

SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
April 20, 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. Approval of Agenda**
- 4. Consent Agenda**
 - A. Minutes from the March 16, 2023 Regular Board Meeting3**
 - B. March 2023 Blanket Voucher & Payroll Approval Form:**
 - i. Checks 1005 and 17159 - 17298, for a total of \$1,295,752.25
 - ii. Payroll Direct Deposit, in the amount of \$1,148,573.24
 - C. APF - Employee Recognition Policy Update (Annual Awards Ceremony)8**
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F.	Board Technical Leadership (No meeting)	
10.	Executive Session (if needed)	
11.	Good of the Order	
12.	Adjourn - The next meeting is scheduled for May 18, 2023	

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

March 16, 2023

Board Members & Management in Attendance	☒ Jon Nehring - President	Marysville	☒ Richard Emery	Mukilteo
	☒ Dave DeMarco	Everett Fire	☒ Pete Caw	Mntlk Terrace PD
	☒ Derek Daniels	South County Fire	☒ Kurt Mills	SNO911
	☒ Steve Guptill	SRFR	☒ Terry Peterson	SNO911
	☒ Darryl Neuhoﬀ	Marysville Fire	☒ Andie Burton	SNO911
	☒ Ryan Shaughnessy	Fire District 15	☒ Marlin Herolaga	SNO911
	☒ Ian Huri	SCSO Undersheriff	☒ Rosie Akopyan	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	Legal Counsel
	☒ George Hurst	Lynnwood	☒ Christine Svihus	Legal Counsel
	☒ Jonathan Ventura	Arlington Police		
Alternate Board Members in Attendance	☒ Thad Hovis	South County Fire	☐ Jim Nelson	Lynnwood Police
	☒ Roy Waugh	SRFR	☒ Jim Lawless	Marysville Police
	☐ Chad Schmidt	Fire District 21	☒ Jenna Nand	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	Elizabeth Mitchell - Woodway Councilmember		Ethan Nash - Nash Consulting	
	Stan White - Mill Creek Police Chief		Alicia Berget - SNO911 Public Meeting Site	
	Ned Vander Pol - Marysville Fire Chief		Tiffani Brown - SNO911	
	Diana Brown - OAC		Sharon Brendle - SNO911 Notetaker	
	Bob Heggenes - Lydig Construction			

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 a.m. Roll was taken and a quorum was confirmed. - Executive Director Kurt Mills announced that SNO911 will be hosting GMR Health to demonstrate their nurseline system on April 19th at 1:30 p.m. at SNO911's new headquarters, 332 SW Everett Mall Way. The director had mentioned the program at last month's meeting. He asked that anyone interested in attending to please let him know. - The director introduced SNO911's new Human Resources Director, Rosie Akopyan. He explained that Director Akopyan comes with an extensive HR background in the government sector. The board welcomed her to the agency. - Director Mills announced Deputy Chief Darryl Neuhoﬀ's final board meeting before his retirement from Marysville Fire at the end of the month. The director and board members shared memories and sentiments about working with Deputy Chief Neuhoﬀ, along with listing his many contributions to SNO911 and the improvement of fire service in his community and throughout Snohomish County.	

2. Public Comments	None	
3. Approval of Agenda	The director asked that the agenda be amended to move the Executive Session up to take place right after agenda approval, followed by Item 11, then 6C, and 7A. There were vendors in attendance so the director asked that those items be addressed earlier in the meeting to accommodate their schedule. <i>Deputy Chief Darryl Neuhoﬀ moved to approve the agenda as amended. The motion was seconded by Councilmember George Hurst and approved unanimously.</i>	Amended agenda approved
10. Executive Session	Attorney Jordan Stephens moved the Snohomish County 911 Board of Directors into Executive Session at 8:49 a.m. pursuant to RCW 42.30.110 (1)(g) to review the performance of an employee. The session was expected to run for 15 minutes and conclude by 9:05, with plans that they will return to the Regular Board meeting with related action expected. At 9:05 the Executive session was extended for 10 minutes.	
11. Amendment to Executive Director's Employment Contract	President Nehring reconvened the board back into regular session at 9:15, and the following action was taken: <i>Chief Dave DeMarco moved to authorize the Board President to execute an Amendment to the Executive Director's Employment Agreement, to be effective January 1, 2023, that: 1) increases the director's salary by \$39,498, 2) provides an additional 40 hours of leave at the beginning of every year that are not eligible for carryover or cashout, and 3) evaluates the director's salary when the agency conducts its market comparables for other positions. The motion was seconded by Councilmember George Hurst and approved unanimously.</i>	Motion approved
6. Old Business	C. APF - Organizational Health Needs Assessment. Director Mills recalled the discussion last month about conducting another survey for the agency. He explained that with support from Attorney Stephens, they reviewed a couple of options. A draft proposal from Nash Consulting is included in the meeting packet. He added that they hope to refine the proposal to work in conjunction with the other efforts underway to not only survey the workforce but to have conversations regarding organizational health and culture. President Nehring thanked the attorney for her work, and explained that the goal is to make sure any type of needs assessment or survey is conducted with the utmost confidentiality. Mr. Ethan Nash explained that it is important that he have time up front with senior leadership to understand the primary goals of the assessment. He went on to discuss his process, methods and follow through. The board was given an opportunity to ask questions and make comments. The director also gave some background information on the previous survey that had been conducted five years ago. There was a lengthy exchange, and brainstorming. <i>This item will be tabled to allow for additional discussion with the leadership staff and with the Personnel Committee. The director added that additional information will be brought back next month to give some insight and confidence to the board,</i>	

	<i>along with an opportunity for others to weigh in. The President also asked that he and the Vice-Chair have a conversation with the director after the next Personnel Committee meeting. He also asked to incorporate people that are no longer part of the organization and will bring that idea up with the Personnel Committee.</i>	Topic will be tabled
7. New Business	A. APF - Lydig Construction Contract - Phase 1A. Director Mills reported that after the competitive process, Lydig Construction was selected, along with the architectural firms of Ross Drulis Cusenbery and SHKS. The director is presenting a proposal for a limited scope of work for architectural and engineering services to proceed with design documents through 50% of the schematic design, and provide other pre-constructive services. Diana Brown of OAC went over the details shown on the project dashboard that was provided in the packet. <i>Deputy Chief Neuhoﬀ moved to approve the Executive Director to authorize the Lydig contract for an amount not to exceed \$1,300,686 pending final legal review. The motion was seconded by Councilmember Richard Emery and approved unanimously.</i>	Motion approved
4. Consent Agenda	<i>Deputy Chief Neuhoﬀ moved to approve the Consent Agenda, including:</i> <i>A. Minutes from the February 16, 2023 Regular Board Meeting;</i> <i>B. February 2023 Blanket Voucher and Payroll Approval Form: Checks 1000 - 1005 and 17031 - 17158, for a total of \$984,301.68; and Payroll Direct Deposit in the amount of \$1,240,507.30.</i> <i>The motion was seconded by Commissioner Derek Daniels and approved unanimously.</i>	Consent Agenda Approved
5. Director's Report	Director Mills reported that next week on Wednesday and Thursday they will be kicking off the program meetings for the future facility project. Their goal is to make sure they have strong representation and the voice of their staff is heard as the renovations progress. He added that they have made plans to visit some relatively new 911 centers in Hennepin County, MN, outside Minneapolis and in San Antonio, TX. to take away ideas that they might be able to incorporate in SNO911's new center.	
6. Old Business (Continued)	A. Committee Vacancies. This follows the announcements that were made in February. Both Chief Hovis and Commissioner Daniels expressed interest in the EESCS Committee. The director did not hear from anyone regarding the Future Facility Committee. Councilmember Richard Emery then expressed interest in serving on the FF Committee. Assistant Chief Steve Guptill also announced his upcoming retirement at the end of June, with vacancies to follow in Finance and Future Facility. The director stated that that announcement will serve as notification to the board. <i>Deputy Chief Neuhoﬀ moved to nominate Richard Emery to the Future Facility Committee. Commissioner Daniels seconded and there were no additional nominations.</i>	Director Mills will schedule a tour with new Alternate Board Member, Edmonds Councilmember Jenna Nand Richard Emery will serve on the Future Facility Committee

	<i>Councilmember Emery was unanimously elected to the committee.</i> <i>Deputy Chief Neuhoff moved to nominate Commissioner Daniels to the EESCS Committee. Assistant Chief Guptill seconded and there were no additional nominations. Commissioner Daniels was unanimously elected to the committee.</i> B. APF - Increase to Authorized Dispatch Positions. Director Mills provided some background and explained that many of the attrition and cultural issues that impact SNO911 also impact most of the centers across the country. During the last budget process, an increase in staff was proposed, with a focus on reducing some of the effect associated with a busy high-stress environment as well as increasing employee engagement. The director had previously presented an executive summary outlining their proposed transition to an engagement schedule, which would include roughly a 37 hour work week, with 36 hours on the floor and a minimum of 4 hours every month participating in other activities to include staff meetings, professional development, and a variety of other activities. He further explained that now that staffing has reached an appropriate level, he is bringing back the request to increase the dispatch workforce and fund that increase out of reserves for this year. <i>Deputy Chief Neuhoff moved to authorize an increase to the authorized dispatcher headcount from 103 to 109. The motion was seconded by Assistant Chief Jim Lawless and approved unanimously.</i>	Commissioner Daniels will serve on the EESCS Committee Motion approved
7. New Business (continued)	B. National Telecommunicator Week Resolution 2023-01. Director of Operations Andie Burton explained that every year the second week of April is set aside to nationally recognize 911 dispatchers for the work they do. <i>Deputy Chief Neuhoff moved to adopt the Snohomish County 911 Resolution 2023-01 recognizing National Public Safety Telecommunicators Week, April 9 - 15, 2023. The motion was seconded by Commissioner Daniels and approved unanimously.</i> Director Burton thanked the board and extended an invitation to any members to drop by the center that week and participate in the celebrations planned.	Resolution adopted
8. Reports	A. Agency Reports. Nothing additional to report. B. Future Facility Project. Covered earlier in the meeting. C. Radio Replacement Project (RRP) Update. Radio Systems Team Manager Howard Tucker reported on a significant milestone in the process, including four sites that have antennas mounted, along with four additional sites having racks installed. Director Mills added that the DC power work is also all done. He recognized the great work being performed by the radio team. D. Police TAC. Assistant Chief Lawless reported that Police TAC met earlier in the week. The majority of topics discussed centered around the radio work and talk groups. E. Fire TAC. Deputy Chief Neuhoff reported that Fire TAC met the day before. They discussed FOC set ups as well as news	

	that a dispatch center in King County is switching over to digital, so agencies that interoperate with them will need to utilize their digital frequencies in the future. Also reported at the meeting was additional wifi hotspots for reprogramming radios to help remove the analog frequencies and talk groups as time goes on. Additional discussion continued about bringing more of the agencies together in their operational capacity.	
9. Committee Reports	A. Finance Committee. Nothing additional to report. B. Personnel Committee. Chief Thad Hovis reported that they've been discussing ways to increase staffing on the floor as well as the director's salary recommendations. C. County EESCS Committee. No meeting. D. County ECSF Program Advisory Board. No meeting. E. Future Facility Committee. Nothing additional to report. F. Board Technical Leadership. No meeting.	
10. Good of the Order	▪ Director Mills recognized the new Marysville Fire Chief Ned Vander Pol and welcomed him to the county. Chief Vander Pol came by way of Vista, California. He thanked everyone for their welcome. ▪ President Nehring gave a final farewell to Deputy Chief Darryl Neuhoﬀ and wished him well on his retirement and thanked him for his service to the Board. ▪ DC Neuhoﬀ thanked the chair and the board and encouraged the board to continue pushing things forward. He commented on SNO911's stellar organization and management team and hopes the board and management team will continue to support each other in the future with a strong team environment. He said he was glad to have participated in building the organization. ▪ Councilmember Nand announced that the City of Edmonds is partnering their police department with a new non-profit organization, the Asian Service Center. It hopes to provide needed training to their immigrant community. She invited other cities to see if they would like to partner as well.	
11. Adjourned	The meeting was adjourned at 10:49 a.m. The next regular meeting is scheduled for April 20, 2023, at 8:30 a.m.	



Action Proposal Form

Date: 4/10/2023

Title: Employee Annual Award Ceremony

Background / Purpose:

Over the course of the last few years, SNO911 has developed several Recognition Programs under the existing Employee Recognition Board approved Personnel Policy. These award programs are designed to acknowledge and highlight the valuable contribution our employees make in a timely fashion and are informally presented to the employee(s) throughout the year.

SNO911 would like to build on this program by adding additional categories and recognizing more of the exceptional work done throughout the year and across the organization. This way we are able to maximize employee recognition and highlight accomplishments on a grander scale.

We propose establishing a SNO911 Employee Annual Award Ceremony to be hosted in/around February of each year. This event would provide a setting dedicated to acknowledging those within the organization who have contributed throughout the previous year as well as providing the opportunity to include their families and loved ones.

Award nominees would be submitted by SNO911 employees or member agencies and vetted through an Awards Committee. The committee would be responsible for reviewing nominations and confirming the details provided they meet the pre-established criteria requirements for the category nominated. Final approval of each award would be made by the Executive Director.

SNO911 will evaluate the cost and include the item in the Employee Recognition budget line item as part of the 2024 budget. We anticipate the request to be no more than \$5,000. Both the Recognition Policy and related program(s) needs to be approved before any recognition can take place, therefore, early approval will allow sufficient time to collect and approve awards throughout the remainder of 2023 for recognition at the ceremony in 2024.

Suggested Action/Recommendation:

Approve of the updates to the SNO911 PAM Employee Recognition Policy 5.16.

Fund: 2024 Operating Budget

**SNOHOMISH COUNTY 911
Personnel Administrative Manual
POLICY #5.16
EMPLOYEE RECOGNITION**

**Issued 8/15/2019
Revised 4/15/2021**

Purpose

SNO911 is committed to recognizing employees for their achievements made in support of organization objectives, core values, mission statement, and dedication to public service. Recognizing the individual and team accomplishments of employee(s) contributes to a cohesive work environment and supports the retention and attraction of committed and engaged employees.

Definition

For purposes of this policy, employee recognition means any award, certificate, meals or refreshments, or industry events, including an annual Employee Award Ceremony that are intended specifically to promote ~~good will~~goodwill, foster a sense of pride in affiliation with Snohomish County 911, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for Snohomish County 911 and its employees.

Policy

Each program created under this policy will be administered under the direction of the Executive Director. The Executive Director will have final approval on all recognition and award programs within the approved annual budget. In no event shall the total of all awards received by an employee exceed the non-taxable limit as set by the Internal Revenue Service.

The expenditure of funds for meals or refreshments, related to an employee recognition event, must be authorized by the Executive Director in advance.

Employee recognition events, contests, or award programs are subject to each of the following requirements:

- a. The award program or contest must be preceded by written criteria ~~which that~~ clearly delineate: the rules, procedures, or basis for eligibility for the program or contest; and the procedure to be used in determining the recipient(s) of the award(s) or recognition;
- b. A written description of the type of recognition which will be given must be available to all eligible employees in advance;
- c. The recognition program must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible; and
- d. All recognition must be documented and a log will be maintained that will include the name of the recipient, recognition received, purpose of recognition, and date awarded. The log will be forwarded to the Finance Department.

Example programs: service milestones, retirement, abnormal work circumstances, special achievements, exceptional performance, training milestones, targeted performance objectives, industry events, positive morale and teamwork initiatives, extraordinary service.



Action Proposal Form

Date: 4/17/2023

Title: Employee Survey

Background / Purpose:

The Personnel Committee was joined by the Board President, along with Directors and the agency attorney, and had an extensive discussion on proposing next steps for an employee survey.

A consensus was reached to propose engagement with an outside consultant to administer an agency wide survey that will be administered through the use of anonymous online survey tools. The Personnel Committee and Sr. Leadership would work with the consultant on the survey itself prior to its roll-out. The Board Chair and Executive Director would jointly draft an invitation to participate in the survey. The survey will be conducted in a transparent manner with the results being shared both with governance and all employees.

It was also agreed the agency should pursue a regular cadence of employee surveys every 3-5 years. The previous survey was completed five years ago in 2018 right after consolidation.

Suggested Action/Recommendation:

Approve establishing a cadence of conducting employee surveys of every 3-5 years, and authorize engagement on a 2023 Employee Survey in an amount not to exceed \$32,000.

Fund: Operating Fund 70



ACTION PROPOSAL FORM

Date: 4/10/2023

Action Title: Amended 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 90 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~~\$107,309 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.



Action Proposal Form

Date: 4/11/2022

Title: Amendments to SNO911 Procurement Policy

Background / Purpose:

There are two changes requested to the SNO911 Procurement Policy.

The current threshold for creating Purchase Orders is \$500.00. Staff desires to increase this threshold to \$1000.00 to reduce the volume of purchase orders created for smaller purchases.

SNO911 has several long-term and perpetual maintenance agreements for a whole variety of equipment and services. An example is maintenance for the Viper 911 phone system. The system was purchased with maintenance included for the first five years. At year six, ongoing maintenance is still desired and staff included this in the annual budget request. The update to the procurement policy removes the requirement to create a purchase order for existing "...supplies or services purchased or delivered over a contractual term, including contractual extensions". These ongoing maintenance agreements are being tracked and reviewed outside of the purchase order process by both IT and Finance. In addition they are reviewed as part of the budget process each year. This change will streamline the process and is requested in response to the Draft Moss Adams Recommendation.

Suggested Action/Recommendation:

Approve the updates to the SNO911 Procurement Policy as presented.

PROCUREMENT POLICY AND PROCEDURE
Approved ~~October 20, 2022~~ April 20, 2023

1. PURPOSE

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

2. DEFINITIONS

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

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

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

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

2.10.1 Equipment, Materials and Supplies Purchases:

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

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

2.10.1.1.2 Whether the bid encourages diverse contractor participation;

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

2.10.1.1.4 Whether the bid considers human health and environmental impacts;

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

2.10.1.1.6 Life-cycle cost.

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

2.10.2 Public Works Projects.

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

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

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

- 2.13 *Public Work*. Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of SNOHOMISH COUNTY 911, or which is by law a lien or charge on any property within SNOHOMISH COUNTY 911 (RCW 39.04.010).
- 2.14 *Responsible Bidder*. In determining whether the bidder is a responsible bidder, the agency must consider the following elements:
 - 2.14.1 Equipment, Materials and Supplies Purchases
 - 2.14.1.1 The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - 2.13.1.2 The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - 2.13.1.3 Whether the bidder can perform the contract within the time specified;
 - 2.13.1.4 The quality of performance of previous contracts or services;
 - 2.13.1.5 The previous and existing compliance by the bidder with laws relating to the contract or services; and
 - 2.13.1.6 Such other information as may be secured having a bearing on the decision to award the contract.
 - 2.14.2 Public Works Projects.
 - 2.14.2.1 Contractor must have valid certificate of registration.
 - 2.14.2.2 Contractor must have valid State UBI number.
 - 2.14.2.3 Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - 2.14.2.4 Contractor cannot have been disqualified from bidding on any previous public works contract.
 - 2.14.2.5 Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to SNOHOMISH COUNTY 911's Project.
 - 2.14.2.6 Contractor must certify that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

- 2.14.2.7 Contractor must certify that Contractor has complied with or is exempt from the public works training requirement set forth in RCW 39.04.350(1)(f).
- 2.15 Small Works Roster. A process authorized by RCW 39.04.155 that allows SNOHOMISH COUNTY 911 to publish and maintain a roster of contractors available to perform public works contracts. SNOHOMISH COUNTY 911 can establish and maintain its own roster or joint a cooperative roster such as MRSC Rosters.
- 2.16 Telecommunications & Data Processing. Telecommunications are the means of electronic transmission of information over distances. The information may be in the form of voice telephone calls, data, text, images, or video. Today, telecommunications are used to organize more or less remote computer systems into telecommunications networks.
- 2.17 Unit Priced Contract. Competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the agency, under which the contractor agrees to a fixed period indefinite quantity delivery of work, at a defined unit price for each category of work.
- 2.18 Vendor List. A process authorized by RCW 39.04.190 that allows SNOHOMISH COUNTY 911 to publish and maintain a roster of vendors available to sell equipment and supplies to SNOHOMISH COUNTY 911. SNOHOMISH COUNTY 911 can establish and maintain its own roster or join a cooperative roster such as MRSC Rosters.

