



SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
REGULAR MEETING AGENDA
October 20, 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
or dial +1 253 215 8782

Physical location: Everett Police South Precinct, 1121 SE Everett Mall Way, Everett, WA
Please note that most Board members and staff attend the meeting remotely. However, pursuant to RCW 42.30, a physical location is also provided.

- 1. Call to Order**
 - A. Roll Call**
 - B. Announcements**
- 2. Public Comments**
- 3. Approval of Agenda**
- 4. Consent Agenda**
 - A. Minutes from the September 15, 2022 Board Meeting3**
 - B. Minutes from the September 22, 2022 Special Board Meeting9**
 - C. September 2022 Blanket Voucher & Payroll Approval Form:**
 - i. Checks 16447-16575, for a total of \$1,255,730.03
 - ii. Payroll Direct Deposit, in the amount of \$1,118,210.04
- 5. Director's Report**
- 6. Old Business**
 - A. Discuss Direction of Continuing 100% Remote Board meetings**
 - B. Action to End Covid-19 Emergency Declaration 2021-007**
- 7. New Business**
 - A. Committee Appointments (Future Facility)**
 - B. APF - Appointive Staff Policy Updates 11**
 - C. APF - RRP Technician Continuation 16**
 - D. APF - Financial Actions to Support Future Facility 17**
 - E. APF - Procurement Policy Updates..... 102**
 - F. APF - Alphanumeric Paging Project NORCOM Cost Share ILA 124**

8. Reports

A. Agency Report	136
B. Future Facility Update	167
C. Radio Replacement Project (RRP).....	168
D. Police TAC.....	171
E. Fire TAC	175

9. Committee Reports

A. Finance Committee	180
B. Personnel Committee	183
C. County EESCS Committee (formerly County E911 Office)	
D. County ECSF Program Advisory Board	
E. Future Facility	185

10. Executive Session (if needed)

11. Good of the Order

12. Adjourn

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

September 15, 2022

Board Members & Management in Attendance	☒ Jon Nehring (President)	Marysville	☒ Jonathan Ventura	Arlington Police
	☒ Dave DeMarco	Everett Fire	☐ Richard Emery	Mukilteo
	☒ Derek Daniels	South County Fire	☒ Pete Caw	Mntlk Terrace PD
	☒ Steve Guptill	SRFR	☒ Kurt Mills	Snohomish Co 911
	☒ Darryl Neuhoﬀ	Marysville Fire	☒ Terry Peterson	Snohomish Co 911
	☒ Ryan Shaughnessy	Fire District 15	☒ Andie Burton	Snohomish Co 911
	☒ Ian Huri	SCSO Undersheriff	☒ Marlin Herolaga	Snohomish Co 911
	☒ Ken Klein	Snohomish County	☒ Wade Anderson	Snohomish Co 911
	☒ Dan Templeman	Everett Police	☐ Derek Wilson	Snohomish Co 911
	☒ Judy Tuohy	Everett	☐ Howard Tucker	Snohomish Co 911
	☒ Rod Sniffen	Edmonds Police	☐ Chris Ampongan	Snohomish Co 911
	☒ George Hurst	Lynnwood	☒ Jordan Stephens	Legal Counsel
Alternate Board Members in Attendance	☒ Thad Hovis	South County Fire	☐ Don Schwab	Everett
	☐ Roy Waugh	SRFR	☐ Jim Nelson	Lynnwood Police
	☐ Chad Schmidt	Fire District 21	☒ Jim Lawless	Marysville Police
	☐ Dara Salmon	Snohomish County	☒ Cheol Kang	Mukilteo Police
	☐ Scott Robertson	SCSO Bureau Chief	☒ Jeff Beazizo	Lake Stevens Police
	☐ Jeraud Irving	Everett Police	☐ Dale Kaemingk	Brier
Guests and Staff in Attendance	Dave Teitzel - Edmonds Councilmember		Diana Brown - OAC	
	Riley McGinnis - Public Citizen		Brittney Martens - SNO911 (Public Meeting Location)	
	Stan White - Acting Chief - Mill Creek Police		Sharon Brendle - SNO911 (Notetaker)	

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	Vice President DeMarco called the meeting to order at 8:31 a.m. President Jon Nehring joined into the meeting following the call to order. Roll was called and a quorum was confirmed. There were no announcements.	
2. Public Comments	None.	
3. Approval of Agenda	Executive Director Kurt Mills asked that an additional item be added to the agenda, Item 6G: Committee Appointments. <i>Commissioner Derek Daniels moved to approve the agenda as amended. The motion was seconded by Acting Chief Darryl Neuhoﬀ and approved unanimously.</i>	Agenda approved as amended
4. Consent Agenda	<i>Acting Chief Neuhoﬀ moved to approve the Consent Agenda, including:</i> <i>A. Minutes from the August 18, 2022 board meeting;</i> <i>B. August 2022 Blanket Voucher and Payroll Approval Form: Checks 16333-16446, for a total of \$1,599,596.71; and Payroll Direct Deposit in the amount of \$1,253,025.68;</i> <i>The motion was seconded by Commissioner Daniels and approved unanimously.</i>	Consent Agenda Approved

5. Old Business	A. 2023 Budget. Director Mills explained that the primary focus has been on the request for additional staff. He added that the additional staff will be used toward reaching the initiative to improve workforce engagement and decrease attrition. He added that in response to feedback received at the August meeting staff has come up with some options that are less impactful to assessments. Following the discussions they had at both the Finance and Personnel Committees he is presenting two additional options B and C. These new options still achieve the staffing that they are seeking, but achieving those numbers are spread out in a different manner. <u>Revised Option B:</u> Additional positions would be funded through an increase in assessments with the option to pull from reserves, if hiring can be accomplished. The issue that was previously raised is whether hiring can be achieved in the current market. This option would seek six FTEs (full-time-employees) in 2023, and six in 2024. He mentioned the possible financial impact in year 2024 and future years. <u>Revised Option C:</u> Following the meeting with the Finance Committee, members recommended that funding for the additional six would not start until July 2023. If at the end of 2023, the agency is unable to hire the six, the underspent amount would be separated out from the budget, so the board could consider a refund or apply the unspent amount to the following year's assessment. Following extensive discussion, during which board members shared their concern with the proposed assessment increases, they also expressed their reluctance in supporting additional hiring beyond positions that can't currently be filled. The director suggested another option: <u>Option D:</u> Receive approval as outlined to assess the funding for six additional dispatch staff starting in July 2023, that will result in a 3.86% increase in assessments. In addition, the board authorizes the agency to pursue the hiring of all 12, but by utilizing funds from reserves. As the agency enters the 2024 budget, the agency will have an option of refunding or repurposing the dollars, if they are unsuccessful in hiring additional employees. Assistant Chief Steve Guptill moved to authorize staff to focus on staffing the currently authorized FTE level until June 2023, afterwhich they plan for the additional FTEs, utilizing reserve funds, with the understanding that funding will be deferred to 2024. This to be done in order to determine whether or not the 6 FTEs will be classified as over-hires to stabilize staffing, or if the agency moves forward with the Employment Engagement Initiative program and hires an additional 6 FTEs for a total of 12. The motion was seconded by Acting Chief Neuhoff. Assistant Chief Guptill amended his motion to include that prior to hiring an additional 6 FTEs, that staff bring a requested mid-year budget amendment to continue with the DEI plan. Attorney Jordan Stephens restated the motion for clarity: Move forward with the 2023 budget, authorizing staff to hire six	
-------------------------------	--	--

	more dispatchers to be funded from reserves in 2023 beginning in July 2023, if an evaluation determines that such additional FTE positions will likely be filled. Ms. Stephens also explained that since the ILA specifies that the board must adopt a budget that shows the required financial participation of each member, she thinks the board should come back before September 30th to approve the budget being proposed. Assistant Chief Guptill withdrew his motion and recommended that staff be given the opportunity to revise the budget per the feedback received by the board and schedule a special meeting prior to September 30th. Acting Chief Neuhoff, who seconded the original motion agreed. A special meeting of the board was scheduled for Thursday, September 22nd at 10:00 a.m. An invitation was sent out after the meeting. B. Discussion/Direction on Continuing 100% Remote Board Meetings. This topic was tabled until next month.	Original motion was withdrawn. Topic tabled until October Regular Meeting
6. New Business	A. Resolution 2022-05. This topic was tabled until the next meeting. B. APF - Amendment to Purchase & Sale Agreement for Future Facility. Deputy Director Peterson explained that the amendment was included in the packet. In the original negotiations with the seller, a 1% commission was to go back to SNO911's broker. Since the broker was contracted under a sub-contract with OAC, the 1% commission was not needed. The amendment lowers the overall purchase price by 1%. It also includes a request to extend the inspection period from 90 days to 104 days, which gives the additional time to align with the regularly scheduled October board meeting. <i>Acting Chief Neuhoff moved to authorize the Executive Director to sign the First Amendment to the Purchase and Sale Agreement for the property located at 332 SW Everett Mall Way, in a form substantially as presented and pending legal review. The First Amendment may be with or without the provision allowing for the increase to the length of the inspection period, but if the amendment does not include such provision, SNO911 staff shall schedule a special Board meeting prior to the conclusion of the inspection period. The motion was seconded by Commissioner Daniels and approved unanimously.</i> C. APF - RRP Change Order 12 - Remove Alphanumeric Paging. Deputy Director Peterson explained that paging had been included in the original Motorola project, valued at around \$1.9 million. Following discussion with the member agencies, they were told not to do a full system replacement since it involves aging technology. They have since removed the full replacement from the Motorola contract, and plan to do a new partial replacement. He added that next month they plan to bring back a cost share agreement with NORCOM which will kick off the new partial project. This will be less than the \$1.9	Resolution 2022-05 is tabled until special meeting. Motion Approved

	million, and will extend the life of the existing system. Assistant Chief Guptill added that the topic was discussed at the Finance Committee. He voiced his support for the system, but added that any savings realized should be applied toward improving fire alerting, for either personnel or station. <i>Assistant Chief Guptill moved to authorize staff to remove the alphanumeric paging project scope from the Motorola contract, including the execution of Change Order 12. The motion was seconded by Acting Chief Neuhoff and approved unanimously.</i>	Motion Approved
	D. APF - Surplus and Transfer of Old Radios to Snohomish County DEM. Deputy Director Peterson explained that three of the XTL Motorola radios are no longer in service or supported by Motorola. They were in the process of being surplus, but SNO911 learned that Snohomish County DEM could use these to enhance their communication capabilities with additional VHF and UHF radios. <i>Acting Chief Neuhoff moved to declare the three XTL model radios in the APF as surplus and authorize the Executive Director or designee to transfer ownership of the three radios to Snohomish County DEM. The motion was seconded by Commissioner Daniels and approved unanimously.</i>	Motion Approved
	E. APF - RRP Residual Radio Installation Parts. Deputy Director Peterson reported that following both the mobile and portable radio installation and deliveries, they have some residual parts that were purchased as part of the overall order. He explained that they would like to distribute the additional supplies on a first-come, first-serve, reasonable request basis. If approved, the IT/Radio team will send out a list to all the agencies. <i>Acting Chief Neuhoff moved to authorize the SNO911 IT/Radio Team to distribute these excess additional supplies and equipment on a "first come-first serve" reasonable request basis that meets an operational demand. SNO911 IT/Radio Team will document the transfers of equipment/supplies in accordance with SNO911 inventory policies. The motion was seconded by Commissioner Daniels and approved unanimously.</i>	Motion Approved
	F. APF - SNO911/ SNO911/ SNO911 Master Site Agreement. Deputy Director Peterson explained that the PUD leases space from SNO911 at a couple of sites, including the Mountlake Terrace Water Tower. Since no one can locate a fully executed lease that would have taken place in 2012, prior to the SERS merger, and therefore, the PUD stopped paying rent as of January 2021. They are now issuing a new Master License Agreement with the PUD. Once that agreement is fully executed, the PUD will make a catch up payment covering the amount in arrears. The new agreement will only be between SNO911 and the PUD, since the agreement SNO911 has with the City of Mountlake Terrace allows for subleases. A site license	

	agreement, which will include dollar amounts, will be forthcoming in the next month. Acting Chief Neuhoﬀ moved to approve and authorize the Executive Director to sign the Master License Agreement with Public Utility District No. 1 of Snohomish County related to the Mountlake Terrace site, in a form substantially as presented, pending legal review. The motion was seconded by Commissioner Daniels and approved unanimously. G. Committee Appointments. Director Mills explained that there is no limit to the number of people that can serve on a committee. Director Ken Klein has requested to join the Finance Committee. Acting Chief Neuhoﬀ moved to appoint Snohomish County Director Ken Klein to the Finance Committee. The motion was seconded by Undersheriff Ian Huri and approved unanimously.	Motion Approved Motion Approved
7. Reports	A. Agency Reports. In addition to the information shared in the packet, Director Mills wanted to share that the fire near Index resulted in a huge number of calls to the center. The number exceeded the volume usually seen on July 4th. He added that Fire TAC will be briefed on the call that inadvertently was sent out by DEM. B. Future Facility Project. Director Mills introduced the new Program Manager Diana Brown. Ms. Brown has attended the last Future Facility Meeting. She reported that the due diligence report has been completed and the draft report is included in the packet. She expects an updated report will be available next month which will include information on utilities and towers. She reported that they have not encountered any concerning matters with the property. Deputy Director Peterson added that he included a project status report in the packet. This will be shared each month going forward. This will include high-level key activities, as well as a reminder for the board on significant decisions or actions that have happened. He explained that next month they will also include some financing actions that will allocate enough money this year to purchase the property. This will involve the short term transfers of capital funds. He also reported that they are on schedule to present their project to the State's Project Review Committee, scheduled for September 23rd. C. Radio Replacement Project (RRP) Update. Deputy Director reported that an update on the project is included in the packet. He added that he and the director have put together a high-level summary that shows how much money has been received to support the radio system, and how much has been spent or earmarked to support the sytem now and into the future. In addition, they included how much has been used to support operations, and how much towards the future facility. Also reported is that they have received authorization to move the Machias site back into the project, so future coverage will be	

	improved in that area. Deputy Director Peterson also reported the recovery of two stolen radios that were taken during an October 2021 break-in at a Lake Roesiger Fire Station. The radios turned up in central Oregon at a Day Wireless shop. The insurance company has agreed to a buy-back. D. Police TAC. Assistant Chief Jim Lawless reported that Police TAC met earlier in the week. Operational updates were discussed. E. Fire TAC. Director of Operations Andie Burton reported that Fire TAC met in August. They deployed a new type code to assist in getting the correct response to brush fires that have an urban interface. They also discussed upcoming work related to further implementing the Medical Priority Dispatch System that is being produced by the Dispatch Review Committee. Those updates will be shared each month at Fire TAC.	
8. Committee Reports	A. Finance Committee. Assistant Chief Steve Guptill reported that in addition to items previously discussed today, the committee learned of the savings of the commission amount on the building's purchase due to staff's attention to detail. B. Personnel Committee. Councilmember George Hurst referred to the minutes included in the packet. C. County EESCS Committee. No meeting. D. County ECSF Program Advisory Board. No meeting. E. Future Facility Committee. Nothing to add. F. Board Technical Leadership. No meeting.	
9. Executive Session	None.	
10. Good of the Order	None.	
11. Adjourned	The meeting was adjourned at 10:55 a.m. A Special Board Meeting is scheduled for September 22nd at 10:00 a.m. The next regular meeting is scheduled for October 20th, at 8:30 a.m.	

SNOHOMISH COUNTY 911 BOARD of DIRECTORS SPECIAL MEETING

September 22, 2022

Board Members & Management in Attendance	☒ Jon Nehring (President)	Marysville	☒ George Hurst	Lynnwood
	☒ Dave DeMarco	Everett Fire	☐ Jonathan Ventura	Arlington Police
	☒ Derek Daniels	South County Fire	☐ Richard Emery	Mukilteo
	☒ Steve Guptill	SRFR	☒ Pete Caw	Mntlk Terrace PD
	☒ Darryl Neuhooff	Marysville Fire	☒ Kurt Mills	Snohomish Co 911
	☒ Ryan Shaughnessy	Fire District 15	☒ Terry Peterson	Snohomish Co 911
	☒ Ian Huri	SCSO Undersheriff	☒ Andie Burton	Snohomish Co 911
	☒ Ken Klein	Snohomish County	☒ Marlin Herolaga	Snohomish Co 911
	☒ Dan Templeman	Everett Police	☒ Wade Anderson	Snohomish Co 911
	☒ Judy Tuohy	Everett	☒ Howard Tucker	Snohomish Co 911
	☒ Rod Sniffen	Edmonds Police	☒ Jordan Stephens	Legal Counsel
Alternate Board Members in Attendance	☐ Thad Hovis	South County Fire	☐ Jim Nelson	Lynnwood Police
	☒ Roy Waugh	SRFR	☐ Jim Lawless	Marysville Police
	☐ Chad Schmidt	Fire District 21	☒ Dave Teitzel	Edmonds
	☐ Dara Salmon	Snohomish County	☐ Cheol Kang	Mukilteo Police
	☐ Scott Robertson	SCSO Bureau Chief	☒ Jeff Beazizo	Lake Stevens Police
	☐ Jeraud Irving	Everett Police	☒ Dale Kaemingk	Brier
	☐ Don Schwab	Everett		
Guests and Staff in Attendance	Alicia Berget - SNO911 (Public Meeting Location)			
	Sharon Brendle - SNO911 (Notetaker)			

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	President Jon Nehring called the meeting to order at 10:01 a.m. Deputy Director Peterson called roll and confirmed there was a quorum. Executive Director announced that from now on the recording feature on Zoom will be used. A notification will appear on the screen indicating that the meeting is being recorded so members will be able to click on that they are acknowledging the recording.	
2. Public Comments	None.	
3. Old Business	A. 2023 Budget. Director Mills presented an updated Action Proposal Form that included feedback received from the September 15th board meeting. This proposal includes Option D, which would approve the budget with no additional dispatch staff funded from the operating budget. It explains that if satisfactory progress is made in securing the 17 vacancies, staff will request six additional dispatchers be funded from existing reserves in 2023. He clarified that the agency isn't sure when optimum staffing is reached, so a specific month is not included in the proposal. Existing reserves means that additional staff will not impact assessments in 2023. This increases assessments for 2023 at 0.83%, with an overall increase to the budget at 9.12%. The director also included a	

	copy of the Executive Summary relating to the Dispatchers Engagement Initiative. He also explained that they hope to start discussions with the dispatcher's union. Their contract expires the end of June 2023. He added that they will be trying to get them on board with setting the path toward the engagement schedule, knowing that it will take some time to succeed. The resolution that is also provided comes out of the Finance Committee, which states the board's support of the initiative. <i>Councilmember George Hurst moved to approve the 2023 Budget as Option D, as presented that includes the new appointive wage grid effective 1/1/2023. The motion was seconded by Acting Chief Darryl Neuhoﬀ and approved unanimously.</i> B. Dispatcher Engagement Resolution 2022-05. The resolution was recommended by the Finance Committee as a way to memorialize support for the dispatcher engagement initiative. The director was encouraged to keep looking for other ways and ideas for engagement that has resulted in an increase in recruiting and retention. He was also asked that if he receives news from other dispatch centers within the country that have adopted the type of engagement initiative plan proposed that he would share that information with the board. <i>Acting Chief Neuhoﬀ moved to adopt Snohomish County 911 Resolution 2022-05, a resolution of the Board of Directors of Snohomish County 911 declaration of support for 911 emergency dispatcher engagement initiative. The motion was seconded by Commissioner Derek Daniels and approved unanimously.</i>	2923 Budget Approved 2022-05 Resolution adopted
4. Good of the Order	▪ Acting Chief Neuhoﬀ expressed his appreciation to the director for presenting Option D that stabilized their assessments for 2023. ▪ Deputy Director Peterson reported that the seller of the new building was willing to accept the request to extend the inspection period by seven days. In turn, they asked that SNO911 honor the original closing date which the deputy director agreed to. ▪ President Nehring thanked the staff for their work on the budget and thanked the board for the good discussion from last week that led to the favorable conclusion.	
5. Adjourned	The meeting was adjourned at 10:12 a.m. The next regular meeting is scheduled for October 20th, at 8:30 a.m.	

Action Proposal Form

Date: 10/10/22

Title: Appointive Staff Policy Update: On-Call



Background / Purpose:

Prior to merger and consolidation, the three agencies had different policies for On-Call & Standby. These programs are critical to ensure unplanned outages and unexpected situations that occur after hours are handled. There are three weekly rotations for these programs, one each for Radio, Tech & Operations.

This policy update adds the Operations Managers and increases the weekly stipend for Operations & Tech from \$250 to \$300 per week.

The policy also has some clean-up & clarification language now that Radio & IT Departments have merged.

SNO911 does not historically budget for these On-Call costs and uses budget underspent. The program will cost \$15,600 annually to add Operations Managers.

Suggested Action/Recommendation:

Approve the Appointive Policy Changes described above that modify the On-Call & Standby programs.

Funding: Operating Fund 70



1121 SE Everett Mall Way, #200
Everett, WA 98208

APPOINTIVE EMPLOYEES POLICY

Issued 07/19/18

Revised

~~10/21/21~~ Pending

Purpose Statement

The purpose of this policy is to explain compensation, hours of work and benefit policies for non-represented appointive staff of Snohomish County 911 (SNO911) employees. Unless otherwise stated, this policy shall be the governing policy for appointive employees.

Health and Dental Benefits

SNO911 will offer full-time employees medical, dental, and vision insurance coverage. Full time employees are those who regularly work 30 hours or more per week. Effective January 1, 2019, employees must participate in a cost share. The cost share for medical is 3% for employee only and 5% for employee plus. Dental cost share is 5% for employee only and 15% for employee plus. Employees must regularly work 30 hours a week to participate in employer sponsored health and dental plans. In addition, employees are eligible for accidental death & dismemberment and group term life insurance (\$50,000).

Any employee who opts out of medical coverage after providing adequate proof of insurance shall be entitled to an opt-out payment of three hundred fifty dollars (\$350.00) per month.

Wage & Salary

SNO911 desires to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be fair and equitable and in compliance with all applicable statutory requirements. SNO911 applies the same principles of fairness and external comparability to all employees, regardless of age, ancestry, national or ethnic origin, organizational level, race, religion, gender, sexual orientation or disability that does not prohibit performance of essential job performance.

Through a process called position evaluation and classification, the knowledge and skill, work difficulty and autonomy, scope of responsibility and degree of impact for each exempt and non-exempt job at SNO911 are compared. Once jobs are assigned a classification level, jobs are compared with external market data. Each job is assigned a 7-step pay range (from STEP-1 minimum to STEP-7 maximum). Every 3-5 years the SNO911 will examine the market conditions in an effort to ensure ongoing comparability. Changes in pay grades will be made as approved by the SNO911 Board of Directors after review of market conditions and the agency budget. Newly appointed employees will be placed in a step commensurate with their experience, qualifications and business needs, but will generally not exceed mid-range step placement.

Defined Workweek

The workweek is defined as Sunday 12:00 AM – Saturday 11:59 PM.

Work Schedules

All employees are expected to have a regular work schedule. The standard schedule is Monday – Friday 8:30 AM – 4:30 PM unless otherwise approved. Employees wishing to voluntarily adjust their regular weekly schedules may submit a request to their department head. Final approval is determined based on the needs of the department. Alternative schedules may be adjusted back to a standard 5x8's schedule whenever business needs require.

Pay Days

The two paydays per month occur on the 5th and the 20th of each month, with the exception of bank holidays, when paydays will occur on the nearest available bank day. The two pay periods per month are the 1st through the 15th and the 16th through the last day of the month. SNO911 does not control the actual time that banks deposit funds into personal accounts.

Direct Deposit

All paychecks for SNO911 employees are electronically transferred by direct deposit to the employee's designated bank account. Each employee must submit a direct deposit authorization form to the finance office. When changing banks the employee must notify the finance office. Direct deposit changes may take up to 10 days before activated by the bank.

Deductions from Paychecks

SNO911 is required by law to make certain deductions from each employee's paycheck each time one is prepared. Mandatory deductions include:

- Federal income tax
- Other state taxes (workers comp, etc.)
- Washington State Public Employees Retirement System (PERS)
- Medicare portion of Social Security
- Applicable wage assignments (garnishments)

These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the finance office immediately, to ensure proper credit for tax purposes. Additional voluntary deductions may also be made (e.g., cost-sharing for dependent health coverage).

If you believe there are any errors in your pay, including that you have been overpaid or underpaid, that improper deductions have been taken from your pay or that your pay does not accurately reflect all hours worked, including overtime, report your concerns to the finance office immediately. SNO911 will promptly investigate all reported complaints and, if

appropriate, take corrective action. Retaliation against an employee who raises a concern about improper pay is prohibited.

Pay Steps

At the discretion of the Executive Director an employee may receive an annual increase up to two steps, based on performance and pre-approved budget. The effective date for authorized progression to the next available pay scale step is January 1 based on a satisfactory performance evaluation that was completed at the end of the evaluation cycle of October 1 through September 30 from the preceding year.

Cost of Living Adjustments

The Board of Directors will determine the COLA, if any, that will be effective January 1. The SNO911 Board must approve COLA adjustments prior to the effective date.

Retention Bonus

Employees will receive a retention bonus of \$1,000 awarded every five years of service, starting with \$1,000 for 5 years of service and increasing by \$500 increments for each additional five years of service, to be paid when they reach their incremental anniversary dates.

Example: An employee reaches their 15 year anniversary. The employee will receive \$2,000.

Retention bonuses will not be pro-rated if an employee separates from employment prior to reaching an incremental anniversary date.

On-Call Stipend -- ~~Other than for Wireless Technology Employees~~ Operations & IT Staff

~~Non-represented~~ Appointive staff who are called in after hours for a critical event, service disruption or urgent agency operational needs that require their presence are eligible for \$100 stipend, subject to their manager and director approval. This is expected to be a rare occurrence and only available for serious operational needs. This would not qualify when an employee voluntarily adjusts their schedule and is designed for unforeseeable events.

~~Tech~~ IT and Operational departments will each establish a rotational on-call schedule.
Appointive staff ~~employees~~ that are subject to on-call duties are also eligible for ~~\$250~~ \$300 for each week they are scheduled to be on-call and may respond remotely when feasible.

Standby and Call-Out Pay for ~~Wireless Technology Employees~~ Radio

After normal business hours and on weekends, the department director will ~~identify at~~ establish an on-call rotational schedule of ~~least one Technician-ECS~~ to be on Standby, which is defined as being available to take calls and respond to radio sites during the hours of 5 pm – 8 am on weekdays and anytime on Saturday, Sundays, and holidays. The identified ~~Technician-ECS~~ will be paid 10% of their current hourly wage for being available for Standby duty. Standby hours **do not** count toward the calculation of Overtime.

The Standby ~~Technician-ECS~~ who is Called-Out, will receive Call-Out pay for a minimum of 3 hours or the actual hours worked, to resolve the issue. If a second call-out occurs within the 3-hour minimum, the respective technician will remain on call-out pay until the new issue is resolved without an additional 3-hour minimum.

Call-Outs are paid at the rate of one and one-half times the individual's hourly rate. Since Call-Outs are already paid at a rate equivalent to Overtime pay requirements, Call-Out hours are **not** to be counted toward the calculation for Overtime pay. An ~~Technician-ECS~~ will only receive the greatest level of compensation for the hours identified as Standby or Call-Out time. SNO911 does not pay Call-Out Pay and Stand-By pay for the same hours.

Cell Phone Allowance

Snohomish County 911 recognizes that there are times after hours or in an emergency that some employees may need to be reached and that some appointive staff employees spend a significant amount of time away from their offices and therefore having access to email and mobile phones is in the best interest of the agency. Cell Phone allowances are the most efficient way to reimburse employees for use of their personal device. Employees identified by the Director are eligible for a cell phone allowance of up to \$40 per month provided the employee signs the cell phone agreement. The cell phone allowance will be paid out on the employee's regular paycheck and is classified as a taxable fringe benefit.

Exempt and Non-exempt Positions

At the time of hiring all employees are classified as "exempt" or "non-exempt". This is necessary because, by law, some employees are entitled to overtime pay for hours worked in excess of forty hours (40) per workweek. These employees are referred to as "non-exempt". Non-exempt employees are not permitted to work overtime unless authorized by the Department head or Executive Director. Part time employees are classified as "non-exempt" employees.

Exempt employees are directors, managers, supervisors, professional staff, and technical staff whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Fair Labor Standards Act and any applicable state laws.

Non-exempt Staff

All full time non-exempt employees will have a regular schedule of 40 hours a week.

Overtime - From time to time, it may be necessary for non-exempt employees to perform overtime work in order to complete a special or time-sensitive project or to cover unforeseen absences. All hours over 40 hours in a workweek must be paid at the overtime rate of time and a half, or the employee may be permitted to flex their schedule and work less hours during the same work week. Overtime is normally pre-approved by the Department Head or Executive Director for pre-planned work and should only be necessary in special circumstances, not to complete the daily routine.



Action Proposal Form

Date: 9/28/2022 (Originally Approved 3/12/2021)

Title: RRP Radio Technician (Continuation)

Background / Purpose:

Original APF authorized retaining two additional Radio Technicians to support the Radio Replacement Project (RRP) for \$250,000 annually for two-years. We have had mixed success securing these additional positions but currently have a contract technician from a local vendor supporting the project that needs to continue.

Although we still have funding from the original authorization, we wish to continue this authorization through 2024, as needed.

Suggested Action/Recommendation:

Approve continuation of outsourced radio technician support for the Radio Replacement Project, in an amount not to exceed \$250,000 per year.

Fund: Radio Replacement Project Fund 130



Action Proposal Form

Date: October 17, 2022

Title: Financial Actions to Support Future Facility Project

Background / Purpose:

On June 29th the Board approved the Purchase & Sale Agreement for the property at 332 SW Everett Mall Way. This APF recommends several actions to support the purchase, set the overall project budget, and establish a new fund to be used for tracking and oversight of the future facility project.

1. Due Diligence Assessment

The Final Due Diligence report is attached to this APF. The report indicates there are no significant deficiencies and the structures, with the appropriate seismic upgrades, will allow for SNO911 operations and support functions. There are several deferred maintenance items that will need attention. During construction, this type of maintenance is typically covered by the contractor. Staff recommends adoption of the report to conclude this phase of the project.

2. Designate Short-Term Capital

Acquisition of the new property will require funding of \$10,395,000 before fees. Approved Capital Project 80-038 (Future Facility Initiative) has a balance of \$8,912,987, therefore Staff are recommending increasing the balance of this capital project using existing capital funds until such time as bond funding is available.

Staff propose increasing the projects balance by an additional \$3M as outlined below. After receipt of bond funding the board will be asked to reimburse the project consistent with Resolution 2022-04. For maximum flexibility around potential non-public use of Building A, the plan is to fund as much as possible of the procurement and remodel of Building A from non-bond proceeds.

2022 Property Purchase	
Purchase Price	\$10,500,000
Returned broker fee	-\$105,000
Earnest Money	-\$500,000
Estimated Balance Due	\$9,895,000
Existing Capital Project 80-038	\$8,912,987
Action: Increase balance of Project 80-038 from Fund 80	\$3,000,000
Total Project 80-038 Balance	\$11,912,987
Estimated Project 80-038 Balance after Property Purchase	\$2,017,987

3. Approve Notice

Section 5 of the PSA requires affirmative notice to proceed with the purchase. A Draft Notice Letter is attached to this APF.

4. Approve Overall Project Budget

In May, staff estimated a total project cost of \$60M and used this as a basis to determine how to borrow from the County. The OAC commissioned estimation, based on a closer review of the property recommended a project budget of \$63M with two alternate costs if the HVAC needed full replacement. We've since learned that at least one of the HVAC units was replaced in 2017 and likely doesn't need to be replaced. Based on this information, staff recommend adoption of the following overall project budget.

Budget	
Professional Services (PM, Legal, etc.)	\$4,800,000
Estimated Design-Build Contract	\$34,200,000
Equipment & Furnishings	\$2,500,000
Contract Administration (Owner, CM, etc.)	\$3,500,000
Contingencies (Owner)	\$3,200,000
Other project costs (Property Purchase)	\$10,400,000
Sales Tax	\$3,400,000
Total	\$62,000,000

5. Authorize Creations of Future Facility Fund and Investment Strategy

To provide the greatest level of transparency and to maximize a safe investment strategy, staff recommend the creation of a separate fund and bank account specific for this project. All dollars currently designated or earmarked during the three year project would be transferred to this new fund. Staff are currently researching short-term investment options including a US Bank Money Market fund and the Snohomish County Investment Pool. A recommendation will come forward in November.

Suggested Action/Recommendation:

1. Accept the OAC Due Diligence Assessment as presented.
2. Authorize the designation of \$3,000,000 of Capital Funds to Project 80-038 Future Facility Initiative.
3. Authorize the Executive Director or Designee to sign the Approval Notice Letter per Section 5 of the Purchase and Sale Agreement for the property located at 332 SW Everett Mall Way, Everett, Washington, as amended on September 30, 2022 to be funded from Capital Project 80-038. *(Requires a supermajority approval)*
4. Approve the Future Facility project budget of \$62,000,000 which includes the use of approx. \$49M of bond proceeds per the Snohomish County Capital Financing Agreement and approx. \$13M of non-bond revenue combined from E911 and ECSF taxes earmarked and/or already allocated to this project. *(Requires a supermajority approval)*
5. Authorize staff to create Future Facility Fund 150 for this project.

6. Following the real estate closing, transfer all remaining approved capital funds from project 80-038 and deposit the requested bond proceeds (approx. \$49M) to the new Future Facility Fund 150.

SNO911 EMERGENCY COMMUNICATION CENTER (ECC)

DUE DILIGENCE BUILDING ASSESSMENT – FINAL REPORT

332 SW Everett Mall Way
Everett, Washington 98204



September 28, 2022

Prepared for
Snohomish County 911
1121 SW Everett Mall Way, #200
Everett, Washington 98208

Prepared by
OAC Services, Inc.
2200 1st Ave S, Suite 200
Seattle, Washington 98134

OAC No. R16-200374.00

September 28, 2022

Kurt Mills, Director
Snohomish 911
1121 SE Everett Mall Way, #200
Everett, Washington 98208

Re: Sno911 Emergency Communication Center – Due Diligence Building Assessment

Dear Mr. Mills:

At your request, OAC Services Inc. (OAC) has conducted a structural and building envelope assessment of the property located at 332 SW Everett Mall Way in Everett, Washington. Please refer to this report for a summary of the investigation, our subsequent opinions, and recommendations.

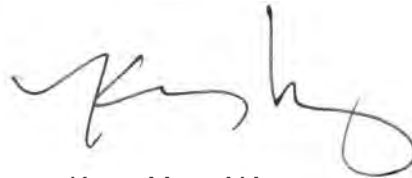
We have included pictures that were taken at the time of our site visits. If you find that you need additional copies, we would be happy to have them made. We hope we have provided you the information you need.

Thank you for the opportunity to assist you. Please do not hesitate to contact us if you have questions or comments.

Sincerely,



Marta Dzhenueva, PE
Sr. Engineer
OAC Services, Inc.
206-747-6424
mdzhenueva@oacsvcs.com



Kerry May, AIA
Sr. Director – Building Enclosure Design
OAC Services, Inc.
206-276-0832
kmay@oacsvcs.com

TABLE OF CONTENTS

1. EXECUTIVE SUMMARY	2
2. LIMITATIONS	3
3. INTRODUCTION	4
3.1 Purpose of Report	4
3.2 Scope of Services to Date	4
3.2.1 Document Review	4
3.2.2 OAC Investigation	4
4. PROPERTY DESCRIPTION	5
4.1 The Site	5
4.2 Typical Building Construction & Infrastructure – Building A	5
4.3 Typical Building Construction & Infrastructure – Building B	6
5. SUMMARY OF OBSERVATIONS	7
5.1 Building Envelope	7
5.1.1 Building A	7
5.1.2 Building B	11
5.2 Structure	14
5.2.1 Building A	15
5.2.2 Building B	17
6. CONCLUSIONS AND RECOMMENDATIONS	20
6.1 Building Envelope	20
6.1.1 Building A	20
6.1.2 Building B	20
6.2 Structure	20
6.2.1 Building A	20
6.2.2 Building B	20

APPENDICES

Appendix A – ASCE 7 Hazards Report

Appendix B – Building A Nonstructural Checklist

Appendix C – Building B Nonstructural Checklist

Appendix D – Building B Structural Checklists

Appendix D – Tower Feasibility Study

1. EXECUTIVE SUMMARY

OAC was retained by Snohomish 911 to conduct a structural and building envelope assessment of the building located at 332 SW Everett Mall Way in Everett, Washington in response to the due diligence period of the sale of the property by Sno911.

OAC was tasked to perform a visual, non-destructive observation of the following conditions:

- Building structures
- Exterior cladding systems
- Window systems
- Roofing systems

Our work involved a general review of available project documentation, visual observations of the building interior and exterior, and reporting of findings. No structural analysis or destructive testing was performed.

OAC observed that the building enclosure systems, including, roofs, windows, and exterior cladding, to be in fair to good condition. Items to be addressed immediately include cleaning of drains and roof membranes, and further review of the north entry roof canopy to evaluate the cause of observed water stains. These immediate deferred maintenance items were anticipated and are included in the current project budget.

OAC evaluated the structural systems for buildings A and B under the ASCE 41-17 Tier 1 criterion. Our analysis showed that the structural systems for both buildings, as designed, appear compliant with the Tier 1 analysis, for risk category II.

OAC understands that building B specifically is intended to be upgraded to a higher risk category IV. This will require additional analysis, under the ASCE 41-17 Tier 3, that are more stringent when evaluating existing buildings to new buildings. We are anticipating additional upgrade to the structural system to be required due to the higher risk category requirements. OAC did not perform this analysis.

2. LIMITATIONS

The opinions expressed in this report are based on preliminary visual observations during the site visits and review of limited documents. No testing was carried out by OAC.

This report has been prepared for the exclusive use of the Client (Snohomish County 911), and solely for the purposes stated in the engagement agreement between OAC Services, Inc., and the Client. This report and its contents are not intended for, and may not be used or relied upon by, any other person or entity for any purpose.

3. INTRODUCTION

3.1 Purpose of Report

The purpose of this report is to summarize our findings and opinions on the condition of accessible and visible building enclosure and structural components at the subject buildings.

3.2 Scope of Services to Date

To date, OAC has performed the following services:

3.2.1 Document Review

OAC reviewed project-related documents prior to the preparation of this report. These documents include but are not limited to:

- Structural plans for “Frontier Bank” prepared by the Dykeman Architects dated August 21, 1992.
- Structural plans for “Frontier Bank Administration Office” prepared by Botesch, Nash, & Hall Architects, dated February 1, 2007.

3.2.2 OAC Investigation

OAC visited the site on July 26, 2022, to document the condition of the exterior finishes and spot check visible structural components of the building. The following tasks were performed:

- Visual observation on the interior of the first floor of Building A, including accessible areas of the office and equipment rooms.
- Visual observation on the interior of the third and fourth floors of Building B, including accessible areas of the office and equipment rooms.
- Visual observation in the ceiling plenum next to the third-floor east wall steel bracing of Building B.
- Visual observation of the exterior of the building from the ground and from the roof.

4. PROPERTY DESCRIPTION

4.1 The Site

The project site includes two office buildings to the north and a parking lot to the south. Building A is the building to the north; Building B is to the south (Figure 4.1-1).

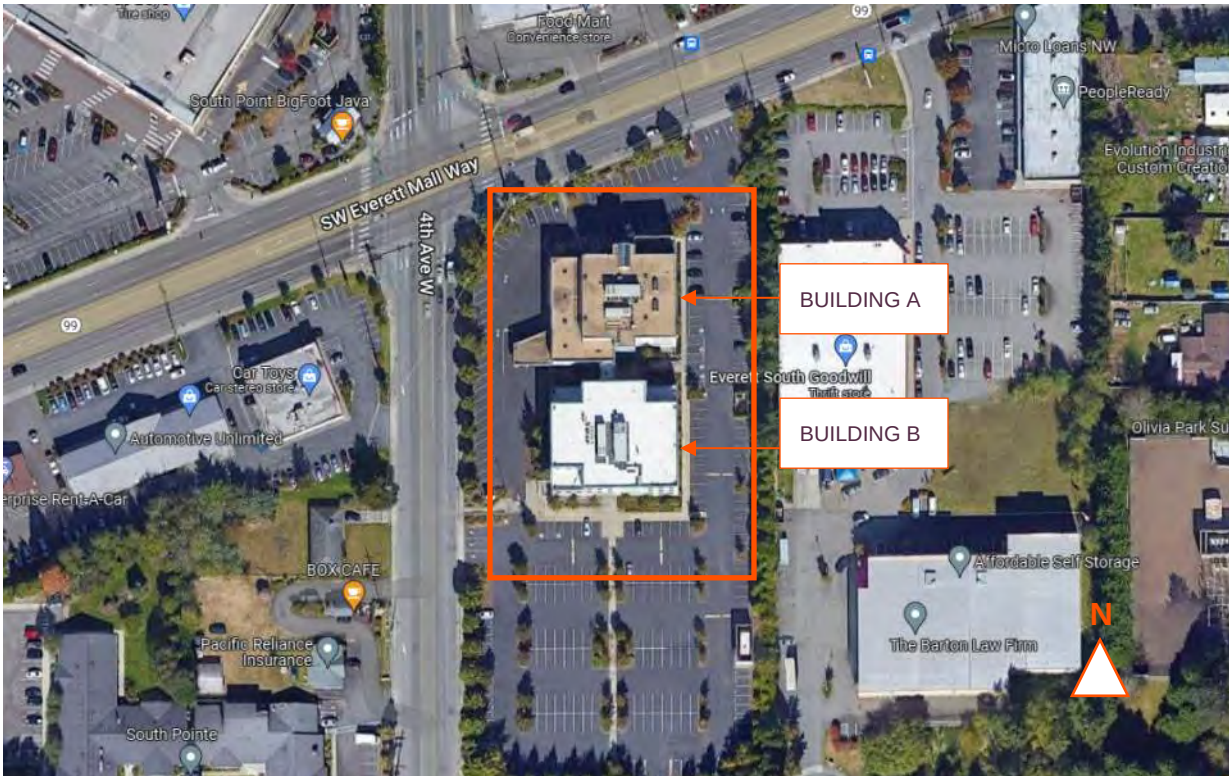


Figure 4.1-1: Aerial photo (from “Google Earth”) of 332 SW Everett Mall Way

4.2 Typical Building Construction & Infrastructure – Building A

4.2.1.1 Building Construction

The record drawings specify that Building A was designed under the 1988 Uniform Building Code (UBC). Building A is a three-story office building constructed of wood framing on concrete spread and wall footings. The floors and roof are supported by TJI wood joists bearing on Glue-laminated (Glulam) wood beams, which are supported by steel columns. The lateral force resisting system consists of wood framed shear walls and flexible diaphragms sheathed in plywood. The building was permitted as a “B-2” occupancy and Type V (1-hour) construction. Per NFPA 1221-19, section 4.3.1, the communication center shall be located in buildings of construction Type I or Type II construction. OAC reviewed the seismic performance of this building based on a “B” occupancy (not locating the communication center in this building) due to the construction type.

4.2.1.2 Building Infrastructure

Electrical

- Per record drawings dated 8/21/1992: The electrical service is a 1000AMP, 480/277V, 3PH, 4W service. There is no generator connected to this building.

Mechanical

- Per record drawings dated 8/21/1992: There are two TRANE rooftop air handling units. No record drawings were discovered to support any upgrades to this existing HVAC system.

4.3 Typical Building Construction & Infrastructure – Building B

4.3.1.1 Building Construction

The record drawings specify Building B was designed under the 2003 International Building Code (IBC). Building B is a four-story office building constructed of steel framing on concrete spread and wall footings. The floors and roof are supported by open web steel joists and joist-girders bearing on wide flange steel beams, which are supported by steel columns. The lateral force resisting system consists of steel braced frames on the east and west exterior walls and concrete shear walls on the north and south exterior walls. The building was permitted as a “B” occupancy and Type II-B construction. This building meets NFPA 1221 for a communication center.

4.3.1.2 Building Infrastructure

Electrical

- Per record drawings dated 2/1/2007: The electrical service is a 2000AMP, 480/277V, 3PH, 4W service.
- A generator is connected to this building and is a 1250KW, 277/480V-3PH-4W.

Mechanical

- Per record drawings dated 2/1/2007: There were two rooftop air handling units.
- Per record drawings dated 2/24/2016: Both rooftop air handling units were replaced with two new TRANE rooftop air handling units. The record drawings show the use of both existing and added (new) VAV terminal units as needed throughout all floors of this building.

5. SUMMARY OF OBSERVATIONS

5.1 Building Envelope

OAC carried out a visual observation of both Building A and Building B. The following is a summary of our observations.

5.1.1 Building A

Building A is a 4-story, wood-framed building clad primarily in traditional stucco, with stainless steel and pre-finished steel flashings, pre-finished steel copings, and standard aluminum-framed storefronts, entrances, and skylights. The roofing is an asphaltic built-up roof, sloped to internal drains.

5.1.1.1 Exterior cladding

- The majority of the stucco cladding is in good to fair condition, with minor stress cracking noted in various locations (**Photos 5.1.1.1-1 and 5.1.1.1-2**). The stucco cladding appears to have been painted/coated within the last 3-5 years, and the paint/coating appears in good condition.



