



SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
January 19, 2023 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: 1121 SE Everett Mall Way, Everett Police Department, South Precinct
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 December 15, 2022 Special Board Meeting.....3
 - B. December 2022 Blanket Voucher & Payroll Approval Form:
 - i. Checks 16802 - 16942, for a total of \$1,056,160.63
 - ii. Payroll Direct Deposit, in the amount of \$1,218,537.33
5. **Director's Report**
 - A. ECC RFP Progressive Design Build – Apparent Successful Vendor
6. **New Business**
 - A. APF – 2023 Capital Plan.....8
 - B. APF – Short-Term Loan Repayment and Bond Debt Service Fund..... 19
 - C. APF – Radio Test and Direction Finding Equipment25
7. **Reports**
 - A. Agency Report27
 - B. Future Facility Project Update37
 - C. Radio Replacement Project (RRP)
 - D. Police TAC.....39
 - E. Fire TAC

8. Committee Reports

A. Finance Committee.....	42
B. Personnel Committee	44
C. County EESCS Committee (formerly County E911 Office)	
D. County ECSF Program Advisory Board	
E. Future Facility	46
F. Board Technical Leadership (No meeting)	

9. Executive Session (if needed)

10. Good of the Order

11. Adjourn - The next meeting is scheduled for February 16, 2023

SNOHOMISH COUNTY 911 BOARD of DIRECTORS SPECIAL MEETING

December 15, 2022

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

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	President Nehring called the meeting to order at 8:31. Roll was taken and a quorum was confirmed. Executive Director Kurt Mills welcomed everyone to the new building. He plans on holding a tour after the meeting.	
2. Public Comments	None.	
3. Approval of Agenda	<i>Councilmember George Hurst moved to approve the agenda. The motion was seconded by Chief Dave DeMarco and approved unanimously.</i>	
4. Consent Agenda	<i>Councilmember Hurst moved to approve the Consent Agenda, including:</i> <i>A. Minutes from the October 20, 2022 Board Meeting;</i> <i>B. October 2022 Blanket Voucher and Payroll Approval Form: Checks 16576 - 16687, for a total of \$1,785,969.83; and Payroll Direct Deposit in the amount of \$1,092,921.99.</i> <i>C. November 2022 Blanket Voucher and Payroll Approval Form: Checks 16688 - 16801, for a total of \$1,787,553.63; Capital Fund Cashier's Check, in the amount of \$9,921,666.16; and Payroll Direct Deposit in the amount of \$1,150,033.24;</i>	Consent Agenda Approved

	D. APF - Fund 140 New Radio Authorizations: to authorize staff to move forward with the 10/17/2022 Tulalip Fire, 10/25/2022, 10/25/2022 Everett Fire, 11/2/2022 Marysville PD, and 7/20/2022 Arlington PD fleet expansion requests to be funded from Fund 140, as needed. E. APF - Radio Site Lease Renewals: to authorize the SNO911 Executive Director to execute lease extension letters (76th St, Bothell-Nike, Camano, Gunnysack, Marysville Tank, MLK Tower, Rucker, and SNO911) with our land owners under the existing lease terms, sign the lease amendment with King County for the Sobieski Tower site, enter into a new lease agreement with WSDOT for the existing equipment at the Marysville Tank tower site and sign the approved lease amendment with T-Mobile for the Fire Trail tower site. The motion was seconded by Assistant Chief Steve Guptill and approved unanimously.	
5. Director's Report	Director Mills reported that last week Councilmember Hurst and Assistant Chief Guptill participated, along with a team from SNO911, in an interactive review with three of the proposed vendors. He reminded the board that the method being used is a Progressive Design Build, so a team consisting of both construction and design will work with staff to renovate the building. He added that the three vendors have 911 center design experience. Diana Brown with OAC was present at the presentation and at today's meeting, and Director Mills commented that OAC is serving as the Owner's Rep, and have been instrumental in guiding SNO911 through the process. Next steps include a final scoring in the new year, followed with a Public Fee opening. Once final selection is made they will move into contract negotiations. They will then come back to seek board approval to move the project forward. He also expressed his thanks to Councilmember Hurst and Assistant Chief Guptill for their participation. Deputy Director Peterson added that with five large firms responding to the initial request, he sees that as a sign that they are being competitive in their decision process.	
6. Old Business	A. APF - Revised OAC Scope and Funding Authorization, November 2022. Director Mills recalled that OAC was selected as the Owner's Rep through a competitive process. Their initial proposal was \$2.3 million from when the project was initially scoped. They are now modifying their proposal to cover scope for renovation rather than new construction. Acting Chief Neuhoﬀ moved to authorize an additional \$500,000 of future facility consultant expenditures. The motion was seconded by Councilmember Hurst and approved unanimously.	Motion approved
7. New Business	A. APF - Investment Account for Bond Proceeds. Director of Finance Wade Anderson recalled that the board approved creating Fund 150 to track all funds designated for the Future Facility Project. He listed three choices for accounts (described on the APF included in the packet) and asked the board to decide the best place to deposit the funds. He recommends putting the funds into an insured Cash Sweep account. There are no limitations on the number of monthly	

	transactions, and rate of return is 1%, and the deposited amount is FDIC insured. A resolution has been requested by the bank which will need to be signed by both the Executive Director and Director of Finance. <i>Acting Chief Neuhoﬀ moved to authorize the selection of the US Bank Money Central Account (Insured Cash Sweep) to use as an investment vehicle for the Future Facility Funds with authorization to move funds between Fund 150 and the Money Central Account as necessary, and to sign the resolution as requested. The motion was seconded by Commissioner Derek Daniels and approved unanimously.</i> B. APF - Day Wireless Site Readiness Contract 1 - Change Order. Deputy Director Peterson explained that this is a change order request for the initial site readiness contract with Day Wireless. Changes in certifications and acceptance with regulatory agencies has required additional work to be done to change out Hydrogen safety sensors for new UL certified sensors. The amount of the change order is \$6,059.46 plus tax. Other site readiness contracts included some contingency dollars, so change orders for those site contracts won't be needed. <i>Acting Chief Neuhoﬀ moved to authorize the Executive Director to sign Change Order #1 with Day Wireless in the amount of \$6,059.46 plus sales tax. The motion was seconded by Councilmember Hurst and approved unanimously.</i> C. APF - Post Issuance Compliance Policy - Federal Tax Matters. Director Anderson explained that the IRS strongly encourages users of tax-exempt bond financed facility to have written policies and procedures in place to deal with appropriate use of bond proceeds. He provided a draft policy that had been reviewed by the agency's bond counsel. <i>Acting Chief Neuhoﬀ moved to approve the Post Issuance Compliance Policy - Federal Tax Matters. The motion was seconded by Councilmember Hurst and approved unanimously.</i> D. Information Only - Tax Certificate. Director Anderson explained that the purpose of the tax certificate is to give guidance on the returns received from the investment of tax free bond proceeds. He said they are not allowed to earn a return that is greater than the amount paid in interest, and added that steps have been taken to mitigate the risk of that occurring because they've capped their return at 3%. No action was required. E. APF - Asset Disposal. Director Mills reported that there is a huge amount of furniture that was left behind by the building's former owner. He said that it was more than what they could use, so they're offering it to their member agencies. Mill Creek was the first to respond and identify some items. These are listed on the APF. He is looking for support from the board to transfer a list of items to Mill Creek and anticipate other requests to be forthcoming.	Motion approved Motion approved Motion approved
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	<i>Acting Chief Neuhoff moved to declare as surplus two 3-cushion sofas, 4 OS chairs, 3 small tables, 11 6x6 cubicles with low-height desks, 16 training tables, and 32 desk chairs, and authorize disposal of such surplus furniture to the City of Mill Creek. The motion was seconded by Councilmember Hurst and approved unanimously.</i>	Motion approved
8. Reports	A. Agency Reports. Director Mills referred to the written report. He added that earlier this week one of their vendors took down the circuits that deliver the non-emergency or 10 digit phone lines to the center. He said they are working with the vendor to make sure it doesn't happen again. They're also examining their own practices to see if they can be more resilient if it occurs again in the future. B. Future Facility Project. Nothing in addition to what was earlier reported. C. Radio Replacement Project (RRP) Update. Deputy Director Peterson reported that a written summary was included in the packet. He listed the radio project's accomplishments of the past year, including new portables and mobiles being delivered; station installations are beginning; a selection process has started on the RFP they had sent out for the Alpha-Numeric Paging Project, wifi has been deployed in strategic locations in the county; portable and mobile firmware upgrades; completed all the SNO911 site work so Motorola could do their work. D. Police TAC. Assistant Chief Lawless had nothing more to report. E. Fire TAC. No meeting this month.	
9. Committee Reports	A. Finance Committee. Nothing to report. B. Personnel Committee. Nothing to report. C. County EESCS Committee. Deputy Director Peterson reported that the January scheduled meeting will be rescheduled a week later. On the agenda is the \$8 million in reserves that were earmarked for SNO911. D. County ECSF Program Advisory Board. No meeting. E. Future Facility Committee. No meeting. F. Board Technical Leadership. No meeting.	
10. Executive Session	Attorney Jordan Stephens announced that the Board of Directors would move into Executive Session at 9:00 a.m. pursuant to RCW 42.30.110 (1)(g) to review the performance of a public employee; and RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency, matters relating to litigation or legal risk of a purposed action or current practice that the agency has identified, as public discussion of the litigation or legal risk is likely to result in an adverse legal or financial consequence to the agency. The Executive Session was expected to conclude at 9:35 and at the conclusion will return to regular session with no action expected.	
Return to Regular Session	President Nehring returned the Board of Directors to regular session at 9:35 a.m.	

11. Good of the Order	In response to a question on future meetings, Director Mills said the plan was to return to Zoom meetings in January, but the board can always take action to move them to in-person meetings.	
12. Adjourned	The meeting was adjourned at 9:39 a.m. The next regular meeting is scheduled for January 19, 2023, at 8:30 a.m.	