3. PURCHASING AUTHORITY

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

- 3.6 Purchase Orders. Purchase Orders shall be prepared for all purchases exceeding ~~\$500.00~~1000.00. Only a single Purchase Order, issued at the time of contract execution, shall be required for equipment, materials, supplies or services purchased or delivered over a contractual term, including contractual extensions.
- 3.7 Purchases Made Using a Sole Source Bid Exemption. Purchases made using a Bid Exemption shall require a sole source justification form authorized by the Executive Director (see Exhibit C).
- 3.8 Staff Purchases. The routine re-ordering of materials, supplies and equipment, as defined and limited by the Executive Director or designee, may be made by staff members without requiring any additional advance approval.

4.A PROCEDURES

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

same product. Cosmetic variations such as paint color vehicle markings etc. are permitted variations.

4.A.2.1.4 Complete all necessary applications and agreements to join the Purchasing Cooperative or enter into a Cooperative Purchasing Agreement if purchasing off of another municipal corporations bid.

4.A.2.1.5 Collect all documents that demonstrate the Purchasing Cooperative or other municipal corporation went through a proper public bidding process for the product to be purchased. This documentation must be collected and maintained by SNOHOMISH COUNTY 911 until the time period in which the product was purchased has been subject to Audit by the State Auditor.

4.A.2.1.6 Obtain appropriate authorization under Section 3.

4.A.2.1.7 Execute necessary purchase documents with vendor. Obtain legal counsel review if necessary.

4.A.2.2 If using a **Vendor List**, the following procedures shall be used.

4.A.2.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.

4.A.2.2.2 Contact not less than three vendors on the applicable list and obtain written or telephone quotations for the purchase of the items.

4.A.2.2.3 A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.

4.A.2.2.4 Identify the Responsible Bidders and select the Lowest Responsive Bidder based on the quotes received.

4.A.2.2.5 Obtain appropriate authorization under Section 3.

4.A.2.2.6 Execute necessary purchase documents. Obtain legal counsel review if necessary.

4.A.2.3 If the Purchase is made using a **Sole Source Bid Exemption** the following procedures shall be used:

4.A.2.3.1 The easiest way to determine whether a vendor is a sole source provider is to ask the following question. If we go out for public bidding for the product we want, is there any possibility we will receive more than one bid. If the answer is yes, this is not a sole source purchase and SNOHOMISH COUNTY 911 will need to proceed with a competitive bidding process.

4.A.2.3.2 Obtain documentation that the vendor is the sole source.

Generally the product manufacturer will provide a letter documenting that a vendor is the sole source to purchase the product.

4.A.2.3.3 Complete the Sole Source Justification Form to identify why the selected vendor is the sole source.

4.A.2.4 If the Purchase is made using a **Special Facilities/Market Conditions Bid Exemption** the following procedures shall be used.

4.A.2.4.1 This exemption is similar to the sole source exemption and is often used in conjunction with the sole source exemption. The exemption can be used for unique circumstances that would preclude SNOHOMISH COUNTY 911 from obtaining multiple bids for a product. For example, the purchase of a used vehicle or a demo vehicle that is only available for a limited time period can fit within this exemption.

4.A.2.4.2 Obtain or create documentation that establishes what the special facility or market condition is that requires the use of a bid exemption.

4.A.2.5 If the purchase is made using an **Emergency Bid Exemption** the following procedures shall be used.

4.A.2.5.1 Emergency purchases are allowed only when there is a true Emergency meeting the definition set forth in this policy.

4.A.2.5.2 Negotiate terms of purchase using Commercially Reasonable Means.

4.A.2.5.3 The Board will review and take necessary action at the next Board Meeting

4.A.2.5.4 Draft Resolution substantially in the form of **Exhibit B** that includes the following information.

4.A.2.5.4.1 Identify the basis for the Emergency that addresses the elements set forth in the definition of Emergency.

4.A.2.5.4.2 Authorize the waiving of the competitive bid process and authorize the purchase.

4.A.3 **Purchases over \$15,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

4.A.3.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 4.A.2.1

- 4.A.3.2 If purchase is made through a Bid Exemption following the process outlined at Section 4.A.2.3, 4 or 5.
- 4.A.3.3 If purchase is made through formal sealed bidding the following procedures shall be used.
 - 4.A.3.3.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.A.3.3.2 Obtain appropriate authorization under Section 3.
 - 4.A.3.3.3 Prepare Product specifications. Product specifications may be drafted broadly or narrowly depending on the needs of SNOHOMISH COUNTY 911. The bid laws require an open competitive process for the product but the bid laws do not require SNOHOMISH COUNTY 911 to go out to bid with general specifications that could result in bids for a product that does not meet SNOHOMISH COUNTY 911s needs.
 - 4.A.3.3.4 Prepare Instructions to Bidders specific to the product being purchased. The Instructions to Bidders are your opportunity not only to define the product you want to purchase but the terms and conditions that you want to make the purchase under. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.
 - 4.A.3.3.4.1 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.
 - 4.A.3.3.4.2 Identification of product and product specifications.
 - 4.A.3.3.4.3 Identification of where bids should be submitted, bid opening time, bid award time frame.
 - 4.A.3.3.4.4 Financing terms (if any).
 - 4.A.3.3.4.5 Delivery date for product.
 - 4.A.3.3.4.6 Liquidated damages.
 - 4.A.3.3.4.7 Warranty requirements.
 - 4.A.3.3.4.8 Contract form.
 - 4.A.3.3.4.9 Evaluation and bid award criteria based on Responsible Bidder and Lowest Responsive /Responsible Bidder criteria.

- 4.A.3.3.5 Publish bid advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the bid opening.
- 4.A.3.3.6 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
- 4.A.3.3.7 Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder with Responsive Bid.
- 4.A.3.3.8 Execute contract.

4.B Public Works

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

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

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

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

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

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

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

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

- 4.B.1.1.2.5 Liquidated damages.
- 4.B.1.1.2.6 Warranty requirements.
- 4.B.1.1.2.7 Contract Forms (including a properly drafted contract form will incorporate the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.). Unit priced contract initial term may not exceed one year, with the option to extend or renew the contract for one additional year.
- 4.B.1.1.2.8 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that SNOHOMISH COUNTY 911 be able to print a copy for any bidder that requests a copy).
- 4.B.1.1.2.9 The mandatory Responsible Bidder requirements set forth at Section 2.10.2
- 4.B.1.1.2.10 SNOHOMISH COUNTY 911 may also include “supplemental criteria” that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following
 - 4.B.1.1.2.10.1 The basis for evaluating the specified criteria.
 - 4.B.1.1.2.10.2 An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - 4.B.1.1.2.10.3 A process for allowing bidders to request a modification of the supplemental criteria.
- 4.B.1.1.3 For projects under \$50,000, contact not less than three contractors on the small works roster and obtain written quotations based on the project specifications.
- 4.B.1.1.4 For projects over \$50,000, contact at least five contractors on the small works roster and obtain written quotations based on the project specifications. If the estimated project cost exceeds \$250,000 you must also give notice to all eligible contractors that this process was followed.
- 4.B.1.1.5 A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
- 4.B.1.1.6 Identify the Responsible Bidders and select the Lowest Responsible Bidder with a responsive bid based on the quotes received.

- 4.B.1.1.7 Obtain appropriate authorization under Section 3.
- 4.B.1.1.8 Execute necessary purchase documents. Obtain legal counsel review if necessary.
- 4.B.1.2 If using a formal sealed bidding process follow the procedures outlined Section 4.B.2.
- 4.B.1.3 If using an Emergency exemption follow the procedures outlined under Section 4.A.2.5.
- 4.B.2 **Public Works Projects over \$350,000.** Formal sealed bidding shall be used except in case of an Emergency or when the Progressive Design Build process is used pursuant to Section 4.B.4.
 - 4.B.2.1 If using an Emergency exemption follow the procedures outlined under Section 4.A.2.5.
 - 4.B.2.2 If purchase is made through formal sealed bidding the following procedures shall be used.
 - 4.B.2.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.B.2.2.2 Obtain appropriate authorization under Section 3.
 - 4.B.2.2.3 Prepare project specifications including estimate per RCW 39.04.020.
 - 4.B.2.2.4 Prepare Instructions to Bidders specific to the Project. The Instructions to Bidders are your opportunity to define the terms and conditions for the Project. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.
 - 4.B.2.2.4.1 Identification of project specifications.
 - 4.B.2.2.4.2 Identification of where bids should be submitted, bid opening time, bid award time frame.
 - 4.B.2.2.4.3 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.
 - 4.B.2.2.4.4 Payment terms (if any).
 - 4.B.2.2.4.5 Time frame for project and completion dates.
 - 4.B.2.2.4.6 Liquidated damages.
 - 4.B.2.2.4.7 Warranty requirements.

- 4.B.2.2.4.8 Contract Forms (including a properly drafted contract form will incorporate into the Instructions to Bidders the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).
- 4.B.2.2.4.9 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that SNOHOMISH COUNTY 911 be able to print a copy for any bidder that requests a copy).
- 4.B.2.2.4.10 The Responsible Bidder requirements set forth at Section 2.10.2.
- 4.B.2.2.4.11 The Instructions to Bidders may also include “supplemental criteria” as provided under Section 4.B.1.1.2.10
 - 4.B.2.2.4.11.1 Publish bid advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the bid opening.
 - 4.B.2.2.4.11.2 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
 - 4.B.2.2.4.11.3 Identify Responsible Bidders and award bid to Lowest Responsible Bidder with responsive bid.
 - 4.B.2.2.4.11.4 Execute contract.

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

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

each contract year. Intents and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve-month period of the unit priced contract.

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

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

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

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

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

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

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

4.C Services – Architect and Engineer and Land Surveyors

- 4.C.1 SNOHOMISH COUNTY 911 shall use the Request For Qualifications “RFQ” process established under chapter 39.80 RCW prior to retaining the services of architects, engineers and land surveyors “Consultants” or an Emergency exception.
- 4.C.1.1 If using an emergency exemption follow the procedures outlined under Section 4.A.2.5.
- 4.C.1.2 If using the RFQ process, the following procedures shall be used:
 - 4.C.1.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.C.1.2.2 Obtain appropriate authorization under Section 3.
 - 4.C.1.2.3 SNOHOMISH COUNTY 911 is a member of MRSC Rosters and uses the MRSC Consultant Roster. Under this process MRSC solicits RFQs in compliance with chapter 39.80 and SNOHOMISH COUNTY 911 is required to select qualified Consultants from the established roster.
 - 4.C.1.2.4 Evaluate and rank Consultants based on the specific needs for the project without considering price.
 - 4.C.1.2.5 Notify top ranked Consultant and negotiate pricing and contract terms.
 - 4.C.1.2.6 If SNOHOMISH COUNTY 911 cannot come to agreement on pricing or contract terms, SNOHOMISH COUNTY 911 can move to the next ranked Consultant.
 - 4.C.1.2.7 Enter into contract.

4.D Services – Telecommunications and Data Processing.

- 4.D.1 If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption SNOHOMISH COUNTY 911 shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.
- 4.D.1.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 4.A.2.1.
- 4.D.1.2 If purchase is made through a Bid Exemption following the process outlined at Section 4.A.2.3, 4 or 5.
- 4.D.1.3 If the purchase is made using the competitive negotiation process the following procedure shall be used:

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

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

4.E Services – Other

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

5. AUTHORITY MATRIX:

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

EXHIBIT A COOPERATIVE PURCHASE CONTRACT FORM

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

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

It is agreed by the parties as follows:

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

EXHIBIT A
COOPERATIVE PURCHASE CONTRACT FORM

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

EXHIBIT B
EMERGENCY PROCUREMENT FORM

SNOHOMISH COUNTY 911
RESOLUTION 20XX-XX

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

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

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

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

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

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

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

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

Attest: This XX day of XXX, 20XX:

President

Secretary

EXHIBIT C
SOLE SOURCE JUSTIFICATION FORM

SOLE SOURCE JUSTIFICATION

Item: _____

Requested Supplier/Vendor:

Cost Estimate: _____

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

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

2. This is a sole source* because:

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

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

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

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

EXHIBIT C
SOLE SOURCE JUSTIFICATION FORM

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

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

STATEMENT OF NEED:

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

Signature Date	Signature Date
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Action Proposal Form

Date: 4/17/2023

Title: Restructure to Improve Redundancy

Background / Purpose:

The GIS Coordinator (Grade 23) is responsible for routine updates to GIS mapping layers used by SNO911 and all agencies. Maintaining accurate GIS data is core to sending the appropriate responders and allowing those responders to promptly locate incidents. GIS contains a variety of data that is depended upon for public safety responses and is core to our CAD/Mobile system. The current GIS Coordinator plans to retire on June 1, 2023.

The Operations Systems Coordinator (Grade 25) is responsible for testing, configuring and maintaining a number of systems within our Public Safety suite of software systems. This includes multiple complex systems, such as over 3,800 Fire Response Plans, which are regularly updated, and includes direct interactions with agencies and at TACs focused in helping ensure applications and systems are meeting agency and SNO911 needs.

Due to the upcoming retirement of the GIS Coordinator, and the announced relocation plans of our Operations System Coordinator, we are proactively seeking to restructure these two positions.

This restructure merges these two job classifications into a single new combined job classification, and eliminates the two existing positions. The Operations System/GIS Coordinator (Grade 25) will be filled with two positions providing a level of redundancy we do not have today. The annual budgetary impact of this reclassification is an increase of \$15,292. This would be absorbed into the 2023 budget and added in 2024.

Our former Operations System Coordinator has agreed to stay on and work remotely in support of the Tyler upgrade next year and to assist with training of replacements. We anticipate him working as a term limited employee through May 2024.

Suggested Action/Recommendation:

Approve changes outlined in APF, including elimination of both the GIS Coordinator and Operations Systems Coordinator classifications, and the creation of two new Operations Systems/GIS Coordinators Grade 25.

Fund: Operating Fund 70



Action Proposal Form

Date: April 9, 2023

Title: Paging System Replacement Project Management

Background / Purpose:

SNO911 partners with Northeast King County Regional Communications Agency (NORCOM) to operate a VHF paging system that alerts first responders in Snohomish and King Counties. The paging system is at end of life and is no longer supported by the manufacturer. The equipment and network that distributes the notifications must be replaced to ensure a reliable method of notifying firefighters the need to respond to emergencies.

SNO911 and NORCOM have entered into an interlocal agreement that provides a cost sharing agreement for the procurement, installation and project management of the paging system replacement. For project management, the ILA assigns 67% of the project management design costs to SNO911 and 33% to NORCOM.

SNO911 staff led a Request For Qualifications to identify a firm that could provide technical and project support. NORCOM and SNO911 staff both reviewed proposals and together selected ADCOMM Engineering as the preferred vendor. SNO911 and NORCOM have developed a scope of work that will plan, assist with procurement, and manage the implementation of the replacement paging system.

ADCOMM Engineering estimates the cost to complete the scope of work and to manage the procurement and implementation of the replacement paging system at approximately \$225,272 plus sales tax and contingency.

NORCOM will reimburse SNO911 for costs in accordance with the cost sharing Interlocal agreement.

Suggested Action/Recommendation:

Authorize staff to enter into a professional services agreement with ADCOMM Engineering, with a not to exceed amount of \$273,000 based on the negotiated scope of work.

Fund: Fund RRP 130-01 Project Management

PROPOSAL FOR SERVICES

DATE: March 27, 2023

TO: Howard Tucker, Radio Systems Manager, Snohomish County 911

FROM: Susan Ronning, P.E., PMP, ASEP, Principal, ADCOMM Engineering LLC

SUBJECT: VHF Paging Project Management – Scope of Work

1. Purpose

Snohomish County 911 / NORCOM (“Client”) requests ADCOMM Engineering LLC (“ADCOMM”) to support their VHF Paging Project Management Project. This proposal outlines the work to be done, anticipated project schedule, and associated costs.

This scope of work includes engineering and project management support to identify a short-term implementation plan due to immediate site and network changes along with defining, procuring, and implementing site and system upgrades for Snohomish County 911 and NORCOM’s joint VHF Paging Project Management Project.

1.1 Background

The project consists of two independent contracts with SNO911 and Northeast King County Regional Public Safety Communication Agency (NORCOM). ADCOMM is responsible to identify project tasks and associated costs that are attributable to each agency’s portion of the VHF paging system.

The current paging system possesses the following aspects:

- The system is end of life and is unsupported by the vendors.
- The system consists of approximately 27 paging transmitters operated by a centralized redundant paging encoder.
 - o 18 sites are owned by SNO911 and 9 sites are owned by NORCOM.
- The system architecture is designed as a single RF simulcast system that supports both SNO911 and NORCOM, with a lockout receiver to prevent interference with Valley Com that operates a co-channel paging system in south King County.

- The network backhaul consists of a combination of serial data and analog audio that needs be updated to IP technology and traverse owned and non-owned transport systems.
- A small number of existing paging transmitter sites will need to be relocated or be eliminated based upon site and transport availability.

2. Scope of Work

ADCOMM will assist with design, procurement, and project management services for a replacement and jointly operated VHF POCSAG paging system. To support this work effort, an initial engineering design should be completed before a contractor/vendor can be engaged.

ADCOMM has identified the following tasks.

2.1 Task 0: Immediate Backhaul Network Plan

1. Develop an immediate backhaul transport network modification plan due to impending site and system changes outside of SNO911 and NORCOM's control.
 - a. Capture existing system information based on client provided data, research data, and gathering data from others.
 - b. Import existing and planned changes network map.
 - c. Assess impending site and network changes based on PSERN modifications.
 - d. Determine optional network transition to keep the system functional for sites, i.e., Horizon Heights.
 - e. Review options with client; develop transition plan based on decisions captured.

2.2 Task 1: Project Management Support

1. Develop Project Management Plan
 - a. Develop Smartsheet Project Team Dashboard to include link to underlying sheets:
 - i. Contact list, risk register, transmittal log, source-of-truth (SOT) data, etc.
 - b. Develop project schedule to include key milestones, tasks, deliverables, resource(s).
 - c. Develop resource plan with associated responsibility matrix identifying agency, consultant, and vendor team members.
 - d. Develop budget identifying project costs and billing against SNO911 versus NORCOM.
2. Perform Ongoing Tasks
 - a. Review and submit invoices based on agreed-to cost breakouts.
 - b. Manage internal and client project team meetings/agendas/meeting notes.

2.3 Task 2: Engineering Support

1. Perform RF Coverage Assessment

- a. Capture data to include site lat/long, antenna type/height/azimuth, base station ERP, FCC license data, etc.
- b. Develop RF parameters worksheet based on information gathered.
- c. Develop coverage prediction maps of the existing system to understand existing user experience.
- d. Lead coverage workshop coverage prediction maps of the existing system to understand existing user experience.
- e. Define coverage areas to be checked.
- f. Perform coverage spot checks against key predicated poor or marginal locations
 - i. Note: THIS CAN BE DONE BY ADCOMM OR SNO911/OTHERS OR MIX OF BOTH. This work can be combined with other on-site tasks, i.e., site visits.
- g. Develop predicted coverage models on optional proposed system designs; review with SNO911/NORCOM team:
 - i. Revise/define model based on discussion.

2. Perform Transport Network Assessment

- a. Based on RF coverage decisions, evaluate and recommend future network architecture.
- b. Develop concept transport architecture based on client decisions.
- c. Develop plan for equipment and services to support backhaul changes/moves/integrations.
- d. Note: Backhaul changes/moves/integrations to be performed within site make-ready work effort; microwave system procurement (RFP) is NOT anticipated within this work effort.

3. Perform Site Systems Assessment

- a. Assess site survey data to determine if site equipment or systems are shared and if changes are anticipated (i.e., GPS receivers may currently be shared, which may not be available in the future resulting in new equipment to be purchased).
- b. Develop system requirements based on site data captured and client information provided.

4. Define Concept Design(s)

- a. Capture system architecture(s) map for review and decision:
 - i. Define site list.

- ii. Define transport network architecture.
 - iii. Define RF system parameters.
 - iv. Produce concept system coverage prediction map.
 - b. Perform cost estimate. Develop predicted equipment capital cost based on system architecture.
5. Define Transition Plan
- a. Based on agreed-to concept design, identify site and system modifications necessary to ensure shortest outage transition plan.
 - b. Develop alternative plans to support time, resource, and budget constraints.
 - c. Review/discuss alternatives; update project schedule.
 - d. Identify risks, issues, or dependencies that may impact or delay the project, i.e., microwave upgrades/network connectivity.
6. Procurement Support: VHF Paging System
- a. Develop project scope narrative (includes goals, user needs, etc.).
 - b. Develop system requirements (operation, maintenance, support, performance requirements, etc.) for technical proposal response.
 - c. Develop cost matrix.
 - d. Develop compliance matrix.
 - e. Develop appendices, as appropriate, i.e., site list, site map, network topology, coverage maps, etc.
7. Bid Support: Paging System
- a. Support SNO911 and NORCOM during request for proposals.
8. Implementation Support: VHF Paging System Contractor Performance
- a. Manage, oversee, and monitor performance of selected implementation/equipment vendor to transition to new paging system.