Photo 5.1.1.1-1: Stucco cracking, NW roof deck

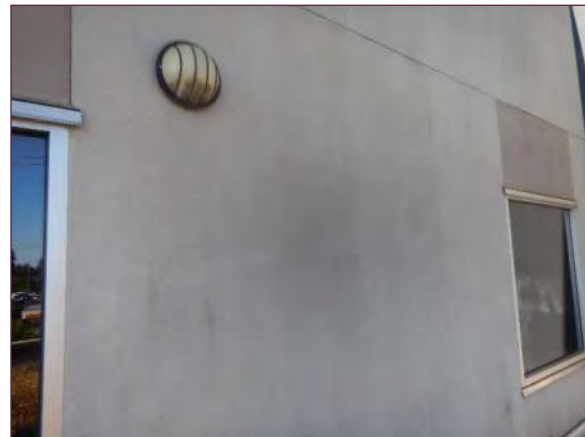


Photo 5.1.1.1-2: Stucco cracking, N elevation

- There are metal head flashings and sill flashings at all storefront locations (**Photo 5.1.1.1-3**), with proper clearance to the stucco to provide proper drainage of the wall cavity.
- At the head of the second-floor windows, there is a continuous head and floor-line flashing, with proper clearance to the stucco, to provide proper drainage of the wall cavity.
- Metal flashing noted has a typical 2" downleg and a 3/8" to 1/2" hemmed drip edge to properly shed water away from the stucco cladding system.
- Metal copings at lower roofs (main north entry, west drive-through) appear to be properly integrated with the stucco cladding and have adequate clearance to provide proper drainage of any adjacent wall cavities. The metal copings extend 4" to each side of the interface (**Photo 5.1.1.1-4**) indicating they are creating a "saddle" that protects the transition between vertical and horizontal.
- Stucco joints appear to be spaced at all window jamb conditions and no greater than 18' in the field. 18' is typical maximum control joint spacing for stucco cladding.



Photo 5.1.1.1-3: Typical head/floorline flashing clearance



Photo 5.1.1.1-4: Coping metal saddle integration

- There is a vertical seismic joint installed between Buildings 1 and 2 (**Photo 5.1.1.1-5**). The joint is a pressure-fit, continuously sealed, pre-manufactured joint. The joint appears to be properly sealed and the sealant in good condition.
- Various penetrations through the stucco cladding are sealed or flashed, properly (**Photo 5.1.1.1-6**).



Photo 5.1.1.1-5: Base of seismic joint, sealed, typ



Photo 5.1.1.1-6: Meter boxes with flashing

5.1.1.2 Roof

- Building A roof is a modified-bitumen, built-up roof, sloped to internal drains located around the perimeter of the building. There is adequate slope (greater than $\frac{1}{4}$ " per foot) to all drains' sump areas (**Photos 5.1.1.2-1 and 5.1.1.2-2**). The membrane appears to be in fair condition.
- At the southeast corner, the roof membrane appears to have expanded, causing some minor ridging of the membrane (**Photo 5.1.1.2-3**), however it does not appear to be detrimental to the performance of the membrane.
- All sump pits have noted debris and should be cleaned immediately (**Photo 5.1.1.2-4**).
- The contractor in unit 401, performing the remodel work, also noted that steel tubes could be seen at these strap locations within the framed wall.



Photo 5.1.1.2-1: Typical roof membrane, minor



Photo 5.1.1.2-2: NW roof deck roof membrane, typical debris



Photo 5.1.1.2-3: Roof membrane expansion



Photo 5.1.1.2-4: Sump area with debris SE corner

- Roof curbs at skylights and mechanical units are properly terminated and/or capped, with metal counterflashing and sealant. Any noted unused roof curbs have metal coping installed.
- At the northwest rooftop deck, there is a pedestal paver system installed directly over the roof membrane (no pedestals).

5.1.1.3 Glazing

- All glazing are aluminum storefront and entrance systems.
- There are no reported leaks from the on-site staff. OAC spot checked exterior gaskets and did not note any missing or failing gaskets.
- OAC noted proper head and sill flashing, sealant, and water management systems. The sealant between window frames and adjacent cladding generally appears to be in good, serviceable condition.
- Skylight systems are engineered aluminum systems, installed over counter-flashed roof curbs (**Photos 5.1.1.3-1 and 5.1.1.3-2**). OAC did not note any deficiencies in the skylight assemblies or detailing.



Photo 5.1.1.3-1: Primary skylight, north side



Photo 5.1.1.3-2: Small skylights, east side

5.1.1.4 Miscellaneous

- At the main (north) entry roof canopy, there are two areas on the canopy soffit that appear to have some water damage (**Photos 5.1.1.4-1 and 5.1.1.4-2**). The paint/coatings are checking and peeling from each side, adjacent to the building wall. OAC noted that the roofing and coping metal above each condition appear to be detailed and installed properly and performing (**Photo 5.1.1.4-3**). OAC recommends the soffit be removed for further analysis and reconditioning; the canopy roof cleaned (**Photo 5.1.1.4-4**).



Photo 5.1.1.4-1: Soffit coating peeling (below drain)



Photo 5.1.1.4-2: Soffit coating checking/peeling



Photo 5.1.1.4-3: Roof transition at west side canopy



Photo 5.1.1.4-4: Canopy roof requires cleaning

5.1.2 Building B

Building B is a 4-story, steel-framed building clad primarily in CMU cavity veneer, with pre-finished steel copings, and standard aluminum-framed storefronts and entrances. The roofing is a single-ply TPO roof, sloped to internal drains.

5.1.2.1 Cladding systems

- The building is clad with a CMU veneer, presumably with a rainscreen cavity. There are composite drainage weeps located at the base of wall, floorline flashings, and head flashing conditions (**Photo 5.1.2.1-1**).
- There are no major cracks or flaws in the CMU veneer noted, and the overall condition of the CMU appears fair.
 - o There is a noted crack in the CMU veneer and mortar located at the northwest corner, west elevation near the building return. This crack is located over a window rough opening and appears to continue below the window in the same pattern (**Photos 5.1.2.1-2 and 5.1.2.1-3**).
- It appears over time, the CMU was repainted/ re-coated, with the new coating being installed over all flashing and weeps, blocking their drainage capabilities in some cases (**Photos 5.1.2.1-4 and 5.1.2.1-5**). This has also caused some organic growth to occur at the flashing locations.



Photo 5.1.2.1-1: South elevation, Building B



Photo 5.1.2.1-2: Crack in veneer/mortar, NW corner



Photo 5.1.2.1-3: Crack in veneer/mortar, NW corner



Photo 5.1.2.1-4: Weeps blocked, growth at flashing



Photo 5.1.2.1-5: Base wall flashing, weeps blocked

5.1.2.2 Roof

- Building B roof appears to be a single-ply TPO membrane, sloped to internal drains located near the perimeter of the building.
- The membrane appears worn, with reinforcement and fasteners telegraphing through and organic growth noted in various locations. There are areas of evident standing

water, indicating the roof slope is inadequate at certain locations along valley lines (**Photos 5.1.2.2-1 and 5.1.2.2-2**).

- All sump pits have noted debris and should be cleaned immediately (**Photo 5.1.2.2-3**).
- Roof penetrations have manufactured boots typically, but do not extend up the standard 8", per most single-ply roofing manufacturer's standards.
- OAC noted a vent pipe support bracket, located near the roof hatch, that is fastened directly through the roof membrane (**Photo 5.1.2.2-4**). This would typically void a roof manufacturer's warranty and be a location for possible moisture intrusion.



Photo 5.1.2.2-1: Telegraphing reinforcing/ fasteners



Photo 5.1.2.2-2: Staining, telegraphing fasteners



Photo 5.1.2.2-3: Debris/birds in sump area



Photo 5.1.2.2-4: Vent stack support through membrane

5.1.2.3 Glazing

- All glazing are aluminum storefront and entrance systems.
- There are no reported leaks from the on-site staff. OAC spot checked exterior gaskets and did not note any missing or failing gaskets.
- OAC noted proper head and sill flashing, sealant, and water management systems. The sealant between window frames and adjacent cladding generally appears to be in good, serviceable condition.

5.1.2.4 Miscellaneous

- The roof hatch latch does not properly close and seal the hatch door. OAC recommends the door be serviced or the latch replaced.
- Roof overflow drains are attached to “cow’s tongue” through-wall scuppers, located around the perimeter of the base of wall (**Photo 5.1.2.4-1**). OAC noted unsealed scuppers – recommend continuous sealant between scupper and veneer be installed.



Photo 5.1.2.4-1: Unsealed penetration at scupper

5.2 Structure

OAC performed an evaluation of Building A and Building B following procedures outlined in the standard *ASCE/SEI 41-17 Seismic Evaluation and Retrofit of Existing Buildings* (ASCE 41-17). This standard is generally used as a guide to evaluate existing buildings for their expected performance in seismic events, and to recommend retrofits where deemed necessary. The evaluation includes a review of available record drawings, a site visit to verify construction against the design intent documented in the drawings, and calculations to verify structural performance of the lateral force resisting system of the subject structures. The evaluation uses a three-tiered approach. Tier 1 analysis is most conservative and least calculation intensive. Tier 2 and 3 analyses are progressively more involved. The scope of this report includes a Tier 1 analysis.

Evaluation criteria specified in ASCE 41-17 is called Basic Performance Objective for Existing Buildings (BPOE), with two hazard levels BSE-1E and BSE-2E (ASCE 41-17 Table 2-1). BSE-1E corresponds to evaluating the existing structure with 20% in 50 years probability of exceedance. BSE-2E corresponds to evaluating the existing structure with 5% in 50 years probability of exceedance. The BSE-1E and BSE-2E criteria stipulate different Levels of Performance based on the risk category of the building being evaluated. Both buildings on this site were designed and constructed as commercial office buildings, with risk category II. This corresponds to a lower Level of Performance than required for risk category IV buildings (which includes essential facilities).

5.2.1 Building A

5.2.1.1 Observations

- According to the record drawings, Building A is a wood and steel framed building with plywood shear walls and flexible diaphragms. The floor is framed with glue-laminated wood beams (Glulam beams) and supported by steel tube columns. The foundation consists of continuous concrete footings under the perimeter walls and concrete isolated spread footings under interior columns.
- Building A was designed under the 1988 Uniform Building Code.

5.2.1.2 ASCE 41-17 Tier 1 Analysis

- Building A is a wood framed commercial building, conforming to the description of type W2 buildings per ASCE 41-17 Table 3-1.
- We have evaluated Building A using the BSE-1E criterion for Risk Category II, which includes commercial offices.
- Building A is a *Benchmark Building* per ASCE 41-17 Section 3.3:
 - o The record drawings indicate that the building was designed to conform with the 1988 Uniform Building Code. For Type W2 buildings, the benchmark year for the Uniform Building Code is 1976 per ASCE 41-17 Table 3-2.
 - o Most of the structural elements are concealed behind cladding and interior finishes. OAC performed spot checks where accessible and found that the structural configuration and size of structural members observed appeared in general conformance with the record drawings:
 - At shear wall SW4 along gridline F on the first floor, studs appear to be 16" o.c. as indicated in drawing sheet S-2 (**Photo 5.2.1.2-1**).
 - At column 2-D on the first floor, structural elements in the plenum are covered by gypsum wall board and fireproofing. However, the general dimensions of what appears to be a concealed Glulam beam and a concealed steel tube column is in general conformance with the record drawings (30" deep Glulam beam supporting 14" deep TJI, and 6"x6" steel column) (**Photos 5.2.1.2-2 and 5.2.1.2-3**).
 - o During OAC's site visit, we did not note any evidence of significant deterioration of structural elements.
 - o There are no known geologic site hazards as described in ASCE 41-17 section 3.3.4 documented in Snohomish County's public records¹.

¹ Snohomish County Natural Hazard Viewer, [Snohomish County Hazards - Are You Ready? \(arcgis.com\)](https://arcgis.com)



Photo 5.2.1.2-1: 16-inch stud spacing at shear wall SW4



Photo 5.2.1.2-2: Concealed Glulam beam dropping 18 inches below 14-inch deep TJI floor framing



Photo 5.2.1.2-3: 8-inch-wide column (including drywall framing) at grid 2-D

- Because this is a Benchmark building, the structure is deemed compliant with the ASCE 41-17 standard without completion of the Tier 1 structural checklist.
- ASCE 41-17 Tier 1 evaluation includes a nonstructural checklist for all buildings, including benchmark buildings.
 - o BSE-1E requires the nonstructural components to be evaluated to the Life Safety Nonstructural Performance standard; whereas BSE-2E requires the nonstructural components to be evaluated to the Hazards Reduced Nonstructural Performance standard. We have evaluated the subject building using the BSE-2E criterion.
 - o Items required to be assessed on the nonstructural checklist are based on the Level of Seismicity as defined in section 2.5 of ASCE 41-17. Our analysis concluded that the subject site's Level of Seismicity is High. See Appendix A for additional information.

- o The completed Tier 1 Nonstructural Checklist is included in Appendix B. A summary of significant findings is as follows:
 - The method of how contents and furnishings are stored, including potential hazardous materials were not investigated at this time. We understand that this survey is performed to support a potential purchase of the property, at which time contents and furnishings in the building will be removed.

5.2.2 Building B

5.2.2.1 Observations

- According to the record drawings, Building B is a steel framed building with concrete foundation walls. The upper floors are braced by steel braces in the north-south direction and by concrete walls in the east-west direction. The floor is framed with open web steel joists and joist-girders bearing on wide flange steel beams, which are supported by steel columns. The foundation consists of continuous concrete footings under the perimeter walls and concrete isolated spread footings under interior columns.
- Building B was designed under the 2003 International Building Code.

5.2.2.2 ASCE 41-17 Tier 1 Analysis

- Building B uses a dual system with steel beams and columns, steel braced frames, concrete shear walls, and diaphragms of steel deck with concrete fill. This conforms to the description of type S2 and C2 buildings per ASCE 41-17 Table 3-1.
- OAC understands that if Building B is purchased, the intent is to upgrade this building to be an essential facility. An essential facility belongs to risk category IV, whereas for its current use, Building B was designed based on risk category II. Using risk category IV criteria to evaluate buildings that have been designed for risk category II will unnecessarily result in many more identified “deficiencies” that would otherwise not be flagged if the property were to continue to be used as commercial offices. We have evaluated this building based on risk categories II and IV for comparison. Risk category II buildings are evaluated to the Life Safety Performance Level using BSE-1E; risk category IV buildings are evaluated to the Immediate Occupancy Performance Level using BSE-1E.

5.2.2.3 ASCE 41-17 Tier 1 Analysis for Risk Category II

- Building B is a *Benchmark Building* per ASCE 41-17 Section 3.3:
 - o The record drawings indicate that the building was designed to conform with the 2003 International Building Code. For Type S4 buildings, the benchmark year for the International Building Code is 2000 per ASCE 41-17 Table 3-2.
 - o Most of the structural elements are concealed behind cladding and interior finishes. OAC performed spot checks where accessible and found that the structural configuration and size of structural members observed appeared in general conformance with the record drawings:
 - The braced frame on the fourth floor’s east wall consists of diagonal HSS members with actual widths of more than 4.13 inches (nominal 5 inches wide), connected to a ½” gusset plate, as specified on sheet S5.0 (**Photos 5.2.2.3-1 and 5.2.2.3-2**).

- The braced frame on the third floor's east wall consists of diagonal HSS members with actual widths of more than 5 inches (nominal 6 inches wide), connected to a ½" gusset plate, as specified on sheet S5.0.
- The configuration of the gusset plate and stiffener plates at a brace-to-column connection is in general conformance with the record drawings (**Photos 5.2.2.3-3 and 5.2.2.3-4**).
- o During OAC's site visit, we did not note any evidence of significant deterioration of structural elements.
- o There are no known geologic site hazards as described in ASCE 41-17 section 3.3.4 documented in Snohomish County's public records.



Photo 5.2.2.3-1: 5x5 HSS at 4th floor braced frame



Photo 5.2.2.3-2: ½ inch gusset plate at 4th floor braced frame



Photo 5.2.2.3-3: Diagonal brace to column connection



Photo 5.2.2.3-4: Stiffener plate at back side of gusset plate

- Because this is a Benchmark building, the structure is deemed compliant with the ASCE 41-17 standard without completion of the Tier 1 structural checklist.

- ASCE 41-17 Tier 1 evaluation includes a nonstructural checklist for all buildings, including benchmark buildings.
 - o We have evaluated the subject building using the BSE-1E criterion.
 - o The Level of Seismicity as defined in section 2.5 of ASCE 41-17 High, which is the same as Building A. See Appendix A for additional information.
 - o The completed Tier 1 Nonstructural Checklist is included in Appendix C. A summary of significant findings is as follows:
 - Due to the concealed nature of pipes and ducts, we were not able to verify whether the attachments of these items are compliant.
 - The method of how contents and furnishings are stored, including potential hazardous materials were not investigated at this time. We understand that this survey is performed to support a potential purchase of the property, at which time contents and furnishings in the building will be removed.
 - We were not able to verify the presence of retainer guards and retainer plates at the elevators at this time due to access restrictions.
 - The stair connection detail utilizes post-installed expansion anchor bolts for the stair's connection into the adjacent concrete wall. This is not permitted when evaluated under the Life Safety criterion (BSE-1E) but is permitted under the Hazards Reduced criterion (BSE-2E).

5.2.2.4 ASCE 41-17 Tier 1 Analysis for Risk Category IV

- Because Building B was not designed for risk category IV, it cannot be treated as a benchmark building. Also, ASCE 41-17 prohibits Tier 1 or Tier 2 evaluation of buildings with combination lateral resisting systems acting in the same direction for Performance Levels above Life Safety. Therefore, it is not recommended to use the Tier 1 analysis methodology for the Immediate Occupancy Performance Level, which is what we intend for this building. However, as a tool for general financial planning, we can still gather useful information from a Tier 1 analysis, keeping in mind that in order to comply with ASCE41-17 and design code compliant retrofits, a Tier 3 analysis is mandatory.
- For this Tier 1 analysis, three structural checklists were completed – a basic configuration checklist, a building type S2 checklist, and a building type C2 checklist. The completed Tier 1 Structural Checklists are included in Appendix D. A summary of significant findings is as follows:
 - o Geotechnical reports were not available for review; we were unable to verify that there are no liquefaction risks at this site.
 - o The base-to-height ratio of the seismic-force-resisting system (SFRS) is inadequate.
 - o The axial stress in columns and diagonal braces in the steel braced frame is above the compliance limit.
 - o There is not adequate redundancy in the braced frame system.
 - o We were not able to verify the presence of column splices in the steel columns.
 - o The overslot of the diagonal tube braces are unreinforced.
 - o Anchorage at the steel braced frame columns is insufficient.
 - o The shear stresses in the concrete shear walls are above the compliance limit.
 - o Diaphragm connections to the shear walls are inadequate.
 - o Aspect ratios of the concrete shear walls are too high.
 - o No confinement reinforcing is present in the concrete shear wall boundary elements.

6. CONCLUSIONS AND RECOMMENDATIONS

In our opinion, the subject buildings appear to be in generally good condition compared to similar buildings of similar occupancy. There are, however, some items that warrant additional investigation and follow up:

6.1 Building Envelope

6.1.1 Building A

Immediate – 6 months

- Clean existing roof drains and adjacent sump areas
- Clean north entry roof membrane/drains

3-5 years

- Clean primary roof membrane
- 100% review of all exterior sealant joints – repair/replace as necessary

6.1.2 Building B

Immediate – 6 months

- Clean existing roof drains and adjacent sump areas
- Clean all weeps in CMU veneer
- Seal all unsealed overflow scuppers in CMU veneer

1-3 years

- Replace primary roof membrane with single-ply PVC or similar

3-5 years

- 100% review of all exterior sealant joints – repair/replace as necessary

6.2 Structure

The lateral force resisting system of both buildings are completely concealed except for the steel bracing at Building B. Nonstructural component attachments are also mostly concealed. OAC was able to verify only items that are readily accessible and visible. Further investigation, including selective destructive openings, may be required to verify connections and attachments of cladding and stairs.

6.2.1 Building A

Building A is a benchmark Type W2 building. Its structural system, as designed, appears to be compliant with ASCE 41-17 Tier 1 analysis.

6.2.2 Building B

Building B is a benchmark Type S2 and C2 combination building. Its structural system as designed appears to be compliant with ASCE 41-17 Tier 1 analysis, for risk category II.

OAC also evaluated Building B using the Immediate Occupancy Performance Level criteria. This resulted in “deficiencies” detailed in section 5.6.2.2 of this report. It is important to note, however, that Tier 3 analysis is the only permitted ASCE 41-17 compliance path for buildings

with lateral force resisting systems in Building B's configuration. Therefore, the deficiencies noted in this report should only be used for planning purposes. A Tier 3 analysis should be performed to verify retrofitting requirements.

Further, code officials may require that the building be upgraded to new building standards due to the change to a higher risk category. In that case, the Basic Performance Objective for Existing Buildings (BPOE) is inappropriate for evaluation. Instead, the Base Performance Objective Equivalent to New Building Standards (BPON) should be used. Evaluating to BPON standards is available only as a Tier 3 analysis. Code requirements are more stringent when evaluating an existing building to new building standards as compared to evaluating buildings as existing structures. We may find, therefore, that there are more required upgrades to the structural system than outlined here in our Tier 1 analysis, which is used for existing buildings. We recommend that for financial planning purposes, an additional contingency be included to account for structural upgrades that may be required when more detailed analysis based on new building standards is performed.

SNO911 EMERGENCY COMMUNICATION CENTER

DUE DILIGENCE BUILDING ASSESSMENT

Appendix A

ASCE 7 Hazards Report

Address:

332 SW Everett Mall Way
Everett, Washington
98204

Standard:

ASCE/SEI 7-22

Risk Category: II

Soil Class:

D - Stiff Soil

Elevation: 555.26 ft (NAVD 88)

Latitude: 47.904925

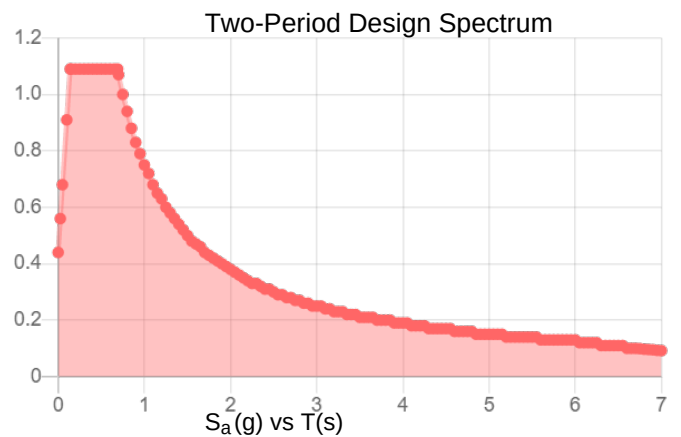
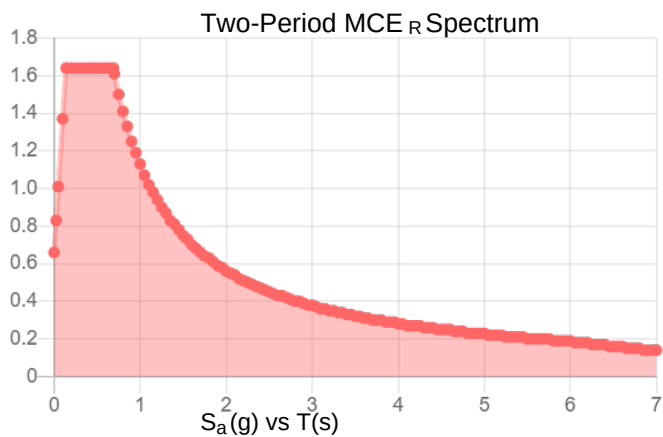
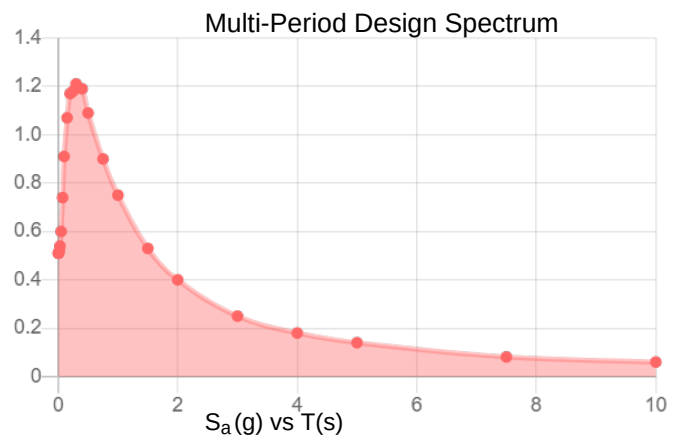
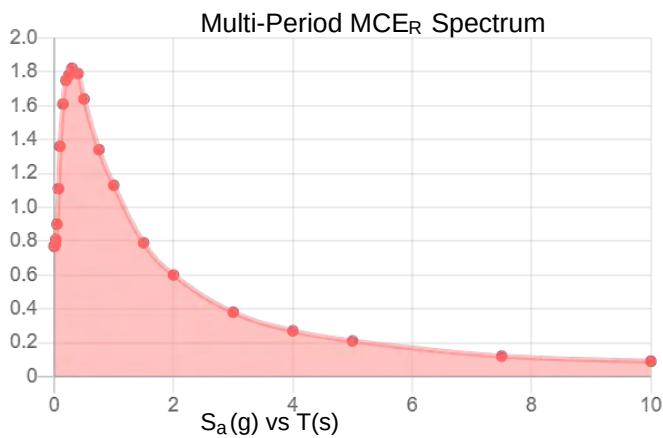
Longitude: -122.238262



Site Soil Class:

Results:

PGA _M :	0.7	T _L :	6
S _{MS} :	1.64	S _S :	1.56
S _{M1} :	1.13	S ₁ :	0.55
S _{DS} :	1.09	S _{DC} :	
S _{D1} :	0.75	V _{S30} :	260



MCE_R Vertical Response Spectrum
Vertical ground motion data has not yet been made available by USGS.

Design Vertical Response Spectrum
Vertical ground motion data has not yet been made available by USGS.

Data Accessed: Wed Aug 17 2022

Date Source:

USGS Seismic Design Maps based on ASCE/SEI 7-22 and ASCE/SEI 7-22 Table 1.5-2. Additional data for site-specific ground motion procedures in accordance with ASCE/SEI 7-22 Ch. 21 are available from USGS.

The ASCE 7 Hazard Tool is provided for your convenience, for informational purposes only, and is provided “as is” and without warranties of any kind. The location data included herein has been obtained from information developed, produced, and maintained by third party providers; or has been extrapolated from maps incorporated in the ASCE 7 standard. While ASCE has made every effort to use data obtained from reliable sources or methodologies, ASCE does not make any representations or warranties as to the accuracy, completeness, reliability, currency, or quality of any data provided herein. Any third-party links provided by this Tool should not be construed as an endorsement, affiliation, relationship, or sponsorship of such third-party content by or from ASCE.

ASCE does not intend, nor should anyone interpret, the results provided by this Tool to replace the sound judgment of a competent professional, having knowledge and experience in the appropriate field(s) of practice, nor to substitute for the standard of care required of such professionals in interpreting and applying the contents of this Tool or the ASCE 7 standard.

In using this Tool, you expressly assume all risks associated with your use. Under no circumstances shall ASCE or its officers, directors, employees, members, affiliates, or agents be liable to you or any other person for any direct, indirect, special, incidental, or consequential damages arising from or related to your use of, or reliance on, the Tool or any information obtained therein. To the fullest extent permitted by law, you agree to release and hold harmless ASCE from any and all liability of any nature arising out of or resulting from any use of data provided by the ASCE 7 Hazard Tool.

ASCE 41-17 Excerpt

Table 2-4. Level of Seismicity Definitions

Level of Seismicity ^a	S_{DS}	S_{D1}
Very low	<0.167 g	<0.067 g
Low	≥0.167 g	≥0.067 g
	<0.33 g	<0.133 g
Moderate	≥0.33 g	≥0.133 g
	<0.50 g	<0.20 g
High	≥0.50 g	≥0.20 g

^a The higher level of seismicity defined by S_{DS} or S_{D1} shall govern.

SNO911 EMERGENCY COMMUNICATION CENTER

DUE DILIGENCE BUILDING ASSESSMENT

Appendix B

Table 17-38. Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
Life Safety Systems			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FIRE SUPPRESSION PIPING: Fire suppression piping is anchored and braced in accordance with NFPA-13.	13.7.4	A.7.13.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Fire suppression piping has flexible couplings in accordance with NFPA-13.	13.7.4	A.7.13.2
C NC N/A U	HR—not required; LS—LMH; PR—LMH. EMERGENCY POWER: Equipment used to power or control Life Safety systems is anchored or braced.	13.7.7	A.7.12.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR AND SMOKE DUCTS: Stair pressurization and smoke control ducts are braced and have flexible connections at seismic joints.	13.7.6	A.7.14.1
C NC N/A U	HR—not required; LS—MH; PR—MH. SPRINKLER CEILING CLEARANCE: Penetrations through panelized ceilings for fire suppression devices provide clearances in accordance with NFPA-13.	13.7.4	A.7.13.3
C NC N/A U	HR—not required; LS—not required; PR—LMH. EMERGENCY LIGHTING: Emergency and egress lighting equipment is anchored or braced.	13.7.9	A.7.3.1
Hazardous Materials			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL EQUIPMENT: Equipment mounted on vibration isolators and containing hazardous material is equipped with restraints or snubbers.	13.7.1	A.7.12.2
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL STORAGE: Breakable containers that hold hazardous material, including gas cylinders, are restrained by latched doors, shelf lips, wires, or other methods.	13.8.3	A.7.15.1
C NC N/A U	HR—MH; LS—MH; PR—MH. HAZARDOUS MATERIAL DISTRIBUTION: Piping or ductwork conveying hazardous materials is braced or otherwise protected from damage that would allow hazardous material release.	13.7.3 13.7.5	A.7.13.4
C NC N/A U	HR—MH; LS—MH; PR—MH. SHUTOFF VALVES: Piping containing hazardous material, including natural gas, has shutoff valves or other devices to limit spills or leaks.	13.7.3 13.7.5	A.7.13.3
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Hazardous material ductwork and piping, including natural gas piping, have flexible couplings.	13.7.3 13.7.5	A.7.15.4
C NC N/A U	HR—MH; LS—MH; PR—MH. PIPING OR DUCTS CROSSING SEISMIC JOINTS: Piping or ductwork carrying hazardous material that either crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.3 13.7.5 13.7.6	A.7.13.6
Partitions			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY: Unreinforced masonry or hollow-clay tile partitions are braced at a spacing of at most 10 ft (3.0 m) in Low or Moderate Seismicity, or at most 6 ft (1.8 m) in High Seismicity.	13.6.2	A.7.1.1
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HEAVY PARTITIONS SUPPORTED BY CEILINGS: The tops of masonry or hollow-clay tile partitions are not laterally supported by an integrated ceiling system.	13.6.2	A.7.2.1
C NC N/A U	HR—not required; LS—MH; PR—MH. DRIFT: Rigid cementitious partitions are detailed to accommodate the following drift ratios: in steel moment frame, concrete moment frame, and wood frame buildings, 0.02; in other buildings, 0.005.	13.6.2	A.7.1.2
C NC N/A U	HR—not required; LS—not required; PR—MH. LIGHT PARTITIONS SUPPORTED BY CEILINGS: The tops of gypsum board partitions are not laterally supported by an integrated ceiling system.	13.6.2	A.7.2.1
C NC N/A U	HR—not required; LS—not required; PR—MH. STRUCTURAL SEPARATIONS: Partitions that cross structural separations have seismic or control joints.	13.6.2	A.7.1.3

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—not required; PR—MH. TOPS: The tops of ceiling-high framed or panelized partitions have lateral bracing to the structure at a spacing equal to or less than 6 ft (1.8 m).	13.6.2	A.7.1.4
Ceilings			
C NC N/A U	HR—H; LS—MH; PR—LMH. SUSPENDED LATH AND PLASTER: Suspended lath and plaster ceilings have attachments that resist seismic forces for every 12 ft ² (1.1 m ²) of area.	13.6.4	A.7.2.3
C NC N/A U	HR—not required; LS—MH; PR—LMH. SUSPENDED GYPSUM BOARD: Suspended gypsum board ceilings have attachments that resist seismic forces for every 12 ft ² (1.1 m ²) of area.	13.6.4	A.7.2.3
C NC N/A U	HR—not required; LS—not required; PR—MH. INTEGRATED CEILINGS: Integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) and ceilings of smaller areas that are not surrounded by restraining partitions are laterally restrained at a spacing no greater than 12 ft (3.6 m) with members attached to the structure above. Each restraint location has a minimum of four diagonal wires and compression struts, or diagonal members capable of resisting compression.	13.6.4	A.7.2.2
C NC N/A U	HR—not required; LS—not required; PR—MH. EDGE CLEARANCE: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) have clearances from the enclosing wall or partition of at least the following: in Moderate Seismicity, 1/2 in. (13 mm); in High Seismicity, 3/4 in. (19 mm).	13.6.4	A.7.2.4
C NC N/A U	HR—not required; LS—not required; PR—MH. CONTINUITY ACROSS STRUCTURE JOINTS: The ceiling system does not cross any seismic joint and is not attached to multiple independent structures.	13.6.4	A.7.2.5
C NC N/A U	HR—not required; LS—not required; PR—H. EDGE SUPPORT: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) are supported by closure angles or channels not less than 2 in. (51 mm) wide.	13.6.4	A.7.2.6
C NC N/A U	HR—not required; LS—not required; PR—H. SEISMIC JOINTS: Acoustical tile or lay-in panel ceilings have seismic separation joints such that each continuous portion of the ceiling is no more than 2,500 ft ² (232.3 m ²) and has a ratio of long-to-short dimension no more than 4-to-1.	13.6.4	A.7.2.7
Light Fixtures			
C NC N/A U	HR—not required; LS—MH; PR—MH. INDEPENDENT SUPPORT: Light fixtures that weigh more per square foot than the ceiling they penetrate are supported independent of the grid ceiling suspension system by a minimum of two wires at diagonally opposite corners of each fixture.	13.6.4 13.7.9	A.7.3.2
C NC N/A U	HR—not required; LS—not required; PR—H. PENDANT SUPPORTS: Light fixtures on pendant supports are attached at a spacing equal to or less than 6 ft. Unbraced suspended fixtures are free to allow a 360-degree range of motion at an angle not less than 45 degrees from horizontal without contacting adjacent components. Alternatively, if rigidly supported and/or braced, they are free to move with the structure to which they are attached without damaging adjoining components. Additionally, the connection to the structure is capable of accommodating the movement without failure.	13.7.9	A.7.3.3
C NC N/A U	HR—not required; LS—not required; PR—H. LENS COVERS: Lens covers on light fixtures are attached with safety devices.	13.7.9	A.7.3.4
Cladding and Glazing			
C NC N/A U	HR—MH; LS—MH; PR—MH. CLADDING ANCHORS: Cladding components weighing more than 10 lb/ft ² (0.48 kN/m ²) are mechanically anchored to the structure at a spacing equal to or less than the following: for Life Safety in Moderate Seismicity, 6 ft (1.8 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 ft (1.2 m)	13.6.1	A.7.4.1

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—MH; PR—MH. CLADDING ISOLATION: For steel or concrete moment-frame buildings, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.	13.6.1	A.7.4.3
C NC (N/A) U	HR—MH; LS—MH; PR—MH. MULTI-STORY PANELS: For multi-story panels attached at more than one floor level, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.	13.6.1	A.7.4.4
C NC N/A U	HR—not required; LS—MH; PR—MH. THREADED RODS: Threaded rods for panel connections detailed to accommodate drift by bending of the rod have a length-to-diameter ratio greater than 0.06 times the story height in inches for Life Safety in Moderate Seismicity and 0.12 times the story height in inches for Life Safety in High Seismicity and Position Retention in any seismicity.	13.6.1	A.7.4.9
C NC (N/A) U	HR—MH; LS—MH; PR—MH. PANEL CONNECTIONS: Cladding panels are anchored out of plane with a minimum number of connections for each wall panel, as follows: for Life Safety in Moderate Seismicity, 2 connections; for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 connections.	13.6.1.4	A.7.4.5
C NC (N/A) U	HR—MH; LS—MH; PR—MH. BEARING CONNECTIONS: Where bearing connections are used, there is a minimum of two bearing connections for each cladding panel.	13.6.1.4	A.7.4.6
C NC (N/A) U	HR—MH; LS—MH; PR—MH. INSERTS: Where concrete cladding components use inserts, the inserts have positive anchorage or are anchored to reinforcing steel.	13.6.1.4	A.7.4.7
C NC N/A U	HR—not required; LS—MH; PR—MH. OVERHEAD GLAZING: Glazing panes of any size in curtain walls and individual interior or exterior panes more than 16 ft ² (1.5 m ²) in area are laminated annealed or laminated heat-strengthened glass and are detailed to remain in the frame when cracked.	13.6.1.5	A.7.4.8
Masonry Veneer			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. TIES: Masonry veneer is connected to the backup with corrosion-resistant ties. There is a minimum of one tie for every 2-2/3 ft ² (0.25 m ²), and the ties have spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 36 in. (914 mm); for Life Safety in High Seismicity and for Position Retention in any seismicity, 24 in. (610 mm).	13.6.1.2	A.7.5.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. SHELF ANGLES: Masonry veneer is supported by shelf angles or other elements at each floor above the ground floor.	13.6.1.2	A.7.5.2
C NC N/A U	HR—not required; LS—LMH; PR—LMH. WEAKENED PLANES: Masonry veneer is anchored to the backup adjacent to weakened planes, such as at the locations of flashing.	13.6.1.2	A.7.5.3
C NC (N/A) U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY BACKUP: There is no unreinforced masonry backup.	13.6.1.1 13.6.1.2	A.7.7.2
C NC N/A U	HR—not required; LS—MH; PR—MH. STUD TRACKS: For veneer with cold-formed steel stud backup, stud tracks are fastened to the structure at a spacing equal to or less than 24 in. (610 mm) on center.	13.6.1.1 13.6.1.2	A.7.6.1

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—MH; PR—MH. ANCHORAGE: For veneer with concrete block or masonry backup, the backup is positively anchored to the structure at a horizontal spacing equal to or less than 4 ft along the floors and roof.	13.6.1.1 13.6.1.2	A.7.7.1
C NC N/A U	HR—not required; LS—not required; PR—MH. WEEP HOLES: In veneer anchored to stud walls, the veneer has functioning weep holes and base flashing.	13.6.1.2	A.7.5.6
C NC N/A U	HR—not required; LS—not required; PR—MH. OPENINGS: For veneer with cold-formed-steel stud backup, steel studs frame window and door openings.	13.6.1.1 13.6.1.2	A.7.6.2
Parapets, Cornices, Ornamentation, and Appendages			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. URM PARAPETS OR CORNICES: Laterally unsupported unreinforced masonry parapets or cornices have height-to-thickness ratios no greater than the following: for Life Safety in Low or Moderate Seismicity, 2.5; for Life Safety in High Seismicity and for Position Retention in any seismicity, 1.5.	13.6.5	A.7.8.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. CANOPIES: Canopies at building exits are anchored to the structure at a spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 10 ft (3.0 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 6 ft (1.8 m).	13.6.6	A.7.8.2
C NC N/A U	HR—H; LS—MH; PR—LMH. CONCRETE PARAPETS: Concrete parapets with height-to-thickness ratios greater than 2.5 have vertical reinforcement.	13.6.5	A.7.8.3
C NC N/A U	HR—MH; LS—MH; PR—LMH. APPENDAGES: Cornices, parapets, signs, and other ornamentation or appendages that extend above the highest point of anchorage to the structure or cantilever from components are reinforced and anchored to the structural system at a spacing equal to or less than 6 ft (1.8 m). This evaluation statement item does not apply to parapets or cornices covered by other evaluation statements.	13.6.6	A.7.8.4
Masonry Chimneys			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. URM CHIMNEYS: Unreinforced masonry chimneys extend above the roof surface no more than the following: for Life Safety in Low or Moderate Seismicity, 3 times the least dimension of the chimney; for Life Safety in High Seismicity and for Position Retention in any seismicity, 2 times the least dimension of the chimney.	13.6.7	A.7.9.1
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. ANCHORAGE: Masonry chimneys are anchored at each floor level, at the topmost ceiling level, and at the roof.	13.6.7	A.7.9.2
Stairs			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR ENCLOSURES: Hollow-clay tile or unreinforced masonry walls around stair enclosures are restrained out of plane and have height-to-thickness ratios not greater than the following: for Life Safety in Low or Moderate Seismicity, 15-to-1; for Life Safety in High Seismicity and for Position Retention in any seismicity, 12-to-1.	13.6.2 13.6.8	A.7.10.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR DETAILS: The connection between the stairs and the structure does not rely on post-installed anchors in concrete or masonry, and the stair details are capable of accommodating the drift calculated using the Quick Check procedure of Section 4.4.3.1 for moment-frame structures or 0.5 in. for all other structures without including any lateral stiffness contribution from the stairs.	13.6.8	A.7.10.2
Contents and Furnishings			
C NC N/A U	HR—LMH; LS—MH; PR—MH. INDUSTRIAL STORAGE RACKS: Industrial storage racks or pallet racks more than 12 ft high meet the requirements of ANSI/RMI MH 16.1 as modified by ASCE 7, Chapter 15.	13.8.1	A.7.11.1

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW CONTENTS: Contents more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 are anchored to the structure or to each other.	13.8.2	A.7.11.2
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE CONTENTS: Equipment, stored items, or other contents weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level are braced or otherwise restrained.	13.8.2	A.7.11.3
C NC N/A U	HR—not required; LS—not required; PR—MH. ACCESS FLOORS: Access floors more than 9 in. (229 mm) high are braced.	13.6.10	A.7.11.4
C NC N/A U	HR—not required; LS—not required; PR—MH. EQUIPMENT ON ACCESS FLOORS: Equipment and other contents supported by access floor systems are anchored or braced to the structure independent of the access floor.	13.7.7 13.6.10	A.7.11.5
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED CONTENTS: Items suspended without lateral bracing are free to swing from or move with the structure from which they are suspended without damaging themselves or adjoining components.	13.8.2	A.7.11.6
Mechanical and Electrical Equipment			
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE EQUIPMENT: Equipment weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level, and which is not in-line equipment, is braced.	13.7.1 13.7.7	A.7.12.4
C NC N/A U	HR—not required; LS—H; PR—H. IN-LINE EQUIPMENT: Equipment installed in line with a duct or piping system, with an operating weight more than 75 lb (34.0 kg), is supported and laterally braced independent of the duct or piping system.	13.7.1	A.7.12.5
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW EQUIPMENT: Equipment more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 is anchored to the floor slab or adjacent structural walls.	13.7.1 13.7.7	A.7.12.6
C NC N/A U	HR—not required; LS—not required; PR—MH. MECHANICAL DOORS: Mechanically operated doors are detailed to operate at a story drift ratio of 0.01.	13.6.9	A.7.12.7
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED EQUIPMENT: Equipment suspended without lateral bracing is free to swing from or move with the structure from which it is suspended without damaging itself or adjoining components.	13.7.1 13.7.7	A.7.12.8
C NC N/A U	HR—not required; LS—not required; PR—H. VIBRATION ISOLATORS: Equipment mounted on vibration isolators is equipped with horizontal restraints or snubbers and with vertical restraints to resist overturning.	13.7.1	A.7.12.9
C NC N/A U	HR—not required; LS—not required; PR—H. HEAVY EQUIPMENT: Floor-supported or platform-supported equipment weighing more than 400 lb (181.4 kg) is anchored to the structure.	13.7.1 13.7.7	A.7.12.10
C NC N/A U	HR—not required; LS—not required; PR—H. ELECTRICAL EQUIPMENT: Electrical equipment is laterally braced to the structure.	13.7.7	A.7.12.11
C NC N/A U	HR—not required; LS—not required; PR—H. CONDUIT COUPLINGS: Conduit greater than 2.5 in. (64 mm) trade size that is attached to panels, cabinets, or other equipment and is subject to relative seismic displacement has flexible couplings or connections.	13.7.8	A.7.12.12
Piping			
C NC N/A U	HR—not required; LS—not required; PR—H. FLEXIBLE COUPLINGS: Fluid and gas piping has flexible couplings.	13.7.3 13.7.5	A.7.13.2

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—not required; PR—H. FLUID AND GAS PIPING: Fluid and gas piping is anchored and braced to the structure to limit spills or leaks.	13.7.3 13.7.5	A.7.13.4
C NC N/A U	HR—not required; LS—not required; PR—H. C-CLAMPS: One-sided C-clamps that support piping larger than 2.5 in. (64 mm) in diameter are restrained.	13.7.3 13.7.5	A.7.13.5
C NC N/A U	HR—not required; LS—not required; PR—H. PIPING CROSSING SEISMIC JOINTS: Piping that crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.3 13.7.5	A.7.13.6
Ducts			
C NC N/A U	HR—not required; LS—not required; PR—H. DUCT BRACING: Rectangular ductwork larger than 6 ft ² (0.56 m ²) in cross-sectional area and round ducts larger than 28 in. (711 mm) in diameter are braced. The maximum spacing of transverse bracing does not exceed 30 ft (9.2 m). The maximum spacing of longitudinal bracing does not exceed 60 ft (18.3 m).	13.7.6	A.7.14.2
C NC N/A U	HR—not required; LS—not required; PR—H. DUCT SUPPORT: Ducts are not supported by piping or electrical conduit.	13.7.6	A.7.14.3
C NC N/A U	HR—not required; LS—not required; PR—H. DUCTS CROSSING SEISMIC JOINTS: Ducts that cross seismic joints or isolation planes or are connected to independent structures have couplings or other details to accommodate the relative seismic displacements.	13.7.6	A.7.14.4
Elevators			
C NC N/A U	HR—not required; LS—H; PR—H. RETAINER GUARDS: Sheaves and drums have cable retainer guards.	13.7.11	A.7.16.1
C NC N/A U	HR—not required; LS—H; PR—H. RETAINER PLATE: A retainer plate is present at the top and bottom of both car and counterweight.	13.7.11	A.7.16.2
C NC N/A U	HR—not required; LS—not required; PR—H. ELEVATOR EQUIPMENT: Equipment, piping, and other components that are part of the elevator system are anchored.	13.7.11	A.7.16.3
C NC N/A U	HR—not required; LS—not required; PR—H. SEISMIC SWITCH: Elevators capable of operating at speeds of 150 ft/min (0.30 m/min) or faster are equipped with seismic switches that meet the requirements of ASME A17.1 or have trigger levels set to 20% of the acceleration of gravity at the base of the structure and 50% of the acceleration of gravity in other locations.	13.7.11	A.7.16.4
C NC N/A U	HR—not required; LS—not required; PR—H. SHAFT WALLS: Elevator shaft walls are anchored and reinforced to prevent toppling into the shaft during strong shaking.	13.7.11	A.7.16.5
C NC N/A U	HR—not required; LS—not required; PR—H. COUNTERWEIGHT RAILS: All counterweight rails and divider beams are sized in accordance with ASME A17.1.	13.7.11	A.7.16.6
C NC N/A U	HR—not required; LS—not required; PR—H. BRACKETS: The brackets that tie the car rails and the counterweight rail to the structure are sized in accordance with ASME A17.1.	13.7.11	A.7.16.7
C NC N/A U	HR—not required; LS—not required; PR—H. SPREADER BRACKET: Spreader brackets are not used to resist seismic forces.	13.7.11	A.7.16.8
C NC N/A U	HR—not required; LS—not required; PR—H. GO-SLOW ELEVATORS: The building has a go-slow elevator system.	13.7.11	A.7.16.9

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

^a Performance Level: HR = Hazards Reduced, LS = Life Safety, and PR = Position Retention.

