

SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
February 16, 2023 at 8:30 a.m.
Web Conference – Join Zoom Meeting

<https://us02web.zoom.us/j/86000466014?pwd=YWxBbE9HMIJuT2ZXMTYVU8rSnBkUT09>

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. **Retirement Recognition for Dispatch Supervisor Deb Whitford**
4. **Approval of Agenda**
5. **Consent Agenda**
 - A. Minutes from the January 19, 2023 Regular Board Meeting.....3
 - B. January 2023 Blanket Voucher & Payroll Approval Form:
 - i. Checks 16943 - 17030, for a total of \$1,564,073.42
 - ii. Payroll Direct Deposit, in the amount of \$1,144,253.59
6. **Director's Report**
7. **New Business**
 - A. Committee Vacancy Announcements
 - i. Future Facility
 - ii. EESCS Committee (formerly County E911 Office)
 - B. Surplus Furniture Disposal.....7
 - C. Fire Chiefs Consortium Consultant14
 - D. RRP Machias Site Lease Agreement.....15
 - E. RRP Change Order 14.....42
 - F. Radio Fleet Expansion Requests.....51
 - G. Year End Budget Activities.....65
 - H. Future Facility Site Visit Planning
8. **Reports**
 - A. Agency Report.....66

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B. Personnel Committee	92
C. County EESCS Committee (formerly County E911 Office)	
D. County ECSF Program Advisory Board	
E. Future Facility (No meeting)	
F. Board Technical Leadership (No meeting)	
10. Executive Session	
11. Good of the Order	
12. Adjourn - The next meeting is scheduled for March 16, 2023	

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

January 19, 2023

Board Members & Management in Attendance	☒ Jon Nehring - President	Marysville	☒ Jonathan Ventura	Arlington Police
	☒ Dave DeMarco	Everett Fire	☒ Richard Emery	Mukilteo
	☒ Derek Daniels (arr. at 9:10)	South County Fire	☒ Pete Caw	Mntlk Terrace PD
	☒ Steve Guptill	SRFR	☒ Kurt Mills	SNO911
	☒ Darryl Neuhoﬀ	Marysville Fire	☒ Terry Peterson	SNO911
	☐ Ryan Shaughnessy	Fire District 15	☒ Andie Burton	SNO911
	☒ Ian Huri	SCSO Undersheriff	☒ Marlin Herolaga	SNO911
	☒ Ken Klein	Snohomish County	☒ Wade Anderson	SNO911
	☒ Dan Templeman	Everett Police	☒ Howard Tucker	SNO911
	☒ Judy Tuohy	Everett	☐ Steve Lawlor	SNO911
	☒ Rod Sniffen	Edmonds Police	☒ Jordan Stephens (P)	Legal Counsel
	☒ George Hurst	Lynnwood		
Alternate Board Members in Attendance	☒ Thad Hovis (arr. at 9:20)	South County Fire	☐ Jim Nelson	Lynnwood Police
	☒ Roy Waugh	SRFR	☒ Jim Lawless	Marysville Police
	☐ Chad Schmidt	Fire District 21	☒ Dave Teitzel	Edmonds
	☐ Dara Salmon	Snohomish County	☒ Cheol Kang	Mukilteo Police
	☐ Scott Robertson	SCSO Bureau Chief	☒ Jeff Beazizo	Lake Stevens Police
	☒ Jeraud Irving	Everett Police	☒ Dale Kaemingk	Brier
	☐ Don Schwab	Everett		
Guests and Staff in Attendance	Glen Albright - Mukilteo Fire Chief		Alicia Berget - SNO911 Public Meeting Site	
	Christine Elyse Svihus - Anderson Hunter Law		Sharon Brendle - SNO911 Notetaker	

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	President Nehring called the meeting to order at 8:30. Roll was taken and a quorum was confirmed.	
2. Public Comments	None.	
3. Approval of Agenda	Acting Chief Darryl Neuhoﬀ moved to approve the agenda as written. The motion was seconded by Councilmember George Hurst and approved unanimously.	
4. Consent Agenda	Chief Dave DeMarco moved to approve the Consent Agenda, including: A. Minutes from the December 15, 2022 Special Board Meeting; B. December 2022 Blanket Voucher and Payroll Approval Form: Checks 16802-16942, for a total of \$1,056,160.63; and Payroll Direct Deposit in the amount of \$1,218,537.33. The motion was seconded by Councilmember Hurst and approved unanimously.	Consent Agenda Approved
5. Director's Report	Director Kurt Mills announced the apparent successful bidder for the construction of the new facility. The progressive design project consists of a team made up of: Lydig Construction Firm, Ross Druilis Cusenbery, and SHKS Architects. He recalled that Ross Druilis Cusenbery provided the 2019 Future Facility Study. He also	

	outlined the next steps, including contract negotiations and Board authorization. He thanked Board members George Hurst and Steve Guptill for their participation in the evaluation process.	
6. New Business	A. APF - 2023 Capital Plan. Director Mills presented a new condensed format for the Capital Plan. He explained that they extended the plan from 5 to 15 years, in part to match Snohomish County planning. He added they are also proposing merging the separate Radio capital plan into a single fund for the agency. The separate plans were a holdover from the merger with SERS. Director of Technology Marlin Herolaga went over the plan and described the changes made. He added the change to 15 years forecast provides the agency with the opportunity to be more pro-active and gain a better insight for future large expenditures. In response to a question regarding the approval time for the Capital Plan, the director explained that 2 years ago, staff requested that the board approve changing the approval to January. The Capital Plan was formerly approved along with the budget in September, but because the plan covered active projects that frequently carried over, the agency had to take a two step process to deal with the carryover. He added that the agency doesn't budget for Capital, and instead moves underspent dollars to the Capital Fund. Discussion followed on whether it would be more appropriate to have a definite budgeted fund for the Capital Plan, with underspent dollars going to the General Fund to offset future assessments. A request was made to indicate priority projects on the Capital Plan. <i>Acting Chief Neuhoff moved to approve the Capital Plan for fiscal year 2023, as presented, and to approve the transfer of \$1,406,737 from Radio Capital Fund 110 to Capital Fund 80 and close Fund 110. The motion was seconded by Councilmember Richard Emery and approved unanimously.</i> B. Short-Term Loan Repayment and Bond Debt Service Fund. Director of Finance Wade Anderson explained that in October, the board approved the short-term loan, prior to the receipt of the bond proceeds. Those proceeds have been deposited, so staff is asking for approval to re-pay that loan in the amount of \$3 million. He added that they are seeking approval to establish a Future Facility Debt Service Fund. He explained that in order to keep repayment funds separate from the funds received from the bond proceeds they are requesting a separate direct deposit account established with US Bank. They are also requesting that the reserve revenue from ECSF (formerly E911) in the amount of \$8,367,803 be deposited into this new account. Deputy Director Peterson explained that that amount were reserves that have been held at the County and had been earmarked for the project. <i>Acting Chief Neuhoff moved to approve the repayment of the \$3 million loan from the \$49 million in bond proceeds from Fund 150 to Capital Fund 80; and approve staff to establish a Bond Repayment Fund 155; and to deposit \$8,637,803 of E911 reserve revenue into Fund 155. The motion was seconded by Councilmember Hurst and approved unanimously.</i>	Motion Approved

9. Executive Session	None	
10. Good of the Order	None	
11. Adjourned	The meeting was adjourned at 9:28 a.m. The next regular meeting is scheduled for February 16, 2023, at 8:30 a.m.	



Action Proposal Form

Date: 2/7/2023

Title: Asset Disposal

Background / Purpose:

In December 2022, the Board approved working with our agencies to see if they were interested in the surplus furniture acquired with the acquisition of the Future Facility property at 332 SW Everett Mall Way. Five agencies have expressed interest in some of the furniture including: Arlington PD (Exhibit B), Everett Fire (Exhibit C), Everett PD (Exhibit D), and Snohomish County (Exhibit E). Asset transfer documents for each of these agencies are attached for reference only. The Mill Creek Police Department also claimed some of the surplus furniture that was approved by the Board in December 2022. SNO911 has identified some of the furniture for internal needs.

The list of furniture in Exhibit A is what remains to be declared as surplus, transferred, and potentially disposed. After working with legal counsel, SNO911 is currently exploring the following four steps for disposal of the remaining furniture.

Step 1: Declare all of the furniture that SNO911 has not identified for internal needs as surplus. Continue to offer surplus furniture to any SNO911 member agency and authorize the Executive Director to transfer the surplus furniture.

Step 2: Offer the furniture at auction in place. This would involve contracting with a state approved auction facility, GovDeals.com, to list the furniture for auction and have any winning bidders come and remove the furniture from the building. GovDeals does not charge the selling agency for services. Costs are incurred by the buyers.

Step 3: If the auction is unsuccessful or we have furniture remaining that will require further disposal, we have solicited bids from three commercial furniture-moving companies to disassemble and transport the furniture to the Department of Enterprise Services for disposal or auction. Of the three bids we received, the lowest was \$19,185.00. We will seek updated bids for any remaining furniture.

Step 4: In the event the Department of Enterprise Services is unable to accept some or all of the furniture, we will seek additional quotes from vendors to remove and dispose of the furniture. The lowest quote received to remove and dispose of the furniture is \$30,000.

Before we can proceed with disposing of the remaining furniture, the board needs to declare the list of furniture in exhibit A through E surplus.

The Finance Committee discussed and supports this action.

Suggested Action/Recommendation:

Declare as surplus the list of furniture in Exhibits A through E and authorize the transfer of any of the remaining surplus furniture to any interested SNO911 member agency.

Authorize the Executive Director and his designees to dispose of the surplus furniture according to state policy and through the methods listed in steps 2 through 4 as needed, not to exceed costs of \$35,000.

Fund: Fund 70 Operating

Exhibit A: List of Surplus Furniture

Count	Item
248	6x6 Cubicle
139	Desk Chair
3	Table Small Round
2	Table Small
33	Guest Chair
2	Desk Large
1	Desk Adjustable
2	Table Large
6	4 Drawer File Letter
4	2 Drawer File Letter
10	2 Drawer File Wood
4	2 Drawer File Legal
25	4 Drawer File Legal
1	Credenza
1	Pedestal Cabinet
2	Book Shelf
2	Guest Chair Wood
1	Front Reception Desk
7	Lunchroom Table
20	Orange Plastic Chair
8	Blue Plastic Chair
3	Black Plastic Chair
1	Large Metal Shelf
5	Large Folding Table
207	Garbage Cans

To: Jonathan Ventura, City of Arlington Police Chief

From: Kurt Mills, Snohomish County 911
Executive Director

Subject: Bill of Sale - Surplus Furniture Transfer

Date: 2/16/2023

Dear Chief Ventura,

The Snohomish 911 Board of Directors has authorized the transfer of surplus furniture belonging to Snohomish County 911 (as Grantor) that was left behind a building we recently purchased to your agency, the City of Arlington (as Grantee). This furniture is being transferred as/is and without any warranty. It is being transferred for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged. Grantee is responsible for moving this furniture out of SNO911's new headquarters.

Inventory of Furniture Requested by City of Arlington

16: 6X6 Cubicles
38: Cubicle 3-drawer cabinet
59: Office Chairs
4: Small Tables
68: Guest Chairs
4: Large Desks
4: Breakroom Tables
2: File Cabinets – Legal
6: Lobby Chairs
19: Large Metal Shelves
1: Medium Metal Shelf
1: Small Metal Shelf
1: Large Wire Shelf
5: Large Workbench Tables
1: Lounge Table - Square
4: Medium Folding Tables

SNO911:

City of Arlington:

Kurt D Mills
Executive Director

Jonathan Ventura
Police Chief

To: Dave DeMarco, Everett Fire Chief

From: Kurt Mills, Snohomish County 911
Executive Director

Subject: Bill of Sale - Surplus Furniture Transfer

Date: 2/16/2023

Dear Chief DeMarco,

The Snohomish 911 Board of Directors has authorized the transfer of surplus furniture belonging to Snohomish County 911 (as Grantor) that was left behind a building we recently purchased to your agency, the Everett Fire Department (as Grantee). This furniture is being transferred as/is and without any warranty. It is being transferred for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged. Grantee is responsible for moving this furniture out of SNO911's new headquarters.

Inventory of Furniture Requested by the Everett Fire Department

64: Office Chairs
3: Lateral File Cabinets
4: 6X6 Cubicles
4: Cubicle 3-drawer cabinet

SNO911:

Everett Fire Department:

Kurt D Mills
Executive Director

Dave DeMarco
Fire Chief

To: Dan Templeman, Everett Police Chief

From: Kurt Mills, Snohomish County 911
Executive Director

Subject: Bill of Sale - Surplus Furniture Transfer

Date: 2/16/2023

Dear Chief Templeman,

The Snohomish 911 Board of Directors has authorized the transfer of surplus furniture belonging to Snohomish County 911 (as Grantor) that was left behind a building we recently purchased to your agency, the Everett Police Department (as Grantee). This furniture is being transferred as/is and without any warranty. It is being transferred for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged. Grantee is responsible for moving this furniture out of SNO911's new headquarters.

Inventory of Furniture Requested by Mill Creek
12: Office Chairs

SNO911:

Everett Police:

Kurt D Mills
Executive Director

Dan Templeman
Police Chief

To: Jessica Payne, Staff Services Manager, Snohomish County Sheriff's Office

From: Kurt Mills, Snohomish County 911
Executive Director

Subject: Bill of Sale - Surplus Furniture Transfer

Date: 2/16/2023

Dear Ms. Payne,

The Snohomish 911 Board of Directors has authorized the transfer of surplus furniture belonging to Snohomish County 911 (as Grantor) that was left behind a building we recently purchased to your agency, the Snohomish County Sheriff's Office (as Grantee). This furniture is being transferred as/is and without any warranty. It is being transferred for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged. Grantee is responsible for moving this furniture out of SNO911's new headquarters.

Inventory of Furniture Requested by Mill Creek

8: Office Chairs

12: Guest Chairs

3: Breakroom Tables

SNO911:

Snohomish County Sheriff's Office:

Kurt D Mills
Executive Director

Jessica Payne
Staff Services Manager



Action Proposal Form

Date: February 6, 2023

Title: Fire Consortium Consultant

Background / Purpose:

The Snohomish County Fire Chiefs' Association (SCFCA) desires to hire a consultant to assist with an overall assessment and recommendations for areas to increase cooperation that allows the 22 independent fire departments, and SNO911, to operate more seamlessly as a system. At the February 6, 2023 SCFCA meeting, the association asked SNO911 to assist with the procurement and contracting process to hire a qualified consultant. The SCFCA has agreed to reimburse SNO911 for any costs from the Snohomish County EMS (SCEMS) budget up to \$55,000.

If approved by the SNO911 Board, the plan is to issue the RFP in February, select a vendor, then proceed to contract negotiations, with the goal of having a consultant onboard beginning their work in early May.

Suggested Action/Recommendation:

Authorize the Director to enter into a professional services agreement with a qualified firm to conduct a Fire Department Consortium Expansion Study with a not to exceed amount of \$55,000 to be reimbursed from SCEMS.



Action Proposal Form

Date: 2/7/2023

Title: Machias Site Lease Agreement with Snohomish Regional Fire and Rescue

Background / Purpose:

Included in the Radio Replacement Project is the addition of a radio site at SRFR Machias Fire Station 83. Unlike existing sites that only require equipment upgrades, this is a new site that requires a 120' radio tower, communications shelter, and emergency power. The SRFR Fire Commissioners approved this lease agreement at their September 9, 2022 meeting.

The initial term of the lease is twenty years with additional/automatic extensions. When the site comes online, it will help fill in coverage gaps in the Machias area. Staff have reviewed predicted coverage maps with the Project Performance Committee as well as with the TACs who are all supportive of this site.

The lease has had legal review.

The Finance Committee discussed and supports this action.

Suggested Action/Recommendation:

Authorize the Executive Director or designee to sign the Machias Communications Site Lease in a form substantially as presented, pending final legal review.

Fund: Operating

Lease#: _____

Site Name: Machias

COMMUNICATION SITE LEASE

THIS COMMUNICATIONS SITE LEASE (this "Lease") is made by and between the Snohomish County Fire & Rescue, a political subdivision of the State of Washington, hereinafter called "Lessor," and Snohomish County 911, a Washington interlocal non-profit Corporation ("SNO911" or "Lessee").

RECITALS

1. SNO911 is expanding its current communications system to provide enhanced coverage and performance to the public safety entities within the county.
2. SNO911, in providing public safety, general government and emergency communications through the Radio System, needs to locate communications equipment and facilities at various locations to insure the required coverage is present in strategic locations for the agencies we serve, one of which is Lake Stevens Fire and Fire District 7.
3. Lessor has certain real property that SNO911 has determined would be beneficial for its public safety communications coverage requirements and provide real benefit to Lessor in provide communications system access in the Machias area.
4. SNO911 and Lessor have determined that SNO911 use of Lessor's property is acceptable under the terms and conditions of this Lease and provides mutual benefit to both parties.

AGREEMENT

In consideration of the mutual covenants contained in this Lease, the parties agree as follows:

1. **Premises:** Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor, upon the terms and conditions set forth herein, Premises located in Snohomish County, Washington, comprising, as of the commencement date of this Lease, the area as shown on the Area Map and Site Plans, attached to this Lease, along with the legal description, as Exhibit A, for the placement of certain communications equipment and structures (the "Site" or the "Premises"); the equipment and structures are described and specified in Exhibit B (the "Equipment and Structures List") attached hereto. Please note that the Premises is defined as the land upon which the structures will be built and any access, utility easements or other authorizations to utilize the Premises for facilitating a communications site.

2. **Term:** The initial Lease Term shall be for Twenty (20) years and shall commence on the Effective Date, unless terminated sooner as provided herein and in the General Terms and Conditions, (attached to this Lease as Exhibit C). This Lease will automatically renew for up to Four (4) additional Five (5) year periods. Lessor may request adjustment in the Lease terms and conditions within the 30 preceding days of the four automatic renewal dates. Both parties agree to enter into adjustment negotiations in good faith.

3. **Rent, Additional Rent, Offset and Leasehold Excise Tax:**

- A. Due within 30 days the Effective Date of this Lease, and then due the last business day in January for the term of this Lease, SNO911 shall pay to Lessor a rent of TEN DOLLARS (\$10.00) per year for SNO911's Use of the Premises per this Lease agreement.
- B. No offset, reduction or credit toward rent shall be allowed unless approved in advance and in writing by Lessor.
- C. SNO911, as an interlocal non-profit corporation comprised of municipalities is exempt from the requirement to pay leasehold excise tax. In the event this exemption is determined to be inapplicable or leasehold excise tax becomes due and owing for other reasons, SNO911 shall pay the same and indemnify Lessor from any liability arising therefrom.
- D. All rent or additional rent owing except that additional rent and consideration as described in paragraph 3 (b) above which consideration shall be due and owing and accomplished within 90 days of execution of this lease, and all taxes, should they be determined to be applicable, shall be payable on an annual basis and is to be received in the office of the:

Snohomish County Fire & Rescue
Attn: _____
953 Village Way
Monroe, WA 98272

All rent or additional rent owing and all taxes shall be payable in advance, without prior notice or demand, on the first (1st) day of each year of the Lease Term. If this Lease is terminated at a time other than the last day of the month, rent or additional rent shall not be prorated as of the date of termination. Said rent or additional rent shall be exclusive of any other sale, franchise, business or occupation or other tax based on rents. Should any other such tax or any fee apply during the life of this Lease, the payment due by SNO911 shall be increased by such amount.