Action Proposal Form

Date: 1/10/2023

Title: 2023 Capital Plan (CP)

Background / Purpose:

As the agency has grown in size and complexity we are introducing an updated CP format. The Capital Plan supports long-range budgeting needs for SNO911 that is updated and approved annually. As the Radio Replacement Project transitions into a support mode we will be working to condense all work into a single plan for improved visibility and oversight.

We are also combining the two capital plans into a single plan. Fund 110 is an artifact from the SERS merger.

New Format Highlights:

1. Condensed format that includes the definition along rather than having definitions on a separate sheet.
2. Identification of funding source & project type (Reserve or Planned).
 - a. Reserve: Long-range reserves for major costs that help ensure the agency is prepared for future needs even when exact details are timing are unknown or variable.
 - b. Planned: Planned job specific expenditures based on anticipated.
3. Fifteen-year planning horizon

Suggested Action/Recommendation:

- ☐ Approve the Capital Plan for fiscal year 2023 as presented.
- ☐ Approve the transfer of \$1,406,737 from Radio Capital Fund 110 to Capital Fund 80 and close Fund 110.

Note: Although the plan looks out multiple years, this approval is for the current year 2023.

Fund: Fund 80

References: 2022 Capital Plan & Plan Definitions

Capital Plan Overview:

- New format. Removed vendor names (Tyler, Viper, Locution) and created a more logical structure and groupings. Description/Definition included on funding plan instead of separate pages. Notes section indicates the previous CP number, and whether there is active work underway.
- Most projects are just replacing existing projects with new format and longer-range planning.
- Just approving 2023 and we will refine each year.
- In some cases, out-years are clearly defined and in other cases they are broad estimates with added escalators.
- Later this year we will begin working on transition planning for new facility and expect significant changes for 2024 & 2025. We will delay projects as practical to maximize efforts of moving to a new facility.
- Supply chain issues are improving but still impacting us. In some cases, we have delayed purchases because costs had ballooned due to supply chain issues, and in other cases tried to order early in anticipating of lead times.
- CP-001: Replacing old CAD & RMS plans into a single item. There are some interfaces planned in 2023 and maintaining funding helps us ensure we can maximize our Tyler suite. Active work underway.
- CP-031: We recognize the need to have savings that can address unexpected/unplanned issues in our new building. We will work with our consultants to develop a thoughtful plan for consideration in the future. Similar to Fund 140 we anticipate establishing a target balance and establishing a policy for how funds are accessed.
- CP-033, 034 & 035: There is some ECSF funding that has been earmarked for this work and we will be discussing with the county on planning. As we move into the support phase of the radio project we want to have a solid roadmap for future radio system needs.
- When FY2022 is closed (Feb) we will make a recommendation on applying carry-over in support of our capital plan.

Capital Plan

rsion: 20230109

Project #	Source	Reserve or Planned	Project Name	Description	Note:	Current Approval 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
CP-001	80	Planned	Integrated Public Safety (PS) Suite	Funding for system improvements, interfaces, training, consultation, design and other work related to the Core Integrated Software Suite.	Replaces 001 & 002. Includes some work that is actively underway.	\$ 200,000	\$ 50,000	\$ 52,500	\$ 55,125	\$ 57,881	\$ 60,775	\$ 63,814	\$ 67,005	\$ 70,355	\$ 73,873	\$ 77,566	\$ 81,445	\$ 85,517	\$ 89,793	\$ 94,282
CP-002	80	Planned	Integrated PS Suite Hardware	Funding for scheduled replacements of servers and related hardware including related software licenses.	Replaces 019.		\$ 650,000						\$ 812,500					\$ 1,015,625		
CP-003	80	Planned	Integrated PS Suite Replicated Systems	Funding for scheduled replacement and upgrades to the replicated servers used by agencies and interfaces.	Replaces 026.			\$ 37,500					\$ 47,000					\$ 58,000		
CP-004	80	Planned	Integrated PS Suite Virtual Systems	Funding to add and upgrade hardware and licensing for virtualized environments used by agencies and SNO911.	Replaces 025.		\$ 375,000						\$ 470,000					\$ 590,000		
CP-005	80	Planned	Critical Systems Servers & Software	Funding for replacements and upgrades of critical system hardware, servers and software licenses.	New consolidated project.			\$ 10,000					\$ 125,000					\$ 15,700		
CP-006	80	Planned	Critical & Business Systems Network & Systems	Funding for replacements and upgrades of critical systems network switches and infrastructure.	Replaces 013	\$ 25,000	\$ 822,500	\$ 70,000		\$ 60,000		\$ 60,000		\$ 87,500		\$ 904,750		\$ 110,000		
CP-007	80	Planned	Radio & 911, NE Logging Recorder	Funding for scheduled replacement and upgrades to voice logging recorder.	Replaces 017					\$ 275,000					\$ 302,500					\$ 332,750
CP-008	80	Planned	ECC CRAC (Computer room AC)	Funding for scheduled replacements and upgrades to server room CRAC units.	Replaces 040		\$ 250,000										\$ 325,000			
CP-009	80	Planned	ECC Back-Up Power Core Systems	Funding for replacements, upgrades, updates of ECC power systems including; UPS, generators, switches, circuits, systems and services.	Replaces 039			\$ 200,000						\$ 220,000						\$ 242,000
CP-010	80	Planned	ECC UPS Battery Replacement	Funding for scheduled UPS battery replacements.	Replaces 015	\$ -	\$ 55,000			\$ 57,750		\$ 60,638		\$ 63,669		\$ 66,853		\$ 70,195		\$ 73,705
CP-011	80	Planned	ECC FSA Core Systems	Funding for scheduled replacements and upgrades of core fire station alerting SNO911 servers and hardware.	Replaces 022		\$ 300,000											\$ -		
CP-012	80	Planned	ECC CAD Workstation Hardware	Funding to replace ECC workstation CAD Computers and related hardware and software.	Replaces 011		\$ 90,500						\$ 113,000					\$ 141,250		
CP-013	80	Planned	ECC 911 (Telephony) Workstation Hardware	Funding to replace ECC 911 Phone workstation PCs and related systems and equipment.	Replaces 027 & 056. Active work underway.	\$ 150,417				\$ 1,000,000					\$ 1,250,000					\$ 1,562,500
CP-014	80	Planned	ECC Workstation Hardware (Misc)	Funding to replace other ECC equipment including monitors, keyboards, mice, and Resource Computers	Replaces 021	\$ 5,000	\$ 120,500			\$ 25,000			\$ 150,500		\$ 30,000			\$ 188,400		\$ 35,000
CP-015	80	Planned	ECC Furniture Workstation	Funding for replacement, upgrade, updates of specialized ECC Workstations and 24 hour chairs	Replaces 005	\$ 30,000		\$ 650,000		\$ 35,000		\$ 40,000						\$ 1,000,000		
CP-016	80	Planned	Business Workstation Hardware (Misc.)	Funding to replace other Business equipment including monitors, keyboards, mice, and Computers.	New project.			\$ 33,000		\$ 55,000			\$ 42,000		\$ 69,000			\$ 43,000		\$ 86,000
CP-017	80	Planned	Business Servers/Data Storage	Funding to replace Non-ECC servers and related systems such as Email, File, HR, Finance, Print and other business and routine agency servers, storage and other systems. Periodic replacement of storage and related systems	Replaces 007	\$ 340,000					\$ 406,000					\$ 507,000				
CP-018	80	Planned	Backup & Storage Systems	Funding for scheduled replacements and upgrades of back-up and related data storage.	Replaces 028	\$ -	\$ 130,000		\$ 65,000			\$ 162,500			\$ 75,000		\$ 203,125			\$ 85,000
CP-019	80	Planned	Business Office Phone System	Periodic replacements and upgrades to business phone system (Non-911).	Replaces 033			\$ 75,000								\$ 85,000				
CP-020	80	Planned	Backup CAD System (CAD-Lite)	Updates and improvements to CAD-Lite and related systems.	Replaces 034	\$ 10,000		\$ 12,000		\$ 15,000			\$ 17,000		\$ 18,000		\$ 19,000		\$ 20,000	
CP-021	80	Planned	Facility Security and Safety	Funding to support facility security systems, access control, cameras and related items.	Replaces 016			\$ 250,000					\$ 250,000					\$ 275,000		
CP-022	80	Planned	Audio Visual Improvements	Funding to support improvements to AV systems.	New Project	\$ 65,000		\$ 100,000							\$ 85,000					
CP-023	80	Planned	Agency Website & Related	Periodic refreshing of agency website and web-capabilities.	Replaces 032 and 051. Includes work that is actively underway.	\$ 63,000						\$ 65,000						\$ 65,000		
CP-024	80	Planned	Business Fixtures, Furniture, Eqp and Appliances	Periodic replacements and additions of appliances, business furniture and eqp.	Replaces 036 and 037	\$ 25,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
CP-025	80	Planned	Online Citizen Reporting	Funding to support improvements to the Online Citizen Reporting System.	Replaces 024. Includes work that is actively underway.	\$ 30,000														
CP-026	80	Planned	Advanced Authentication and System Security Improvements including security vulnerability testing.	Upgrades and improvements to security systems and user security including preparation for regulatory and best practice security practices including security vulnerability testing.	Replaces 044	\$ 60,000	\$ 60,000	\$ 80,000								\$ 20,000				\$ 20,000
CP-027	80	Planned	Community Crime Map Replacement	If necessary due to changes with existing provider will support replacement of community crime map.	Replaces 052	\$ 70,000														
CP-028	80	Planned	Remote 911 Call Processing Initiative	Funding to support initiative that supports remote 911 call-taking (from home or other locations).	New Project	\$ 25,000	\$ 125,000													
CP-029	80	Planned	Critical System Cloud Hosting Initiative	Funding to support exploration of hosting critical systems in secure cloud.	Replaces 053	\$ 150,000														
CP-030	80	Planned	Learning Management System Initiative	Funding to support deployment of an LMS to improve effectiveness of dispatchers and other staff training.	New Project	\$ 45,000														
CP-031	TBD	Reserve	Facility Infrastructure Reserves	Funding to support unplanned large expenditures in owned facilities. Maintain BOD established balance.	New project under development.															
CP-032	80	Planned	Managed Laptop Program	Managed Laptop program for participating agencies. Funding supports 5-yr replacement as eqp ages out. Adding new agencies on hold.	Replaces 009	\$ 200,000	\$ 556,000	\$ 246,000	\$ 240,000	\$ 306,000	build out									
CP-033	80 / ECF	Planned	Radio Site Improvements	Funding for improvements and unplanned major repairs of radio site hardware, systems, switches, circuits, UPS, generators, site generator trailers and services. See RS Improvement tab for schedule.	Replaces Fund 59. Potential for other ECSF funding.	\$ 270,000	\$ 610,000	\$ 485,000	\$ 281,000	\$ 321,000		\$ 175,000		\$ 183,750		\$ 192,938		\$ 202,584		\$ 212,714
CP-034	80 / ECF	Planned	ECC Radio Workstations	Funding to replace, upgrade and add Radio workstation hardware and systems	Replaces 023. Potential for other ECSF funding.															
CP-035	80 / ECF	Planned	Service Vehicles	Periodic replacement of agencies existing 12 vehicles, 10 of which are Radio Trucks.	Replaces 035. Potential for other ECSF funding.	\$ 75,000	\$ 78,750	\$ 82,687	\$ 86,821	\$ 91,162	\$ 95,720	\$ 100,506	\$ 105,531	\$ 110,807	\$ 416,347	\$ 122,164	\$ 128,272	\$ 134,685	\$ 141,419	\$ 148,489
Beginning Balance						\$ 6,014,670	\$ 5,894,150	\$ 1,912,400	\$ (277,712)	\$ (744,404)	\$ (2,768,631)	\$ (3,042,582)	\$ (3,466,817)	\$ (5,347,720)	\$ (5,833,986)	\$ (7,716,901)	\$ (9,323,526)	\$ (9,691,989)	\$ (13,278,899)	\$ (13,101,412)
Planned Expenditures						\$ (1,838,417)	\$ (4,223,250)	\$ (2,443,687)	\$ (732,946)	\$ (2,303,793)	\$ (567,495)	\$ (732,458)	\$ (2,204,536)	\$ (826,081)	\$ (2,239,720)	\$ (1,981,271)	\$ (761,842)	\$ (3,999,957)	\$ (256,212)	\$ (2,897,440)
ECSF Funding						\$ -														
E911 Funding						\$ -														
Managed Laptop Reimburse						\$ 230,000	\$ 241,500	\$ 253,575	\$ 266,254	\$ 279,566	\$ 293,545	\$ 308,222	\$ 323,633	\$ 339,815	\$ 356,805	\$ 374,646	\$ 393,378	\$ 413,047	\$ 433,699	\$ 455,384
New Funding (Carry over)						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Funding & Interest						\$ 1,487,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance						\$5,894,150	\$1,912,400	(\$277,712)	(\$744,404)	(\$2,768,631)	(\$3,042,582)	(\$3,466,817)	(\$5,347,720)	(\$5,833,986)	(\$7,716,901)	(\$9,323,526)	(\$9,691,989)	(\$13,278,899)	(\$13,101,412)	(\$15,543,468)