^b Level of Seismicity: L = Low, M = Moderate, and H = High.

1. Supporting members relied on for compliance have complete load paths to supporting structural members.
2. Bracing members, connecting members, and supporting structural or architectural components relied on for compliance are of materials and dimensions suitable to the application.
3. Fasteners and connectors relied on for compliance are of materials and sizes suitable to the application.

Items that are determined by the design professional to require further investigation shall be categorized as Noncompliant or

Unknown. For evaluation at the Life Safety Nonstructural Performance Level, an evaluation statement need not be marked Noncompliant if the noncompliance occurs only in locations where related damage would not cause severe injury or death to one or more people.

For the Hazards Reduced Nonstructural Performance Level, the evaluation statement is permitted to be found Compliant if it can be shown that the specific hazard will not endanger many people.

SNO911 EMERGENCY COMMUNICATION CENTER

DUE DILIGENCE BUILDING ASSESSMENT

Appendix C

Table 17-38. Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
Life Safety Systems			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FIRE SUPPRESSION PIPING: Fire suppression piping is anchored and braced in accordance with NFPA-13.	13.7.4	A.7.13.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Fire suppression piping has flexible couplings in accordance with NFPA-13.	13.7.4	A.7.13.2
C NC N/A U	HR—not required; LS—LMH; PR—LMH. EMERGENCY POWER: Equipment used to power or control Life Safety systems is anchored or braced.	13.7.7	A.7.12.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR AND SMOKE DUCTS: Stair pressurization and smoke control ducts are braced and have flexible connections at seismic joints.	13.7.6	A.7.14.1
C NC N/A U	HR—not required; LS—MH; PR—MH. SPRINKLER CEILING CLEARANCE: Penetrations through panelized ceilings for fire suppression devices provide clearances in accordance with NFPA-13.	13.7.4	A.7.13.3
C NC N/A U	HR—not required; LS—not required; PR—LMH. EMERGENCY LIGHTING: Emergency and egress lighting equipment is anchored or braced.	13.7.9	A.7.3.1
Hazardous Materials			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL EQUIPMENT: Equipment mounted on vibration isolators and containing hazardous material is equipped with restraints or snubbers.	13.7.1	A.7.12.2
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL STORAGE: Breakable containers that hold hazardous material, including gas cylinders, are restrained by latched doors, shelf lips, wires, or other methods.	13.8.3	A.7.15.1
C NC N/A U	HR—MH; LS—MH; PR—MH. HAZARDOUS MATERIAL DISTRIBUTION: Piping or ductwork conveying hazardous materials is braced or otherwise protected from damage that would allow hazardous material release.	13.7.3 13.7.5	A.7.13.4
C NC N/A U	HR—MH; LS—MH; PR—MH. SHUTOFF VALVES: Piping containing hazardous material, including natural gas, has shutoff valves or other devices to limit spills or leaks.	13.7.3 13.7.5	A.7.13.3
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Hazardous material ductwork and piping, including natural gas piping, have flexible couplings.	13.7.3 13.7.5	A.7.15.4
C NC N/A U	HR—MH; LS—MH; PR—MH. PIPING OR DUCTS CROSSING SEISMIC JOINTS: Piping or ductwork carrying hazardous material that either crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.3 13.7.5 13.7.6	A.7.13.6
Partitions			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY: Unreinforced masonry or hollow-clay tile partitions are braced at a spacing of at most 10 ft (3.0 m) in Low or Moderate Seismicity, or at most 6 ft (1.8 m) in High Seismicity.	13.6.2	A.7.1.1
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HEAVY PARTITIONS SUPPORTED BY CEILINGS: The tops of masonry or hollow-clay tile partitions are not laterally supported by an integrated ceiling system.	13.6.2	A.7.2.1
C NC N/A U	HR—not required; LS—MH; PR—MH. DRIFT: Rigid cementitious partitions are detailed to accommodate the following drift ratios: in steel moment frame, concrete moment frame, and wood frame buildings, 0.02; in other buildings, 0.005.	13.6.2	A.7.1.2
C NC N/A U	HR—not required; LS—not required; PR—MH. LIGHT PARTITIONS SUPPORTED BY CEILINGS: The tops of gypsum board partitions are not laterally supported by an integrated ceiling system.	13.6.2	A.7.2.1
C NC N/A U	HR—not required; LS—not required; PR—MH. STRUCTURAL SEPARATIONS: Partitions that cross structural separations have seismic or control joints.	13.6.2	A.7.1.3

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—not required; PR—MH. TOPS: The tops of ceiling-high framed or panelized partitions have lateral bracing to the structure at a spacing equal to or less than 6 ft (1.8 m).	13.6.2	A.7.1.4
Ceilings			
C NC N/A U	HR—H; LS—MH; PR—LMH. SUSPENDED LATH AND PLASTER: Suspended lath and plaster ceilings have attachments that resist seismic forces for every 12 ft ² (1.1 m ²) of area.	13.6.4	A.7.2.3
C NC N/A U	HR—not required; LS—MH; PR—LMH. SUSPENDED GYPSUM BOARD: Suspended gypsum board ceilings have attachments that resist seismic forces for every 12 ft ² (1.1 m ²) of area.	13.6.4	A.7.2.3
C NC N/A U	HR—not required; LS—not required; PR—MH. INTEGRATED CEILINGS: Integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) and ceilings of smaller areas that are not surrounded by restraining partitions are laterally restrained at a spacing no greater than 12 ft (3.6 m) with members attached to the structure above. Each restraint location has a minimum of four diagonal wires and compression struts, or diagonal members capable of resisting compression.	13.6.4	A.7.2.2
C NC N/A U	HR—not required; LS—not required; PR—MH. EDGE CLEARANCE: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) have clearances from the enclosing wall or partition of at least the following: in Moderate Seismicity, 1/2 in. (13 mm); in High Seismicity, 3/4 in. (19 mm).	13.6.4	A.7.2.4
C NC N/A U	HR—not required; LS—not required; PR—MH. CONTINUITY ACROSS STRUCTURE JOINTS: The ceiling system does not cross any seismic joint and is not attached to multiple independent structures.	13.6.4	A.7.2.5
C NC N/A U	HR—not required; LS—not required; PR—H. EDGE SUPPORT: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) are supported by closure angles or channels not less than 2 in. (51 mm) wide.	13.6.4	A.7.2.6
C NC N/A U	HR—not required; LS—not required; PR—H. SEISMIC JOINTS: Acoustical tile or lay-in panel ceilings have seismic separation joints such that each continuous portion of the ceiling is no more than 2,500 ft ² (232.3 m ²) and has a ratio of long-to-short dimension no more than 4-to-1.	13.6.4	A.7.2.7
Light Fixtures			
C NC N/A U	HR—not required; LS—MH; PR—MH. INDEPENDENT SUPPORT: Light fixtures that weigh more per square foot than the ceiling they penetrate are supported independent of the grid ceiling suspension system by a minimum of two wires at diagonally opposite corners of each fixture.	13.6.4 13.7.9	A.7.3.2
C NC N/A U	HR—not required; LS—not required; PR—H. PENDANT SUPPORTS: Light fixtures on pendant supports are attached at a spacing equal to or less than 6 ft. Unbraced suspended fixtures are free to allow a 360-degree range of motion at an angle not less than 45 degrees from horizontal without contacting adjacent components. Alternatively, if rigidly supported and/or braced, they are free to move with the structure to which they are attached without damaging adjoining components. Additionally, the connection to the structure is capable of accommodating the movement without failure.	13.7.9	A.7.3.3
C NC N/A U	HR—not required; LS—not required; PR—H. LENS COVERS: Lens covers on light fixtures are attached with safety devices.	13.7.9	A.7.3.4
Cladding and Glazing			
C NC N/A U	HR—MH; LS—MH; PR—MH. CLADDING ANCHORS: Cladding components weighing more than 10 lb/ft ² (0.48 kN/m ²) are mechanically anchored to the structure at a spacing equal to or less than the following: for Life Safety in Moderate Seismicity, 6 ft (1.8 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 ft (1.2 m)	13.6.1	A.7.4.1

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—MH; PR—MH. CLADDING ISOLATION: For steel or concrete moment-frame buildings, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.	13.6.1	A.7.4.3
C NC N/A U	HR—MH; LS—MH; PR—MH. MULTI-STORY PANELS: For multi-story panels attached at more than one floor level, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.	13.6.1	A.7.4.4
C NC N/A U	HR—not required; LS—MH; PR—MH. THREADED RODS: Threaded rods for panel connections detailed to accommodate drift by bending of the rod have a length-to-diameter ratio greater than 0.06 times the story height in inches for Life Safety in Moderate Seismicity and 0.12 times the story height in inches for Life Safety in High Seismicity and Position Retention in any seismicity.	13.6.1	A.7.4.9
C NC N/A U	HR—MH; LS—MH; PR—MH. PANEL CONNECTIONS: Cladding panels are anchored out of plane with a minimum number of connections for each wall panel, as follows: for Life Safety in Moderate Seismicity, 2 connections; for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 connections.	13.6.1.4	A.7.4.5
C NC N/A U	HR—MH; LS—MH; PR—MH. BEARING CONNECTIONS: Where bearing connections are used, there is a minimum of two bearing connections for each cladding panel.	13.6.1.4	A.7.4.6
C NC N/A U	HR—MH; LS—MH; PR—MH. INSERTS: Where concrete cladding components use inserts, the inserts have positive anchorage or are anchored to reinforcing steel.	13.6.1.4	A.7.4.7
C NC N/A U	HR—not required; LS—MH; PR—MH. OVERHEAD GLAZING: Glazing panes of any size in curtain walls and individual interior or exterior panes more than 16 ft ² (1.5 m ²) in area are laminated annealed or laminated heat-strengthened glass and are detailed to remain in the frame when cracked.	13.6.1.5	A.7.4.8
Masonry Veneer			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. TIES: Masonry veneer is connected to the backup with corrosion-resistant ties. There is a minimum of one tie for every 2-2/3 ft ² (0.25 m ²), and the ties have spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 36 in. (914 mm); for Life Safety in High Seismicity and for Position Retention in any seismicity, 24 in. (610 mm).	13.6.1.2	A.7.5.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. SHELF ANGLES: Masonry veneer is supported by shelf angles or other elements at each floor above the ground floor.	13.6.1.2	A.7.5.2
C NC N/A U	HR—not required; LS—LMH; PR—LMH. WEAKENED PLANES: Masonry veneer is anchored to the backup adjacent to weakened planes, such as at the locations of flashing.	13.6.1.2	A.7.5.3
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY BACKUP: There is no unreinforced masonry backup.	13.6.1.1	A.7.7.2
C NC N/A U	HR—not required; LS—MH; PR—MH. STUD TRACKS: For veneer with cold-formed steel stud backup, stud tracks are fastened to the structure at a spacing equal to or less than 24 in. (610 mm) on center.	13.6.1.1 13.6.1.2	A.7.6.1

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC (N/A) U	HR—not required; LS—MH; PR—MH. ANCHORAGE: For veneer with concrete block or masonry backup, the backup is positively anchored to the structure at a horizontal spacing equal to or less than 4 ft along the floors and roof.	13.6.1.1 13.6.1.2	A.7.7.1
C NC N/A U	HR—not required; LS—not required; PR—MH. WEEP HOLES: In veneer anchored to stud walls, the veneer has functioning weep holes and base flashing.	13.6.1.2	A.7.5.6
C NC N/A U	HR—not required; LS—not required; PR—MH. OPENINGS: For veneer with cold-formed-steel stud backup, steel studs frame window and door openings.	13.6.1.1 13.6.1.2	A.7.6.2
Parapets, Cornices, Ornamentation, and Appendages			
C NC (N/A) U	HR—LMH; LS—LMH; PR—LMH. URM PARAPETS OR CORNICES: Laterally unsupported unreinforced masonry parapets or cornices have height-to-thickness ratios no greater than the following: for Life Safety in Low or Moderate Seismicity, 2.5; for Life Safety in High Seismicity and for Position Retention in any seismicity, 1.5.	13.6.5	A.7.8.1
C NC (N/A) U	HR—not required; LS—LMH; PR—LMH. CANOPIES: Canopies at building exits are anchored to the structure at a spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 10 ft (3.0 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 6 ft (1.8 m).	13.6.6	A.7.8.2
C NC (N/A) U	HR—H; LS—MH; PR—LMH. CONCRETE PARAPETS: Concrete parapets with height-to-thickness ratios greater than 2.5 have vertical reinforcement.	13.6.5	A.7.8.3
C NC (N/A) U	HR—MH; LS—MH; PR—LMH. APPENDAGES: Cornices, parapets, signs, and other ornamentation or appendages that extend above the highest point of anchorage to the structure or cantilever from components are reinforced and anchored to the structural system at a spacing equal to or less than 6 ft (1.8 m). This evaluation statement item does not apply to parapets or cornices covered by other evaluation statements.	13.6.6	A.7.8.4
Masonry Chimneys			
C NC (N/A) U	HR—LMH; LS—LMH; PR—LMH. URM CHIMNEYS: Unreinforced masonry chimneys extend above the roof surface no more than the following: for Life Safety in Low or Moderate Seismicity, 3 times the least dimension of the chimney; for Life Safety in High Seismicity and for Position Retention in any seismicity, 2 times the least dimension of the chimney.	13.6.7	A.7.9.1
C NC (N/A) U	HR—LMH; LS—LMH; PR—LMH. ANCHORAGE: Masonry chimneys are anchored at each floor level, at the topmost ceiling level, and at the roof.	13.6.7	A.7.9.2
Stairs			
C NC (N/A) U	HR—not required; LS—LMH; PR—LMH. STAIR ENCLOSURES: Hollow-clay tile or unreinforced masonry walls around stair enclosures are restrained out of plane and have height-to-thickness ratios not greater than the following: for Life Safety in Low or Moderate Seismicity, 15-to-1; for Life Safety in High Seismicity and for Position Retention in any seismicity, 12-to-1.	13.6.2 13.6.8	A.7.10.1
C (NC) N/A U	HR—not required; LS—LMH; PR—LMH. STAIR DETAILS: The connection between the stairs and the structure does not rely on post-installed anchors in concrete or masonry, and the stair details are capable of accommodating the drift calculated using the Quick Check procedure of Section 4.4.3.1 for moment-frame structures or 0.5 in. for all other structures without including any lateral stiffness contribution from the stairs.	13.6.8	A.7.10.2
Contents and Furnishings			
C NC (N/A) U	HR—LMH; LS—MH; PR—MH. INDUSTRIAL STORAGE RACKS: Industrial storage racks or pallet racks more than 12 ft high meet the requirements of ANSI/RMI MH 16.1 as modified by ASCE 7, Chapter 15.	13.8.1	A.7.11.1

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW CONTENTS: Contents more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 are anchored to the structure or to each other.	13.8.2	A.7.11.2
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE CONTENTS: Equipment, stored items, or other contents weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level are braced or otherwise restrained.	13.8.2	A.7.11.3
C NC N/A U	HR—not required; LS—not required; PR—MH. ACCESS FLOORS: Access floors more than 9 in. (229 mm) high are braced.	13.6.10	A.7.11.4
C NC N/A U	HR—not required; LS—not required; PR—MH. EQUIPMENT ON ACCESS FLOORS: Equipment and other contents supported by access floor systems are anchored or braced to the structure independent of the access floor.	13.7.7 13.6.10	A.7.11.5
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED CONTENTS: Items suspended without lateral bracing are free to swing from or move with the structure from which they are suspended without damaging themselves or adjoining components.	13.8.2	A.7.11.6
Mechanical and Electrical Equipment			
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE EQUIPMENT: Equipment weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level, and which is not in-line equipment, is braced.	13.7.1 13.7.7	A.7.12.4
C NC N/A U	HR—not required; LS—H; PR—H. IN-LINE EQUIPMENT: Equipment installed in line with a duct or piping system, with an operating weight more than 75 lb (34.0 kg), is supported and laterally braced independent of the duct or piping system.	13.7.1	A.7.12.5
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW EQUIPMENT: Equipment more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 is anchored to the floor slab or adjacent structural walls.	13.7.1 13.7.7	A.7.12.6
C NC N/A U	HR—not required; LS—not required; PR—MH. MECHANICAL DOORS: Mechanically operated doors are detailed to operate at a story drift ratio of 0.01.	13.6.9	A.7.12.7
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED EQUIPMENT: Equipment suspended without lateral bracing is free to swing from or move with the structure from which it is suspended without damaging itself or adjoining components.	13.7.1 13.7.7	A.7.12.8
C NC N/A U	HR—not required; LS—not required; PR—H. VIBRATION ISOLATORS: Equipment mounted on vibration isolators is equipped with horizontal restraints or snubbers and with vertical restraints to resist overturning.	13.7.1	A.7.12.9
C NC N/A U	HR—not required; LS—not required; PR—H. HEAVY EQUIPMENT: Floor-supported or platform-supported equipment weighing more than 400 lb (181.4 kg) is anchored to the structure.	13.7.1 13.7.7	A.7.12.10
C NC N/A U	HR—not required; LS—not required; PR—H. ELECTRICAL EQUIPMENT: Electrical equipment is laterally braced to the structure.	13.7.7	A.7.12.11
C NC N/A U	HR—not required; LS—not required; PR—H. CONDUIT COUPLINGS: Conduit greater than 2.5 in. (64 mm) trade size that is attached to panels, cabinets, or other equipment and is subject to relative seismic displacement has flexible couplings or connections.	13.7.8	A.7.12.12
Piping			
C NC N/A U	HR—not required; LS—not required; PR—H. FLEXIBLE COUPLINGS: Fluid and gas piping has flexible couplings.	13.7.3 13.7.5	A.7.13.2

continues

Table 17-38 (Continued). Nonstructural Checklist

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—not required ; PR—H. FLUID AND GAS PIPING: Fluid and gas piping is anchored and braced to the structure to limit spills or leaks.	13.7.3 13.7.5	A.7.13.4
C NC N/A U	HR—not required; LS—not required ; PR—H. C-CLAMPS: One-sided C-clamps that support piping larger than 2.5 in. (64 mm) in diameter are restrained.	13.7.3 13.7.5	A.7.13.5
C NC N/A U	HR—not required; LS—not required ; PR—H. PIPING CROSSING SEISMIC JOINTS: Piping that crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.3 13.7.5	A.7.13.6
Ducts			
C NC N/A U	HR—not required; LS—not required ; PR—H. DUCT BRACING: Rectangular ductwork larger than 6 ft ² (0.56 m ²) in cross-sectional area and round ducts larger than 28 in. (711 mm) in diameter are braced. The maximum spacing of transverse bracing does not exceed 30 ft (9.2 m). The maximum spacing of longitudinal bracing does not exceed 60 ft (18.3 m).	13.7.6	A.7.14.2
C NC N/A U	HR—not required; LS—not required ; PR—H. DUCT SUPPORT: Ducts are not supported by piping or electrical conduit.	13.7.6	A.7.14.3
C NC N/A U	HR—not required; LS—not required ; PR—H. DUCTS CROSSING SEISMIC JOINTS: Ducts that cross seismic joints or isolation planes or are connected to independent structures have couplings or other details to accommodate the relative seismic displacements.	13.7.6	A.7.14.4
Elevators			
C NC N/A U	HR—not required; LS—H ; PR—H. RETAINER GUARDS: Sheaves and drums have cable retainer guards.	13.7.11	A.7.16.1
C NC N/A U	HR—not required; LS—H ; PR—H. RETAINER PLATE: A retainer plate is present at the top and bottom of both car and counterweight.	13.7.11	A.7.16.2
C NC N/A U	HR—not required; LS—not required ; PR—H. ELEVATOR EQUIPMENT: Equipment, piping, and other components that are part of the elevator system are anchored.	13.7.11	A.7.16.3
C NC N/A U	HR—not required; LS—not required ; PR—H. SEISMIC SWITCH: Elevators capable of operating at speeds of 150 ft/min (0.30 m/min) or faster are equipped with seismic switches that meet the requirements of ASME A17.1 or have trigger levels set to 20% of the acceleration of gravity at the base of the structure and 50% of the acceleration of gravity in other locations.	13.7.11	A.7.16.4
C NC N/A U	HR—not required; LS—not required ; PR—H. SHAFT WALLS: Elevator shaft walls are anchored and reinforced to prevent toppling into the shaft during strong shaking.	13.7.11	A.7.16.5
C NC N/A U	HR—not required; LS—not required ; PR—H. COUNTERWEIGHT RAILS: All counterweight rails and divider beams are sized in accordance with ASME A17.1.	13.7.11	A.7.16.6
C NC N/A U	HR—not required; LS—not required ; PR—H. BRACKETS: The brackets that tie the car rails and the counterweight rail to the structure are sized in accordance with ASME A17.1.	13.7.11	A.7.16.7
C NC N/A U	HR—not required; LS—not required ; PR—H. SPREADER BRACKET: Spreader brackets are not used to resist seismic forces.	13.7.11	A.7.16.8
C NC N/A U	HR—not required; LS—not required ; PR—H. GO-SLOW ELEVATORS: The building has a go-slow elevator system.	13.7.11	A.7.16.9

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

^a Performance Level: HR = Hazards Reduced, LS = Life Safety, and PR = Position Retention.

^b Level of Seismicity: L = Low, M = Moderate, and H = High.

1. Supporting members relied on for compliance have complete load paths to supporting structural members.
2. Bracing members, connecting members, and supporting structural or architectural components relied on for compliance are of materials and dimensions suitable to the application.
3. Fasteners and connectors relied on for compliance are of materials and sizes suitable to the application.

Items that are determined by the design professional to require further investigation shall be categorized as Noncompliant or

Unknown. For evaluation at the Life Safety Nonstructural Performance Level, an evaluation statement need not be marked Noncompliant if the noncompliance occurs only in locations where related damage would not cause severe injury or death to one or more people.

For the Hazards Reduced Nonstructural Performance Level, the evaluation statement is permitted to be found Compliant if it can be shown that the specific hazard will not endanger many people.

SNO911 EMERGENCY COMMUNICATION CENTER

DUE DILIGENCE BUILDING ASSESSMENT

Appendix D

Table 17-2 (Continued). Collapse Prevention Basic Configuration Checklist

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Moderate Seismicity (Complete the Following Items in Addition to the Items for Low Seismicity)			
Geologic Site Hazards			
C NC N/A U	LIQUEFACTION: Liquefaction-susceptible, saturated, loose granular soils that could jeopardize the building's seismic performance do not exist in the foundation soils at depths within 50 ft (15.2 m) under the building.	5.4.3.1	A.6.1.1
C NC N/A U	SLOPE FAILURE: The building site is located away from potential earthquake-induced slope failures or rockfalls so that it is unaffected by such failures or is capable of accommodating any predicted movements without failure.	5.4.3.1	A.6.1.2
C NC N/A U	SURFACE FAULT RUPTURE: Surface fault rupture and surface displacement at the building site are not anticipated.	5.4.3.1	A.6.1.3
High Seismicity (Complete the Following Items in Addition to the Items for Moderate Seismicity)			
Foundation Configuration			
C NC N/A U	OVERTURNING: The ratio of the least horizontal dimension of the seismic-force-resisting system at the foundation level to the building height (base/height) is greater than $0.6S_a$.	5.4.3.3	A.6.2.1
C NC N/A U	TIES BETWEEN FOUNDATION ELEMENTS: The foundation has ties adequate to resist seismic forces where footings, piles, and piers are not restrained by beams, slabs, or soils classified as Site Class A, B, or C.	5.4.3.4	A.6.2.2

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

Table 17-3. Immediate Occupancy Basic Configuration Checklist

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Very Low Seismicity			
Building System—General			
C NC N/A U	LOAD PATH: The structure contains a complete, well-defined load path, including structural elements and connections, that serves to transfer the inertial forces associated with the mass of all elements of the building to the foundation.	5.4.1.1	A.2.1.1
C NC N/A U	ADJACENT BUILDINGS: The clear distance between the building being evaluated and any adjacent building is greater than 0.5% of the height of the shorter building in low seismicity, 1.0% in moderate seismicity, and 3.0% in high seismicity.	5.4.1.2	A.2.1.2
C NC N/A U	MEZZANINES: Interior mezzanine levels are braced independently from the main structure or are anchored to the seismic-force-resisting elements of the main structure.	5.4.1.3	A.2.1.3
Building System—Building Configuration			
C NC N/A U	WEAK STORY: The sum of the shear strengths of the seismic-force-resisting system in any story in each direction is not less than 80% of the strength in the adjacent story above.	5.4.2.1	A.2.2.2
C NC N/A U	SOFT STORY: The stiffness of the seismic-force-resisting system in any story is not less than 70% of the seismic-force-resisting system stiffness in an adjacent story above or less than 80% of the average seismic-force-resisting system stiffness of the three stories above.	5.4.2.2	A.2.2.3
C NC N/A U	VERTICAL IRREGULARITIES: All vertical elements in the seismic-force-resisting system are continuous to the foundation.	5.4.2.3	A.2.2.4
C NC N/A U	GEOMETRY: There are no changes in the net horizontal dimension of the seismic-force-resisting system of more than 30% in a story relative to adjacent stories, excluding one-story penthouses and mezzanines.	5.4.2.4	A.2.2.5
C NC N/A U	MASS: There is no change in effective mass of more than 50% from one story to the next. Light roofs, penthouses, and mezzanines need not be considered.	5.4.2.5	A.2.2.6

continues

Table 17-3 (Continued). Immediate Occupancy Basic Configuration Checklist

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
C NC N/A U	TORSION: The estimated distance between the story center of mass and the story center of rigidity is less than 20% of the building width in either plan dimension.	5.4.2.6	A.2.2.7
Low Seismicity (Complete the Following Items in Addition to the Items for Very Low Seismicity)			
Geologic Site Hazards			
C NC N/A U	LIQUEFACTION: Liquefaction-susceptible, saturated, loose granular soils that could jeopardize the building's seismic performance do not exist in the foundation soils at depths within 50 ft (15.2 m) under the building.	5.4.3.1	A.6.1.1
C NC N/A U	SLOPE FAILURE: The building site is located away from potential earthquake-induced slope failures or rockfalls so that it is unaffected by such failures or is capable of accommodating any predicted movements without failure.	5.4.3.1	A.6.1.2
C NC N/A U	SURFACE FAULT RUPTURE: Surface fault rupture and surface displacement at the building site are not anticipated.	5.4.3.1	A.6.1.3
Moderate and High Seismicity (Complete the Following Items in Addition to the Items for Low Seismicity)			
Foundation Configuration			
C NC N/A U	OVERTURNING: The ratio of the least horizontal dimension of the seismic-force-resisting system at the foundation level to the building height (base/height) is greater than $0.6S_a$.	5.4.3.3	A.6.2.1
C NC N/A U	TIES BETWEEN FOUNDATION ELEMENTS: The foundation has ties adequate to resist seismic forces where footings, piles, and piers are not restrained by beams, slabs, or soils classified as Site Class A, B, or C.	5.4.3.4	A.6.2.2

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

Table 17-4. Collapse Prevention Structural Checklist for Building Types W1 and W1a

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Low and Moderate Seismicity			
Seismic-Force-Resisting System			
C NC N/A U	REDUNDANCY: The number of lines of shear walls in each principal direction is greater than or equal to 2.	5.5.1.1	A.3.2.1.1
C NC N/A U	SHEAR STRESS CHECK: The shear stress in the shear walls, calculated using the Quick Check procedure of Section 4.4.3.3, is less than the following values:	5.5.3.1.1	A.3.2.7.1
	Structural panel sheathing 1,000 lb/ft (14.6 kN/m)		
	Diagonal sheathing 700 lb/ft (10.2 kN/m)		
	Straight sheathing 100 lb/ft (1.5 kN/m)		
	All other conditions 100 lb/ft (1.5 kN/m)		
C NC N/A U	STUCCO (EXTERIOR PLASTER) SHEAR WALLS: Multi-story buildings do not rely on exterior stucco walls as the primary seismic-force-resisting system.	5.5.3.6.1	A.3.2.7.2
C NC N/A U	GYPSON WALLBOARD OR PLASTER SHEAR WALLS: Interior plaster or gypsum wallboard is not used for shear walls on buildings more than one story high with the exception of the uppermost level of a multi-story building.	5.5.3.6.1	A.3.2.7.3
C NC N/A U	NARROW WOOD SHEAR WALLS: Narrow wood shear walls with an aspect ratio greater than 2-to-1 are not used to resist seismic forces.	5.5.3.6.1	A.3.2.7.4
C NC N/A U	WALLS CONNECTED THROUGH FLOORS: Shear walls have an interconnection between stories to transfer overturning and shear forces through the floor.	5.5.3.6.2	A.3.2.7.5
C NC N/A U	HILLSIDE SITE: For structures that are taller on at least one side by more than one-half story because of a sloping site, all shear walls on the downhill slope have an aspect ratio less than 1-to-1.	5.5.3.6.3	A.3.2.7.6

continues

Building 2

332 SW Everett Mall Way

Table 17-11. Immediate Occupancy Structural Checklists for Building Types S2 and S2a

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Very Low Seismicity			
Seismic-Force-Resisting System			
C NC N/A U	COLUMN AXIAL STRESS CHECK: The axial stress caused by gravity loads in columns subjected to overturning forces is less than $0.10F_y$. Alternatively, the axial stress caused by overturning forces alone, calculated using the Quick Check procedure of Section 4.4.3.6, is less than $0.30F_y$.	5.5.2.1.3	A.3.1.3.2
C NC N/A U	BRACE AXIAL STRESS CHECK: The axial stress in the diagonals, calculated using the Quick Check procedure of Section 4.4.3.4, is less than $0.50F_y$.	5.5.4.1	A.3.3.1.2
Connections			
C NC N/A U	STEEL COLUMNS: The columns in seismic-force-resisting frames are anchored to the building foundation.	5.7.3.1	A.5.3.1
Low Seismicity (Complete the Following Items in Addition to the Items for Very Low Seismicity)			
Connections			
C NC N/A U	TRANSFER TO STEEL FRAMES: Diaphragms are connected for transfer of seismic forces to the steel frames, and the connections are able to develop the lesser of the strength of the frames or the diaphragms.	5.7.2	A.5.2.2
Moderate Seismicity (Complete the Following Items in Addition to the Items for Very Low and Low Seismicity)			
Seismic-Force-Resisting System			
C NC N/A U	REDUNDANCY: The number of lines of braced frames in each principal direction is greater than or equal to 2. The number of braced bays in each line is greater than 3.	5.5.1.1	A.3.1.1.1
C NC N/A U	COLUMN SPLICES: All column splice details located in braced frames develop 100% of the tensile strength of the column.	5.5.4.2	A.3.3.1.3
C NC N/A U	SLENDERNES OF DIAGONALS: All diagonal elements required to carry compression have K/l_r ratios less than 200.	5.5.4.3	A.3.3.1.4
C NC N/A U	CONNECTION STRENGTH: All the brace connections develop the buckling capacity of the diagonals.	5.5.4.4	A.3.3.1.5
C NC N/A U	OUT-OF-PLANE BRACING: Braced frame connections that are attached to beam bottom flanges located away from beam-column joints are braced out of plane at the bottom flange of the beams.	5.5.4.5	A.3.3.1.6
C NC N/A U	COMPACT MEMBERS: All brace elements meet compact section requirements in accordance with AISC 341, Table B4.1.	5.5.4	A.3.3.1.7
C NC N/A U	K-BRACING: The bracing system does not include K-braced bays.	5.5.4.6	A.3.3.2.1
C NC N/A U	TENSION-ONLY BRACES: Tension-only braces do not comprise more than 70% of the total seismic-force-resisting capacity in structures more than two stories high.	5.5.4.7	A.3.3.2.2
C NC N/A U	CHEVRON BRACING: Beams in chevron, or V-braced, bays are capable of resisting the vertical load resulting from the simultaneous yielding and buckling of the brace pairs.	5.5.4.6	A.3.3.2.3
C NC N/A U	CONCENTRICALLY BRACED FRAME JOINTS: All the diagonal braces frame into the beam-column joints concentrically.	5.5.4.8	A.3.3.2.4
Diaphragms (Stiff or Flexible)			
C NC N/A U	OPENINGS AT FRAMES: Diaphragm openings immediately adjacent to the braced frames extend less than 15% of the frame length.	5.6.1.3	A.4.1.5
C NC N/A U	PLAN IRREGULARITIES: There is tensile capacity to develop the strength of the diaphragm at reentrant corners or other locations of plan irregularities.	5.6.1.4	A.4.1.7
C NC N/A U	DIAPHRAGM REINFORCEMENT AT OPENINGS: There is reinforcing around all diaphragm openings larger than 50% of the building width in either major plan dimension.	5.6.1.5	A.4.1.8
Flexible Diaphragms			
C NC N/A U	CROSS TIES: There are continuous cross ties between diaphragm chords.	5.6.1.2	A.4.1.2
C NC N/A U	STRAIGHT SHEATHING: All straight-sheathed diaphragms have aspect ratios less than 1-to-1 in the direction being considered.	5.6.2	A.4.2.1
C NC N/A U	SPANS: All wood diaphragms with spans greater than 12 ft (3.6 m) consist of wood structural panels or diagonal sheathing.	5.6.2	A.4.2.2

continues

Table 17-11 (Continued). Immediate Occupancy Structural Checklists for Building Types S2 and S2a

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
C NC N/A U	DIAGONALLY SHEATHED AND UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms have horizontal spans less than 30 ft (9.2 m) and aspect ratios less than or equal to 3-to-1.	5.6.2	A.4.2.3
C NC N/A U	NONCONCRETE FILLED DIAPHRAGMS: Untopped metal deck diaphragms or metal deck diaphragms with fill other than concrete consist of horizontal spans of less than 40 ft (12.2 m) and have aspect ratios less than 4-to-1.	5.6.3	A.4.3.1
C NC N/A U	OTHER DIAPHRAGMS: Diaphragms do not consist of a system other than wood, metal deck, concrete, or horizontal bracing.	5.6.5	A.4.7.1
High Seismicity (Complete the Following Items in Addition to the Items for Very Low, Low, and Moderate Seismicity)			
Seismic-Force-Resisting System			
C NC N/A U	CONNECTION STRENGTH: All the brace connections develop the yield capacity of the diagonals.	5.5.4.4	A.3.3.1.5
C NC N/A U	COMPACT MEMBERS: All column and brace elements meet section requirements in accordance with AISC 341, Table D1.1, for highly ductile members. Braced frame beams meet the requirements for moderately ductile members.	5.5.4	A.3.3.1.7
C NC N/A U	NET AREA: The brace effective net area is not less than the brace gross area for hollow structural section (HSS) tube and pipe sections.	5.5.4.1	A.3.3.1.8
Connections			
C NC N/A U	STEEL COLUMNS: The columns in seismic-force-resisting frames are anchored to the building foundation, and the anchorage is able to develop the least of the following: the tensile capacity of the column, the tensile capacity of the lowest level column splice (if any), or the uplift capacity of the foundation.	5.7.3.1	A.5.3.1
Foundation System			
C NC N/A U	DEEP FOUNDATIONS: Piles and piers are capable of transferring the seismic forces between the structure and the soil.		A.6.2.3
C NC N/A U	SLOPING SITES: The difference in foundation embedment depth from one side of the building to another does not exceed one story.		A.6.2.4

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

Tier 1 screening shall include on-site investigation and condition assessment as required by Section 4.2.1.

Where applicable, each of the evaluation statements listed in this checklist shall be marked Compliant (C), Noncompliant (NC), Not Applicable (N/A), or Unknown (U) for a Tier 1 screening. Items that are deemed acceptable to the design professional in accordance with the evaluation statement shall be categorized as Compliant, whereas items that are determined by the design professional to require further investigation shall be categorized as Noncompliant or Unknown. For evaluation statements classified as Noncompliant or Unknown, the design professional is permitted to choose to conduct further investigation using the corresponding Tier 2 evaluation procedure listed next to each evaluation statement.

17.6 STRUCTURAL CHECKLISTS FOR BUILDING TYPE S3: METAL BUILDING FRAMES

For building systems and configurations that comply with the S3 building type description in Table 3-1, the Collapse Prevention Structural Checklist in Table 17-12 shall be completed where required by Table 4-6 for Collapse Prevention Structural Performance, and the Immediate Occupancy Structural Checklist in Table 17-13 shall be completed where required by Table 4-6 for Immediate Occupancy Structural Performance. The Structural Checklist for Metal Building Frames shall not be used for a structure with a roof and wall dead load greater than 25 lb/ft² (1.2 kN/m²) or a building area greater than 20,000 ft² (1,858 m²). Where either limit

is exceeded, the Structural Checklists for Steel Moment Frames (Type S1 or S1a) shall be used. Tier 1 screening shall include on-site investigation and condition assessment as required by Section 4.2.1.

Where applicable, each of the evaluation statements listed in this checklist shall be marked Compliant (C), Noncompliant (NC), Not Applicable (N/A), or Unknown (U) for a Tier 1 screening. Items that are deemed acceptable to the design professional in accordance with the evaluation statement shall be categorized as Compliant, whereas items that are determined by the design professional to require further investigation shall be categorized as Noncompliant or Unknown. For evaluation statements classified as Noncompliant or Unknown, the design professional is permitted to choose to conduct further investigation using the corresponding Tier 2 evaluation procedure listed next to each evaluation statement.

17.7 STRUCTURAL CHECKLISTS FOR BUILDING TYPE S4: DUAL SYSTEMS WITH BACKUP STEEL MOMENT FRAMES AND STIFF DIAPHRAGMS

For building systems and configurations that comply with the S4 building type description in Table 3-1, the Collapse Prevention Structural Checklist in Table 17-14 shall be completed where required by Table 4-6 for Collapse Prevention Structural Performance, and the Immediate Occupancy Structural Checklist in Table 17-15 shall be completed where required by Table 4-6 for

Table 17-25. Immediate Occupancy Structural Checklist for Building Types C2 and C2a

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Very Low Seismicity			
Seismic-Force-Resisting System			
C NC N/A U	COMPLETE FRAMES: Steel or concrete frames classified as secondary components form a complete vertical-load-carrying system.	5.5.2.5.1	A.3.1.6.1
C NC N/A U	REDUNDANCY: The number of lines of shear walls in each principal direction is greater than or equal to 2.	5.5.1.1	A.3.2.1.1
C NC N/A U	SHEAR STRESS CHECK: The shear stress in the concrete shear walls, calculated using the Quick Check procedure of Section 4.4.3.3, is less than the greater of 100 lb/in.^2 (0.69 MPa) or $2\sqrt{f'_c}$.	5.5.3.1.1	A.3.2.2.1
C NC N/A U	REINFORCING STEEL: The ratio of reinforcing steel area to gross concrete area is not less than 0.0012 in the vertical direction and 0.0020 in the horizontal direction. The spacing of reinforcing steel is equal to or less than 18 in. (457 mm).	5.5.3.1.3	A.3.2.2.2
Connections			
C NC N/A U	WALL ANCHORAGE AT FLEXIBLE DIAPHRAGMS: Exterior concrete or masonry walls that are dependent on flexible diaphragms for lateral support are anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections have strength to resist the connection force calculated in the Quick Check procedure of Section 4.4.3.7.	5.7.1.1	A.5.1.1
C NC N/A U	TRANSFER TO SHEAR WALLS: Diaphragms are connected for transfer of loads to the shear walls, and the connections are able to develop the lesser of the shear strength of the walls or diaphragms.	5.7.2	A.5.2.1
C NC N/A U	FOUNDATION DOWELS: Wall reinforcement is doweled into the foundation, and the dowels are able to develop the lesser of the strength of the walls or the uplift capacity of the foundation.	5.7.3.4	A.5.3.5
Foundation System			
C NC N/A U	DEEP FOUNDATIONS: Piles and piers are capable of transferring the lateral forces between the structure and the soil.		A.6.2.3
C NC N/A U	SLOPING SITES: The difference in foundation embedment depth from one side of the building to another does not exceed one story.		A.6.2.4
Low, Moderate, and High Seismicity (Complete the Following Items in Addition to the Items for Very Low Seismicity)			
Seismic-Force-Resisting System			
C NC N/A U	DEFLECTION COMPATIBILITY: Secondary components have the shear capacity to develop the flexural strength of the components and are compliant with the following items in Table 17-23: COLUMN-BAR SPLICES, BEAM-BAR SPLICES, COLUMN-TIE SPACING, STIRRUP SPACING, and STIRRUP AND TIE HOOKS.	5.5.2.5.2	A.3.1.6.2
C NC N/A U	FLAT SLABS: Flat slabs or plates not part of seismic-force-resisting system have continuous bottom steel through the column joints.	5.5.2.5.3	A.3.1.6.3
C NC N/A U	COUPLING BEAMS: The ends of both walls to which the coupling beam is attached are supported at each end to resist vertical loads caused by overturning. Coupling beams have the capacity in shear to develop the uplift capacity of the adjacent wall.	5.5.3.2.1	A.3.2.2.3
C NC N/A U	OVERTURNING: All shear walls have aspect ratios less than 4-to-1. Wall piers need not be considered.	5.5.3.1.4	A.3.2.2.4
C NC N/A U	CONFINEMENT REINFORCING: For shear walls with aspect ratios greater than 2-to-1, the boundary elements are confined with spirals or ties with spacing less than $8d_b$.	5.5.3.2.2	A.3.2.2.5
C NC N/A U	WALL REINFORCING AT OPENINGS: There is added trim reinforcement around all wall openings with a dimension greater than three times the thickness of the wall.	5.5.3.1.5	A.3.2.2.6
C NC N/A U	WALL THICKNESS: Thicknesses of bearing walls are not less than 1/25 the unsupported height or length, whichever is shorter, nor less than 4 in. (101 mm).	5.5.3.1.2	A.3.2.2.7

continues

Table 17-25 (Continued). Immediate Occupancy Structural Checklist for Building Types C2 and C2a

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Diaphragms (Stiff or Flexible)			
C NC N/A U	DIAPHRAGM CONTINUITY: The diaphragms are not composed of split-level floors and do not have expansion joints.	5.6.1.1	A.4.1.1
C NC N/A U	OPENINGS AT SHEAR WALLS: Diaphragm openings immediately adjacent to the shear walls are less than 15% of the wall length.	5.6.1.3	A.4.1.4
C NC N/A U	PLAN IRREGULARITIES: There is tensile capacity to develop the strength of the diaphragm at reentrant corners or other locations of plan irregularities.	5.6.1.4	A.4.1.7
C NC N/A U	DIAPHRAGM REINFORCEMENT AT OPENINGS: There is reinforcing around all diaphragm openings larger than 50% of the building width in either major plan dimension.	5.6.1.5	A.4.1.8
Flexible Diaphragms			
C NC N/A U	CROSS TIES: There are continuous cross ties between diaphragm chords.	5.6.1.2	A.4.1.2
C NC N/A U	STRAIGHT SHEATHING: All straight-sheathed diaphragms have aspect ratios less than 1-to-1 in the direction being considered.	5.6.2	A.4.2.1
C NC N/A U	SPANS: All wood diaphragms with spans greater than 12 ft (3.6 m) consist of wood structural panels or diagonal sheathing.	5.6.2	A.4.2.2
C NC N/A U	DIAGONALLY SHEATHED AND UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms have horizontal spans less than 30 ft (9.2 m) and aspect ratios less than or equal to 3-to-1.	5.6.2	A.4.2.3
C NC N/A U	NONCONCRETE FILLED DIAPHRAGMS: Untopped metal deck diaphragms or metal deck diaphragms with fill other than concrete consist of horizontal spans of less than 40 ft (12.2 m) and have aspect ratios less than 4-to-1.	5.6.3	A.4.3.1
C NC N/A U	OTHER DIAPHRAGMS: Diaphragms do not consist of a system other than wood, metal deck, concrete, or horizontal bracing.	5.6.5	A.4.7.1
Connections			
C NC N/A U	UPLIFT AT PILE CAPS: Pile caps have top reinforcement, and piles are anchored to the pile caps; the pile cap reinforcement and pile anchorage are able to develop the tensile capacity of the piles.	5.7.3.5	A.5.3.8

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

categorized as Noncompliant or Unknown. For evaluation statements classified as Noncompliant or Unknown, the design professional is permitted to choose to conduct further investigation using the corresponding Tier 2 evaluation procedure listed next to each evaluation statement.