2.4 Task 3: Site Management Support

1. Perform Site Assessments
- a. Capture and input existing data into shared site data tracker.
 - i. Data includes, but is not limited to, ownership, power systems, transport network systems, IP networks, physical equipment installation (racks, antennas), RF systems (antennas, transmission lines, filter systems, etc.).

- b. Perform site visits
 - i. Document equipment location information, identify recommended site “make ready” improvements, i.e., grounding systems, power systems, etc.
 - ii. Identify space allocations including temporary (cutover) and/or permanent equipment installations to support limited site outages.
 - iii. Note: Site visits limited to two 1-week deployments (4 full days and 2 half days) for two people. An optional third week of site visits may be needed but is not currently anticipated.
- 2. Identify Site Make-Ready Work Efforts
 - a. Develop scope of work narratives.
 - b. Develop documentation drawings and specifications packages for small works contractor(s).
- 3. Bid Support: Site Make Ready
 - a. Support procurement efforts.
 - b. Note: Site visits limited to ten 1-day deployments over the course of the project.
- 4. Lead Site Acquisition Effort
 - a. Lead the backhaul/network transport agreements as needed on behalf of NORCOM.
 - b. Negotiate, create, and obtain site space leases on behalf of NORCOM (approximately nine total).
 - c. Manage permitting activities (by subcontractor).
 - d. Manage site structural engineering (by subcontractor).
- 5. Implementation Support: Oversee Site Make-Ready Work Efforts
 - a. Manage site make-ready contractor performance.

2.5 Task 4: FCC Licensing Support

- 1. Review frequency viability throughout engineering assessment phase.
- 2. Identify required modifications of existing licenses.
- 3. Modify and/or apply for new FCC licenses, as required.

3. Project Schedule and Cost Schedule

The work described should take approximately 18 months. The following tasks and costs are anticipated based on assumptions as captured within the scope of work.

Description	Total Hr+exp	Hrs Total	2024							
			Q2	Q3	Q4	Q1	Q2	Q3	Q4	
SNO911 Paging	\$225,272	1148								
Project Milestones										
Scope of Work	\$225,272	1148								
- Phase 0: Immediate Backhaul Transport Network Modification Plan	\$9,920	54	04/19/23							
* Develop Project Management Plan	\$2,250	13	04/12/23							
* Project Management and Meeting Support: (4hr/wk)	\$830	5	04/19/23							
* Engineering Support	\$6,840	36	04/19/23							
- Phase 1: Replacement VHF Paging System Engineering & Procurement Support	\$61,800	332			09/25/23					
* Project Management and Meeting Support: (4hr/wk)	\$8,720	52			09/25/23					
* Engineering Support	\$53,080	280			08/21/23					
- Phase 2: Site Acquisition and Upgrades	\$86,452	446			10/19/23					
* Perform Site Assessments	\$3,040	16	04/12/23							
* Perform Site Visits	\$41,392	200	05/04/23							
* Identify Site Make Ready Work	\$19,080	108	06/01/23							
* Site Agreements/Leases/Permitting & SE Oversight	\$0				07/27/23					
* Bid Support for Site Make Ready	\$2,280	12			07/27/23					
* Oversee Contractor Work Effort for Site Make Ready & Backhaul Modifications	\$20,660	110			10/19/23					
- Phase 3: Backhaul Network Agreements & Design	\$5,320	28	05/22/23							
* Perform Transport Network Assessment	\$5,320	28	05/22/23							
- Phase 4: FCC Licensing of VHF Paging System	\$33,660	144			09/20/23					
Review frequency viability based on Concept Design.	\$33,660				09/20/23					
Identify required modifications of existing licenses.	\$0				09/20/23					
Modify and/or apply for new FCC licenses, as required.	\$0				09/20/23					
- Phase 5: VHF Paging System Vendor Oversight	\$28,120	144							09/20/24	
* Project Management and Meeting Support: (4hr/wk)	\$9,960	60							09/20/24	
* Implementation Support for Paging Vendor	\$18,160	84							09/20/24	
OPTIONAL TASKS - Not Included In Total										
Coverage Assessments	\$3,248	80								
OPTION: Perform spot checks against key predicated coverage locations: Perform on-site testing to be performed by two persons within a 4-day period. Note: THIS CAN BE DONE BY ADCOMM OR SNO911/OTHERS OR MIX OF BOTH.	\$16,848	80			05/23/23					
Site Visits	\$3,248	0								
3/3: 1-week deployments (4 full days and 2 half days) for two people.	\$20,248	100			05/11/23					

A detailed schedule, including anticipated hours and costs, is available [here](#).

Note: The project schedule tasks have been organized as phases (i.e., core bodies of work) and presented with their estimated timeframe and associated personnel hours based on tasks and assumptions.

4. Assumptions and Limitations

- ADCOMM expects to support NORCOM for site leases at nine (9) locations.
- SNO911 equipment is located at government sites; leases and modifications are expected to be minimal. Currently, site leases with nine PSERN sites are in process and expect to be completed prior to ADCOMM engagement.
- Minimal site make-ready work expected at existing sites; make-ready work at new sites is unknown at this time and will require site visits. ADCOMM to request site documentation from PSERN and Northwest Tower Engineers (NWTE) directly.
- Coverage spot checks performed by ADCOMM would be scheduled/performed while on-site for other reasons, i.e., site surveys.
- This scope of work assumes there is no formal procurement of microwave systems.
- Project scope does not include any environmental work, ASRs, FAA, etc.
- Permitting and structural engineering subcontractor costs are not included at this time.

5. Risk

- The paging system architecture is designed as a single RF simulcast system that supports SNO911, NORCOM, and Valley Com 911.
 - o The system design, configuration, and deployment will be simpler to perform, easier to deploy, more cost effective if Valley Com 911 would agree to be included in this project.
 - o If Valley Com 911 stays intact while SNO911 and NORCOM transition to a new system, there is a risk that additional time will be needed to draft special requirements to support an interface into Valley Com's portion of the paging system.
- There is a high likelihood that Canada may reject new or modified VHF applications. To avoid this, any new or modified ERPs may be limited. We will prioritize keeping any existing licenses intact.
- FCC licensing assessments will start as early as possible to determine if negative impacts may be encountered, as they will affect the recommended system design.

6. Cost

Consulting services are estimated to be up to **\$225,272** or **1,148** hours for the services and deliverables as detailed herein.

COST ALLOCATIONS

Phase	Hours	Hours (Cost)	Expenses	Total Cost
Phase 0	54	\$9,920	\$0	\$9,920
Phase 1	332	\$61,800	\$0	\$61,800
Phase 2	446	\$74,900	\$11,552	\$86,452
Phase 3	28	\$5,320	\$0	\$5,320
Phase 4	144	\$27,360	\$6,300	\$33,660
Phase 5	144	\$25,920	\$2,200	\$28,120

6.1 Rate Schedule

The following rates are applied to the provided project schedule.

TABLE 1: ADCOMM 2023-2024 RATE SCHEDULE

CATEGORY	RATE
Principal	\$215/hour
Chief Engineer	\$215/hour
Technical Specialist	\$190/hour
Senior Consultant	\$180/hour
Consultant	\$160/hour
Project Manager	\$150/hour
Site Manager	\$150/hour
Engineer	\$140/hour
Technical Writer	\$115/hour
Office Manager	\$80/hour
Technical Assistant	\$75/hour
Administrative Assistant	\$70/hour

6.2 Terms

- See Table 1 for a detail of ADCOMM services rate information.
- Time is billed in 15-minute increments; notes are provided for all billed time.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.

- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).



Action Proposal Form

Date: April 10, 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.

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	Approved FEB
12/15/2022	SCSO – Park Rangers	Growth	\$0	Provide from current stock	Approved FEB
1/10/2023	Mill Creek PD	Growth	\$0	Provide from current stock	Approved FEB
1/11/2023	Monroe PD	Growth	\$0	Provide from current stock	Approved FEB
1/15/2023	Tulalip Bay Fire	Growth	\$0	Provide from current stock	Approved FEB
1/12/2023	South County Fire	Growth	\$80,538	Immediately Fund from Fund 140	Approved FEB
1/25/2023	North County Fire	Growth	\$0	Provide from current stock	Approved FEB
2/7/2023	Everett Fire	Growth	\$0	Provide from current stock	Approved FEB
2/9/2023	Edmonds PD	Growth	\$108,061	Immediately Fund from Fund 140	Approved FEB
3/24/2023	Lynnwood PD	Growth	\$0	Provide from current stock	Pending
4/7/2023	SCSO Auto Theft TF	Growth	\$5,000	Immediately Fund from Fund 140	Pending
4/7/2023	SNO911 O3 Control Heads Stock	Stock	\$10,000	Immediately Fund from Fund 140	Pending
4/10/2023	Silvana Fire	Growth	\$0	Provide from current stock	Pending

Summary of 2023 Anticipated Fund Activities

Updated: April 10, 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	(\$453,599.00)	Task Force, South County Fire, SCSO Auto Task Force, SNO911 Stock
Anticipated Ending Fund Balance	\$265,632.01	

The Finance Committee discussed and supports this action.

Suggested Action/Recommendation:

Authorize staff to move forward with the Lynnwood PD and Silvana Fire fleet expansion requests to be provided with equipment from current overstock of subscribers and order additional O3 control heads and cables for the SCSO Auto Theft Task Force and SNO911 stock.

Fund: Fund 140



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Lynnwood Police Department Date: 3/30/23

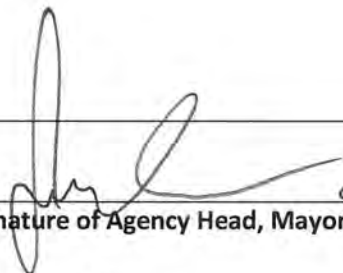
Contact Name: Scott Dilworth

Email: sdilworth@lynnwoodwa.gov Phone: 425-670-5607

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>
2	APX8500	With Remote Mount E5 Heads	4/21/23

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

The LPD patrol fleet is expanding by two vehicles. This is a request for two APX8500 with E5 remote mount heads for those additional vehicles.


Signature of Agency Head, Mayor or Council President

3/30/23
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: SCSO Auto Theft Task Force Date: 4/7/23

Contact Name: David Burke Jeff Ross

Email: dave.burke@snoco.org Phone: 425-388-6063

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>
2	APX8500	03 Control head G72AD	
2	APX8500	Extension Cable PMLN4958B	

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

Parts are needed to retro fit existing mobile radios with a hand held control head and extension cable. Requested by Jeff Ross with the SCSO Auto Theft Task Force (SNOCAT)

The G72AD option number was off of a DEM box that has an 03 control head if you needed that number.

Signature of Agency Head, Mayor or Council President

4/11/23

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: Snohomish County Fire District 19 Date: 4/10/23

Contact Name: Keith Strotz

Email: kstrotz@firedistrict19.com Phone: 360-913-0258

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	Motorcycle radio	800 MHz Mobil radio dual band if	5/10/23

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

We forgot that we needed a radio for the hovercraft. Using portables isn't working well for us. I was told that the motorcycle radio would work the best.

Signature of Agency Head, Mayor or Council President

4/10/23

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



Action Proposal Form

Date: April 9, 2023

Title: Staff Updates to SNO911 Policy WT-07:
Lost, Stolen, or Damaged Beyond Repair Radio Equipment

Background / Purpose:

Snohomish County 911 Policy WT-07 includes valuations for radios provided by the Radio Replacement Project. These values are used for insurance, restitution, and budgeting purposes. New models and configurations of radios with unique values are being purchased to support member agency needs.

Suggested Action/Recommendation:

Authorize staff to update SNO911 Policy WT-07 as presented to include updating the valuation when it becomes known.

Fund: Not Applicable

Title/Number		Lost, Stolen, or Damaged Beyond Repair Radio Equipment Replacement WT-07	
Approved:	SNO911 Board	Author:	T. Peterson
			December 16, 2021 April 20, 2023
Issued:	November 3, 2021	Revised:	2023

- I. **Purpose:** To provide guidelines for the process to request and authorize replacement of lost, damaged beyond repair, or stolen radio equipment provided by SNO911.
- II. **Background:** SNO911 funds and procures radio equipment on behalf of the member agencies to be used on the public safety radio system operated and maintained by SNO911. Once procured, equipment ownership is transferred to each member agency, while funding and approval of lost, damaged, or stolen radios remains at SNO911. This replacement solution is not a substitute for necessary internal controls, appropriate use policies, insurance coverage or any other practical or statutory requirement. Failure to adhere to these requirements may result in denial of replacement requests.
- III. **Policy:** A member agency may request a replacement for lost, damaged beyond repair, or stolen radio equipment by submitting a request form along with the supporting documentation outlined below. Requests will be approved or denied by the SNO911 Board of Directors during regular business meetings. Replacement is contingent on available funding which is at the discretion of the Board of Directors. Reimbursements are not available for radios independently purchased outside this process.

When considering a request, the Board of Directors may request additional information, deny, approve, partially approve or take other action it deems appropriate. The Board will establish a replacement value, determined by existing or current SNO911 contract pricing for appropriately configured radios, that may be updated from time to time as needed. The replacement value, along with this policy, may be used to support any restitution or insurance claims for SNO911 member agencies. Any funds recovered by the member agency shall be remitted to SNO911 and deposited into Radio Replacement Project Fund 140.

December 16, 2021 Public Safety Replacement Radio Valuation;

Radio Type	Replacement Value (Not including sales tax)
Police APX6500 Mobile	TBD
Police APX8000 Portable	\$5,500
Corrections APX6000 Portable	\$4,529
Police APX8500 Mobile	\$6,151
Fire APX8000H Portable	\$7,335
Fire APX8500 Dual E5 Mobile	\$6,976

IV. Procedure:

- Member agencies are encouraged to notify SNO911 as soon as they suspect a lost or stolen radio. SNO911 staff will quickly disable radios that are unaccounted for to limit potential misuse.

- Replacement and/or repair costs are limited to portable and mobile radio equipment that was provided by SNO911 and excludes accessories, other hardware, cables and services such as installation.
 - SNO911 may temporarily loan agency radios from cache for immediate needs that ensure operational readiness. A Temporary Use Agreement shall be signed for loaner radios.
 - If replacement is approved, a replacement and transfer of ownership process will commence that includes formal agreement to;
 - Permanently transfer radio to requesting agency.
 - Return of purchased equipment if later located.
 - Reimburse any recovered funds (insurance, restitution, etc.).
- A. To submit a replacement request, the agency will complete a Lost, Stolen, or Damaged Beyond Repair Radio Replacement Request Form which will include:
1. Description of circumstances including;
 - a. Date when loss occurred/identified.
 - b. Statement of circumstances.
 - c. Steps taken to locate or recover equipment.
 - d. Steps taken to mitigate future loss.
 - e. Other relevant information.
 2. Description of equipment sought for replacement including quantity, model(s) & serial numbers and other related information.
 3. Inclusion of applicable third-party documentation such as;
 - a. Police report (required for any theft)
 - b. Insurance claims (required if eligible for a claim)
 - c. SAO submission as required by RCW 43.09.185
 - d. Other related documentation
 4. Completed request will be signed by agency head, mayor, or council president.



Action Proposal Form

Date: April 9, 2023

Title: King Lake Microwave Dish Raising

Background / Purpose:

The Snohomish County 911 radio site at King Lake is connected to the network utilizing microwave radios. The King Lake radio site was installed in approximately 2003. The King Lake to Three Lakes microwave link has been partially blocked by trees that have grown over the last twenty years. The trees that are blocking the microwave path are on private property outside of the SNO911 leased area.

There is space available on the Washington State Patrol owned tower at King Lake to raise the microwave dish approximately 50 feet above the trees that are interfering with the line-of-sight microwave communications. This is a long-term solution that avoids tree cutting maintenance.

Raising the microwave dish while minimizing the potential for radio site outage requires replacing the microwave dish antenna and connecting cables.

Aviat Networks is on the "State Contract" for microwave antenna and radio products and installation services. Aviat Networks has provided a quote to provide these services and equipment.

Suggested Action/Recommendation:

Authorize staff to enter into an agreement with Aviat Networks with a not to exceed amount of \$52,000 based on the negotiated scope of work to raise the microwave dish at King Lake.

Fund: Fund 70



SHIP TO: KING LAKE RADIO TOWER
20109 KING LAKE RD
MONROE, WA 98272

BILL TO: ATTN: FINANCE DEPARTMENT
1121 SE EVERETT MALL WAY
SUITE 200
EVERETT, WA 98208
P: 424-407-3911 | F: 425-407-1234

PURCHASE ORDER

DATE: March 6, 2023

PO #: 2023-087

QUOTE #: NA221117-79960

CONTRACT #:

STATE CONTRACT #: 00318

BUYER:

NAME: Howard Tucker

CONTACT #: (360) 722-0522

VENDOR:

Aviat Networks

☐ New Vendor

TE	ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	1	Antenna System Equipment	1	4,723.00	4,723.00
	2	Professional Services	1	36,818.00	36,818.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

CATEGORY			
☐ SOFTWARE	☐ OFFICE SUPPLIES	☐ MAINTENANCE	
☐ HARDWARE	☐ EQUIPMENT / SUPPLIES	☒ OTHER	

FUND			
☒ 70-OPERATING	☐ 150-	☐ APF #	
☐ 80-	☐ 130-	☐ Credit Card Purchase	

TAXABLE SUBTOTAL:	41,541.00
TAX EXEMPT SUBTOTAL:	0.00
SHIPPING & HANDLING:	916.00
OTHER EXPENSES:	0.00
SALES TAX RATE:	9.400%
APPLICABLE SALES TAX:	3,990.96
PURCHASE ORDER TOTAL:	\$ 46,447.96

COMMENTS OR SPECIAL INSTRUCTIONS

Antenna work at King Lake. Install new microwave dish antenna and waveguide at King Lake. This is the path between King Lake and 3 Lakes. The current antenna at King Lake is blocked by trees. This new dish and waveguide will allow for almost infinite tree growth. State Contract pricing attached. Line item pricing validated against state contract pricing.

SPECIAL FUNDING SOURCE

Is this purchase being funded by Federal Grant Monies?

YES

☒

NO

Is this purchase being reimbursed by E911 Funds?