SNO911 Fund 80 Capital Plan 2022							
Updated through 12/31/2022		last BOD approval: 4/21/2022					
		<i>Planned</i>	<i>Actual</i>				<i>New Forecasted Year</i>
Project #	Project Name	2022	2022	2023	2024	2025	2026
80-001	RMS/Mobile/Corrections	328,240	126,841				
80-002	CAD	255,000					
80-003	UPS Replacement	100,000	78,380			175,000	
80-004	Integrated Video Display System	5,000		40,000	5,000	5,000	5,000
80-005	Dispatch Consoles	30,000		5,000	5,000	5,000	5,000
80-007	Datacenter Servers	96,006	27,710	10,000	10,000	10,000	10,000
80-009	Managed Laptop Program	350,860	310,280	150,000	500,000	130,000	150,000
80-010	Tenant Building Maintenance	266,751	28,314	5,000	5,000	125,000	5,000
80-011	CAD PCs-Dispatch	10,000		10,000	10,000	100,000	10,000
80-012	Administrative PC's and Display	112,029	88,612	5,000	10,000	50,000	5,000
80-013	Network Equipment/Security	157,726	96,534	10,000	350,000	50,000	10,000
80-015	UPS Battery Replace					30,000	
80-016	Bldg Security Upgrade	2,000		2,000	2,000	2,000	2,000
80-017	Logging Recorder	100,354	27,450	5,000	5,000	150,000	5,000
80-018	Consulting/Outsourcing	25,000			25,000		25,000
80-019	Tyler Hardware	63,246	6,714	15,000	15,000	15,000	15,000
80-021	Center Monitors and Displays	5,000		5,000	5,000	30,000	5,000
80-024	Online Citizen Reporting / Shoplift	5,000		5,000	5,000	5,000	5,000
80-025	VPAC Virtual Client Portal	44,556		10,000	10,000	650,000	10,000
80-026	Tyler/NG Datamart	15,000					
80-028	Backups and Storage	65,000		100,000	5,000	50,000	5,000
80-029	Next Gen 911						
80-033	PBX Refresh	5,000		5,000	5,000	5,000	5,000
80-034	Mobile Manual Ops (CAD-In-A-Box)	122,000	20,800				
80-035	Service Vehicles	70,000					
80-036	Appliances	5,000		5,000	5,000	5,000	5,000
80-037	Furniture Replacement	5,000		5,000	5,000	5,000	5,000
80-038	Future Facility Initiative	8,884,428	10,667,978				
80-039	Dispatch Center Generator Rep	740,000					
80-040	Backup Cooling System				250,000		
80-044	Advanced Authentication	5,000		5,000	5,000	50,000	50,000
80-045	Earthquake Base ISO Expansion						
80-046	Data Interoperability						
80-047	Dispatch Schedule Alternatives	20,000	5,400				
80-048	SPIDR Tech Law Enforcement						
80-049	Tertiary 911 Location						
80-050	Financial Consultant	25,000	25,000				
80-051	Website Refresh	70,000	7,000	5,000	5,000	5,000	5,000
80-052	Crime Map Replacement	70,000		5,000	5,000	5,000	5,000
80-053	AWS Cloud Exploration	150,000					
80-054	Locution Computer Replaceme	25,000	5,443				
80-055	SolarWinds	72,000					
80-056	911 Phone Upgrade	775,000	643,385				
80-057	Security Vulnerability Managem	30,000					

SNO911 Fund 80 Capital Plan 2022							
Updated through 12/31/2022		last BOD approval: 4/21/2022					
	Beginning Balance	13,326,421	13,326,421	216,225	(190,775)	(1,437,775)	(3,094,775)
	Expenditures	13,110,196	12,165,843	407,000	1,247,000	1,657,000	347,000
	Previous Year Carryover		1,962,987	0	0	0	
	Managed Laptops		233,353				
Funds Transfer Per Board Approval							
	E911 Contribution						
	Sales Tax Disbursement		1,250,000				
	Miscellaneous Income						
	Interest Income		1,015				
	Projected YE Balance	216,225	4,607,934	(190,775)	(1,437,775)	(3,094,775)	(3,441,775)
Wireless Technology Fund 110 Capital Plan							
Updated through 12/31/2022							
							New Forecasted Year
Project #	Project Name	Planned 2022	Actual 2022	2023	2024	2025	2026
110-001	Vehicles & New Tires	56,135	46,902	56,135	57,819	59,554	61,340
110-004	Roof Replacements for Generators			0	140,000	0	0
110-005	System Equipment Replacement	42,000		42,000	42,000	22,000	22,000
110-006	Power System Replacements			0	0	0	0
110-007	Comm. Site Building Improvements	21,000		21,000	18,000	18,000	18,000
110-008	Tower Upgrades/Replacement	31,395		31,395	31,395	46,395	31,395
110-009	Site HVAC Unit Replacements	30,000		30,000	30,000	30,000	30,000
110-010	Generator Replacements	60,000		60,000	142,090	147,774	153,685
110-011	Camera Upgrade/Sustainment						
110-012	Equipment for Existing Systems						
	Beginning Balance	1,453,454	1,453,454	1,406,737	1,166,207	704,903	381,180
	Expenditures	240,530	46,902	240,530	461,304	323,722	316,420
	Previous Year Carryover						
	Funds Transferred in						
Funds Transfer Per Board Approval							
	Interest Income		185				
	Projected YE Balance	1,212,924	1,406,737	1,166,207	704,903	381,180	64,761

SNO911 Fund 80 Capital Plan Project Definitions from 2022 Approved Capital Plan

80-01 RMS/Mobile/Corrections

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

80-02 CAD

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

80-03 UPS Replacement

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

80-04 Integrated Video Display System

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

80-05 Dispatch Consoles

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

80-06 Long Term Facility Plan

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

80-07 Datacenter Servers

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

80-08 First Watch - no longer needed

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

80-09 Managed Laptop Program

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

80-10 ~~Flooring Replacement~~ Tenant Building Maintenance

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

80-11 CAD PCs-Dispatch

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

80-12 PC Workstation (Non-Public Safety)

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

80-13 Network Equipment/Security

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

80-14 Time and Scheduling Systems - no longer needed

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

80-15 UPS Battery Replacement

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

80-16 Building Security Upgrade

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

80-17 Logging Recorder

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

80-18 Consulting/Outsourcing

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

80-19 Tyler Hardware

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

80-20 Mobile VPN Server/Software/Netmotion

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

80-21 Center Monitors and Displays

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

80-22 Locution - no longer needed

Similar to the managed laptop program, this fund is for assisting fire agencies in purchasing the Locution Station Alerting system. Agencies who wish to install Locution can request the equipment through SNO911 and repay the interest-free loan over a set term. Supporting this effort expedites roll-out of redundant fire alerting which is important to SNO911 and fire agencies.

80-23 MCC7500 Radio Consoles - no longer needed

This fund was used to upgrade the radio consoles in the dispatch center in 2016. Funding for future expansion in 2019 to include four workstations in multi-purpose room and adding radios to existing workstations that do not have radios.