17.13 STRUCTURAL CHECKLISTS FOR BUILDING TYPES C3: CONCRETE FRAMES WITH INFILL MASONRY SHEAR WALLS AND C3A: CONCRETE FRAMES WITH INFILL MASONRY SHEAR WALLS AND FLEXIBLE DIAPHRAGMS

For building systems and configurations that comply with the C3 or C3a building type description in Table 3-1, the Collapse Prevention Structural Checklist in Table 17-26 shall be completed where required by Table 4-6 for Collapse Prevention Structural Performance, and the Immediate Occupancy Structural Checklist in Table 17-27 shall be completed where required by Table 4-6 for Immediate Occupancy Structural Performance. Tier 1 screening shall include on-site investigation and condition assessment as required by Section 4.2.1.

Where applicable, each of the evaluation statements listed in this checklist shall be marked Compliant (C), Noncompliant (NC), Not Applicable (N/A), or Unknown (U) for a Tier 1 screening. Items that are deemed acceptable to the design professional in

accordance with the evaluation statement shall be categorized as Compliant, whereas items that are determined by the design professional to require further investigation shall be categorized as Noncompliant or Unknown. For evaluation statements classified as Noncompliant or Unknown, the design professional is permitted to choose to conduct further investigation using the corresponding Tier 2 evaluation procedure listed next to each evaluation statement.

17.14 STRUCTURAL CHECKLISTS FOR BUILDING TYPES PC1: PRECAST OR TILT-UP CONCRETE SHEAR WALLS WITH FLEXIBLE DIAPHRAGMS AND PC1A: PRECAST OR TILT-UP CONCRETE SHEAR WALLS WITH STIFF DIAPHRAGMS

For building systems and configurations that comply with the PC1 or PC1a building type description in Table 3-1, the Collapse Prevention Structural Checklist in Table 17-28 shall be completed where required by Table 4-6 for Collapse Prevention Structural Performance, and the Immediate Occupancy Structural Checklist in Table 17-29 shall be completed where required by Table 4-6 for Immediate Occupancy Structural Performance. Tier 1 screening shall include on-site investigation and condition assessment as required by Section 4.2.1.

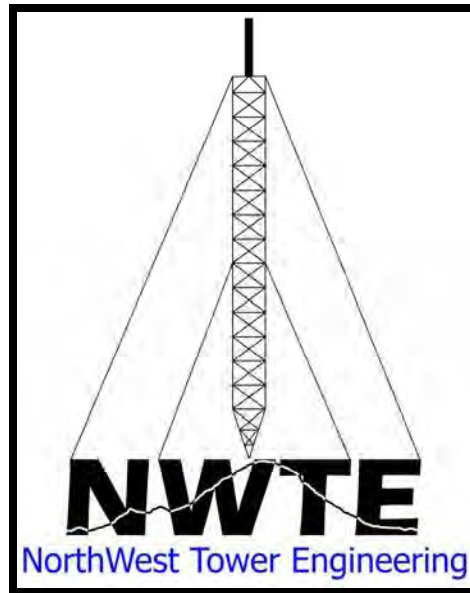
SNO911 EMERGENCY COMMUNICATION CENTER

DUE DILIGENCE BUILDING ASSESSMENT

Appendix E



NorthWest Tower Engineering



SNO 911 **Proposed 99-ft SS Tower**

City of Everett

Site Feasibility Study
September 2nd, 2022

Site Walk & Report by:

Steven Diamond, P.E. (NWTE)

Eric Sladky, (NWTE)



NorthWest Tower Engineering

332 SW Everett Mall Way - Site Feasibility Summary

Walked by: Eric Sladky, Steven Diamond (NWTE), Howard Tucker (SNO 911)

Walk Dates: August 17th & August 18th, 2022

Site Location / Description: 332 SW Everett Mall Way, Everett WA.

The proposed project, if approved will be situated on a large parcel (approx. 3.98 acres) of existing commercial property within the city limits with ingress and egress from Evergreen Way, 4th Avenue W and 104th Street SW. There are two, conjoined buildings centrally located towards the north end of the property. Each building has 4 floors, they are approximately 43' in height with a building footprint of 14,500 square feet plus / minus. They are referred to respectively as Building A (northernmost) and Building B. The remainder of the property is taken up by parking and drive-thru routes. It is SNO 911's intent to relocate all personnel and infrastructure from their existing "North Campus" facility at 1128 Se Everett Mall Way to Building B. Building B will be seismically retrofitted and remodeled by design to accommodate SnNO911 facilities.

Project Description: The SNO 911 project will be one of two possible scenarios.

- 1) A "new build" communications tower for Snohomish County 911. The proposed facility will consist of a 99'-0" self-support tower with a 10'x16' prefabricated equipment shelter for radio, mechanical and electrical equipment. The proposed facility would be constructed within the existing parking lot and adhere to all of the Everett Municipal Code requirements. The new tower would require a Review III process determination, the Hearing Examiner's approval and a Commercial Building Permit for the tower and shelter.
- 2) A 40'-0" tower section installed onto the roof of Building B. Microwave antennas will be added for point-to-point communications with other existing SNO 911 facilities. The final location of the tower will be dependent upon two factors. 1) an approval from the building's structural engineer and 2) confirmation that the proposed microwave paths actually work. Per our initial site visit, the 10'x10' tower section would be installed in the northeast portion of Building B on a steel framework supported by existing structural columns. The addition of the 40'-0" tower section will fall below the allowable height per the Everett Municipal Code. 7-9 building floors are allowed in this location for a total height of 95'-0", the tower structure would not exceed 83'-0" in height. The tower addition structure would require a Review II process determination with administrative oversight from the City of Everett Planning Director.

Natural Site Features:

The existing property has a minimal number of natural features associated with the commercial development. There is a 10'-0" +/- wide landscape bed at the perimeter of the property, varying amounts of foundation plantings at the base of both buildings and existing landscape islands consistently located throughout the parking areas. Otherwise, the subject property is paved in asphalt and / or concrete.

The proposed location for the "new" tower and shelter will be within a specific portion of the existing parking lot. The secure compound will remove 8 parking spaces from the 266 total



NorthWest Tower Engineering

spaces currently available. The size of the facility will be restricted by the setback requirements per the Everett Municipal Code.

The rooftop option would not require any alterations at ground level. The 40' tower section will also adhere to the setback requirements per the Everett Municipal Code.

Construction Access:

The property is accessed from SW Everett Mall Way or 4th Avenue W. The ingress / egress driveways meet all current Code requirements for turning radius, turn lanes and two-way traffic widths. Emergency access for Fire Department engines is compliant with current Code requirements and there is plenty of operating space for the engines to turn around.

Utilities – Power & Backup Power:

We assume that the electrical service to the building will be upgraded during the SNO 911 remodel, taking into consideration any future improvements / additions.

The proposed communication shelter will likely require a separate 200A service. The Snohomish County PUD would be involved in the design, planning and installation.

If the rooftop option is preferred, the upgraded service to the building will have enough capacity for the radios and associated microwave equipment.

A large existing diesel generator is currently located on the southeast side of the existing parking lot. It is our assumption that it will provide emergency power for essential communications to the SNO 911 system and the two building services. NWTE will suggest that SNO 911 will install a battery stack sufficient to supply temporary back-up power for the proposed radio equipment in case of an outage. This should be a consideration no matter which option is chosen.

Land-Use Permit Process:

The self-support tower option at grade, must undergo a comprehensive land-use process. This project will be a “new build” communications tower for the Snohomish County 911 system. The proposed facility will consist of a 99'-0" self-support tower and a 10'x16' prefabricated equipment shelter for radio, mechanical and electrical equipment. The project will require a Review III process determination and a Hearing Examiner's decision. If the Review III process is approved, SNO 911 will submit a Commercial Building Permit for the tower and shelter.

The rooftop option on Building B would consist of a 40'-0" tower section installed on a steel framework compatible with the buildings support structure. The rooftop tower addition would also require a land-use process. A Review II process determination with administrative oversight from the City of Everett Planning Director. If the Review II process is approved, SNO 911 will submit a Commercial Building Permit for the tower and structural framework.

Building Permit Process:

Please refer to the included preliminary Permit Analysis for more information about anticipated building permit submittals.



NorthWest Tower Engineering

Setbacks:

The location for the new 99'-0" tower will adhere to the required 100'-0" setbacks for the "Business" Zone on the adjacent parcels to the east and west of the subject property. In addition, the tower will be setback a minimum of 200' feet from the "Residential" single-family homes to the south across 104th Street SW. Please see attached Site Plan.

It is unclear to NWTE what the City might require as a setback distances for the 40'-0" tower section on the roof. Since the overall height above grade will be 83'-0", we will use that number as a final calculation for the setback from the "Business zoned" property to the east. Please see attached Site Plan.

Special Environmental or Critical Areas:

There are no Critical Areas associated with the property

FAA Requirements:

Because the parcel is located within the "Airport Influence Area", we assume that the City will require a determination from the FAA regarding the 99'-0" tower height.

The addition of the 40'-0" tower section on the rooftop of Building B will fall below the height allowed per the Municipal Code. 7-9 building floors are allowed for a total height of 95'-0", the tower structure would not exceed 83'-0" in height.

According to the Towair website any structure height under 100' will not interfere with the Paine Field flight paths.

Proposed Tower and Tower Section:

The proposed ground-based tower will be a new 3-sided, 99'-0" lattice tower with antennas for the Snohomish County 911 system.

The rooftop tower structure will be a 40'-0" tall, 4-sided structure better suited to a support framework over existing columns.

Both tower structures will be designed to the TIA-222-H standard with additional capacity built in for future co-location as required by the Everett Municipal Code.

Equipment Shelter:

A new 10'x16' prefabricated equipment shelter that will house the radio, mechanical and electrical equipment required for the SNO 911 system. The proposed shelter will be equipped with redundant dual air conditioning units to ensure consistent interior temperatures and an internal battery stack for short term radio system backup before the generator set turns on.

If the rooftop option is preferred, SNO 911 will designate space in Building B for the radio and microwave equipment. The space will be designed and conditioned for the installation of equipment racks and a battery stack.

Anticipated Studies Required:

For the 99'-0" self-support tower option: a Geotechnical Report, Property Survey, a 1A/2C Survey, a Noise Study, a NIER report, an Inter-Mod Report, Photo-simulations, an FAA Determination, and an FCC Approval / Registration will be submitted for review by the City of Everett.



NorthWest Tower Engineering

For the 40'-0" rooftop option: a Property Survey, a 1A/2C Survey, a NIER report, an Inter-Mod Report, Photo-simulations, an FAA Determination, FCC Approval and Registration will be submitted for review by the City of Everett.

Final Comments:

The significant limitation to the proposed tower or rooftop installation is the Review III and Review II Process you will need to go through in order to move ahead to a Building Permit submittal. Since this project could be considered as an essential public facility that will affect communications with other Departments and entities, I assume the record will reflect the importance of its completion. However, there is no guarantee that the process will work in your favor and a Hearing Examiner will make the final decision. Make sure you have a strong case for the installation and cover all of the Municipal Code items related to said installation

Included Attachments:

- Site Photos (NWTE)
- Permit Analysis
- Schematic Drawings
- Towair Determination
- LOS Report



Mall1



Mall2



mall3



mall4



NorthWest Tower Engineering

PRELIMINARY ZONING / BUILDING PERMIT ANALYSIS 332 SW EVERETT MALL WAY / CITY OF EVERETT

Jurisdiction: City of Everett

Property Tax ID: 28042400100700

Property Zoning Classification: Business (B)

Surrounding Zoning Classifications: Business and Multiple Residential

Site Location: 332 SW Everett Mall Way, Everett WA

The proposed project will be situated on a large parcel (approx. 3.98 acres) of existing commercial property within the city limits with ingress and egress from Evergreen Way, 4th Avenue W and 104th Street SW. There are two existing, conjoined buildings centrally located towards the north end of the property. Each building has 4 floors, they are approximately 42' in height with a building footprint of 14,500 square feet (plus / minus). The structures are referred to respectively as Building A (northernmost) and Building B. The remainder of the property is taken up by parking and drive-thru routes. It is SNO 911's intent to relocate all personnel and infrastructure from their existing "North Campus" facility at 1128 Se Everett Mall Way into Building B. Building B will be seismically retrofitted prior to the "move in" as is consistent with all major 911 facilities.

Project Description: This project will be one of two possible scenarios.

- 1) A "new build" communications tower for Snohomish County 911. The proposed facility will consist of a 99'-0" self-support tower and a 10'x20' prefabricated equipment shelter for radio, mechanical and electrical equipment. The proposed facility would be constructed within the existing parking lot and adhere to all of the Everett Municipal Code requirements. The new tower would require a Review III process determination, the Hearing Examiner's approval and a Commercial Building Permit for the tower and shelter.
- 2) A 40'-0" tower section installed onto the roof of Building B. Microwave antennas will be added for point-to-point communications with other existing SNO 911 facilities. The 10'x10' tower section would be installed in the northeast portion of Building B on a steel framework supported by existing structural columns. The addition of the 40'-0" tower section will fall below the height allowed per the Municipal Code. 7-9 building floors are allowed for a total height of 95'-0", the tower structure would not exceed 82'-0" in height. The tower addition structure would require a Review II process determination with administrative oversight from the City of Everett Planning Department

The **Review III submittal (4-6 months)** will require the following:

Cover letter detailing the submittal requirements and project description

Review III application

Photo-simulations

Public Notice / Adjacent Landowner Notification

FAA Determination (Airport Area of Influence)

FCC Registration and Approval

Geotechnical Report



NorthWest Tower Engineering

Revised Survey with tower location coordinates and a 1A/2C survey
NIER Report
Inter-Mod report
Land-Use Drawings
Application Fees

The **Review II submittal (3-4 months)** will require the following:

Cover letter detailing the submittal requirements and project description
Review II application
Photo-simulations
Public Notice / Adjacent Landowner Notification
FAA Determination (Airport Area of Influence)
FCC Registration and Approval
1A/2C survey for Tower addition
NIER Report
Inter-Mod report
Land-Use Drawings
Application Fees

The **Building Permit submittal (2-3 months)** will require the following:

Cover letter detailing the submittal requirements
Master Application (1 copy)
Commercial application (1 copy)
Property Survey
1A / 2C Survey
NIER Report
Inter-Mod Report
Tower / Foundation Drawings from the Manufacturer or
Building and Tower Support Structure - Structural Design and Calculations
Building Permit Drawings
Structural Analysis and Calculations (Tower and Tower Structure)
Initial Fees
Building Permit fees are determined by City of Everett based on the overall cost of the project
Building Permit review and approval will take approximately 8-12 weeks based upon jurisdiction workload.

City of Everett: Department of Construction and Development
3200 Cedar Street (2nd Floor)
Everett, WA 98201
(425).257.8810
Lobby Hours: Monday - Friday 7:30am – 3:00pm
Office Hours: M,W and Th 8:00am – 12:00pm & 1:00pm - 3:00pm

SNO 911
SNOHOMISH COUNTY
911

1121 SE EVERETT MALL WAY
SUITE 200
EVERETT, WA 98208
425.407.3911

THIS DRAWING IS COPYRIGHTED AND IS THE
SOLE PROPERTY OF THE OWNER. IT IS
PRODUCED SOLELY FOR USE BY THE OWNER
AND ITS AFFILIATES. REPRODUCTION OR USE
OF THIS DRAWING AND/OR THE INFORMATION
CONTAINED IN IT IS FORBIDDEN WITHOUT THE
WRITTEN PERMISSION OF THE OWNER.



RELEASE	
DATE	
031AUG22	PRELIMINARY SITE PLAN

SITE NAME
332 TOWER ADDITION PROJECT

SITE ADDRESS
332 SW EVERETT MALL WAY
EVERETT, WA 98204

SHEET TITLE
PROPERTY PLAN / SITE PLAN

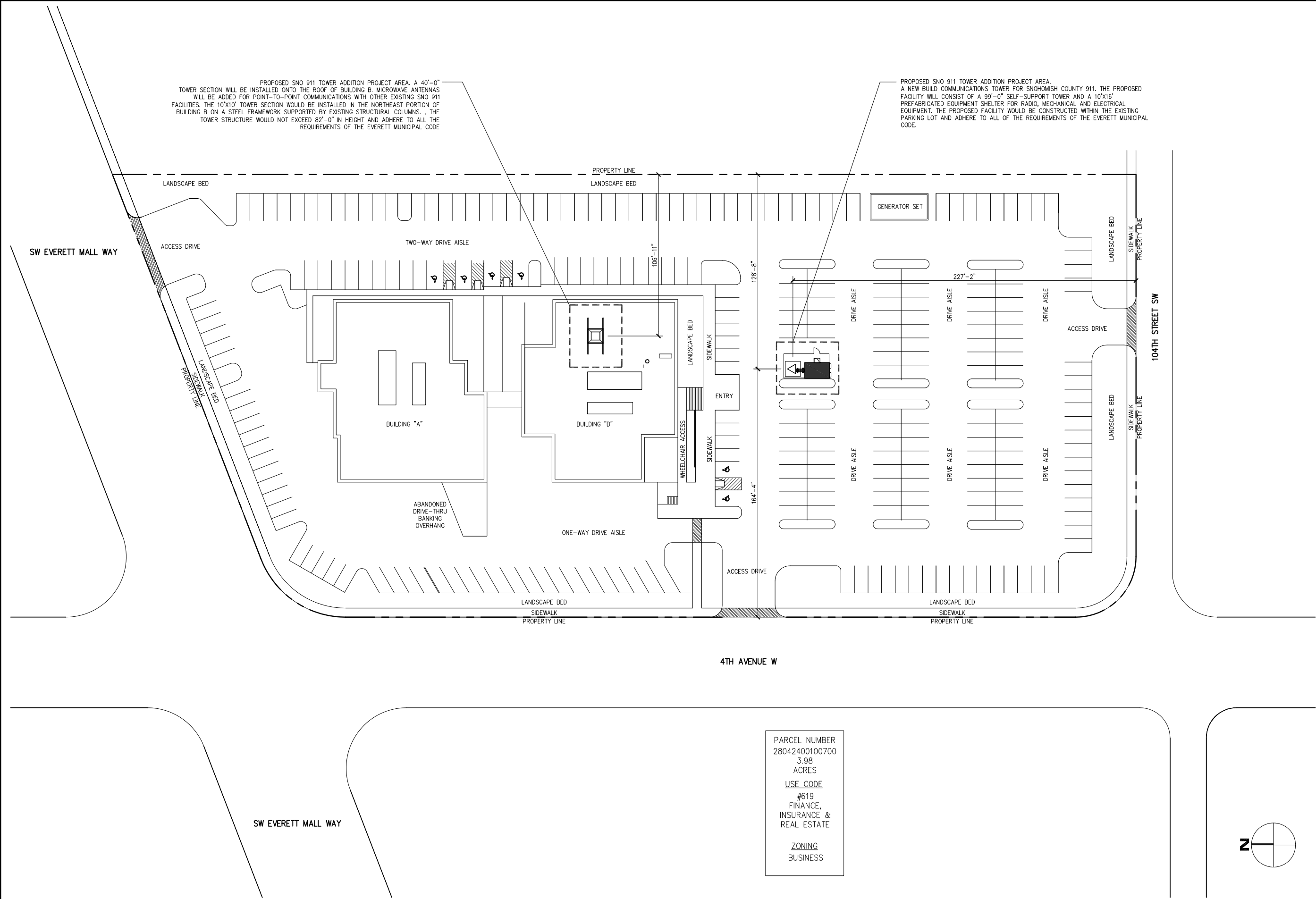
SHEET NUMBER

S-1

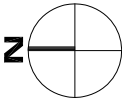
PLOT SCALE: 1:1 @ 11"x17"

PROPOSED SNO 911 TOWER ADDITION PROJECT AREA. A 40'-0"
TOWER SECTION WILL BE INSTALLED ONTO THE ROOF OF BUILDING B. MICROWAVE ANTENNAS
WILL BE ADDED FOR POINT-TO-POINT COMMUNICATIONS WITH OTHER EXISTING SNO 911
FACILITIES. THE 10'X10' TOWER SECTION WOULD BE INSTALLED IN THE NORTHEAST PORTION OF
BUILDING B ON A STEEL FRAMEWORK SUPPORTED BY EXISTING STRUCTURAL COLUMNS. , THE
TOWER STRUCTURE WOULD NOT EXCEED 82'-0" IN HEIGHT AND ADHERE TO ALL THE
REQUIREMENTS OF THE EVERETT MUNICIPAL CODE

PROPOSED SNO 911 TOWER ADDITION PROJECT AREA.
A NEW BUILD COMMUNICATIONS TOWER FOR SNOHOMISH COUNTY 911. THE PROPOSED
FACILITY WILL CONSIST OF A 99'-0" SELF-SUPPORT TOWER AND A 10'X16'
PREFABRICATED EQUIPMENT SHELTER FOR RADIO, MECHANICAL AND ELECTRICAL
EQUIPMENT. THE PROPOSED FACILITY WOULD BE CONSTRUCTED WITHIN THE EXISTING
PARKING LOT AND ADHERE TO ALL OF THE REQUIREMENTS OF THE EVERETT MUNICIPAL
CODE.



PARCEL NUMBER
28042400100700
3.98
ACRES
USE CODE
#619
FINANCE,
INSURANCE &
REAL ESTATE
ZONING
BUSINESS



0 15' 30' 60' SCALE: 1" = 30'-0"

TOWAIR Determination Results

A routine check of the coordinates, heights, and structure type you provided indicates that this structure does not require registration.

* * * NOTICE * * *

TOWAIR's findings are not definitive or binding, and we cannot guarantee that the data in TOWAIR are fully current and accurate. In some instances, TOWAIR may yield results that differ from application of the criteria set out in 47 C.F.R. Section 17.7 and 14 C.F.R. Section 77.13. A positive finding by TOWAIR recommending notification should be given considerable weight. On the other hand, a finding by TOWAIR recommending either for or against notification is not conclusive. It is the responsibility of each ASR participant to exercise due diligence to determine if it must coordinate its structure with the FAA. TOWAIR is only one tool designed to assist ASR participants in exercising this due diligence, and further investigation may be necessary to determine if FAA coordination is appropriate.

DETERMINATION Results

PASS SLOPE(100:1)NO FAA REQ - 2500.0 Meters (8202.0 Feet)away & below slope by 0.0 Meters (0.0 Feet)

Type	C/R	Latitude	Longitude	Name	Address	Lowest Elevation (m)	Runway Length (m)
AIRP	R	47-54-23.00N	122-16-18.00W	SNOHOMISH COUNTY (PAINE FLD)	SNOHOMISH EVERETT, WA	171.5	2746.3000000000002

PASS SLOPE(100:1)NO FAA REQ - 3531.0 Meters (11584.5 Feet)away & below slope by 10.0 Meters (32.8100 Feet)

Type	C/R	Latitude	Longitude	Name	Address	Lowest Elevation (m)	Runway Length (m)
AIRP	R	47-55-17.00N	122-17-9.00W	SNOHOMISH COUNTY (PAINE FLD)	SNOHOMISH EVERETT, WA	171.5	2746.3000000000002

Your Specifications

NAD83 Coordinates

Latitude	47-54-16.8 north
Longitude	122-14-17.6 west

Measurements (Meters)

Overall Structure Height (AGL)	30.2
Support Structure Height (AGL)	15.2
Site Elevation (AMSL)	166.7

Structure Type

BTWR - Building with Tower

[Tower Construction Notifications](#)

Notify Tribes and Historic Preservation Officers of your plans to build a tower.

CLOSE WINDOW

TOWAIR Determination Results

A routine check of the coordinates, heights, and structure type you provided indicates that this structure does not require registration.

* * * NOTICE * * *

TOWAIR's findings are not definitive or binding, and we cannot guarantee that the data in TOWAIR are fully current and accurate. In some instances, TOWAIR may yield results that differ from application of the criteria set out in 47 C.F.R. Section 17.7 and 14 C.F.R. Section 77.13. A positive finding by TOWAIR recommending notification should be given considerable weight. On the other hand, a finding by TOWAIR recommending either for or against notification is not conclusive. It is the responsibility of each ASR participant to exercise due diligence to determine if it must coordinate its structure with the FAA. TOWAIR is only one tool designed to assist ASR participants in exercising this due diligence, and further investigation may be necessary to determine if FAA coordination is appropriate.

DETERMINATION Results

PASS SLOPE(100:1)NO FAA REQ - 2500.0 Meters (8202.0 Feet)away & below slope by 0.0 Meters (0.0 Feet)

Type	C/R	Latitude	Longitude	Name	Address	Lowest Elevation (m)	Runway Length (m)
AIRP	R	47-54-23.00N	122-16-18.00W	SNOHOMISH COUNTY (PAINE FLD)	SNOHOMISH EVERETT, WA	171.5	2746.3000000000002

PASS SLOPE(100:1)NO FAA REQ - 3531.0 Meters (11584.5 Feet)away & below slope by 10.0 Meters (32.8100 Feet)

Type	C/R	Latitude	Longitude	Name	Address	Lowest Elevation (m)	Runway Length (m)
AIRP	R	47-55-17.00N	122-17-9.00W	SNOHOMISH COUNTY (PAINE FLD)	SNOHOMISH EVERETT, WA	171.5	2746.3000000000002

Your Specifications

NAD83 Coordinates

Latitude	47-54-16.8 north
Longitude	122-14-17.6 west

Measurements (Meters)

Overall Structure Height (AGL)	30.2
Support Structure Height (AGL)	30.2
Site Elevation (AMSL)	166.7

Structure Type

LTOWER - Lattice Tower

[Tower Construction Notifications](#)

Notify Tribes and Historic Preservation Officers of your plans to build a tower.

CLOSE WINDOW

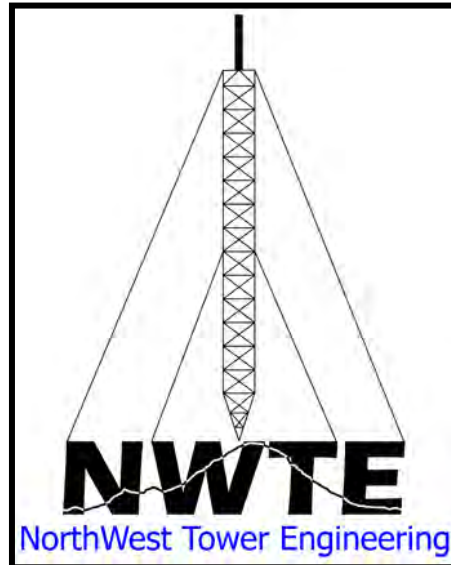


NorthWest Tower Engineering

Everett Mall

Report No. 222007.01

August 23, 2022



Everett Mall Way, WA Building B Roof Top Tower Sno911

LOS Path Report No. 222007.01 August 23, 2022

Report by: Steven Diamond, P.E.

Checked by: Kirk Wieber, P.E.



NorthWest Tower Engineering

Everett Mall

Report No. 222007.01

August 23, 2022

Introduction

NorthWest Tower Engineering (NWTE) has completed an on-site study to visually verify the path between proposed Sno911 Everett Mall Way Building and all viable paths to Sno911 towers. The visual study was performed at the request of Sno911 to determine the viability of the path between the sites for the new microwave (MW) dishes.

Visual Path Study

NWTE visited the site on 8-18-2022. The visual study consisted of accessing the roof at 45ft to visually determine the feasibility of the path between the referenced sites. We understand the maximum code height allowed will be 100ft.

Photographs were taken from the building Northeast corner along the proposed MW path, with the distant tower in view, to verify the viability of the path and highlight possible obstructions and problems.

MW Dish Antenna Schedule & LOS

This visual path study was performed to determine the viability of the path for the following proposed MW paths:

Site (from)	Path (to)	Elev. & Location	Azimuth (degrees)	Path Length (miles)	LOS
Everett Mall	76st	45ft NE Corner	359.69 (TN)	1.53	Not Visible
Everett Mall	Rucker Hill	45ft NE Corner	10.16 (TN)	4.35	Visible
Everett Mall	Marysville Tanks	45ft NE Corner	30.60 (TN)	11.57	Not Visible
Everett Mall	Granite Falls	45ft NE Corner	36.91 (TN)	19.81	Not Visible
Everett Mall	N Campus	45ft NE Corner	69.99 (TN)	1.03	Visible
Everett Mall	Three Lakes	45ft NE Corner	77.14 (TN)	15.00	Not Visible
Everett Mall	King Lake	45ft NE Corner	112.94 (TN)	15.73	Visible
Everett Mall	Gunnysack	45ft NE Corner	212.64 (TN)	3.82	Not Visible



NorthWest Tower Engineering

Everett Mall

Report No. 222007.01

August 23, 2022

Azimuths noted are based on the approximate site coordinates record during the site visits.

Conclusion

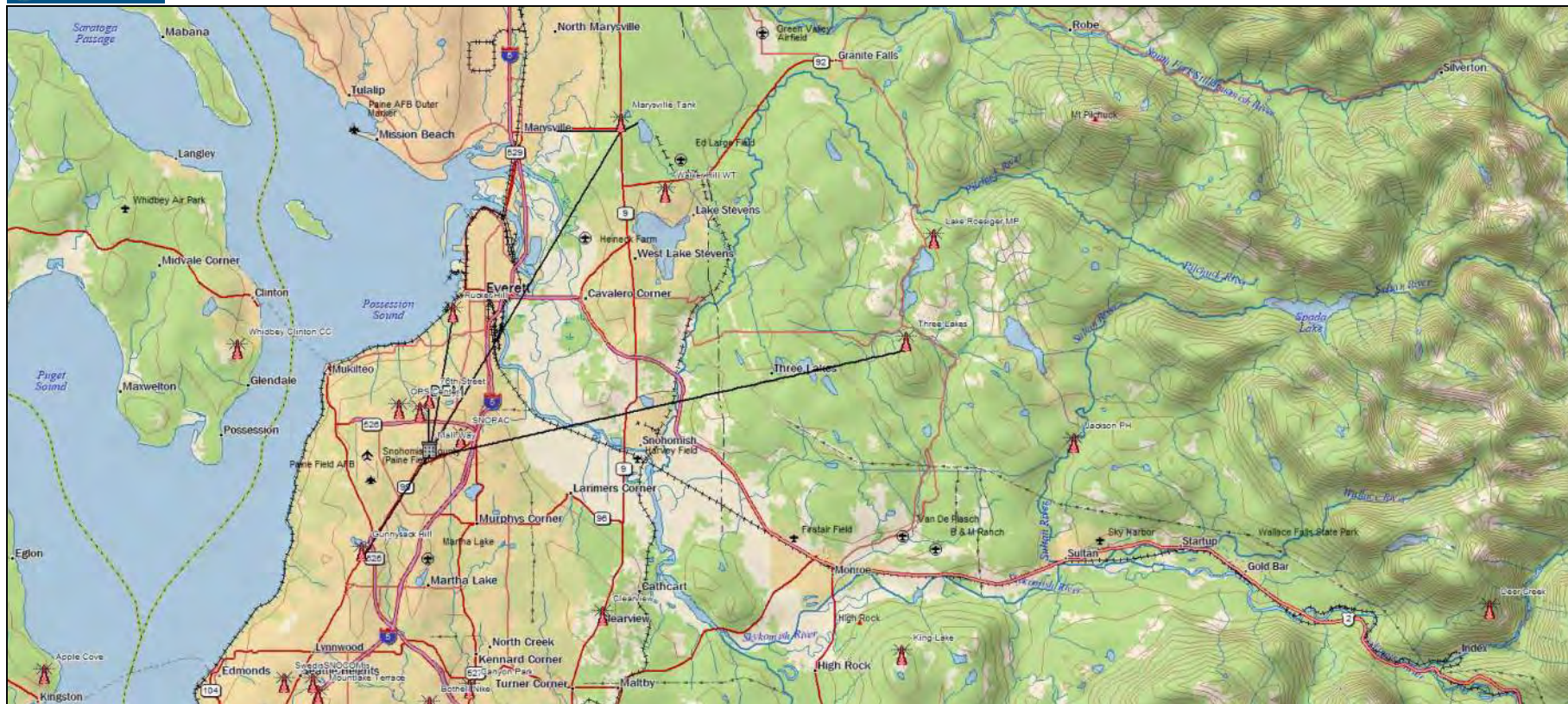
There is a visible line of site (LOS) from Everett Mall roof on the NE corner to the proposed target towers at Rucker Hill, N Campus and King Lake. Other paths may be viable with either a short tower on the roof or a 100ft tower/pole in the carpark to the south of the building.

At 45ft the shots to 76st, Marysville Tanks, Granite Falls, Three Lakes and Gunnysack at currently block by trees.

Conditions of Visual Path Study

The visual path study performed, and the conclusions contained herein are limited by the following conditions and/or based on the following assumptions:

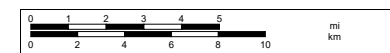
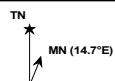
- The visual path study was limited to the observations made at site. Limited site distances were noted due to the local weather and atmospheric conditions present at the time of the visit.
- Precise measuring or sighting equipment, such as a theodolite, R.F. or flash testing equipment was not used. Calculations using differential leveling, vertical angle trigonometric leveling or barometric altimetry techniques were not employed for this study.
- Report does not include allowances for unanticipated future path obstructions, such as future structures or tree growth.
- Calculations for Fresnel zone clearance criteria were not performed for this study.
- Obstruction fading outages such as ground-based reflections, atmospheric multipath fading, up-fading, rain fading, and obstruction fading were not covered. Outages due to abnormal conditions including extreme radio refractivity gradients, temperature inversions, humidity and atmospheric conditions such as clouds, fog, rain, ice and snow were not considered.
- This report is based on the assumption that proposed microwave dishes will be installed per manufacturer specifications using appropriate mounting, shielding, and stabilizing hardware.



Data use subject to license.

© DeLorme. DeLorme Topo USA® 7.0.

www.delorme.com



Data Zoom 9-7

Evertt Mall LOS Paths

Legend

 76 to N campus

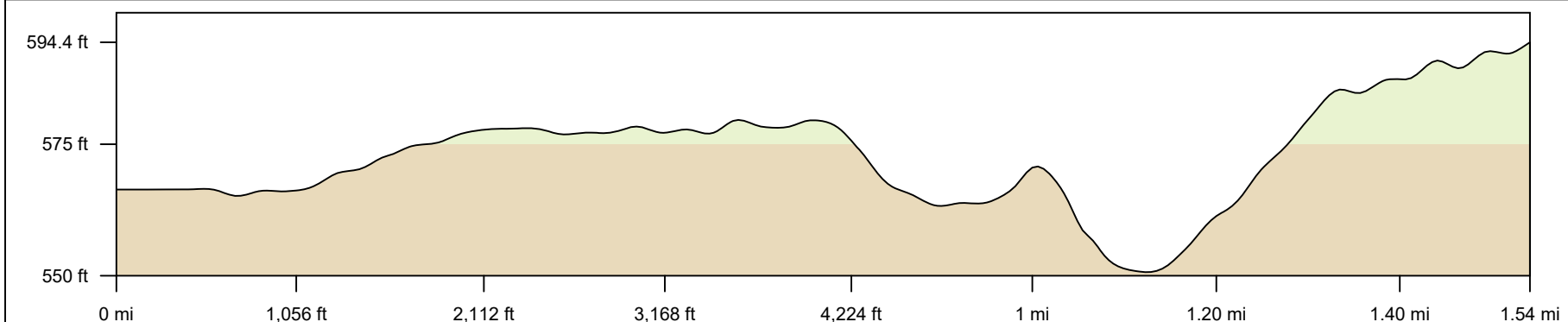
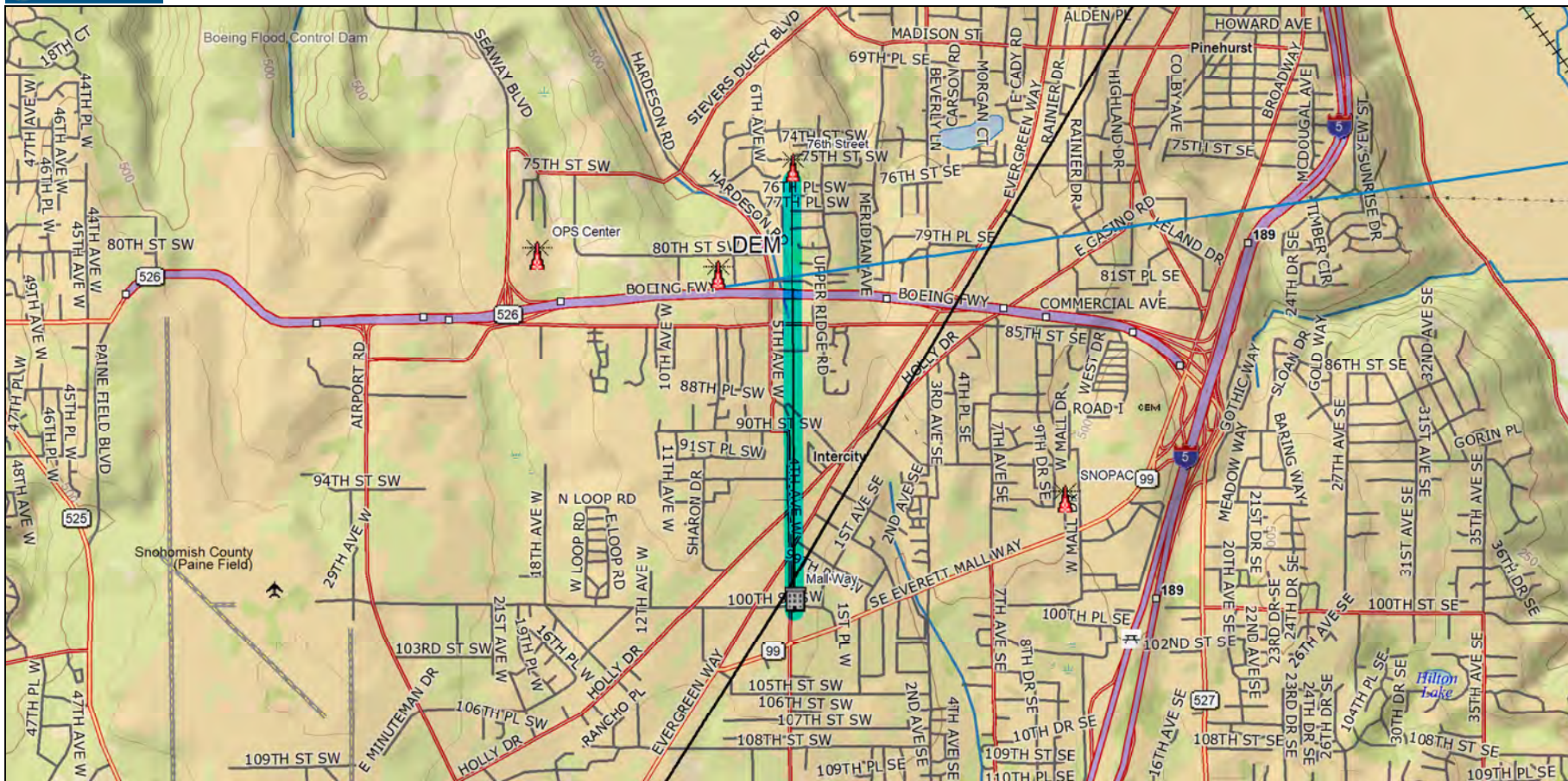
 EM to

 EM to

 Feature 1

 Line Measure



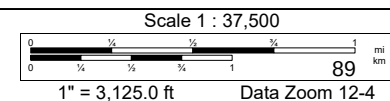
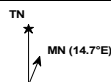


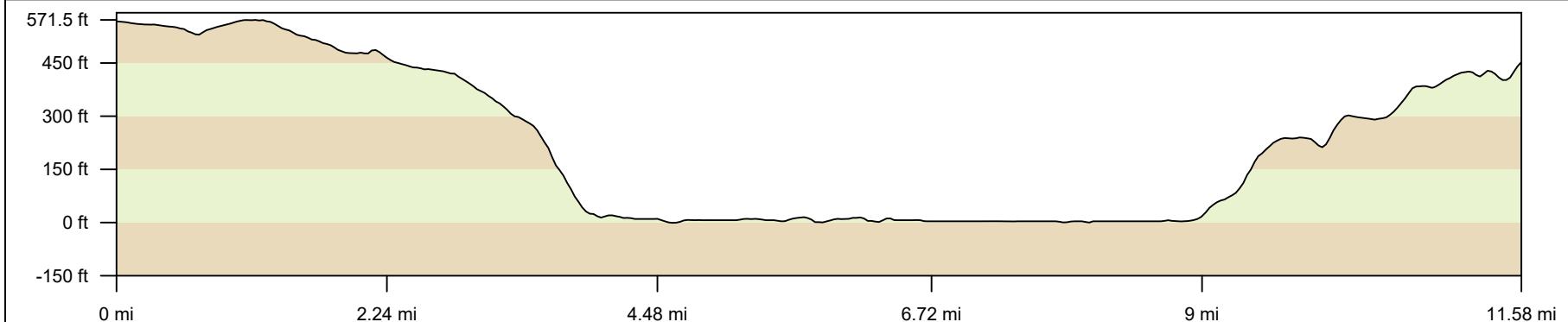
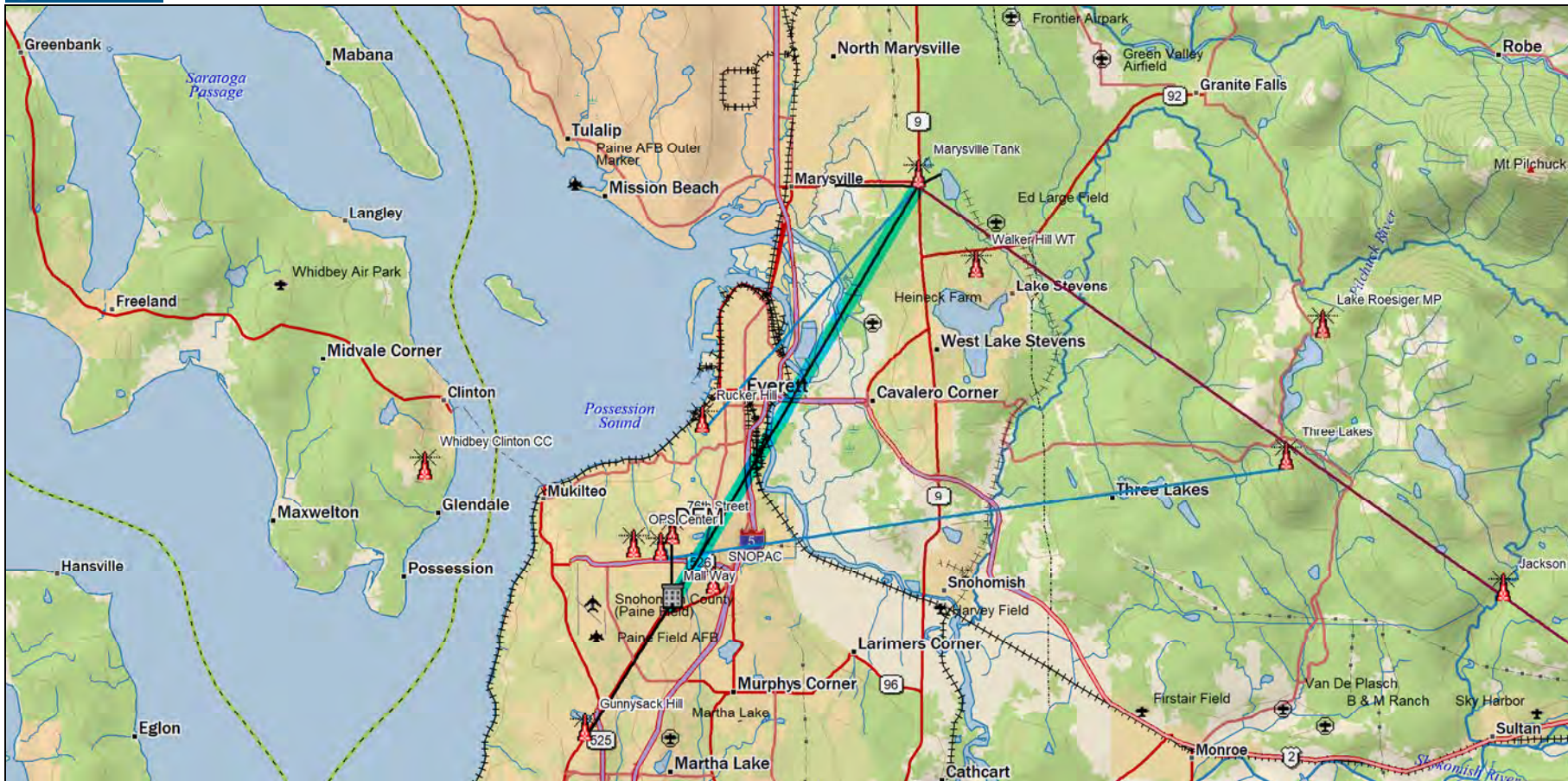
Lin Dist: 1.5 mi	Terr Dist: 1.5 mi	Elev Gain: 28.0 ft	Avg Grade: 1
Climb Elev: 73.3 ft	Desc Elev: 45.3 ft	Max. Elev: 594.4 ft	Min. Elev: 550.7 ft
Climb Dist: 1.0 mi	Desc Dist: 2,806.2 ft		

Data use subject to license.