YES

☒

NO

% OR \$

Howard
Tucker

Digitally signed by
Howard Tucker
Date: 2023.03.13
08:34:21 -07'00'

BUDGET CODE

MANAGER AUTHORIZATION

AUTHORIZED BY

FINANCE DEPARTMENT REVIEW

ADDITIONAL MAINTENANCE INFORMATION OR COMMENTS



AVIAT U.S., INC.
200 Parker Drive, Suite C100A
Austin, TX 78728

Company **SN0911**

Proposal Number : NA221117-79960
Proposal Date : 3/1/2023
Issue No : B
Territory Manager : L. Brigdan
System Engineer : C. Menor
Sales Engineer : A. Kretzschmer
Terms : NASPO 00318
Delivery : 7 to 9 Weeks ARO
Expiration : 90 Days
Currency : USD
Freight : Prepaid & Bill, Destination

Aviat Networks Confidential and Proprietary Information

Antenna Work - King Lake

ITEM	EQUIPMENT LIST DESCRIPTION	PRODUCT CODE PART NUMBER	UNIT PRICE	SYSTEM		KING LAKE	
				QTY	PRICE	QTY	PRICE
1.000	Antenna System Equipment						
1.100	Pipemounts						
	New pipemount will be supplied and are included with the installation services.						
1.200	Antennas Struts						
1.201	STRUT, INBOARD SIDE KIT FOR 3 FT, 4 FT AND 6 FT MICROWAVE ANTENNAS	086-000011-002	\$188.00	1	\$188.00	1	\$188.00
	SN0911 will supply the new HX6-11W-5GR antenna however, it only comes with 1 strut. The above additional and optional strut needs to be purchased seperately. Aviat recommends 2 struts for any antenna sized 4FT & up and therefore have included it on the quote.						
1.300	Elliptical Waveguide & Accessories						
1.301	ELLIPTICAL WAVEGUIDE STANDARD, 10 2-11.7 GHZ, BLACK PE JACKET, PER FOOT (EW90-F)	AND-EW90-F	\$7.00	240	\$1,680.00	240	\$1,680.00
1.302	EW90INSTALL-KIT (ONE KIT PER WAVEGUIDE RUN) (EW90INSTALL-KIT)	AND-EW90INSTALL-KIT	\$976.00	1	\$976.00	1	\$976.00
1.303	HARDWARE-KIT (ONE KIT PER 100FT)	179-530526-001	\$545.00	3	\$1,635.00	3	\$1,635.00
1.304	WAVEGUIDE CUSHION HANGER, KITS, EW90, 1 HOLE (BAG OF 5 KITS)	018-510090-001	\$13.00	16	\$208.00	16	\$208.00
1.305	ENTRY BOOT, 4" CABLE BOOT ASSEMBLY FOR EW90, 1-HOLE	020-500001-001	\$36.00	1	\$36.00	1	\$36.00
	Elliptical Waveguide length has been sized based on customer-provided information. Any changes in the field that could affect Bill of Material is subject to a Change Order and not included.						
2.000	PROFESSIONAL SERVICES						
2.100	Program Management & Engineering Services						
2.101	Program Management	SVCS-IN-PM-PM	\$990.00	1	\$990.00	1	\$990.00
2.102	Network Engineering	SVCS-PN-EN-SE	\$558.00	1	\$558.00	1	\$558.00
2.103	FCC License Update	SVCS-PN-EN-XE-LA	\$2,320.00	1	\$2,320.00	1	\$2,320.00
2.104	Project Engineering	SVCS-IN-SS-PE	\$4,070.00	1	\$4,070.00	1	\$4,070.00
2.200	Field Services						
2.201	Antenna System Installation & Decommission/Deinstallation	SVCS-IN-IC-AS	\$28,880.00	1	\$28,880.00	1	\$28,880.00
	Please see the Scope of Work document for a complete list of assumptions for the service pricing. Please take special note of the following, pricing assumes: - All equipment and services have been sized and priced based on customer-provided information. Any changes in the field that could affect the services or Bill of Material is subject to a Change Order and not included. - Prevailing Wage - Customer responsible for disposal of any decommissioned/deinstalled equipment - Customer responsible for all warehousing.						
3.000	OTHER						
3.001	FREIGHT - Prepaid & Bill, Destination - Seattle, WA	FREIGHT	\$916.00	1	\$916.00	1	\$916.00
3.002	NASPO State Fee - WA (1.5%)	WSCA-STATE-FEE		1	Included	1	Included
Grand Total (Excluding Applicable Taxes)					\$42,457.00	\$42,457.00	

This sales quotation and any resulting Customer order ("Order") are subject to Aviat Networks standard terms and conditions of sale ("Conditions"), which are available at the following web site: <https://view.highspot.com/viewer/5f7366566bba063e0ce367>. However, if an Order is issued under or in connection with an applicable master agreement between Aviat and Customer (an "Existing Agreement"), then the Existing Agreement will govern and control the Order. There will be no force or effect given to any different or additional terms contained in any purchase order or other vendor form issued by Customer, even if signed by Aviat Networks after the date of this Order. Customer must reference this Order in any purchase order issued to Aviat Networks.



Board Packet Memorandum

Date: April 20, 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.

New World Update

SNO911 and Tyler have started discussions for the next upgrade. This will require an extended time frame due to major changes that are involved with this upgrade. All servers will migrate from Windows Server 2012 OS to a newer server software version. The GIS server will be upgraded and require a new install and setup. Also, one of the biggest components for this upgrade are fire recommendations. Tyler rebuilt the recommendation engine with the help of the SNO911 operations team; this will include all the required changes from the previous version of New World. As of right now, the estimated start to finish timeline into production is about 6 - 8 months. This includes upgrading the NWS test environment (DELTA), perform system testing, training, GIS testing, recommendations testing, server migrations and SQL database setups. Tyler is expected to release the software version in late June. SNO911 is hoping to be an early tester of this version. The upgrade is not expected to occur until 2024.

MyCrimeReports Update

The SNO911 IT staff continues working with the vendor to add the enhancements and additional functionality to the MyCrimeReports website. SNO911 has received the latest website code update from the developers on April 3rd. SNO911 IT staff was able to test and validate that the new code did resolve all the remaining issues. Testing continues with a potential go live date of May 1st.

FirstNet Project

The SNO911 IT team continues working with AT&T FirstNet to test the private APN (Access Point Name). Two weeks ago, SNO911 IT staff added the first agency (Fire District 21) on SNO911's private APN for testing. FD21 added one unit to test on the APN and so far, there is no reported issues. SNO911 will be expanding the testing in the near future by adding 15 units from SCSO. Once SCSO fully implements their APN they will move their units over to their own APN. The next steps for this project will be working with our member agency IT departments and AT&T to discuss the design and build out for the infrastructure as we see fit. Agencies are not required to

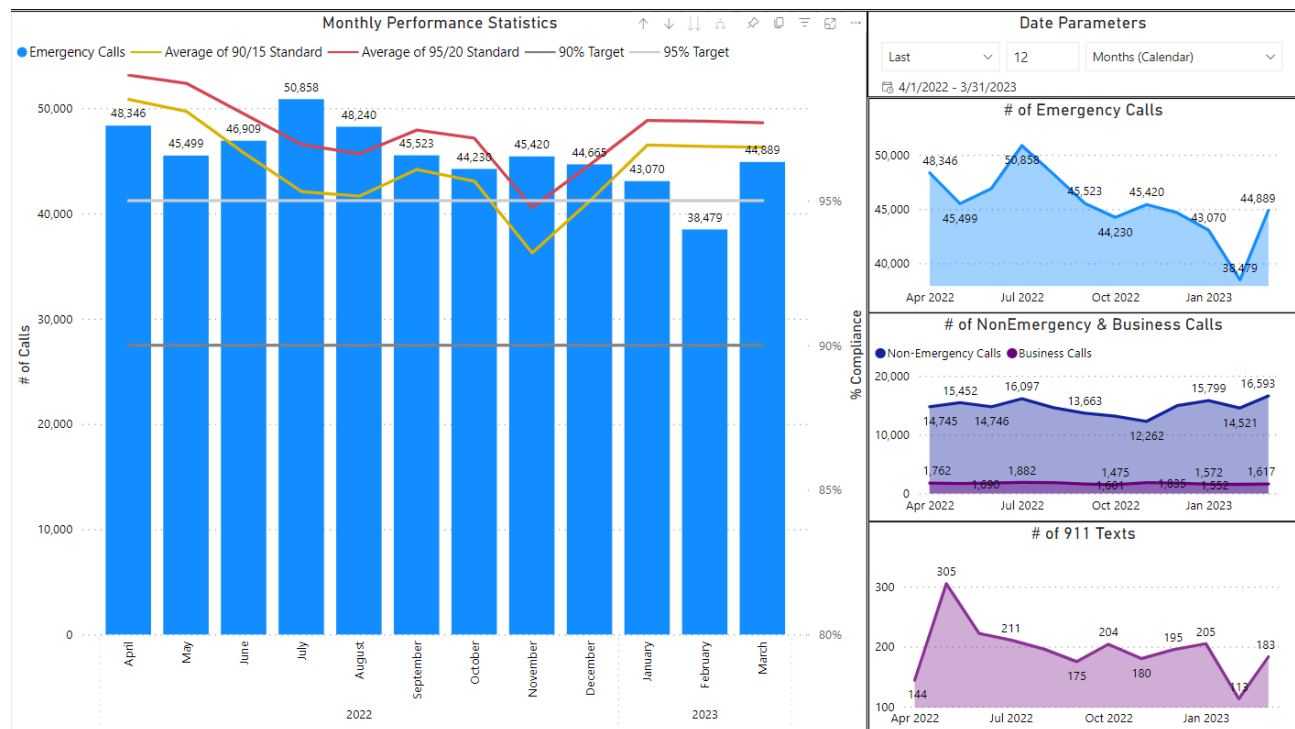
[1] 911 Phones, CAD, Radio, Critical Systems [Unplanned]

change services but they will all have an opportunity to participate giving input on the design build.

Future Facility Planning

The SNO911 Tech management team continues to have internal discussions regarding system transitions to the new facility. The Tech team (IT and Radio) has also started identifying the space needs for the new datacenter and gathering information for the contractors so they have everything they need for the design builds. All members of the Technology department continue gathering information for what will be required to stand up a new datacenter. Budget planning will start soon for 2024 this will include new system hardware for the new facility. The Director of Technology worked with the Tech managers to align scheduled system upgrades to match or come close to matching the timing for the new facility build. Program validation meetings occurred last month and Lydig is actively lining up other contractors to support the project. A contingent of staff are visiting 9-1-1 centers in Minneapolis and San Antonio later this month.

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	6	8										21	21
Incorrect Use	Follow-Up	4	3	9										16	120
	Area Checks	8	7	6										21	
	Info	2	1	4										7	
	Noise	5	3	2										10	
	Traffic	3	5	3										11	
	Other Complaints	19	12	24										55	
Misuse	Accidental	9	4	1										14	181
	Behavioral Health	59	20	73										152	
	Prank	2	6	7										15	
Other	Test	46	7	4										57	179
	Abandoned	17	6	9										32	
	Non-English	0	2	0										2	
	Outgoing	0	0	0										0	
	Subsequent	10	13	25										48	
	Transfer	0	2	0										2	
	Voice Call	14	16	8										38	
Month Total		205	113	183	0	0	0	0	0	0	0	0	0	501	501
Abandoned: Non-Responsive		Other: Any other request or complaint, media from Intrado													
Accidental: Device or person accidentally texted 9-1-1		Outgoing: Outgoing text calls													
Area Check: Check of area for person, vehicle, gunshot		Prank: Calls that do not give any valid information, not including BHC													
Behavioral Health: Calls that result in BHC by LE/EMS		Subsequent: Additional inbound text after call released by call taker													
Follow-up: Where is officer?		Test: PSAP testing/training TXT29-1-1, vendor test													
Info: What is the phone number for animal control?		Traffic: Speeders, DUIs, etc.													
Noise: Music, people etc.		Transfer: Transfers to other PSAPs													
Non-English: Texter indicates they do not speak English		Voice Call: Dispatchers called the texter/texter placed voice call													

SPIDR Tech Survey – March 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	666	71.31%
3 - Satisfied	224	23.98%
2 - Neither Satisfied nor Dissatisfied	16	1.71%
1 - Somewhat Dissatisfied	9	0.96%
0 - Very Dissatisfied	19	2.03%
Total	934	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	894	95.41%
Somewhat	19	2.03%
No	24	2.56%
Total	937	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 Incidents

IncidentDepartment	01-Jan	02-Feb	03-Mar	Total
Everett Fire Department	2,189	2,041	2,167	6,397
Marysville Fire District	1,135	1,084	1,258	3,477
Mukilteo Fire	172	169	190	531
North County Regional Fire Authority	723	643	731	2,097
Sky Valley Fire	73	49	56	178
Snohomish County Airport Fire Department	21	19	24	64
Snohomish County Fire District #15	72	92	87	251
Snohomish County Fire District #16	30	17	19	66
Snohomish County Fire District #17	192	173	151	516
Snohomish County Fire District #19	26	33	32	91
Snohomish County Fire District #21	71	60	94	225
Snohomish County Fire District #22	34	43	28	105
Snohomish County Fire District #24	38	28	53	119
Snohomish County Fire District #25	5	6	12	23
Snohomish County Fire District #27	1	2		3
Snohomish County Fire District #4	286	296	312	894
Snohomish County Fire District #5	109	87	103	299
Snohomish Regional Fire and Rescue	999	925	1,032	2,956
South Snohomish County Fire and Rescue	2,919	2,740	2,946	8,605
Total	9,094	8,507	9,295	26,896

Police Incidents

IncidentDepartment	01-Jan	02-Feb	03-Mar	Total
Arlington Police Department	1,856	1,672	2,062	5,590
Brier Police Department	353	288	272	913
Darrington Police Department	120	122	146	388
Edmonds Police Department	2,174	1,849	2,211	6,234
Everett Police Department	11,630	10,696	12,109	34,434
Gold Bar Police Department	245	373	241	859
Granite Falls Police Department	361	329	311	1,001
Index Police Department	39	50	59	148
Lake Stevens Police Department	1,651	1,608	1,882	5,141
Lynnwood Police Department	3,546	3,515	4,017	11,078
Marysville Police Department	5,621	5,008	6,193	16,822
Mill Creek Police Department	920	927	1,007	2,854
Monroe Police Department	2,220	1,945	2,096	6,261
Mountlake Terrace Police Department	1,689	1,489	1,698	4,876
Mukilteo Police Department	3,057	2,561	2,784	8,402
Snohomish County Sheriff's Office	11,856	11,164	13,070	36,087
Snohomish Police Department	881	877	942	2,700
Stanwood Police Department	543	699	679	1,921
Stillaguamish Tribal Police	1,381	1,289	1,175	3,845
Sultan Police Department	375	393	552	1,320
Woodway Police Department	52	39	36	127
Total	50,567	46,879	53,533	150,975

SNO911 TEAM CHARTER

PROJECT MISSION STATEMENT

Build a facility that embodies Sno911's culture and aspirations for itself and its communities.

Through trust, teamwork, and partnership, we will deliver a functional, regional emergency communications center on time and on budget to meet operational goals. The facility will better serve the communities of Snohomish County's current and future generations.

The facility will be a beautiful and modern workplace that staff are proud of and enjoy working from—it will be a welcoming environment that is supportive, comfortable, and safe. The building will be easily maintained, to improve recruiting and retention of staff, as well as provide a sense of community and purpose for the workers.

OUR CORE OPERATING PRINCIPLES

Achieve operational goals while being fiscally responsible.

transparency | trust | integrity | innovation | productivity

Listen to understand.

open-mindedness | respect | communication

Deliver your communications in an open, honest, and direct manner. Be brave in communicating issues, decisions, and challenges in a timely fashion. No hidden agendas.

honesty | integrity | communication | teamwork | courage

Lead with self-awareness and demonstrate personal accountability.

accountability | honesty | integrity | trust | reliability

Work together. Win together. Have fun!

collaboration | innovation | happiness | humor | creativity | friendship | teamwork | success



John F. Smith

W. Ross

John F. Smith

Hannah Tucker

Alvin Smith

John F. Smith

M. H. Smith

Steve Lawrence

Hattie Schweitzer

Blair Joergel

Wade Anderson

Edna Storgaard

Dr. L. Brown

William F. Smith

K. P. Smith

Alvin Smith

Radio Replacement Project Updates

April 20, 2023

Overview:

Installation of Motorola radio racks and antenna systems are continuing. The install teams are achieving schedule milestones as planned. Installations of the new radio equipment is scheduled to be complete by year end. After installation is complete, optimization, coverage validation and functional testing will be conducted prior to user cutover. Cutover to the new system is expected in the fall of 2024.

SNO911 staff are working with the following statement in mind “Priority 1 is legacy system reliability. Priority 2 is ensuring that cutover to the new system occurs as soon as possible.”

Paging System Project:

- Paging system project management consultant RFQ complete and recommendation to contract with ADCOMM Engineering for professional services to oversee RFP and implementation. These costs will be shared with NORCOM per the signed cooperation ILA.

Technician Training:

- Automatic Direction Finding Equipment Training will be in Q4
- Microwave radio systems training scheduled for end of June
- Nokia router and management training plan being developed

Subscribers:

- Portables and Mobiles
 - Fleet Expansion Orders Underway
 - PSERN North of I-90 agency cutover summer 2023
 - Encryption Deployment Planning continuing
- Base stations
 - Fire and police installations underway. Approximately 58 installations complete out of a total of 184.
 - No significant issues have been encountered.

Radio Sites/Microwave:

- 5 Sites at 90% complete of new hardware
- 5 Sites at 100% completion of for antenna system installation and testing
- 75% of Equipment will be delivered to sites within the next 30 days

- Quality of microwave antenna systems subpar. Site audits completed and remediation is underway with expected completion by mid-May.
- Cutover to new microwave delayed to June due to rework of installations due to poor quality of workmanship.
- Generator replacements begin in May at 4 sites, delayed due to contractor.
- Additional work is necessary to improve UPS reliability at radio sites. Working with vendors to identify costs which are projected to be under \$20,000.

Risks:

- Multiple vendors are still experiencing staffing issues.
- Quality of microwave dish installs has impacted cutover to new network. Not affecting overall project schedule.

Policy:

- Paging system project management consultant
- Addition of radios models to valuation schedule in Lost and Stolen policy

RRP Policy & Major Decision Timeline

- 02/2023: Machias site brought back into project, Mill Creek formally removed
- 02/2023: Establishment of credit with Motorola due to reduced number of mobile installs
- 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 March 14, 2023 / 10:30-11:30 p.m.
Location: Web Conference

Meeting Attendance:

POLICE TAC REPRESENTATIVES					
Lt. Mike Gilbert - Arlington	X	Cmdr. Pat Fagan - Lynnwood		Asst. Chief, Andy Illyn – Mukilteo	
Clerk Karen Howell – Brier	X	Asst. Chief, Jim Lawless – Marysville	X	Sheriff, Adam Fortney - SCSO	
Sgt. Shane Hawley - Edmonds		Chief, Stan White – Mill Creek	X	Chief, Rob Palmer – Snohomish	
Capt. Bob Goetz- Everett		Dep. Chief, Ryan Irving - Monroe	X	Lt. Jason Toner - Stanwood	X
Sgt. Jim Barnes – Lake Stevens		Cmdr. Mike Haynes – Mountlake Ter.		Officer Pete Knowlton - Stillaguamish	
ALTERNATE REPRESENTATIVES					
Lt. Peter Barrett - Arlington		Dep. Chief, Chuck Steichen - Lynnwood		Sgt. Karl Gilje – Stanwood	
Chief, Nick Almquist – Brier		Cmdr. Adam Vermeulen – Marysville	X	Officer Dean Munday - Stillaguamish	
Dep. Chief, John DeRousse - Everett		Chief, Jeff Jolley - Monroe	X	Officer, Brittany Harris, Edmonds	X
Dep. Chief, Jeff Young – Lake Stevens		Capt. Steve McDonald – SCSO	X		
SNO911					
Executive Director Kurt Mills	X	Ops. Manager Derek Wilson	X	Sec./Inf. Team Manager Bleu Jaegel	X
Deputy Director Terry Peterson		Ops Manager Karen McKay	X	Radio Sys. Mgr. Howard Tucker	X
Director of Tech Marlin Herolaga	X	Ops Manager Hattie Schweitzer		Rec & Admin Manager Sheila Betts	X
Director of Ops Andie Burton	X	App. Team Mgr. Brent Meyer	X	Administrative Asst. Tiffani Brown	X
Electronic Comm. Sp. Jeremy Waldner	X				
SUPPORT STAFF & GUESTS					
Master PO Travis Katzer - Everett		Chief Michelle Bennett - Edmonds	X	Chief Matt Ecker - Stillaguamish	X

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

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

1. **Roll Call** – taken via Zoom meeting attendee list.
2. **Approval of Minutes:** The February 14th, 2023 minutes were approved by Deputy Chief, Ryan Irving and 2nd by Lt. Jason Toner.
3. **Announcements:**
 - A. **National Public Safety Telecommunicator Week:** Andie Burton
Happening April 9th – 15th with the theme: “We think you are “Pun”derful.” The SNO911 Employee Engagement Committee has several fun activities planned. In previous years, our member agencies have contributed items and experiences for giveaways and raffles, which is one of the things the dispatchers look forward to most. Andie will follow-up via email.
4. **Action Items:** None
5. **Reports:**
 - A. **Policy Review Committee:** Jim Lawless - No meeting. Nothing to report.
 - B. **Mobile Users Group:** Travis Katzer - No meeting. Nothing to report.
 - C. **SNO911 Updates:** Kurt Mills – On March 22nd & 23rd, representatives from throughout the agency will be meeting to kickoff the new facility renovations.

D. **PTCC:** Brent Meyer:

- a. **Call type “ELUDE”:** Helps track pursuits that, under the current law, cannot be pursued or must be terminated. This is needed for tracking purposes and provides better history visibility. (no objections at the PCC meeting)
- b. **Call type “EXPO”:** Karen explained this is an exposure call type (different from “SEX” type code). Karen MacKay will work on it and forward to the committee the document defining both.
- c. **MyCrimeReports.com** – Still working on code deliveries from developers to fix issues.
- d. **Manage Engine for ticketing system IT:** SNO911 IT is moving to a new helpdesk reporting system, Manage Engine. It is anticipated to be fully rolled out to member agencies by the end of March. Email with more information will be coming soon.