80-24 Online Citizen Reporting

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

80-25 Tyler Virtual Client Portal

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

80-26 Data Warehouse

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

80-27 Viper Phone Dispatch Workstations - no longer needed (E911 funded)

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

80-28 Backups and Storage

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

80-29 Next Gen 911

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

80-30 Financial Software

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

80-31 HR & Payroll Software

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

80-32 Web Services - No longer needed

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

80-33 PBX Refresh

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

80-34 Mobile Manual Ops (CAD-In-A-Box)

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

80-35 Service Vehicles

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

80-36 Appliances

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

80-37 Furniture Replacement

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

80-38 Future Facility initiative

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

80-39 Generator Replacement

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

80-40 Backup Cooling System

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

80-41 Generator Service - Not in current capital plan (maintenance)

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

80-42 UPS Service - Not in current capital plan (maintenance)

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

80-43 Records Retention System

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

80-44 Advanced Authentication

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

80-45 Earthquake Base Expansion - Retired

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

80-46 Data Interoperability

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

80-47 Dispatch Schedule Alternatives

Approved in 2020 this project funds utilization of an outside consultant to help facilitate exploration of alternative schedules for Center Operations. **The competition of the Telestaff cloud migration project and backup solution. This also includes professional, training and consulting services needs that may arise.**

80-48 SPIDR Tech Law Enforcement - Retired

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

80-49 Tertiary 911 Location - Retired

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

80-50 Financial Consultant

Use of consultants to evaluate agency finance internal controls and may include other work in the future.

80-51 Website Refresh

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

80-52 Crime Map Replacement

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

80-53 Cloud Exploration AWS

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

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

80-54 Locution Computer Replacement

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

80-55 SolarWinds

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

80-56 911 Phone Upgrade

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

80-57 Security Vulnerability Management

This fund is needed to purchase a solution that will give Tech staff the ability to proactively prevent the exploitation of IT vulnerabilities. Allowing for quick scanning of the entire network to checking for vulnerabilities reported by vendors.



Action Proposal Form

Date: 1/5/2023

Title: \$3 Million Short-Term Loan Repayment and Bond Debt-Service Fund

Background / Purpose:

This APF recommends two actions that includes the repayment of dollars reallocated from Fund 80 into Project 80-038 to facilitate purchase of the new facility, and the creation of a new bank fund that will improve financial oversight by allowing us to keep dollars related to new facility costs separated from bond repayment dollars.

1. Repayment of \$3 million loan

In October of 2022 the Board approved a \$3 million short-term loan to the future facility capital project 80-038 from Fund 80 until receipt of the \$49 million in bond proceeds from Snohomish County. The short-term loan was made in order to designate a total of \$11,912,987 in future facility project funds to complete the purchase of the new building. The \$49 million in bond proceeds were received on December 5, 2022. Staff recommends that the \$3 million short-term loan now be reimbursed from the \$49 million in bond proceeds, Fund 150, to Capital Fund 80 consistent with resolution 2022-04.

2. Establish Future Facility Bond Repayment Fund

In order to facilitate maximum transparency, it is recommended to not comingle bond repayment funds with any other existing funds. It is important to document the source of repayment funds and specifically show that borrowed dollars are not used to make debt service payments. Therefore, staff recommends the creation of Fund 155 "Future Facility Debt Service Fund" in both the General Ledger and at US Bank in the form of a checking account.

The Future Facility Debt Service Fund would be established in 2023 with a one-time E911 reserve revenue \$8,637,803 which is expected to be received in late January or early February of 2023. Future deposits to the Future Facility Debt Service Fund will be made from ECSF revenue starting in 2024.

Suggested Action/Recommendation:

1. Approve repayment of the \$3 million loan from the \$49 million in bond proceeds from Fund 150 to Capital Fund 80.
2. Approve staff to establish Bond Repayment Fund 155.
3. Deposit \$8,637,803 of E911 reserve revenue into Fund 155.



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 100.

**SNOHOMISH COUNTY 911
RESOLUTION 2022-04**

**A RESOLUTION OF THE GOVERNING BOARD OF
THE SNOHOMISH COUNTY REGIONAL PUBLIC
SAFETY COMMUNICATIONS AGENCY (SNOHOMISH
COUNTY 911) DESIGNATING CERTAIN
EXPENDITURES FOR REIMBURSEMENT FROM
BONDS THAT MAY BE ISSUED BY SNOHOMISH
COUNTY, WASHINGTON, TO PROVIDE CAPITAL
FINANCING FOR A NEW 911 FACILITY.**

WHEREAS, Snohomish County Regional Public Safety Communications Agency (“Snohomish County 911” or “SNO911”) provides emergency communication services on behalf of its member agencies throughout Snohomish County. Snohomish County, Washington (the “County”) is one of the member agencies of SNO911; and

WHEREAS, the County reasonably expects to issue limited tax general obligation bonds as tax-exempt obligations, and to loan a portion of the proceeds of such bonds to SNO911 to be used to acquire, design, construct, furnish and/or equip a centralized building for housing SNO911’s facilities and equipment, and related costs of issuance and other transaction costs (the “Project”); and

WHEREAS, the United States Department of the Treasury has promulgated Regulations limiting the ability of an issuer or borrower to use the proceeds of tax-exempt obligations for reimbursement of prior expenditures; and

WHEREAS, any such declaration of official intent to reimburse must not be made as a matter of course or in an amount substantially in excess of the amount expected to be necessary for the proposed project; and

WHEREAS, SNO911 expects to finance the Project, in part, through the issuance of tax-exempt obligations issued by the County;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF SNOHOMISH COUNTY 911, AS FOLLOWS:

Section 1. SNO911 reasonably expects to reimburse expenditures relating to the Project with the proceeds of debt to be incurred by the County (the “County Bonds”), and therefore makes this Declaration of Intent to Reimburse to preserve the ability of the County and SNO911 to reimburse SNO911 for such expenditures from the proceeds of the County Bonds.

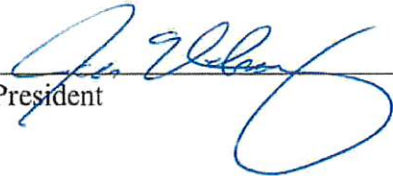
Section 2. The maximum principal amount of County Bonds expected to be issued for the purpose of financing the Project is \$49,000,000.

Section 3. This Declaration of Official Intent to Reimburse is made pursuant to Section 1.150-2 of the Income Tax Regulations promulgated by the United States Department of the Treasury.

Section 4. This resolution will take effect from and after its adoption as provided by law.

Approved this 18th day of August, 2022.

SNOHOMISH COUNTY REGIONAL
PUBLIC SAFETY COMMUNICATIONS
AGENCY (SNOHOMISH COUNTY 911)



Board President

ATTEST:


Wade Anderson, Treasurer



Action Proposal Form

Date: January 6, 2023

Title: RRP Radio infrastructure test equipment/Direction Finding

Background / Purpose:

Infrastructure Test equipment

The RRP is replacing legacy analog equipment with digital based radio infrastructure. The majority of the current radio test equipment owned by Snohomish County 911 has exceeded its useful service life and is incapable of testing the new infrastructure. Equipment is needed to align, test, troubleshoot and perform preventative maintenance to the new RRP infrastructure.

Repair and maintenance of the radio system infrastructure is essential to providing reliable communication tools to first responders in Snohomish County.

Equipment needed to support infrastructure maintenance:

Motorola/Sourcwell:

- Voice Radio System Power Sensor (Quantity 4)
- Audio Test Set (Quantity 4)
- Rubidium Frequency Standard (Quantity 4)
- RF service monitor (Quantity 4)
- RF phase stable adapter kit (Quantity 4)
- RF cable calibration kit (Quantity 4)

Other Vendor(s):

- RF test cable kit (Quantity 4)
- Microwave Power Meter (Quantity 2)
- T1/Fiber/Ethernet tester equipment (Quantity 4)

SNO911 has requested a quote from Motorola for the above equipment utilizing a piggyback contract through Sourcwell cooperative purchasing. Motorola responded back they can provide all but the RF test cable kit and microwave power meter for the sum of \$192,999.00 plus sales tax. The microwave power meter, T1/Ethernet/Fiber test equipment and RF test cable kits are expected to cost approximately \$55,000.00.

Interference Direction Finding Equipment

The Snohomish County 911 radio system has experienced multiple instances of interference that have negatively impacted first responder communications. This interference has been generated by consumer electronics, Bi-Directional Amplifiers (BDAs) and unauthorized radio transmitters. SNO911 staff have manually been direction finding sources of interference, however the time involved to locate interference can be counted in days which jeopardizes

emergency communications, derails staff from regular activities and impacts the RRP project schedule negatively.

Interference from BDAs is expected to increase as the number of systems in the county increase and as Snohomish County 911 migrates to United States Primary Frequencies to enhance radio system coverage. Quick and efficient location of interference is essential to ensure safe coordination of emergency response utilizing the SNO911 radio system.

Automated Direction Finding (ADF) equipment is available that will reduce the time needed to located interference. This type of equipment is utilized by the Federal Communications Commission, cellular carriers and operators of critical radio system infrastructure. This equipment automates data collection and analysis which reduces the number of SNO911 staff that are required to effectively locate interference. ADF equipment will record the signal intelligence and provide records that could be utilized by SNO911 to prove the negative impacts to communications. This information will assist obtaining regulatory agency enforcement.

Rohde and Schwarz was selected through a competitive bid process. Their proposal totals \$192,973.00, with an optional extended warranty for \$3,155.00 for a total of \$196,128.00 plus sales tax.

Funding has been earmarked for test equipment since the beginning of the project within project contingency. Staff have since included the ADF based upon recent experience and the change to US primary frequencies.

Suggested Action/Recommendation:

Authorize staff to purchase the test equipment and automatic direction finding equipment detailed in this APF with a not to exceed amount of \$492,000.00 (includes taxes) from RRP contingency.

Fund: Fund 130-16-40



Board Packet Memorandum

Date: January 19, 2023
To: Snohomish County 911 Board Members
From: Leadership Team

General

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

Viper Upgrade

After the November 29th VIPER upgrade, SNO911 IT Staff continued to work on minor issues related to the upgrade. The focus is now on reporting and ensuring the new method of reporting is validated and meeting all our reporting needs. The reporting component was not started until a couple weeks after the upgrade. This was to ensure the data from our live system was available and correct. The next phase of the upgrade will be the test environment setup. This body of work will begin next month.