© DeLorme. DeLorme Topo USA® 7.0.

www.delorme.com



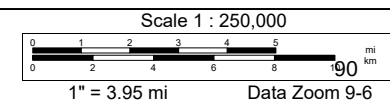
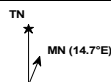


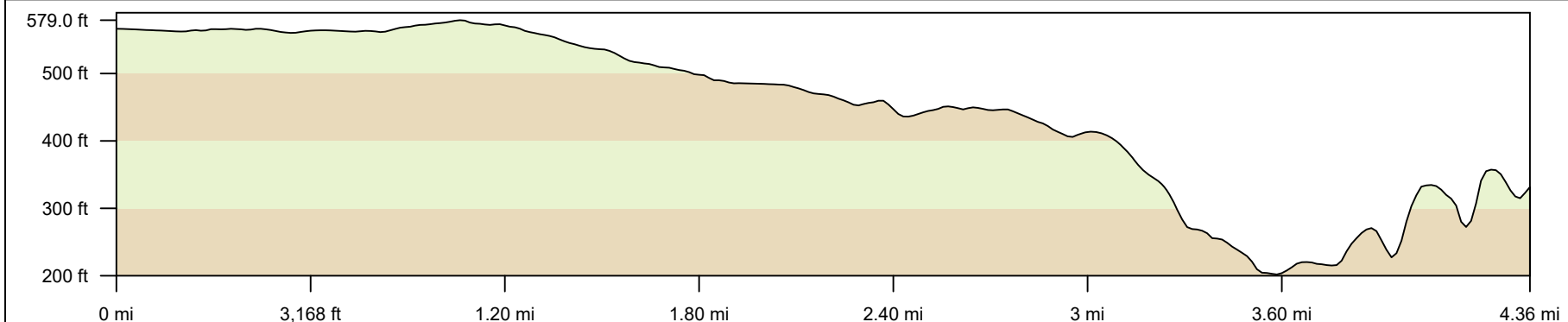
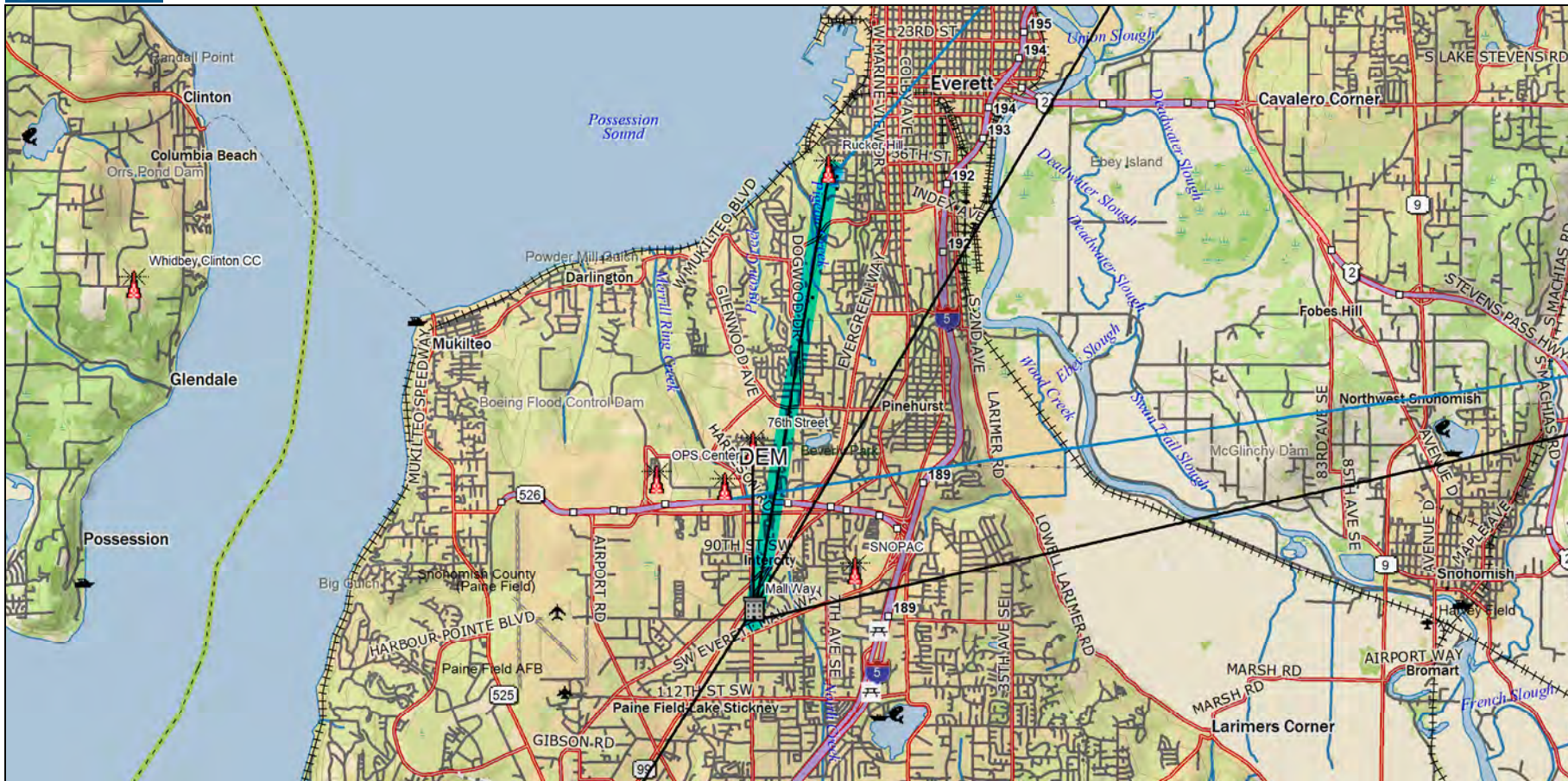
Lin Dist: 11.6 mi	Terr Dist: 11.6 mi	Elev Gain: -115.1 ft	Avg Grade: 2
Climb Elev: 658.0 ft	Desc Elev: 773.1 ft	Max. Elev: 571.5 ft	Min. Elev: -0.8 ft
Climb Dist: 4.3 mi	Desc Dist: 5.9 mi		

Data use subject to license.

© DeLorme. DeLorme Topo USA® 7.0.

www.delorme.com



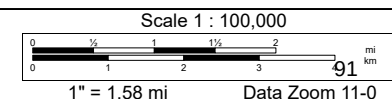
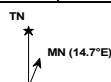


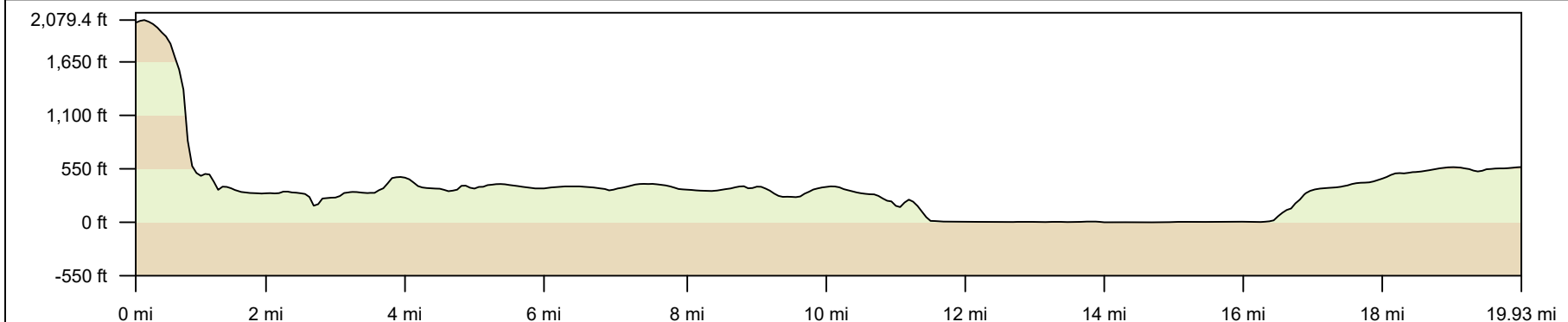
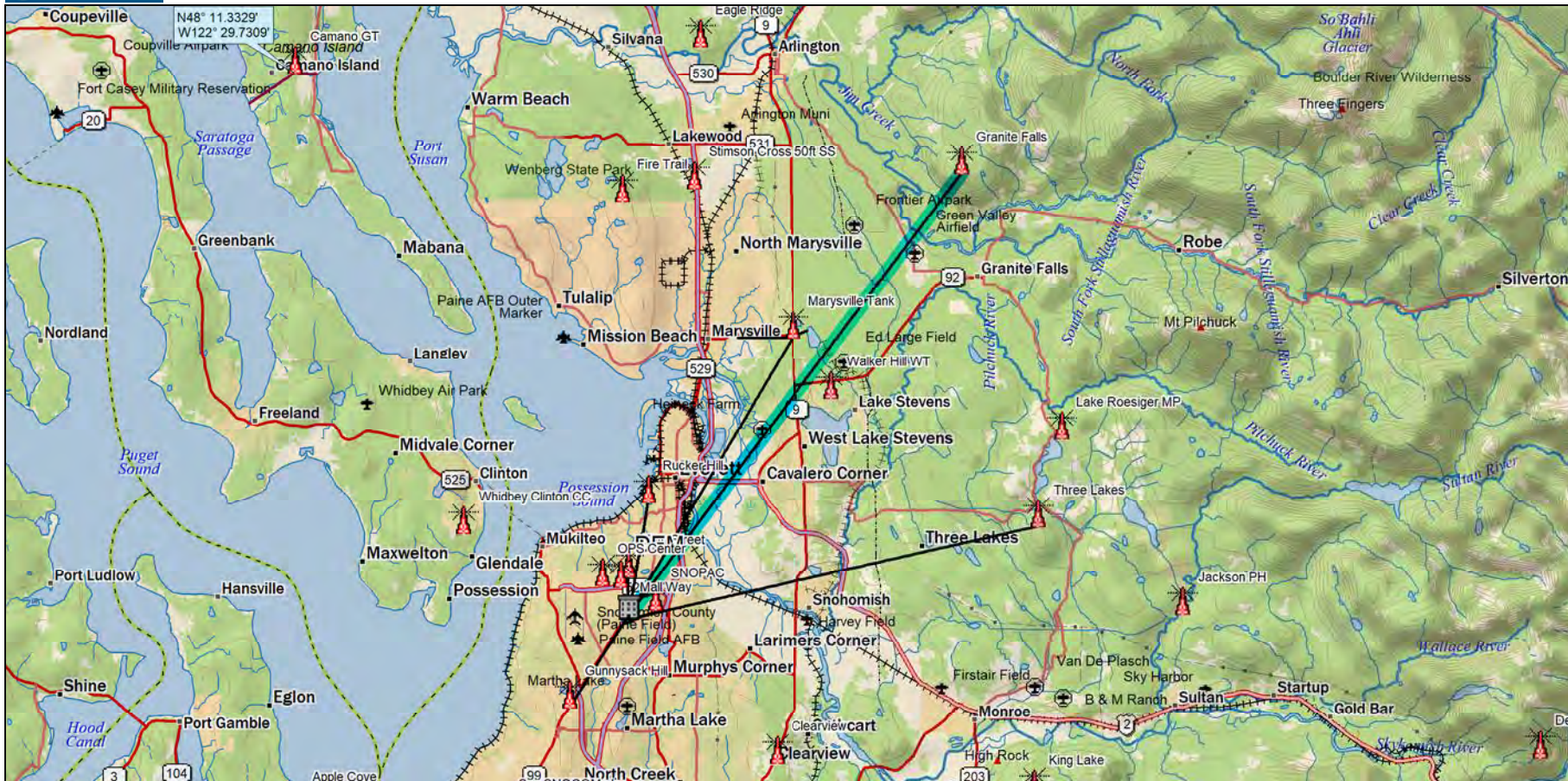
Lin Dist: 4.4 mi	Terr Dist: 4.4 mi	Elev Gain: -235.0 ft	Avg Grade: 4
Climb Elev: 348.0 ft	Desc Elev: 583.0 ft	Max. Elev: 579.0 ft	Min. Elev: 201.8 ft
Climb Dist: 1.4 mi	Desc Dist: 3.0 mi		

Data use subject to license.

© DeLorme. DeLorme Topo USA® 7.0.

www.delorme.com



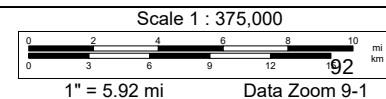
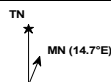


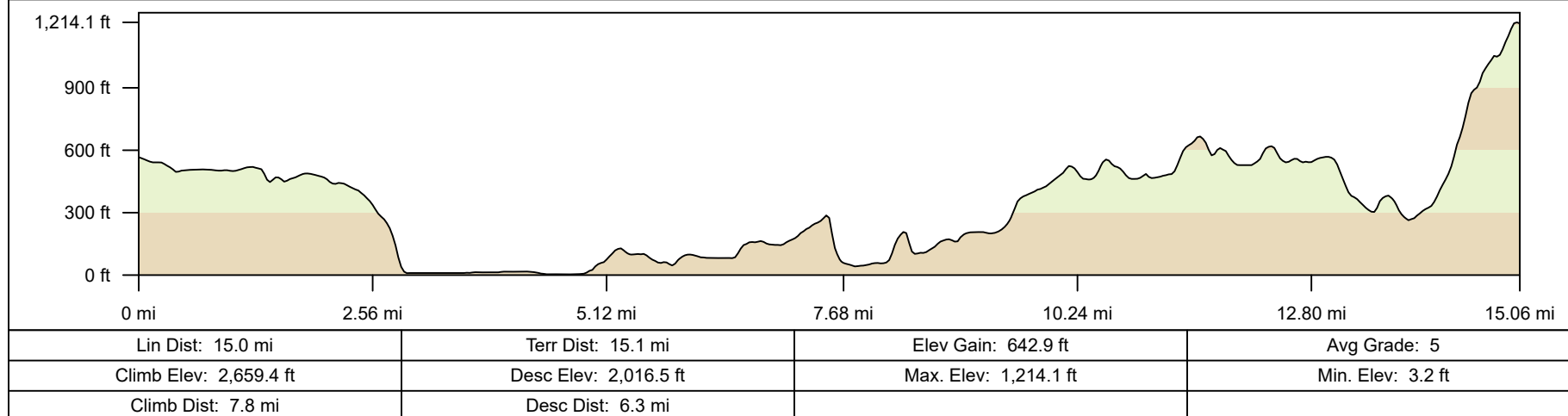
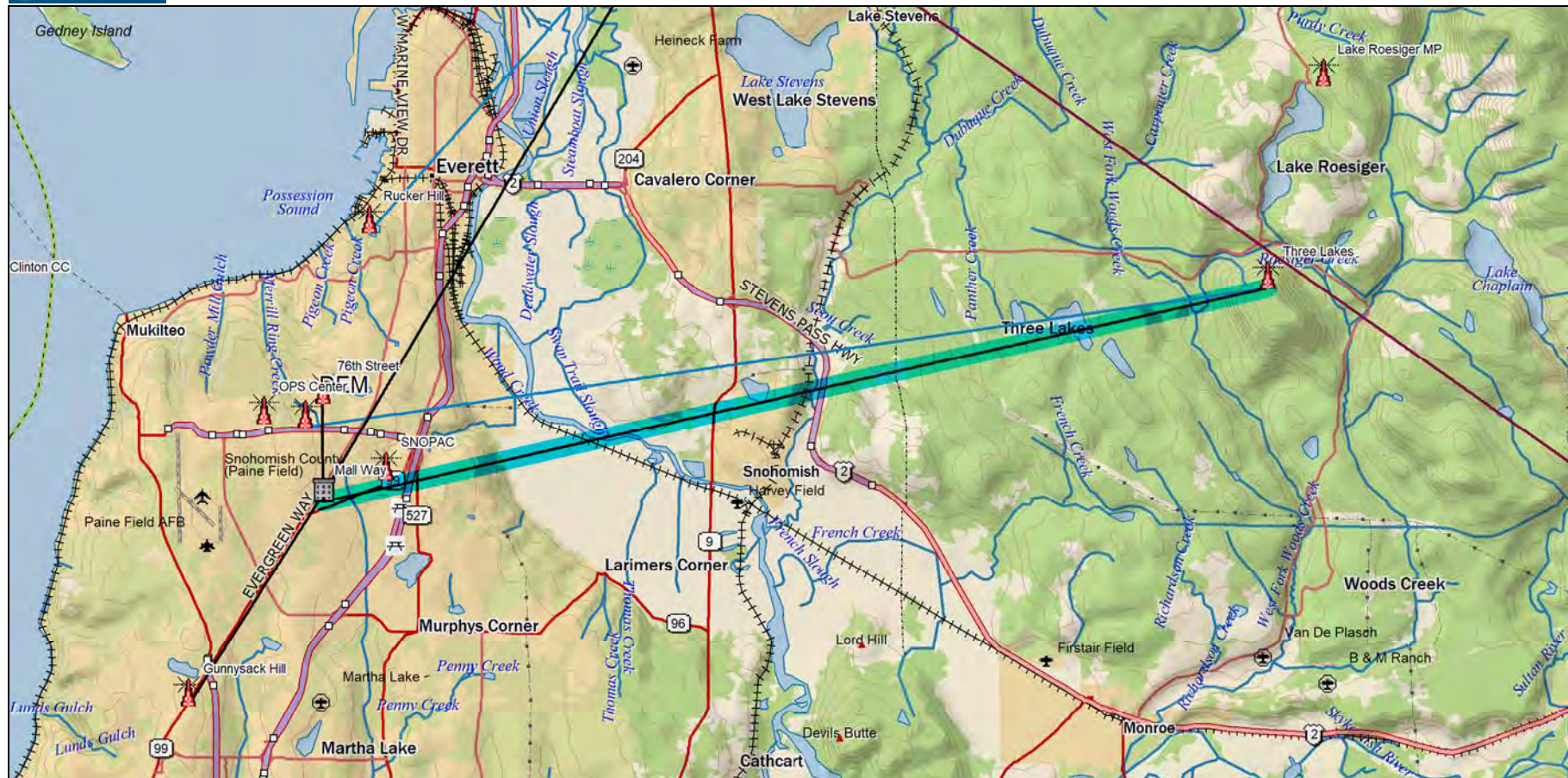
Lin Dist: 19.8 mi	Terr Dist: 19.9 mi	Elev Gain: -1,485.9 ft	Avg Grade: 4
Climb Elev: 1,490.3 ft	Desc Elev: 2,976.2 ft	Max. Elev: 2,079.4 ft	Min. Elev: -0.1 ft
Climb Dist: 9.1 mi	Desc Dist: 9.1 mi		

Data use subject to license.

© DeLorme. DeLorme Topo USA® 7.0.

www.delorme.com

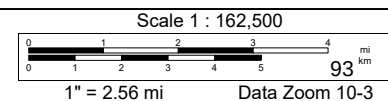
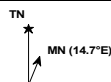


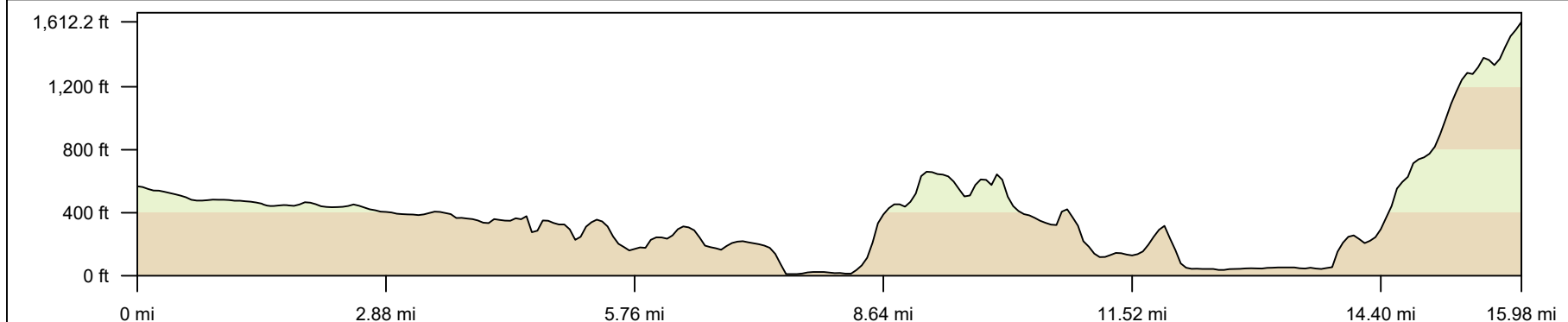
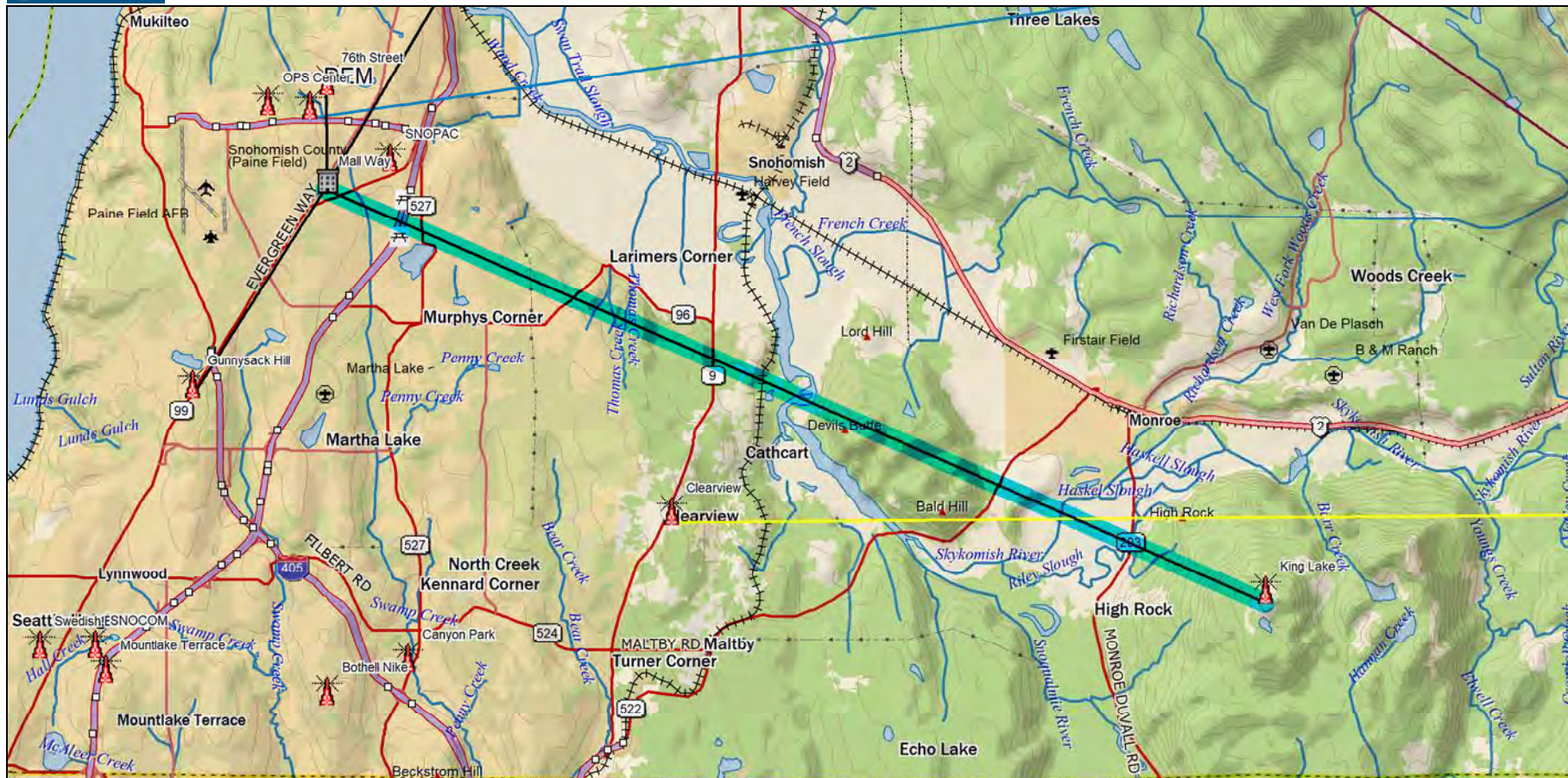


Data use subject to license.

© DeLorme. DeLorme Topo USA® 7.0.

www.delorme.com



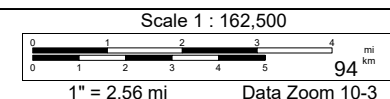
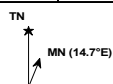


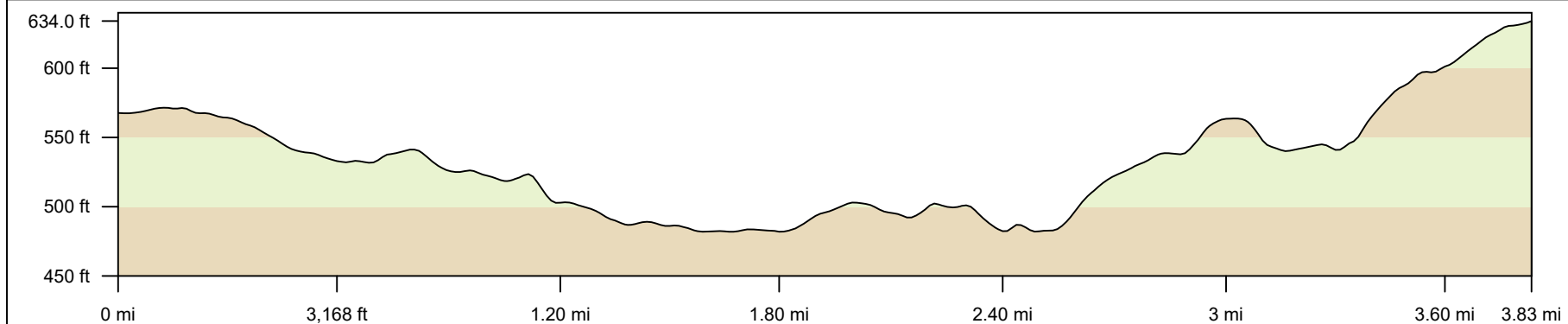
Lin Dist: 15.9 mi	Terr Dist: 16.0 mi	Elev Gain: 1,044.6 ft	Avg Grade: 6
Climb Elev: 3,415.1 ft	Desc Elev: 2,370.5 ft	Max. Elev: 1,612.2 ft	Min. Elev: 9.8 ft
Climb Dist: 7.1 mi	Desc Dist: 8.8 mi		

Data use subject to license.

© DeLorme. DeLorme Topo USA® 7.0.

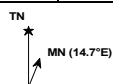
www.delorme.com





Lin Dist: 3.8 mi	Terr Dist: 3.8 mi	Elev Gain: 66.4 ft	Avg Grade: 2
Climb Elev: 244.6 ft	Desc Elev: 178.1 ft	Max. Elev: 634.0 ft	Min. Elev: 481.8 ft
Climb Dist: 2.0 mi	Desc Dist: 1.8 mi		

www.delorme.com



1" = 1.18 mi

Data Zoom 11-4

76st behind trees

Rucker Hill visible

Granite Falls behind trees



Marysville Tanks
behind trees

LOS photo from building B , NE corner at roof level (45ft)



LOS photo from building B , NE corner at roof level (45ft)



Gunnysack Pole
behind trees

LOS photo from building B , NE corner at roof level (45ft)



LOS photo from building B , NE corner at roof level (45ft)



LOS photo from building B , NE corner at
roof level (45ft)



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

October 20, 2022

Integon National Insurance Company
PO Box 1399
Winston-Salem, NC 27102

Via USPS Overnight

Attention: Lindi Vernick and Tim Venne

Reference: 332 SW Everett Mall Way - Approval Notice to Proceed with Purchase

Pursuant to Section 5 of the Purchase and Sale Agreement for the property located at 332 SW Everett Mall Way, Everett, Washington, and as amended on September 30, 2022, Snohomish County 911 hereby provides approval notice to proceed with the purchase.

Sincerely,

Kurt D. Mills
Executive Director
Snohomish County 911

cc: lindi.vernick@allstate.com
tim.venne@allstate.com

Chicago Title Insurance Company
File Number 223294-NCS
darnella.ward@ctt.com
mark.schwarz@ctt.com



Action Proposal Form

Date: 9/10/2022

Title: Amendments to SNO911 Procurement Policy

Background / Purpose:

- 1) The new dispatch center to be located in the new SNO911 facility is highly specialized and a Progressive Design Build has been determined to be a better construction process than a bid-build process after The Board worked with a consultant to determine the best construction approach. A Progressive Design Build was approved by the board on February 17, 2022 in APF-22-06 and will allow for more innovation and efficiencies between the designer and builder and increases the opportunity for significant savings in project delivery time. SNO911 consulted attorney Brian Snure and he determined that an update to the Procurement Policy was in order in support of The Board's direction on Progressive Design Build. A Progressive Design Build follows the procedural requirements of RCW Chapter 39.10.
- 2) Currently Section 4.C. of the SNO911 "Services" specifically apply to Architects and Engineers only. We would like to amend this section to specifically apply to land surveyors as well due to the required use of land surveyors related to the new SNO911 Facility Project. SNO911 is a member of the MRSC Consultant Roster and is required to select qualified consultants from the established roster.

Suggested Action/Recommendation:

- 1) Approve the updates to the SNO911 Procurement Policy as presented.

PROCUREMENT POLICY AND PROCEDURE
Approved March 18, 2021
10-5-22 Proposed Revisions

1. PURPOSE

It is the purpose of this policy to provide guidelines for the purchase of goods and services by SNOHOMISH COUNTY 911 in order to maintain an accountable procurement process. As an agency created pursuant to the Washington State Interlocal Cooperation Act, the procurement process is based on the most restrictive statutory requirements applicable to the member agencies. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective purchases where their strict application would not be in SNOHOMISH COUNTY 911's best interest.

2. DEFINITIONS

- 2.1 *Bid Exemptions*. RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.
- 2.2 *Budget*. The formally adopted budget of SNOHOMISH COUNTY 911.
- 2.3 *Commercially Reasonable Means*. Any method of purchasing property, equipment, materials, supplies and services that insures SNOHOMISH COUNTY 911 and its members are getting the best deal possible. Examples could include negotiated, purchases, bidding procedures, obtaining multiple quotes, etc.
- 2.4 *Cooperative Purchase*. A Cooperative Purchase allows SNOHOMISH COUNTY 911 to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded or a purchase through a Purchasing Cooperative. Use of a Cooperative Purchase requires Cooperative Purchasing Agreement with the municipal corporation that is going to bid or has gone to bid and requires staff to obtain documentation that the purchasing agency complied with the bid laws applicable to the municipal corporation that went to bid.
- 2.5 *Cooperative Purchasing Agreement*. An Interlocal agreement substantially in the form of the Agreement attached as **Exhibit A** to this policy. The Governing Board delegates to the Executive Director the authority to sign Cooperative Purchasing Agreements.
- 2.6 *Electronic Signature* (e-signature) – An electronic sound, symbol, or process attached to or logically associated with a contract and executed or adopted by a person with the intent to sign the record as authorized by SNOHOMISH COUNTY 911 Policy.
- 2.7 *Emergency*. Unforeseen circumstances beyond the control of SNOHOMISH COUNTY 911 that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- 2.8 *Facsimile Signature*. A handwritten signature that is copied or scanned from a document bearing an authorized original signature. A facsimile signature can be created

when a document is copied on a copy machine, when it is scanned, or when it is transmitted via email or fax machine.

2.9 Governing Board. The Governing Board of SNOHOMISH COUNTY 911 as established and operating under the SNOHOMISH COUNTY 911 Interlocal Agreement.

2.10 Lowest Responsible Bidder with Lowest Responsive Bid. A bidder that has submitted the lowest bid that is responsive to SNOHOMISH COUNTY 911's specifications, and is determined to be a Responsible Bidder and for:

2.10.1 Equipment, Materials and Supplies Purchases:

2.10.1.1 The bidder with the lowest price, or if SNOHOMISH COUNTY 911 has provided for best value criteria consideration then price may be considered along with the following best value criteria:

2.10.1.1.1 Whether the bid satisfies the needs of SNOHOMISH COUNTY 911 as specified in the solicitation documents;

2.10.1.1.2 Whether the bid encourages diverse contractor participation;

2.10.1.1.3 Whether the bid provides competitive pricing, economies, and efficiencies;

2.10.1.1.4 Whether the bid considers human health and environmental impacts;

2.10.1.1.5 Whether the bid appropriately weighs cost and non-cost considerations; and

2.10.1.1.6 Life-cycle cost.

2.10.1.1.7 Other relevant criteria established by SNOHOMISH COUNTY 911 as part of the product specifications.

2.10.2 Public Works Projects.

2.10.2.1 The bidder with the lowest price, or if SNOHOMISH COUNTY 911 has established "supplemental criteria" in accordance with RCW 39.04.350 and the procedure set forth at Section 4.B.1.1.2.10 then price will need to be considered along with the supplemental criteria.

2.11 On-call contract. A contract that is awarded with general provisions for the services to be rendered. As services are to be rendered, specific task orders are initiated that are to be completed by the contracting firm.

2.12 Progressive Design Build. An alternative Public Works contracting procedure authorized in chapter 39.10 RCW.

~~2.12~~2.13 *Public Work*. Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of SNOHOMISH COUNTY 911, or which is by law a lien or charge on any property within SNOHOMISH COUNTY 911 (RCW 39.04.010).

~~2.13~~2.14 *Responsible Bidder*. In determining whether the bidder is a responsible bidder, the agency must consider the following elements:

~~2.13.1~~2.14.1 Equipment, Materials and Supplies Purchases

~~2.13.1.1~~2.14.1.1 The ability, capacity, and skill of the bidder to perform the contract or provide the service required;

2.13.1.2 The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

2.13.1.3 Whether the bidder can perform the contract within the time specified;

2.13.1.4 The quality of performance of previous contracts or services;

2.13.1.5 The previous and existing compliance by the bidder with laws relating to the contract or services; and

2.13.1.6 Such other information as may be secured having a bearing on the decision to award the contract.

~~2.13.2~~2.14.2 Public Works Projects.

~~2.13.2.1~~2.14.2.1 Contractor must have valid certificate of registration.

~~2.13.2.2~~2.14.2.2 Contractor must have valid State UBI number.

~~2.13.2.3~~2.14.2.3 Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.

~~2.13.2.4~~2.14.2.4 Contractor cannot have been disqualified from bidding on any previous public works contract.

~~2.13.2.5~~2.14.2.5 Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to SNOHOMISH COUNTY 911's Project.

~~2.13.2.6~~2.14.2.6 Contractor must certify that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

2.13.2.72.14.2.7 Contractor must certify that Contractor has complied with or is exempt from the public works training requirement set forth in RCW 39.04.350(1)(f).

2.142.15 *Small Works Roster.* A process authorized by RCW 39.04.155 that allows SNOHOMISH COUNTY 911 to publish and maintain a roster of contractors available to perform public works contracts. SNOHOMISH COUNTY 911 can establish and maintain its own roster or joint a cooperative roster such as MRSC Rosters.

2.152.16 *Telecommunications & Data Processing.* Telecommunications are the means of electronic transmission of information over distances. The information may be in the form of voice telephone calls, data, text, images, or video. Today, telecommunications are used to organize more or less remote computer systems into telecommunications networks.

2.162.17 *Unit Priced Contract.* Competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the agency, under which the contractor agrees to a fixed period indefinite quantity delivery of work, at a defined unit price for each category of work.

2.172.18 *Vendor List.* A process authorized by RCW 39.04.190 that allows SNOHOMISH COUNTY 911 to publish and maintain a roster of vendors available to sell equipment and supplies to SNOHOMISH COUNTY 911. SNOHOMISH COUNTY 911 can establish and maintain its own roster or join a cooperative roster such as MRSC Rosters.

3. PURCHASING AUTHORITY

- 3.1 *Change orders.* Change Orders which fall within the approved scope, project budget, and project contingency may be executed by the Executive Director or his/her designee. Change orders which would change the scope of the project and/or exceed the Board approved project budget and approved project contingency would require additional Board action.
- 3.2 *Emergency Purchases.* In the event of an emergency, the Executive Director, or in the Executive Director's absence the Executive Director's designee, may approve a purchase outside of the budget if it is not feasible to obtain advance approval of the Governing Board. In such situations, the Board shall ratify the purchase at the earliest reasonable opportunity following the purchase.
- 3.3 *Executive Director.* The Executive Director, or designee shall have authority to make expenditures within the general budgetary limits adopted by the Board and as outlined in the Authority Matrix.
- 3.4 *General Purchasing Authority:* See Matrix at Section 5 of this policy.
- 3.5 *Governing Board.* The SNOHOMISH COUNTY 911 Governing Board shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall also review and approve all vouchers on at least a monthly basis.

- 3.6 Purchase Orders. Purchase Orders shall be prepared for all purchases exceeding \$500.00.
- 3.7 Purchases Made Using a Sole Source Bid Exemption. Purchases made using a Bid Exemption shall require a sole source justification form authorized by the Executive Director (see Exhibit C).
- 3.8 Staff Purchases. The routine re-ordering of materials, supplies and equipment, as defined and limited by the Executive Director or designee, may be made by staff members without requiring any additional advance approval.

4.A PROCEDURES

- 4.1 Purchase of Materials, Equipment and Supplies.
- 4.A.1 **Purchases Under \$7,500.** No statutory process requirements. Staff shall use Commercially Reasonable Means to make such purchases consistent with the following procedures.
- 4.A.1.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
- 4.A.1.2 Negotiate terms of purchase and obtain proper documentation to make purchase, i.e. purchase order or contract. Obtain legal counsel review if necessary.
- 4.A.1.3 Obtain appropriate authorization under Section 3.
- 4.A.2 **Purchases from \$7,500 to \$15,000.** Purchases must be made from SNOHOMISH COUNTY 911's Vendor List or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through SNOHOMISH COUNTY 911's Vendor List, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$15,000.
- 4.A.2.1 If purchase is made under a Cooperative Purchase approach the following procedures shall be used:
- 4.A.2.1.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
- 4.A.2.1.2 Verify that the purchaser complied with statutory public bidding laws of the awarding agency and obtain necessary approval from Executive Director or designee to make a cooperative purchase.
- 4.A.2.1.3 Document that the product being purchased is the same as the product that the vendor bid. As a general rule there can be approximately a 10% variation in the specifications or price from product that was actually bid for the product to be considered the same product. Cosmetic variations such as paint color vehicle markings etc. are permitted variations.
- 4.A.2.1.4 Complete all necessary applications and agreements to join the Purchasing Cooperative or enter into a Cooperative Purchasing

Agreement if purchasing off of another municipal corporations bid.

- 4.A.2.1.5 Collect all documents that demonstrate the Purchasing Cooperative or other municipal corporation went through a proper public bidding process for the product to be purchased. This documentation must be collected and maintained by SNOHOMISH COUNTY 911 until the time period in which the product was purchased has been subject to Audit by the State Auditor.
- 4.A.2.1.6 Obtain appropriate authorization under Section 3.
- 4.A.2.1.7 Execute necessary purchase documents with vendor. Obtain legal counsel review if necessary.
- 4.A.2.2 If using a **Vendor List**, the following procedures shall be used.
 - 4.A.2.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.A.2.2.2 Contact not less than three vendors on the applicable list and obtain written or telephone quotations for the purchase of the items.
 - 4.A.2.2.3 A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
 - 4.A.2.2.4 Identify the Responsible Bidders and select the Lowest Responsive Bidder based on the quotes received.
 - 4.A.2.2.5 Obtain appropriate authorization under Section 3.
 - 4.A.2.2.6 Execute necessary purchase documents. Obtain legal counsel review if necessary.
- 4.A.2.3 If the Purchase is made using a **Sole Source Bid Exemption** the following procedures shall be used:
 - 4.A.2.3.1 The easiest way to determine whether a vendor is a sole source provider is to ask the following question. If we go out for public bidding for the product we want, is there any possibility we will receive more than one bid. If the answer is yes, this is not a sole source purchase and SNOHOMISH COUNTY 911 will need to proceed with a competitive bidding process.
 - 4.A.2.3.2 Obtain documentation that the vendor is the sole source. Generally the product manufacturer will provide a letter documenting that a vendor is the sole source to purchase the product.

- 4.A.2.3.3 Complete the Sole Source Justification Form to identify why the selected vendor is the sole source.
- 4.A.2.4 If the Purchase is made using a **Special Facilities/Market Conditions Bid Exemption** the following procedures shall be used.
 - 4.A.2.4.1 This exemption is similar to the sole source exemption and is often used in conjunction with the sole source exemption. The exemption can be used for unique circumstances that would preclude SNOHOMISH COUNTY 911 from obtaining multiple bids for a product. For example, the purchase of a used vehicle or a demo vehicle that is only available for a limited time period can fit within this exemption.
 - 4.A.2.4.2 Obtain or create documentation that establishes what the special facility or market condition is that requires the use of a bid exemption.
- 4.A.2.5 If the purchase is made using an **Emergency Bid Exemption** the following procedures shall be used.
 - 4.A.2.5.1 Emergency purchases are allowed only when there is a true Emergency meeting the definition set forth in this policy.
 - 4.A.2.5.2 Negotiate terms of purchase using Commercially Reasonable Means.
 - 4.A.2.5.3 The Board will review and take necessary action at the next Board Meeting
 - 4.A.2.5.4 Draft Resolution substantially in the form of **Exhibit B** that includes the following information.
 - 4.A.2.5.4.1 Identify the basis for the Emergency that addresses the elements set forth in the definition of Emergency.
 - 4.A.2.5.4.2 Authorize the waiving of the competitive bid process and authorize the purchase.
- 4.A.3 **Purchases over \$15,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.
 - 4.A.3.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 4.A.2.1
 - 4.A.3.2 If purchase is made through a Bid Exemption following the process outlined at Section 4.A.2.3, 4 or 5.
 - 4.A.3.3 If purchase is made through formal sealed bidding the following procedures shall be used.

- 4.A.3.3.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
- 4.A.3.3.2 Obtain appropriate authorization under Section 3.
- 4.A.3.3.3 Prepare Product specifications. Product specifications may be drafted broadly or narrowly depending on the needs of SNOHOMISH COUNTY 911. The bid laws require an open competitive process for the product but the bid laws do not require SNOHOMISH COUNTY 911 to go out to bid with general specifications that could result in bids for a product that does not meet SNOHOMISH COUNTY 911s needs.
- 4.A.3.3.4 Prepare Instructions to Bidders specific to the product being purchased. The Instructions to Bidders are your opportunity not only to define the product you want to purchase but the terms and conditions that you want to make the purchase under. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.
 - 4.A.3.3.4.1 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.
 - 4.A.3.3.4.2 Identification of product and product specifications.
 - 4.A.3.3.4.3 Identification of where bids should be submitted, bid opening time, bid award time frame.
 - 4.A.3.3.4.4 Financing terms (if any).
 - 4.A.3.3.4.5 Delivery date for product.
 - 4.A.3.3.4.6 Liquidated damages.
 - 4.A.3.3.4.7 Warranty requirements.
 - 4.A.3.3.4.8 Contract form.
 - 4.A.3.3.4.9 Evaluation and bid award criteria based on Responsible Bidder and Lowest Responsive /Responsible Bidder criteria.
- 4.A.3.3.5 Publish bid advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the bid opening.
- 4.A.3.3.6 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.

4.A.3.3.7 Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder with Responsive Bid.

4.A.3.3.8 Execute contract.

4.B Public Works

4.B.1 **Public Works Projects under \$350,000.** SNOHOMISH COUNTY 911 may establish and use a Small Works Roster, a formal sealed bidding process or in an Emergency may use the Emergency Bid Exemption.

4.B.1.1 If using a Small Works Roster, the following procedures shall be used.

4.B.1.1.1 Identify the need for the project and determine whether the project is included in the Budget.

4.B.1.1.2 Develop specifications for project that will allow contractors to provide comparable bids and that establish basic requirements such as Prevailing Wage requirement, contractor registration requirements, contract requirements and warranty requirements. Specifications under the small works roster, in contrast to a sealed bid process, may be more general to allow contractors some flexibility in providing design suggestions and cost savings approaches. The more general the specification, however, the more difficult it may become to identify the Lowest Responsive Bidder and the more critical it becomes to identify the criteria that will be used to select the Lowest Responsive Bidder. If soliciting unit price contract with an estimated cost of \$30,000 or less per year, the invitation for bid must include estimated quantities of the anticipated types of work or trades and specify how the agency will issue or release work orders. In addition, the specifications should include the following elements:

4.B.1.1.2.1 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.

4.B.1.1.2.2 Identification of where bids should be submitted and bid award time frame.

4.B.1.1.2.3 Payment terms (if any).

4.B.1.1.2.4 Time frame for project and completion dates.

4.B.1.1.2.5 Liquidated damages.

4.B.1.1.2.6 Warranty requirements.

4.B.1.1.2.7 Contract Forms (including a properly drafted contract form will incorporate the various statutory public works requirements such as bonding, retained percentages,

underground utilities etc.). Unit priced contract initial term may not exceed one year, with the option to extend or renew the contract for one additional year.