E. **Radio Replacement Project (RRP):** Howard Tucker

Continuing to work on identified quality issues and they are 1/3rd of the way through the base radio station installations. 4 sites have new equipment installed (approximately 20%) and they are still on track for the 2024 cutover date. Howard is drafting a letter/email to all who could potentially be impacted by those changes (US Navy, BNSF, Fish & Wildlife, Tribal, Forest Service, etc.). The letter will also be provided to our member agencies, and Kurt is asking for help in distribution to entities they may have interoperability with. The hope is to provide them ample opportunity, prior to cutover, to address any issues, concerns or questions they may have. A draft letter was provided as a handout with the agenda.

Howard noted that traffic issues come from the talk groups and not from the number of radios on the system (65k is the limit of physical radios on the system).

5. **Technical Update:** Marlin Herolaga

- A. **Viper update** – All reports are now working and in use. On February 23rd SNO911 signed the final acceptance to the new system. Closing out this phase of the project. Phase III will be setting up the Viper test environment which allows for the capability to test patches and new features before adding them into production.
- B. **AT&T FirstNet** – SNO911 IT Staff has partnered with AT&T First Net to set up an APN (a private access point). SNO911 IT Staff is performing coverage testing around the county. Data shows better coverage than other service providers. Darrington, Lake Rossinger, North County and Goldbar (and others) had an increase in coverage compared to our current service (Verizon). Once all the data is compiled together into a *Heat Map* Marlin will provide it to the Committee. Marlin said the end goal of the partnership with AT&T, is to develop a multi redundant wireless broadband network for only the Snohomish county public safety community. Cost has not been determined; however, initial conversations appear to show they should be a cost savings. Marlin will be following up and requesting a locked in price for the services. Marlin said a single solution for the entire county would be preferred; however, ultimately it will be up to the agencies to choose the provider.
- C. **SNO911 & Everett IT Partnership** –SNO911 IT has partnered with Everett IT to start a workgroup and to develop a plan for the new CJIS multifactor and security requirements. The first meeting is scheduled for the middle of April. This will align the Agency with the National Institute of Standard and Technology Cyber Security framework. The FBI intends to require multi-factor authentication for access to all CJI in a secured and unsecured location. There will be a financial

impact but those details are unknown at this time. Marlin will update the Committee as information comes in.

6. **New Business:** Derek Wilson

- A. **Camano Island Fire** has requested access to all Snohomish County Police radio frequencies. The question to consider is whether or not this is truly a need and whether or not there would be an impact to the radio systems. Discussions with Camano Fire did not identify a functional need and would require Snohomish County LE Talkgroups be added to approximately 150 radios. After some discussion it was decided that a need has not been identified and adding access to Snohomish County Fire Talkgroups would be sufficient.
- B. **SNO911 Non-Emergency Line:** Jason Toner shared that when non-emergency calls were received at Stanwood Police Department, they are routed by their staff to the SNO91 non-emergency line. Jason reported that yesterday, March 13th, (between approximately 11:00a.m. – 3:00p.m.) Three calls were forwarded to SNO911 but were “kicked-back”. Callers were reporting no answer or extremely long holds. Andie said phones are manned but wait times may be long depending on current call volume and emergency calls take priority. Andie said she will do some additional research, checking volume and any technical issues that may have occurred during that time frame.

7. **Old Business:** None

8. **Good of the Order:** None

9. **Adjourned** at 11:06a.m.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

March 15, 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 Neuhooff	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
	☐	Fire District 24	☒ Ryan Lundquist	SRFR
	☐ Dave DeMarco	Everett Fire	☐ Thad Hovis	SCF
Guests and Staff in Attendance	Colby Titland, SRFR	Jeremy Waldner, SNO911	Terry Peterson, SNO911	
	Mike McConnell, SRFR	Andie Burton, SNO911	Brittney Martens, SNO911	
	Todd Anderson, SCF	Derek Wilson, SNO911	Hattie Schweitzer, SNO911	
	Doug tenHooopen, NCRFA	Chris Gass, SNO911	Kurt Mills, SNO911	
	Tim Tullis, FD5	Brent Meyer, SNO911	Meg Bittinger, SNO911	
	Drew Bono, NW Ambulance	Howard Tucker, SNO911		

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

Chairman Eric Andrews called the meeting to order at 1:31 p.m.

1. ANNOUNCEMENTS. N/A

2. APPROVAL OF MINUTES. A motion was made by Steve Guptill to approve the February, 2023 Fire TAC / Ops meeting minutes as written. Seconded by John Chalfant. Unanimously approved.

A motion was made by John Chalfant to approve the February 21st, 2023 Special Fire TAC meeting minutes as written. Seconded by Jason Hodkinson. Unanimously approved.

3. COMMITTEE UPDATES.

A. PTCC / NWS. Brent Meyer – IT sent out a bullet patch on February 28th to correct the Fire Mobile Crash issue that stemmed from the 21.1 upgrade. That was successful so they were able to finally close the books on that upgrade. For those that send issues to SNO911 Help Desk, you may have noticed that they are now using a new software called Manage Engine for their help desk ticketing system. The plan is to go live with that at the end of this month, so there will be a portal to access and create tickets.

- B. Technical Update.** *Brent Meyer* – The Viper Upgrade has been completed, so all the reports are working and in use. On February 23rd they signed the final acceptance of the new system, so the next phase for SNO911 is to set up a test environment which will give them the flexibility to test new features, install patches, security releases, etc. They have partnered up with AT&T/FirstNet to set up a private APN, which is an access point. This APN will allow them to host in-house connections to the FirstNet Network. SNO911 staff have performed some test coverages around the area, and the data is looking pretty good compared to Verizon. Marlin will present the findings, including pricing, in the coming weeks.
- C. Radio Replacement Committee.** *Howard Tucker* – The power systems and microwave antennae work are complete. There are some quality issues that they are working to resolve, but Howard is confident they will do so. They hope to be migrated to the new microwave system by the end of April. The big news is that equipment is starting to leave the warehouse. They have 4 sites that have antennae work done, and 3 sites that have infrastructure installed, which is a pretty big milestone. They met with the preferred vendor for the paging replacement system last week, and they will get back to Howard shortly with a cost proposal. A bunch of folks from the radio team are going to the IWCE conference in a few weeks to investigate paging systems and technologies. Finally, they are starting to see significant fleet expansion requests that exceed what they have budgeted for annually. Howard asks that if your agency has any fleet expansion requests, to please get those in as soon as you can.
- D. Radio Procedures Committee.** No meeting.
- E. Fire User Group.** *Chris Gass* – SNO911 is working with Everett Fire on a response plan modification for Med 1.
- F. Fire Standards/Data.** *Brittney Martens* – They are continuing to make progress on both the wall time dashboard and on sharing Power BI dashboards externally. They are still trying to finalize a few things and hope to get that done soon.
- G. County Fire Resource Plan Committee.** *Derek Wilson* – They met on Monday and they are making solid progress on the proposal for TAC wide FOCs. They also looked at the Deccan and LiveMum solution and got some information from NORCOM. Ultimately, the group wasn't interested in pursuing it now.
- H. SNO911 DRC/DSC.** *Andie Burton* – They met and are continuing to review potential determinant codes that could be added to the list to be sent to the nurse line. The Nurse Navigator presentation is going to be in place of April Fire TAC on Wednesday, April 19th at 1330 at SNO911's new building. Kurt said they will try to have a Zoom option, but he recommends that folks attend in person.
- 4. SNO911 UPDATE.** *Andie Burton* – Andie just wanted to let everyone know that National Public Safety Telecommunicators Week is right around the corner – April 9th through the 15th. The SNO911 Employee Engagement Committee has been planning events for the week, and the theme is “We Think You are Pun-derful”. If folks from the agencies would like to stop by and visit, the dispatchers always love that. There is no need to bring much food or treats as that is already being taken care of internally. Andie also wanted to solicit agencies to donate department swag or experiences as they have done in the past. This is something that the dispatchers have come to really appreciate, and it seems to be a favorite part of the week for the majority of them. Andie will send out an email to both Police and Fire TAC with further details (email sent on 3.17 at 1503).
- 5. OLD BUSINESS.**

- A. First Due Workgroup.** *Todd Anderson* – They have presented the policy and didn't receive any feedback, so the next step is to present it to the Fire Chief's Association for approval.

6. NEW BUSINESS.

- A. Board Up Discussion.** *Derek Wilson* – Right now in CAD, SNO911 maintains board up rotations for Everett Fire, South County Fire and Mukilteo Fire. They do not process board up requests for anyone else. What brought this about is that the County Fire Marshall's Office has been having problems when they respond to fires with scenes not being secured or boarded up. This is starting to cause hiccups with their investigations and issues with scene security. They heard that SNO911 manages board ups so that's why they contacted Derek. He had to explain that SNO911 does not manage board ups. They are happy to hold the list of rotations for agencies that want them to, but they do not approve or disapprove agencies. County Fire Marshall's asked Derek to bring it up at Fire TAC to see what other agencies are doing as far as boarding up and securing scenes. Per Eric Andrews, it's really up to the home/business owners how they want to handle that, and it often depends on insurance coverages. The agencies can't force anyone to board up and there are a lot of factors involved. There was lots of discussion about what different agencies do and the issues they have run in to, and in the end it was decided that other agencies may just use the same list as South County Fire and SNO911 will manage the rotation. Eric will bring it up with the Fire Chief's Association and see if they want to make a decision on how to help the Fire Marshall's Office.
- B. Outside Agency Radio Requirements.** *Howard Tucker* – There was a letter drafted (it was included in the Fire TAC packet) that will be sent to any and all stakeholders informing them that they need to have radios that are capable of operating on SNO911's radio system. It is very important to maintain interoperability as they cut-over, and the migrations is planned for late 2024. Howard wants to get the message out early, and asks that the agencies please spread the word on this as well. Please refer to the letter for more details.
- C. Crew Force.** *John Chalfant* – New World has provided 25 Crew Force licenses for the county to use or demo, and there are several that haven't been accessed in anywhere from 6 months to 2 years. John would like to reach out to those agencies that aren't using them and re-allocate them to agencies that will. Steve Guptill said that he is pretty certain that New World would be willing to issue a few more licenses. Per Brent, additional licenses will cost money. Out of the 25 licenses, there are about 10 that haven't even logged in over the past year. This is something that should go to FUG because it has been a struggle to get people to give up those licenses even though they aren't actively using them. Darryl Neuhoﬀ informed TAC that it has been discussed at FUG to send a letter or an email out to those agencies that are not using the licenses, and tell them that they have 30 days to start using them or give them back. Kurt reminded everyone that the licenses were issued as trial licenses. None of them were given to any agency specifically, so there shouldn't be any issue reallocating them.
- D. HazMat Placard Search.** *Chris Gass* - Wiser, the HazMat service, shut down at the end of last month. Wiser was integrated with CAD so they could search placard numbers directly from CAD and pull up the Wiser site with all of the information. Tyler has been searching for a replacement for them, but there is no other site that works the way Wiser did, which allowed CAD to directly pass the search string to the site. The only option now is to launch a site. So, they have elected to not include that functionality going forward. It will now be up to individual departments and agencies to determine how they want to search for HazMat materials. South County reached out

to Chris and they are recommending a service through NOAH now that Wiser is gone. There is a website, a desktop app you can install on Windows, and there is also an app for mobile devices.

7. **GOOD OF THE ORDER.** This is Darryl Neuhoff's last Fire TAC meeting as he will be retiring at the end of March. Everyone thanked Darryl for his many years of service and wished him well in retirement. Darryl thanked everyone and stated that Fire TAC has been one of the most productive groups he has been a part of.
8. **ADJOURN.** The Fire TAC / Operations Committee adjourned at 2:40 p.m.

The Nurse Navigator Presentation will take the place of April Fire TAC. This will be held on Wednesday, April 19th at 1:30 p.m., at SNO911's new facility, 332 SW Everett Mall Way.

DRAFT

**Snohomish County 911
Finance Committee
Meeting Summary for April 13, 2023 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom**

Meeting Attendance:

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

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

1. **Call to Order and Announcements.** The meeting was called to order at 1:30 p.m. by Chair Dave DeMarco. There were no announcements.
2. **Reports.**
 - A. **Blanket Voucher Report for March.** There were no questions. **Derek Daniels moved and Jim Lawless seconded to recommend the Board approve the Blanket Voucher Report for March. The motion passed.**
 - B. **Fund Balance Report for March.** Information report; no comments.
3. **Old Business.**
 - A. **APF - Amended 2022 Year End Budget Activities.** Terry explained that the amount received from the E911 office was amended from \$775,203 to \$107,309. He is asking for a recommendation to bring Action 4 back to the Board for correction. **Derek Daniels moved and Jim Lawless seconded to recommend the board approve the correction of the E911 amount to \$107,309. The motion was approved unanimously.**
 - B. **Moss Adams Internal Controls Review.** Kurt explained that the internal controls audit with Moss Adams was commissioned last year. The review took longer than expected in part because of a change in Finance Director and that required the new director to start over and validate information. Terry explained that the agency is at a point where the scope has been expended and there are some details that are not correct, however, rather than engage further cost/scope leadership is proposing to explain the differences. Because they were at the end of the contract, Moss Adams would have added additional charges in order to apply the new information available. Kurt added that even with that new information submitted, it wouldn't have materially changed some of the observations. The agency had already moved forward with several recommended changes, so they decided against additional expenditures. A copy of the report (in a draft format), along with a response from leadership has been included in the meeting packet. Wade went through the report and spoke about each of the observations Moss Adams made, and Terry followed up with the agency's corrective action plans. Terry also reported that they recently completed the 2022 physical inventory and discovered a total of 70 missing items. Most of the items are very low in value, very old and had been owned by SERS and came over as part of the merger. He also listed a few items that have some value. A list was provided in the meeting packet. As part of the process improvements, the agency intends to conduct another physical inventory later this year to test and validate their desired improvements. No action is being requested at this time, but a report will be included in the finance committee report given at the

board meeting, with a copy of all documentation included. *SNO911 will follow up with a final inventory report for the board, including confirmation that the State Auditor has been notified of the missing items.* It was recommended SNO911 conduct a biannual inventory, with a third party review on the off years. Wade added that on researching the value of the missing equipment, they realized that many were old and no longer relevant, and likely would have needed to be surplused through the state. *Asked if the 2 radios that were stolen or lost had had an insurance claim made, Terry replied that they had not. He will also follow up on that.*

4. New Business.

- A. APF - Alphanumeric Paging Consultant.** Terry reported that the alphanumeric paging system scope had been removed from the Motorola contract with a change order of \$2 million. Since then they have entered into a cost share agreement with NORCOM to build out the system without Motorola. A competitive process was completed and staff is recommending ADCOMM Engineering be the project manager for that project. Steve Guptill moved and Derek Daniels seconded to recommend the board authorize staff to enter into a professional services agreement with ADCOMM Engineering with a not-to-exceed amount of \$273,000. The motion was approved unanimously.
- B. APF - Reclassification Operations Systems and GIS Coordinator.** Kurt reported that with the upcoming retirement of the GIS Coordinator, as well as the relocation of the Operations Systems Coordinator, they propose to combine both positions and are asking the board to authorize two positions at Grade 25 to provide some needed redundancy. The Personnel Committee supported the proposal. Derek Daniels moved and Jim Lawless seconded to recommend the board approve elimination of the GIS Coordinator and Operations Systems Coordinator classifications, adopt a new classification of Operations Systems/GIS Coordinator, and authorize two Operations Systems/GIS Coordinator positions at Grade 25.
- C. APF - Amendments to SNO911's Procurement Policy.** Terry reported the amendment would raise the threshold from \$500 to \$1,000, along with giving the agency the flexibility to not create purchase orders for ongoing maintenance matters when a current contract is in place. The red-lined version of the policy is included in the packet. Derek Daniels moved and Steve Guptill seconded to move to the board the approval of the updates to the SNO911 Procurement Policy as presented.
- D. APF - Radio Fleet Expansion Requests.** Terry presented the requests that have recently been received. They included requests coming from North County Regional Fire (NCF), Lynnwood Police, Snohomish County Task Force, and FD 19 (Silvana Fire). There was some discussion about the number of requests received from NCF, along with a question on whether that agency was following the correct formula for issuing radios. Included in the proposal was a list of current expansion requests and amounts remaining in the fund. Asked about the vacancy on the PPC (Project Performance Committee) following Deputy Chief Neuhoﬀ's retirement, Terry replied that it hadn't been filled. *Chief DeMarco said he'd consider being a member of the committee if no other volunteers came forward.* The request from NCF will be tabled until next month. Derek Daniels moved and Jim Lawless seconded to recommend the board authorize staff to move forward with the Lynnwood PD and Silvana Fire fleet expansion requests to be provided with equipment from current overstock of subscribers, and to order additional O3 control heads and cables for the SCSO Auto Theft Task Force and SNO911 stock. The motion was approved unanimously.

- E. APF - Update to the Radio Replacement Policy.** Terry explained that the RRP Policy was originally adopted to establish the model numbers being purchased, as well as set the replacement value of the radios for insurance purposes. He added that staff are recommending that a couple more models be added. These would be those used by Support 7, which is a lower tier of a portable radio more suitable and less expensive than the field radio. Also, it was explained that the Task Force is never going to need or use a multi-band radio, or will need any specialized vehicle antennas. Those two new radios would be added to the list. He is asking for authorization to update the policy with those new replacement radios and values. **Derek Daniels moved and Steve Guptill seconded to recommend the board authorize staff to update SNO911 Policy WT-07 when radio replacement valuations or new radio configurations are purchased. The motion was approved unanimously.**
- F. APF - King Lake Microwave Dish Raising.** Terry explained that the trees have grown up around the tower and are now blocking the microwave path. The choice was either to cut the trees or raise the equipment. The landowner was consulted about tree cutting, but it wasn't favorable to them. Staff is seeking approval to enter into an agreement to raise the microwave dish which we believe will be a more permanent solution. **Jim Lawless moved and Steve Guptill seconded to recommend the board authorize staff to enter into an agreement with Aviat Networks with a not to exceed amount of \$52,000 based on the negotiated scope of work to raise the microwave dish at King Lake. The motion was approved unanimously.**
- 5. Good of the Order.**
- Kurt shared with the committee that staff is pursuing a long term support plan with Motorola regarding software upgrades, maintenance agreements, and other equipment not currently part of the RRP, as well as evaluating non-Motorola equipment. Staff hopes to bring back options for further discussion later this year.
- 6. Adjourn.** The meeting was adjourned at 2:38 p.m. The next meeting is scheduled for May 18, 2023 at 1:30 p.m.



Action Proposal Form

Date: 4/10/2023

Title: Internal Controls Review Related to Capital and Attractive Assets

Moss Adams Draft Report & Staff Responses

Moss Adams was hired by the agency in January 2022 to review and test internal controls related to inventory, focusing primarily on Radio Replacement Project inventory, purchasing, and contracting. A draft report has been completed and staff have responded to each observation in detail. A copy of the draft report and staff responses is attached for reference.

Based on the observations in the draft report as well as staff experience since the SERS merger and management of the Radio Replacement Project, we have made significant updates to the SNO911 Capital and Attractive Asset Policy. The Policy does not require Board approval, but is being shared with the Board in the interest of transparency. The policy changes are currently undergoing legal review before they are officially adopted. The most notable changes include:

- The Director of Finance will be the designated Inventory Control Officer with clearer delegation to inventory agent(s).
- Tighter reporting requirements when an asset is unable to be located.
- Clearer policy and procedures around how the physical inventory process is completed.

In addition to the updated Capital and Attractive Asset Policy, we have created an Inventory Receiving Procedure to be used by staff for training and tightening up procedures when new inventory arrives. SNO911 will train all staff involved in receiving on the new procedures over the next two months.

2022 Physical Inventory Closeout

In October, 2022, staff began the biennial physical inventory audit. This is the first physical inventory since the transition to a new physical asset system in 2022 and was recently completed. Approx. 4,600 individual assets are in the tracking system with a total approximate value of \$30.5M. Following the physical inventory audit, there are a total of 70 individual items declared as missing. A full list of missing items is attached for reference.

The majority of the missing items were assets owned by SERS and transferred to SNO911 as part of the merger. Many of the assets in this category do not meet the current SNO911 threshold for tracking in inventory and have simply been replaced over the years with presumably a lack of documentation on the disposal procedures. There are a few exceptions noted below:

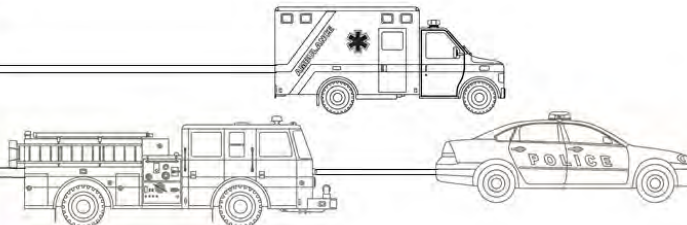
1. One - APX 8000 Portable Radio that was loaned to Arlington Fire for early testing of radio and battery functionality in April 2020. Reported lost by Arlington Fire on 4/27/2021. A search has been completed including in the Radio Management System. The radio is inactive and has not been affiliated with the system since 2021.