4. **Use of Premises:**

- A. Lessee shall use said Premises for the installation, operation, maintenance, repair of

communications equipment, including the necessary building(s), communication towers, and other supporting equipment and structures (the "Communications Facilities"), as identified on the Equipment and Structures List, attached to this Lease as Exhibit B, together with the right of ingress to and egress from the Site for the foregoing purposes. Lessee shall not use the Site for any other purpose without the prior written consent of Lessor.

B. Lessor reserves the right to use the Premises for itself provided that such use does not interfere with the rights granted to Lessee in this Lease.

5. **General Terms and Conditions:** Attached hereto as Exhibit C and incorporated herein by reference are the General Terms and Conditions. The General Terms and Conditions shall constitute terms of this Lease in addition to those stated herein. In the event of a conflict or inconsistency between the terms of this Lease herein and the General Terms and Conditions, the terms of this Lease, as included herein, shall control.

6. **Entire Agreement - Amendments:** This Lease, together with the attached General Terms and Conditions and any and all exhibits attached hereto, shall constitute the whole agreement between the parties. There are no terms, obligations, covenants or conditions other than those contained herein. No modification or amendment of this Lease shall be valid or effective unless evidenced by an agreement in writing signed by both parties.

7. **Notices:** Required notices, except legal notices, shall be given in writing to the following respective addresses, effective as of the post-mark time and date, or to such other place as may hereafter be designated by either party in writing:

If to LESSOR, to:

Snohomish County Fire & Rescue
Attn: _____
953 Village Way
Monroe, WA 98272

If to SNO911, to:

Snohomish County 911
1121 SE Everett Mall Way, Suite 210
Everett, WA 98208

8. **Compliance with all Laws and Regulations:** SNO911's use of the Premises shall be contingent upon its obtaining all certificates, permits, zoning and other approvals which may be required by any federal, state or local authority. SNO911 shall erect, install, maintain and operate its Antenna Facilities in compliance with Site Standards, Conditions and Interference Mitigation Requirements, permits and approvals, laws and regulations, now in effect or which may become effective hereafter by any federal, state or local authority including, but not limited to, all laws and regulations relating to non-ionizing electromagnetic radiation (NIER), radio frequency emissions, other radiation, health and safety in connection with the use of the Antenna Facilities and Premises.

9. **Exhibits:** The following exhibits are attached hereto and incorporated herein by reference:

- A. Legal Description, Area Map and Site Plans.
- B. Equipment and Structures List.

C. General Terms and Conditions.

10. Severability: The unenforceability, invalidity or illegality of any provision of this Lease shall not render the other provisions unenforceable, invalid or void, and such other provisions shall continue in full force and effect.

IN WITNESS WHEREOF, the Lessor and Lessee have executed this lease on the dates specified below.

SNO911
Snohomish County 911

LESSOR
Snohomish County Fire & Rescue

By: SNO911 Executive Director

By: Fire Commission Chairman

Date:

Date:

APPROVED AS TO FORM ONLY:

By: SNO911 Attorney

By: Snohomish County Fire & Rescue Attorney

Date:

Date:

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

I certify that _____ signed this instrument, on oath stated that s/he was authorized as _____, to execute the instrument and acknowledged it on behalf of the Snohomish County Fire & Rescue, to be the free and voluntary act of said interlocal non-profit corporation for the uses and purposes mentioned in the instrument.

Dated: _____

NOTARY PUBLIC

(Printed name) in and for the State of Washington
residing at

My appointment expires _____

STATE OF WASHINGTON)
) : ss
COUNTY OF _____)

I certify that _____ signed this instrument, on oath stated that s/he was authorized by the Board of Directors of Snohomish County 911, as its Board President, to execute the instrument and acknowledged it as to be the free and voluntary act of said interlocal non-profit corporation for the uses and purposes mentioned in the instrument.

Dated: _____

NOTARY PUBLIC

(Printed name) in and for the State of Washington
residing at

My appointment expires _____

EXHIBIT A

A-1: LEGAL DESCRIPTION

The proposed facility is located at 13717 Division Street SE, Snohomish, WA. The legal description for the overall Snohomish County Fire & Rescue property is as follows:

TAX PARCEL#: 29062100301800

PARCEL LEGAL DESCRIPTION

PARCEL A:

LOTS 1, 2 AND 3, BLOCK 1, PLAT OF MACHIAS, ACCORDING TO PLAT THEREOF, RECORDED IN VOLUME 2 OF PLATS, PAGE 27, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

PARCEL B:

THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 29 NORTH, RANGE 6 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF BLOCK 1 OF THE PLAT OF MACHIAS;
THENCE SOUTH 50°20' EAST 213.9 FEET ALONG THE NORTH BOUNDARY LINE OF SAID BLOCK 1 TO ITS INTERSECTION WITH THE WEST BOUNDARY LINE OF THE COUNTY ROAD;
THENCE NORTH 69°40' EAST 174.9 FEET ALONG SAID COUNTY ROAD;
THENCE NORTH 50°20' WEST 331.4 FEET;
THENCE SOUTH 39°40' WEST 151.4 FEET TO THE INTERSECTION, WITH THE CENTER OF FLORENCE STREET AT ITS INTERSECTION WITH THE NORTH BOUNDARY OF THE PLAT OF MACHIAS;
THENCE SOUTH 50°20' EAST TO PLACE OF BEGINNING;
EXCEPT THAT PORTION CONVEYED TO SNOHOMISH COUNTY BY DEED RECORDED UNDER RECORDING NUMBER 8907260021.

PARCEL C:

VACATED LOT 1 AND THE SOUTHEASTERLY 10 FEET OF VACATED LOT 2, BLOCK 5, PLAT OF MACHIAS, ACCORDING TO PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 27, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

The description of the SNO911 lease area is as follows:

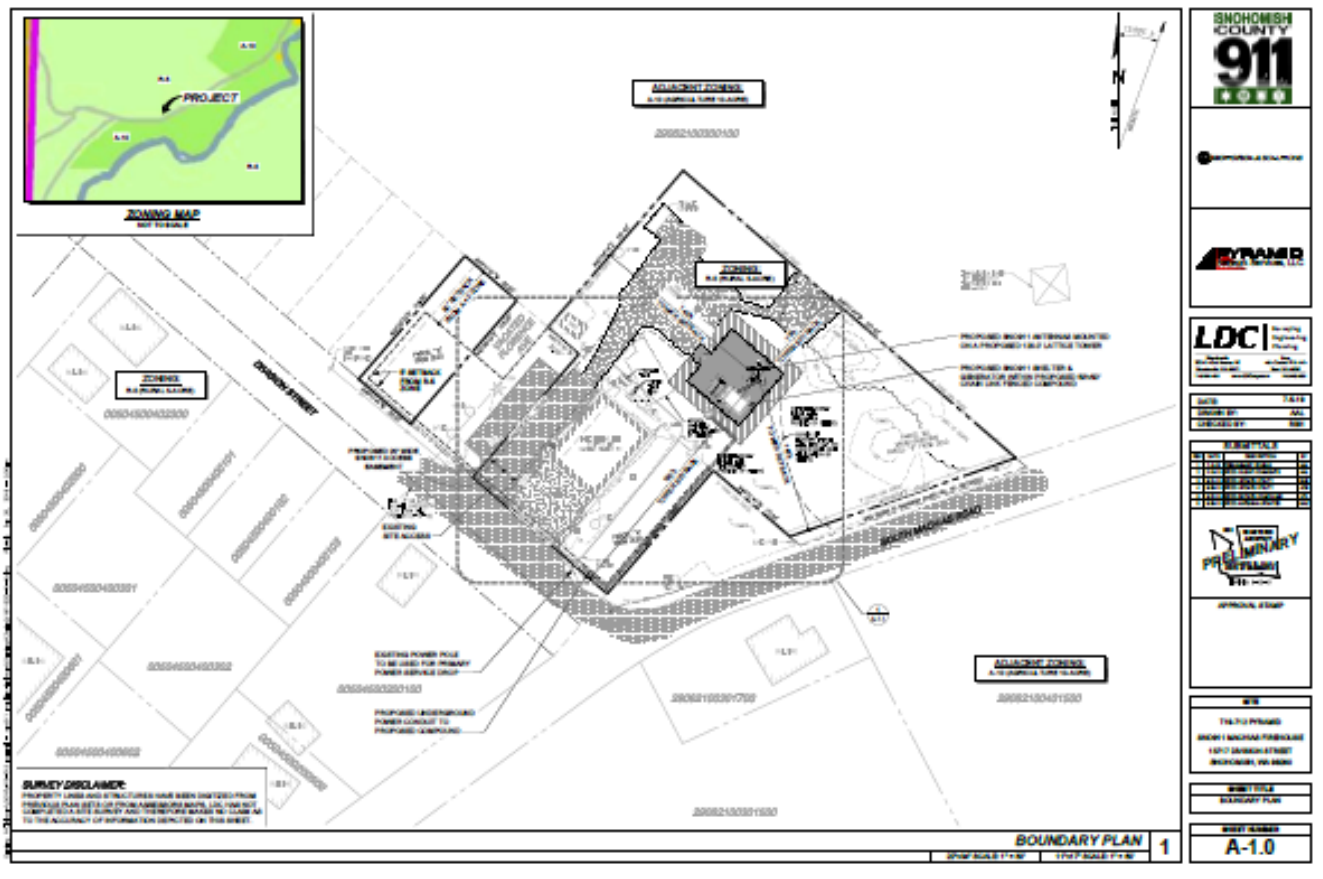
The attached sheets SV-1.0 and A-1.0 describe the SNO911 lease area. The SNO911 lease area is a square shaped lot approximately 50 foot by 50 foot in width.

EXHIBIT A

A-2: AREA MAPS AND SITE PLANS

The attached sheets labeled A-1.0, A-1.1, A-2.0, and A-3.0 are included to provide graphic illustration the lease area and site design.

A-1.0 Site plan (Area Map).





A-2.0 Site plan.

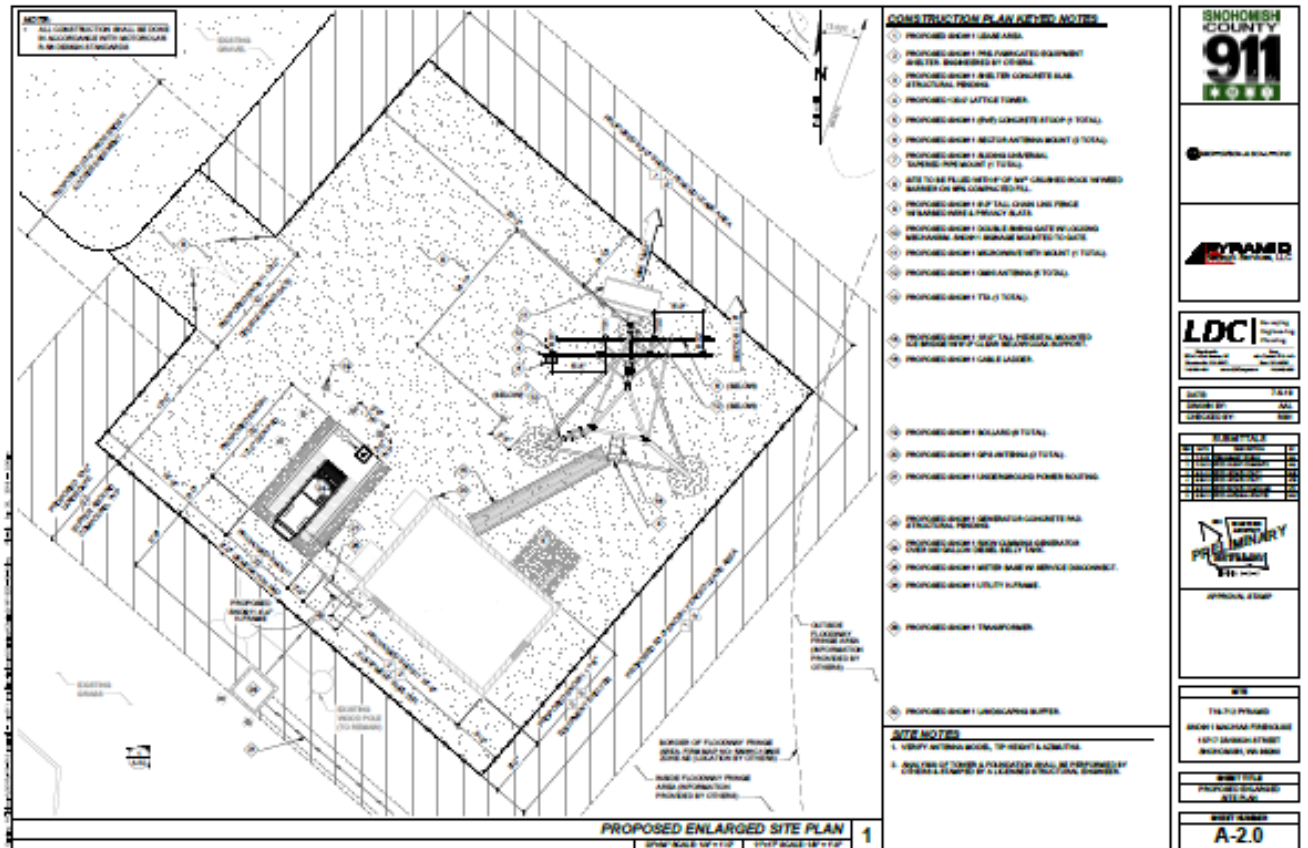




EXHIBIT B

EQUIPMENT AND STRUCTURES LIST

Lessee will install a pre-fabricated concrete building and a 120' free-standing tower. A generator with fuel tank will be added to provide emergency power in the event of a loss of commercial power.

Drawings A-1.0, A-1.1, A-2.0 and A-3.0 provide site plan and elevations on drawings that illustrate the site plan with external improvements noted.

DRAFT

Lease#: _____

Site Name: Machias

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. **License, Fees and Taxes:** Lessee shall pay, as they become due and payable, all applicable taxes and all fees, charges and expenses for licenses and/or permits required for or occasioned by Lessee's use of the Premises.

2. **Late Payments:**

A. **Late Charges.** If any rent or additional rent is not received by Lessor from Lessee by the tenth (10th) day of the month, Lessee shall immediately pay Lessor a late charge equal to five percent (5%) of the amount of such rent. Should Lessee pay the late charge but fail to pay contemporaneously there with all unpaid amounts of rent or additional rent, Lessor's acceptance of this late charge shall not constitute a waiver of Lessee's default with respect to Lessor's nonpayment nor prevent Lessor from exercising all other rights and remedies available to Lessor under this Lease or under law.

B. **Interest.** In addition to all other charges, Lessee shall pay to Lessor interest at a rate of one percent (1%) per month or the maximum legal rate of interest, whichever is less, on any delinquent rent or additional rent not received by Lessor by the tenth (10th) day of the month that it is due.

3. **Lease Improvements:**

A. **Rights and Ownership.** Lessee shall have the right to install, maintain, repair and/or disconnect the Communication Facilities owned or controlled by it on the Premises, at its expense and in accordance with good engineering practices, all applicable laws and rules and the terms of this Lease. Lessee is not permitted to remove, modify, or disconnect any non-owned equipment. The Communication Facilities shall remain the property of Lessee during the term of the Lease and any extension or hold-over, and Lessee may remove or install all or a portion of the installed communications equipment without Lessor's consent. After the initial term, upon final termination of the Lease, any Communication Facilities remaining on the Premises shall become the property of the Lessor without compensation to Lessee. Lessor retains the right to require removal of the Communication Facilities pursuant to Section 19 (Surrender of Premises) of these General Terms and Conditions.

B. **Plans and Drawings.** Lessee's installation of all Communication Facilities shall be done according to plans approved by the Lessor. However, Lessor's approval of such plans shall not constitute a warranty of such plans or the assumption of any liability for such plans by Lessor. Within ninety (90) days after the commencement of this Lease and following construction of the proposed facilities, Lessee shall provide Lessor as-built drawings of the Communication Facilities, which show the actual location of all structures and improvements consistent with the plans approved by Lessor. Such drawings shall be accompanied by a complete and detailed inventory of all structures, equipment, personal property and Communication Facilities.

C. **Repair of Damage.** Any damage done to the Premises or other of Lessor's property or to other tenants' premises, equipment or property during installation, operation, maintenance, repair and/or disconnection of Lessee's Communication Facilities shall be repaired or replaced within thirty (30) days at Lessee's expense and to Lessor's sole satisfaction.

D. **Governmental and Non-Commercial Co-location.** Lessee shall design, construct and locate its Communication Facilities to reasonably allow for co-location of antenna facilities of other Governmental, Emergency Response and other Non-Commercial entities acceptable to the parties ("Governmental and Non-commercial entities") who are or may become tenants on the Premises. Lessee shall reasonably cooperate with each new tenant in connection with its locating and placing antenna facilities on the tower or other property and in the radio equipment building or other ancillary support facility and all co-locating entities will be required to enter into a License Agreement with SNO911 for site access. Lessee shall be entitled to a Siting Fee to be paid by any new party - which may be waived by the SNO911 Board. The Siting Fee shall be determined by Lessee to reimburse Lessee for a portion of its capital costs for its Communication Facilities on which the co-locating user will be installing its equipment. Lessee shall consult with the Lessor when access is requested by a co-locator to determine if such co-location is acceptable to both parties and if rent shall be charged of the co-locator. In the event that Lessee and Lessor agree that rent shall be paid, Lessor shall determine the appropriate monthly rent to charge the co-locating user and shall be entitled to all such monthly rent. Lessee shall provide access based on an identifiable public benefit resulting from co-location within the Lessee's Communications Facility. Co-locators will share the cost of utilities such as electrical power, tower lighting, and tower and compound maintenance. Access to SNO911 facilities on the Premises will be approved by and controlled by SNO911; provided that SNO911 will not unreasonably withhold approval of a co-locator which Lessor requests to be allowed to site within Lessee's Communications Facility. Lessee will function as the technical manager for the communications facility. In recognition of the critical nature of the SNO911 installation, all Co-locators shall meet the same standards established for the Lessee in Exhibit C, and SNO911 will have responsibility for acting as the site technical manager. Co-locators will be required to provide engineering analysis for both structural and radio frequency (RF) effects caused by co-located equipment and facilities.

E. **Commercial Communications Service Provider Co-location.** Lessee shall design, construct and locate its Communication Facilities to reasonably allow for co-location of antenna facilities of other Commercial Communications Service Providers who are or may become tenants on the Premises. Lessee shall reasonably cooperate with each new tenant in connection with its locating and placing antenna facilities on the tower, or other property and in the radio equipment building or other ancillary support facility and all co-locating entities will be required to enter into a License

Agreement with SNO911 for site access. Lessee shall be entitled to a Siting Fee to be paid by any approved co-locating user. The Siting Fee shall be determined by Lessee to reimburse Lessee for a portion of its capital costs for its Communication Facilities on which the co-locating user will be installing its equipment. Lessor shall determine the appropriate monthly rent to charge the co-locating user and shall be entitled to all such monthly rent. Co-locators will share the cost of utilities such as electrical power, tower lighting, and tower and compound maintenance. Access to SNO911 facilities on the Premises will be controlled by SNO911. Lessee will function as the technical manager for the communications facility. In recognition of the critical nature of the SNO911 installation, all Co-locators shall meet the same standards established for the Lessee in Exhibit C, and SNO911 will have responsibility for acting as the site technical manager. Co-locators will be required to provide engineering analysis for both structural and radio frequency (RF) effects caused by co-located equipment and facilities.