- 4.B.1.1.2.8 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that SNOHOMISH COUNTY 911 be able to print a copy for any bidder that requests a copy).
- 4.B.1.1.2.9 The mandatory Responsible Bidder requirements set forth at Section 2.10.2
- 4.B.1.1.2.10 SNOHOMISH COUNTY 911 may also include “supplemental criteria” that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following
 - 4.B.1.1.2.10.1 The basis for evaluating the specified criteria.
 - 4.B.1.1.2.10.2 An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - 4.B.1.1.2.10.3 A process for allowing bidders to request a modification of the supplemental criteria.
- 4.B.1.1.3 For projects under \$50,000, contact not less than three contractors on the small works roster and obtain written quotations based on the project specifications.
- 4.B.1.1.4 For projects over \$50,000, contact at least five contractors on the small works roster and obtain written quotations based on the project specifications. If the estimated project cost exceeds \$250,000 you must also give notice to all eligible contractors that this process was followed.
- 4.B.1.1.5 A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
- 4.B.1.1.6 Identify the Responsible Bidders and select the Lowest Responsible Bidder with a responsive bid based on the quotes received.
- 4.B.1.1.7 Obtain appropriate authorization under Section 3.
- 4.B.1.1.8 Execute necessary purchase documents. Obtain legal counsel review if necessary.

- 4.B.1.2 If using a formal sealed bidding process follow the procedures outlined Section 4.B.2.
- 4.B.1.3 If using an Emergency exemption follow the procedures outlined under Section 4.A.2.5.
- 4.B.2 **Public Works Projects over \$350,000.** Formal sealed bidding shall be used except in case of an Emergency or when the Progressive Design Build process is used pursuant to Section 4.B.4.
 - 4.B.2.1 If using an Emergency exemption follow the procedures outlined under Section 4.A.2.5.
 - 4.B.2.2 If purchase is made through formal sealed bidding the following procedures shall be used.
 - 4.B.2.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.B.2.2.2 Obtain appropriate authorization under Section 3.
 - 4.B.2.2.3 Prepare project specifications including estimate per RCW 39.04.020.
 - 4.B.2.2.4 Prepare Instructions to Bidders specific to the Project. The Instructions to Bidders are your opportunity to define the terms and conditions for the Project. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.
 - 4.B.2.2.4.1 Identification of project specifications.
 - 4.B.2.2.4.2 Identification of where bids should be submitted, bid opening time, bid award time frame.
 - 4.B.2.2.4.3 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.
 - 4.B.2.2.4.4 Payment terms (if any).
 - 4.B.2.2.4.5 Time frame for project and completion dates.
 - 4.B.2.2.4.6 Liquidated damages.
 - 4.B.2.2.4.7 Warranty requirements.
 - 4.B.2.2.4.8 Contract Forms (including a properly drafted contract form will incorporate into the Instructions to Bidders the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).

- 4.B.2.2.4.9 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that SNOHOMISH COUNTY 911 be able to print a copy for any bidder that requests a copy).
- 4.B.2.2.4.10 The Responsible Bidder requirements set forth at Section 2.10.2.
- 4.B.2.2.4.11 The Instructions to Bidders may also include “supplemental criteria” as provided under Section 4.B.1.1.2.10
 - 4.B.2.2.4.11.1 Publish bid advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the bid opening.
 - 4.B.2.2.4.11.2 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
 - 4.B.2.2.4.11.3 Identify Responsible Bidders and award bid to Lowest Responsible Bidder with responsive bid.
 - 4.B.2.2.4.11.4 Execute contract.

4.B.3 Unit Priced Contracts may be bid under the small works roster or sealed competitive bidding procedures for projects that are not expected to exceed **\$30,000** per year subject to the following requirements.

- 4.B.3.1 Unit Priced Contracts must be executed for an initial contract term not to exceed one year, with the option of extending or renewing the unit priced contract for one additional year.
- 4.B.3.2 Invitations for unit price bids must include, for purposes of the bid evaluation, estimated quantities of the anticipated types of work or trades, the process for issuing or releasing work assignments, work orders, or task authorizations for projects, tasks, or other work based on the hourly rates or unit prices bid by the contractor.
- 4.B.3.3 Unit Priced Contracts must be awarded to the Lowest Responsible Bidder. Whenever possible, at least one proposal from a certified minority or woman contractor who otherwise qualifies under this section should be obtained.
- 4.B.3.4 Prevailing wages shall be paid for all work performed pursuant to each work order at the prevailing wage rates in effect at the beginning date for each contract year. Intents and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve-month period of the unit priced contract.

4.B.4 Progressive Design Build procedures may be used for the following Public Works Projects in accordance with the procedural requirements contained in chapter 39.10 RCW.

4.B.4.1 Public works projects in which the total project cost is over \$2,000,000 and where:

4.B.4.1.1 The construction activities are highly specialized and a design-build approach is critical in developing the construction methodology; or

4.B.4.1.2 The projects selected provide opportunity for greater innovation or efficiencies between the designer and the builder; or

4.B.4.1.3 Significant savings in project delivery time would be realized.

4.B.4.2 Parking garages and preengineered metal buildings, regardless of cost.

4.B.4.3 Construction or erection of portable facilities as defined in WAC 392-343-018, or not more than 10 prefabricated modular buildings per installation site, regardless of cost.

4.C Services – Architect and Engineer and Land Surveyors

4.C.1 SNOHOMISH COUNTY 911 shall use the Request For Qualifications “RFQ” process established under chapter 39.80 RCW prior to retaining the services of architects, ~~and engineers~~ and land surveyors “Consultants” or an Emergency exception.

4.C.1.1 If using an emergency exemption follow the procedures outlined under Section 4.A.2.5.

4.C.1.2 If using the RFQ process, the following procedures shall be used:

4.C.1.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.

4.C.1.2.2 Obtain appropriate authorization under Section 3.

4.C.1.2.3 ~~Preparation of a “RFQ” that includes the following elements.~~ SNOHOMISH COUNTY 911 is a member of MRSC Rosters and uses the MRSC Consultant Roster. Under this process MRSC solicits RFQs in compliance with chapter 39.80 and SNOHOMISH COUNTY 911 is required to select qualified Consultants from the established roster.

~~4.C.1.2.3.1 Identification of whether services are being requested for general services or a specific project.~~

~~4.C.1.2.3.2 Selection Criteria. The selection criteria are discretionary with SNOHOMISH COUNTY 911. However, price cannot be included as part of the criteria.~~

~~4.C.1.2.3.3 Name and address of SNOHOMISH COUNTY 911 representative responsible for managing the RFQ process.~~

~~4.C.1.2.3.4 Identification of where RFQs should be submitted, RFQ award time frame.~~

~~4.C.1.2.3.5 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all RFQs.~~

~~4.C.1.2.4 Publish RFQ advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the RFQ submittal date.~~

4.C.1.2.5 Evaluate and rank ~~architects and engineers using the selection criteria~~ Consultants based on the specific needs for the project without considering price.

4.C.1.2.6 Notify top ranked ~~architect and engineer~~ Consultant and negotiate pricing and contract terms.

4.C.1.2.7 If SNOHOMISH COUNTY 911 cannot come to agreement on pricing or contract terms, SNOHOMISH COUNTY 911 can move to the next ranked ~~architect or engineer~~ Consultant.

4.C.1.2.8 Enter into contract.

4.D Services – Telecommunications and Data Processing.

4.D.1 If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption SNOHOMISH COUNTY 911 shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

4.D.1.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 4.A.2.1.

4.D.1.2 If purchase is made through a Bid Exemption following the process outlined at Section 4.A.2.3, 4 or 5.

4.D.1.3 If the purchase is made using the competitive negotiation process the following procedure shall be used:

4.D.1.3.1 Preparation of a Request For Proposals “RFP” that includes the following elements.

- 4.D.1.3.1.1 General specifications for SNOHOMISH COUNTY 911's telecommunication/data processing needs.
- 4.D.1.3.1.2 Selection Criteria. The selection criteria are discretionary with SNOHOMISH COUNTY 911. Price can be included in the criteria but selection does not have to be based on low bidder.
- 4.D.1.3.1.3 Name and address of SNOHOMISH COUNTY 911 representative responsible for managing the RFP process.
- 4.D.1.3.1.4 Identification of where RFPs should be submitted, RFP award time frame.
- 4.D.1.3.1.5 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all RFPs.
- 4.D.1.3.1.6 Publish RFP advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the RFP submittal date.
- 4.D.1.3.1.7 Evaluate and rank proposals using the selection criteria.
- 4.D.1.3.1.8 Notify top ranked vendor and negotiate contract terms.
- 4.D.1.3.1.9 If SNOHOMISH COUNTY 911 cannot come to agreement on pricing or contract terms, SNOHOMISH COUNTY 911 can move to the next proposal.
- 4.D.1.3.1.10 Enter into contract.

4.E Services – Other

4.E.1 No statutory procedures required. SNOHOMISH COUNTY 911 staff shall use Commercially Reasonable Means to identify and contract with service providers.

5. AUTHORITY MATRIX:

Type	Expected TOTAL cost includes tax	Signature Needed	Procurement Procedure
Goods (Not PW)	Under \$7,500	Executive Director or Designee	Commercially Reasonable Means
	\$7,500 - \$15,000	Executive Director or Designee	Vendor List or Coop Purchase
	Over \$15,000	Executive Director or Designee	Formal Sealed bid; Cooperative Purchase or Bid Exemption;
	Non-budgeted over \$25,000	Board of Directors	
Public Works (PW)	Up to \$50,000	Executive Director or Designee	Small Works Roster Limited PW process -can waive bond & retainage
	\$50,000 - \$350,000	Executive Director or Designee	SWR + bond - can waive retainage
	Over \$350,000 or Non-budgeted over \$25,000	Board of Directors	Formal Sealed Bid
Arch & Eng.	Budgeted	Executive Director or Designee	Formal RFQ or Emergency Bid Exemption
	Non-budgeted over \$25,000	Board of Directors	
Services	Budgeted Telecommunications & Data Processing	Executive Director or Designee	Designated Purchasing Cooperative or Cooperative Purchase; Competitive Negotiation or Bid Exemption
	Non-budgeted TC & DP Services over \$25,000	Board of Directors	
	Budgeted Professional Services	Executive Director or Designee	Commercial Reasonable Means
	Non-budgeted Professional Services over \$25,000	Board of Directors	

EXHIBIT A COOPERATIVE PURCHASE CONTRACT FORM

This Agreement is entered into between the undersigned, municipal corporations of the State of Washington.

It is the purpose of this Agreement to provide for the cooperative purchase of materials, supplies and equipment by the parties to this Agreement when determined by the legislative body of a participating party to be in the best interest of such party. This Agreement is entered into under the authority of the Interlocal Cooperation Act, chapter 39.34 RCW.

It is agreed by the parties as follows:

1. **Term.** The term of this Agreement in respect to each party to this Agreement shall commence on the date of execution of the Agreement by that party and shall remain in effect until terminated by a party as provided in paragraph 5 of this Agreement.
2. **Cooperative Purchase.** Each party agrees to provide in bid proposals and specifications appropriate language to authorize and permit the other parties to the Agreement to purchase such materials, supplies and equipment under the terms and conditions of the purchase contract awarded by such party. Provided, however, the parties shall not be required to include such language when, in the sole discretion of the party going out to bid, the party determines that such language is not in the best interest of the party. The bid language to be included should be substantially as follows: "Interlocal Bids. The Bid proposal accepted shall permit and shall be subject to chapter 39.34 RCW, the Interlocal Cooperation Act, under which other governmental agencies may purchase under the bid proposal."
3. **Discretion.** The determination of whether or not any party to this Agreement shall purchase materials, supplies or equipment under the terms and conditions of any purchase contract available to, or entered into, by the other parties under a statutory bidding procedure shall be made by the legislative body of the party desiring to make such purchase.
3. **Financial Responsibility.** Each party shall remain financially responsible for the payment of the purchase price of all materials, supplies and equipment purchased and received by such party under the terms of this Agreement.
4. **Ownership.** Title to all items purchased by any party to this Agreement shall remain in the name of such party.
5. **Termination.** Any party to this Agreement may terminate its participation in the Agreement by giving the other parties to the Agreement 30 days written notice of such intent to terminate.
6. **Limitations.** The parties shall not jointly acquire property or jointly budget funds under the authority of this Agreement.
7. **Statutory Compliance.** Each party agrees to comply with the statutory bidding requirements applicable to such party when acting under this Agreement.
8. **Administration.** No new or separate legal or administrative entity is created to administer the provisions of this agreement.

EXHIBIT A
COOPERATIVE PURCHASE CONTRACT FORM

9. **Right to Contract – Independent Action Preserved.** Each party reserves the right to contract independently for the acquisition of goods or services without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.
10. **Hold Harmless.** Each party shall indemnify, defend and hold the other party harmless from any liability arising from any negligent or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this agreement.

EXHIBIT B
EMERGENCY PROCUREMENT FORM

SNOHOMISH COUNTY 911
RESOLUTION 20XX-XX

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

WHEREAS, on XX, 20XX Snohomish County 911 (“SNO911”) discovered *provide sufficient details to describe the emergency event or situation* For purposes of this Resolution, this event is hereinafter referred to as “the Emergency”; and

WHEREAS, the Emergency presented a real, immediate threat to the [proper performance of the essential functions of SNO911] and/or [would likely have resulted in material loss or damage to property if immediate action was not taken] because *provide sufficient details to describe the threat*; and

WHEREAS, as a result of the Emergency, SNO911 staff purchased XXX in an amount of \$XXX utilizing the Emergency Exemption as described in SNO911’s Procurement Policy and Procedure; and

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

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

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

Adopted by the Snohomish County 911 Board of Directors on the XX day of XXX, 20XX.

Attest: This XX day of XXX, 20XX:

President

Secretary

EXHIBIT C
SOLE SOURCE JUSTIFICATION FORM

SOLE SOURCE JUSTIFICATION

Item: _____

Requested Supplier/Vendor:

Cost Estimate: _____

Prior Purchases Order Number (if item had been approved previously): _____

1. Description of the equipment/service and its function:

2. This is a sole source* because:

- ☐ sole provider of a licensed or patented good or service
- ☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- ☐ sole provider of goods and services for which the SNOHOMISH COUNTY 911 has established a standard**
- ☐ sole provider of factory-authorized warranty service
- ☐ sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
- ☐ the vendor/distributor is a holder of a used item that would represent good value and is advantageous to SNOHOMISH COUNTY 911(attach information on market price survey, availability, etc.)

3. What necessary features does this vendor provide which are not available from other vendors? (Specifics)

4. What steps were taken to verify that these features are not available elsewhere?

- ☐ Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)
- ☐ Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).
- ☐ Other explanations and steps taken

EXHIBIT C
SOLE SOURCE JUSTIFICATION FORM

- * Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.
- ** Procurements of items for which SNOHOMISH COUNTY 911 has established a standard by designating a brand or manufacturer or by preapproving via a testing shall be competitively bid if there is more than one vendor of the item.

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED:

The recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the SNOHOMISH COUNTY 911. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist. Refer to the attached sole source justification to the attached review of available products/services.

Requestor _____ Signature _____ Date	SNOHOMISH COUNTY 911 Director _____ Signature _____ Date
---	---



Action Proposal Form

Date: 10/17/2022

Title: SNO911 NORCOM Paging Project Cost Share Agreement

Background / Purpose:

In September 2022, the SNO911 Board approved a change order to remove the alphanumeric paging scope of work from the Motorola contract. The plan going forward is to issue a separate RFQ for a consultant then issue a subsequent RFP for a contractor to complete a partial system replacement/improvement. The goal is to invest in minimal hardware replacements to extend the life of the aging technology until there is a viable replacement in the future.

The attached draft agreement with NORCOM builds the framework to share costs in three ways including: using a formula based on the number of radios sites for shared costs, cost directly attributable to NORCOM or SNO911 only work invoiced to the appropriate agency, and equipment costs for each radio site will be invoiced to each agency.

The agreement has been reviewed by both SNO911 and NORCOM legal and was approved by the NORCOM Board on October 14, 2022.

Suggested Action/Recommendation:

Approve the SNO911/NORCOM Alphanumeric Paging Cost Share Interlocal Agreement, in a form substantially as presented, pending final legal review.

INTERLOCAL AGREEMENT FOR ALPHANUMERIC PAGING SYSTEM IMPROVEMENT

This Interlocal Agreement for Alphanumeric Paging System Improvement (this “Agreement”) is entered into between Snohomish County 911, a municipal instrumentality of its members organized and operating as a non-profit corporation (“SNO911”) and NORCOM, a municipal instrumentality of its members organized and operating as a non-profit corporation (“NORCOM”). SNO911 and NORCOM are referred to herein together as the “Parties” and individually a “Party.” This Agreement is dated as of the Effective Date (as defined in Section 12.1 below).

RECITALS

1. The Parties entered into a 2008 Memorandum of Understanding entitled “Western Washington Regional Public Safety VHF Alphanumeric Paging System MOU” (the “MOU”) to jointly operate an alphanumeric paging system (the “System”).
2. The MOU outlines each Party’s obligations with respect to the System but does not include a cost-sharing mechanism or outline the procedures necessary to implement an upgrade to the System.
3. The Parties have determined that it is necessary to upgrade the existing System to extend the operational life of the System.
4. The Parties now desire to enter into this Agreement pursuant to chapter 39.34 RCW, the Interlocal Cooperation Act.

AGREEMENT

To carry out the purposes of this Agreement and in consideration of the benefits to be received by each Party, the Parties hereby agree as follows:

1. DEFINITIONS.

Words and terms used in this Agreement and not otherwise defined herein (including in the recitals which are hereby incorporated into this Agreement by this reference) shall be given their ordinary and usual meanings or their well-known technical industry meanings except that the following terms are defined for this Agreement as follows:

- 1.1. **SNO911 Administrator** shall mean _____ or another individual appointed by SNO911 to administer the SNO911’s interests under this Agreement.
- 1.2. **NORCOM Administrator** shall mean _____ or another individual appointed by NORCOM to administer the NORCOM’s interests under this Agreement.
- 1.3. **Lead Agency** shall mean SNO911 as the hereinafter designated as the Lead Agency to perform the functions designated in this Agreement.

- 1.4. **System Improvements** shall mean the improvements to the alphanumeric paging system designed and implemented under this Agreement.
- 1.5. **State** shall mean the State of Washington.
- 1.6. **SNO911 Only Work** shall include site development tasks at SNO911 radio sites, including architectural and engineering, lease renewals, new site development, and network backhaul. Hardware or services that are specific to only SNO911, antenna, power, and rack installations, FCC licensing and other work associated with SNO911 radio sites.
- 1.7. **NORCOM Only Work** shall include site development tasks and project management within NORCOM's response area, including architectural and engineering, lease renewals, new site development, and coordination with its network backhaul carrier (PSERN). Hardware or services that are specific to only NORCOM, antenna, power, and rack installations, FCC licensing and other work associated with NORCOM radio sites.
- 1.8. **Joint Work** shall include coordination, design, and technical activities that support the entire system. Project management, system design analysis, technical support for questions SNO911 or NORCOM does not have the staff or resources to answer, and shared training, documentation and purchase of spares are considered joint work.

2. SNO911 RESPONSIBILITIES.

- 2.1. Provide a SNO911 Administrator to serve as the project lead to coordinate the design and construction of the System Improvements pursuant to the Project Schedule set forth in Exhibit A.
- 2.2. SNO911 shall be responsible for all SNO911 staff time incurred in the administration and management of this Agreement.
- 2.3. SNO911 shall be responsible for all of the design and construction and equipment costs related to SNO911 System Improvements, including but not limited to all permit costs associated with the SNO911 System Improvements as more particularly outlined in Exhibit B.

3. NORCOM RESPONSIBILITIES.

- 3.1. Provide a NORCOM Administrator to coordinate the design and construction of NORCOM's portion the System Improvements.
- 3.2. NORCOM shall be responsible for all NORCOM staff time incurred in the administration and management of this Agreement.
- 3.3. NORCOM shall be responsible for all of the design and construction and equipment costs related to NORCOM System Improvements, including but not limited to all

permit costs associated with the NORCOM System Improvements as more particularly outlined in Exhibit B.

4. PROFESSIONAL SERVICES CONSULTANT.

- 4.1. Professional Services Consultant.** The Parties desire to retain a qualified professional services consultant (the “Consultant”) to assist with detailed project scoping and management, and to provide technical guidance and resources. The Consultant may analyze current coverage and make recommendations for system improvements and assist SNO911 and NORCOM with site development tasks.
- 4.2. Request For Qualifications.** SNO911 shall develop a Request for Proposals under the authority of RCW 39.04.270 to solicit the professional services necessary to assist the Parties with the System Improvements (the “RFQ”).
- 4.3. Development of RFQ.** The SNO911 Administrator shall include the NORCOM Administrator in the RFQ development process as necessary to ensure that the RFQ is approved by NORCOM.
- 4.4. Approval of RFQ Prior to Publishing.** NORCOM shall provide SNO911 with written approval of the final RFQ within 10 business days of receipt of the final RFQ and prior to SNO911 proceeding with the procurement process.
- 4.5. Evaluation of Proposals.** The SNO911 Administrator and NORCOM Administrator shall jointly evaluate the proposals consistent with the RFQ and shall jointly select a single qualified bidder whose proposal is most advantageous to SNO911 and NORCOM for the work outlined on all three schedules with price and other factors considered.
- 4.6. Award and Management of Contract.** SNO911 shall award and enter into one or more contracts with the bidder selected under Section 4.5. for the SNO911-only work and the Joint Work; SNO911 shall have sole authority to manage the contract and direct the consultants and professionals under the contract. The costs for the Joint Work shall be allocated consistent with Exhibit B. NORCOM shall award and enter into a contract with the bidder selected under Section 4.5. for the NORCOM only work. NORCOM shall have sole authority to manage the contract and direct the consultants and professionals under its contract.

5. EQUIPMENT AND PUBLIC WORKS PROCUREMENT PROCESS.

- 5.1. Plans and Specifications for Equipment Purchases. and Public Works Projects.** The Parties shall work cooperatively with the Professional Services Consultant to jointly develop Equipment and Installation Plans and Specifications for the System Improvements. The Equipment and Installation Plans and Specifications shall include three schedules: 1) SNO911 Exclusive Equipment and Work, referred to as SNO911 only work; 2) NORCOM Exclusive Equipment and Work, NORCOM only work; and

3) Joint Equipment and Work, Joint Work. The Schedules shall include cost estimates for the identified Equipment and Work.

5.2. Development of Bid Documents. The SNO911 Administrator shall develop all necessary bid documents (“Bid Documents”) in accordance with State competitive bidding laws for purchase and installation of equipment necessary for the System Improvements. The SNO911 Administrator shall include the NORCOM Administrator in the process as necessary to ensure that all Bid Documents are approved by NORCOM. The Parties intend to include all three Equipment and Installation Plan and Specification Schedules developed under Section 5.1 in the competitive procurement processes selected with the goal of purchasing the equipment through a common vendor(s) and contracting for installation using a common contractor(s) for all three schedules.

5.3. Approval of Bid Documents. NORCOM shall provide SNO911 with written approval of the final Bid Documents, Work Schedules and Cost Estimates within 10 business days of receipt of the documents and prior to SNO911 proceeding with the procurement process.

5.4. Bid Process and Evaluation of Bids. The SNO911 Administrator shall conduct all necessary bid processes in compliance with the applicable State statutory bid requirements. The SNO911 Administrator and NORCOM Administrator shall jointly evaluate bids consistent with the Bid Documents and shall jointly select qualified bidders consistent with the Bid Documents subject to the following requirement.

- a. The Parties intend that a single contract be awarded for all three Work Schedules referenced in Section 5.1. Each Party retains the right to reject the bid for its Work Schedule if the bid exceeds the Cost Estimate by 20%. In the event either Party rejects a bid for that Party’s work schedule, that Party shall either award a separate contract or shall be required to undertake its own procurement process.
- b. Costs for SNO911 only, NORCOM only and Joint Work shall be allocated based on the Schedules. The costs associated with the Joint Equipment and Work shall be allocated in accordance with Exhibit B.

5.5. Award of Equipment Purchase and Installation Contract. SNO911 shall award and enter into a contract with the bidder(s) selected under Section 5.4. Contract will include a “Contract Price” for purchase and installation costs associated with each contract. SNO911 shall have sole authority to manage the contract(s) and direct the contractors and vendors under the contract(s).

6. INSTALLATION OF SYSTEM IMPROVEMENTS.

6.1. The SNO911 Administrator shall inform the NORCOM Administrator of all construction meetings related to the contract(s) described herein and the NORCOM Administrator, or designee shall be entitled to attend and participate in all such meetings. SNO911 Administrator shall have sole authority to direct the contractor and

consultants during the installation process, provided the NORCOM administrator has approved Joint and NORCOM Only work at NORCOM radio sites.

- 6.2. In the event SNO911 encounters change orders in excess of 10% of the “Contract Price,” amounts established under the equipment purchase and installation contract(s) awarded under Section 5.5, or has a material impact on the overall project schedule, SNO911 shall notify NORCOM of such costs and shall obtain the written consent of NORCOM in advance of incurring such costs. NORCOM shall have the option of agreeing to the excess costs or shall identify reductions necessary to bring the costs within the Contract Price amount. In the event NORCOM cannot identify cost reductions, NORCOM shall be responsible for the actual costs incurred to complete construction of the NORCOM System Upgrades even if the costs exceed the Contract Price.

7. INVOICING AND PAYMENT

- 7.1. The Parties shall work with the Professional Services Consultant, vendors and contractors to bill each Party’s cost, as identified in Exhibit B or in the contract documents directly to the responsible party.
- 7.2. For joint costs or NORCOM costs that SNO911 pays as the Lead Agency or contracting party, SNO911 shall bill NORCOM for such costs as such costs are incurred on a regular basis. SNO911 shall provide NORCOM with a detailed invoice for all costs billed. NORCOM shall have 30 calendar days after receipt of the invoice to pay or contest any of the charges. In the event the Parties cannot agree on the invoiced amounts, the Parties agree to resolve such agreement in accordance with the dispute resolution provisions set forth in this Agreement. In the event NORCOM fails to pay or contest a charge within 30 days of the date of the invoice such unpaid charges shall accrue interest at the rate of 1.5% per month.

8. PROPERTY OWNERSHIP

- 8.1. This Agreement does not provide for jointly owned property. All property acquired by each Party to enable it to perform its responsibilities under this Agreement, shall remain the property of the Party in the event of the termination of this Agreement.

9. INDEMNITY.

- 9.1. Each Party shall defend, indemnify and hold the other Party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from any action or failure to act on its part or breach of any of its obligations under this Agreement. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Parties, their officers, officials, employees, and volunteers, each Party’s liability, including the duty and cost to defend, hereunder shall be only to the extent of that Party’s negligence. It is further specifically and expressly understood that the indemnification provided herein

constitutes each Party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. The Parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this Agreement.

10. DISPUTE RESOLUTION.

- 10.1.** Whenever any dispute arises between the Parties under this Agreement that is not resolved by routine meetings or communications, the Parties agree to seek resolution of such dispute by the process described in this section.
- 10.2.** Either Party may demand 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. The Parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation.
- 10.3.** If the mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either Party may submit the matter to binding arbitration in accordance with Rules of the American Arbitration Association and Mediation Service, or other agreed upon arbitration rules. The arbitration shall be before one disinterested arbitrator with the sharing the cost of the arbitrator. The location of the arbitration shall be mutually agreed, and the laws of the State will govern its proceedings. Each Party shall be responsible for its own costs in preparing for and participating in the arbitration. The award by the Arbitrator may be confirmed by a judgment entered with Snohomish County, Washington Superior Court.

11. INSURANCE.

- 11.1.** Each Party shall maintain comprehensive general liability insurance for its operations and shall maintain property insurance on its portion of the System and System Improvements.

12. ADMINISTRATION

- 12.1. Effective Date and Term.** This Agreement and any amendments thereto, shall be executed on behalf of each Party by its duly authorized representative and pursuant to an appropriate motion, resolution or ordinance. This Agreement may be executed in any number of counterparts, each of which shall be an original, but those counterparts will constitute one and the same instrument. This Agreement shall be deemed adopted and effective as of _____, 2022 (the "Effective Date").

This Agreement shall run from its Effective Date and shall automatically terminate at system turn-on and acceptance of all System Improvements by both Parties. Provided, however sections 8, 9, 10 and 11 shall survive termination of the Agreement.

- 12.2. Administration.** The administration of this Agreement shall be conducted by the Administrators designated in Paragraph 1.
- 12.3. No Separate Entity Created.** This Agreement does not establish a separate legal entity, joint board, or administrative section for the purpose of acquiring, managing, or disposing of property, or any other financial obligation allowed under the Chapter 39.34 RCW.
- 12.4. Benefits.** This Agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.
- 12.5. Filing/Web Site.** This Agreement shall either be filed with the County Auditor or by listing on either of the Party's websites in accordance with RCW 39.34.040.
- 12.6. Non-Waiver of Breach.** The failure of either Party to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements, or options, and the same shall be and remain in full force and effect.
- 12.7. Assignment.** Any assignment of this Agreement by either Party without the prior written consent of the non-assigning Party shall be void. If the non-assigning Party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.
- 12.8. Modification.** No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each Party and subject to approval by the legislative body of each Party.
- 12.9. Entire Agreement.** The written terms and provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each party, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the Exhibits are hereby made part of this Agreement.
- 12.10. Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.
- 12.11. Interpretation.** Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any Party.

12.12. Notice. All communications regarding this Agreement shall be sent to the Parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

Snohomish County 911:	NORCOM
By: _____ (signature)	By: _____ (signature)
Print Name: _____	Print Name: _____
Its _____	Its _____
DATE: _____	DATE: _____

NOTICES TO BE SENT TO: SNOHOMISH COUNTY 911:	NOTICES TO BE SENT TO: NORCOM:

EXHIBIT A

Project Schedule

The Professional Services Consultant selected in section 4.6 shall name a Consultant Employee acceptable to the Parties as Project Manager. The Project Manager will identify a mutually agreeable overall project schedule. However, the agencies anticipate this project to be completed in two phases. These phases may overlap as needed. Specifically, the NORCOM site preparation work, as coordinated by the shared Project Management and Coordination scope discussed above will start as soon as possible after the Effective Date of the Agreement. The Parties recognize this body of work is likely the most complex, time consuming, and will likely drive the overall project schedule.

Phase A - Replacement of Zetron 2200 paging encoder

1. Identify replacement product that meets technical requirements
2. Procurement of turnkey installation
3. Oversight of installation
4. Testing of solution
5. Cutover to operations

Phase B - Replacement of simulcast control, remote site control and transmitters

1. Identify replacement product that meets technical requirements
2. Procurement of turnkey installation
3. NORCOM preparatory work
 - a. Backhaul and lease negotiations
 - b. Building Permits
 - c. Antenna, feedlines, power, rack installations
4. Oversight of installation of paging equipment
5. Testing of solution
6. Cutover to operations

EXHIBIT B Cost Share

Project Management and Coordination

There will be two cost share formulas:

1. Scope that is coordination, design, and technical support activities that support the entire System (e.g. Joint Work) shall be shared between NORCOM and SNO911 based on the number of anticipated sites. 18 sites (67% of total) for SNO911 and 9 sites (33% of total) for NORCOM.
2. Hardware or services that are specific to one agency or the other will be wholly funded by that specific agency.

Project Management and Coordination Scope	Cost Share Formula
Provide overall project management (schedule, work organization, reporting, etc.) of the paging system upgrade. Including primary system controller(s).	67% SNO911 33% NORCOM
Provide some coverage design analysis and make recommendations on radio site(s) that may be eliminated.	67% SNO911 33% NORCOM
SNO911 related FCC Licensing cleanup work	100% SNO911
Provide ongoing technical support on an as-needed basis for questions that SNO911 or NORCOM does not have the staff/resources to answer. Including primary system controller(s).	67% SNO911 33% NORCOM
Assist NORCOM with site development tasks including architectural and engineering, lease renewals, new site lease development, and coordination with its network backhaul carrier (PSERN). Including: Backhaul and lease negotiations, architectural and engineering work, building permits, antenna installations, power and rack installations, NORCOM specific FCC Licensing, and any other work associated with NORCOM radio sites.	100% NORCOM

Site Equipment Hardware

SNO911 will complete a competitive procurement process to purchase various hardware components that will be replaced as part of this project. Equipment, acquired through a joint competitive procurement process that is destined for NORCOM sites will be initially procured by SNO911 then legally transferred to NORCOM for installation, ongoing maintenance, and ownership. Equipment to be installed at SNO911 radio sites, including the centralized paging encoders will be funded wholly by SNO911.

Anticipated Site Equipment Hardware	Cost Share Formula
Centralized paging encoders at SNO911 radio sites	100% SNO911
Simulcast controller(s) and any ancillary equipment at SNO911 radio sites	100% SNO911
Remote Site Controllers, transmitters and any ancillary equipment at SNO911 owned or leased sites	100% SNO911

Remote Site Controllers, any geo-redundant equipment, transmitters and any ancillary equipment at NORCOM owned or leased sites	100% NORCOM
--	-------------

Site Equipment Installation

Costs associated with each site will be wholly funded by each agency.

Anticipated Site Equipment Installation	Cost Share Formula
Installation of paging encoders at SNO911 radio sites	100% SNO911
Installation of Simulcast controller(s) and any ancillary equipment at SNO911 owned or leased radio sites	100% SNO911
Installation of Remote Site Controllers and transmitters at SNO911 sites	100% SNO911
Installation of Remote Site Controllers and transmitters at NORCOM sites	100% NORCOM
Installation of Simulcast controller(s), any geo-redundant equipment, and any ancillary equipment at SNO911 owned or leased radio sites	100% NORCOM

Site Equipment Training, Documentation, Spare Parts, and Any Other Services or Hardware Centrally Acquired

Scope that is coordination, design, and technical support activities that support the entire system shall be shared between NORCOM and SNO911 based on the number of anticipated sites. 18 sites (67% of total) for SNO911 and 9 sites (33% of total) for NORCOM.

Anticipated Site Equipment Installation	Cost Share Formula
Shared Training, Documentation, Spares	67% SNO911 33% NORCOM



Board Packet Memorandum

Date: October 17, 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 Update

SNO911 Tech staff continues working with Tyler to address all priority issues from the upgrade. Currently, only one priority issue remains. SNO911 Tech Staff is actively working with Tyler Developers to test new patches and resolve this last issue. SNO911 will continue working with Tyler on all priority issues until they are all fully resolved.

Viper Upgrade

In our last report, Ziply was experiencing issues setting up our SIP trunks. All of those issues with the SIP connections have now been resolved. The VIPER project team has moved forward with the end to end testing. No major issues arose from the testing and we are moving forward with a new go live date. The go live date for the VIPER upgrade is November 15th beginning at 0300. Tech and Ops are working together to make this upgrade as seamless as possible.

Triennial ACCESS Audits

SNO911's triennial Washington State Patrol ACCESS Audit was held on October 5. We are pleased and proud to report that the audit found very few issues needing correction or further action. While we passed our last audit with no issues, this audit was markedly improved. Hats off to our TAC, dispatch staff, and Law Enforcement Records Technicians for their hard work and attention to detail! Additionally, we successfully completed the ACCESS Technical Audit on October 6.

NHTSA National 911 Program CAD Interoperability Project

In January 2022, an industry-wide solicitation was made on behalf of the National 911 Program for a symposium on Computer Aided Dispatch (CAD) interoperability. SNO911 was not selected to participate at that time, but we did share information about CAD Lite with the Project Manager. In late June, SNO911 was contacted by the Project Manager and asked to participate in an

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

interview as part of the next phase of the nationwide assessment on interoperability. The draft report including documentation of SNO911's interview is attached in the packet.

Office of Training and Standards (OTS) Update

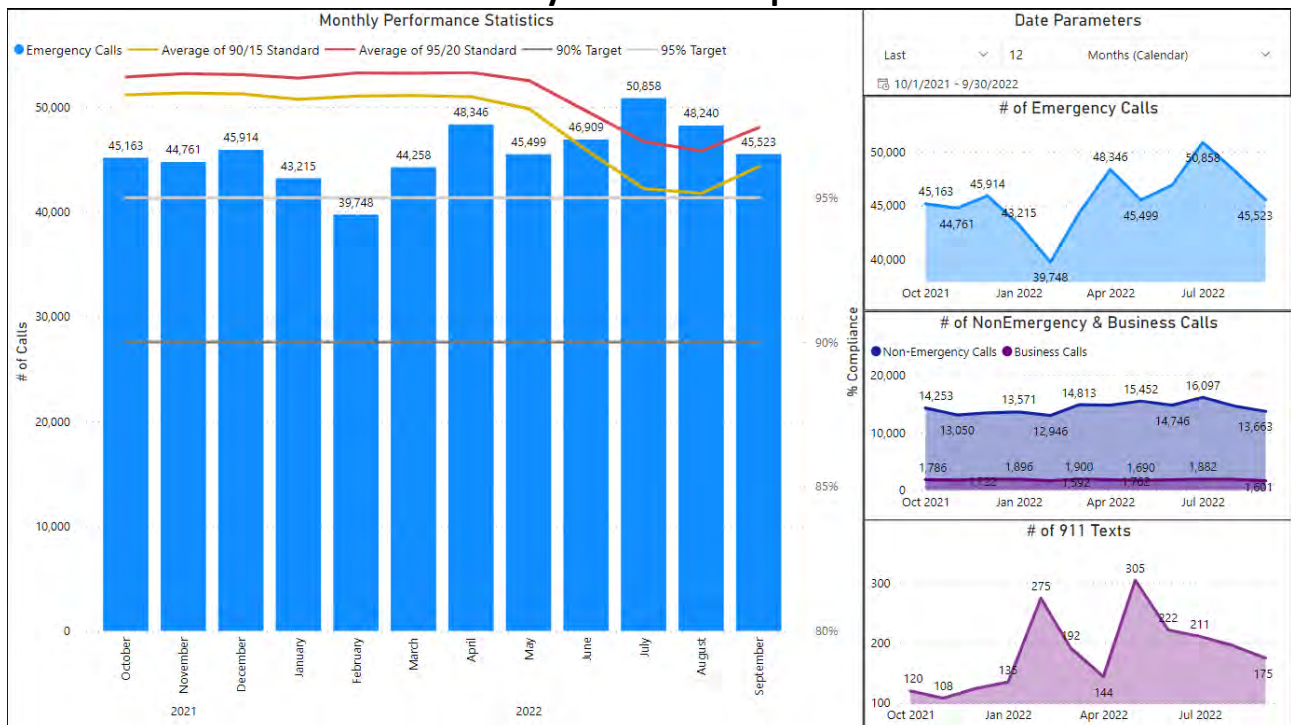
The call taking academy of three new hires that began last month has completed their classroom learning and is now working on-the-job with their trainers. Additionally, we were able to re-hire a former dispatcher who separated employment earlier in the year and begin a fast-tracked training plan. The next new hire academy is still planned for November with hopes of hiring six more dispatch trainees.

Currently, OTS is working on developing staff training for a phone system (Viper) upgrade. This training will include enhanced feature options for our call takers as well as advanced system monitoring for the Operations team. Go-Live is scheduled for November 15.

ACE Accreditation Update

In August we celebrated our first month of agency compliance towards our ACE Accreditation goal. Our dispatchers did a fine job of following up in September with a second month of meeting compliance - another huge achievement. Our training team is working to support a third month of the same, which will enable us to begin working on our application for accreditation.

Monthly Statistical Reports



Text-to-911 Report

911 Texts	Type	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD TOTAL	YTD GROUP TOTAL
Appropriate Use	True Emergency	9	5	8	6	16	11	12	7	6				80	80
Incorrect Use	Follow-Up	12	3	8	9	5	9	8	4	6				64	381
	Area Checks	16	11	16	5	20	12	13	20	12				125	
	Info	3	0	1	0	0	6	1	1	3				15	
	Noise	1	1	3	4	0	7	5	4	5				30	
	Traffic	3	4	0	2	1	7	3	2	1				23	
	Other Complaints	10	16	18	11	13	16	17	8	15				124	
Misuse	Accidental	7	2	5	2	7	5	8	6	4				46	931
	Behavioral Health	14	200	74	62	174	103	90	84	80				881	
	Prank	1	0	0	0	0	1	1	1	0				4	
Other	Test	1	2	4	3	7	2	2	4	4				29	463
	Abandoned	15	4	11	4	6	10	8	13	9				80	
	Non-English	0	0	0	1	1	1	1	0	1				5	
	Outgoing	0	0	0	0	0	0	0	0	0				0	
	Subsequent	32	9	29	17	39	20	26	19	15				206	
	Transfer	0	2	3	3	1	1	3	7	2				22	
	Voice Call	11	16	12	15	15	11	13	16	12				121	
Month Total		135	275	192	144	305	222	211	196	175	0	0	0	1855	1855

Abandoned: Non-Responsive

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

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

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

Follow-up: Where is officer?

Info: What is the phone number for animal control?

Noise: Music, people etc.

Non-English: Texter indicates they do not speak English

Other: Any other request or complaint, media from Intrado

Outgoing: Outgoing text calls

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

Subsequent: Additional inbound text after call released by call taker

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

Traffic: Speeders, DUIs, etc.

Transfer: Transfers to other PSAPs

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

SPIDR Tech Survey – September 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	1452	73.86%
3 - Satisfied	407	20.70%
2 - Neither Satisfied nor Dissatisfied	73	3.71%
1 - Somewhat Dissatisfied	16	0.81%
0 - Very Dissatisfied	18	0.92%
Total	1966	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	1868	94.49%
Somewhat	85	4.30%
No	24	1.21%
Total	1977	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	24	17	20	29	26	17	-	-	-	182
ARLINGTON CITY	40	-	-	-	-	-	-	-	-	-	-	-	40
ARLINGTON RURAL FD 21	71	61	69	57	79	94	73	88	74	-	-	-	666
DARRINGTON FD 24	43	31	48	45	43	42	54	40	39	-	-	-	385
EVERETT CITY	2,211	1,940	2,052	2,032	2,200	2,116	2,338	2,216	2,113	-	-	-	19,218
FD 19	24	27	41	41	23	46	50	38	43	-	-	-	333
SRFR (Mill Creek excludud)	1,065	853	909	941	1,062	1,050	1,210	1,133	1,036	-	-	-	9,259
GETCHELL FD 22	53	38	46	29	42	41	47	56	44	-	-	-	396
GOLD BAR - INDEX FD 26	84	57	74	68	58	82	92	80	69	-	-	-	664
GRANITE FALLS FD 17	180	146	166	171	173	177	195	199	192	-	-	-	1,599
HAT ISLAND FD 27	2	2	3	1	3	1	3	2	3	-	-	-	20
LAKE ROESIGER FD 16	18	16	14	16	18	25	18	21	22	-	-	-	168
LAKE STEVENS FD 8													
MARYSVILLE FIRE	1,211	1,012	1,039	1,019	1,223	1,173	1,217	1,210	1,120	-	-	-	10,224
MILL CREEK CITY	201	196	174	206	216	181	244	212	196	-	-	-	1,826
MUKILTEO CITY	180	158	182	177	196	166	200	190	191	-	-	-	1,640
NORTH COUNTY FIRE (UNINC)	526	449	487	520	597	572	666	643	589	-	-	-	5,049
OSO FD 25	7	6	7	9	5	12	12	12	14	-	-	-	84
ROBE FD 23	3	2	4	5	10	7	11	12	11	-	-	-	65
SNOHOMISH FD 4	304	271	259	270	302	285	371	349	354	-	-	-	2,765
SOUTH COUNTY FIRE (TOTAL)	2,866	2,406	2,645	2,535	2,691	2,866	3,061	2,935	2,740	-	-	-	24,745
SOUTH COUNTY FIRE (UNINC)	1,383	1,088	1,273	1,258	1,286	1,404	1,488	1,394	1,304	-	-	-	11,878
EDMONDS CITY (CONTRACT)	530	427	496	425	493	514	544	510	463	-	-	-	4,402
BRIER CITY	35	35	37	28	40	31	44	40	38	-	-	-	328
LYNNWOOD CITY	668	644	608	590	633	655	701	728	682	-	-	-	5,909
MOUNTLAKE TERRACE CITY	250	212	231	234	239	262	284	263	253	-	-	-	2,228
STANWOOD CITY	118	121	121	150	139	119	137	146	124	-	-	-	1,175
SULTAN FD 5	101	89	84	92	95	110	123	111	104	-	-	-	909
TULALIP FD 15	79	68	75	88	117	78	84	117	93	-	-	-	799
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	2,134	2,053	1,967	2,232	2,086	2,048	-	-	-	18,279
BRIER	310	289	358	383	459	436	476	383	401	-	-	-	3,495
DARRINGTON	82	86	82	72	99	92	127	87	55	-	-	-	782
EDMONDS	2,022	1,719	1,909	1,759	2,050	2,120	2,415	2,508	2,131	-	-	-	18,633
EVERETT	10,695	10,797	11,604	11,462	11,848	11,632	12,489	11,926	11,434	-	-	-	103,887
GOLD BAR	155	168	215	190	207	218	244	165	174	-	-	-	1,736
GRANITE FALLS	327	311	306	291	302	302	333	360	354	-	-	-	2,886
INDEX	32	33	39	39	42	38	37	28	46	-	-	-	334
LAKE STEVENS	1,714	1,760	1,803	1,730	1,772	1,685	2,149	2,128	2,154	-	-	-	16,895
LYNNWOOD	3,024	2,886	3,250	3,182	3,403	3,695	3,820	3,779	3,313	-	-	-	30,352
MARYSVILLE	4,598	4,763	5,098	4,784	5,252	5,009	5,239	5,312	5,089	-	-	-	45,144
MILL CREEK	1,052	1,063	1,230	1,052	1,147	1,071	1,246	1,150	997	-	-	-	10,008
MONROE	1,631	1,449	1,620	1,651	2,059	1,954	2,097	1,962	1,829	-	-	-	16,252
MOUNTLAKE TERRACE	1,227	1,270	1,329	1,282	1,703	1,838	1,804	1,771	1,609	-	-	-	13,833
MUKILTEO	2,386	2,083	2,261	2,477	2,526	1,969	2,305	2,478	2,230	-	-	-	20,715
SNOHOMISH	706	786	889	800	865	879	1,049	1,053	957	-	-	-	7,984
SNOHOMISH COUNTY	13,091	12,986	13,517	12,930	13,628	13,382	15,779	14,240	13,250	-	-	-	122,803
STANWOOD	434	523	488	467	526	566	597	525	612	-	-	-	4,738
STILLAGUAMISH	1,069	1,274	1,326	1,264	1,204	1,238	1,351	1,948	1,874	-	-	-	12,548
SULTAN	247	252	336	269	315	314	277	262	291	-	-	-	2,563
WOODWAY	82	63	40	50	58	60	50	34	49	-	-	-	486



Current Status of Required Entities and Issues

Draft Report

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION
NATIONAL 911 PROGRAM

SEPTEMBER 2022

Table of Contents

Executive Summary	1
1 Background	4
2 ECC Practitioner Interviews	4
2.1 Louisiana ECC Interviews	4
2.2 Washington State ECC Interviews	6
3 CAD Solution Provider Interviews	9
3.1 Sun Ridge Systems, Inc.	10
3.2 SOMA Global	10
3.3 CAD Solution Provider Observations	10
4 Non-CAD Solution Providers that Support ECCs	12
4.1 Advanced Technology International	13
4.2 Emerging Digital Concepts	13
4.3 RapidSOS	14
4.4 Rave Mobile Safety	15
5 Non-CAD Solution Providers Observations and Opinions	16
5.1 ECC Adherence to Agency Codes and Need for Code Translation	16
5.2 EIDO Standards	17
5.3 Feedback on CAD Solution Providers	18
5.4 Operational and Process Related Issues	18
5.5 Inter-Agency Politics and Governance	19
6 Governance, Administrative, Financial and Operational Considerations	19
6.1 Governance	19
6.2 Administrative	20
6.3 Financial	20
6.4 Operational	21
7 Next Steps	22
7.1 Written Report on Partner Agencies/Organizations	22
7.2 Written Document Containing Scientific Research Requirements and Metrics	22
7.3 Written Document That Addresses Strategies	22

Executive Summary

The National 911 Program (Program), housed within the National Highway Traffic Safety Administration (NHTSA) Office of Emergency Medical Services, recognizes there are challenges to achieving computer-aided dispatch (CAD) system interoperability and seamless data sharing. The Program commissioned the CAD Interoperability Project to study CAD interoperability and determine what solutions might be implemented to further seamless data sharing nationwide. Mission Critical Partners, LLC (MCP) was awarded this project.