2. One - APX 8000 Portable Radio that was loaned to Everett Police for radio and battery functionality. Reported stolen by Everett PD on 7/1/2021. A search has been completed including in the Radio Management System. The radio is inactive and has not been affiliated with the system since 2021.
3. Eight – Old (7+ years) portable radios physically housed at the Marysville campus and have very little residual value. A search has been completed. It's likely the radios were disposed of during the initial phase of the RRP portable subscriber deployment. Enhancements to the policy discussed above are designed to address this issue.
4. Ten Missing laptops. Nine from the radio team, all are several years old or older. New laptops for staff were purchased for the radio team in March 2022. It is likely the new laptops replaced the old and disposal was not tracked appropriately. One laptop was reported missing by South County Fire and is one of their Managed Laptop Program laptops.
5. Four – Desktop Computers. Three were purchased in 2014 and one was purchased in 2016. It is likely these computers were scavenged for parts but were not logged properly.
6. Two – Old Dell Servers (one purchased in 2007) that belonged to SERS that were transferred to SNO911 as part of the merger. It is likely these servers were disposed of but not logged properly.

Suggested Action/Recommendation:

Provide report from Inventory Officer during next physical inventory cycle. Consider an outside review of internal controls related to asset management in 2-3 years to determine if additional policies or procedures need further refinement.

Fund: Operating Fund 70



**HELP
STARTS
HERE**

Introduction

Moss Adams was contracted in January of 2022 to conduct certain procedures, as outlined in the report, which detailed their observations and recommendations based on the aforementioned procedures. The observations and recommendations stemming from Moss Adams' were agreed with in general. On September 19, 2022, Snohomish County 911 ("SNO911") received a draft report from Moss Adams, titled: "Snohomish County 911 Procurement, Contracting, and Capital Asset Internal Audit," (hereinafter, "The Report" or "Report.")

Background

During the initial engagement, SNO911 was not able to produce much of the documentation requested by Moss Adams. This was primarily due to staff turnover at the agency with those people tasked with compiling the information. When SNO911 was first presented with Moss Adams' observations we recognized that much of the documentation originally requested was available and was ultimately provided to Moss Adams. Had this additional documentation been provided during their fieldwork, most of the exceptions in their testing samples would have been satisfied, resulting in fewer observations. However, SNO911 was informed that there would be additional fees required to review and incorporate this documentation.

SNO911 does not believe that paying Moss Adams additional fees to review the additional documentation would not have altered the general themes contained in Moss Adams' report. Therefore, SNO911 management made the decision to not incur additional costs. We don't believe further engagement would produce a more actionable work product for the areas covered in the original scope of work. We agree, at a high level, with most of the Moss Adams' observations and recommendations and believe the results of this draft report will serve as a roadmap for improvement in current and future operations of SNO911.

We thank Moss Adams for their hard work throughout the engagement.

Below you will find a Summary of the Moss Adams' Observations, Recommendations, and SNO911's response and Action Plan for each of Moss Adams' observations.

Summary of Observations, Recommendations, and SNO911 Corrective Action Plans.

1. **Observation:** Formal policies and procedures for performing physical inventories of capital assets do not exist, and the physical inventory process lacks proper segregation of duties and documented reviews.

Recommendation: Develop policies and procedures to provide comprehensive guidance and requirements for performing an effective capital asset physical inventory. Improve physical inventory controls through having independent verification and reviews of the counts performed.

SNO911 Corrective Action Plan: SNO911 has updated the current Capital and Attractive Assets policy and

will provide a copy to the Board of Directors for information. The updates include enhanced segregation of duties and capital asset documentation, by which all future physical inventories will be conducted. In October of 2022, SNO911 began a physical inventory which has been completed.

2. **Observation:** Documentation of a reconciliation of system balances during the Wisetrack conversion was not retained. Variances identified during testing indicate that some errors may have occurred during the conversion process, which presents risk to the integrity of the current capital asset data.

Recommendation: Perform a physical inventory count and resolve any variances identified during the count. Whenever a system transition or any kind of update that requires large volumes of data to be transferred/imported in a timely reconciliation should be performed to verify that the data transferred out and in reconcile. Variances should be identified and resolved at that time to ensure the integrity of the balances going forward.

SNO911 Corrective Action Plan: Agreed. A full reconciliation between the Sysaid export and Wisetrack import was not completed following the cutover to Wisetrack. The primary discrepancy was caused by the entry of a significant amount of radio equipment that was entered in Wisetrack but never entered into Sysaid. Staff began a full physical inventory in October 2022 which has been completed.

3. **Observation:** Receiving and tagging of capital assets was not consistently performed and/or documented.

Recommendation: Define roles and responsibilities for receiving and tagging of assets, and provide training to personnel on their responsibilities in the process. The Finance Department should consider spot checks of asset purchases on a quarterly basis.

SNO911 Corrective Action Plan: We agree with this observation. SNO911 has updated the Capital and Attractive Asset policy and adopted a Receiving Procedure and will conduct internal training over the next two months. The updated policy and new procedure clearly the roles and responsibilities of authorized individuals to receive equipment as well as the specific tasks that must be completed or followed. The Finance Department currently reviews all asset purchases for compliance with SNO911's procurement policy and budget and will be performing regular spot checks of the inventory database entries to ensure accuracy.

4. **Observation:** The requirements of the Procurement Policy and Procedure were not consistently performed and/or documented.

Recommendation: When procuring goods/services, all documentation, including the competitive bids/quotes received, should be provided to the Finance Department, and kept on file as supporting documentation.

SNO911 Corrective Action Plan: We agree with this observation during the time scope in which Moss Adams selected their test samples; July 1, 2021 through April 21, 2022. During the engagement with Moss Adams when we became aware of this deficiency, SNO911 took immediate action to make sure all procurement was conducted in accordance with the Agency's Procurement Policy and Procedures. SNO911 is currently in the process of presenting an updated Procurement Policy to the Board of Directors for approval.

5. **Observation:** Issuing purchase orders (POs) is a highly manual process that is prone to errors and increases the risk of duplicating PO numbers, purchasing items without the necessary approvals, and exceeding the original approved cost.

Recommendation: A centralized PO tracking system should be implemented and SNO911 should consider increasing purchase and approval thresholds.

SNO911 Corrective Action Plan: Agreed. In addition to the improved processes noted above, SNO911 is in the process of evaluating centralized Purchase Order software with the goal of an implementation by the end of Q3 2023.

6. **Observation:** Motorola project billings did not contain sufficient detail for management to monitor billings and

a detail of equipment shipped was not provided; therefore, a reconciliation between POs, invoices, and receiving documentation could not be performed and it is unclear if the billings are compliant with the contract terms.

Recommendation: Consider performing an audit on the Motorola project billings to determine if they are compliant with the contract terms and to provide the opportunity to recoup any potential overpayments or charges for un-received goods and services. Additionally, require Motorola progress billings to include the payment support detailing the equipment and services provided to ensure that future billings are compliant with Exhibit B of the contract.

SNO911 Corrective Action Plan: We disagree with this observation. This observation would be mute had we further engaged Moss Adams to review additional documentation. This project was directly overseen by a SNO911 Director and all PO's and billings, progress or otherwise, were approved at the Director level.



In this particular example that was sampled, Motorola had shipped approx. 30 pallets with a combined value of approx. \$1.2M in microwave equipment. The equipment was stored at the Arlington SNO911 warehouse. In this case, the contract required a milestone payment upon shipment which is verified by the project team through a transitory inventory process. The transitory inventory was completed by SNO911 and Motorola and sufficient to make payment based upon contract terms. A final, component by component (as required) inventory will be completed as each pallet is unpacked and equipment is installed at the remote sites. It is worth noting that most of this equipment, when separated out to the component level, will not require a physical asset tag. At the time of final installation, if any equipment is missing, Motorola will provide the required components as needed. To date, a handful of pallets have been unpacked and inventoried and this will continue through this phase of the project.

We are grateful for the work completed and insight provided by Moss Adams. We see this as an opportunity to improve the operations of SNO911 going forward and to do the work necessary to ensure even more public confidence and trust in Snohomish County 911.

Kurt Mills, Executive Director
Snohomish County 911

Wade Anderson, Director of Finance
Snohomish County 911



Proprietary & Confidential

DRAFT REPORT

Snohomish County 911

PROCUREMENT, CONTRACTING, AND CAPITAL ASSET INTERNAL AUDIT

September 19, 2022

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MOSSADAMS

This report is intended for the internal use of Snohomish County 911 and may not be provided to, used, or relied upon by any third parties.

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I. EXECUTIVE SUMMARY

BACKGROUND, SCOPE, AND METHODOLOGY

Moss Adams LLP (Moss Adams) was contracted by Snohomish County 911 (SNO911) to evaluate and test internal controls related to the radio replacement project. On December 6, 2018, the Snohomish County Emergency Radio System (SERS) entered into an agreement with Motorola Solutions, Inc. (Motorola) to receive a public safety communications system. The contract price was originally executed at \$47.3 million. Effective January 1, 2019, SERS and SNO911 merged to provide seamless operations for emergency radio and 911 systems. As a result of the merger, SNO911 is responsible for operation of SERS and the radio replacement project, along with management of purchasing and contracting functions. SNO911's Finance Department is also responsible for monitoring general ledger (G/L) activity and working with the SNO911 departments to obtain the appropriate supporting documentation to ensure that purchases, asset additions, transfers, and disposals are properly recorded.

We focused on evaluating and testing key internal controls related to the capital assessment management, purchasing, and contracting function. We performed an analysis related to the implementation of the Asset Module within the WiseTrack system and tested a sample of capital asset additions for appropriate supporting documentation and accurate recording. We obtained all available supporting documentation for samples of purchases and contracts and tested to determine if they were properly supported, approved, and controlled. Finally, we evaluated the results of the testing performed to identify opportunities for improving internal controls related to these key functions of SNO911.

This engagement was performed in accordance with Standards for Consulting Services established by the American Institute of Certified Public Accountants. Accordingly, we provide no opinion, attestation, or other form of assurance with respect to our work or the information upon which our work is based. This report was developed based on information gained from our interviews and analysis of sample documentation. The procedures we performed do not constitute an examination in accordance with generally accepted auditing standards or attestation standards.

SUMMARY OF OBSERVATIONS AND RECOMMENDATIONS

OBSERVATIONS AND RECOMMENDATIONS		
1.	Observation	Formal policies and procedures for performing physical inventories of capital assets do not exist, and the physical inventory process lacks proper segregation of duties and documented reviews.
	Recommendation	Develop policies and procedures to provide comprehensive guidance and requirements for performing an effective capital asset physical inventory. Improve physical inventory controls through having independent verification and reviews of the counts performed.
2.	Observation	Documentation of a reconciliation of system balances during the WiseTrack conversion was not retained. Variances identified during testing indicate that



OBSERVATIONS AND RECOMMENDATIONS		
		some errors may have occurred during the conversion process, which presents risk to the integrity of the current capital asset data.
	Recommendation	Perform a physical inventory count and resolve any variances identified during the count. Whenever a system transition or any kind of update that requires large volumes of data to be transferred/imported in a timely reconciliation should be performed to verify that the data transferred out and in reconcile. Variances should be identified and resolved at that time to ensure the integrity of the balances going forward.
3.	Observation	Receiving and tagging of capital assets was not consistently performed and/or documented.
	Recommendation	Define roles and responsibilities for receiving and tagging of assets, and provide training to personnel on their responsibilities in the process. The Finance Department should consider spot checks of asset purchases on a quarterly basis.
4.	Observation	The requirements of the Procurement Policy and Procedure were not consistently performed and/or documented.
	Recommendation	When procuring goods/services, all documentation, including the competitive bids/quotes received, should be provided to the Finance Department, and kept on file as supporting documentation.
5.	Observation	Issuing purchase orders (POs) is a highly manual process that is prone to errors and increases the risk of duplicating PO numbers, purchasing items without the necessary approvals, and exceeding the original approved cost.
	Recommendation	A centralized PO tracking system should be implemented and SNO911 should consider increasing purchase and approval thresholds.
6.	Observation	Motorola project billings did not contain sufficient detail for management to monitor billings and a detail of equipment shipped was not provided; therefore, a reconciliation between POs, invoices, and receiving documentation could not be performed and it is unclear if the billings are compliant with the contract terms.
	Recommendation	Consider performing an audit on the Motorola project billings to determine if they are compliant with the contract terms and to provide the opportunity to recoup any potential overpayments or charges for unreceived goods and services. Additionally, require Motorola progress billings to include the payment support detailing the equipment and services provided to ensure that future billings are compliant with Exhibit B of the contract.



II. SCOPE AND METHODOLOGY

The scope of this internal audit was focused on internal controls related to SNO911's capital asset management, purchasing, and contracting functions. Capital assets are those assets that are capitalized and depreciated such as vehicles, radio towers, radio devices, and other large equipment. The objectives of this audit were to:

- Assess internal controls within the contracting and purchasing functions, specifically related to the radio replacement project, for compliance with policies and procedures and applicable best practices
- Test the completeness and accuracy of SNO911's capital asset listings
- Review personnel job descriptions and assess the current division of responsibilities to identify opportunities to effectively segregate duties within certain key functions
- Assess internal controls related to the tracking, reporting, and physically inventorying of capital assets and inventory, such as those related to handheld radios, supplies, and safety equipment.

The procedures performed included:

- **Interviews and Inquiries:** In order to gain an understanding of the specific processes, controls, and overall capital asset management, purchasing, and contracting functions, we conducted interviews with SNO911 personnel within various departments.
- **Document Review:** We reviewed the existing policies and other resources related to capital assets, procurement, and contracting, including the Procurement Policy and Procedure and the Capital and Attractive Asset Policies and Procedures. Additionally, we assessed whether SNO911 appeared to have adequate policies and procedures in place over these key functional areas to encourage accurate and timely reporting through proper internal controls.
- **Testing:** We performed the following detailed testing procedures:
 - **Asset Module Implementation:** We requested the last available listing from the SysAid system prior to conversion in 2021 and the data that was imported into the WiseTrack system at the conversion date, along with documentation of any reconciliations performed by the entity during the implementation and conversion process. We then attempted to reconcile the ending balance of the SysAid system to the beginning balance of the WiseTrack system.
 - **Purchasing and Contracting Controls:** To evaluate and test select SNO911's purchasing and contracting controls, we performed the following procedures:
 - We obtained the general ledger (G/L) detail for all purchase accounts from July 1, 2021, through April 21, 2022, and a G/L detail for assets purchased for the same period. Using these listings, we judgmentally selected a sample of 40 transactions (20 from each listing to ensure proper representation of assets in the sample), obtained all supporting documentation available for the purchases, and performed the following procedures:
 - Determined whether a purchase order (PO) was completed and approved
 - Assessed whether there was any documentation of bids and quotes or the request for proposal (RFP) process to support that due diligence was conducted and documented in compliance with the Procurement Policy and Procedure
 - Assessed whether there was evidence of appropriate segregation of duties between the purchasing and receiving functions (e.g., obtaining receiving support for those



purchases where goods and assets are received and compared the original purchaser to the receiver)

- Traced the PO to the PO Roster and reviewed for accuracy and consistency in information
- Based on interviews performed, we assessed the purchasing and contracting functions for adequate internal controls such as segregation of duties and regular independent reviews. Additionally, we selected a sample of five vendors and performed the following:
 - Reviewed transaction supporting documentation and assessed for segregation of duties between who set up the vendor and who issued payments
 - Obtained the vendor's most recent W-9
 - Reviewed vendor demographics within the QuickBooks accounting system for accuracy and completeness
- **Capital Asset Additions:** To evaluate and test SNO911's procedures for identifying and recording capital asset additions, we utilized the sample of capital asset purchases selected in the purchasing and contracting controls testing described above and performed the following:
 - Determined if receiving documentation was on file and appeared to have been matched to the originally approved PO and invoice
 - Assessed if capital asset purchases were added to the WiseTrack system for tracking of the asset
 - Assessed if capital asset tags were issued to be affixed to the assets

In addition, we assessed the overall capital asset function to identify potential control and policy gaps and developed recommendations for improvements and best practices.

- **Contract Compliance and Controls:** To evaluate and test the contract compliance and controls for the radio replacement project, we performed the following:
 - Requested a copy of the contract with Motorola and SNO911 to determine if SNO911 has the right to audit Motorola billings
 - Using the G/L detail for all purchases from July 1, 2021, through April 21, 2022, haphazardly selected a sample of three Motorola transactions and performed the following:
 - Reviewed transactions to determine whether the invoices contained sufficient detail to allow SNO911 to monitor these billings (e.g., quantities, descriptions, etc.)
 - Determined if the receiving documentation that related to the invoices had been received and reconciled to the invoices
 - Compared the invoices provided to the contract to determine if they appeared to be in line with the contract terms

In addition, based off the results of the tests performed above and the controls and documentation available, assessed whether a contract compliance audit should be performed



- **Physical Inventory Counts:** We requested all documentation related to the most recent capital asset physical inventory performed. After discussion with SNO911 personnel, we were informed that the count results are not in digital formats and contain hundreds of documents. In lieu of requesting all inventory count documentation, we haphazardly selected a sample of 20 items from the SysAid system (the last asset count was performed prior to the WiseTrack conversion) for testing. For each item selected, we requested all documentation related to the counts performed, including support for the physical counts, documentation of who performed the count, and documentation of the final reconciliation and resulting adjustments. We assessed the documentation to determine whether:
 - Inventory counts were performed bi-annually with the most recent count having been completed in 2021
 - Inventory counts were performed by someone independent of those responsible for the assets
 - A full inventory was performed for all SNO911 capital assets, and the inventory process appeared to be effective and well-controlled
 - A reconciliation was performed, any variances identified were researched, and documentation of resolution was made

We evaluated any existing instructions used to conduct the physical inventory counts to assess whether they promoted an accountable and accurate inventory process.

COMMENDATIONS

Although the focus of this internal audit was to identify opportunities for improvement, it is important to note the areas of commendable operations. SNO911 should be commended for the following accomplishments:

- **Policies and Procedures:** The policies and procedures related to the asset management and procurement functions provide a good baseline for updating to address identified gaps in coverage.
- **Readiness for Change:** During interviews, feedback from the SNO911 personnel indicated an eagerness to implement improvements.

We would like to thank SNO911 personnel and management for their willingness to assist with this project.



III. OBSERVATIONS AND RECOMMENDATIONS

Capital Asset Physical Inventory Counts

1.	Observation	Formal policies and procedures for performing physical inventories of capital assets do not exist, and the physical inventory process lacks proper segregation of duties and documented reviews.
	Recommendation	Develop policies and procedures to provide comprehensive guidance and requirements for performing an effective capital asset physical inventory. Improve physical inventory controls through having independent verification and reviews of the counts performed.

SNO911 lacks formal policies and procedures related to physical inventory of capital assets. Based on discussions with SNO011 personnel, they operate off the current expectation that a physical inventory count will be completed bi-annually.

Physical inventory counts are essential in maintaining accurate asset records, improving physical asset controls, and ensuring accuracy of financial reporting. In addition, spot checks/audits that are performed by an independent department, such as the Finance Department, can help identify asset additions, disposals, or transfers that have not been reported. Based on our review of the physical inventory count documentation provided, we found that the bi-annual physical asset counts are being performed by the assigned asset custodians and no one that is independent of asset management is involved in the counts. Additionally, there is no documentation of department head or the Finance Department's review or approval of the count results and a process for identifying, investigating, and adjusting asset count discrepancies is not established.

SNO911 should develop formal policies and procedures related to physical inventory of capital assets to establish a formal count process, ensuring adequate coverage of SNO911's investment in capital assets on a consistent basis and that any changes or errors identified during the counts are investigated and adjusted accordingly by the Finance Department. The Capital and Attractive Asset Policies and Procedures should be updated to address key aspects of an effective physical inventory, including:

- Timelines for performing the inventory and whether all asset counts will be performed at the same time or if a rotating cycle will be used (e.g., different departments quarterly, ensuring full coverage each year)
- Responsibilities for performing the inventory, including requiring someone independent of the asset custodian to conduct the count or verify the results
- The specific steps required for performing an effective physical inventory, including verifying asset conditions, tag numbers, and reporting assets on hand that are not on the listing



ERP Implementation and Reconciliation

2.	Observation	Documentation of a reconciliation of system balances during the WiseTrack conversion was not retained. Variances identified during testing indicate that some errors may have occurred during the conversion process, which presents risk to the integrity of the current capital asset data.
	Recommendation	Perform a physical inventory count and resolve any variances identified during the count. Whenever a system transition or any kind of update that requires large volumes of data to be transferred/imported in a timely reconciliation should be performed to verify that the data transferred out and in reconcile. Variances should be identified and resolved at that time to ensure the integrity of the balances going forward.