New World Update

The SNO911 Tech staff and Tyler team have been working together to address the last priority issue from the upgrade. Tyler Technologies has delivered a new fix that is currently being tested. If the new fix is validated to fully resolve the issue, SNO911 IT Staff will develop a plan to implement the solution into our live CAD environment.

MyCrimeReport Update

The MyCrimeReport website is being enhanced to add fixes and more functionality. This includes adding more report types available for citizens to select when they do an online report. The updated code has been installed in our test environment and we are actively testing the product now. We are anticipating getting through testing and implementing the updated code into our live environment within the next month.

Future Facility Planning

The SNO911 Tech management team continues internal talks and plan to transition critical systems to the new future facility location. This includes all critical Radio and IT systems and hardware. These discussions have led us down the path of planning future purchases of equipment to accomplish a timely installation and testing. In our discussions, progress is being made on how to keep critical system downtime and services we provide to our member agencies to a minimum or no downtime. SNO911 is committed to continue providing uninterrupted services to our agencies

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

and our community. Tech management will continue to work with Senior Leadership and Department Managers to fully vet out the best solution that will keep our services online when the time comes to transition to the new location.

New EMS Type Codes

On January 11, new EMS type codes were implemented for use in SNO911's Computer Aided Dispatch (CAD) system. This expands the number of type codes available for use from six to nine, adding three dispatchable EMS type codes. This is the result of the efforts of the SNO911 Dispatch Review and Steering Committees comprised of SNO911 staff and member agency representation, with oversight of the EMS Medical Program Director. This group developed the recommendation, which was approved by Fire TAC. This allows for greater granularity for unit assignment for EMS calls and a more robust adoption of the Medical Priority Dispatch System (MPDS). Further information can be found in the Executive Summary included in this packet.

Training Room at New SNO911 HQ

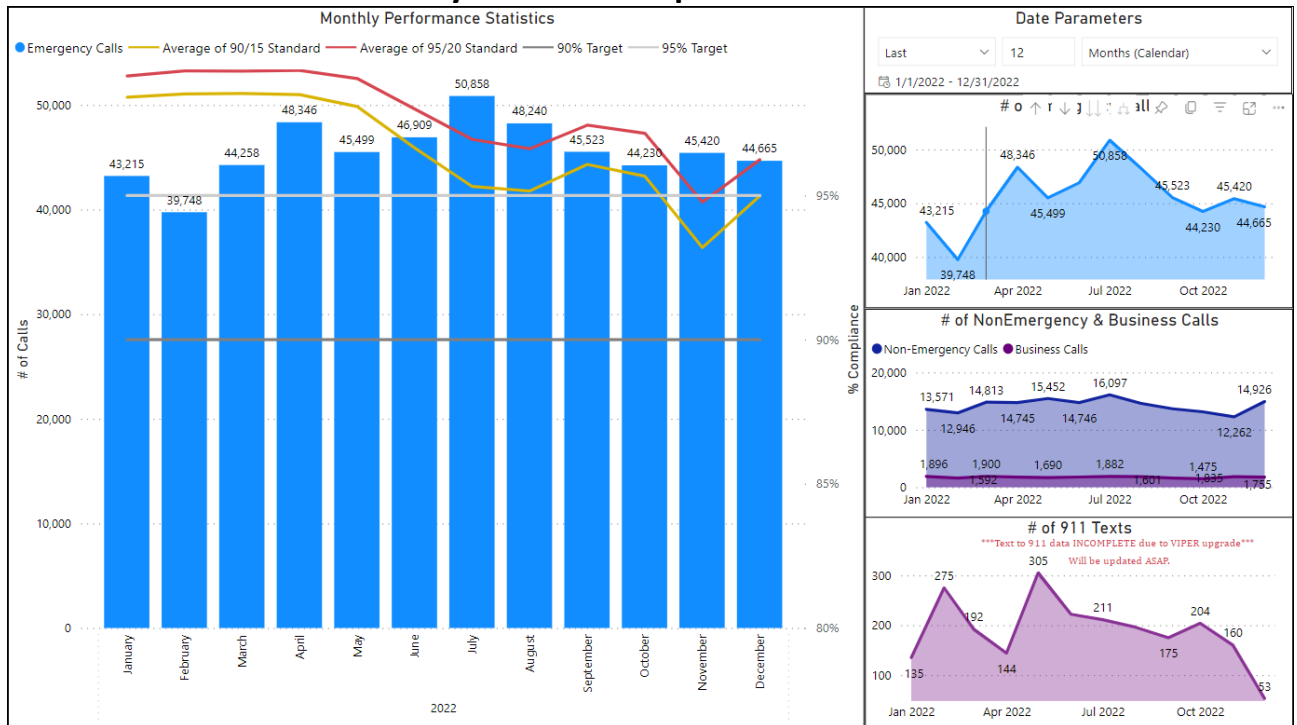
We are pleased and proud to report that our most recent new hire call taking academy is being held at our new building! Special thank you to everyone in the Tech Department who worked on this project, the room looks great!



Dispatch Supervisor Promotions

Dispatchers Kirsten White and Simon Arnold have been promoted to Supervisor effective January 16, filling two existing vacancies. Congratulations to both on this well-deserved achievement.

Monthly Statistical Reports



SPIDR Tech Survey – December 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	595	79.33%
3 - Satisfied	115	15.33%
2 - Neither Satisfied nor Dissatisfied	23	3.07%
1 - Somewhat Dissatisfied	3	0.40%
0 - Very Dissatisfied	14	1.87%
Total	750	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	716	94.46%
Somewhat	29	3.83%
No	13	1.72%
Total	758	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	22	21	16	241
ARLINGTON CITY	40	-	-	-	-	-	-	-	-	-	-	-	40
ARLINGTON RURAL FD 21	71	61	69	57	79	94	73	88	74	77	85	86	914
DARRINGTON FD 24	43	31	48	45	43	42	54	40	39	47	52	48	532
EVERETT CITY	2,211	1,940	2,052	2,032	2,200	2,116	2,338	2,216	2,113	2,190	2,395	2,502	26,305
FD 19	24	27	41	41	23	46	50	38	43	40	46	44	463
SRFR (Mill Creek excluded)	1,065	853	909	941	1,062	1,050	1,210	1,133	1,036	1,095	1,260	1,165	12,779
GETCHELL FD 22	53	38	46	29	42	41	47	56	44	48	62	48	554
GOLD BAR - INDEX FD 26	84	57	74	68	58	82	92	80	69	77	76	136	953
GRANITE FALLS FD 17	180	146	166	171	173	177	195	199	192	157	197	189	2,142
HAT ISLAND FD 27	2	2	3	1	3	1	3	2	3	3	1	3	27
LAKE ROESIGER FD 16	18	16	14	16	18	25	18	21	22	17	40	28	253
LAKE STEVENS FD 8													
MARYSVILLE FIRE	1,211	1,012	1,039	1,019	1,223	1,173	1,217	1,210	1,120	1,209	1,346	1,230	14,009
MILL CREEK CITY	201	196	174	206	216	181	244	212	196	243	205	95	2,369
MUKILTEO CITY	180	158	182	177	196	166	200	190	191	185	243	244	2,312
NORTH COUNTY FIRE (UNINC)	526	449	487	520	597	572	666	643	589	580	633	617	6,879
OSO FD 25	7	6	7	9	5	12	12	12	14	12	11	13	120
ROBE FD 23	3	2	4	5	10	7	11	12	11	12	15	1	93
SNOHOMISH FD 4	304	271	259	270	302	285	371	349	354	326	356	374	3,821
SOUTH COUNTY FIRE (TOTAL)	2,866	2,406	2,645	2,535	2,691	2,866	3,061	2,935	2,740	2,786	3,182	3,247	33,960
SOUTH COUNTY FIRE (UNINC)	1,383	1,088	1,273	1,258	1,286	1,404	1,488	1,394	1,304	1,331	1,527	1,503	16,239
EDMONDS CITY (CONTRACT)	530	427	496	425	493	514	544	510	463	504	571	630	6,107
BRIER CITY	35	35	37	28	40	31	44	40	38	50	49	46	473
LYNNWOOD CITY	668	644	608	590	633	655	701	728	682	627	766	763	8,065
MOUNTLAKE TERRACE CITY	250	212	231	234	239	262	284	263	253	274	269	305	3,076
STANWOOD CITY	118	121	121	150	139	119	137	146	124	141	149	172	1,637
SULTAN FD 5	101	89	84	92	95	110	123	111	104	102	120	114	1,245
TULALIP FD 15	79	68	75	88	117	78	84	117	93	86	138	91	1,114
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	2,055	1,992	1,722	1,735	23,735
BRIER	310	289	358	383	459	436	476	389	412	527	403	365	4,807
DARRINGTON	82	86	82	72	99	92	127	87	56	76	101	70	1,030
EDMONDS	2,022	1,719	1,909	1,759	2,050	2,120	2,415	2,508	2,140	2,211	2,038	1,988	24,879
EVERETT	10,695	10,797	11,604	11,462	11,848	11,632	12,489	11,926	11,536	11,129	10,209	9,788	135,115
GOLD BAR	155	168	215	190	207	218	244	165	177	184	137	208	2,268
GRANITE FALLS	327	311	306	291	302	302	333	360	358	309	288	232	3,719
INDEX	32	33	39	39	42	38	37	28	46	43	40	37	454
LAKE STEVENS	1,714	1,760	1,803	1,730	1,772	1,685	2,149	2,128	2,161	2,041	1,756	1,581	22,280
LYNNWOOD	3,024	2,886	3,250	3,182	3,403	3,695	3,820	3,779	3,399	3,440	3,365	3,143	40,386
MARYSVILLE	4,598	4,763	5,098	4,784	5,252	5,009	5,239	5,312	5,122	4,897	4,418	4,548	59,040
MILL CREEK	1,052	1,063	1,230	1,052	1,147	1,071	1,246	1,150	1,005	1,037	958	947	12,958
MONROE	1,631	1,449	1,620	1,651	2,059	1,954	2,097	1,962	1,838	1,911	1,508	1,831	21,511
MOUNTLAKE TERRACE	1,227	1,270	1,329	1,282	1,703	1,838	1,804	1,771	1,615	1,644	1,450	1,506	18,439
MUKILTEO	2,386	2,083	2,261	2,477	2,526	1,969	2,305	2,478	2,237	2,127	2,074	2,200	27,123
SNOHOMISH	706	786	889	800	865	879	1,049	1,053	959	961	776	712	10,435
SNOHOMISH COUNTY	13,091	12,986	13,517	12,930	13,628	13,382	15,779	14,240	13,386	13,241	12,185	11,850	160,215
STANWOOD	434	523	488	467	526	566	597	525	613	435	493	532	6,199
STILLAGUAMISH	1,069	1,274	1,326	1,264	1,204	1,238	1,351	1,948	1,876	1,977	1,968	1,546	18,041
SULTAN	247	252	336	269	315	314	277	262	292	338	302	219	3,423
WOODWAY	82	63	40	50	58	60	50	34	49	42	47	58	633