F. **Replacement Facilities.** Lessee may update or replace the Communication Facilities from time to time with the prior written approval of Lessor, provided that the replacement facilities are not greater in number or size than the existing facilities, is consistent with an update or replacement of a component of the System, and that any change in their location is approved in advance and in writing by Lessor. Lessor's approval of such updated or replaced Communication Facilities, however, shall not constitute a warranty of such Communication Facilities or the assumption of any liability for such Communication Facilities by Lessor. Lessee shall submit to Lessor a detailed proposal for any such replacement facilities and any supplemental materials as may be requested for Lessor's evaluation and approval.

4. **Utilities:** Lessee shall pay or cause to be paid, when due, all costs, expenses, fees, services and charges of all kinds for its own heat, light, water, gas, sewer, power, emergency power, telephone or other utilities or services used, rendered or supplied to the Premises during the term of this Lease or any extension or hold-over so that the same shall not become a lien against the Premises. Meters or sub meters are required by Lessor to be installed at the sole cost and expense of Lessee. Any installation and/or improvement of utilities including, but not limited to, utility connections, any form of emergency or alternate power system and/or any route of such utilities installation to service the Premises shall be approved, in advance and in writing, by Lessor, and any such utility improvements and/or connections shall be completed at the sole cost and expense of Lessee. If an approved emergency power generator or alternate power system is installed on the Premises by Lessee, it shall conform to all fire prevention regulations of the fire department and any other governmental agency with jurisdiction. Lessor shall not be liable for any interruption of utility services or failure of emergency power or any damages or other losses resulting from such interruption or failure.

5. **Signs:** No advertising, including political signage, shall be permitted on the Premises except as required by law or regulation. Any signage shall be subject to the approval of Lessor; which such approval shall not be unreasonably withheld. Lessee may post its name, address and an emergency telephone number on a painted sign, provided the design, size and location is approved in writing and in advance by Lessor.

6. Maintenance:

A. Duties. Lessee shall, at its own expense, maintain the area immediately surrounding its facilities (i.e. building and tower) and that provides access, and keep all structures in good working order, condition and repair and in accordance with accepted industry standards of structures, technology and equipment. Lessee shall keep the Premises free of graffiti, debris and anything of a dangerous or toxic nature or which would create an unsafe or unsanitary condition or undue vibration, heat, noise or interference. To the extent there are co-located parties (i.e. other lessees using the communications facilities provided by SNO911), the general maintenance and repair expenses shall be pro-rated between the lessees. A lessee shall be solely responsible for repairs necessitated by only that lessee.

B. Failure to Maintain. If, after thirty (30) days' written notice from Lessor, Lessee fails to perform its responsibility to maintain or repair any part of the Premises or Communication Facilities, Lessor may, but shall not be obligated to, enter upon the Premises and perform such maintenance or repair, and Lessee agrees to pay the costs thereof to Lessor upon receipt of a written demand. Any unpaid sums under this paragraph shall be payable no later than ten (10) days following written demand.

7. Radio Frequency Interference:

A. General Duty. Lessee's installation, operation, maintenance, repair and/or disconnection of its Communication Facilities shall not damage or interfere in any way, with Lessor's use of its property or related repair and maintenance or such activities of other tenants.

B. Interference by Lessee. Any interference caused by Lessee or by other tenants or communication providers affecting Lessee shall not result in liability to Lessor. Leases existing at the time of execution of this agreement shall be protected from harmful interference created by Lessee.

C. Interference with Lessee. Subject to Paragraphs A and B of this Section 7, Lessee shall provide Lessor with written notice if unreasonable interference with the quality of the communications service rendered by Lessee occurs. If such interference is not cured or mitigated by the offending third-party communication provider(s) at no expense to the Lessee or Lessor within six (6) hours of receipt of such notice, Lessor shall make reasonable efforts to cause such other provider(s) to immediately cease use of its facilities, or portion thereof, causing such interference until such time as the interference is cured. Should such interference present an immediate threat to the safety of SNO911 operations, Lessee may immediately take such action as is required to remedy such interference provided this does not cause a decrease in safety for the Lessor. Lessee shall have standing and Lessor consents to Lessee initiating legal action, if necessary, to enforce Lessee's rights for non-interference from subsequent co-locators.

D. Lessor's Reservation of Rights. Lessor, at all times during this Lease, reserves the right to take any action it deems necessary, in its sole discretion, to repair, maintain, alter or improve its property.

8. Assignment or Sublease:

A. General Prohibition - Consent Required. Lessee shall not assign or transfer this Lease or any interest or rights therein, nor delegate its duties under this Lease, nor sublease the whole or any part of the Premises, nor grant an option for assignment, delegation, transfer or sublease for the whole or any part of the Premises, nor shall this Lease or any interest thereunder be assignable, delegable or transferable by operation of law, or by any process or proceeding of any court or otherwise without obtaining the prior written consent of Lessor, which consent shall not be unreasonably withheld; provided, however, Lessor's consent may be withheld in Lessor's sole discretion for any assignment rights set forth in this section that are not directly related to the System as set forth herein. If Lessor gives its consent to any assignment, delegation, sublease or other transfer, this paragraph shall nevertheless continue in full force and effect, and no further assignment, delegation, sublease or other transfer shall be made without Lessor's consent.

B. Notice by Lessee - Production of Records. If Lessee desires to assign, delegate, sublease or transfer, or grant an option for assignment, delegation, sublease or transfer for, the whole or part of the Premises, or any portion of this Lease or any interest therein, Lessee shall notify Lessor in writing of said desire to assign, delegate, sublease, transfer or to grant an option and the details of the proposed agreement at least ninety (90) days prior to the proposed date of assignment, delegation, sublease, transfer or grant to a third party. The notification shall include, but not be limited to, the proposed date of the assignment, delegation, sublease, transfer or grant, a description of the expected terms of the assignment, delegation or sublease or other transfer or grant and a full disclosure of any and all payments and any and all other consideration of any kind to be received by Lessee. Upon request by Lessor, Lessee shall provide:

- i. a financial statement of the proposed assignee, delegatee, sublessee, transferee or grantee;
- ii. a copy of the assignment, delegation, sublease or other transfer or grant document;
- iii. an affidavit from the proposed assignee, delegatee, sublessee, transferee or grantee stating it has examined this Lease, has had the opportunity to consult with legal counsel regarding the terms of the Lease and understands all such terms and conditions, agrees to assume and be bound by all of the Lessee's obligations and covenants under this Lease as if it were the original Lessee hereunder; and
- iv. any other documents or information requested by Lessor related to the assignment, delegation, sublease or other transfer or grant.

C. Approval by Lessor -- Fees. Lessor shall review the request and respond with either an approval or disapproval of the request not later than ten (10) days prior to the proposed date of assignment, delegation, sublease, transfer or grant. Disapproval of any such request shall be final and binding on the Lessee and not subject to arbitration. Lessor shall charge to Lessee a reasonable fee for administrative costs for the review and processing of any assignment, delegation, sublease or other transfer or grant.

D. Included Property. "Included Property" shall mean the leasehold improvements added by the Lessee and any non-removable fixtures purchased by the Lessee attached thereto that are transferred to the assignee or sublessee as part of the assignment, sublease or other transfer. The value of the included property shall be documented by appropriate appraisals, financial statements or other business records prepared by an independent and qualified source.

9. Condition of Premises: Lessor represents and warrants that, to the Lessor's knowledge, the Premise and site, prior to Lessee's access to and construction on, are free from any hazardous materials, as that term is defined herein.

10. Indemnity and Hold Harmless:

A. Lessee's Obligations. Pertaining to the Premises, Lessee's Use of Premises, this leasehold interest and the Communication Facilities, Lessee shall indemnify and hold harmless the Lessor, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Lessee's use of Premises, or from the conduct of Lessee's operations in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Lessor. The Lessee's obligations under this Section 11 shall include, but are not limited to:

i. Defense and indemnification from such claims, whether or not they arise from Lessee's sole negligence, the concurrent negligence of both parties or the negligence or intentional acts of one or more third parties;

ii. Defense and indemnification from any claim arising from Lessor's authorization or approval of this Lease or the existence or operation of the Communication Facilities or Lessee's Use of Premises or any emissions therefrom, except to the extent that said claim arises from the installation and operation of equipment placed on the Premises by Lessor;

iii. The duty to promptly accept tender of defense and provide defense to Lessor at Lessee's own expense;

iv. Defense and indemnification from claims made by Lessee's own employees or agents; and

v. Waiver of Lessee's immunity, as respects the Lessor only, under the Industrial Insurance Provisions of RCW Title 51, but only for the sole purpose and only to the extent necessary to indemnify Lessor, which waiver has been mutually negotiated by the parties.

B. Attorney's Fees and Expenses. In the event it is necessary for Lessor to incur attorneys' fees, legal expenses or other costs to enforce the provisions of this Lease, all such fees, expenses and costs shall be recoverable from the Lessee.

C. Statutory Limitations. In the event it is determined that RCW 4.24.115 applies to this Lease, Lessee agrees to defend, hold harmless and indemnify Lessor to the maximum extent permitted thereunder. In such event, Lessee agrees to defend, indemnify and hold harmless Lessor for claims by Lessee's employees and agrees to waiver of its immunity under RCW Title 51 for the purpose of indemnity only, which waiver has been mutually negotiated by the parties.

D. Construction Defects. Lessor shall not be liable to Lessee for claims or damages arising from any latent defect in the construction or in the present condition of the Premises or Lessor's property, or for damage by storm, rain or leakage or any other natural occurrence.

11. Insurance:

A. The Lessee shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Lessee's operation and use of the leased Premises.

B. Lessee shall, as a minimum, obtain insurance of the types described below:

1. Commercial General Liability insurance coverage shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. Lessor's coverage through its membership in Washington Cities Insurance Authority, a self-insured municipal risk pool, shall meet the liability insurance requirements. Lessee shall provide Lessor with an Evidence of Coverage Letter which documents the required insurance coverages.

2. Property insurance shall be written on an all risk basis.

C. Lessee shall maintain at least the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$3,000,000 general aggregate.

2. Property insurance shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.

D. The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:

1. The Lessee's insurance coverage shall be primary insurance as respect Lessor. Any Insurance, self-insurance, or insurance pool coverage maintained by the Lessor shall be excess of the Lessee's insurance and shall not contribute with it.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Waiver of Subrogation. Lessee and Lessor hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by

property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

G. **Lessor's Property Insurance.** Lessor shall purchase and maintain during the term of the lease all-risk property insurance covering the Building for their full replacement value without any coinsurance provisions.

H. **Deductibles and Self-insured Retentions.** Any deductibles or self-insured retentions shall be declared to the Lessor.

I. **Change in Coverage.** Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, until after thirty (30) days' prior written notice has been given to Lessor.

12. Hazardous Materials and Environmental Compliance:

A. **Definitions.** "Hazardous Materials" as used in this Lease shall mean:

i. Any toxic substances or waste, sewage, petroleum products, radioactive substances, heavy metals, medical, corrosive, noxious, acidic, bacteriological or disease-producing substances; or

ii. Any dangerous waste or hazardous waste as defined in:

a. Washington Hazardous Waste Management Act as now existing or hereafter amended (RCW Ch. 70.105); or

b. Resource Conservation and Recovery Act as now existing or hereafter amended (42 U.S.C. Sec. 6901 et seq.); or

iii. **Any hazardous substance as defined in:**

a. Comprehensive Environmental Response, Compensation and Liability Act as now existing or hereafter amended (42 U.S.C. Sec. 9601 et seq.); or

b. Washington Model Toxics Control Act as now existing or hereafter amended (RCW Ch. 70.105D); or

iv. Any pollutants, contaminants or substances posing a danger or threat to public health, safety or welfare or to the environment, which are regulated or controlled as such by any applicable federal, state or local laws or regulations as now existing or hereafter amended.

B. Environmental Compliance.

i. In its use and occupancy of the Premises, the Lessee shall, at the Lessee's own expense, comply with all federal, state and local laws and regulations now or hereafter in effect related to Hazardous Materials and the environment which are applicable to the Premises, Lessee's business or any activity or condition on or about the Premises ("the Environmental Laws"). The Lessee warrants that its business and all its activities to be conducted or performed in, on or about the Premises shall comply with all of the Environmental Laws. The lessee agrees to change, reduce or stop any non-complying activity or install necessary equipment, safety devices, pollution control systems or other installations as may be necessary at any time during the term of this Lease to comply with the Environmental Laws.

ii. The Lessee shall not, without first obtaining the Lessor's prior written approval, use, generate, release, handle, spill, store, treat, deposit, transport, sell or dispose of any Hazardous Materials in, on or about the Premises. In the event, and only in the event, that the Lessor approves any of the foregoing, the Lessee agrees that such activity shall occur safely and in compliance with the Environmental Laws.

iii. The Lessee shall not cause or permit to occur any violation of the Environmental Laws on, under or about the Premises, or arising from the Lessee's use or occupancy of the Premises.

iv. The Lessee shall, in a timely manner and at the Lessee's own expense, make all submissions to, provide all information required by and comply with all requirements of all governmental or regulatory authorities ("the Authorities" or "Authority") with jurisdiction under the Environmental Laws. If the Lessee fails to fulfill any duty imposed under this Section 13 within a reasonable time, the Lessor may do so; and in such case, the Lessee shall cooperate with the Lessor in order to prepare all documents the Lessor deems necessary or appropriate to determine the applicability of the Environmental Laws to the Premises and the Lessee's use or occupancy thereof, and for compliance with the Environmental Laws, and the Lessee shall execute all documents promptly upon the Lessor's request. No such action by the Lessor and no attempt made by the Lessor to mitigate damages shall constitute a waiver of any of the Lessee's obligations under this Section 13.

v. Should any Authority demand that a cleanup or remediation plan be prepared and that a cleanup or remediation be undertaken because of any deposit, spill, discharge or other release of Hazardous Materials which occurs during the term of this Lease at or from the Premises, or which arises at any time from the Lessee's use or occupancy of the Premises, then the Lessee shall, in a timely manner and at the Lessee's own expense, prepare and submit the required plans and all related bonds and other financial assurances; and the Lessee shall carry out all such cleanup or remediation plans. Any such cleanup or remediation plans are subject to the Lessor's prior written approval. Although the Lessor reserves the right to review and approve such cleanup or remediation plans, the Lessor assumes no responsibility for such plans or their compliance with the Environmental Laws.

C. Indemnification.

i. The Lessee shall be fully and completely liable to the Lessor for any and all cleanup and/or remediation costs and expenses and any and all other charges, expenses, fees, penalties (civil and criminal) imposed by any Authority arising out of the Lessee's use, disposal, transportation,

generation, release, handling, spillage, storage, treatment, deposit and/or sale of Hazardous Materials on or about the Premises. The Lessee shall indemnify, defend and save the Lessor harmless from any and all of the costs, expenses, fees, penalties and charges assessed against or imposed upon the Lessor (as well as the Lessor's reasonable attorney's fees, costs and expenses) by any Authority as a result of the Lessee's use, disposal, transportation, generation, release, handling, spillage, storage, treatment, deposit and/or sale of Hazardous Materials or as a result of the Lessee's failure to provide all information, make all submissions and/or take all steps required by all Authorities under the Environmental Laws.

ii. The Lessee shall indemnify and hold the Lessor harmless from any and all claims, liabilities, lawsuits, damages and expenses, including reasonable attorney's fees, for injuries to persons or death, property damage, loss or costs proximately caused by the use, disposal, transportation, generation, release, handling, spillage, storage, treatment, deposit and/or sale of Hazardous Materials by the Lessee or any of its agents, representatives or employees on or about the Premises.

D. Reporting Requirements. The Lessee shall comply with the Environmental Laws requiring the submission, reporting or filing of information concerning Hazardous Materials with the Authorities and shall provide to the Lessor a full copy of any such submission, filing or report as submitted within fifteen (15) days of such submission.

E. Right to Check on the Lessee's Environmental Compliance. The Lessor expressly reserves the right to conduct, and the Lessee shall fully cooperate in allowing, from time to time, such examinations, tests, inspections and reviews of the Premises as the Lessor, in its sole and absolute discretion, shall determine to be advisable in order to evaluate any potential environmental problems.

F. Remedies. In the event the Lessee fails to comply with any of the provisions of this Section 13, the Lessor shall be entitled to the following rights and remedies in addition to any other rights and remedies that may be available to the Lessor:

i. At the Lessor's option, to terminate this Lease if Lessee fails to cure the default upon reasonable notice under the circumstances; and/or

ii. At the Lessor's option, to perform such response, remediation and/or cleanup as is required to bring the Premises and any other property owned by Lessor affected by the Lessee's default into compliance with the Environmental Laws and to recover from the Lessee all of the Lessor's costs and expenses in connection therewith; and/or

iii. To recover from the Lessee any and all damages associated with the default including, but not limited to, response, remediation and cleanup costs, expenses and charges, civil and criminal penalties and fees, adverse impacts on marketing the Premises or any other property owned by Lessor, loss of business and sales by Lessor and other of Lessor's lessees, diminution of value of the Premises and/or other property owned by Lessor, the loss of or restriction of useful space in or on the Premises and/or other property owned by Lessor, and any and all damages and claims asserted by third parties and the Lessor's attorney's fees, costs and expenses.

G. Remediation on Termination of Lease.

i. Upon the expiration or earlier termination of this Lease, the Lessee shall remove, remediate or clean up any Hazardous Materials on, or emanating from, the Premises, and the Lessee shall undertake whatever other action may be necessary to bring the Premises into full compliance with the Environmental Laws ("Termination Cleanup"). The process for such Termination Cleanup is subject to the Lessor's prior written approval. Although the Lessor reserves the right to review and approve the Termination Cleanup process, the Lessor assumes no responsibility for it or its compliance with the Environmental Laws.

ii. If the Lessee fails or refuses to commence the Termination Cleanup process, or fails to reasonably proceed toward completion of such process, the Lessor may elect to perform such Termination Cleanup after providing the Lessee with written notice of the Lessor's intent to commence Termination Cleanup and after providing the Lessee a reasonable opportunity, which shall not be less than ninety (90) days after such notice (unless the Lessor is given notice by a government or regulatory agency with jurisdiction over such matter that Termination Cleanup must commence within a shorter time), to commence or resume the Termination Cleanup process. If the Lessor performs such Termination Cleanup after said notice and the Lessee's failure to perform same, the Lessee shall pay all of the Lessor's costs and expenses.

H. Survival. The Lessee's obligations and liabilities under this Section 13 shall survive the expiration or earlier termination of this Lease.

13. Liens: Lessee acknowledges that Lessor may not, and shall not, be subject to claims or liens for labor or materials and shall keep the Premises and any other property of Lessor free of any liens for any providers of work, labor, material or services claiming by, through or under lessee. Lessee shall indemnify, defend and hold Lessor harmless from and against any such claims or liens, and Lessor's attorney's fees and costs incurred in connection therewith. If such a lien is filed, it shall be discharged of record by Lessee within ten (10) days after notice of filing by bonding, payment or other arrangement satisfactory to Lessor.

14. Non-Discrimination: Lessor and Lessee shall not discriminate on the basis of race, color, sex, religion, nationality, creed, age or the presence of any sensory, mental or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits associated with this Lease. These laws include, but are not limited to, Chapter 49.60 of the Revised Code of Washington and Titles VI and VII of the Civil Rights Act of 1964.

15. Condemnation:

A. Notice. Lessor and Lessee shall immediately notify the other in writing of the receipt of notice of any proceedings with respect to a condemnation action or intent of any authority to exercise the power of eminent domain.