In the first of a series of reports, *Current Status of Computer-Aided Dispatch Interoperability*, emergency communications center (ECC), also known as public safety answering point (PSAP), practitioners and CAD solution providers offered valuable feedback on the status of CAD interoperability and identified obstacles and challenges to seamless data sharing.

The intent of this phase of the project is to gain a more holistic perspective of how emergency response can be improved and seamless data sharing promoted. MCP conducted follow-up discussions with ECC practitioners, CAD solution providers, and data integration providers. These interviews form the framework of this report. Additionally, this report provides a high-level gap analysis identifying administrative, governance, financial, and operational issues that must be addressed to achieve seamless data sharing between ECCs.

MCP interviewed Louisiana ECCs including staff from the Calcasieu Parish Public Safety Communications District and Ouachita Parish 911 Communications District as well as West Baton Rouge Parish. Like their counterparts in the January 2022 symposium, they face very similar challenges to CAD interoperability with one additional issue—in Louisiana there is no state 911 office to spearhead efforts to deploy Next Generation 911 (NG911) or the Emergency Services Internet Protocol (IP) network (ESInet) backbone to facilitate the migration to NG911. It was stated during the interview that if the most populous parish in the state, East Baton Rouge Parish, lost 911 operations for any significant amount of time, no single parish could take its call volume. An ideal solution is the ability to redirect 911 calls to the West Baton Rouge Parish and the ability to capture incident details in CAD. The CAD event would be transferred to East Baton Rouge Parish dispatch or responders in the field via an interoperable solution. West Baton Rouge Parish noted that it has utilized an internal web-based emergency operations center (EOC) system to capture data during events when calls are redirected but said a more sophisticated interoperable CAD solution should be developed.

Snohomish County, Washington, 911 (SNO911) practitioners were interviewed as they had their own unique experience with interoperability. SNO911 personnel related that their ECC needed a way to capture CAD data when their CAD was offline or for planned outages, so they developed a browser-based “CAD-Lite” application that is hosted in the Amazon Web Services (AWS) cloud. The CAD-

Lite application was developed utilizing federal grant funds¹ with the assistance of a Seattle-based software development agency. Snohomish County also participates in a CAD integration hub that was developed and trademarked by the Northeast King County Regional Public Safety Communication Agency (NORCOM). While the hub serves as a CAD aggregator, the hub is not bi-directional and is used primarily for situational awareness. When asked about a centralized data exchange hub (DEH) that would allow requests and responses, SNO911 personnel advised that a centralized DEH allowing requests and responses would be an ideal solution.

Two CAD solution providers were interviewed. Their observations are presented anonymously and included the following: there are many barriers to existing CAD platforms, there are issues with agencies and what they are willing (or not) to share, and there are no incentives for CAD vendors to cooperate with each other. The lack of standards and connectivity also were cited as challenges. It was noted that middleware may be the most viable option and, since there are middleware models in existence, they should be used and built upon.

MCP interviewed four non-CAD solution providers that offer software platforms that augment emergency response. As with the CAD solution providers, their comments and observations are listed anonymously; a sampling of their observations are listed below.

- ECC adherence to individual codes and code translation
- Code translation will always be a necessity as ECCs will not change their operations
- Efforts to have agencies adhere to APCO²/NENA³ 2.105.1-2017, *NG9-1-1 Emergency Incident Data Document (EIDD)*⁴, codes never seemed to work
- A DEH should be viewed as a funnel, with a wide array of data coming in, but more simplified, easily digestible data coming out
- There has been repeated talk of Emergency Incident Data Object (EIDO) standards, but customers have not asked for it
- National Information Exchange Model (NIEM) XML⁵ was the CAD standard; we do not see the JavaScript Object Notation (JSON) model being adopted rapidly
- There really is no code standard for a code translation
- CAD vendors do not want to be easily interchanged⁶
- CAD vendors never build anything unless required by their customers

¹<https://mil.wa.gov/asset/61435e2271994>

² Association of Public-Safety Communications Officials International

³ National Emergency Number Association

⁴ <https://www.apcointl.org/~documents/standard/21051-2017-eidd/?layout=default>

⁵ Extensible Markup Language

⁶ MCP interpreted this statement to mean that vendors often do not publish application programming interfaces (APIs) and have no commercial interest in exchanging data with competitors.

- Many believe that having an autonomous DEH that is not wed to one specific CAD vendor is the most preferred implementation
- Some CAD vendors are trying to differentiate themselves in leaning into the future, while others are not
- Translating codes is a minor technical issue when compared to governance between agencies

Although this report is focused on CAD data integration and the technology and standards necessary for data interoperability, the need for ECCs to address other components cannot be overstated. For any CAD-to-CAD deployment to be successful, an effective governance framework must be established. Administrative functions for running a CAD-to-CAD system, such as procuring server hardware (if not cloud-hosted), configuration of software, as well as maintenance and support of the system once operationalized, are also important factors to be considered. Although sharing a CAD-to-CAD system eases some financial burden, a financial model needs to be defined early so that all parties understand the short- and long-term financial commitments. An entity in the CAD-to-CAD partnership will need to serve as the fiduciary for the initiative. Finally, a CAD-to-CAD system presents unique operational challenges and will no doubt bring about procedural and policy changes. A change in the way of thinking is needed so that participants in a CAD-to-CAD system consider the needs of the group and not their individual ECC.

1 Background

In the first of a series of reports, the *Current Status of Computer-Aided Dispatch Interoperability*, authorized by the National Highway Traffic Safety Administration's (NHTSA) National 911 Program (Program), ECC practitioners as well as computer-aided dispatch (CAD) solution providers offered valuable feedback on the status of CAD interoperability in the United States (U.S.). The practitioners and solution providers identified obstacles and challenges to seamless data sharing. Having already met with practitioners and solution providers, the objective of the next phase of this project is to gain a more holistic perspective of how emergency response can be improved and seamless data sharing promoted.

Mission Critical Partners (MCP) conducted candid follow-up discussions with emergency communications center (ECC) practitioners from Washington State and Louisiana, two CAD solution providers, and four data integration providers. The data integration providers offer solutions that are directly related to providing CAD-to-CAD data sharing or have products that augment CAD (e.g., location services). These interviews form the framework of this report.

MCP also addressed targeted topic areas that provide a high-level gap analysis, identifying issues that must be addressed by ECCs to achieve seamless data sharing between ECCs. The gap analysis includes administrative, governance, financial, and operational challenges that must be overcome.

2 ECC Practitioner Interviews

Although numerous ECC practitioners were engaged in the symposiums conducted in the first quarter of 2022, two specific groups of ECC representatives were interviewed to close out the data gathering effort from this perspective. The two ECC groups that were interviewed had contacted MCP about participating in the study. As such, independent interviews were conducted with each group—one in Louisiana and one in Washington State.

2.1 Louisiana ECC Interviews

The Calcasieu Parish Public Safety Communications District and the Ouachita Parish 911 Communications District are located roughly 200 miles apart but share mutual concerns and frustrations concerning data interoperability across jurisdictions. MCP interviewed the executive directors of both communication districts, Richard McGuire (Calcasieu) and Jade Gabb (Ouachita), as well as West Baton Rouge Parish Assistant Director of Homeland Security Anthony Summers. The figure that follows provides a geographical depiction of the three parishes and their location across the state.



Figure 1: Louisiana Parishes Interviewed

Not unlike their ECC counterparts reported during the January 2022 symposium, Louisiana ECCs share very similar obstacles to seamless CAD interoperability with a notable exception that exacerbates issues in their state.

With Ms. Gabb serving as the National Emergency Number Association (NENA) chapter president and Mr. McGuire representing Louisiana for the National Association of State 911 Administrators (NASNA), they do provide a statewide perspective of the issues faced in Louisiana. For radio interoperability, both noted that the ECCs are well served by the Louisiana Wireless Information Network (LWIN)—one of the largest statewide radio networks in the country. However, with respect to CAD interoperability or even a concerted NG911 effort, the state is behind. Louisiana has no state 911 office to spearhead efforts to deploy NG911 or the Emergency Service Internet Protocol (IP) network (ESInet) backbone to facilitate the migration to NG911. Other than an initiative in New Orleans with AT&T and those ECCs that have partnered with Next Generation Advanced 911 (NGA), numerous parishes have no current ESInet projects underway.

Ms. Gabb related that through a grassroots effort they have coalesced about 25 different parishes, what she called the “coalition of the willing,” to promote NG911. The interviewees related that the 911 trunk system has limitations and that call transfers must occur within a given selective router’s region and transferring calls is not an easy process. The state also has a geographic information system (GIS) initiative to collect roadways data now, followed by address points; however, some parishes do not have road layers currently.

Mr. Summers provided a real-world scenario where NG911 and CAD interoperability would be essential to his region of the state. He advised that East Baton Rouge, the most populous parish in the state, neighbors his parish to the east. If East Baton Rouge Parish's 911 operations go down for any significant amount of time, no single parish could handle their call volume. The surrounding parishes would be swamped trying to handle that call volume. A redirect of 911 calls to West Baton Rouge and the ability to capture incident details in CAD and then transfer the events to East Baton Rouge dispatch or responders in the field via an interoperable solution would be ideal. Mr. Summers indicated that they have redirected calls during a flooding event in East Baton Rouge and utilized an internal web-based emergency operations center (EOC) system to capture the data, but a more sophisticated interoperable CAD solution should be developed. Not only could such a solution be utilized for disaster events, but also for everyday events when calls are misdirected. Mr. McGuire added that if his parish sought a new CAD system, a solution would need to consume REST API⁷ services to better enable interoperability.

2.2 Washington State ECC Interviews

Like Louisiana ECC personnel, Snohomish County, Washington, 911 (SNO911) practitioners contacted MCP about being interviewed for the CAD interoperability study as they had their own experience with interoperability that they wanted to share. SNO911 covers the third most populous county in Washington State (population 827,957) and handled 694,303 calls for service in 2021. It is responsible for the dispatch of 43 police, fire, and emergency medical services (EMS) agencies and, statistically, is Washington State's largest 911 center by call volume, area, and population served.⁸

MCP interviewed SNO911 Director Kurt Mills, Director of Operations Andie Burton, and Operations Manager Derek Wilson. SNO911 personnel related that their ECC needed a way to capture CAD data when their CAD was offline or for planned outages—a solution that was a “better than cards CAD.” SNO911 developed a browser-based “CAD-Lite” application that is hosted in the Amazon Web Services (AWS) cloud. A screenshot of the incident intake form, active incidents, and the command line are shown in Figure 2 below.⁹

⁷ Representational State Transfer Application Programming Interface

⁸ https://www.sno911.org/images/Documents/PublicRecords/Sno911_AnnualReport_061322B_LO.pdf

⁹ <https://www.sno911.org/images/Documents/BoardMeetings/2019/SNO911-Board-Packet-20191121.pdf>

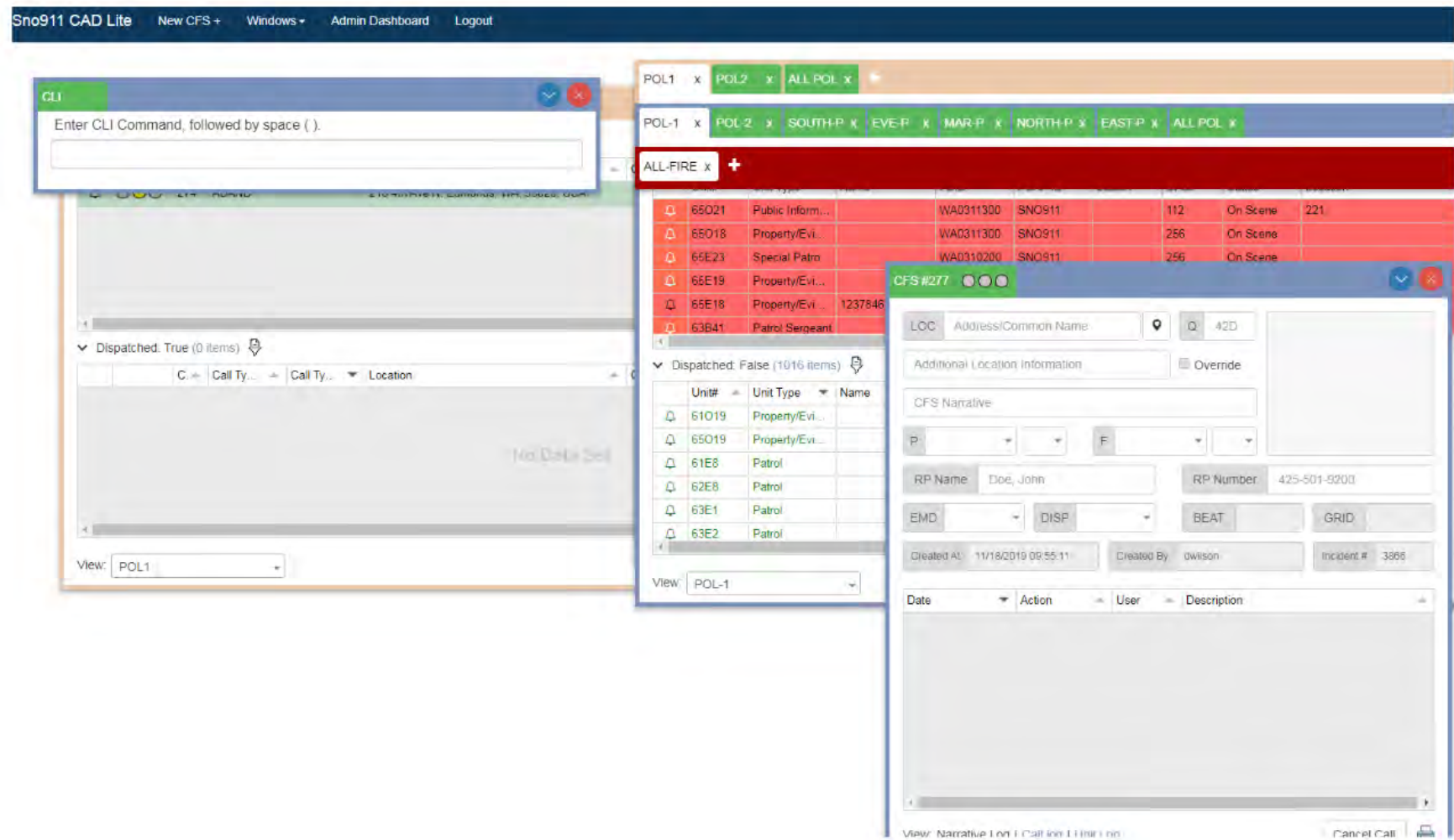


Figure 2: CAD-Lite Screenshot

The initial concept behind this application was to provide Snohomish County dispatchers a platform to input events when the primary CAD system is offline, primarily for planned outages. It provides those dispatchers a solution to perform core CAD functions—geo-validating addresses, tracking active incidents and units, and displaying map layers—which provides data that cards or paper could never provide. The platform does not have embedded ProQA (emergency medical dispatch [EMD] protocols and pre-arrival instructions) or National Crime Information Center (NCIC) query access (e.g., for vehicle registration or license checks), but personnel can access those standalone systems if necessary.

As CAD-Lite is a browser-based application hosted in the cloud, SNO911 decided it would serve as a perfect backup application if the center had to be abandoned. With the regional ESInet, SNO911 can redirect its calls to a nearby center, Valley Communications Center in Kent, Washington (known as Valley Com), which can take SNO911 calls using CAD-Lite. To maintain simplicity, Valley Com would use very generic call types to capture whether the incident is for police or fire as well as high or low priority. Snohomish County first responders can log into the application via a browser on their mobile computers and be dispatched to the incidents that Valley Com has captured in CAD-Lite. With the regional ESInet, this partnership between SNO911 and Valley Com can be realized even though the two do not share a common border. Figure 3 depicts the region of Washington State where the two ECCs are located.



Figure 3: SNO911 and Valley Com Locations

The CAD-Lite application was developed utilizing federal grant funds¹⁰ with the assistance of Seattle-based software development agency DEVBLOCK.¹¹ SNO911 personnel advised that CAD-Lite is being updated so that data captured in the browser-based application can be exported to the existing CAD environment without manual rekeying. SNO911 is also integrating RapidSOS into CAD-Lite so that the RapidSOS portal can be readily accessed via an embedded API. SNO911 personnel shared that Valley Com is currently building out its own instance of CAD-Lite with its own incident codes.

Apart from its internal initiatives to develop CAD-Lite, SNO911 is also party to a CAD integration hub that shares data with other jurisdictions. Real-time Agency Activity Display and Reporting (RADAAR™) was developed and trademarked by the Northeast King County Regional Public Safety Communications Agency (NORCOM). Snohomish County executed a memorandum of understanding with NORCOM to share data with the system in March 2019.¹² RADAAR serves as a CAD aggregator; authorized users can view CAD event data from other jurisdictions for situational awareness. The data sharing hub provides users a situational awareness perspective of events occurring in neighboring jurisdictions but does not necessarily serve as a bi-directional platform where a neighboring ECC can respond to a requesting ECC's CAD event with acknowledgements or assignment of resources to assist. Although not a true CAD-to-CAD data exchange hub, RADAAR does provide data to other jurisdictions that can be of great value. Despite the bi-directional limitations of RADAAR, SNO911 personnel advised they use Simple Mail Transfer Protocol (SMTP) and Active911 to dispatch external resources foreign to SNO911.

When asked about a centralized data exchange hub that would allow requests and responses, SNO911 personnel advised that such an exchange would be an ideal solution. They noted that outgoing requests could be “dumbed-down” into priority and non-priority incidents to initiate a request and ensure it is able to be readily received. They cited the wildland fire philosophy where standard terminology is used (e.g., a tanker is a tanker). SNO911 personnel also noted another example of standardization with GIS data shared with a state repository. It is extremely beneficial to have each county's GIS data, but when a county defaults its roadways to a 25 miles per hour (mph) speed limit, such a default negatively affects emergency response when the actual travel speed for a roadway might be 60 mph.

3 CAD Solution Provider Interviews

Although nine CAD solution providers were engaged in the March 2022 symposium, MCP interviewed two others: Sun Ridge Systems, a regional provider that has a large client base in the state of California, and SOMA Global, which offers a browser-based, cloud-hosted.

¹⁰ <https://mil.wa.gov/asset/61435e2271994>

¹¹ <https://devblock.net/cad-lite.php#ntact>

¹² <https://www.everettwa.gov/AgendaCenter/ViewFile/Item/9823?fileID=61837>

Information on each CAD provider is included in two sections that follow, with their feedback to MCP included in Section 5.3.

3.1 Sun Ridge Systems, Inc.

Sun Ridge Systems¹³ has been providing public safety solutions for 37 years. Headquartered in El Dorado Hills, California, Sun Ridge Systems serves over 260 agencies and is the number one public safety solutions vendor in California, with 206 agencies. Sun Ridge Systems' application platform, RIMS, includes CAD, law enforcement records management system (RMS), mobile data, mapping, crime analytics, and field reporting, as well as other applications. RIMS products integrate with over 35 other public safety solutions from disparate CAD systems, RMS, electronic patient care reporting (ePCR), and fire station alerting.

MCP interviewed Chief Technology Officer John Boran and Account Manager Byran Morehouse.

3.2 SOMA Global

SOMA Global¹⁴, founded in 2017 and headquartered in Tampa, Florida, offers cloud-based or on-premise public safety systems. SOMA's platforms include CAD, law enforcement RMS, mobile dispatch, jail management, and data interoperability, as well as other solutions. SOMA is focused on creating a critical response architecture. SOMA's cloud-based hub applications provide connectivity and instant interoperability on many different devices. SOMA recently signed contracts with the Polk County Sheriff's Office and the Orange County Sheriff's Office in Florida.

MCP interviewed Chief Technology Officer Joshua Lewis and Vice President of Products Adam Allison.

3.3 CAD Solution Provider Observations

The observations of the two CAD providers are listed generically to maintain anonymity.

- There are many barriers with existing CAD platforms, primarily because there are a lot of old systems using outdated technology.
 - Many vendors do not have APIs.
- The long tail is connectivity, plus what agencies are willing and not willing to share.

¹³ <https://sunridgesystems.com/>

¹⁴ <https://www.somaglobal.com/>

- There are no incentives for vendors to adjust how they communicate with our system or make it easy for our system to communicate with them.
- The standard should apply to the way vendors exchange data rather than to the data itself.
- Middleware seems to be the most viable solution, but it must be generic.
 - The middleware vendor should not impose its interpretation on the ECCs, which was the case with one platform.
- Models of middleware are in existence; let's just build from there.
- Automate the process as much as possible for less cognitive load on ECC staff.
 - Let the system do the thinking.
 - The software should be cognizant of the policies; as artificial intelligence (AI) becomes more prevalent, this will be the case.
- While translation tables will still be necessary, the process should be more streamlined.
 - Simplification of data is the hardest process to effectively deploy.
- National Incident-Based Reporting System (NIBRS) is not a good model when considering CAD standardization.
 - The feds release NIBRS and then 50 states apply their own data elements and modifications, which results in 50 different flavors.
 - We have found that the National Fire Incident Reporting System (NFIRS) standard was adhered to more closely. (NFIRS allows very little modification to their standard so the data is uniform across the country.)
- Remove the need for the command line altogether; this would be a game changer.
- Let's all be more open in the data models across the board.
 - The model is already here—GitHub.¹⁵
 - Developers write code, then reuse it and branch out.
- Interconnectivity and interoperability are key, but how many data points are we missing in the process?
 - Fire stations want to see real-time availability from other jurisdictions, but they want precise, actionable data.
- With public safety, and the vendors who provide them software, it has always been a case of “lag and drag.” Public safety lags behind the private sector, then has to be dragged to adopt newer technologies.
- There are three plays in CAD data interoperability moving forward:
 - Formally digitize client processes that are in Excel or Access Database and centralize them.
 - Standardize data across CAD and RMS systems.
 - Interconnect search capabilities through the DEH¹⁶.

¹⁵ MCP note: NENA has a GitHub repository (<https://github.com/NENA911>) for both the JavaScript Object Notation (JSON) Emergency Incident Data Object (EIDO) and the EIDO conveyance of incident data.

¹⁶ Data exchange hub

- Providers should be adopting a data-driven architecture (DDA).
 - Data drives the software rather than code driving the data.
- While there are pros and cons, consideration should be given to schema-less architecture where no changes are made to the data and each data element is saved; nothing is stripped to match a fixed schema.
 - With this structure you can provide super easy encrypted connection points.

4 Non-CAD Solution Providers that Support ECCs

A core aspect of this report are the interviews of non-CAD solution providers that offer software platforms that augment emergency response. These solutions can include more accurate location services, situational awareness platforms, or data exchange hubs that facilitate CAD data exchange across jurisdictions. Until this point, the objective of MCP's data gathering was centered on ECC practitioners and the CAD providers that offer solutions to capture critical incident data. At this juncture, the focus shifts. To gain a more holistic perspective of why data interoperability across jurisdictions is so difficult to achieve, a wider net was cast to interview providers that are trying to close that gap.

MCP contacted four solution providers that offer systems that augment emergency response:

- Advanced Technology International (ATI)¹⁷
- Emerging Digital Concepts (EDC)¹⁸
- RapidSOS¹⁹
- Rave Mobile Safety (Rave)²⁰

The sections that follow provide an overview of the companies and the solutions they offer. To maintain anonymity and ensure candid observations were shared, MCP grouped comments into topic areas in Section 5, as was done with the CAD solution providers in the first report in this series and earlier in this report.

¹⁷ <https://www.ati.org/>

¹⁸ <https://www.emergingdigital.com/>

¹⁹ <https://rapidsos.com/>

²⁰ <https://www.ravemobilesafety.com/>

4.1 Advanced Technology International

ATI provides the Alastar²¹ platform that enables greatly enhanced situational awareness to emergency responders and ECCs alike. Alastar can consume live camera feeds, CAD event data, social media tipline information, mapping data, and other components that enhance situational awareness.

MCP interviewed Director of Software and Services Mark Aukamp and Principal Systems Engineer Bart Coghill. They advised that they have been providing the solution for eight years and have approximately 25 deployments.

Alastar is a hosted solution with a primary site and backup site at two different data centers. Mr. Coghill emphasized that data sharing across jurisdictions and among varying agencies is huge. They provided the U.S. Coast Guard Sector Charleston as an example. The Coast Guard, Charleston County Sheriff's Office, Charleston County 911, the Federal Bureau of Investigation (FBI), and others are able to share data within the system for enhanced situational awareness across agencies and jurisdictions. Apart from Alastar's situational awareness capabilities, the platform offers data analytics and incident planning.

While the Alastar platform does not currently offer a true CAD-to-CAD experience with bi-directional interaction between ECCs in real time, there are alert capabilities within the platform—such as geo-fencing a specific location so that other agencies can be notified if an incident is reported (e.g., law enforcement authorities being notified of an incident at a pregnancy services center, voting location or school). With the incident plan capabilities, agencies that share joint incident action plans can host those plans within Alastar for immediate access should they be needed for a major incident (e.g., active shooter). Currently, CAD data that is consumed from multiple jurisdictions is normalized so that the data is uniform and easily interpreted. For instance, the call for service number, incident type, agency, date, time, and other data elements are presented uniformly to end users.

4.2 Emerging Digital Concepts

EDC was founded in 1997 by President and Chief Executive Office Chris Wiseman and Chief Technology Officer Greg Crider. Their product, NG-CAD-X, is specifically a bi-directional CAD-to-CAD interoperability platform, which was first deployed to counties within the National Capital Region (NCR) around Washington, D.C., with eight participating agencies at this time.

MCP interviewed Mr. Wiseman, Mr. Crider, and Director of Communications Lori Preuss. They advised that EDC's DEH was developed on the National Information Exchange Model (NIEM) XML²²

²¹ <https://www.alastar.com/>

²² Extensible Markup Language

standards and has evolved to incorporate JSON as well. In April 2022, EDC launched the first CAD-to-CAD DEH in the Denver region, which will eventually host 11 agencies exchanging CAD data for mutual aid.

Mr. Crider advised that EDC's philosophy is to provide as much data as possible. Every piece of information transmitted helps ensure the other jurisdiction has all the information it needs. All disciplines—police, fire, and EMS—get the same level of data. EDC prides itself on being autonomous and not being wed to one specific CAD vendor. With the bi-directional nature of its DEH, EDC does not typically use the existing interfaces that the CAD vendors offer. EDC's platform allows ECCs to perform business as usual and the DEH does all the heavy lifting with the translations.

4.3 RapidSOS

RapidSOS was founded in 2012 with its core focus being the ability to share accurate location information to ECCs via the use of embedded location services in smartphones. Through agreements with Apple Inc. and Google in 2018, RapidSOS was able to access the location of iPhones and Android smartphones. RapidSOS has expanded the platform to wearables, connected vehicles (telematics), and security systems with over 350 million connected devices accessible through its platform. In 2020, the RapidSOS platform supported over 150 million emergencies and the number of connected devices was estimated to cover 92% of the U.S. population.

MCP interviewed Chief Public Safety Brand Officer Karin Marquez, Head of Public Safety Partnerships Dave Sehnert, and Senior Software Engineer Jordi Cabanas.

The RapidSOS Portal provides a browser-based application to enter an emergency caller's information and determine their precise location. The portal can run concurrently on the same screen as CAD for easy input of the caller's number; some CAD providers embed the RapidSOS capability in CAD through an interface. RapidSOS personnel reported that they have 100 integrations with different applications and have now integrated with 40 plus CAD vendors.

Apart from other products in their portfolio, RapidSOS is developing an emergency data exchange platform specifically designed as an integration hub or, as described by RapidSOS, an intelligent data platform for public safety. The emergency data exchange platform is intended to break down silos with back-end interfaces that allow disparate CAD systems to communicate and share data. It is intended to be a much more affordable solution for ECCs to share data via a cloud-based platform then transmit that data to the receiving CAD systems. The emergency data exchange platform will be based on the NENA EIDO standard, but the ECC will have to work with the vendors to map its incident types and other codes to the standard. RapidSOS personnel advised that the platform is not designed to perform translations at this time, adding that using a standard is much more efficient. The platform will

consume standards-driven data elements from one CAD system into another CAD capable of ingesting the same standard data elements.

RapidSOS advised that it has been monitoring the development of standards since the NENA/APCO²³ *Emergency Incident Data Document (EIDD) Information Document*²⁴ was first published in February 2014, and became a standard in 2017.²⁵ RapidSOS believes that the current EIDO standard, *NENA Standard for Emergency Incident Data Object (EIDO)*, NENA-STA-021.1a-2022²⁶, will evolve into an expanded data field set from its current model. They related that version one of the EIDO is a good start in that it enables multiple applications (call-handling equipment [CHE] and CAD) to communicate. EIDO allows a plug-and-play concept if vendors are building to the standard. RapidSOS personnel shared that Canada has already adopted EIDO for CHE-to-CHE and CHE-to-CAD across the country. RapidSOS personnel noted that the JSON EIDO schema is still under development as is the Incident Data Exchange (IDX). IDX is the next step toward a common conveyance standard, which will aggregate EIDO information from multiple functional elements to create a composite EIDO. RapidSOS advised that it is developing its emergency data exchange platform in alignment with this architecture as it evolves.

4.4 Rave Mobile Safety

Rave Mobile Safety, formerly Rave Wireless, was founded in 2004 and introduced its Smart911 product in 2010. Rave's product suite now offers a host of products beyond Smart911, including Rave Alert, Rave Aware, Rave Panic Button, and others.

MCP interviewed Vice President of Product Strategy Matthew Serra about Rave's evolution and its experiences in the 911 domain. Mr. Serra shared that the company had sold to the higher education community and realized that, with callers to 911, agencies have little or no information about the caller. It then applied the concepts learned in the higher education space to the state, county, and municipal government environments. The approach was straightforward—how do we shrink the information gap? Rave's early platform sought to bring location information into the ECC, but then evolved to give communities a service portal—sign up and we can alert you of a critical event near you or provide your data to emergency services.

As Rave expanded, it provided the company an opportunity to utilize its multimodal platform in other areas. For instance, in a flood area, a generic alert message may be sent to the community as a whole, but for individuals with special needs in that same area, a more nuanced message can be sent. Rave eventually added more tools to the platform where a link could be sent to a 911 caller that they click to

²³ Association of Public-Safety Communications Officials International

²⁴ https://www.nena.org/page/EIDD_INF

²⁵ APCO/NENA 2.105.1-2017, *NG9-1-1 Emergency Incident Data Document (EIDD)*.

²⁶ <https://www.nena.org/page/EIDO?&hhsearchterms=%22emergency+and+incident+and+data+and+object%22>

send location data or stream video. As the product evolved, the panic button was added; now a person could alert via panic button and the platform could spread a mass notification to an entire school, if needed. The platform could further make school floorplans available to first responders. Mr. Serra noted that Rave’s mission is all about making people aware of emergency incidents.

Expanding on the mission of making people aware, Rave introduced Rave Aware—a platform specifically designed to communicate and share data with surrounding jurisdictions. Rave Aware “gives 9-1-1 dispatch, first responders and other emergency service agencies the situational awareness and information they need to respond more quickly, collaboratively and cohesively to critical incidents.”²⁷ Mr. Serra noted that they learned a lot in developing this product to present a unified view for all agencies sharing information across jurisdictions. As the other non-CAD solution providers noted, there are often political challenges that must be overcome to achieve success.

Mr. Serra advised that they considered developing a data-sharing platform where jurisdictions can share regardless of the technology in use. Rave was mindful of the types of information that should be shared, for instance not sharing all law enforcement incidents, so it focused on being able to manage the data-sharing rules. An example provided was the sharing of fire calls to other fire agencies within three miles of the jurisdiction; the rules focus the request on those agencies most likely to rapidly assist. The Rave Aware solution is designed to serve as a DEH that can consume standards data as well as perform necessary translations. To bridge the gap, Rave believes it is best to develop a DEH with EIDO at the core but with adapters that can facilitate translation for the systems that cannot or do not output EIDO standardized data.

5 Non-CAD Solution Providers Observations and Opinions

As indicated earlier in this report, MCP advised the four non-CAD solution providers interviewed that their comments would remain anonymous and be grouped with the other providers’ comments. This was instrumental in achieving maximum candor and obtaining true insights from solution providers outside of the CAD community, but intimately aware of the challenges faced by ECCs as it pertains to interoperability. The sections that follow contain their comments grouped into categories.

5.1 ECC Adherence to Agency Codes and Need for Code Translation

- No one ever abandons their way of operating, as a result we believe that translation of codes will always be a necessity.
 - One large county wanted to map 3,000 incident codes.

²⁷ <https://www.ravemobilesafety.com/products/rave-aware/>

- Another has 100 fire code types, but when requesting mutual aid, they use one of five codes.
- Initially, tried to get agencies to adhere to the APCO/NENA 2.105.1-2017, *NG9-1-1 Emergency Incident Data Document (EIDD)*, codes, however, it never seemed to work.
 - Allowing agencies to map their codes to another, smaller code set is much easier than trying to re-engineer what they do now, which is very challenging.
- Agencies are always seeking more specificity on a mutual aid request, so they are sending the right apparatus and personnel.
 - When the comments of the incident are pushed as well that aids in giving them the specificity they need.
 - We endeavor to push as much data as possible so dispatchers and emergency responders have all the information they need.
- Allowing an ECC to utilize its incident codes maintains operational efficiency at the dispatch level.
- A DEH should be viewed as a funnel, with a wide array of data coming in, but more simplified, easily digestible data coming out.
 - This allows ECCs to continue their current data entry methodology without injecting change into the end-user experience.
 - Further, ECCs make their own determination as to how they want their codes mapped within the DEH.

5.2 EIDO Standards

- We've been at this over a decade and have heard repeated talk of standards, but the customers haven't asked for it.
- EIDO is still relatively new, but if it takes a decade, there will be a time we have to bridge where data between two systems must be translated.
 - The need for translation will never go away.
 - There will always be mapping issues, permissions issues.
- NIEM XML was the CAD standard; we don't see the JSON model being adopted rapidly.
 - Consider that many providers expend extensive work and capital in developing the coding and the database schema complicates the migration to JSON.
- EIDO alone won't solve that problem. If they can't get the data from the vendor interface, they can't transfer data that isn't there.
 - For example, if one ECC wants to know call pickup time for their statistical analysis, the other vendor may not have that data element in their system.
 - One vendor doesn't use the concept of an incident at all in their CAD.
- There really is no code standard for a code translation.
- It's been some time since the EIDD was first published, there has been some skepticism from agencies, but we're seeing growing acceptance of adhering to the incident codes it includes.

- The key is—how can the standards be effectively operationalized?
- The EIDO is important to the industry.
 - It is not unreasonable to ask that standards be adopted; however, with only five types of fires you can lose information.
- A common language is “table stakes” for this industry moving forward.
- EIDO is just a container; a solution needs to translate format and values.
 - There must be an ECC practitioner that intermediates in performing the translation.

5.3 Feedback on CAD Solution Providers

- The CAD vendors don’t want to be easily interchanged.²⁸
- The CAD vendors never build anything unless it’s a must for their customers.
- Many believe a DEH solution should not be tied to a specific CAD vendor as the competing CAD vendors do not always cooperate.
 - We often hear from ECCs that they want a neutral DEH, not a CAD vendor DEH that might dissuade other vendors from connecting.
- Some CAD vendors are trying to differentiate themselves in leaning into the future, while others are not and stick with the status quo.
- The CAD solution providers need to conform with the CHE standards.
 - Requiring vendors to adopt standards is a big driver.
- When one CAD provider adopts the EIDO standard, that can serve as a driver for the rest in the marketplace.

5.4 Operational and Process Related Issues

- Data integration—some of it is data, some technology, but what about the process piece.
- Trust but verify—someone in the middle is needed to make the decision.
- People get twisted about the technology; they want instant information but that's not always the case if that information is lacking.
 - The receiving ECCs need to get the right amount of information to make informed decisions.
- Two-way communication between PSAPs is critical.
 - Situational awareness is the low-hanging fruit, sharing a CAD event to make a neighboring jurisdiction aware of your incident.
 - The higher-level goal should be to provide acknowledgements back, available resources to assist, information about units assigned to assist—location, status, time of arrival.

²⁸ MCP interpreted this statement to mean that vendors often do not publish APIs and have no commercial interest in exchanging data with competitors.

5.5 Inter-Agency Politics and Governance

- Translating codes is a minor technical issue when compared to governance between agencies.
- The governance and politics of implementation are barriers to overcome.
 - Many cite the need to protect Criminal Justice Information Services (CJIS) data that could be imbedded in CAD events, if it is not segregated out of the CAD event information.
- One provider stated they have encountered some agencies that are actually adversarial in trying to establish data interoperability.
 - Some groups are more receptive, but sometimes it's flat-out resistance.

6 Governance, Administrative, Financial and Operational Considerations

Although this report is focused on CAD data integration and the technology and standards necessary to make it happen, the need for ECCs to address other components cannot be over emphasized. In the sections that follow, MCP provides some high-level considerations that must be addressed to implement a successful CAD-to-CAD solution across jurisdictions. Many of these subject areas were mentioned by those interviewed for this report and during the symposium sessions covered in the first report. One solution provider stated: “translating codes is a minor technical issue when compared to governance between agencies.”

6.1 Governance

Creating a governance framework for a multijurisdictional CAD-to-CAD system can be challenging due to the number of members, their independent business processes, and the variety of stakeholders involved (law enforcement, fire, EMS, information technology [IT], 911, etc.). However, throughout this project, ECC practitioners, solution providers, and other industry experts have called out the need for an effective governance framework for any CAD-to-CAD deployment to be successful.

Governance plays a key role in any endeavor and is critical in business, in projects, and equally as critical in the deployment, operation, and maintenance of a CAD-to-CAD system. Governance establishes lines of authority, provides an effective means of communication, establishes policies and procedures, and helps mitigate risk.

There are several key components of an effective governance framework. It must include a clearly defined vision and mission to assist leadership in decision making. All stakeholders need to have representation through various committees in the governance framework and must be fully engaged in the governance process. Policies, procedures, and processes need to be defined and adhered to. Finances, risk, and change must be carefully managed. Figure 4 details a sample governance structure.

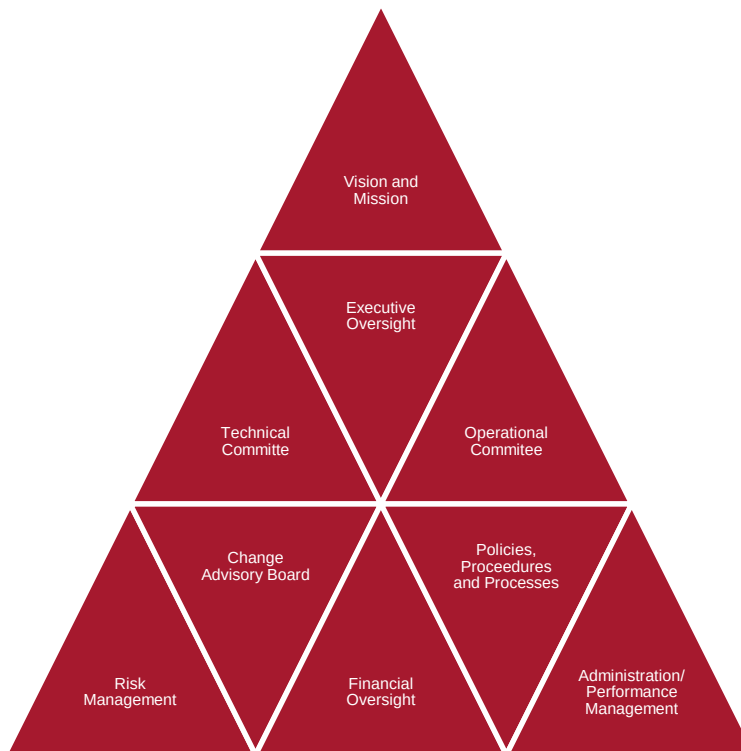


Figure 4: Governance Structure Example

6.2 Administrative

Unlike management, administration is controlling and managing the administrative functions of a project, business unit, or, in this case, a CAD-to-CAD deployment and system. The administrative functions include facilitating and scheduling duties for the project team and the managers of the system, monitoring deadlines, analyzing performance metrics, and managing relationships. It also entails procuring server hardware (if not cloud-hosted), configuring the software, as well as maintaining and supporting the system once operationalized. Administrative personnel also are required to prepare reports and have many other duties that cannot or will not be performed by the project team or system managers.

6.3 Financial

A CAD-to-CAD system can be costly to implement, operate, and maintain. However, since the cost is shared by multiple partners, the financial burden is eased considerably. Financial commitments must be defined early in the project so that all participants understand what is expected in the short and long term financially. Costs must be considered for the following:

- Initial investment
- Maintenance
- Annual operating expenses
- Lifecycle funding (e.g., hardware refresh)

How these costs are shared by stakeholders can be complex. There are three basic models for cost sharing:

- Fixed Fee – A single charge per year based upon an agreed amount
- Base Plus – An annual fee with additional cost applied based on population, call volume, or other metrics
- Per Call – All costs are applied based on call volume (or other metrics) with no base cost

Regardless of the funding methodology chosen, sharing costs equitably among multiple partners eases the financial burden and allows each to budget their share from year to year.

In a CAD-to-CAD venture with multiple entities, it is critical for one entity to assume the role of fiduciary. The fiduciary will be responsible for collecting fees from partner agencies and paying invoices for the administration, operation, and maintenance of the system. Additionally, the fiduciary will be responsible for any applicable grant applications, administering grants, and grant audits.

6.4 Operational

Moving to a multi-jurisdictional CAD-to-CAD system presents unique operational challenges. Most ECCs have policies and procedures that meet their own operational requirements, but the policies and procedures for a shared CAD-to-CAD system must consider the needs of the group and not of individual ECCs. A CAD-to-CAD system will no doubt bring about policy and procedural changes to accommodate the needs of every agency on the system. The CAD-to-CAD system will constantly be evolving and every change that is implemented must pass through a change advisory board and must trigger the review and possible revision of policies and procedures. In some cases, changes to the system may require change management to ensure a successful outcome of the change. Some operational practices that need to be considered include:

- The development of standards for system deployment, maintenance, and use of CAD-to-CAD including permitted hardware, software, and applications.
 - These standards should be based on developed standards and best practices.
- Development of policies and procedures.
 - Policies, procedures, and standards should be reviewed with every change and annually.
- The governance structure must contain an operational committee.
- Each agency should have an operational subcommittee.

- Performance metrics need to be established, monitored, and analyzed and changes implemented as necessary to maintain the highest level of service.

7 Next Steps

This report is the second for the Program's CAD Interoperability Project. In the steps to follow, the Program and MCP will further this project and the advancement of enhanced CAD data interoperability.

7.1 Written Report on Partner Agencies/Organizations

MCP will identify and engage national stakeholders, including APCO, NENA, the Integrated Justice Information Systems (IJIS) Institute, and the First Responder Network Authority (FirstNet). We will identify the standards in development and what national data-sharing initiatives are active. MCP will determine how current and future standards or initiatives among partner agencies can be leveraged to advance data interoperability nationally. This may include recommendations or proposed standards revisions that better support this project's objectives or suggest new initiatives that must be complied with by CAD solution providers. We will ensure all partner stakeholders' thoughts and concerns are included in the framework of this report.

7.2 Written Document Containing Scientific Research Requirements and Metrics

NHTSA recognizes the need to measure progress toward the objectives as well as develop methods and measures of data accuracy. MCP will identify key factors that will require further research and specific measurements to move this project forward. Metrics and strategies to collect the proper data needed to demonstrate the value and measure progress will be defined in this report.