Snohomish County 911 - Staffing Report

1/9/2023

Full-Time Dispatchers

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

Job Title:	Status:	Current #
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	17
Trainee Dispatcher 2	New Hire-Completed training in 2 of the 3 required disciplines	9
Police Dispatcher	Legacy: Only trained in CT and Police Dispatch	4
Fire Dispatcher	Legacy: Only trained in CT and Fire Dispatch	3
Cross-Trained Trainee	Trained in 2 disciplines, and currently in-training for the 3rd	1
Cross-Trained Dispatcher	Fully cross-trained in CT, Police, and Fire	59
Total:		93

REPRESENTED STAFF (Dispatchers & Sups):

Authorized Full-Time Positions:	119
Filled Full-Time Positions:	107
Vacant Full-Time Positions:	12

APPOINTEE STAFF (Non-Union):

Authorized Full-Time Positions:	44
Filled Full-Time Positions:	41
Vacant Full-Time Positions:	3

Authorized Dispatch Staffing Level - (including trainees)	90.3%
Center Staffing Strength - (excludes trainees and LOA's)	76.0%

Long-Term Leaves of Absence - (F/T dispatchers only, including trainees)	-3
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Total Number of SNO911 Employees - (FT/PT/Contract)	157
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Full-Time Dispatchers

Authorized Positions:	103
Filled F/T Positions:	93
Relief Dispatchers:	-7
F/T Vacancies:	10
Dispatch Supervisors	
Authorized Positions:	16
Filled F/T Positions:	14
F/T Vacancies:	2
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/Admin Assts.	
Authorized F/T Positions:	11
Filled F/T Positions:	9
Filled P/T Positions:	1
F/T Vacancies:	2
Tech / Radio Groups	
Authorized Positions	22
Filled F/T Positions (Tech)	13
Filled F/T Positions (Radio)	9
Filled P/T Positions (Radio)	1
F/T Vacancies	0

Current Recruitment Status

Candidates Awaiting:

PST Dispatchers Exam	5	Next PST test is scheduled for Jan 9 and 11.
CritiCall Test Invitations - December	221	Tests sent out for March Academy
CritiCall Test Completions - December	51	18 Achieved Passing Scores
Interview	3	Interviewing for March academy
Polygraph Exam	7	Scheduled for polygraph examination or awaiting results
Currently in background check	6	Currently in process of completing background check with PST
Psyche Exam and/or Drug/Hearing Test	0	Background complete. Now awaiting psyche exam and/or drug and hearing tests
Onboarding/Orientation	0	Final offers signed. Hiring process complete; just awaiting start date now.

YTD Dispatch Trainees Hired	5
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Employment Separations

YTD Full Separations from Agency:	1
YTD Changes from F/T to Relief Status:	0

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

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

Dispatch & Sups (Trainees):	0
Accepted New Job (not w/911)	0
Accepted New Job (w/911 agency)	0
Death of Employee	0
Involuntary Term	0
Medical	0
Relocation	0
Retirement	0
Voluntary Opt-Out	0

Dispatch & Sups (Non-Trainees):	1
Accepted New Job (not w/911)	1
Accepted New Job (w/911 agency)	0
Involuntary Term	0
Medical	0
No Reason Given	0
Personal	0
Relocation	0
Retirement	0
Death of Employee	0

Dispatch Steering Committee - CAD Type Code Change Executive Summary

December 29, 2022

The purpose of this summary is to provide a high-level overview of the process, justification, and goals that support adding additional Emergency Medical System (EMS) Type Codes to the Snohomish County 911 (SNO911) Computer Aided Dispatch (CAD) system and the corresponding addition of service levels for field providers. EMS resources are finite and need to be utilized in a structured and efficient manner, especially Advanced Life Saving (ALS) units staffed with paramedics that have received advanced levels of training. Likewise, even with quality telephonic triage, in many cases the appropriate level of treatment/care cannot be determined until EMS is with the patient and has conducted an assessment. The new codes will allow for greater flexibility to better align available EMS resources with EMS calls for service generated through the 911 system.

Background

Snohomish County 911 implemented the International Academies of Emergency Dispatch (IAED) Medical Priority Dispatch System (MPDS) in 2017, which is considered the gold-standard and is the most widely used system of its type in the U.S. and around the world. The MPDS system allows for rapid and consistent triage of incoming 911 calls, assessments of scene safety, and delivery of pre-arrival instructions that provide lifesaving medical instruction prior to the arrival of first responders. The MPDS system as a whole has provided increased data, and has significantly improved quality assurance (QA) and quality improvement (QI). **The main goal of the MPDS system is to ensure the right EMS resource is being assigned to the right call at the right time.** A secondary goal is to establish protocols for emergency call triage that identify subsets of calls where the use of lights and sirens outweigh the safety risks to first responders and the community (On duty vehicle accidents are a leading cause of firefighter/EMT death and studies show the likelihood of a vehicle crash increases by 50% when lights and sirens are used).¹ This program has created space for the County EMS system to evolve since the level of consistency of the information and pre-dispatch triage has increased.

Existing EMS Type Codes & Limitations

911 calls are triaged through a series of MPDS protocols, which result in an assignment of one of four dispatchable CAD EMS Type Codes (see Table 1). Each of the four dispatchable type codes are configured with highly customized/agency specific response plans. Typical response plans consider how close available units are to the call, specific unit capabilities, agency jurisdictional unit vs. mutual aid, etc.

¹ Study finds the likelihood of a vehicle crash during travel to the patient's location (the "response phase") increased by 50% when lights and sirens were used, compared to when lights and sirens were not used. <https://www.usfa.fema.gov/blog/jg-041422.html#:~:text=NEMSIS%20data&text=The%20study%20found%20that%20the,and%20sirens%20were%20not%20used.>

Table 1: Existing CAD EMS Type Codes

Severity	Type Code	Type Code Definition
Least ↑ ↓ Most	Nurse/Poison	Calls that can be transferred to a Nurse Triage Line (not dispatched)
	BLSN	Basic Life Support (EMT) Non-Code (no lights and sirens)
	BLS	Basic Life Support (EMT) Code
	MED	Medic (ALS) Response (Paramedic)
	MEDX	Expedited Medic (ALS) Response (Typically with extra staff)

Table 1 lists the current EMS type codes and their corresponding definition and relative severity. There are several other type codes that EMS resources are dispatched to including motor vehicle collisions, fire calls, etc. that are not listed.

The existing type codes were designed back in the 1980s using a completely different triage system. The MPDS system, paired with the ability to follow the patient from 911 call to hospital care, allows greater flexibility to pre-determine the type(s) of units to send. The MPDS system categorizes calls on a non-linear scale, and the DSC recognizes there are a subset of calls that border the ALS/BLS categorization. Based on a review of all data available, the additional type code of MED 3 provides another tier of response for these calls. This flexibility allows agencies to customize their response models based on available resources, population density and agency specific design. Some agencies may choose to prioritize speed of initial response over the qualifications of the responders, while others may choose to send more qualified responders based on their distance to the call. The additional type codes allows our single dispatch system to customize levels of service across a very diverse county with wide-ranging needs, population densities, and available resources.

MPDS Coding and New Call Types

The MPDS system, through consistent triage process, assigns each 911 call an MPDS Determinant Code. This determinant code defines a priority and resource type recommendation based on the nature and severity of the medical complaint. The DSC developed a recommendation to add three additional dispatchable EMS type codes to allow for greater granularity for unit assignment. It is important to note there is an overlap between some MPDS determinant levels and CAD type codes. Most significantly is the addition of MED2 and MED3 type codes that allow a varied response between 911 calls coded on a Charlie MPDS level.

Table 2: MPDS Response Level and New Type Codes

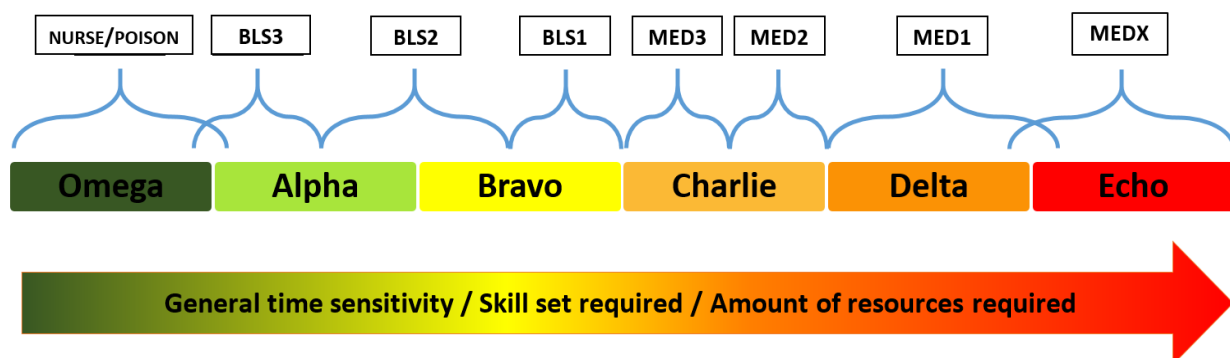


Table 3: New CAD EMS Type Codes

Severity	Type Code	Type Code Definition
 Least	Nurse/Poison	Calls that can be transferred to a Nurse Triage Line (not dispatched)
	BLS3	Requires BLS resources, agency specific response Potential FRL: Agency specific (could copy BLS2 or so something different)
	BLS2	Requires BLS resources, not time sensitive Potential FRL: Current BLSN response
	BLS1	Requires BLS resources, time sensitive Potential FRL: Current BLS response
	MED3	ALS indications, agency specific response Potential FRL: Agency specific (could copy MED2 or do something different)
	MED2	Requires ALS resources, time sensitive Potential FRL: Closest of home Agency medic units + aid/engine unless mutual aid is ~2-10 minutes closer
	MED1	Requires ALS resources, time critical Potential FRL: Closest medic unit + aid/engine regardless of Agency/border
	MEDX	Requires ALS resources, time critical, extra resources needed Potential FRL: Same as current MEDX plans
Most		

Table 3 lists the new EMS type codes along with a brief definition that describes the resource type and time sensitivity. Also included is a potential Fire Response List (FRL) guideline to assist agencies when determining actual unit assignment rules for each call type.