B. Permanent Taking. If all or a portion of the Premises is taken by any lawful

authority under or pursuant to the power of eminent domain during the term of this Lease or any extension or hold-over, Lessee may elect to terminate this Lease as of the date the condemnor takes possession. If Lessee does not elect to terminate this Lease, the rent shall be reduced in the same proportion that the value of the portion of the Premises to be taken bears to the value of the entire Premises as of the date condemnor takes possession. Lessee shall have no claim or interest in or to any award of just compensation except that the Lessee shall be entitled to an amount equal to the fair market value of the Lessee's interest in any improvements made to the Premises by Lessee which are taken by the condemnor.

C. Temporary Taking. If temporary use of all or a portion of the Premises is taken by any lawful authority for a period which would reduce the use and, consequently, would cause the Premises to be untenable for the use by Lessee as set forth in this Lease, Lessee or Lessor may elect to terminate this Lease. Said termination shall occur as of the date the condemnor takes possession. If neither Lessee nor Lessor elects to terminate this Lease, Lessee shall be entitled to receive any award from the condemnor for the use of all or a portion of the Premises, except that Lessee may elect to have the rents reduced by the amount proportionally attributable to any partial temporary taking, in which event, Lessee shall not be entitled to any portion of the award attributable to said use.

D. Prohibition. It is understood and agreed that Lessee shall not be a party to any negotiation or proceedings wherein Lessor claims compensation other than which is defined statutorily as constituting "just compensation."

16. Quiet Enjoyment: Subject to the provisions of Section 7(A), Lessor warrants that Lessee shall have the quiet enjoyment of the Premises during the term of this Lease or any extension or hold-over thereof, without interference or disturbance, direct or indirect, by Lessor or any person having title paramount to Lessor's title or by any person claiming under Lessor, provided that Lessor reserves the right, without any duty to do so, to inspect the Premises at any and all reasonable times throughout the term of this Lease or any extension or hold-over to determine whether Lessee is in compliance with the terms and conditions of this Lease.

17. Early Termination: This Section 18 is in addition to any other provision of this Lease authorizing or otherwise relating to early termination of said Lease.

A. Government Approvals: This Lease is contingent upon Lessee obtaining all necessary governmental approvals, certificates, permits or licenses which Lessee deems necessary. In the event that any of Lessee's applications for said approvals, certificates, permits or licenses should be finally rejected or any approval, certificate, permit or license issued to Lessee canceled or otherwise withdrawn or terminated by a governmental authority so that Lessee will be unable to use the Premises for its intended purpose, Lessee shall have the right to terminate this Lease, upon thirty (30) days' prior written notice to Lessor.

B. Damage or Destruction: In the event that the Premises or Lessee's Communication

Facilities or any portion thereof are substantially damaged or destroyed so as to hinder effective use of the Premises or Communication Facilities for Lessee's telecommunication purposes, Lessee may elect to terminate this Lease, upon thirty (30) days' written notice to Lessor.

C. Lessee's Insolvency: Lessor may terminate this Lease upon Lessee's insolvency if Lessee is the subject of an involuntary bankruptcy proceeding or commences a voluntary or involuntary bankruptcy proceeding or makes an assignment for the benefit of creditors or if a receiver or other liquidating officer is appointed for Lessee.

D. Lessee's Breach:

i. Lessor may terminate this Lease upon thirty (30) days' prior written notice to Lessee if Lessee fails to pay rent or additional rent [including, but not limited to, Assignment and/or Sublease Premiums as set forth in Section 9 (Assignment or Sublease) of these General Terms and Conditions] by the tenth (10) day of the month that it is due.

ii. Lessor may terminate this Lease if Lessee breaches or fails to perform or observe any of the terms and/or conditions of this Lease, other than payment of rent, and fails to cure such breach or default within thirty (30) days after written notice from Lessor or such longer period, up to sixty (60) days, as may be reasonably required, within Lessor's reasonable discretion, to diligently complete a cure commenced within that thirty (30) day period and being diligently and continuously pursued by Lessee.

E. Termination Process: Unless otherwise specified in this Lease, prior written notice of termination shall be delivered by certified mail, return receipt requested, and shall be effective upon receipt of such notice, as evidenced by the return receipt. Upon such termination, Lessee shall be entitled to the reimbursement of any rent prepaid by Lessee for any period after termination.

F. Nonexclusive Remedy: Termination under this Section 18 shall be in addition to and not in limitation of any other remedy of Lessor at law or in equity. Termination shall not release Lessee from any liability or obligation with respect to any matter occurring prior to such termination.

G. Additional Grounds For Termination. Notwithstanding any language herein, the Lessor shall be entitled to terminate this Lease: (1) Upon the Lessee's use of the Premises for a use other than the uses allowed in this Lease; or, (2) Upon Lessee's non-use of the Premises for a period of 180 consecutive days after the conclusion of initial construction; provided, however, that any non-use due to damage or destruction to the Premises shall not be considered non-use for this purpose as long as Lessee is making diligent efforts to repair the Premises for continued use.

H. No Relocation Assistance Required. In the event that the Lessor has grounds to and terminates this Lease upon the terms and conditions set forth herein, Lessee shall not be entitled to any relocation assistance as provided in the Uniform Relocation and Real Property Acquisition Regulations.

18. Surrender of Premises:

A. Duties. At the end of the term of this Lease or any extension or hold-over thereof or other termination of this Lease, Lessee shall peaceably deliver up to Lessor possession of the Premises in the same condition as received, except for ordinary wear and tear. Upon Lessor's request, Lessee, at Lessee's expense, shall remove the Communication Facilities. Such removal

shall be done in a workmanlike and careful manner and without interference or damage to any other equipment, structures or operations on the Premises or on Lessor's property. If, however, Lessor requests that improvements and structures remain in place, Lessee may remove all installed and Lessee-owned and/or operated equipment, and, Lessee is not permitted to remove, modify, or disconnect any non-owned equipment, or any portion of the installed tower, building and power systems (regardless of ownership) that supports remaining, active non-SNO911 equipment. Title to the affected improvements shall thereupon transfer to the Lessor, and the same shall be the sole and entire property of Lessor, and Lessee shall be relieved of its duty to otherwise maintain or remove the same.

B. **Costs and Expenses.** All costs and expenses for removal of the Communication Facilities and restoration of the Premises shall be borne by the Lessee, and Lessee shall hold Lessor harmless from any portion thereof.

19. **Holding-Over:** If Lessee holds over after the expiration of the term of this Lease or any extension thereof, Lessee shall become a tenant from month-to-month upon the terms of this Lease, as applicable. Acceptance by Lessor of rent after such expiration or early termination shall not result in a renewal of this Lease nor affect Lessor's right of re-entry or any rights of Lessor herein or as otherwise provided by law or equity. If Lessee fails to surrender the Premises upon the expiration of this Lease despite demand to do so by Lessor, Lessee shall pay two (2) times the rent herein, but in no event shall it be less than two (2) times the Lessee's then current market rate, specified (prorated on a monthly basis), interest, attorney's fees and costs and shall indemnify and hold Lessor harmless from all loss or liability including, but not limited to, any claim made by any succeeding Lessee founded on or resulting from such failure to surrender.

20. **Agents, Successors and Assigns:** All of the agreements, conditions and provisions of this Lease shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, agents and assigns of Lessor and Lessee.

21. **No Presumption Against Drafter:** Lessor and Lessee understand, agree and acknowledge that this Lease has been freely negotiated by both parties and that, in the event of any controversy, dispute or contest over the meaning, interpretation, validity or enforceability of this Lease or any of its terms or conditions, there shall be no inference, presumption or conclusion drawn whatsoever against either party by virtue of that party having drafted this Lease or any portion thereof.

22. **Non-waiver:** The failure of either the Lessor or Lessee to insist upon strict performance of any of the terms of this Lease shall not be construed as a waiver thereof. Waiver of a particular breach or default shall not be deemed to be a waiver of any subsequent breach or default.

23. **Cumulative Remedies:** No provision of this Lease shall preclude Lessor from pursuing any other remedies, in law or equity, for Lessee's failure to perform its obligations.

24. **Survivability:** The provisions of Sections 11 (Indemnity and Hold Harmless) and 13 (Hazardous Materials and Environmental Compliance) of these General Terms and Conditions shall survive the expiration, hold-over or earlier termination of this Lease for any event occurring prior to

or on the date of such expiration, hold-over or termination.

25. Captions: The captions in this Lease are for convenience only and do not in any way limit or amplify the provisions of the Lease.

26. Venue and Choice of Law: This Lease shall be governed by and construed in accordance with the laws of the State of Washington. The venue of any legal action brought under the terms of this Lease shall be in the county in which the Premises are located.

27. Authority to Contract: Each party represents and warrants to the other that: it has full right, power and authority to execute this Lease and has the power to grant all rights hereunder, its execution and performance of this Lease will not violate any laws, ordinances, covenants or the provisions of any mortgage, lease or other agreement binding on said party, and the execution and delivery of this Lease and the performance of its obligations hereunder have been duly authorized by all necessary personnel or corporate officers and do not violate any provisions of law or the party's certificate of incorporation or bylaws or any other arrangement, provision of law or court order or decree.

28. No Third Party Rights: Except as expressly defined in the contractual documents between the parties, it is understood that this Agreement, including the Communications Site Lease and all Exhibits, is solely for the benefit of the parties hereto and gives or creates no rights to any other party.



Action Proposal Form

Date: 2/7/2023

Title: RRP Change Order 14

Background / Purpose:

Change order 14 includes three significant changes to the overall scope of the Radio Replacement Project (RRP) including:

Removal of mobile installation services - Services to cover all mobile were included in the original project scope but due to several agencies opting out, the services are no longer needed and will be removed from the contract.

Removal of Mill Creek Radio Site – Consistent with the Board direction, the Mill Creek radio site will be removed from the contract. The site equipment was purchased and will be stored in the warehouse and may be used for an additional site in the future.

Re-start of Machias Radio Site – The Machias radio site was included as an option on the original project scope. Despite engineering and design work being completed, there was no written approval or lease and spring of 2020, SNO911 received word from SRFR that the site may interfere with a construction project at Fire Station 83 and the training equipment located near the Fire Station. Subsequently, Motorola was told to stop work at Machias.

Since then, the system is moving to US primary frequencies and new coverage analysis has been completed. The system, without Machias, will meet contracted coverage requirements, but coverage in that area can be improved. SNO911 staff, with support of the Project Performance Committee and member agencies, believe the Machias site is still desirable to support the end user radio experience.

Over the spring/summer of 2022, SNO911 and SRFR met to resolve the interference concerns and worked out a plan to re-start the site work. A lease was approved by the SRFR commissioners in September 2022. Due to the elapsed time, the site engineering and permitting process needs to be redone and the cost of labor and materials has increased significantly.

In addition to the cost increase, it will take time for the new shelter manufacturer and Washington State gold seal process. The included schedule shows Machias coming online in 2026. This will not impact the cutover of the system, which is still scheduled for late 2024. Machias will come online later and will be integrated and improve coverage in that area.

Summary of cost impacts of Change Order 14:

Contract Price Change:

Total Delta For Machias restart	\$ 426,115.99
Subscriber install CREDIT	\$ (562,161.89)
Mill Creek De-scope CREDIT	\$ (336,478.52)
Contract Change (Credit)	\$ (472,524.41)

The credit will stay on the project and may be used for additional scope changes in the future.

The Finance Committee discussed and supports this action.

Suggested Action/Recommendation:

Approve the Executive Director or designee to sign MSI Contract Change Order 14 as presented.

Fund: RRP Fund 130, RRP Project Contingency

Change Order Number: 14
Date: February 7, 2023
Project Name and Number: Emergency Radio System (WA-181106A)
Customer Name: SNO911
Customer Project Mgr: Terry Peterson

The purpose of this Change Order is to: *(highlight the key reasons for this Change Order)*

This Change Order 14 is intended to account for

- a) Price changes for the Machias Fire Station radio site
- b) Document the descope for the installation of the mobile radios
- c) Adjust the Completion Date of the project
- d) The Parties acknowledge that the Design Review credit value, as set out in Attachment B of Change Order #03, has been depleted.

Communication System and Service Agreement:

1. Updates to CSSA Exhibits:
 - a. Exhibit B "Payment Schedule"
 - b. Exhibit F "Pricing Summary (incl. Long Term Pricing)" / Estimated Payment Milestones

Contract #: SERS/MSI Agreement

Contract Date: 12 06 18

In accordance with the terms and conditions of the contract identified above between Snohomish County ("SNO911") and Motorola Solutions, Inc. ("Motorola"), the following changes are approved:

Contract Price Adjustments

Original Contract Value:	\$ 47,309,713.76
Previous Change Order amounts for Change Order numbers [00] through [13].	\$ 3,582,849.31
This Change Order:	\$ 0.00
New Contract Value:	\$ 50,892,563.07

Completion Date Adjustments

Original Completion Date:	8/30/21
Current Completion Date prior to this Change Order:	11/6/23
New Completion Date:	3/11/26

Changes in Equipment: *(additions, deletions or modifications)* Include attachments if needed

1. Customer approves vendor shelter change from Old Castle to Thermabond.

Scope of Work Changes: *(additions, deletions or modifications)* Include attachments if needed

1. Implementation of Machias construction and integration into the System.
 - a. Per Customer request delayed implementation of site construction, delayed as of April 27, 2021.
 - b. Updating and resubmitting all architectural and engineering documents.
 - c. Resubmittal of all environmental and permit applications.
 - d. Site implementation will be completed after system cutover.
2. Informational coverage report included
 - a. Coverage predictions indicate that portable and mobile coverage will meet contract requirements without Machias. Customer acknowledges that adding Machias will not significantly change contract coverage results, but a comparison of coverage data in the immediate area will be conducted for informational purposes (prior to Machias and with Machias). The report includes 2 days of coverage data collection and a summary of results.
3. Descope of mobile installs:
 - a. 414 Single Head Mobile Radios
 - b. 108 Dual Head Mobile Radios
 - c. 229 In-Vehicle Chargers

Changes in SUA and Support Services: *(additions, deletions or modifications)* Include attachments if needed. Must be completed by Project CSM.

N/A

Schedule Changes: *(describe change or N/A)*

1. See schedule for Machias, Machias Construction Schedule 20230206.PDF, attached hereto as Attachment C and forming part of the Contract.
2. Project implementation will continue as planned, system cutover will be completed as scheduled without Machias implemented.
3. Estimated Machias Final Acceptance – March 2026 (based on execution of Change Order 14 by March 2023, actual date may vary as agreed to between the Parties).
4. The schedule is dependent on State of Washington Gold Seal processes (estimated 15 Months) and shelter construction (estimated 8 months).

Pricing Changes: *(describe change or N/A)*
Machias Restart :

DESCRIPTION	Price Increase	SNO911 Discount	SNO911 Contract Price
Equipment Total	\$ 205,299.00	27.3784%	\$ 149,091.42
Services- MSI Schedule Extension / ST / PM / Engr / Travel / Site A&E / Site Construction / P25 Installation antenna and racks / Microwave / DC Plant Installation / Integration / Optimization / Coverage Report	\$ 381,463.06	27.3784%	\$ 277,024.58

Total Delta For Machias restart			\$ 426,115.99
--	--	--	----------------------

Mobile Descope:

	Contract Qty	Installed	Not installed	Each	Total Credit
Negotiated Contract Radio Install Total (w/o Desksets of 82)	1359	630			
CO 2 - APX Mobile Installation, & Removal Increase (includes "opt-outs")	-422				
CO 6 - Radio Install	107				
Total Radio Installs (Non-Dual Head)	1044	630	414	\$ 1,193.38	\$ 494,059.32
Negotiated Contract Dual Head Installs	0				
CO 2 - Dual Head Installs (ADDER FROM CO2)	268	178	90	\$ 1,649.38	\$ 148,444.20
CO 6 - Radio Dual Head Install	18	0	18	\$ 1,649.38	\$ 29,688.84
Total Dual Head Radio Installs	286	178	108		
Negotiated Contract Vehicle Charger Install	0				
CO 2 - Vehicle Charger Install	331	157	174		
CO 6 - Vehicle Charger Install	55	0	55		
Total Vehicular Charger Installs	386	157	229	\$ 445.00	\$ 101,905.00
				Subtotal	\$ 774,097.36
				Project Discount	27.3784%
				Discount	\$ (211,935.47)
				Total (credit)	\$ 562,161.89

Mill Creek Descope:

Site	Type	Description	Contract List Price 2018	Incentive Discount	Incentive Price	Work Completed to date	Credit
Mill Creek	Equipment	Delete - Add External Generator connection and MTS to Mill Creek Scope (from CO3)	\$10,257.35	Included in CO3 pricing	\$10,257.35	\$0.00	\$10,257.35
Mill Creek	Equipment	Delete - SERS Tier 1 Site Package (Existing Site - Hardware Upgrade) - Mill Creek / Barlow	\$46,843.00	27.3784%	\$34,018.14	\$0.00	\$34,018.14
Mill Creek	Services	Delete - SERS Tier 1 Site Package (Existing Site - Hardware Upgrade) - Mill Creek / Barlow	\$477,539.14	27.3784%	\$346,796.56	\$118,538.33	\$228,258.23
Mill Creek	Equipment	Delete DC Plant Batteries	\$24,497.57	27.3784%	\$17,790.53	\$0.00	\$17,790.53

Mill Creek	Services	Delete - SERS Site DC Power System Installation	In Civil Services (above)			\$0.00	In Civil
Mill Creek	Equipment	Delete Antennas and Line	\$24,474.75	27.3784%	\$17,773.96	\$0.00	\$17,773.96
Mill Creek	Services	Delete LMR Rack and Antenna Installation	\$ 39,079.73	27.3784%	\$28,380.33	\$0.00	\$28,380.33
Total Equipment and Services Contract Adjustment (credit)							\$336,478.52

Contract Price Change:

Total Delta For Machias restart	\$	426,115.99
Subscriber install CREDIT	\$	(562,161.89)
Mill Creek Descope CREDIT	\$	(336,478.52)
Contract Change (Credit)	\$	(472,524.41)

The parties have agreed that the credit will be tracked and will be applied to future work / scope requested by Customer and as agreed to by Motorola.

The Parties acknowledge that the Design Review credit value, as set out in Attachment B of Change Order #03, has been depleted.

Change Order #14 Exhibit B and Exhibit F Modifications:

- Changes made to Installation Payment Milestone and a new milestone is added for the Machias implementation. (See Payment Schedule for this Change Order below)

Customer Responsibilities: (describe change or N/A)

No changes

Payment Schedule for this Change Order:

(describe new payment terms applicable to this change order)

- The parties have agreed to revise the milestone payment schedule related to changes for the extended Machias implementation. Accordingly, Exhibit B "Payment Schedule" to the Contract is herewith deleted and replaced with Exhibit B "Payment Schedule" attached hereto as Attachment A and forming part of the Contract
- The Estimated Payment Milestones shown in Exhibit F "Pricing Summary (incl. Long Term Pricing)" are revised. Accordingly, the Estimated Payment Milestones table shown in Exhibit F "Pricing Summary (incl. Long Term Pricing)" is herewith deleted and replaced with the Estimated Payment Milestones table attached hereto as Attachment B and forming part of the Contract.

Purchase Order Requirements for this Change Order (select only one).

- ☐ A Purchase Order is required - included with this change order and is attached.
- ☐ No Purchase Order is required - Customer affirms that this change order document is the only notice to proceed required, that funding has been encumbered for this change order in its entirety, and that no further purchase orders will be issued against this change order,
- ☒ No Purchase Order required - this is a \$0 Change Order, or a decrease in scope.