In April 2021, SNO911 ceased use of the SysAid asset management system and implemented a new asset management system, WiseTrack, as part of an Enterprise Resource Planning (ERP) conversion. During a system transition, the ending balance of the old system should be reconciled to the beginning balance of the new system. Any variances between the ending and beginning balances should be researched and resolved. According to interviews with SNO911 management, they were unsure whether a reconciliation occurred between the ending balance of SysAid and the beginning balance of WiseTrack during the implementation process. SNO911 also did not retain any documentation of the SysAid ending balance or complete records of past reports from the SysAid system, the WiseTrack beginning balance, or any documentation of a reconciliation process.

Since we were unable to test the reconciliation between the ending balance of SysAid and the beginning of WiseTrack, we obtained the last SysAid report available, the date of which was unknown to SNO911 personnel, and attempted to reconcile the report data to the current data as of April 2022 in WiseTrack. We identified a variance of \$54 million in the asset value and a variance of 815 in the number of assets, as shown in the table below.

DESCRIPTION	SYSAID (LAST REPORT AVAILABLE, DATE UNKNOWN)	WISETRACK (APRIL 2022)	VARIANCE
Asset Value	\$657,965	\$54,783,474	(\$54,125,509)
No. of Assets	9,610	8,795	815

The variances in both asset value and number of units indicate that some errors may have occurred during the export/import process. Given documentation of a reconciliation was not available, we were unable to determine the true extent of any potential errors.

Going forward, anytime SNO911 does a system transition, or any kind of update that requires large volumes of data to be transferred/imported, a timely reconciliation should be completed and documented to verify that the data transferred out and in reconcile. Timely reconciliation allows for errors to be identified and resolved at that time to ensure the integrity of the balances going forward.

SNO911 should perform a physical inventory count and resolve any variances identified during the county to ascertain the correct balance in WiseTrack.



Capital Asset Receiving and Tagging

3. Observation	Receiving, tagging and recording of capital assets was not consistently performed and/or documented.
Recommendation	Define roles and responsibilities for receiving and tagging of assets, and provide training to personnel on their responsibilities in the process. The Finance Department should consider spot checks of asset purchases on a quarterly basis.

SNO911 deploys a centralized method of tracking assets which requires the Business Unit Manager and asset management team members to receive and count the items received to verify that orders are correct, and assign and affix a Property Tag to assets. Once tagged, the team members record assets in WiseTrack, report the receipt of purchases to the Finance Department, retain copies of the receiving documentation, and transfer the assets to the unit that will be responsible for use and monitoring throughout its lifetime. If the asset is not transferred to a unit, the Business Unit Manager and asset management team will maintain the asset at one of SNO911's two warehouses dedicated to storing assets and inventory. SNO911's Capital and Attractive Assets Policies and Procedures state that SNO911 Inventory Officers are responsible for assigning tagging and inventory responsibilities to specific personnel, and capital assets should be tracked using a Property Tag with a uniquely identified asset number as well as be tracked and inventoried using an electronic asset tracking system (WiseTrack).

During our analysis of the supporting documentation for 20 asset additions, we identified ten transactions in which a physical asset should have been tagged for asset tracking. For these ten transactions, we identified the following:

- Eight instances where taggable assets were not assigned a Property Tag and were not added to the WiseTrack system.
- Two instances where the receiving documentation (e.g., packing slips, item listings, etc.) did not show that the items were counted upon receipt or that the receiving documentation was provided to the Finance Department to be reconciled to the purchase documentation.
- Seven instances in which no receiving documentation was retained by the asset management team.

Best practices require that physical and taggable asset additions are promptly tagged upon receipt and added to a centralized tracking system/listing to ensure accurate financial reporting and proper safeguarding of SNO911's assets. SNO911 should define clear roles and responsibilities for each part of the tagging and receiving process. SNO911 should consider providing training for personnel on this process and the assigned responsibilities. The Finance Department should consider doing spot checks of asset purchases on a quarterly basis, to ensure that the policies and procedures are being followed. Assets that are unable to be tagged prior to being placed into service should be entered into the WiseTrack system within ten (10) business days of receipt, as required by the Capital and Attractive Assets Policies and Procedures.



Procurement Procedures

4.	Observation	The requirements of the Procurement Policy and Procedure were not consistently performed and/or documented.
	Recommendation	When procuring goods/services, all documentation, including the competitive bids/quotes received, should be provided to the Finance Department, and kept on file as supporting documentation.

The Procurement Policy and Procedure requires that purchases of certain dollar thresholds and specific types of purchases (e.g., goods, public works, architecture and engineering, services, etc.) be subject to different authorizations and procurement procedures.

Based on our review of 40 purchases, we identified 16 instances where the transaction did not appear to have been procured in compliance with the Procurement Policy and Procedure. Specifically, we found:

- Eleven instances in which physical goods received did not include the shipping/receiving documentation or any indication that a count had occurred, or the results having been provided to the Finance Department.
- Eight instances where a formally sealed bid, cooperative purchase, or bid exemption was not used when required by policy.
- Four instances where a designated purchasing cooperative, cooperative purchase, competitive negotiation, or bid exemption were used when not required by policy.
- Three instances where there was no indication that the purchase had been procured with Commercially Reasonable Means. Per the policy Commercially Reasonable Means is "any method of purchasing property, equipment, materials, supplies and services that ensures Snohomish County 911 and its members are getting the best deal possible. Examples include negotiated purchases, bidding procedures, obtaining multiple quotes, etc.
- One instance where a formal Request for Quote or emergency bid exemption was not used when required by policy.

Based on our discussions with SNO911 personnel, department personnel are responsible for obtaining the proper documentation needed to procure goods and services. However, the Finance Department is only provided with the information on the selected vendor and does not receive any additional procurement documentation from the department. Therefore, the Finance Department does not maintain any procurement documentation for goods and services procured by SNO911.

When procuring goods and services, all procurement documentation, including the competitive bids/quotes received, be provided to the Finance Department, and kept on file as supporting documentation. Once the physical goods are received by SNO911 personnel, the documentation should be reviewed and counted to ensure that the complete order has been received. This review should be documented by the individual who received the goods, and the results should be provided to the Finance Department to be reconciled to the procurement documents and kept on file as supporting documentation.



Purchase Order Controls

5.	Observation	Issuing purchase orders (POs) is a highly manual process that is prone to errors and increases the risk of duplicating PO numbers, purchasing items without the necessary approvals, and exceeding the original approved cost.
	Recommendation	A centralized PO tracking system should be implemented and SNO911 should consider increasing purchase and approval thresholds.

SNO911's Procurement Policy and Procedure requires that a PO is prepared, and approved by the Executive Director, for all purchases exceeding \$500. POs are tracked by SNO911 in an Excel file called the PO Roster, outside of QuickBooks.

The current PO process is highly manual, as the PO Roster is tracked in Excel, outside of the current system. Manual PO processes can result in errors including an increased risk of duplicating PO numbers, purchases not supported by a PO, purchases without the required approvals, or instances where the actual cost exceeds the approved PO amount, and the overage is not identified. During our testing related to 40 purchases, we identified the following:

- Seven instances where a PO was not used for a purchase exceeding \$500
- One instance where the actual cost of a purchase exceeded the approved PO amount
- One instance where the budget code on the PO did not match the code on the PO Roster

Additionally, through our discussions with SNO911, department staff have the ability to create PO's; however, they are not trained on the process. As a result, department staff are not utilizing the PO process and therefore department management is solely responsible for creating and approving all POs.

SNO911 should consider tracking POs within a centralized PO tracking system. In addition, due to the volume of transactions, the following changes to the Procurement Policy and Procedure should be considered:

- Increase the \$500 PO threshold, such as \$5,000, to reduce the burden on SNO911 staff.
- Train department staff on creating POs. This will relieve the responsibility of creating POs from department management. Department management should be responsible for reviewing the POs for accuracy and completeness.
- Increase the threshold for Executive Director approval. For example, consider allowing the Finance Director, or another individual, authorized to approve all PO's up to \$15,000, with an additional approval from the Executive Director for all PO's that exceed the defined threshold.



Contract Compliance Review

6.	Observation	Motorola project billings did not contain sufficient detail for management to monitor billings and a detail of equipment shipped was not provided; therefore, a reconciliation between POs, invoices, and receiving documentation could not be performed and it is unclear if the billings are compliant with the contract terms.
	Recommendation	Consider performing an audit on the Motorola project billings to determine if they are compliant with the contract terms and to provide the opportunity to recoup any potential overpayments or charges for unreceived goods and services. Additionally, require Motorola progress billings to include the payment support detailing the equipment and services provided to ensure that future billings are compliant with Exhibit B of the contract.

The current contract terms with Motorola contain specific requirements related to the billing and shipping of equipment and services. These contract terms are listed below:

- “Article 6.2. CONTRACT PRICE. A pricing summary is included in Exhibit F.”
- “Article 6.3. INVOICING AND PAYMENT. Motorola will submit invoices to Customer according to the Payment Schedule in Exhibit B.”
- “Exhibit B. 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 values 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, discounts will be applied proportionately to the Equipment and Subscriber equipment values to total contract price.”

Upon review of the sample of Motorola project billings, we identified one instance where an invoice totaling \$1.7 million did not contain sufficient detail for management to monitor billings and a detailed list of equipment included in the shipment was not provided. It was also determined that a three-way reconciliation between POs, invoices, and receiving documentation could not be performed. It was unclear if this documentation was not provided to SNO911 or if it was provided by Motorola and not retained by SNO911.

Due to the lack of documentation available to support the sample of project billings, we were unable to confirm that Motorola progress billings for partial shipments of equipment and services were accurately calculated and billed as a percentage of the total milestone value, as required by Exhibit B of the contract.

In addition, we reviewed the contract for the rights to perform an audit of project billings and found that the contract provides rights for this type of audit. Per Article 17.14:

“Records and Access, Audit; Ineligible Expenditures. – Motorola shall maintain adequate records to support billings. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by Motorola. The Customer or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers, and records of Motorola to support



billings which are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the Customer with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to Motorola, shall be refunded to the Customer by Motorola.”

SNO911 should consider performing an audit on the full population of Motorola project billings to ensure that the project billings and expenditures are validated, mathematically accurate, and compliant with the contract terms, as described in Exhibit B of the contract. This will ensure that SNO911 has been billed for the correct amount and provide the opportunity to recoup any potential overpayments or charges for unreceived goods and services. Additionally, SNO911 should require Motorola progress billings to include the payment support detailing the equipment and services provided to ensure that future billings are compliant with Exhibit B of the contract.

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IV. PROCESS IMPROVEMENT OPPORTUNITIES

Moss Adams identified four process improvement opportunities as a result of this internal audit. The following table summarizes these recommendations.

CATEGORY		PROCESS IMPROVEMENT RECOMMENDATION
1	Capital and Attractive Assets Policies and Procedures	While the current Capital and Attractive Assets Policies and Procedures is a good baseline, SNO911 should consider expanding it to ensure that the policies and procedures cover, at minimum, the following areas: • Capitalization threshold and expense monitoring • Depreciation recording • Asset receipt and tagging including roles and responsibilities • Responsibilities for custodians and overall monitoring and tracking of assets • Asset listing components and maintenance • Asset transfer and disposal procedures
2	Procurement Policy	While the current Procurement Policy and Procedure is a good baseline, SNO911 should consider expanding it to ensure that the policies and procedures cover, at minimum, the following areas: • Procedures for collecting the correct procurement documents for each dollar threshold (e.g., online/verbal quotes, format written quotes, and Request for Proposal). The existing policy defines the thresholds but does not provide details on how a user should complete the various methods. • Procedures clearly defining the workflow process for obtaining all required approvals as well as approvals that may be required for certain types of purchases, based on G/L code (i.e., IT, fixed assets and/or grant-related) • A clearly defined PO process • Expanded receiving procedures and related documentation requirements • Documentation requirements, and methods of storing information, throughout the purchasing function • The threshold for when a suspension and debarment check must be performed and the responsibility for performing this check and when in the procurement process the check must occur, documentation required to support that the check was performed and how/where the documentation will be maintained to support new vendor setup, and reverification process for confirming that vendors used for longer than a specified period (e.g., one year) are reconfirmed and the results of the review are documented • Defined specific restrictions and unallowable purchases (alcohol or other)
3	Vendor Controls	SNO911's Financial Analyst currently has the capability to process payments, set up vendors, void transactions, and issue payroll, which creates risk due to the lack of segregation of duties. As a result of this risk, we reviewed five vendor files to determine if the vendor demographics were complete and correct, and to assess whether there was adequate segregation between the individual who setup the vendor and the individual processing vendor payments. Upon review, we found that while duties appeared to be segregated and demographics appeared correct, there were significant gaps in the documentation on file.



CATEGORY	PROCESS IMPROVEMENT RECOMMENDATION
	In addition to segregation of duties, the Government Finance Officers Association (GFOA) recommends that the following safeguards and internal controls be in place to mitigate the risk of fraudulent vendor payment activity: • “Any changes to vendor information, particularly payment addresses and/or bank account information, should be reviewed carefully and confirmed through other sources.” • “Consider the options provided by third parties, such as using a bank to manage and store vendor account and other sensitive information. If you choose this option, consider requesting a SSAE 16 system audit report from the provided.” • “Involve additional staff members in the process of changing vendors. Proper segregation of duties helps ensure that the individual who enters information into the system or approves the change is not the same person who conducts due diligence on the vendor changes.” • “Train and empower accounts payable and vendor staff to routinely ask questions of both vendors and department staff.” • “Have the vendor manager or a supervisor review all vendor changes for a given day, week, or month. Provide the paperwork for vendor changes to the manager, along with a system report. Use this review process as a training tool to make your vendor staff more aware of risk.” • “Do not rely on e-mail to confirm changes to vendor payment information.” • “Using information, you already have in your records, call the vendor to verify the existing account information and the information to be changed.” • “Do not give out vendor information over the phone. When confirming changes, provide staff with a script to use and always ask vendors to identify both old and new account information. The vendor should provide the information without assistance.” • “Conduct an Internet search or validate the street address and phone numbers provided against reputable databases. Do not call a new phone number to verify changes.” • “Before releasing payments, use an auditing tool to compare recent vendor account changes with check registers for a given check run. Follow up with the vendors included in the check run to verify account or address changes verbally before releasing payments. Incorporate this process into your daily pre-check run process.” • “Once you become aware of a fraudulent account, scrub your vendor file data for other vendor accounts that might use the same bank routing number or account number. Inactivate any questionable vendor accounts immediately, until you are satisfied that the vendor has resolved the issue.”
4 Vehicle Asset Tracking	During our testing, we found that vehicles were not being tracked in the asset system as SNO911 personnel were not aware that these should be tracked as assets. As a result, the number or dollar amount of vehicle assets is not known by SNO911. Consider performing an inventory of all vehicles and add them to the asset system to ensure the accuracy of financial reporting and to ensure that vehicles are tracked and safeguarded like all other capital assets. The Capital and Attractive Assets Policies and Procedure should be updated to include the tracking and monitoring of vehicles to ensure future purchases of vehicles are recorded.

Purpose

The purpose of the Capital and Attractive Asset policy is to ensure Snohomish County 911 has an asset tracking that includes safeguards to provide responsible oversight. As a public entity, Snohomish County 911 is required to account for all non-expendable equipment purchased with public funds. This policy is established to provide guidelines that will ensure a uniform tracking and inventory process.

Definitions

- **Capital Assets** are those assets over \$5,000 that are intended to be held or used for the long-term. Examples include land, buildings, machinery, and vehicles.
- **Small and Attractive Assets** (**"Theft Prone"**) refers to those items that fall below the capitalization threshold (\$5,000 or less) but often have heightened risk of theft. Small and Attractive assets include but are not limited to computer monitors, desktop PC's, laptops, tablets, cameras, television sets, portable radios, cell phones, tools, and all other assets with a unit cost of \$300 (including sales tax) or more **and useful life beyond two years.**
- **Physical Inventory Count(s)** refers to the physical function of verifying the existence and location of **Capital and Small and Attractive** assets. This includes both capital assets as well as small and attractive assets.
- **Asset Number** is a number uniquely assigned to each asset. It is used for identification in the asset database.
- **Intangible Asset** is a capital asset such as software that has no physical substance but whose value comes from the long-term usage rights.

Responsibilities

1. **Agency Executive Director**
 - a. Appoint Inventory Officer
 - ~~b. Identify Inventory Agents~~
2. **Agency Inventory Officer**
 - ~~a.~~ **Appoint Inventory Agent(s)**
 - ~~a.b.~~ Oversees Program
 - ~~b.c.~~ Identify Departments that need an Inventory Agent
 - ~~c.d.~~ Establishes Inventory Procedures
 - ~~d.e.~~ Provides Training

Agency Inventory Agent

- ~~a.g.~~ **Responsible for receiving shipments of assets**
 - ~~a.g.~~ Responsible for tagging assets
 - ~~b.h.~~ Responsible for ensuring assets are entered into inventory database
 - ~~c.i.~~ Responsible for ensuring the accuracy of the inventory entries
 - ~~d.j.~~ Responsible for conducting annual inventory in a timely manner and according to physical inventory procedures
 - ~~e.k.~~ Responsible for submitting completed annual physical inventory forms to agency inventory officer
4. ~~Finance~~

Asset Tracking and Identification Procedure

1. Agency Inventory Officer

- ~~a. The Executive Director is responsible for appointing the designated Inventory Officer.~~
- ~~b. a.~~ The Inventory Officer is responsible for assigning receiving, tagging and inventory responsibilities to inventory agents.
- ~~c. b.~~ The Inventory Officer is responsible for ensuring proper procedures are followed to ensure the necessary information for an asset is entered into the asset tracking system.

2. Inventory Agents

- ~~a. The Inventory Agents are responsible for the day-to-day inventory procedures including the receipt of assets, asset tagging, entering assets into the asset tracking system and sending packing slips, bills of lading, and any other receiving to the Finance Department within 5 days of receipt of the associated asset.~~

3. ~~Property Asset~~ Tags

- a. All Capital Assets shall be tracked using an ~~Property asset Tag tag~~ that has a uniquely identified ~~Asset asset Number number~~.
- b. The property tag shall reflect the asset belongs to Snohomish County 911 (SNO911).
- c. The property tag shall be of such construction that they cannot easily be removed or altered and shall adhere to an item in such a way to assure they will not easily fall off.

4. Assets to be Tagged

- a. All Capital Assets are required to have a property tag placed on them in a visible and easily accessible location where possible.
- b. All assets designated as Small and Attractive are required to have a property tag placed in a visible and easily accessible location where possible.
- c. If an asset is of such a shape, size or location or is considered an intangible asset to where a property tag cannot be placed upon it, a unique property tag must still be assigned. The property tag shall then be stored in a book or binder for inventory tracking purposes.
- d. Any equipment installed or housed at any non-SNO911 facility or assigned to any SNO911 employee for use off-site shall have a property tag if the item's cost is over \$300 and has a life expectancy of more than two years.
- e. Assets purchased using grant funds shall have a property tag and shall be identified in the inventory database as an asset purchased using grant funds and the grant name and number the asset was purchased through. All assets purchased with grant funds shall be listed on the asset log regardless of value.