Review Process

The DSC has connected and compiled data from several sources including the SNO911 CAD System, Fire Department Patient Care Reports (PCRs), Hospital Emergency Room records containing diagnosis, and Hospital Discharge records. The DSC reviewed approximately 11 months of post-pandemic data (to eliminate the temporary Protocol 36 MPDS Card from skewing the data) and have assigned each of the over 420 primary determinant codes to one of the seven EMS type codes or two non-dispatchable type codes.

The group examined, in detail, what occurred on each incident starting from the 911 call to what occurred at the hospital. This included reviewing the volume of calls, what type of paramedic and/or EMT interventions occurred, what types of Potentially Life-Saving Interventions (PLSI)² were provided, types of medications administered, if/how the patient was transported, what was found at the Emergency Room, and ultimately the patient outcome at hospital discharge.

MED3 Type Code

MED3 is a new type code designated for lower acuity calls where the MPDS system recommends a non-code ALS assessment, but for resource management purposes an agency may wish to send a BLS resource to assess. At the time of implementation, only calls that were previously categorized as BLS

² Potentially Life-Saving Interventions (PLSI) is a term found in this study <https://pubmed.ncbi.nlm.nih.gov/32678993/> that has been adapted to Snohomish County through a review of the types of patient interventions and determination of how important speed of response is a factor for patient outcome. Relatively speaking, a higher level of PLSI on a specific determinant code or call type is one method to determine the level of acuity.

will be assigned the MED3 type code. This is a risk adverse approach that will allow more time for the DSC will evaluate other lower acuity calls that may be assigned to the MED3 type code. Based on the current review, Table 4 contains a list of determinant codes that will be re-evaluated for assignment to the MED3 type code. There is a desire to more thoroughly re-evaluate the quality of this particular data to include patient vital signs and other abnormalities. This will be completed in Phase 2 of this project described in further detail below.

Table 4: Current Candidates for Future MED3 Type Code Assignment

EMD Code	Protocol	Description
5C03	Back Pain	Fainting or near fainting ≥ 50
18C03	Headache	Speech problems
24C02	Pregnancy/Childbirth/Miscarriage	1st TRIMESTER SERIOUS hemorrhage
28C03	Stroke/Transient Ischemic Attack	Sudden speech problems

Expected Immediate Impact

The immediate impact on 911 callers and patients will be minimal. EMTs and Paramedics in the field will see new type codes, but the actual response plans (what unit is sent to which call) will remain largely unchanged. Table 5 shows the volume and percentage of current type codes and where those will fall into the new type codes. This will change in future phases of this work effort.

Table 5: Existing to New Type Codes

Current Call Type	BLS		BLSN		MED		MEDX	
New Call Type	#	%	#	%	#	%	#	%
BLS1	10678	50.44%	153	0.95%				
BLS2	589	2.78%	10968	68.07%				
BLS3			4993	30.99%				
MED1					20929	70.01%		
MED2	473	2.23%			8967	30.00%		
MED3	9431	44.55%						
MEDX	1	0.00%					1624	100.00%

Table 5 shows the number and percentages of existing call type classification and where those subject calls would have fallen under the new type codes. For example, 70% of the existing MED calls will be assigned to the MED1 type code, 28% to MED2.

Limitations on Available Data

As there are known limitations on the dataset, an ongoing improvement project is critical to making future decisions. Not all ER and hospital discharge information is available. This could be due to technical limitations, or the need for additional field training to ensure accuracy of information that is needed to link the datasets together. Another limitation is the relationship between Northwest Ambulance and Everett Fire, insomuch that Northwest Ambulance completes some patient reports when transporting for Everett Fire. It is difficult to include the NWA data when analyzing responses. DSC recommends that additional effort is spent on making sure all available information is considered

when conducting future analysis. Finally, there is an ongoing QA/QI need across the system to ensure that those who are entering information are receiving feedback and are held to a consistent standard across departments. The old adage, “garbage in garbage out” can apply, and it is critical that the data is reliable. For example, the data has found cases where ALS resources were recommended and dispatched, but overridden prior to patient assessment which may skew data.

Other Considerations

Moving to a “BLS and Assess” type of tiered response system will require EMT providers to thoroughly understand and follow the Snohomish County EMS checklist for upgrades. There is a suggestion that going forward additional training, oversight and review be provided to this particular checklist to limit any patient risk associated with call upgrades.

Future Project Phases

The additional type codes being implemented will set the foundation for future re-categorization and continuous refinement. It is anticipated the DSC will evaluate placing additional ALS-level determinant codes in the MED3 type code. The DSC will also be evaluating how to maximize the use of the Nurse Triage system.

Future Facility At-A-Glance Report

January 3, 2023

Upcoming or Recent Key Activities:

- 1/6/2023: Final Scoring of RFP responses
- 1/9/2023 Public Fee Opening & Final Selection

- 11/28/2022: Published list of Progressive Design-Build Finalists selected to move to RFP phase.
 - <https://sno911.org/images/Documents/BIDS/Sno911-PDB-Shortlist-Announcement.pdf>

- 10/13/2022: Request for Qualifications (RFQ) for Progressive Design-Build Published
 - <https://www.sno911.org/index.php/rfps/100-sno911-emergency-communication-center-request-for-qualifications-for-progressive-design-build>

Future Facility Policy & Major Decision Timeline

- 12/15/2022: Approved authorization of additional \$500,000 for OAC Contract
- 12/15/2022: Approved investment strategy for bond proceeds
- 12/15/2022: Approved Post Issuance Compliance Policy - Federal Tax Matters
- 11/17/2022: Acquired Buildings at 332 SW Everett Mall Way
- 10/20/2022: Accepted OAC Due Diligence Report
- 10/20/2022: Approved overall project budget of \$62M
- 10/20/2022: Approved financing tasks APF to create Fund 150 and support property purchase
- 9/23/2022: Stated Project Review Committee approved SNO911 Progressive Design Build project.
- 9/15/2022: Approved Purchase and Sale Agreement Amendment to extend inspection period by one-week to align with regular board meeting schedule
- 08/2022: Approved Resolution to reimbursement of pre-bond expenditures
- 06/2022: Approved Purchase and Sale Agreement for property on Everett Mall Way
- 05/2022: Approved authorization of additional \$200,000 for OAC Contract
- 04/2022: Approved agreement providing for Capital Financing with Snohomish County
- 03/2022: Approved site evaluation and issuance of non-binding Letter of Intent
- 02/2022: Approved Progressive Design Build delivery method for the future facility
- 02/2022: Approved ILA with County to facilitate cost-share of colocation study
- 10/2021: Approved the colocation study
- 08/2021: Approved moving all funding from Capital Project 2022 to 2021 to authorize the preliminary planning phase with the consultant
- 07/2021: Approved negotiations with County for preliminary cost-share consultant fees

- 07/2021: Approved contract with OAC as Owners Representative for \$2.3M. Initial approval of \$200,000 to start work.
- 05/2021: Approved the issuance of an RFQ for Project Management of the Future Facility
- 12/2020: Approved new build vs. renovation.
- 04/2019: Approved SNO911 Facility Assessment Study Prepared by third-party consultants that offered options for renovation of current facility or new build.

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for December 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	✓	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, Chuck Steichen - Lynnwood		Sgt. Karl Gilje - Stanwood	
Chief, Nick Almquist - Brier		Cmdr. Adam Vermeulen - Marysville	✓	Officer Dean Munday - Stillaguamish	
Dep. Chief, John DeRousse - Everett		Chief, Jeff Jolley - Monroe	✓		
Dep. Chief, Jeff Young - Lake Stevens		Capt. Steve McDonald - SCSO	✓		
SN0911					
Executive Director Kurt Mills	✓	Ops. Manager 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	✓	Officer Joe Bredtstand	✓	Elec. Comm. Spcl. Jeremy Waldner	

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 1032 hours.

1. **Roll Call:** Roll call was done as attendees logged into ZOOM.
2. **Approval of Minutes:** The November 8, 2022 minutes were approved by Sgt. Shane Hawley and 2nd by Captain Bob Goetz.
3. **Announcements:** None
4. **Reports:**
 - A. **Policy Review Committee:** Jim Lawless
Nothing to report.
 - B. **Mobile Users Group:** Travis Katzer
Nothing to report.
 - C. **SN0911 Updates:**
 - a. **New SN0911 Facility:** Kurt Mills
SN0911 has taken possession of its new facility and there has been some preliminary discussion regarding the potential use of extra space by our member agencies. After some discussion, a subcommittee will be formed after the start of the New Year to explore and review member agency needs and options for available space.
 - D. **PTCC:** Brent Meyer
 - a. **MyCrimeReport Enhancements Update:**
Brent was in contact with the developer and they anticipate having test codes ready by the end of next week and those will be loaded into the test system. Brent will be reaching out for testers,

and the timeline for production will be dependent on the response time of testers, identifying any issues that may exist and getting those resolved; however, the hope is that the process will move forward expeditiously.

b. New World Updates:

Planning for Windows updates first quarter of next year, taking down Delta, tentatively on January 11, 2023, for install to measure how long they will take. Once that has been determined, the tentative date for Production is February 7, 2023. Brent is requesting agencies confirm there are no conflicts with that date. Brent will provide a more definitive timeline at the January meeting, but anticipates it will be around the 0200 window.

c. ASAP to PSAP:

Testing and GIS verification have been and continue to be done with “Go-Live” tentatively set for January 31 – February 1, 2023. Mobile Users will now see an “Alarm” and “EMD” tab. More information on that will be forthcoming through PTCC and the Mobile Users Group.