7.3 Written Document That Addresses Strategies

Following the collection of the assessment information as identified in all previous stages and reports, MCP will provide a document that outlines the strategies to address the items discovered. To achieve truly interoperable CAD data-sharing nationwide, a clear list of strategies that are actionable, achievable, and measurable is required and will be documented in the final report of this project.

RECORDS UNIT – QUARTERLY STATISTICAL DATA

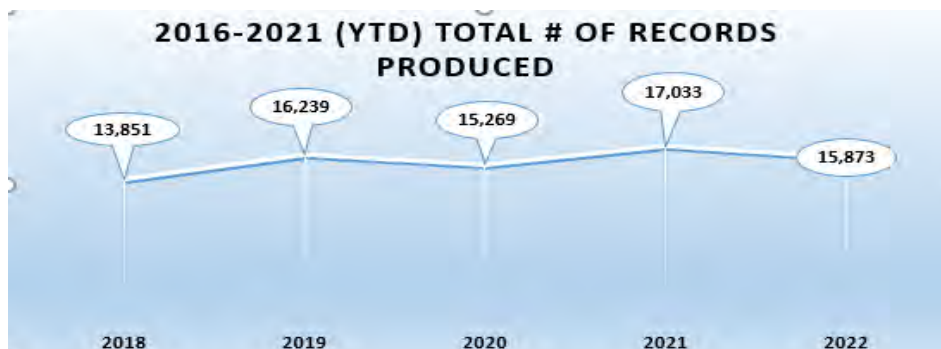
PUBLIC RECORDS

SNO911 2022 RECORDS REQUEST STATISTICAL INFORMATION						
METRIC	DESCRIPTION:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
1	BL.1 Total number of open requests at the start of the reporting period:	5	12	11		28
	BL.2 Of the number of requests open at the start of the reporting period, how many were closed during the reporting period:	5	12	11		28
	BL.3 TOTAL NUMBER OF REQUESTS RECEIVED DURING REPORTING PERIOD:	1563	1752	1880		5195
	BL.4 Of those received during reporting period, how many were closed during the reporting period:	1549	1736	1867		5152
	(BL.4) Total number of requests closed during reporting period:	1554	1748	1878		5180
2	3.3 Median number of days to final disposition of all requests	1	1	1		1
3	5.1 Number of requests denied in full:	11	7	13		31
	6 Number of requests abandoned by requesters during reporting period:	3	3	3		9
	8.2 Number of requests fulfilled entirely electronically:	1539	1699	1823		5061
	8.3 Number of requests fulfilled entirely by physical records:	0	0	0		0
	8.4 Number of requests fulfilled by combination of electronic/physical:	0	0	0		0
	NA Number of LARGE requests (defined as anything over 2 hours)	14	16	12		42
4	Requests per Type:					
	NA Prosecutor:	786	927	1083		2796
	NA Public Defender:	18	36	28		82
	7.G Media:	9	10	7		26
	NA Law Enforcement:	282	284	221		787
	NA Fire:	54	60	42		156
	7.F Incarcerated Individuals:	0	0	0		0
	7.B Law Firms:	336	370	381		1087
	7.A Individuals:	162	125	166		453
	7.D Insurers:	13	4	9		26
	7.H Current or Former Employee:	22	17	13		52

HISTORICAL DATA



- 1880 public records received and closed in the 3rd quarter of 2022. YTD equals 5195. We are on track to exceed over 6000 public records processed by end of year. The highest production year in the history of our agency.



- 15, 873 records (attachments, audio, CAD, misc. records) produced YTD for 2022.

RECORDS UNIT – QUARTERLY STATISTICAL DATA

ENHANCED POLICE RECORDS – LAW ENFORCEMENT RECORDS TECHNICIAN's (LERT)

<u>2022 YTD</u>	<u>Entered</u>	<u>Cleared</u>	<u>Located</u>	<u>Modified</u>	<u>Cancelled</u>	<u>TOTALS</u>
Guns	32	22	3	22	7	86
Protection Orders	177	24	0	295	30	526
Persons	47	33	4	23	5	112
Property Crimes	129	6	0	29	18	182
Vehicle Crimes	633	158	55	177	49	1072
Warrants	708	178	44	153	124	1207
Supplements	208	0	7	20	1	236
2nd Party Checks/QA's						4510
<u>TOTALS</u>	1934	421	113	719	234	7931

Snohomish County 911 - Staffing Report

10/17/2022

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	4
Cross-Trained Dispatcher	Fully cross-trained in CT, Police, and Fire	58
Cross-Trained Trainee	Trained in 2 disciplines, and currently in-training for the 3rd	2
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	13
Trainee Dispatcher 2	New Hire-Completed training in 2 of the 3 required disciplines	8
Total:		89

Authorized Dispatch Staffing Level - (including trainees)	86.4%
Center Staffing Strength - (excludes trainees and LOA's)	74.0%

# of Authorized Full-Time Positions:	163
# of Full-Time Positions Filled:	146
# of Current Full-Time Vacancies:	18

# of Part-Time Appointive Positions Filled:	1
# of Current Relief Dispatchers:	-7

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

Long-Term LOA (dispatchers only, incl trainees)	-5
---	----

Total Number of SNO911 Employees - (FT/PT/Contract)	154
---	-----

Current Recruitment Status

Candidates Awaiting:

PST Dispatchers Exam	12	Next PST test is scheduled for Oct. 24
Interview	1	Interviewing for January academy
Polygraph Exam	4	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	3	Background complete. Now awaiting psyche exam and/or drug and hearing tests
Onboarding/Orientation	1	Final offers signed. Hiring process complete; just awaiting start date now.
YTD Dispatch Trainees Hired	19	

Employment Separations

YTD Full Separations from Agency:	27
YTD Changes from F/T to Relief Status:	1

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

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

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

Dispatch (Trainees):	
Accepted New Job (not w/911)	0
Accepted New Job (w/911 agency)	0
Death of Employee	0
Involuntary Term	5
Medical	0
Relocation	1
Retirement	0
Voluntary Opt-Out	5
Change to Relief (FT to PT)	0

Dispatch (Non-Trainees):	
Accepted New Job (not w/911)	4
Accepted New Job (w/911 agency)	2
Involuntary Term	0
Medical	1
No Reason Given	0
Personal	2
Relocation	1
Retirement	0
Death of Employee	0
Change to Relief (FT to PT)	1

Full-Time Dispatchers	
Authorized Positions:	103
Filled F/T Positions:	89
F/T Vacancies:	14
Dispatch Supervisors	
Authorized Positions:	16
Filled F/T Positions:	15
F/T Vacancies:	1
Senior Leadership	
Authorized Positions:	6
Filled F/T Positions:	5
F/T Vacancies:	1
Operations	
Authorized Positions:	5
Filled F/T Positions:	5
F/T Vacancies:	0
Finance/HR/Records/Admins	
Authorized F/T Positions:	11
Filled F/T Positions:	10
F/T Vacancies:	1
Tech/Wireless	
Authorized Positions:	23
Filled F/T Positions:	22
Filled P/T Positions:	1
F/T Vacancies:	1



STATE OF WASHINGTON
Capital Projects Advisory Review Board
Project Review Committee

September 23, 2022

Diana Brown
Program Manager, OAC Services
Snohomish County 911
1121 SE Everett Mall Way
Everett, Washington 98208

Re: Public Body Design-Build Project Approval

Dear Ms. Brown:

The Project Review Committee has determined that your project has met the criteria established in [RCW 39.10.280](#) and [RCW 39.10.300](#) for public body project approval.

The Snohomish County 911 is hereby authorized to utilize the Design-Build alternative contracting procedure for the *SNO911 Emergency Communications Center Facility* project.

Congratulations on the approval of your application and good luck with your project!

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle Twohig".

Kyle Twohig, Vice Chair
Project Review Committee

cc: Jeff Jurgensen, PRC Chair
PRC Project File

Radio Replacement Project Updates

October 20, 2022

Subscribers:

- Base stations
 - Ken Dennett – SNO911 Project Coordinator/Liaison to agencies
 - Joe Harris – Motorola Project Manager
- Installations start soon- Joe Harris and Ken will be reaching out to agencies to schedule. Fire and Police are combined in the schedule to help make logistics easier based on geography.
- Lightning protection ground must be brought up to code if not presently in place or meets standards. Discussions underway on how to make this happen.

Radio Sites, Microwave, Infrastructure:

- Microwave dish and waveguide replacement restarted with new Aviat Team
- Microwave rack installation underway, Cutover to new microwave planned in 2023
- All but one site ready for DC system installation
 - 60% of new DC systems installed
 - Motorola is separating battery replacement efforts from DC plant installations which is accelerating installation schedule
- Upgrades from 200 amp electrical service to 400 amp service completed at 3 out of 4 sites. Frailey Mountain site is scheduled to be upgraded week of 10/24/2022
- Generator replacements scheduled in 2023 due to supply chain issues
- South Campus Fiber conversion work effort will be undertaken by Motorola
- Motorola is starting the work to rearrange legacy equipment racks in anticipation of new radio rack installs
- 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:

- Site Readiness vendor is struggling to staff and complete work. Recent engagement at corporate level have resulted in more resources being applied to SNO911's project

Policy:

- RRP Radio Technician Continuation
- SNO911-NORCOM Alphanumeric Paging Cost Share and ILA

Other/General Updates:

- Deliveries of infrastructure installation supplies are arriving

RRP Policy & Major Decision Timeline

- 09/2022: Approved Removal of Paging from Motorola Scope
- 08/2022: Executed Change Order 11 US Primary Frequency Redesign
- 08/2022: Remove South Campus Microwave Scope
- 05/2022: Remote Area VHF Request
- 05/2022: RRP Inventory and Subscriber Support
- 04/2022: Site Readiness IV Construction Contract
- 04/2022: US Primary Design Scope Change
- 04/2022 RRP purchase of mobile install supplies
- 03/2021: Executed Change Order 7 – Design work to move system to US Primary Frequencies. Further evaluation will be completed with TACs.
- 12/2021: SNO911 Board of Directors approved: WT09 - Additional Growth and Expansion Radio Reimbursement Request, WT08 – Radio Hardware and Replacement Services Policy, and WT07 – Lost, Stolen or Damaged beyond Repair Radio Equipment Replacement
- 12/2021: SNO911 Board of Directors approved amendment to APF 134 to include other suitable antennas identified by the project team.
- 11/2021: SNO911 Board of Directors approved APF 134 to cover expenses to fund antenna changes requested by member agencies.
- 11/2021: Police TAC approved Limited Access Talkgroup Authorization, Programming, and Auditing Policy.
- 10/2021: SNO911 Board of Directors approved Change Order 6 – radio quantities to fulfill needs of SCSO Corrections and delta of needs and changes from original project scope.
- 9/2021: ECSF Advisory Board approved project budget scope increase to capture additional subscriber needs of approx. \$4.7M.
- 7/2021: SNO911 Board of Directors approved Framework for Agency's seeking radio replacement for lost/damaged/stolen radios (Update to Warranty Services Policy)
- 6/2021: SNO911 Board of Directors approved Warranty Services Policy, including authorization to purchase radio cache and other related equipment.
- 6/2021: SNO911 Board of Directors authorized creation of a new Capital Fund for agency subscriber equipment starting with a fund balance of \$150,000 and a target maximum of \$600,000.
- 6/2021: Fire-TAC approves mobile programming information
- 6/2021: Police-TAC approves mobile programming information
- 4/2021: Motorola provides "boston strap" to replace leather swivel holster for APX 8000 HXE portable radios
- 3/2021: Fire-TAC requests changes to radio programming templates, SNO911 receives Fire-TAC approval of updated templates
- 3/2021: Police-TAC requests changes to radio programming templates, SNO911 receives Police-TAC approval of updated templates
- 1/2021: SNO911 approves Law, Fire, and Sheriff radio programming templates
- 1/2021: Fire-TAC Template Committee approves programming
- 12/2020: Motorola Change Order 3 Approved
 - All systems – except paging – have been modified with new technical exhibits replacing existing exhibits, new schedule is established, project credit established and reserved for future/planned items

- 12/2020: Fire-TAC approves template changes and gives Fire Template Committee authorization for further changes
- 8/2020: Police-/Fire-TAC approves Subscriber programming templates (zone/channel assignments & ergonomics)
- 6/10/2020: Motorola Change Order 2
 - Updated Coverage testing methodology, final subscriber configuration and counts, increased functionality in subscribers (encryption/XE for fire, Wi-Fi for all)
- 5/2020: Phased deployment approach adopted
 - Decision to deploy system designed for 800 MHz Portable operations, and expand to support multi-band Portable operations as a future phase
- 4/16/2020 - Subscriber Scope of Services Policy approved
 - Agencies will own subscriber equipment, SNO911 will plan for long-term replacement and process/assist with warranty repairs
 - Installation details including differences for agencies who choose to opt-out of project installs
- 4/16/2020: Additional Subscribers Policy approved
 - Covers reimbursement parameters and process for radios purchased after 1/1/2019 and are an increase to quantities in project scope. E.g. New (additional) apparatus added to fleet
- 1/2020: WAVE5000 Pilot Program approved
- 9/2019: Fire Subscriber Replacement Policy approved, updated 5/2020
- 9/2019: Law Subscriber Replacement Policy approved, updated 5/2020
- 7/2019: Motorola Change Order 1
 - Allows agency cooperative purchasing, updated subscriber warranty protection
- RRP – Future Replacement Policy – Under Development

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for September 13, 2022 / 10:30-11:30 p.m.
Location: Web Conference

Meeting Attendance:

POLICE TAC REPRESENTATIVES				
Lt. Mike Gilbert - Arlington		Cmdr. Pat Fagan - Lynnwood	✓	Asst. Chief, Andy Illyn - Mukilteo
Clerk Karen Howell - Brier	✓	Asst. Chief, Jim Lawless - Marysville	✓	Sheriff, Adam Fortney - SCSO
Sgt. Shane Hawley - Edmonds		Acting Chief, Stan White - Mill Creek	✓	Chief, Rob Palmer - Snohomish
Capt. Bob Goetz- Everett		Dep. Chief, Ryan Irving - Monroe		Lt. Jason Toner - Stanwood
Sgt. Jim Barnes - Lake Stevens		Cmdr. Mike Haynes - Mountlake Ter.	✓	Officer Pete Knowlton - Stillaguamish
ALTERNATE REPRESENTATIVES				
Lt. Peter Barrett - Arlington		Dep. Chief, Jeff Young - Lake Stevens	✓	Capt. Steve McDonald - SCSO
Chief, Nick Almquist - Brier		Dep. Chief, Chuck Steichen - Lynnwood		Sgt. Karl Gilje - Stanwood
Cpl. Mike Bard - Edmonds	✓	Cmdr. Brad Akau - Marysville		Officer Dean Munday - Stillaguamish
De. Chief, John DeRousse - Everett		Chief, Jeff Jolley - Monroe		
SN0911				
Executive Director Kurt Mills		Ops. Sys. Coord. Derek Wilson	✓	Sec./Inf. Team Manager Bleu Jaegel
Deputy Director Terry Peterson	✓	Ops Manager Karen McKay	✓	Radio Sys. Mgr. Howard Tucker
Director of Tech Marlin Herolaga	✓	Ops Manager Hattie Schweitzer	✓	Rec & Admin Manager Sheila Betts
Director of Ops Andie Burton	✓	App. Team Mgr. Brent Meyer	✓	
SUPPORT STAFF & GUESTS				
Master PO Travis Katzer - Everett		Chief Michelle Bennett - Edmonds	✓	Officer Nicole Stone, Mukilteo

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:** The August 9, 2022 minutes were approved by Deputy Chief, Jeff Young and 2nd by Commander, Pat Fagan.
3. **Announcements:**
 - A. Jim announced that this is Mike Bards' last Police TAC meeting due to his upcoming retirement. Jim and the committee noted the numerous contributions Mike has made, not only to the city of Edmonds but to the county as a whole, and thanked him for his many years of dedicated service.
 - B. Andie shared statistical data related to the alert that was sent out on Saturday, September 10th, regarding the Bolt Creek Fire evacuations. Calls to SN0911 spiked with over 400 calls between the time the alert was initially sent and the cancellation was received, which is nearly double the number of calls during the busiest hour on the 4th of July.
Andie recognized Karen who was the on-call Operations Manager over the weekend. Knowing the Bolt Creek Fire had the potential to cause added stress to already stressed operations, Karen made the decision to report to the center arriving prior to the alert being sent. She remained on site and made real-time, on-site strategical decisions that were very helpful.
4. **Reports:**
 - A. **Policy Review Committee:** Jim Lawless
No meeting. Nothing to report.
 - B. **Mobile Users Group:**
Nothing to report; however, Brent noted there will be a meeting held this month on the 28th.

C. SNO911 Updates: Terry Peterson

i. SNO911 2023 Budget:

The SNO911 2023 draft budget was presented to the Board at the August meeting and SNO911 will be recommending approval at this month's meeting on Thursday the 15th.

ii. New SNO911 Facility:

SNO911 is still in the due diligence process of procuring the new building. Currently, there do not appear to be any known issues and if that continues to be the case, SNO911 anticipates presenting a recommendation to the Board to purchase the building and kick off the Future Facility Project in October.

iii. Mountlake Terrace Radio Site Interference:

Howard shared interference was noted on one of the Mountlake Terrace radio sites. At this point, it is transparent to users and dispatch; however, they currently have a team of 5 out conducting tests to identify the source and address it before it impacts the users.

iv. Bolt Creek Fire – Radio System Impact:

Howard reported there are two radio sites in the vicinity of the fire, neither of which have been impacted. There are crews out there today changing filters on air conditioners, exhaust fans, and generators, while they are still accessible.

v. Staffing: Andie Burton

SNO911 is still experiencing significant staffing issues. Current "Center Staffing Strength," (the percentage of authorized staff who can fully participate in the schedule – trained as a Call Taker and at least one other discipline Fire/Police), is currently at 77%. Some adjustments have been made in the recruitment and hiring process and SNO911 is hopeful this will not only increase the number of applicants, but also the number of successful applicants that's been experienced in the recent past.

Due to the low Center Staffing Strength they are currently experiencing, there have been occasions where available staff has been exhausted. Although several other measures are in place to make adjustments and accommodations as needed to maintain the current, standard level of service to our member agencies, SNO911 understands it is critical to prepare for the potential need to take additional measures. Andie re-introduced the channel consolidation plan that was presented to the Committee during CoVid for discussion and feedback. Andie shared *some* of the several other measures that would be taken prior to the consolidation of talk groups and stated that the consolidation of Police Talk Groups would be one of the last measures presented as an option.

The document which is nearly finalized provides the Dispatch Supervisors with the internal steps they can take to address the shortage issue based on the current (real-time) call volume and activity in the center. The document will be presented to the Supervisory staff tomorrow, September 14th for finalization. *Jim requested that Andie share the final document with the Committee when it is completed.*

D. PTCC: Brent Meyer

i. MyCrimeReport Needs Assessment:

SNO911 met with agencies last month and a draft report was created. There will be another meeting tomorrow to discuss the fixes, enhancements, and report types that were discussed.

On September 15th, the group will be meeting with the developers to discuss the report and determine the timeline and cost.

The King County Street Data update that was voted on and approved at last month's Committee meeting has been completed.

ii. Vendor CAD Data:

Brent requested that if an agency is working with a vendor who connects to SNO911 to collect CAD data, to please contact SNO911 directly and not have the vendor contact SNO911.

E. Radio Replacement Project:

i. Machias Site – Terry Peterson

Approval has been received from the Fire District to build at the Machias site to provide additional coverage in that area; however, it is anticipated it will not be by the anticipated digital cutover in late 2024-2025.

ii. Mobile Installation – Residual Pieces – Terry Peterson:

With the completion of the mobile installations, several residual mobile pieces remain in the warehouse. Pending Board approval, an inventory list will be created and shared with our member agencies who, on a first come "reasonable request" basis, may be issued items from the list.

iii. Snohomish County PUD – Terry Peterson

Discussions continue with Snohomish County PUD regarding bringing them on to the SNO911 radio system. Motorola provided them a demonstration a few weeks ago and Howard shared they have been conducting coverage testing with portables and would like to continue testing with mobiles, which SNO911 will be providing.

iv. Base/Control Station Replacements - Howard Tucker

Joe Harris from Motorola will be contacting agencies to schedule site visits to assess the scope of the work as the replacement project is set to begin in the next couple of months. Ken Dennett will be the SNO911 liaison for coordination and sign-offs.

5. Technical Update: Marlin Herolaga

A. Radio Recording Migration to IP:

On August 17 the analog recorder was upgraded to IP recording. The IP recorder captures audio much clearer and after conducting some comparisons, it appears to have resolved the missing audio issue we were experiencing with the analog recorder. The analog recorder is scheduled to be removed on November 18, 2022.

B. VIPER Upgrade Project:

The September 20, 2022 "Go-Live" date has been delayed. All parties are actively engaged in working to resolve the issues that have caused the delay.

6. New Business.

A. SpidrTech: Andie Hanson

There is a new functionality that is in the Beta testing phase where they've added a feature to the messaging system allowing agencies to opt to provide callers with the CAD clearance code or disposition description. There is no release date pending, but Andie asked that when this feature becomes available and member agencies opt to use it, SNO911 be considered a participant in the discussion regarding the verbiage that will be used anticipating that these descriptions may

trigger additional calls to dispatch for clarification and/or follow-up.

B. Mobile to CAD Chat: Andie Burton

Andie reminded the Committee that SNO911 does random CAD Chat Messaging audits twice a month. She asked that agencies remind their units to keep messages brief and business-related only.

7. Old Business:

UAS Identifiers for Law Enforcement: Jim Lawless

UAS cannot be used to distinguish Law Enforcement Drone Operators because that designator is already in use by Fire but there is a definite need to create one to more easily identify available drone operators in service in the county. The consensus was to create a subcategory to identify drone operators (similar to Swat and K9). Derek requested suggestions for 3 letter identifiers that could be used for this purpose and he would create some “mock-ups” as examples to share with the Committee. Jim shared he would still like to see a workgroup formed to have these discussions.

8. Good of the Order.

None

9. Adjourned at 1125 hours.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

September 21, 2022

Committee Members in Attendance	☒ Eric Andrews	Sky Valley Fire	☒ Drew Bono	Fire District 24
	☒ John Chalfant	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
	☐ Ryan Shaughnessy	Fire District 15	☒ Darryl Neuhoﬀ	Marysville Fire
	☐ Justin Johnson	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	☒ Whitney Mansfield	Fire District 4	☒ Jeff Cole	Marysville Fire
	☐ Scott Anderson	Fire District 16	☐ Kirk Galatas	Mukilteo Fire
	☐ Bill Dane	First District 17	☐ John Cermak	North County RFA
	☐ Gino Bellizzi	Fire District 19	☐ Tony Mace	Paine Field Airport FD
	☒ Jeremy Stocker	Fire District 22	☐ Ernie Walters	Sky Valley Fire
	☐ Joel Johnson	Fire District 24	☒ Ryan Lundquist	SRFR
	☐ Dave DeMarco	Everett Fire	☐ Thad Hovis	SCF
Guests and Staff in Attendance	Colby Titland, SRFR	Terry Peterson, SNO911		
	Ryan White, Tulalip Bay Fire	Andie Burton, SNO911		
	Bob Eastman, SCF	Hattie Schweitzer, SNO911		
	Shaughn Maxwell, SCF	Chris Gass, SNO911		
	Theresa Ramey, North County RFA	Brent Meyer, SNO911		
	Kurt Mills, SNO911	Meg Bittinger, SNO911		

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

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

- ANNOUNCEMENTS.** *Kurt Mills* - SNO911 is going to start using the recording feature through Zoom to record the TAC meetings. They have been recording TAC meetings over the past couple of years, but this way will give everyone attending the opportunity to acknowledge the recording.
- APPROVAL OF MINUTES.** A motion was made by Dave Kraski and seconded by Jeremy Stocker to approve the August, 2022 Fire TAC / Ops meeting minutes as written. Unanimously approved.
- COMMITTEE UPDATES.**
 - PTCC / NWS.** *Brent Meyer* - Last month they pushed out a mobile patch that fixed a couple issues for Fire – on the dispatch screen units were getting cut off, units that were cleared from the call still showed on the call, and there were a couple routing issues on the map – these have all been addressed and resolved. At the last Fire TAC meeting, the motion to extend the King County Streets was approved, so that was added to the September 6th map update. Finally, please keep in mind that as they are starting to get more interfaces and are sending more data to more places, they have been getting more requests directly from vendors about adding data to some

data feeds and to some of the interfaces. They always want to hear from the agencies or Police and Fire TAC to make sure it's something that works for everyone.

Chris Gass – For those who aren't aware, awhile back they identified an issue in the interface between ProQA and New World that was causing the interface to freeze up when they entered certain determinant codes for ProQA. They are still waiting for a resolution from Priority Dispatch and Tyler. They have identified some settings they can change in the ProQA interface that will allow them to go to the new version of ProQA again. That setting requires them to include the answers to some questions. Chris shared a document explaining what this would look like. This has already gone to PTCC and Fire User Group for approval, and they recommend approving it.

Motion by Drew Bono to accept the recommendation as it is shown. Seconded by Jeremy Stocker. Unanimously approved.

- B. Technical Update.** *Brent Meyer* - Last month they updated the NICE radio recorders, so now they are all IP. Some of the radio traffic was missing from some of the police channels at first, but that has been resolved. **Viper** – they have been having issues with Ziplly, but they resolved those issues by working with both Ziplly and Intrado, and they are moving forward with some testing on Monday, Tuesday and Wednesday of next week. Once they get through the testing they will put together some go-live dates and get them out to the groups as soon as they can. **PulsePoint** – This has been an ongoing project for a while, and they are stuck on the AED registry part of the project. They want to make sure that all the AEDs get approved and they can start using that part within ProQA since it changes the language and what the call takers see. Brent is hoping to jump start that process again.
- C. Radio Replacement Committee.** *Terry Peterson* - SNO911 and Motorola are going to start to do site walks for fire station radio replacements. Ken Dennett is the SNO911 rep, and Joe Harris is the Motorola rep. Also, SNO911 has some extra, ancillary parts now that they have completed the mobile radio installs, and the board has approved them to distribute that equipment to the agencies. Over the next couple of weeks, SNO911 will send out a list of what they have in their inventory, and on a first come first served basis, they will provide it to the agencies.
- D. Radio Procedures Committee.** *Hattie Schweitzer* - The group did not meet this month. Chris Gass checked in regarding the Wildland Urban Interface Call Type which has been used 3 times now. Reminder from Chief Andrews to agencies who still need to upgrade their response list if they plan to use this type code.
- E. Fire User Group.** N/A
- F. Fire Standards/Data.** *Brent Meyer* – They will be meeting next week.
- G. County Fire Resource Plan Committee.**
 - i. **Plan Implementation** – *Jeremy Stocker*. They got to use parts of this plan last week as there were 4 strike team responses starting with the Bolt Creek fire and the fire in Monroe. To recap, the County Chiefs adopted the County Fire Resource Plan a few months ago. There are two components to the plan, the significant one being they are no longer using zone responses. However, the CAD and FRPs weren't changed over to reflect the County Plan. The second part of the plan is the back fill component. The committee didn't schedule any meetings during the summer, but at the last TAC meeting they selected the 8 members that will be the zone coordinators, and they still have to discuss that process. Where they are now, they need to update the FRPs, which are there, they just aren't implemented yet, they need to get the zone coordinators together to talk about the modes of operations, resource depletion, etc., and they need to figure

out how to actually put the plan in place. Per Chris Gass, from the CAD side they are ready to implement the new plan. They need to make a decision about how to actually do that. They have a proposal to slightly modify the way they handle the strike team and task force responses. Chris proposes to create a new call type called STRIKE, and remove the existing call types. Any time there is a strike team or task force request, regardless of whether it's in county or out of county, they would be dispatched to the STRIKE call, which would include a brief narrative as to why they are being requested. All the units assigned to the strike team or task force would be on the STRIKE call, they would see it as a strike team or task force call on the pager, along with the basic information as to why they are being sent. Having a separate call type for all the requests both in county and out of county makes paging notifications easier. With this call type they can have a paging subscription so that zone coordinator groups will get notified 100% of the time, plus they aren't relying on a dispatcher to remember to send a separate page, especially when this is something they deal with maybe once every 4 or 5 years. Some downsides would be that units would start on a separate call, and there could be multiple incident numbers issued for one call.

Jeremy Stocker made a motion to move forward with implementing the FRPs for the new County Resource Plan effective October 3rd. Seconded by Keith Strotz. Unanimously approved. *Brent Meyer asked that a slight amendment be made and that this goes through PTCC first. He just wants to make sure there is no conflict with police, corrections, or anyone else.

- H. Enabling VHF on Multiband Radios.** *Terry Peterson* - The code plug/radio configuration is developed, and SNO911 is waiting on Motorola for the right flash codes. As soon as they have them they will be out reprogramming the radios for each agency. It will probably take 2-3 days for each department, depending on the number of radios, once they get the flash code licenses. Chief Andrews brought up Rednet, a common VHF channel used by many agencies across the country. The discussion was tabled since Howard Tucker wasn't present, and Andie will reach out to Howard to facilitate future discussions.
- I. Fire Dispatch Process Workgroup.** *Andie Burton*. The most recent set of changes were to TAC 1, 2 and 3 with fire support from 1100-2300. They are still working through this and there don't seem to be any big issues, so they are planning on going through the end of September, then they will reevaluate and bring forward a recommendation on further adjustments to the fire dispatch process. They will need to schedule a meeting for this workgroup by the end of October, or add it on to the October Fire TAC.
- J. SNO911 DRC/DSC.**
- i. **EMS Levels of Service (Call Types) Presentation.** *Terry Peterson/Andie Burton* - Terry shared a PowerPoint presentation. The overall goal of this project is to further implement the MPDS protocols in Snohomish County. Fire agencies through DRC/DSC have asked for some additional call types to provide some more granularity, and some discretion on how they respond to calls. For example, on certain call types, some agencies would like to send a BLS unit instead of an ALS unit, do an assessment, and then call for ALS if needed. There is also talk of ALS units going non-code, queuing the very low acuity calls, and trying to maximize the use of transfers to the nurse triage system. Regarding who and what DRC/DSC is - at the highest level, the dispatch review/dispatch steering committee is responsible for: oversight of the MPDS system within the county, the progress that SNO911 is making on accreditation, and looking at field feedback and the EMS Type Code. What they developed is a plan to move away from the 4 EMS type

codes that they have today, and expand that to 7 EMS type codes, plus 2 type codes that are essentially non-dispatchable (nurse and poison). Referring to the PowerPoint, Terry talked about the 7 new type codes that would correlate with the Alpha, Bravo, Charlie, Delta, and Echo that they are getting out of the MPDS system. Having more type codes gives more granularity, specifically around the Charlie level calls. If there is approval here today for these type codes, they have 4 work sessions scheduled for next month with DRC/DSC, and the invitation is open to anyone who wants to participate. During the work sessions they are going to take a look at the data and try to re-classify where determinant codes are lined up with which type code, and make sure that as they move forward with this plan, they are being classified and categorized the right way. The next step after that, with all the new type codes, each agency that wants to take advantage of this additional granularity will need to work with Chris Gass to reconfigure their fire response lists in CAD. If an agency doesn't want to take advantage of this, or if SNO911 doesn't hear from your agency during this process, essentially, what you send today will be what you send after the implementation, but there will be more type codes. If all goes according to plan, the target date right now is to implement the new type codes on January 3rd, 2023, which is the first business day of the year.

Motion by Darryl Neuhoﬀ to approve the use of the new DRC/DSC type codes that were presented. Seconded by Drew Bono. Unanimously approved.

4. **SNO911 UPDATE.** *Andie Burton* - Regarding the Bolt Creek Fire, the emergency alert itself was sent out by the DEM duty officer. After the dust settled Andie reached out to Jarrod and he gave her some quick training pieces that were reinforced to the supervisors by email. They are going to institute required regular testing of the fire supervisors, and Jarrod is going to come to the October Supervisors meeting to give them a refresher. SNO911 received 408 911 calls in one hour, which is double what they typically get on the Fourth of July, and about 250 non-emergency calls. **Staffing update** – they are down 15 dispatchers right now, however, there are 6 people scheduled for the November academy. In Police TAC this month they discussed combining some of their channels if necessary, so that is part of the tool kit. Finally, yesterday SNO911 had a site visit from SRFR accreditation folks. They took a look at tech and operations, and it went well.
5. **OLD BUSINESS.**
 - A. **First Due Workgroup** – There is a meeting tomorrow.
6. **NEW BUSINESS. N/A**
7. **GOOD OF THE ORDER** - *Jeremy Stocker* – He QA'd a call for ProQA. There was a MVC non-code on a highway which resulted in the death of a motorcycle rider. Jeremy was asked to come to the dispatch center to go over the process of MVCs. He said it was a good refresher to see how ProQA works and how so much depends on the information that the dispatchers are getting from the caller(s). Additionally, ProQA can't differentiate based on geographics (for example, a two car accident in the middle of Everett where the speed limit is 25 mph is much different than a 2 car accident on Hwy 530 at mile post 40, where the speed limit is much higher). Jeremy highly recommends that others go in and observe some calls getting dispatched to better understand the process. Per Hattie, they might be able to key in some additional efficiencies and dial it in some. There are times when dispatchers

may be selecting something that is correct, but it's not necessarily the MOST correct. Per Andie, the dispatchers do have some discretion to upgrade a call.

8. **ADJOURN.** The Fire TAC / Operations Committee adjourned at 2:58 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, October 19th at 1:30 p.m. via ZOOM, or in-person at the Snohomish Training Annex.

DRAFT

**Snohomish County 911
Finance Committee
Meeting Summary for October 13, 2022 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom**

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	Derek Daniels	✓	Steve Guptill	
Jim Lawless		Ken Klein	✓		
Staff Support Team					
Kurt Mills	✓	Terry Peterson	✓	Wade Anderson	✓
Sharon Brendle (notetaker)	✓				

1. **Call to Order and Announcements.** The meeting was called to order at 1:30 by Chair Dave DeMarco. There were no announcements. Terry asked that an item under New Business, Item 4B, be moved to the end of the agenda, and renamed 4D.
2. **Reports.**
 - A. **Blanket Voucher Report for September.** There were no questions raised. **Ken Klein moved and Derek Daniels seconded to recommend putting the Blanket Voucher Report for September on the consent agenda for consideration by the Board at their next meeting. The motion passed.**
 - B. **Fund Balance Report for September.** No questions were raised. This report was for informational purposes only.
3. **Old Business.**

None.
4. **New Business.**
 - A. **APF - Continuation of RRP Technician Support.** Kurt explained that this proposal is a continuation of additional staffing for the Radio Replacement Project. The board had previously given approval in March 2021 for this support. Since then the agreement with Day Wireless has expired and been renewed. Kurt is requesting authorization to continue with the additional staffing. **Derek Daniels moved and Ken Klein seconded to recommend the board approve continuation of outsourced radio technician support for the Radio Replacement Project, in an amount not to exceed \$250,000 per year. The motion passed.**
 - B. **APF - Financial Actions to Support Future Facility Project.** Terry explained that this proposal is related to the actions they will be asking the board to consider to finalize and support the purchase of the new facility. He reminded the committee that the Board approved the PSA (Purchase & Sale Agreement) on June 29th. They are asking for specific action to cover the following:
 - i. **Due Diligence Assessment.** The final report was included in the meeting packet. Staff is asking the board to adopt the final report.
 - ii. **Designate Short Term Capital.** Terry explained that the estimated balance due on the building is \$9,895,000. They have \$8,912,987 existing in the Future Facility Capital Project 80-038. Staff proposes increasing the balance of the project by \$3,000,000 from other capital funds available in the reserve account. Once the purchase is made it will leave about \$2 million in the project to cover any additional costs that may come up during the closing process. This does not mean that they

are asking for an additional \$2 million for the project. Once the bond proceeds are received from the county later in the year, they intend to reimburse eligible expenses per IRS rules.

- iii. **Approve Notice.** The PSA requires a notice be sent to the sellers that SNO911 wants to proceed to closing. A draft notice of the approval letter is included in the packet. Staff is asking for the board to approve this notice.
- iv. **Approve the Overall Project Budget.** After some refinement, Terry reported that the overall project budget will be \$62 million. He went over the breakdown of this amount. Staff is asking the board to adopt this amount.
- v. **Authorize the creation of a Future Facility Fund and Investment Strategy.** Terry explained that they want to provide the greatest level of transparency as well as maximize a safe investment strategy. Staff is looking for support from the board to create a new fund which would contain all funds designated for the project. They are still considering which investment pool to use, but will have a recommendation on this hopefully by next week's board meeting. Wade explained his recent conversation he had with someone at the County about investing in the County's investment pool.
- vi. **Moving bond proceeds into the bank account.** This approves moving all funds into the new Future Facility Fund 150.

Terry also explained that items 3 and 4 require a Supermajority approval from the board. It's applicable because the agency is buying an asset more than \$500,000.

Ken Klein moved and Derek Daniels seconded to move forward to the board, items 1 through 4 and item number 6, for approval. The motion passed.

- C. **APF - Procurement Policy Updates.** Wade explained that since the new facility will utilize the Progressive Design Build process, attorney Brian Snure recommended that updates to the Procurement Policy were needed. These include mentioning and defining the Progressive Design Build, as well as adding a requirement to use the MRSC consultant roster. A redlined version of the policy, showing proposed changes, was included in the packet.

Derek Daniels moved and Ken Klein seconded to recommend the board approve the changes to SNO911's Procurement Policy, as presented. The motion passed.

- D. **APF - Alphanumeric Paging Project NORCOM Cost Share ILA.** Terry provided some background to this project. The Alphanumeric Paging system is in use by fire fighters and fire stations and is shared with NORCOM. This project had originally been included in the radio replacement project, but they removed that scope from the Motorola contract and will only replace the parts that needed to be replaced. Last month the board authorized a change order to remove this scope, which lowers the amount by \$1.8 million. The board also gave direction to work with NORCOM on a cost-share agreement. He explained that they will have a Cost Share ILA with NORCOM, and once it's approved by both boards, they will issue a joint RFQ, and will hire an engineering firm. SNO911 and NORCOM will each enter into their own Professional Services Contract with the vendor. Things that are done for both agencies will be included in the cost-share agreement, but there will also be work done that doesn't involve SNO911. The percentage will be based upon the number of sites. SNO911 will be responsible for 67% of the shared costs, with NORCOM at 33%. Terry is asking for recommendation from the committee to bring this proposal to the board next week. Kurt added that even though the technology is ancient, there isn't a good alternative now, and

cell service during a storm isn't reliable. They hope to keep the system going for another 10 years. **Ken Klein moved and Derek Daniels seconded to recommend the board approve the cost share agreement for Alphanumeric Paging System improvement with NORCOM. The motion passed.**

5. Good of the Order.

- Asked if there was any agency not using some version of IP paging to the stations, Locution or otherwise, Kurt answered that he thinks that the only agencies using it are Marysville Fire, SRFR, and Everett Fire. He added that he hopes South County Fire will be added soon.

6. Adjourn. The meeting was adjourned at 2:01 pm. The next meeting is scheduled for November 10, 2022 at 1:30 p.m.

**Snohomish County 911
Personnel Committee
Meeting Summary for October 12, 2022, 9:00 a.m.
Location: Web Conference**

Meeting Attendance:

Committee Members					
George Hurst, Chair	✓	Thad Hovis		Jonathan Ventura	✓
Staff Support Team					
Kurt Mills	✓	Terry Peterson	✓	Wade Anderson	✓
Sharon Brendle (notetaker)	✓				

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

Committee Chair George Hurst called the meeting to order at 9:01 a.m.

- 1. Review Staffing Report.** Terry reported that there are currently 14 open vacancies in Dispatch. He reported that the agency will be kicking off a referral/recruitment campaign that includes bonuses, as well as prizes, associated with the referral effort. Kurt reported that they are seeing some increases in the numbers of applicants seeking employment. He and George spoke about upcoming job fairs in the area.
- 2. Transition to Criti-Call Dispatcher Training.** Kurt updated the committee on a new dispatcher applicant testing process that SNO911 will begin using. Currently, testing has been done through Public Safety Testing at a cost to the applicant. Criti-call is widely being used throughout the nation for initial applicant testing. Kurt explained that by using this method, applicants will have the ability to test online from their home without paying the fee. They expect this will be an added incentive for future applicants. The cost to use this product is around \$7500 per year.
- 3. Claims Updates.** Kurt provided a status update on the Lundgren and Stern claims.
- 4. Appointive Staff Policy:** This covers standardizing the on-call program. Kurt explained that they're not asking for action today, but he wanted the committee to provide feedback. Prior to the consolidation and merger, each of the separate agencies had their own on-call program. For SNO911 there are currently three separate groups that have rotations where someone is always on call: Radio Group, Tech Group, and Operations Managers. While on call they need to be able to respond to any calls within a certain time frame. The Radio Group also rotates for Stand-by where they have a vehicle assigned and can respond to any of the different radio sites if necessary. Many of the technical responses can be done remotely. When SNO911 implemented their on-call program, they kept the Radio Program (formerly SERS) as it was. They also kept the Tech Group's on-call program as it was with SNOPAC, but they did not extend on-call to the Operations Managers. They are now proposing to extend the version the Tech Group follows to the Ops Managers. This will involve stipend pay. Kurt explained that the net impact for implementing this program would be about \$15,600. He added they have also asked for legal advice on implementing the program for an employee that is moving from a non-exempt hourly position to an exempt salaried one, and whether the rules for the Radio Group would cover that. The committee members expressed their support for this program extension.

5. Round Table.

- Terry reported they had passed on all three of the applicants for the Director of Human Resources position following their second interview. They are reviewing three or four more additional applicants, and feel hopeful they will have an update for the committee next month.
- Jonathan Ventura spoke of the challenges their agency is facing getting applicants for open law enforcement positions.

6. The meeting was adjourned at 9:24 a.m. The next Personnel Committee Meeting is scheduled for Wednesday, November 9, 2022 at 8:30 a.m.

**Snohomish County 911
Future Facility Committee**
Meeting Summary for October 4, 2022, 1:00 – 2:00 pm
Location: Web Conference

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	George Hurst	✓	Steve Guptill	✓
Guests					
Diana Brown, Project Manager, OAC					
Staff Support Team					
Kurt Mills		Wade Anderson	✓		
Terry Peterson	✓	Steve Lawlor	✓	Sharon Brendle (notetaker)	✓

Decisions are underlined. Follow up items are in *italics*.

1. **Call to Order.** Chair Dave DeMarco called the meeting to order at 1:03 p.m.
2. **Due Diligence Report.** Terry provided the final copy of the Due Diligence report in the packet. He reported they didn't discover any red flags, and there are only a handful of deferred maintenance items which will need to be addressed.
3. **Future Facility Purchase and Financing Activities.** Terry reported that the presentation to the PRC Committee went really well and they received their approval to move forward with the Progressive Design Build. He explained that everything is on track with the project. He also went over a few items that the board will be asked to accept or authorize. These include:
 - 1) Accepting the final due diligence report.
 - 2) Designating some short-term capital be transferred until the bond proceeds are received, which would involve borrowing \$3 million from existing capital funds, and then partially reimbursing the agency with bond proceeds.
 - 3) Approving the notice to proceed with the purchase -- a draft is included in the packet.
 - 4) Approving the overall project budget. Terry explained the process they went through to arrive at the budget amount;
 - 5) Establishing a special fund and investment strategy for the bond proceeds;
 - 6) Approval of depositing bond proceeds (\$49 million) into the special Future Facility Fund 150.

Terry added that these action items will be reviewed with the Finance Committee next week. A question was raised on the reason for a supermajority approval. Terry explained that the Interlocal contains language requiring supermajority approval when the agency is purchasing property at a value over \$500,000.

Steve Guptill moved to recommend that the board approve the suggested items, one through six, as presented. George Hurst seconded the motion and it was approved by the committee.

4. RFQ Scoring Process and Scoring Members. Terry reported that they're finishing up the request for qualifications which includes a scoring process for qualified vendors. This will be followed up with an RFP process. He wanted to extend the invitation to any interested board or committee members who wish to participate in the RFQ/RFP process. He is unsure what the time commitment will be, but anticipates there being at least five to seven vendor responses to review, along with some on-site meetings. Diana explained how the process works: the RFQ covers qualifications for the progressive design build partner. Each vendor's statement of qualifications are around 20-25 pages, so those will need to be reviewed and scored. There is a specific window of time that is allowed to review the statements. From there they will select at least three qualifying teams. They will then issue an RFP, along with scheduling some interactive meetings. Once plans and proposals are received, they will be reviewed and scored. *Diana said she will summarize and compile an email that will cover the time and commitment it will entail.* Terry added that there will probably be at least three staff members participating in the scoring. OAC will assist in the process, but will not be scoring. George Hurst and Steve Guptill both expressed interest in participating in the RFQ/RFP process.

5. Round Table.

- Terry shared some conceptual drawings that they've received from a few furniture vendors. Asked about whether there was anything that stood out as a possible problem with the building, Diana responded that there is always a risk of unknowns, but they didn't find anything that would not be covered under the budget, or would not allow the building to be used as a communications center. Terry added that the report stated that the buildings were in good shape for their age. He said that they know they will have to perform some seismic upgrades, which are included in the cost estimate, but they feel good about proceeding.
- Responding to a question about certificates of Insurance, Diana explained those will be covered under the contract with the progressive design builder contractor. Specifics, including insurance requirements, will be written into the contract which is currently being developed by Pacifica Law Group.

6. Next meeting. The meeting was adjourned at 1:23 pm. The next meeting is scheduled for Tuesday, November 1, 2022 at 1:00 pm.