Unless amended above, all other terms and conditions of the Contract shall remain in full force. If there are any inconsistencies between the provisions of this Change Order and the provisions of the Contract, the provisions of this Change Order will prevail.

IN WITNESS WHEREOF the parties have executed this Change Order as of the last date signed below.

Motorola Solutions, Inc.**Customer**

By: _____
Printed Name: _____
Title: _____
Date: _____

By: _____
Printed Name: _____
Title: _____
Date: _____

Reviewed by: Charles Hasenbeck
Motorola Solutions Project Manager

Date: February 6, 2023

Attachment A
Exhibit B
PAYMENT SCHEDULE

Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

System Purchase

Milestone	Event	Equipment & Services
Milestone 1	Contract Signing	\$ 3,162,094.14
Milestone 2	Shipment of Equipment	
Milestone 2A	Equipment Staging	\$ 12,542,021.65
Milestone 2B	Equipment MPLS	\$ 385,315.36
Milestone 2C	Equipment Paging	Deleted
Milestone 2D	Equipment Microwave	\$ 1,633,362.26
Milestone 2E	Equipment Wave	\$ 235,805.00
Milestone 3	Equipment Installation	\$ 4,386,372.03
Milestone 3 - Partial A	Equipment Installation - Mobile Installs	\$ 591,923.58
Milestone 4	System Acceptance	\$ 3,162,093.62
Milestone 5	Final Acceptance	\$ 3,162,093.62
Milestone 6	Machias Acceptance	\$ 426,115.99
Subscribers:	Shipment of Subscribers	-
Part 1	Large Shipment & CO2	\$ 18,817,930.86
Part 2	Early Shipment	\$ 461,354.76
CO 6 Subscribers	Ship CO 6 Subscribers	\$ 1,926,080.20
Contract Price		\$ 50,892,563.07

Subscribers will be invoiced independently upon shipment of each Subscriber with the invoice amount based upon the Contract Price of the shipped Subscribers.

Motorola may make partial shipments of Equipment and will request the appropriate partial payment upon receipt and acceptance of such equipment. In addition, Motorola may invoice for installations completed on a site-by-site basis or when professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. For invoicing purposes only, the parties agree that discounts will be applied evenly for purchases and credits at an agreed rate of 27.3784%, unless otherwise defined in the contract pricing.

Attachment B

Exhibit F "Pricing Summary (Incl. Long Term Pricing)" Estimated Payment Milestones

Estimated Payment Milestones					
Milestone	Event	Equipment & Services	Tax & "True Up Amt"	Total	Invoice #
Completed Paid Milestones					
Milestone 1	Contract Signing	\$ 3,162,094.14	\$ 206,551.96	\$ 3,368,646.10	41261366
Milestone 2A	Equipment Staging	\$ 12,542,021.65	\$ 1,166,408.01	\$ 13,708,429.66	41275893
Milestone 2B	Equipment MPLS	\$ 385,315.36	\$ 35,834.32	\$ 421,149.68	41294890
Subscriber - Part 1	Large Shipment & CO2	\$ 18,817,930.86	\$ 1,750,067.59	\$ 20,567,998.45	41293376
Subscriber - Part 2	Early Shipment	\$ 461,354.76	\$ 42,905.99	\$ 504,260.75	41286421
CO5	Tax True Up		\$ 114,760.69	\$ 114,760.69	1187061953
CO 6 Subscribers	Ship CO 6 Subscribers	\$ 1,926,080.20	\$ 179,125.46	\$ 2,105,205.66	1187071735 & 1187081618
Milestone 2C	Equipment Paging	Deleted	Deleted	Deleted	Deleted
Milestone 2D	Equipment Microwave	\$ 1,633,362.26	\$ 99,687.45	\$ 1,733,049.71	1187069822
Milestone 3 - Partial A	Equipment Installation - Mobile Installs	\$ 591,923.58	\$ 31,883.77	\$ 623,807.35	1187085977
Milestone 2E	Equipment Wave	\$ 235,805.00	\$ 19,204.07	\$ 255,009.07	1187085972
PAID TOTALS		\$ 39,755,887.81	\$ 3,646,429.31	\$ 43,402,317.12	
FUTURE BILLING MILESTONES					
Future Milestones					
Milestone 3	Equipment Installation	\$ 4,386,372.03	\$ 242,900.33	\$ 4,629,272.36	
Milestone 4	System Acceptance	\$ 3,162,093.62	\$ 179,055.72	\$ 3,341,149.34	
Milestone 5	Final Acceptance	\$ 3,162,093.62	\$ 179,055.72	\$ 3,341,149.34	
Milestone 6	Machias Acceptance	\$ 426,115.99	\$ 16,322.76	\$ 442,438.75	
ESTIMATED FUTURE PAYMENT TOTAL		\$ 11,136,675.26	\$ 617,334.53	\$ 11,754,009.79	
ESTIMATED GRAND TOTAL		\$ 50,892,563.07	\$ 4,263,763.84	\$ 55,156,326.91	



Action Proposal Form

Date: February 6, 2023

Title: Radio Fleet Expansion Requests

Background / Purpose:

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

Following actual expenditures for 2022, the remaining fund balance is \$119,231. This includes the fulfillment of several 2022 of the fleet expansion requests from current stock. SNO911 has received the 2023 funding request which will add an additional \$600,000 to this fund bring the current balance to approx \$719,231. This balance is higher that the Board adopted target of \$600k, however, this was done in part to ensure sufficient funding was available for Task Force radio needs.

Current 2023 fleet expansion requests and staff recommendations and are included below.

Table 1 – Known and Approved Fund 140 Requests 2023 YTD

Date	Agency	Type	Estimated Amount	Staff Recommendation	Board Action
1/19/2022	Task Force	Growth	\$250,000	Immediately Fund from Fund 140	Pending
12/15/2022	SCSO – Park Rangers	Growth	\$0	Provide from current stock	Pending
1/10/2023	Mill Creek PD	Growth	\$0	Provide from current stock	Pending
1/11/2023	Monroe PD	Growth	\$0	Provide from current stock	Pending
1/15/2023	Tulalip Bay Fire	Growth	\$0	Provide from current stock	Pending
1/12/2023	South County Fire	Growth	\$80,538	Immediately Fund from Fund 140	Pending
1/25/2023	North County Fire	Growth	\$0	Provide from current stock	Pending
2/7/2023	Everett Fire	Growth	\$0	Provide from current stock	Pending
2/9/2023	Edmonds PD	Growth	\$108,061	Immediately Fund from Fund 140	Pending

Summary of 2023 Anticipated Fund Activities

Updated: February 6, 2023

Starting Fund Balance	\$719,231.01	\$150K Contribution
Lost/Stolen/Damaged	\$0.00	No Reports
Expected Reimbursement	\$0.00	No Reports
Actual Reimbursement	\$0.00	No Reports
Fleet Expansion/Growth	(\$438,599)	Task Force, South County Fire, Edmonds PD
Anticipated Ending Fund Balance	\$280,632.01	

The Finance Committee discussed and supports this action.

Suggested Action/Recommendation:

Authorize staff to move forward with the SCSO Park Rangers, Mill Creek PD, Monroe PD, Tulalip Bay Fire, North County Fire, and Everett Fire fleet expansion requests to be provide with equipment from current overstock of mobile radios.

Authorize staff to move forward with the 1/19/2022 Task Force and 1/12/2023 South County Fire, and Edmonds PD fleet expansion request to be funded from Fund 140.

Fund: Fund 140



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Snohomish County Task Force Date: 1/19/22

Contact Name: Terence Warren

Email: Terence.Warren@co.snohomish.wa.us Phone: _____

Describe the specific quantity and type of radio equipment being requested (e.g. 1 APX8000 Portable Radio)

Quantity	Model No.	Type
10	APX8000 "Law Portables" with accessories	Portables (\$5500)
25	APX8500 "Law Mobiles" with 03 Control heads	Mobiles (\$6500 03 Head)

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

Additional radios are needed to support the regional task force. Mobile radios for the Task Force were not included in the initial County radio allotment. Portables are needed to provide interoperability for joint agency operations.

The SNO911 Board will review each request when submitted during regularly scheduled meetings. The Board may decide to fund the request or may decide to queue the request until December of each year. Based on this information, what is the ideal date of when the equipment is needed?

1/1/2023

Signature of Agency Head, Mayor or Council President

1/24/22
Date signed

SNO911 Staff

Approximate equipment value (not to exceed) \$ 250,000.00

Staff Recommendation

It is recommended that radios are purchased to support the regional task force.

SNO911 Board of Director's Action

Request approved for Immediate Funding ☐

Denied ☐

Queued ☐

Additional information requested:

Reason, if denied:

SNO911 Board President

Date Signed



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Snohomish County Parks (DCNR) Date: 12/17/22

Contact Name: Rich Patton

Email: rich.patton@snoco.org Phone: 425.508.6614

Describe the specific quantity and type of radio equipment being requested			
Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
7	APX8500	7 Mobile Remote Mount Radios	3/1/23
7	Multi Band Mobile Ant.		3/1/23

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

Snohomish County Commissioned Park Ranger Staff need 7 Mobile Remote Mount Radios to be installed in the existing patrol vehicles in our fleet. This would complete the outfit of our existing fleet of patrol vehicles.

Commissioned Park Rangers in Snohomish County travel through urban to remote areas and currently are limited to using/carrying handheld units that are not as reliable in remote areas where we run into difficulties due to terrain.

Snohomish County Parks does not have the budget to cover the overall cost for these units.

Signature of Agency Head, Mayor or Council President _____ Date signed _____

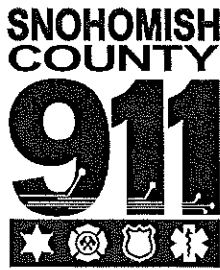
SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Mill Creek Police Dept. Date: 1/10/23

Contact Name: Stan White

Email: stan.white@millcreekwa.gov Phone: 425-921-5762

Describe the specific quantity and type of radio equipment being requested			
Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
4	APX8500		2/28/23

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

Fleet expansion in current biennium.

Signature of Agency Head, Mayor or Council President

1/10/23

Date signed

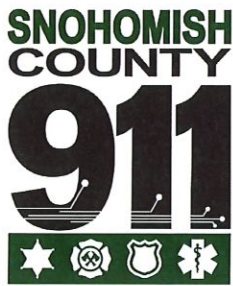
SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Monroe Police Department Date: 1/11/20

Contact Name: Ryan Iving

Email: rioving@monroewa.gov Phone: 3608634572

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
1	APX8500	Remote head and antenna	ASAP VEHICLE AT INSTALLER SHOWED UP UNEXPECTEDLY
1	APX8500	Remote head and antenna	JUNE 2023

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

Both of these vehicles are fleet additions. One was Ford cancellation from 2022 that showed up unexpectedly last week. The second is expected in June.

 Signature of Agency Head, Mayor or Council President

1/11/23
Date signed

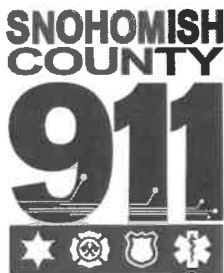
SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Sno 15 / Tulalip Fire

Date: 1/15/23

Contact Name: Ryan Shaughnessy

Email: ryans@fire15.org

Phone: 360-322-2453

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
1	Mobile	Dual Head	1/15/23

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

New medic unit going in service. This is an additional unit to our fleet, not a replacement.


Signature of Agency Head, Mayor or Council President

1/15/23

Date signed

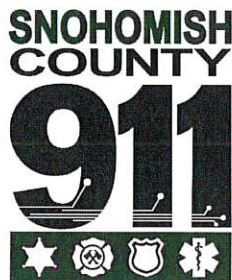
SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: South County Fire Date: 1/12/23

Contact Name: John Chalfant

Email: jchalfant@southsnofire.org Phone: 425-327-3730

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
10	APX80000H	Portable Radio	3/1/23
10		Single Bank charging Units	3/1/23
10		Microphone	3/1/23
10		Radio Slings	3/1/23

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

We are requesting to add radios for our Support 7 Chaplains and Incident response team.

Thad Hovis

Thad Hovis (Jan 12, 2023 19:26 PST)

Jan 12, 2023

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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

Fleet Expansion Request Blank- Support 7

Final Audit Report

2023-01-13

Created:	2023-01-13
By:	Susan Bjorling (sbjorling@southsnofire.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAO8bnD4URvOaVmo8o-aZE27z9lsDOOpb7

"Fleet Expansion Request Blank- Support 7" History

-  Document created by Susan Bjorling (sbjorling@southsnofire.org)
2023-01-13 - 0:20:52 AM GMT
-  Document emailed to thovis@southsnofire.org for signature
2023-01-13 - 0:22:00 AM GMT
-  Email viewed by thovis@southsnofire.org
2023-01-13 - 3:25:24 AM GMT
-  Signer thovis@southsnofire.org entered name at signing as Thad Hovis
2023-01-13 - 3:26:13 AM GMT
-  Document e-signed by Thad Hovis (thovis@southsnofire.org)
Signature Date: 2023-01-13 - 3:26:15 AM GMT - Time Source: server
-  Agreement completed.
2023-01-13 - 3:26:15 AM GMT



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: North County Regional Fire Authority Date: 1/25/23

Contact Name: Doug ten Hoopen

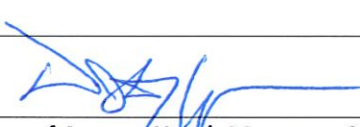
Email: dtenhoopen@northcountyfireems.com Phone: 360-454-8012

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
1	APX 8500	Deck Mount with Remote Head	1/25/23
1	APX 8500	Dash Mount	7/1/23

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

We are adding two new ambulances to our fleet this year, the first of which has already been received. The second one was ordered in February 2022, but no estimated delivery date has been provided yet as we are still awaiting the availability of a chassis from the vendor. The 7/1/2023 is a best guess estimate at this time for the second radio.


Signature of Agency Head, Mayor or Council President

1/25/2023
Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



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

Name of Agency: Everett Fire Department Date: 10/25/22

Contact Name: Dave DeMarco

Email: ddemarco@everettwa.gov Phone: 425-314-3202

Describe the specific quantity and type of radio equipment being requested (e.g. 1 APX8000 Portable Radio)		
Quantity	Model No.	Type
2	Portable radios	Fire Template

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

The department is adding two full-time social workers to the fire department. They will operate in the field as a CAD unit and require portable radios. They do not need HAZLOC radios if that is easier.

The SNO911 Board will review each request when submitted during regularly scheduled meetings. The Board may decide to fund the request or may decide to queue the request until December of each year. Based on this information, what is the ideal date of when the equipment is needed?

Hoping program will be live by June 1.

David DeMarco	Digitally signed by David DeMarco Date: 2022.10.25 08:49:43 -07'00'	2/7/23
Signature of Agency Head, Mayor or Council President		Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board of Director's Action

Request approved for Immediate Funding ☐

Denied ☐

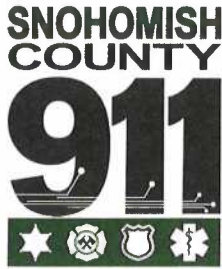
Queued ☐

Additional information requested:

Reason, if denied:

SNO911 Board President

Date Signed



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Edmonds Police Department Date: 2/1/23

Contact Name: Asst. Chief Rod Sniffen

Email: rod.sniffen@edmondswa.gov Phone: 425.771.0200

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
Example: 1	APX8000	Single-Band, charger, etc.	March 13, 2022
16	APX8500	Mobile radio, GPS antenna, etc.	4/15/23

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

Edmonds Police is expanding its fleet to support an assigned car-per-officer program. The purchase of 18 new marked patrol vehicles was approved through our budget process in December 2022. Two of the 18 will end up as replacements for current, high mileage units, so radios in those units will be re-used. The new vehicles have been ordered, however we do not expect delivery until April or May of 2023.

Chief Michelle Bernier
Signature of Agency Head, Mayor or Council President

2-9-2023
Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



ACTION PROPOSAL FORM

Date: 2/7/2023

Action Title: 2022 Year End Budget Activities

Time Sensitivity: Normal

Background / Purpose:

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

Operating Budget Underspend: The year-end analysis of the 2022 Operating Budget is completed with total budget expenditures at 93.8% of budget and resulting in a carryover of \$1,784,921.

Additional E911 Tax: The EESCS (Enhanced Emergency Services Communications System) reports an additional \$775,203 in restricted E911 excise tax.

The Finance Committee discussed and supports the following actions.

Recommended Actions:

Action 1: Authorize moving \$1,089,921 of **Operating Budget Underspend** into Capital Fund 80 for capital needs of the agency.

Action 2: Authorize moving \$655,000 of **Operating Budget Underspend** into General Reserve Fund 70 in support of the dispatcher staffing request (Resolution 2022-05) anticipated for later this year.

Action 3: Authorize moving \$40,000 of **Operating Budget Underspend** into FY 2023 Operating Budget to support a contracted PIO service pilot to support SNO911's public information & education.

Action 4: Authorize moving \$775,203 of Additional **E911 Tax** into Capital Fund 80 and designate it for *CP-031: Facility Infrastructure Reserve* to begin saving for unplanned large facility needs in the new building once it's fully occupied.*

* Staff will bring forward a recommended target balance for this reserve project to a future board meeting.



Board Packet Memorandum

Date: February 16, 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

The SNO911 IT Team and Intrado have been focused on setting up all the VIPER reports. At this time most of the reports have been validated to be accurate with the correct data and are meeting all of our reporting needs. There is one outstanding report that is being worked on and Intrado should have that resolved soon. The next phase of this project will be to setup the VIPER test environment. This body of work is expected to start sometime in February.

New World Update

SNO911 IT staff and Tyler developers have been working together to address the last priority issue from the upgrade. Tyler Technologies has delivered a fix that has been tested and confirmed to resolve the issue by SNO911 IT staff. Tyler developers are creating a patch that will be installed into our live CAD environment to fully resolve the issue. This patch is expected to be delivered soon.

On February 7th, SNO911 IT staff patched and updated all the NWS production servers. The updates were uneventful with no issues. Tech staff was able to finish one hour ahead of the scheduled outage.

MyCrimeReports Update

The SNO911 IT staff continues to work with the vendor to have the MyCrimeReports website enhanced for better functionality. SNO911 IT staff recently met with the developers to review and address some issues that were found during testing. Currently, SNO911 is waiting for the vendor to deliver the updated code with the fixes to the issues that were discovered.

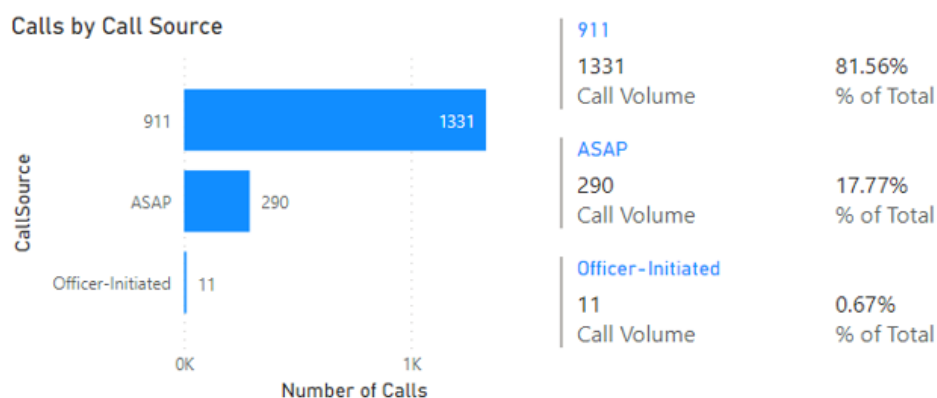
ASAP to PSAP

ASAP to PSAP went live on January 31st. This allows alarm companies to enter calls directly into our CAD system for faster and more accurate data delivery. Once an alarm call makes it into the SNO911 CAD system, dispatchers can interact virtually with the alarm companies on the call. This

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

system will decrease incoming phone calls to the center from alarm companies and help minimize repeated calls back to the alarm company for more details.