E. Radio Replacement Project:

a. Howard shared that a lot of work is still being done in the background and anticipates power systems will be completed by the end of the year. The Radio Team will be reaching out to schedule work on the base stations and individual departments.

b. Fleet Expansion Requests:

Due to budgetary limits, Terry encouraged agencies to contact SNO911 to provide as much notice as possible if there are any known future fleet expansions or policy changes that will require additional radios.

5. Technical Update: Brent Meyer

A. Viper Upgrade 3.0:

Was completed on November 29th. It went extremely well and as planned with great collaboration between Operations and IT.

B. Fiber Outage:

SNO911 was notified by Astound that there will be a Fiber outage on January 11, 2023, at State Route 526 and Casino Road. This will take down one of the legs to the County; however, the backup leg from South Campus should remain intact and operational. SNO911 will continue to plan for the outage, sending out PSAP notifications and additional information as it becomes available. Its possible additional agencies may be affected by the event so Brent encouraged agencies to reach out to their individual IT departments for what may be anticipated.

6. New Business: None

7. Old Business: None

8. Good of the Order.

A. Update Police TAC Representatives:

Jim asked that any updates that need to be made for the 2023 Committee Representatives be sent to Sheila.

B. SNO911 New Facility Excess Furniture:

Kurt reminded the Committee that the new facility is full of office furniture that is available to our Member Agencies. If there is a need, please contact Kurt or Terry.

9. Adjourned at 1045 hours.

**Snohomish County 911
Finance Committee
Meeting Summary for January 12, 2023 / 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					
Kurt Mills	✓	Terry Peterson	✓	Wade Anderson	✓
Sharon Brendle (notetaker)	✓	Marlin Herolaga	✓	Howard Tucker	✓

1. **Call to Order and Announcements.** The meeting was called to order at 1:31 by Chair Dave DeMarco. There were no announcements.
2. **Reports.**
 - A. **Blanket Voucher Report for December.** There were no questions or concerns. **Ken Klein moved and Dave DeMarco seconded to recommend the Board approve the Blanket Voucher Report for December. The motion passed.**
 - B. **Fund Balance Report for December.** Reporting on Fund 150 will be starting soon.
3. **New Business.**
 - A. **RRP Radio Infrastructure test equipment/Direction Finding.** Terry presented this proposal, as explained in the APF. This is for essential test equipment, with funding earmarked since the beginning of the project.
Ken Klein moved and Steve Guptill seconded to recommend that the Board authorize staff to purchase the test equipment and automatic direction finding equipment detailed in this APF with a not to exceed amount of \$492,000.00 (includes taxes) from RRP contingency. The motion passed.
 - B. **2023 Capital Plan.** Kurt presented and explained that the changes proposed support long-term budgeting needs. They also intend to combine the RRP Capital Fund with the existing Capital Fund 80.
Ken Klein moved and Steve Guptill seconded to recommend that the Board approve the Capital Plan for fiscal year 2023 as presented, and approve the transfer of \$1,406,737 from Radio Capital Fund 110 to Capital Fund 80, and close Fund 110. The motion passed.
 - C. **\$3 million Short Term Loan Repayment and Bond Debt Service Fund.** Wade went over this proposal and explained the first action requested is to pay back the short term loan with bond proceeds, and to move that money over to the Capital Fund. The next action requested was to establish a Bond Repayment Fund 155, and to deposit the E911 reserve revenue of \$8,637,803 when it's received in late January or early February.
Steve Guptill moved and Ken Klein seconded to recommend that the Board approve the repayment of the \$3 million loan from the \$49 million in bond proceeds from Fund 150, to Capital Fund 80; and to authorize staff to establish the Bond Repayment Fund 155; and to deposit \$8,637,803 of E911 reserve revenue into Fund 155. The motion passed.

4. Good of the Order.

- Kurt announced they plan to come to the Board with some additional plans for the Insured Cash Sweep Investment Account.
- Kurt reported they expect to receive the results soon from the Moss-Adams audit.
- They received and reviewed fee proposals on the Future Facility bids on Monday. Terry expects they will be starting negotiations soon with the successful vendor.
- Kurt thanked Steve Guptill and George Hurst for their participation in the construction bid process selection team relating to the new facility.

5. Adjourn. The meeting was adjourned at 2:06 pm. The next meeting is scheduled for February 9, 2023 at 1:30 p.m.

**Snohomish County 911
Personnel Committee
Meeting Summary for January 11, 2023 - 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	
Damien Coan	✓	Sharon Brendle (notetaker)			

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

The meeting was called to order by Chief Jonathan Ventura at 9:05. He filled in as chair until George Hurst arrived at 9:20 a.m.

- 1. Review Staffing Report.** Kurt shared news that 5 new dispatch trainees started on Monday, and the academy is taking place in the new building. He also spoke about two recent Supervisor vacancies and two that will be taking place in the near future. One Supervisor is retiring and will be recognized at the next Board meeting. Two of the vacant positions were recently filled following a promotional process. He expects that the filling of these supervisor positions will impact dispatch floor staffing. He also commented on some appointive staff vacancies and reported that candidates are nearing their background process and will likely start in the next couple of weeks. This includes the Director of Human Resources, Finance Coordinator and Administrative Assistant. He added that the Supervisor Promotion process went really well, and was headed up by Director of Operations, Andie Burton. A current training academy started on Monday, and the next one is scheduled for the first week of March. Terry spoke about the staffing strength number, which is currently at 76%. This results in more overtime, and more working during days off.
- 2. New Recruiting Dashboard.** SNO911 Recruiter Damien Coan presented a new Recruiting Dashboard for the committee to review. Asked about advertising, Damien replied that it is hard to pinpoint which ad is most effective, but commented that repetitive advertising is the key. He went over the Dashboard and described in detail the process applicants go through. He explained that he uses this tool to track the number of applications down to the number hired. During 2022, there were 153 applicants, which was the number of folks that tested with the agency. Out of that number, 27 were hired. That number includes the five that just started in the academy. He also spoke about the two versions of testing being used: one through Public Safety Testing (PST) and the other, CritiCall, an online testing platform. Terry explained that testing through PST used to be the only way to test applicants. Utilizing CritiCall, which began in late 2022, has proved to be beneficial and the agency plans to continue using both processes. Committee members also shared the methods their agencies used for applicant processing. Terry also spoke about the referral recruitment program that was just wrapped up and explained that the incentives offered seemed to energize the program. They will consider offering it again. Asked about the Polygraph examination and the reasons behind it, Kurt explained that the reasons for disqualifying a candidate are often found in the polygraph before progressing on to the expensive background process.

3. Round Table.

- Jonathan Ventura mentioned that George Hurst was recently interviewed by Brandi Kruse on her Podcast, and he thought he did a good job.
 - George commented on some changes within the Lynnwood City Council. Shannon Sessions is the new Council President.
 - Kurt thanked George, along with Assistant Fire Chief Steve Guptill, who were part of the selection team in the construction bid process for the new facility. Contract negotiations will begin shortly.
 - Jonathan will be visiting the new facility this week to walk-through and view the excess furniture that could be used by the City of Arlington.
 - Kurt mentioned that they are exploring ways in which member agencies may be able to use some of the excess space in the new building for possible training locations.
- 4.** The meeting was adjourned at 9:41 a.m. The next Personnel Committee Meeting is scheduled for Wednesday, February 8, 2023 at 9:00 a.m.

Snohomish County 911
Future Facility Committee
Meeting Summary for January 3, 2023, 1:00 – 2:00 pm
Location: Web Conference

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	George Hurst	✓	Steve Guptill	
Dave Teitzel	✓				
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.** The meeting was called to order at 1:02 p.m.
- 2. Future Facility Project Update.** Kurt went through the Future Facility Timeline to bring Councilmember Teitzel up to date and to ensure that everyone is on the same page. A detailed timeline was included in the meeting packet. Terry also went over the Progressive Design Build process in detail. They spoke about the purchase of the new buildings, explaining that buying two buildings with more square footage, instead of building just one, ended up being less expensive per square foot.

Questions raised:

- Does the amount of the purchase include the cost of demolition? Kurt responded that both structures will be kept, but the amount did include the cost of interior demolition that most likely will happen in Building B.
- Is the remaining \$13 million (the difference between the purchase price and the borrowed amount) bonded. Terry responded that the \$13 million is money that SNO911 has saved over time.

Kurt went over some upcoming activities, including the final scoring of the bid responses and public bid opening and selection. The successful bidder will be announced. Kurt also reported that they expect some supply chain challenges that will need to be considered. Completion date may not be until the end of 2024.

3. Round Table.

- Kurt reported that a few agencies (Mill Creek, Everett Police and Everett Fire) have been coming by and taking some of the excess furniture from the new facility.
- The new call-taking academy will be taking place at the new facility. Kurt shared a photo showing the training room set up.
- Wade is working on setting up the Cash Investment Account with US Bank.

- Terry reminded the committee that occasionally a monthly meeting may be cancelled because of a lack of business. In that event, cancellation notices will be emailed out.
 - Kurt reported that there will be some site visits scheduled around the country this year. Participation will likely be asked from this committee or other board members.
 - Terry also reported that SNO911 has an internal Future Facility Committee made up of employees. He expects to schedule a joint meeting sometime in the next two or three months.
 - Committee Chair Dave DeMarco welcomed the new member, Dave Teitzel, to the committee.
4. **Next meeting.** The meeting was adjourned at 1:33 pm. The next meeting is scheduled for Tuesday, February 7, 2023 at 1:00 pm.