/01/2022	4442		Net 30	03/31/2022	70 SnoCo...		8.24
Invoice	03/01/2022	4454		Net 30	03/31/2022	70 SnoCo...		137.21
Invoice	03/01/2022	4472		Net 30	03/31/2022	70 SnoCo...		33.66
Total Paine Field								906.11
Records Requestor - Steven Weier								
Invoice	01/26/2022	4309		Net 30	02/25/2022	70 SnoCo...	34	20.64
Total Records Requestor - Steven Weier								20.64

8:43 AM

04/05/22

Snohomish County 911
Open Invoices
As of March 31, 2022

Type	Date	Num	P. O. #	Terms	Due Date	Class	Aging	Open Balance
Snohomish County PUD								
Invoice	01/01/2021	3143			01/01/2021	70 SnoCo...	454	500.00
Invoice	01/01/2021	3147			01/01/2021	70 SnoCo...	454	7,858.35
Invoice	02/01/2021	3232			02/01/2021	70 SnoCo...	423	500.00
Invoice	03/01/2021	3314		Net 30	03/31/2021	70 SnoCo...	365	500.00
Invoice	04/01/2021	3423			04/01/2021	70 SnoCo...	364	500.00
Invoice	05/01/2021	3507			05/01/2021	70 SnoCo...	334	500.00
Invoice	06/01/2021	3591			06/01/2021	70 SnoCo...	303	500.00
Invoice	07/01/2021	3675			07/01/2021	70 SnoCo...	273	500.00
Invoice	08/01/2021	3768			08/01/2021	70 SnoCo...	242	500.00
Invoice	09/01/2021	3861			09/01/2021	70 SnoCo...	211	500.00
Invoice	10/01/2021	3943			10/01/2021	70 SnoCo...	181	500.00
Invoice	11/01/2021	4033			11/01/2021	70 SnoCo...	150	500.00
Invoice	12/01/2021	4118			12/01/2021	70 SnoCo...	120	500.00
Invoice	01/01/2022	4204		Net 30	01/31/2022	70 SnoCo...	59	500.00
Invoice	01/01/2022	4208		Net 30	01/31/2022	70 SnoCo...	59	8,663.83
Invoice	02/01/2022	4305			02/01/2022	70 SnoCo...	58	500.00
Invoice	03/01/2022	4479			03/01/2022	70 SnoCo...	30	500.00
Total Snohomish County PUD								24,022.18
SRFR - Snohomish Regional Fire & Rescue								
Invoice	03/01/2022	4458		Net 30	03/31/2022	70 SnoCo...		3,445.30
Total SRFR - Snohomish Regional Fire & Rescue								3,445.30
StarTouch Inc								
Invoice	01/25/2022	FC 73		Net 30	02/24/2022	70 SnoCo...	35	60.86
Invoice	02/01/2022	4307		Net 30	03/03/2022	70 SnoCo...	28	2,491.80
Invoice	03/25/2022	FC 77			03/25/2022	70 SnoCo...	6	27.03
Invoice	03/01/2022	4482		Net 30	03/31/2022	70 SnoCo...		2,491.80
Total StarTouch Inc								5,071.49
Tulalip Tribes Police Department								
Invoice	02/08/2022	4381		Net 30	03/10/2022	70 SnoCo...	21	3,837.75
Total Tulalip Tribes Police Department								3,837.75
TOTAL								100,366.89

**Snohomish County 911
Future Facility Committee**
Meeting Summary for April 5, 2022, 1:00 – 2:00 pm
Location: Web Conference

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	Jason Biermann		Rich Llewellyn	✓
George Hurst	✓	Kristiana Johnson	✓	Steve Guphill	✓
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. Property Review.** Kurt spoke about several potential properties. He provided a general description of each and the committee discussed the pros and cons. He went on to explain that following additional exploration, desirable properties will be analyzed using the list of evaluation criteria that the committee had decided upon. Non-binding Letters of Intent will not be prepared until the committee has a chance to weigh-in with their approval. He reported that he will be meeting with Heartland and OAC later in the day to discuss available properties. One committee member asked that the group still keep the colocation possibility in the back of their minds, and Kurt agreed with this.
- 2. Financing Update.** Terry reported that the SNO911 Board has reviewed the financing agreement with the County twice and it has successfully gone through all legal reviews, both SNO911's and Snohomish County and their Bond Council. The agreement is on the agenda for approval at the April 21st meeting. Following SNO911 approval, it would then go through the County's process for their approval, either this month or in May. Following those two actions, the agency is on track for the County to issue bonds in the Fall, and for the funds to be released sometime before the end of the year. He explained that there is a possibility that property could be purchased this year with funds in reserves. He added that they are exploring ways in which a plan could be developed to purchase property before bond funds became available. Kurt said he thinks the agency must buy property this year in order to keep on track with the project schedule. He added that they are already discussing bringing in a designer and will need to go to the State sometime soon to receive approval on the construction approach the Board would like to take. Some additional discussion was on the future path that Sound Transit may take north of Lynnwood, and if any of the potential properties would be effected. Kurt reiterated that any potential properties will be scored on the evaluation criteria before they are presented to the committee, and he plans on bringing Heartland and OAC to that meeting to answer any questions.
- 3. Round Table.** None
- 4. Next meeting.** The meeting was adjourned at 1:38 pm. The next committee meeting is scheduled for May 3, 2022 at 1:00 pm.