The table below shows alarm call source from January 15-February 12, and that about 18% of alarms have been diverted off emergency phone lines.



Future Facility Planning

The SNO911 Tech management team is still having internal discussions to transition critical systems to the new future facility location with little to no interruptions of services to our member agencies and our community. Our priority is to develop a plan that will keep critical systems such as the NWS call taking/dispatching system online with no downtime. The management team continues to make progress in our meetings and are committed to continue providing uninterrupted services to our agencies and our community.

Operations Leadership Training

The Operations Managers and Director of Operations attended off-site training on January 20. The six-hour training, *Leadershift Magic*, was held in Mt. Vernon. Attendees were from a wide range of businesses and governmental agencies. The focus of the training was on how to transition the approach for delivering feedback from a boss to a coach type style. We reviewed types of feedback, communication styles and methods for effectively delivering feedback and the afternoon was spent on real-world scenarios in small groups. An overview of the highlights was presented to the dispatch supervisors at the February monthly meeting.

Office of Training and Standards (OTS) Update

Last month we began a new basic academy for five newly hired dispatch trainees who are now working on the job with their trainers. We are planning for another large basic academy to begin in March. Currently, the training program is supporting sixteen training sessions total.

Due to an internal position transfer last summer, OTS has been working for several months with three of the four positions in the office filled. During this time the others on the team have been filling in for those duties as they can. Some of the primary focuses for the fourth position is trainer development and trainee support. As larger numbers of trainees are coming through the hiring process, the team took some time out from their primary duties to focus on the trainer portion of

the training program. This month they have focused on recruitment into the program, review of the daily rating system for the trainers, and strengthening the observation portion of call taking training, along with small group meetings with the trainers.

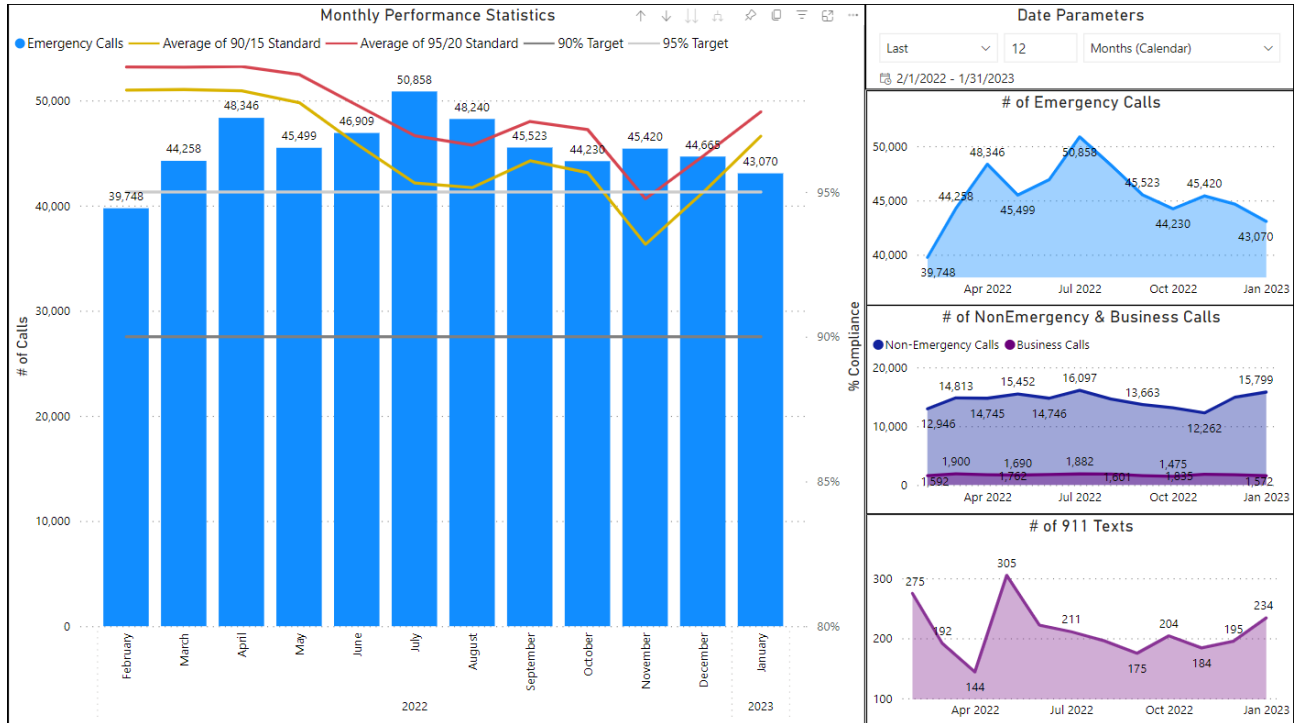
2021-2022 Call for Service Comparison

The tables below show total calls for service, by agency for 2021 and 2022 and the change between the two years.

Note: Police call for service counts include traffic stops. On the fire table, the comparison numbers for Arlington City and North County Fire reflect a drastic change due to the annexation occurring during calendar year 2022.

Fire Events Per Agency				Police Events Per Agency			
FIRE AREA	2021	2022	Change	Police Agency	2021	2022	Change
AIRPORT FIRE	256	241	-5.86%	Arlington	22,734	23,735	4.40%
ARLINGTON CITY	4,026	40	-99.01%	Brier	3,619	4,807	32.83%
ARLINGTON RURAL FD 21	825	914	10.79%	Darrington	1,162	1,030	-11.36%
DARRINGTON FD 24	511	532	4.11%	Edmonds	28,424	24,879	-12.47%
EVERETT CITY	23,015	26,305	14.30%	Everett	129,758	135,115	4.13%
FD 19	500	463	-7.40%	Gold Bar	2,152	2,268	5.39%
SRFR (Mill Creek excluded)	12,031	12,779	6.22%	Granite Falls	4,561	3,719	-18.46%
GETCHELL FD 22	498	554	11.24%	Index	387	454	17.31%
GOLD BAR - INDEX FD 26	838	953	13.72%	Lake Stevens	25,498	22,280	-12.62%
GRANITE FALLS FD 17	1,860	2,142	15.16%	Lynnwood	37,474	40,386	7.77%
HAT ISLAND FD 27	29	27	-6.90%	Marysville	61,304	59,040	-3.69%
LAKE ROESIGER FD 16	213	253	18.78%	Mill Creek	12,303	12,958	5.32%
MARYSVILLE FIRE	12,542	14,009	11.70%	Monroe	17,366	21,511	23.87%
MILL CREEK CITY	2,155	2,369	9.93%	Mountlake Terrace	17,289	18,439	6.65%
MUKILTEO CITY	2,072	2,312	11.58%	Mukilteo	27,539	27,123	-1.51%
NORTH COUNTY FIRE (UNINC)	1,951	6,879	252.59%	Snohomish	10,362	10,435	0.70%
OSO FD 25	99	120	21.21%	Snohomish County	170,602	160,215	-6.09%
ROBE FD 23	57	93	63.16%	Stanwood	7,097	6,199	-12.65%
SNOHOMISH FD 4	3,518	3,821	8.61%	Stillaguamish	11,638	18,041	55.02%
SOUTH COUNTY FIRE (TOTAL)	30,253	33,960	12.25%	Sultan	3,917	3,423	-12.61%
SOUTH COUNTY FIRE (UNINC)	14,536	16,239	11.72%	Woodway	636	633	-0.47%
EDMONDS CITY (CONTRACT)	5,453	6,107	11.99%	Totals:	595,822	596,690	0.15%
BRIER CITY	437	473	8.24%				
LYNNWOOD CITY	6,893	8,065	17.00%				
MOUNTLAKE TERRACE CITY	2,934	3,076	4.84%				
STANWOOD CITY	1,551	1,637	5.54%				
SULTAN FD 5	1,272	1,245	-2.12%				
TULALIP FD 15	914	1,114	21.88%				
Totals:	131,239	146,722	11.80%				

Monthly Statistical Reports



Text-to-911 Report

911 Texts	Type	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD TOTAL	YTD GROUP TOTAL
Appropriate Use	True Emergency	7												7	7
Incorrect Use	Follow-Up	4												4	41
	Area Checks	8												8	
	Info	2												2	
	Noise	5												5	
	Traffic	3												3	
	Other Complaints	19												19	
Misuse	Accidental	9												9	70
	Behavioral Health	59												59	
	Prank	2												2	
Other	Test	46												46	88
	Abandoned	18												18	
	Non-English	0												0	
	Outgoing	0												0	
	Subsequent	10												10	
	Transfer	0												0	
	Voice Call	14												14	
Month Total		206	0	0	0	0	0	0	0	0	0	0	0	206	206

Full Year 2022:

911 Texts	Type	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD TOTAL	YTD GROUP TOTAL
Appropriate Use	True Emergency	9	5	8	6	16	11	12	7	6	5	11	10	106	106
Incorrect Use	Follow-Up	12	3	8	9	5	9	8	4	6	6	3	3	76	498
	Area Checks	16	11	16	5	20	12	13	20	12	8	9	6	148	
	Info	3	0	1	0	0	6	1	1	3	0	1	1	17	
	Noise	1	1	3	4	0	7	5	4	5	3	3	1	37	
	Traffic	3	4	0	2	1	7	3	2	1	11	6	2	42	
	Other Complaints	10	16	18	11	13	16	17	8	15	18	17	19	178	
Misuse	Accidental	7	2	5	2	7	5	8	6	4	4	6	6	62	1159
	Behavioral Health	14	200	74	62	174	103	90	84	80	79	50	81	1091	
	Prank	1	0	0	0	0	1	1	1	0	1	0	1	6	
Other	Test	1	2	4	3	7	2	2	4	4	10	26	14	79	674
	Abandoned	15	4	11	4	6	10	8	13	9	26	17	10	133	
	Non-English	0	0	0	1	1	1	1	0	1	1	1	1	8	
	Outgoing	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Subsequent	32	9	29	17	39	20	26	19	15	18	20	20	264	
	Transfer	0	2	3	3	1	1	3	7	2	1	2	3	28	
	Voice Call	11	16	12	15	15	11	13	16	12	13	12	16	162	
Month Total		135	275	192	144	305	222	211	196	175	204	184	194	2437	2437
<i>Abandoned: Non-Responsive</i> <i>Accidental: Device or person accidentally texted 9-1-1</i> <i>Area Check: Check of area for person, vehicle, gunshot</i> <i>Behavioral Health: Calls that result in BHC by LE/EMS</i> <i>Follow-up: Where is officer?</i> <i>Info: What is the phone number for animal control?</i> <i>Noise: Music, people etc.</i> <i>Non-English: Texter indicates they do not speak English</i>		<i>Other: Any other request or complaint, media from Intrado</i> <i>Outgoing: Outgoing text calls</i> <i>Prank: Calls that do not give any valid information, not including BHC</i> <i>Subsequent: Additional inbound text after call released by call taker</i> <i>Test: PSAP testing/training TXT29-1-1, vendor test</i> <i>Traffic: Speeders, DUIs, etc.</i> <i>Transfer: Transfers to other PSAPs</i> <i>Voice Call: Dispatchers called the texter/texter placed voice call</i>													

SPIDR Tech Survey – January 2023

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	1339	78.63%
3 - Satisfied	289	16.97%
2 - Neither Satisfied nor Dissatisfied	50	2.94%
1 - Somewhat Dissatisfied	6	0.35%
0 - Very Dissatisfied	20	1.17%
Total	1703	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	1633	95.33%
Somewhat	56	3.27%
No	25	1.46%
Total	1713	100.00%

SPIDR Tech Survey – Full Year 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	10203	78.89%
3 - Satisfied	2056	15.90%
2 - Neither Satisfied nor Dissatisfied	408	3.15%
1 - Somewhat Dissatisfied	133	1.03%
0 - Very Dissatisfied	135	1.04%
Total	12934	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	12337	95.06%
Somewhat	456	3.51%
No	186	1.43%
Total	12978	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 2023													
FIRE AREA	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD
AIRPORT FIRE	13	-	-	-	-	-	-	-	-	-	-	-	13
ARLINGTON CITY	530	-	-	-	-	-	-	-	-	-	-	-	530
ARLINGTON RURAL FD 21	36	-	-	-	-	-	-	-	-	-	-	-	36
DARRINGTON FD 24	3	-	-	-	-	-	-	-	-	-	-	-	3
EVERETT CITY	79	-	-	-	-	-	-	-	-	-	-	-	79
FD 19	9	-	-	-	-	-	-	-	-	-	-	-	9
SRFR (Mill Creek excluded)	535	-	-	-	-	-	-	-	-	-	-	-	535
GETCHELL FD 22	18	-	-	-	-	-	-	-	-	-	-	-	18
GOLD BAR - INDEX FD 26	1	-	-	-	-	-	-	-	-	-	-	-	1
GRANITE FALLS FD 17	120	-	-	-	-	-	-	-	-	-	-	-	120
HAT ISLAND FD 27	379	-	-	-	-	-	-	-	-	-	-	-	379
LAKE ROESIGER FD 16	15	-	-	-	-	-	-	-	-	-	-	-	15
LAKE STEVENS FD 8													
MARYSVILLE FIRE	-	-	-	-	-	-	-	-	-	-	-	-	-
MILL CREEK CITY	-	-	-	-	-	-	-	-	-	-	-	-	-
MUKILTEO CITY	-	-	-	-	-	-	-	-	-	-	-	-	-
NORTH COUNTY FIRE (UNINC)	1,121	-	-	-	-	-	-	-	-	-	-	-	1,121
OSO FD 25	38	-	-	-	-	-	-	-	-	-	-	-	38
ROBE FD 23	23	-	-	-	-	-	-	-	-	-	-	-	23
SNOHOMISH FD 4	158	-	-	-	-	-	-	-	-	-	-	-	158
SOUTH COUNTY FIRE (TOTAL)	1,399	-	-	-	-	-	-	-	-	-	-	-	1,399
SOUTH COUNTY FIRE (UNINC)	668	-	-	-	-	-	-	-	-	-	-	-	668
EDMONDS CITY (CONTRACT)	270	-	-	-	-	-	-	-	-	-	-	-	270
BRIER CITY	13	-	-	-	-	-	-	-	-	-	-	-	13
LYNNWOOD CITY	332	-	-	-	-	-	-	-	-	-	-	-	332
MOUNTLAKE TERRACE CITY	116	-	-	-	-	-	-	-	-	-	-	-	116
STANWOOD CITY	72	-	-	-	-	-	-	-	-	-	-	-	72
SULTAN FD 5	61	-	-	-	-	-	-	-	-	-	-	-	61
TULALIP FD 15	32	-	-	-	-	-	-	-	-	-	-	-	32
POLICE EVENTS PER AGENCY 2023													
POLICE AGENCY	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD
ARLINGTON	1,854	-	-	-	-	-	-	-	-	-	-	-	1,854
BRIER	360	-	-	-	-	-	-	-	-	-	-	-	360
DARRINGTON	104	-	-	-	-	-	-	-	-	-	-	-	104
EDMONDS	2,150	-	-	-	-	-	-	-	-	-	-	-	2,150
EVERETT	11,593	-	-	-	-	-	-	-	-	-	-	-	11,593
GOLD BAR	287	-	-	-	-	-	-	-	-	-	-	-	287
GRANITE FALLS	345	-	-	-	-	-	-	-	-	-	-	-	345
INDEX	39	-	-	-	-	-	-	-	-	-	-	-	39
LAKE STEVENS	1,613	-	-	-	-	-	-	-	-	-	-	-	1,613
LYNNWOOD	3,524	-	-	-	-	-	-	-	-	-	-	-	3,524
MARYSVILLE	5,493	-	-	-	-	-	-	-	-	-	-	-	5,493
MILL CREEK	922	-	-	-	-	-	-	-	-	-	-	-	922
MONROE	2,194	-	-	-	-	-	-	-	-	-	-	-	2,194
MOUNTLAKE TERRACE	1,721	-	-	-	-	-	-	-	-	-	-	-	1,721
MUKILTEO	3,220	-	-	-	-	-	-	-	-	-	-	-	3,220
SNOHOMISH	852	-	-	-	-	-	-	-	-	-	-	-	852
SNOHOMISH COUNTY	12,612	-	-	-	-	-	-	-	-	-	-	-	12,612
STANWOOD	559	-	-	-	-	-	-	-	-	-	-	-	559
STILLAGUAMISH	1,379	-	-	-	-	-	-	-	-	-	-	-	1,379
SULTAN	254	-	-	-	-	-	-	-	-	-	-	-	254
WOODWAY	55	-	-	-	-	-	-	-	-	-	-	-	55

Full Year 2022:

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 excludud)	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

2/13/2023

Full-Time Dispatchers		
<i>Legacy Employees = Hired before 12/1/2017..... New Hire Employees = Hired on/after 12/1/2017</i>		
Job Title:	Status:	Current #
Trainee Dispatcher	New Hire who has not completed a 2nd discipline yet	14
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	2
Cross-Trained Dispatcher	Fully cross-trained in CT, Police, and Fire	57
Total:		89

Represented Staff (Dispatchers & Sups):

Approved Full-Time Positions:	119
Filled Full-Time Positions:	104
Vacant Full-Time Positions:	15

Appointive Staff:

Approved Full-Time Positions (permanent):	44
Filled Full-Time Positions (permanent):	44
Vacant Full-Time Positions (permanent):	0
Approved Contract Positions:	2
Filled Contract Positions:	2
Vacant Contract Positions:	0

Approved Dispatch Staffing Level - (including trainees)	86.4%
Center Staffing Strength - (excludes trainees and LOA's)	77.1%

Long-Term LOA's (dispatchers only). <i>Includes trainees, but excludes relief dispatchers.</i>	-1
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Total Number of SNO911 Employees	157
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This includes full-time, part-time, relief, & contract positions (combined)

Full-Time Dispatchers	
Approved Full-Time Positions:	103
Filled Full-Time Positions:	89
Filled Relief Positions:	-7
Full-Time Vacancies:	14
Dispatch Supervisors	
Approved Full-Time Positions:	16
Filled Full-Time Positions:	15
Vacant Full-Time Positions:	1
Senior Leadership	
Approved Full-Time Positions:	6
Filled Full-Time Positions:	6
Vacant Full-Time Positions:	0
Operations	
Approved Full-Time Positions:	5
Filled Full-Time Positions:	5
Vacant Full-Time Positions:	0
Finance/HR/Records/Admin Assts.	
Approved Full-Time Positions:	12
Filled Full-Time Positions:	12
Vacant Full-Time Positions:	0
Tech/Radio	
Approved Full-Time Positions (permanent):	21
Filled Full-Time Positions (permanent):	21
Vacant Full-Time Positions (permanent):	0
Approved Contract Positions:	2
Filled Contract Positions:	2
Vacation Contract Positions:	0

Recruitment Status

Candidates Awaiting:

PST Dispatchers Exam	0	Next PST test is scheduled for February 16 and 21
CritiCall Test Invitations - January	296	Tests sent out for May Academy
CritiCall Test Completions - January	67	16 Achieved Passing Scores
Interview	8	Interviewing for May academy
Polygraph Exam	5	Scheduled for polygraph examination or awaiting results
Currently in background check	4	Currently in process of completing background check with PST
Psyche Exam and/or Drug/Hearing Test	4	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	

Employment Separations

YTD Full Separations from Agency:	4
YTD Changes from F/T to Relief Status:	0

Appointive Staff (Trainees):	0	Dispatch & Sups (Trainees):	2
Accepted New Job	0	Accepted New Job (not w/911)	0
Death of Employee	0	Accepted New Job (w/911 agency)	0
Involuntary Term	0	Death of Employee	0
Medical	0	Involuntary Term	0
Relocation	0	Medical	1
Retirement	0	Relocation	0
End of Contract	0	Retirement	0
Voluntary Opt-Out	0	Voluntary Opt-Out	1

Appointive Staff (Non-Trainees):	0	Dispatch & Sups (Non-Trainees):	2
Accepted New Job	0	Accepted New Job (not w/911)	2
Death of Employee	0	Accepted New Job (w/911 agency)	0
Involuntary Term	0	Involuntary Term	0
Medical	0	Medical	0
Personal	0	Personal	0
Relocation	0	Relocation	0
Retirement	0	Retirement	0
End of Contract	0	Death of Employee	0

Radio Replacement Project Updates

February 10, 2023

Overview:

System reliability for the legacy system is improving as new RRP power and network systems are being brought on line. Users have new radios with new installations/batteries improving their ability to communicate. The RRP is having a positive impact on communications in Snohomish County. Estimated cutover is still planned towards the end of 2024. Work is being completed and planning is underway to attempt bring the cutover date as best as possible.

Staff that has been brought on within the last year are starting to hit their stride. Training and system familiarization are enabling SNO911 to be more responsive to user requests. Priority 1 is legacy system reliability. Priority 2 is ensuring that cutover to the new system occurs as soon as possible.

Subscribers:

- Mobiles, Portables deployment complete. We have been able to fulfill fleet expansions with stock orders. We will be placing an order to fulfill requests from Snohomish Sheriff Task Force and others in the next few months
- Base stations
 - Fire and police installations underway. Approximately 30 installations complete out of a total of 140.
 - No significant issues have been encountered.

Radio Sites/Microwave:

- All sites ready for Motorola installations
- DC power systems installation and cutover essentially complete
- Cutover of legacy systems to new microwave planning underway. Cutover expected by mid-April
- MPLS Routers installed. Network is approximately 75% complete. Once complete network testing to be conducted
- Generator replacements begin in March at 4 sites
- Upgrades of electrical systems complete at all sites
- The project is in the site construction phase. This is an area of increased project risks because of unknowns that can pop up during construction
 - Rework of Hydrogen sensors is needed to comply with electrical code

Risks:

- Multiple vendors are still experiencing staffing issues.

Policy:

- APF RRP Change Order 14 Machias Restart, Credit for Mobile install quantity reductions and removal of Mill Creek install
- APF Fleet Expansions Multiple agencies

RRP Policy & Major Decision Timeline

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

- 3/2021: Police-TAC requests changes to radio programming templates, SNO911 receives Police-TAC approval of updated templates
- 1/2021: SNO911 approves Law, Fire, and Sheriff radio programming templates
- 1/2021: Fire-TAC Template Committee approves programming
- 12/2020: Motorola Change Order 3 Approved
 - All systems – except paging – have been modified with new technical exhibits replacing existing exhibits, new schedule is established, project credit established and reserved for future/planned items
- 12/2020: Fire-TAC approves template changes and gives Fire Template Committee authorization for further changes
- 8/2020: Police-/Fire-TAC approves Subscriber programming templates (zone/channel assignments & ergonomics)
- 6/10/2020: Motorola Change Order 2
 - Updated Coverage testing methodology, final subscriber configuration and counts, increased functionality in subscribers (encryption/XE for fire, Wi-Fi for all)
- 5/2020: Phased deployment approach adopted
 - Decision to deploy system designed for 800 MHz Portable operations, and expand to support multi-band Portable operations as a future phase
- 4/16/2020 - Subscriber Scope of Services Policy approved
 - Agencies will own subscriber equipment, SNO911 will plan for long-term replacement and process/assist with warranty repairs
 - Installation details including differences for agencies who choose to opt-out of project installs
- 4/16/2020: Additional Subscribers Policy approved
 - Covers reimbursement parameters and process for radios purchased after 1/1/2019 and are an increase to quantities in project scope. E.g. New (additional) apparatus added to fleet
- 1/2020: WAVE5000 Pilot Program approved
- 9/2019: Fire Subscriber Replacement Policy approved, updated 5/2020
- 9/2019: Law Subscriber Replacement Policy approved, updated 5/2020
- 7/2019: Motorola Change Order 1
 - Allows agency cooperative purchasing, updated subscriber warranty protection
- RRP – Future Replacement Policy – Under Development

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for January 10, 20223 / 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, Jeff Young – Lake Stevens		Capt. Steve McDonald – SCSO
Chief, Nick Almquist – Brier		Dep. Chief, Chuck Steichen - Lynnwood		Sgt. Karl Gilje – Stanwood
Officer, Brittany Harris, Edmonds		Cmdr. Adam Vermeulen – Marysville	✓	Officer Dean Munday - Stillaguamish
Dep. Chief, John DeRousse - Everett		Chief, Jeff Jolley - Monroe	✓	
SNO911				
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		Ops. Sys. Coord. Chris Gass		Chief Matt Ecker – Stillaguamish

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 December 13, 2022 minutes were approved by Deputy Chief, Ryan Irving and 2nd by Sgt. Shane Hawley.
3. **Announcements:**
4. **Reports:**
 - A. **Policy Review Committee:** Jim Lawless
No meeting. Nothing to report.
 - B. **Mobile Users Group:** Brent Meyer
Nothing to report.
 - C. **SNO911 Updates:**
 - a. **New SNO911 Facility Update:** Terry Peterson
Terry shared that SNO911 is nearing the final stages of the Progressive Design Build RFQ process.
 - b. **End of Year Stats:** Terry Peterson
Terry mentioned that the SNO911 year-end VIPER statistical data will be provided as soon as the new reporting system is up and running (a new reporting system was part of the VIPER upgrade).
Andie shared a spreadsheet “Police Call Volume by Agency 2021-2022.” Andie will distribute the spreadsheet to the Committee after the meeting.

D. PTCC: Brent Meyer

a. PTCC Advisory Member:

Seth Kinney from Arlington PD is now officially a PTCC Advisory Member. The Police Chiefs approved his nomination last month. Thanks to Seth and Arlington PD for allowing Seth to commit time to PTCC.

b. MyCrimeReport Updates: Brent Meyer

The new code installed in the test environment and are in the process of testing. Once testing is completed, it can be determined when the code will go into the Production environment. An email has gone out to the project team to inform everyone testing can start. If agencies have anyone that would like to participate in testing please reach out to Brent.

c. Windows Updates:

Updates are scheduled for the New World Production environment on Tuesday, February 7th. A time frame has not been set yet, since updates are still being added to Delta today. Once the updates are completed in Delta there will be a better indication of downtime for New World on the 7th. With no conflicts with the date and time, Brent asked for a motion to perform Windows Updates in the New World Production Environment on Tuesday the 7th from 0100 – 0700.

MOTION: Motion made by Deputy Chief Ryan Irving to proceed with the Windows update on January 7, 2023, from 0100-0700 hours. The motion was seconded by Sgt. Shane Hawley.

E. Radio Replacement Project: Howard Tucker

a. Upcoming milestones for the RRP

1. Completion of DC power systems within the next few weeks
2. Migration of legacy system to new microwave network 1st quarter 2023
3. Installation of base station/desktop radios underway

All three of the work efforts not only move us towards system cutover, they improve our legacy system reliability and our user's ability communicate.

b. Voice Radio System Electronics and Antennas

Work is starting to install the voice radio system electronics and antennas. This work will be ongoing till the end of the year/early 2024. Planned cutover to the new radio system is still end of 2024.

c. New Facility Equipment/Software

We are working on plan to equip the new facility and upgrade equipment/software as needed to ensure that we are on supportable versions at the time of cutover.

d. Fire VHF

Work on Fire VHF is wrapping up and we will be working on Encryption for law enforcement over the next few months. Please be patient with Radio as this is significant coordination event.

e. Batteries

Batteries will be ordered this year as part of the lifecycle replacement plan.

f. Fleet Expansion

Fleet expansions needs are being met currently with existing spares. Agencies need to notify SNO911 as far in advance as possible so that SNO911 can budget and order equipment to meet agency requests.

5. **Technical Update:** Marlin Herolaga

A. **Viper Upgrade 3.0:**

The Viper Upgrade cutover occurred on November 29th. Marlin noted that they are waiting for the SNO911 data to populate in the new system in order to have the ability to run and provide the statistical reporting that is normally done. He reported the data has come over and been validated, the only outstanding item to come in is text-2-911 data, but they are engaged with Intrado (the vendor).

B. **REMINDER – WSDOT Fiber Work:**

Marlin reminded the Committee that WSDOT will be conducting fiber work on Jan 11th from 10 pm – 5 am. This will take down the fiber connection between SNO911 to the County. Tech Staff has rerouted all data traffic to our secondary path on the fiber ring that will go to South Campus and then back to North Campus. They are anticipating no interruptions while the work is conducted but said agencies should be prepared just in case. SNO911 will send out communications when the work is complete.

6. **New Business.**

A. **Colocation Evaluation and New SNO911 Headquarters:** Terry Peterson

Terry reminded the Committee of SNO911's offer to share some of the extra space and the new facility. He invited member agencies to consider any potential need they may have for additional space (training/special units etc.) and encouraged those considering the offer, to contact him or Kurt so any remodel needs are considered early, during the planning stages.

C. **SNO911 Radio MOU –** Derek Wilson & Howard Tucker

Derek shared two documents: 1 – *"Draft – Port of Everett SNO911 Radio Talk Groups-User Agreement,"* and *"Northwest Ambulance – SNO911 Radio Talk Groups – User Agreement 2020."*
Derek will distribute these to the Committee via email after the meeting.

Derek is now working with SNO911 Radio on updating old and drafting new radio use/access MOUs between private agencies and SNO911. The overall goal is to, unless unique circumstances require otherwise, provision users with entire banks of talk groups including the IO channels. As such, all MOU agreements were presented to the Committee and there were no objections.

7. **Old Business:**

Validation Alerts: Derek Wilson

Derek provided the Committee with a reminder that the Annual Validation Alert Audit will begin soon. These audits are conducted by SNO911 to ensure that alerts placed in CAD premise information are current and have the most up-to-date information. Derek said that a document will be provided to SNO911 Police and Fire agencies to identify 2 representatives from each agency as the contact for SNO911 to work with through this process.

8. **Good of the Order.**

Pursuits/Eluding Clearance Code: After some discussion, it was decided that the secondary clearance code of "L" will be used to track pursuits that were terminated or those that would have normally been pursued but weren't due to the change in Washington State Law. This will provide a more accurate and consistent tracking system for SNO911 member agencies.

9. **Adjourned** at 1106 hours.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

January 18, 2023

Committee Members in Attendance	☒ Eric Andrews	Sky Valley Fire	☐ Willie Harper	Fire District 25
	☒ John Chalfant	South County Fire	☐ Mike Worthy	Fire District 27
	☒ Jason Hodkinson	Fire District 4	☐ Mike Calvert	Everett Fire
	☐ Seth Johnson	Fire District 5	☒ Darryl Neuhoﬀ	Marysville Fire
	☐ Ryan Shaughnessy	Fire District 15	☒ Blake Engnes	Mukilteo Fire
	☐ Justin Johnson	Fire District 16	☒ Dave Kraski	North County RFA
	☐ Jim Haverfield	Fire District 17	☐ Brett Blankenship	Paine Field Airport FD
	☐ Keith Strotz	Fire District 19	☒ Steve Guptill	SRFR
	☐ Chad Schmidt	Fire District 21	☐	
	☐ Travis Hots	Fire District 22	☐	
	☐ Joel Johnson	Fire District 24	☐	
Alternates in Attendance	☐ Whitney Mansfield	Fire District 4	☒ Jeff Cole	Marysville Fire
	☐ Scott Anderson	Fire District 16	☐ Kirk Galatas	Mukilteo Fire
	☒ Bill Dane	First District 17	☐ John Cermak	North County RFA
	☒ Gino Bellizzi	Fire District 19	☐ Tony Mace	Paine Field Airport FD
	☒ Jeremy Stocker	Fire District 22	☐ Ernie Walters	Sky Valley Fire
	☐ Joel Johnson	Fire District 24	☐ Ryan Lundquist	SRFR
	☒ Dave DeMarco	Everett Fire	☐ Thad Hovis	SCF
Guests and Staff in Attendance	Colby Titland, SRFR	Terry Peterson, SNO911	Marlin Herolaga, SNO911	
	Jason Allen, Camano Fire	Andie Burton, SNO911	Brittney Martens, SNO911	
	Todd Anderson, SCF	Derek Wilson, SNO911	Hattie Schweitzer, SNO911	
	Theresa Ramey, NCFEMS	Chris Gass, SNO911	Sharon Brendle, SNO911	
	Sean Witherow, FD4	Brent Meyer, SNO911		
	Kurt Mills, SNO911	Howard Tucker, SNO911		

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

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

1. ANNOUNCEMENTS. N/A

2. APPROVAL OF MINUTES. A motion was made by Jason Hodkinson to approve the November, 2022 Fire TAC / Ops meeting minutes as written. Seconded by John Chalfant. Unanimously approved.

3. COMMITTEE UPDATES.

A. PTCC / NWS. *Brent Meyer* – Tyler thinks they finally figured out the fire mobile crash issue that has been happening since the upgrade. They implemented a potential fix in a handful of select MDTs a week ago, and there have been no crashes since. They will continue to monitor it.

They would like to schedule Windows updates on Tuesday February 7th from 0100-0700. This has already gone through PTCC and Police TAC, so Brent is looking for approval from Fire TAC. There were no objections.

Around Christmas time, several fire agencies reported significant delays getting dispatch text messages to their Verizon phones. Chris Gass worked with the SNO911 Tech Department and

they got the issue moved over to Verizon's business side, and once they did that they haven't seen any more issues.

- B. Technical Update.** *Marlin Herolaga – Viper Upgrade.* The Viper equipment is installed and working. Tech staff is currently working with Intrado on some reports. Most of the reports are completed and verified, the only one outstanding is the text report.

Pulse Point/AED. Marlin thanked Chief Chalfant for providing a resource for this. Marlin and Brent have met with Laurel, and they will be working with her to get this project across the finish line.

- C. Radio Replacement Committee.** *Howard Tucker* – They are working on the VHF - Oso and Darrington should be finished this week. The flash codes to upgrade the early deployment radios are ordered, and when they arrive they will take care of the affected radios. If the Sheriff's Office comes back with some proposed VHF changes, they will go through the governance process for those approvals, and they will probably deploy the VHF updates via WiFi. With regards to the Radio Replacement Project, they are continuing with system installations. They will walk the sites today and restart the installation of the back-up radios at both North and South Campus. Yesterday there was a 10 or 15 minute outage on the west simulcast. They were cutting over from temporary systems to permanent systems. Nothing was damaged and Howard apologized for the outage.

Terry Peterson - Alphanumeric Paging Replacement Project. They issued an RFQ, and they have received 3 responsive bidders to hire a professional consultant to help SNO911 and NORCOM with project management. They are going through the selection process and hope to have someone under contract relatively soon.

- D. Radio Procedures Committee.** *Hattie Schweitzer* – The committee met on January 9th and Derek Wilson went over the HazMat notifications which he will go over now. Derek shared his screen and discussed the proposal of a new policy that will require some adjustments to the Fire Radio Procedures Manual and the Call Processing Guide for CallType. A quick high level review: On 3rd and 4th alarm HazMats for any rescue, there is a need for alerts to go out to the HazMat or rescue team, with information for them to either respond right away if they're on duty (for a 3rd alarm), or for a 4th alarm, for them to queue up and discuss with some sort of coordination, who is going to go, and when as well as where. Battalion Chief Ness from South County Fire took on the management of the Rave Alert list and the semi-annual validation of those users to make sure it's up to date. The next step is to have a policy at SNO911 for when a 3rd or 4th alarm event occurs, command or their designee can request that the alert be sent out via Rave Alert from the SNO911 Supervisor. If it's a 3rd alarm, incident command or their designee can ask for it to be sent over the radio, or they can call the Supervisor line. On the 4th alarm it has to be done via phone due to the need for more specific information such as contact name and number, to then push that alert out. So, it is the Fire Radio Procedure Committees recommendation to adopt this process for 3rd and 4th alarms. It will need to be followed up with some training on the fire side.
Motion to accept the new policy made by Darryl Neuhooff. Seconded by John Chalfant.
Unanimously approved.

- E. Fire User Group.** *Steve Guptill* – The meeting revolved around the demo of the Emergency Networking FRMS Software. Please see the email that Steve emailed to Fire TAC on 1.12.2023.

- F. Fire Standards/Data.** *Brittney Martens* – No updates.

- G. County Fire Resource Plan Committee.** *Jeremy Stocker* – No updates.

- H. Enabling VHF on Multiband Radios.** Already covered above. Terry asked that this topic be removed from the agenda. No objection.
- I. SNO911 DRC/DSC.** *Terry Peterson* – As most are aware, they have adopted new EMS type codes and they have been in place for about a week or so. Terry hasn't heard a lot of feedback on this, so he thinks everything is going well on that front. On the road map for DSC's work over the coming months is to look at how they can expand use of the nurse line and transfer some of the really low acuity calls to them. They are also looking at what types of calls that they can move into the MED 3 bucket that were previously ALS calls. Everything that's in there today is BLS, but they would like to see if there are lower acuity ALS calls that can be moved to the MED 3 bucket. So those are some things that they will analyze over the next couple of months.
- 4. SNO911 UPDATE.** *Andie Burton* – Andie shared a document that showed a comparison of fire events by agency and the totals between 2021 and 2022. The numbers for Arlington City (-99.01%) and North County (+252.59%) stand out but that's because the annexation didn't happen at the beginning of the year. She emailed the document to Fire TAC after the meeting.
- Kurt Mills* – Terri Fitzgerald from South County Fire is going to step into the role on the Tyler Advisory Board that Steve Guptill has filled for quite some time. She will join him at Tyler Connect to make sure there is a smooth handoff. Also, SNO911 has selected a vendor to do the construction and design of the new building. Contract negotiations will start soon.
- 5. OLD BUSINESS.**
- A. First Due Workgroup.** *Dave DeMarco* – Chief DeMarco shared a draft SOP for the Pre-Incident Planning regarding implementation of FirstDue. As a reminder, SNO911 holds the agreement with FirstDue, and the agencies who choose to participate are subscriber agencies. There are 23 conventions/key features that they have agreed on and would like to map across the county. Andie emailed the draft which covers the purpose, scope and definitions to Fire TAC after the meeting. Per Todd Anderson, this process is fluid and can be modified and changed moving forward.
- i. DEM Access.** *Derek Wilson* – Back in March DEM reached out to Derek regarding what to do with HazMats in regards to FirstDue. Todd said that there are a couple options - either the agencies can enter the information or they can train DEM to enter just the HazMat portion. After much discussion it was suggested that this topic should be discussed at the next FirstDue Workgroup meeting.
- B. Embedded Fire Officer & FOCs.** *Andie Burton* – Shortly after the heat wave in June 2021, a group out of Fire TAC was formed to discuss how everyone responds when there are stressed operations related to weather and other scenarios. Through that process they put together some framework that talked a little bit about FOCs, but that was really when they started talking about an imbedded fire officer coming to SNO911. As that evolved, they started looking at the County Fire Resource Plan and felt that it made sense to put those two committees together. The Resource Plan is now complete, but the November windstorm showed there was still work to be done on response to stressed operations. SNO911 is proposing the original group form again and bring forward recommendations to TAC. Discussion ensued and Chief Neuhoff pointed out that there are current procedures in the Fire Radio Procedure Guide that should be followed until any new process is developed. SNO911 staff will be working on draft framework and bring that back for consideration.
- 6. NEW BUSINESS.**

- A. Radio MOU – Northwest Ambulance.** *Derek Wilson* – Derek is looking for approval from Fire TAC (Police TAC already approved) for Northwest Ambulance to have radio access (zone access rather than specify frequencies) to both analog and digital to all fire zones.
- B. Radio MOU – Port of Everett.** *Derek Wilson* – This is slightly different in that the Port of Everett has had some radios in the past to communicate with Everett PD. Everett PD drafted their own MOU with the Port of Everett. Derek reached out to Fire TAC and Marysville Fire since they share with Everett to make sure everyone is on board. They don't need full access, it will be more of an as needed basis.

Motion by Darryl Neuhoﬀ to approve these agreements. Seconded by Jason Hodgkinson.

Unanimously approved.

- 7. GOOD OF THE ORDER.** *Chris Gass* – Wiser, the HazMat search service, is shutting down at the end of February. They are currently integrated with CAD for a hazardous materials search. SNO911 is currently working with Tyler to find a replacement. If anyone uses a service other than Wiser that you're happy with, please let them know.

Darryl Neuhoﬀ – Asked that the meeting invite for Fire TAC include the physical meeting location as well as the Zoom link.

- 8. ADJOURN.** The Fire TAC / Operations Committee adjourned at 2:59 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, February 15th at 1:30 p.m. via ZOOM, or in-person at the Snohomish Training Annex.

**Snohomish County 911
Finance Committee
Meeting Summary for February 9, 2023 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom**

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	Derek Daniels	✓	Steve Guptill (arr. at 2:00)	✓
Jim Lawless	✓	Ken Klein	✓		
Staff					
Kurt Mills	✓	Terry Peterson	✓	Wade Anderson	✓
Steve Lawlor	✓	Tiffani Brown	✓	Sharon Brendle (notetaker)	✓

1. **Call to Order and Announcements.** The meeting was called to order at 1:31 by Chair Dave DeMarco. Kurt introduced SNO911's new Administrative Assistant Tiff Brown to the committee. Everyone welcomed her.
2. **Reports.**
 - A. **Blanket Voucher Report for January.** There were no questions or concerns. **Jim Lawless moved and Ken Klein seconded to recommend the Board approve the Blanket Voucher Report for January. The motion passed.**
 - B. **Fund Balance Report for January.** Informational only. No questions or comments.
3. **Year End Financial Report.** Kurt commented that throughout the year they call out the overtime expenses and explain the reasons for the overage. He added that the agency doesn't budget for actual expected overtime because there is always high overtime whenever there are staff shortages, while at the same time there are salary savings due to those shortages. Because they're trying to fill the vacancies there are increased expenses tied to advertising for recruitment purposes. Wade added that they have decided to modify their reporting to eliminate duplications of information in financial statements. This included trimming their year-end analysis down to reflect those items that are actually affecting the income statement. Wade explained that the new report provides the fund balance, along with a key analysis of the income statement. Kurt asked for and received favorable response from the committee. They all said they appreciated the streamlined report. *One request was to ask for the net results of overtime coming out of salary savings due to unfilled positions. Another question was whether or not overtime had been tracking fairly normally during this period of staffing shortages.* Kurt explained that while overtime is much higher than what they want, they have to contend with that due to the dispatcher shortages. He added that the amount of overtime seems fairly typical with what they've been dealing in past years.
4. **Old Business.**
 - A. **Surplus Furniture.** Steve Lawlor reported on the excess furniture that was left behind in the new building by the previous owner. He explained that he consulted with the attorney on the agency's options, and based upon the purchasing policy, he has been advised that after offering it to SNO911's user agencies, they are then free to offer it at auction. Steve reported they will use Gov Deals, a surplus auction site in the State. No fees will be charged to the seller. He added that anything that doesn't sell at auction could then be transferred to the Office of Enterprise Services, if they will accept it. Disassembling and transporting the furniture to the OES facility would be at SNO911's expense. If it's not accepted by OES, they will allow SNO911 to dispose of it themselves, which would still be at a significant expense. Steve went on to explain the next steps that SNO911 would need to do to surplus the furniture which was explained in the APF

included in the packet. Derek Daniels moved and Ken Klein seconded to recommend that the Board declare as surplus the list of furniture in Exhibits A through E, and authorize the transfer of any of the remaining surplus furniture to any interested SNO911 member agency. And to authorize the Executive Director and his designees to dispose of the surplus furniture according to the State policy and through the methods listed in steps 2 through 4 as needed, not to exceed costs of \$35,000, and to move the item to the Consent Agenda. The motion passed.

5. New Business.

A. Fire Chiefs Consortium Consultant. Terry explained that during the last Fire Chiefs' Association meeting, they decided to ask SNO911 (as a neutral third party) to help them issue an RFP to hire a qualified consultant to assess ways in which fire agencies can work better together with some specific focus. He shared a brainstorming summary that shows all the functions and roles that individual agencies are performing themselves. The consultant's scope would include:

- Conducting stakeholder interviews (all interested parties, every fire agencies, along with EMS leaders from around the county)
- A written report that would contain a list of common themes between the agencies and where they think it's important to look at regionalization of efforts, as well as prioritizing the list based on feedback and feasibility;
- Provide some cost benefit analysis.

They would use the report as a roadmap for the fire agencies to further their conversations. The Fire Chiefs Association pledged up to \$55,000 of reimbursement to SNO911 from the Snohomish County EMS (SCEMS) budget. Dave DeMarco explained that the SCEMS budget was selected because the dollars are already collected from the agencies within Snohomish County in proportion to their size. There is no risk to SNO911 outside of some staff's time to prepare the RFP. Some additional discussion followed. Derek Daniels moved and Jim Lawless seconded to recommend that the Board authorize the Director to enter into a professional services agreement with a qualified firm to conduct a Fire Department Consortium Expansion Study with a not to exceed amount of \$55,000 to be reimbursed from SCEMS. The motion passed with Dave DeMarco abstaining.

B. RRP Machias Site Lease Agreement. Terry provided some background on this topic. A new radio site at Machias had been part of the original scope, primarily to improve coverage to the area. A couple of years ago, following some concerns about location, the landowner decided against the build. Today the plan is back on and a lease with Snohomish Regional Fire & Rescue (SRFR) is included in the packet. This is the same lease that had been previously negotiated, and it has gone through legal review and has received approval from SRFR's commissioners. The new site would be built at the Machias Fire Station 83. Terry thinks that an amended version of the lease will likely come back for approval, but they wanted to have something in place before any site development work is done. Derek Daniels moved and Ken Klein seconded to recommend the Board authorize the Executive Director or designee to sign the Machias Communications Site Lease in a form substantially as presented, pending final legal review. The motion passed with Steve Guptill abstaining.

C. RRP Motorola Change Order 14. Terry described the changes proposed: 1) removing services that were originally contracted with Motorola to complete radio mobile installs for agencies that opted out of the installation services. 2) Technical removal of the Mill Creek radio site. This removal had previously been approved by the board. 3) Adding the Machias Radio Site back to the scope. He listed the cost summary on the APF, with an overall net savings of \$472,524.41. He added that staff recommends leaving that amount in the project as part of the contingency fund. Any leftover amounts would be returned at the end of the project. He added that the

Machias Tower site will not be completed until well after the cutover, with the shelter construction and Washington State gold seal process taking an additional 24 months to complete. Derek Daniels moved and Jim Lawless seconded to recommend the Board approve the Executive Director or designee to sign MSI Contract Change Order 14, as presented. The motion passed with Steve Guptill abstaining.

- D. **Radio Fleet Expansion Requests.** Terry presented this proposal which covers additional radio requests in the event of fleet expansion and replacement of broken and damaged radios. The current fund balance for this is \$719,231.01. The APF lists the requests that have been received and whether or not they can be furnished out of current stock on hand or will need to be ordered. Jim Lawless moved and Steve Guptill seconded to recommend the Board authorize staff to move forward with the SCSO park Rangers, Mill Creek PD, Monroe PE, Tulalip Bay Fire, North County Fire, Everett Fire, and Edmonds PD fleet expansion requests to be provided with equipment from current overstock of mobile radios. And to authorize staff to move forward with the 1/19/2022 Task Force and 1/12/2023 South County Fire fleet expansion requests to be funded from Fund 140. The motion was passed with Derek Daniels and Dave DeMarco abstaining.
- E. **Year End Budget Activities.** Kurt presented this topic and reminded the committee that at the last Board meeting there was discussion about whether they should fund Capital through assessments or rely on carryover. There was consensus last month that the board wanted further evaluations done on this. Kurt explained that before work begins on the 2024 budget, the Finance Committee will work gathering history and information so they are able to make a recommendation to the Board. This month's proposal includes what the fiscal policy is regarding carryover dollars, along with an outline of some additional revenues. These include \$1.7 as underspend from the operating budget, and \$775,000 additional E911 excise tax. He went over each of the recommendations. Following a brief question and answer session, the committee took the following action:

Steve Guptill moved and Jim Lawless seconded to recommend the four action items to the board for approval:

- Authorize moving \$1,089,921 of Operating Budget Underspend into Capital Fund 80 for capital needs of the agency;
- Authorize moving \$655,000 of Operating Budget Underspend into General Reserve Fund 70 in support of the dispatcher staffing request (Resolution 2022-05) anticipated for later this year;
- Authorize moving \$40,000 of Operating Budget Underspend into FY 2023 Operating Budget to support a contracted PIO service pilot to support SNO911's public information and education.
- Authorize moving \$775,203 of Additional E911 Tax into Capital Fund 80 and designate it for CP-031: Facility Infrastructure Reserve to begin saving for unplanned large facility needs in the new building once it's fully occupied.

The motion passed.

6. **Good of the Order.**

- Kurt announced that the agency is actively looking at some nurse triage systems for 911. He hopes to increase awareness of the issues that are driving the need for a different system. Similar programs are being used in Seattle and across the country. This could result in a fundamental change in service delivery for how emergency medical services are provided. This would primarily target low acuity calls, or those that do not require an ambulance for

hospital transport. High wait times at hospitals are being experienced for EMS staff which ties up their unit until their patient can be transferred over to the hospital's care. More information on this, as well as costs, will be forthcoming.

7. **Adjourn.** The meeting was adjourned at 2:39 pm. The next meeting is scheduled for March 9, 2023 at 1:30 p.m.

10:52 AM

02/07/23

Cash Basis

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020 · Member Assessments	16,628,719.92	16,795,260.00	-166,540.08	99.0%
4040 · E911 Excise Tax Revenue	6,828,348.00	6,608,979.00	219,369.00	103.3%
4045 · Emergency Sales Tax Revenue	1,833,326.00	2,000,000.00	-166,674.00	91.7%
4200 · Miscellaneous Income	1,613,228.23	630,458.00	982,770.23	255.9%
4300 · Interest Income	399.91			
Total Income	26,904,022.06	26,034,697.00	869,325.06	103.3%
Gross Profit	26,904,022.06	26,034,697.00	869,325.06	103.3%
Expense				
5000 · Payroll Expense	20,301,917.48	20,853,430.00	-551,512.52	97.4%
6000 · Reimbursed Expense	329,344.18	188,000.00	141,344.18	175.2%
6150 · Professional Fees	411,353.04	259,000.00	152,353.04	158.8%
6200 · Administrative Support	216,394.89	633,069.00	-416,674.11	34.2%
6225 · Recognition	9,866.23	10,000.00	-133.77	98.7%
6250 · Rent	1,055,125.34	1,006,100.00	49,025.34	104.9%
6252 · Utilities	129,982.97	104,000.00	25,982.97	125.0%
6300 · Repairs & Maintenance	2,080,896.87	2,383,498.00	-302,601.13	87.3%
6350 · Insurance	94,233.72	145,000.00	-50,766.28	65.0%
6400 · Communication	118,942.39	102,600.00	16,342.39	115.9%
6500 · Training and Travel	191,151.22	136,000.00	55,151.22	140.6%
6600 · Minor Capital Equipment	139,063.66	149,000.00	-9,936.34	93.3%
6700 · Supplies	40,828.71	65,000.00	-24,171.29	62.8%
Total Expense	25,119,100.70	26,034,697.00	-915,596.30	96.5%
Net Ordinary Income	1,784,921.36	0.00	1,784,921.36	100.0%
Net Income	1,784,921.36	0.00	1,784,921.36	100.0%

FUND BALANCE SNO911 JANUARY 2023

OPERATING

Fund #	Beginning Balance	Revenue	Expenditures	Funds Transfers	Fund Balance
70	\$3,345,630	\$2,410,313	\$2,579,751	(\$2,826)	\$3,173,366

CAPITAL PLAN

80	\$4,607,933	\$413	\$0	\$2,894,634	\$7,502,980
110 -RT	\$1,406,737	\$93		(\$1,406,737)	\$93

Future Facility

150 DDA	\$49,000,000	\$0	\$0	(\$48,976,443)	\$23,557
150 ICS	\$0	\$0	\$0	\$47,488,546	\$47,488,546

RESERVES

90	\$6,048,738	\$514	\$0	\$0	\$6,049,252
120 - RT	\$597,675	\$51	\$0	\$0	\$597,725

RADIO REPLACEMENT PROJECT

130	\$596,457	\$357,359	\$88,774	\$877	\$865,918
140	\$119,231	\$10	\$0	\$	\$119,241

TOTALS	\$65,722,400	\$2,768,752	\$2,668,525	(\$47,490,495)	\$65,820,677
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*Note: Fund # 110 and 120 are Radio Technology funds



Fiscal Year Ended December 31, 2022

General Operating - 70

Revenue & Expenditure - Revenue for 2022 \$26,904,022 and expenses were \$25,119,101; resulting in a carryover of \$1,784,921.

- Revenues exceed budget by 3.34% which amounted to \$869,325 in additional revenue. This was primarily due to managed laptop that brought in \$316k in revenue, which was not budgeted in 2022, and \$728k in reimbursement revenue that was also not budgeted for 2022.
- Total Payroll came in at 5.22% under budget, resulting in underspend of \$1,060,582. Overtime did come in at 186.2% of budget with actuals of \$1,917,386 vs. a budget of \$1,030,000 as current dispatchers are working overtime to compensate for being understaffed in the dispatch center.
- Professional Fees was 58.82% over-budget. SNO911 spent \$161,590 on Consulting and Developing against a budget of \$77,500; all of which can be attributed to Admin Consulting fees that were \$137K against a budget of \$42k, which consisted of unplanned Robert Half expenses for a contract Financial Manager and Financial Coordinator. \$176,852 was spent on Applicant Processing and Exams against a budget of \$92,000 as the agency continues to recruit dispatch staff in a tough hiring environment. The effect was a \$152,353 in additional expenses.
- Repairs and Maintenance had a budget of \$2.383MM for 2022 and SNO911 spent 87.3% of the budget resulting in underspend of \$302,601.
- Total Training and Travel budget was \$136,000, SNO911 spent 40.55% over budget, which resulted in additional expense of \$55,151. Training, Mileage, Air, Hotel, and Meals all exceeded the budget. This partially due to inflation during 2022, but mostly a result of under budgeting these types of expenses in 2021 when developing the 2022 budget. An issue that was addressed in developing the 2023 budget passed by the Board.
- Recognition for 2022 was 98.7% of budget; \$9,866.23 actual vs. a \$10,000 budget.
- General Operating Fund 70 had December 31, 2022 Fund Balance of balance of \$3,345,630.

**Snohomish County 911
Personnel Committee
Meeting Summary for February 8, 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	
Tiffani Brown (notetaker)	✓				

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

The meeting was called to order by Committee Chair George Hurst at 9:05 a.m. Kurt introduced the new Administrative Assistant, Tiffani Brown. The committee introduced themselves and welcomed Tiffani to the meeting.

- 1. Review Staffing Report.** Terry referred to the report included in the packet. There are currently 13 full time dispatch vacancies. He recalled the recruitment efforts that were described at last month's meeting, and commented that staff continues to discuss ways to keep the recruitment momentum going. He pointed out the center staffing strength, and explained that when it is between 80-90% they're feeling confident, but now that it's dipped in the 70% range, it translates to more on-call activations for the dispatchers. He explained that he researched what the center staffing strength had been over the last 2 years. A year and a half ago, that strength reached into the high 80th percentile, but over the last year, it has dropped to a point where they don't want to be. Five dispatch trainees recently started a few weeks ago, with another academy scheduled for next month.
- 2. Miscellaneous Items.**
 - Kurt reported that the agency is in the early stages of planning an annual award banquet ceremony. He mentioned that currently the agency has several programs for employee recognition, but he thinks staff would benefit from a more formal recognition ceremony. He will keep the board posted as plans evolve. Terry added that even though they regularly recognize individuals, he thinks this may be a way to incorporate employees' families and possibly some of the user agencies in the event. Records Manager Sheila Betts is heading the planning committee. Both committee members shared some locations they have used for similar award banquets.
 - Kurt also spoke about the need to contract for a PIO (Public Information Officer) services to support the agency. The recruiter does as much as he can with his full schedule, but it's been limited to social media only. He explained that their goal is to partner with one of the agencies, where the PIO can help SNO911 evolve their social medial presence and public education efforts. He's interested in building a program which brings more value to the social media platform for the public beyond the recognizing the agency and its employees. For example, sharing news items in real time, such as an outage event. Terry also brought up the need for re-training the public on what 911 is really for. He mentioned the goal of using nurse-line more, as well as eliminating the lower acuity calls in the system. He thinks having a PIO help build the message (over time) would be beneficial.

- He spoke about the challenges associated with being a stand-alone agency, with one being that often SNO911 may be disjointed with events occurring at the user agency level. The public has heard for years that if they need assistance, they should call 911. At times those same citizens don't really need 911, but still need assistance. There is a strong need to come up with a plan to deal with non-emergency requests. Kurt spoke about a program being used by Seattle Fire, offered by GMR, the parent company of AMR (private ambulance provider) where they are partnering with Nurseline. In that case, Nurseline spends an average of 15 minutes with the caller, determining their actual need. They can then help the caller facilitate a meeting with their personal physician, coordinate their healthcare needs, as well as arranging for transportation. Kurt reported that Seattle Fire has seen around 750 calls a month that have benefited from this program. The committee was in agreement with the need and discussed some typical scenarios that they're all aware of, along with possible options.
 - Terry reported that the Snohomish County Fire Chiefs asked SNO911 to help issue an RFP to hire a consultant to conduct stakeholder interviews, evaluate the components of multiple fire departments and EMS Systems, and provide some guidance on areas that should be focused on and ways that all the agencies can come together and work better together. This will be brought to the Board meeting next week for consideration.
3. The committee adjourned its regular meeting at 9:28 a.m. to move into a closed session to discuss sensitive matters. The next Personnel Committee Meeting is scheduled for Wednesday, March 9, 2023 at 9:00 a.m.