5. Assets not to be Tagged

- a. Any items that are not designated as a Capital Asset or a Small and Attractive Asset are not to be assigned an ~~property asset~~ tag unless it has been determined that tracking such an item with an ~~asset property~~ tag would be beneficial to the agency.
- b. Disposable or one-time use items such as office supplies, janitorial supplies, and kitchen supplies do not require a property tag.
- ~~c.~~ Equipment housed at a SNO911 facility that was purchased by an agency other than SNO911 unless the purchasing agency requires the asset be tracked as part of ~~the a~~ use agreement.

e.d. Small and Attractive Assets that have outlived their useful life and have a value under \$300 may have their status in the inventory system changed to "Useful Life Ended" and may be disposed in accordance with agency policy. ~~have tags removed and/or may be removed from the Small and Attractive Asset inventory.~~

6. Tracking System

- a. Asset ~~property~~ tag numbers shall be tracked and inventoried using an electronic asset tracking system.
- b. The electronic asset tracking system must be capable of producing asset status reports and track, at a minimum, the following asset data:
 - i. Department Name
 - ii. Acquisition Date
 - iii. Total Cost Value
 - iv. Description
 - v. Disposal Authorization
 - vi. Disposal Date
 - vii. Property Tag Number
 - viii. Location
 - ix. Manufacturer
 - x. Purchase Order Number
 - xi. Ownership Status
 - xii. Serial Number
 - xiii. Grant Funded Assets – A separate list of all grant funded assets will be maintained, inventoried and documented in the same manner. These assets may show up on both the regular asset list and the grant asset lists. In addition to verifying the location of grant items, staff will also ensure the items are in use as intended.

7. Adding Capital Assets to the Inventory

- a. Upon receipt and acceptance of an asset, the designated Inventory ~~Officer-Agent~~ is responsible for ~~supervising~~ the addition of the asset into the inventory tracking system.
- b. Assets shall be tagged upon ~~receipt-acceptance~~ and entered into the inventory system prior to being placed into service whenever possible.
- c. Assets that are unable to be tagged prior to being placed in service must be tagged and entered into the inventory tracking system within 10 business days of ~~receiptacceptance~~.
- d. The designated Inventory Officer is responsible for periodic review of the asset tracking system to ensure assets are being entered into the system in a timely and accurate manner.

8. Removing Capital Assets from Inventory

- a. Capital assets are to be removed from active inventory based on the completion and submission of a Property Disposal Request and disposal process.
 - i. Removal from active inventory shall consist of changing the asset status to disposed and a disposal date entered into the inventory tracking system
 - ii. An inventory disposal log book shall be maintained documenting the asset, property tag number, reason for disposal, method of disposal, date of disposal,

recipient of asset, and initials of both the designated Inventory Officer and witness.

- iii. The asset should never be deleted from the asset tracking system.
 - iv. All disposals shall be approved by the Executive Director or designee.
 - v. All disposals with an estimated value exceeding \$5,000.00 shall be approved by the Board of Directors prior to disposal.
- b. All electronic storage devices within an asset must be removed and destroyed prior to disposal of an asset.

9. Lost or Stolen Assets

- a. When suspected or known losses of assets occurs it must be reported to the Inventory Officer immediately who will then oversee, a comprehensive search for the missing asset which must be conducted.
- b. If the missing asset is not found:
 - i. The asset status in the asset tracking system must be changed to indicate the asset was lost or stolen.
 - ii. The date the asset was discovered as lost or stolen must be entered into the asset tracking system.
 - iii. The missing asset must be tracked as lost or stolen in the asset tracking system for a minimum of three (3) years.
 - iv. Missing assets must be reported to the ~~Inventory Officer~~ Executive Director immediately.
 - v. Missing assets must be reported to the Finance Director Office who will file appropriate reports to SAO in accordance with state law RCW 43.09.185

Physical Inventory Procedure

- 1. Every asset is subject to a physical count or verification.
- 2. A physical inventory must be completed at least every other fiscal year for all assets.
- 3. The physical inventory should be conducted during the same month of the year.
- 4. The Inventory Officer ~~may appoint or repurpose any staff volunteers to perform the actual physical inventory with oversight by~~ appointed inventory agents and Inventory Officer. ~~to perform the physical inventory.~~
- 5. The physical inventory shall consist of the following tasks:
 - a. A full report of all assets shall be printed out from the asset tracking system just prior to the count with values and unit quantities removed from the report. This document will serve as the control document throughout the physical inventory count. No changes, other than new asset entries, are to be made in the asset tracking system until completion of the physical count although location discrepancies should be immediately documented on the control sheet.
 - b. Staff in groups of two (2) will be assigned selected inventory to physically identify location, count, confirm asset tag identification number, and document any discrepancies on their assigned inventory asset sheet. One staff member will count the inventory while the other staff members records the counts. Assigned staff shall verify the location and property tag number of each asset by physically observing such asset.

- c. As each asset is observed, assigned staff should indicate they physically verified the location of the asset by initialing ~~each line~~ and dating ~~the each line~~ on the control document assigned to that team with the date the asset was verified.
- ~~c.~~
- d. If an asset is identified that does not have a property tag assigned, a property tag must be assigned and the asset entered into the asset tracking system immediately after completion of the physical count.
- e. If an asset is found to be missing, the assigned staff must initial the asset line, date it, and state the reason the asset was not found during the physical inventory. Then the process for *Lost or Stolen Assets* outlined in this document must be followed.
- f. Grant funded assets must also be verified as in use as the original grant terms intended.
- g. All documents used to verify the physical inventory must be retained and turned into the Inventory Officer once the physical inventory is complete.
6. The physical inventory reconciliation process must be completed simultaneously by the Inventory Officer and employee of the Agency.
- a. The Inventory Officer must verify all differences that have been identified and explained during the reconciliation process.
- b. Verify all unrecorded assets have been entered into the asset tracking system.
- c. Conduct a search in an effort to locate missing assets and document per the *Lost or Stolen Assets* procedure in this document.
- d. At the conclusion of the reconciliation process, the Inventory Officer and the same employee of the Agency that took part in the reconciliation process shall certify the reconciliation with a statement and signatures that it is correct to the best of their knowledge.
- e. At the completion of the physical inventory and reconciliation process ~~t~~The Inventory Officer is to provide an completed inventory ~~status~~ report to the Executive Director. when requested.
7. All documents used to perform the physical inventory and reconciliation must be kept in accordance with current records retention rules of the State of Washington. The documentation will be ~~sent to the~~ retained by the Finance Office Department. ~~and may also be provided to auditors upon request.~~

Bar Code	Serial Number	Date Last Inventoried	Location Name	Model Name	Model#	Description	Status
3161	MEDIA	11/30/2020	NC TECH ROOM	Software - Motorola MCC 7500 SDK 1.9.7		Software - Motorola MCC 7500 SDK 1.9.7	Missing/Lost Item
3239	21621237030D8	11/30/2020	NC TECH CUBE 8 (Bleu)	Netgear ProSafe 8 Port Gigabit Switch GS108		Netgear ProSafe 8 Port Gigabit Switch GS108	Missing/Lost Item
3468	A9560201	12/30/2020	COUNTY DIS (MeetMe)	Multiplexer		Multiplexer	Missing/Lost Item
3469	A9560203	12/30/2020	COUNTY DIS (MeetMe)	Multiplexer		Multiplexer	Missing/Lost Item
3668	MJ014S7P	12/1/2020	NC TECH ALLEY	Lenovo M93p Tiny	M93p	Lenovo M93p Tiny	Missing/Lost Item
3669	MJ014S8D	12/1/2020	NC TECH ALLEY	Lenovo M93p Tiny	M93p	Lenovo M93p Tiny	Missing/Lost Item
3688	MJ014S8K	12/1/2020	NC TECH ALLEY	Lenovo M93p Tiny	M93p	Lenovo M93p Tiny	Missing/Lost Item
3959	CN-0D307J-74445-95J-AL8S	11/24/2020	NC CAGE ROOM	Dell 19 inch LCD Monitor 1908FPt		Dell 19 inch LCD Monitor 1908FPt	Missing/Lost Item
6228	T6T133340124	11/2/2020	SC TRAINING ROOM 2/TECH	ViewSonic VA1912M-LED		ViewSonic 19 inch wide screen	Missing/Lost Item
6428	6W88HV1	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL E6430 LAPTOP	E6430	DELL E6430	Missing/Lost Item
6489	102011233	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	HIKVISION DS-2CD2642FWD-IZS CAMERA		HIKVISION BULLET CAMERA	Missing/Lost Item
6506	HV88HV1	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL E6430 LAPTOP	E6430	DELL LAPTOP E6430	Missing/Lost Item
6512	655CPF0380	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H97TGD9PW1AN PORTABLE RADIO	APX7000	PORTABLE RADIO APX7000	Missing/Lost Item
6523	42960211	11/2/2020	76TH STREET SITE	SIGNAL HOUND BB60C		SIGNAL HOUND	Missing/Lost Item
6745	579CVR4226	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	Motorola APX 8000 All Band Portable Radio	APX8000	APX 8000 ALL BAND PORTABLE MODEL 2.5	Missing/Lost Item
6831	579CWD1190	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	Motorola APX 8000 All Band Portable Radio	APX8000	APX 8000 ALL BAND PORTABLE MODEL 2.5	Missing/Lost Item
6940	41090-B	11/9/2020	SOBIESKI MTN SITE	TX RX SYSTEMS 28-37-97214-A DUPLEXOR		DUPLEXER	Missing/Lost Item
7026	HV22TG2	10/28/2021	SOUTH COUNTY FD (31D01)	Dell Latitude 14 Rugged (5420)	5420	Dell Latitude Rugged 5420 Laptop	Missing/Lost Item
7815	T1N0202258	11/30/2020	NC TECH ROOM	CWDM-MB19R2		Transition Networks Rack Mount for Multiplexer County	Missing/Lost Item
8173	2Q9SLZ2	12/17/2020	NC TECH CAB C D2	Dell WD19TB Dock	WD19TB	Dell WD19TB Dock	Missing/Lost Item
1EKYA01855	1EKYA01855	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	Panasonic CF-27 LBAGHEM LAPTOP	CF27	Panasonic Toughbook LAPTOP	Missing/Lost Item
1EKYA02772	1EKYA02772	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	Panasonic CF-27 LBAGHEM LAPTOP	CF27	Panasonic Toughbook LAPTOP	Missing/Lost Item
1EKYA02877	1EKYA02877	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	Panasonic CF-27 LBAGHEM LAPTOP	CF27	Panasonic Toughbook LAPTOP	Missing/Lost Item
WT10326	205CHF5660	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H46UCF9PW6BN PORTABLE RADIO		PORTABLE APX RADIO	Missing/Lost Item
WT10331	1080000000000000	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL LAPTOP		DELL LAPTOP	Missing/Lost Item
WT10335	79000000000000	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL PP18L		DELL LAPTOP	Missing/Lost Item
WT10336	79000000000000	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL PP05XA		DELL LAPTOP	Missing/Lost Item
WT10339	CN-0M71181-48643-629-2355	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL D610	D610	DELL LAPTOP	Missing/Lost Item
WT10350	448CTZ0248	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA T5365A Quantar 800 MHZ		QUANTAR STATION FIRE2	Missing/Lost Item
WT10538	648002868	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	RAD RIC1-41T1		RICI-4T1	Missing/Lost Item
WT10539	651002607	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	RAD RIC1-41T1		RICI-4T1	Missing/Lost Item
WT10656	1479LD0341	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA S6000 Core Router		S6000 Core Router	Missing/Lost Item
WT10690	276CFH0187	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA L20URS9PW1AN		ASTRO XTL5000	Missing/Lost Item
WT10711	1109705	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	ICOM 202D-269900		IC-R20 RECEIVER	Missing/Lost Item
WT10792	494ABQ0015	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA T99DX		ASTRO DIGITAL SPECTRA MOBILE SERIES	Missing/Lost Item
WT10832	05724-058	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	ZETRON 66		Zetron Model 66	Missing/Lost Item
WT10879	721CGX3701	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H18UCH9PW7AN CACHE RADIO		CACHE RADIO	Missing/Lost Item
WT10880	721CFJ0583	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H18UCH9PW7AN CACHE RADIO		CACHE RADIO	Missing/Lost Item
WT10884	721CFT8119	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H18UCH9PW7AN CACHE RADIO		CACHE RADIO	Missing/Lost Item
WT10897	3728	10/26/2020	CLINTON SITE	TELEWAVE TS-450PA1		IM SUPPRESSION PANEL	Missing/Lost Item
WT10898	18199	10/26/2020	CLINTON SITE	TELWAVE TPRD-1546C		DUPLEXER	Missing/Lost Item
WT10899	8807	10/26/2020	CLINTON SITE	TELWAVE TPRD-4544		DUPLEXER	Missing/Lost Item
WT10921	41090-A	11/9/2020	SOBIESKI MTN SITE	28-37-97214-A DUPLEXER		DUPLEXER	Missing/Lost Item
WT11070	27049759634	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL T1700		DELL CONSOLE PC	Missing/Lost Item
WT11093	CN125FW04P	11/16/2020	BOTHELL NIKE SITE	HP J9019B		PRO CURVE SWITCH	Missing/Lost Item
WT11182	C0EAE42977AC	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	SONICWALL TZ105W		SONICWALL WIRELESS ROUTER	Missing/Lost Item
WT11188	C0EAE429935C	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	SONICWALL TZ105W		SONICWALL WIRELESS ROUTER	Missing/Lost Item
WT1235	1220760	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA DATUM DQSBF5A1B		EFRATOM GPS CLOCK	Missing/Lost Item
WT1449	648007191	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	RAD RIC1-41T1		RICI-4T1	Missing/Lost Item
WT1452	51050905	11/23/2020	MARYSVILLE TANK SITE	BLACKBOX Z1Z1107595 HUB		HUB - 8 PORT 10 BASE T - NEB3	Missing/Lost Item
WT18	512CBR0136	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA T5731		MTR 2000 RECEIVER	Missing/Lost Item

Bar Code	Serial Number	Date Last Inventoried	Location Name	Model Name	Model#	Description	Status
WT1902	2705002	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	VYTEK PTX-150		VHF PAGING TRANSMITTER	Missing/Lost Item
WT1903	2705003	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	VYTEK PTX-150		VHF PAGING TRANSMITTER	Missing/Lost Item
WT2103	SNO95596	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	ZETRON 1550		SENTRIMAX 1550	Missing/Lost Item
WT2124A	NONE	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA DDF1002A		MULTI COUPLER 1	Missing/Lost Item
WT2130	PDT 200718	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	WIPATH PDT 2000		Paging Data Terminal	Missing/Lost Item
WT2224	620ABS4109	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H09KDH9PW7BN		XTS-3000 Full Keypad - VHF	Missing/Lost Item
WT2226	326ABW0101	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H09UCH9PW7BN		XTS-3000 Full Keypad - 800	Missing/Lost Item
WT2230	721CDU0569	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA H18UCH9PW7AN PORTABLE RADIO	XTS5000	XTS 5000 Smartzone Portable Radio	Missing/Lost Item
WT378	44194D	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA Cavities Gold (2)		Cavities Gold (2)	Missing/Lost Item
WT45	494ACS2942	10/13/2020	SNOCOM	MOTOROLA T99DX		ASTRO DIGITAL SPECTRA MOBILE SERIES 2	Missing/Lost Item
WT49	6T4BF41	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	Dell PowerEdge 650		Dell PowerEdge 650	Missing/Lost Item
WT501	7991240003	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	TELECT 010-0132-0104		DSX-1 X-CONNECT JACKFIELD 32CKT	Missing/Lost Item
WT710	0000EAIO	10/13/2020	SNOCOM	MOTOROLA DQSW545A		PORT MANAGER SWITCH 8 PORT	Missing/Lost Item
WT762	NONE	10/16/2020	SNOPAC	Stridsberg VHF/UHF RX Multicoupler		Stridsberg VHF/UHF RX Multicoupler	Missing/Lost Item
WT796	NONE	11/10/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA 0182643X14		ADC PNL 4W INTF 1	Missing/Lost Item
WT80	NONE	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA RIM II		RIM II	Missing/Lost Item
WT83	NONE	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	MOTOROLA RIM II		RIM II	Missing/Lost Item
WT852	4T4BF41	11/17/2020	RADIO TECH MARYSVILLE CAMPUS	DELL ALICE	650	Dell PowerEdge 650	Missing/Lost Item
WT873	A12011N1	10/13/2020	SNOCOM	HARRIS MicroStar L 18 MHSB - Hi Pwr Amplifier		MicroStar L 18 MHSB - Hi Pwr Amplifier	Missing/Lost Item

**Snohomish County 911
Personnel Committee
Meeting Summary for April 12th, 2023 - 9:30 a.m.
Location: SNO911 New Facility – 332 SW Everett Mall Way, Everett WA 98208**

Meeting Attendance:

Committee Members					
George Hurst, Chair	✓	Thad Hovis	✓	Jonathan Ventura	✓
Guests					
Jon Nehring	✓	Jordan Stephens, Legal	✓	Andie Burton	✓
Staff Support Team					
Kurt Mills	✓	Terry Peterson	✓	Rosie Akopyan	✓
Tiffani Brown (notetaker)	✓				

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

The meeting was called to order by Committee Chair George Hurst at 9:34 a.m.

- 1. Review Staffing Report.** Terry referred to the report included in the packet pointing out the changes made. Six additional positions were approved last month and are now included in all of the totals. That addition also changes a number of other items within the report such as the full time vacancies as well as the Center Staffing Strength percentage being updated to reflect the additional new 6 positions.
- 2. APF – Employee Recognition Policy Update – Annual Award Ceremony.** Terry presented the redlined policy attached in the meeting packet. Currently SNO911's recognition program is structured to applaud specific dispatcher events such as: excellent performance on a call or during CPR instruction. Moving forward, SNO911 would like to host an annual recognition ceremony or event for the staff. Terry addressed the changes being requested which will increase the annual budget by \$5,000 allowing SNO911 to include that ceremony. With the Board's approval this would also include some potential funding in 2024, increasing the budget for Employee Recognition from \$10,000 annually to \$15,000.

Jonathan Venture moved to recommend the board approve of the updates to the SNO911 PAM Employee Recognition Policy 5.16. Thad Hovis seconded and it passed unanimously.

The committee agreed to move this item to the consent agenda.

- 3. APF – Reclass Operations System and GIS Coordinator.** Kurt addressed the Committee on the current status of the challenges of having those two positions separate. The current GIS coordinator is retiring in June and the Operations System Coordinator is relocating to New York. SNO911 would like to merge those two roles and have 2 people with both skills. GIS skills are quite prevalent in the labor market and the Operations System Coordinator side of the position will need to be trained unless a candidate comes from another dispatch center. This change will carry an approximate \$15k increase in the next year's budget. Kurt explained that having coverage in those critical positions to keep workflow moving is critical to their operations as a whole.

Thad Hovis moved to recommend the board approve elimination of GIS Coordinator and Operations Systems Coordinator classifications and adopt a new classification of Operations Systems/GIS Coordinator, and authorize two Operations Systems/GIS Coordinator positions at Grade 25. Jonathan Ventura seconded, and the motion passed unanimously.

- 4. Employee Survey Discussion.** The Board President and Attorney joined an in-depth discussion on an employee survey. The discussion shared details and background that included a comprehensive outline of actions that occurred as part of the 2018 survey. There was consensus to bring forward to the board recommendation to proceed with the survey, and establish a 3-5-year cadence of commissioning agency-wide workplace surveys conducted by a third-party, although Senior Management may conduct other internal surveys as necessary. The surveys would be commissioned by Senior Leadership and conducted in close coordination with the Personnel Committee in an open and transparent manner, and allowing the Personnel Committee to review the survey prior to roll-out to the workforce. The consultant would maintain the confidentiality of the survey by sharing summarized/de-identified results with all employees, Personnel Committee and Board of Directors. The Board President and Director would draft a joint message to the workforce inviting their participation.

- 5. Round Table.** None.

The committee adjourned at 10:36 a.m. The next Personnel Committee Meeting is scheduled for Wednesday, May 10th 2023 at 9:00 a.m.

Snohomish County 911
Future Facility Committee
Meeting Summary for April 4, 2023, 1:00 – 2:00 pm
Location: Web Conference

Meeting Attendance:

Committee Members					
Dave DeMarco		George Hurst	✓	Steve Guptill	✓
Richard Emery					
Staff Support Team					
Kurt Mills	✓	Wade Anderson	✓	Sharon Brendle	✓
Terry Peterson	✓	Steve Lawlor	✓	Tiff Brown (notetaker)	✓

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

- 1. Call to Order.** The meeting was called to order at 1:02 p.m. by George Hurst. Chair Dave DeMarco was unable to attend.
- 2. Draft Team Charter.** Kurt started the meeting by recapping the two day program validation meeting. Representatives from all divisions of SNO911 participated at the new facility with Lydig Construction. (RDC and Windborne were part of the 2019 study, Lydig was able to revisit those studies and reevaluate any changes from that analysis).

Terry added that a key component of the design process is a collaborative partnership between the architect, design team, construction and owners.

- 3. Contract Status.** The contract was approved last month and is currently in the final legal review phase. OAC and Pacifica Law Firm are working with SNO911 to get all documents organized and it's on track to be finalized in the coming weeks. Lydig is still working under the limited NTE agreement.

Kurt spoke about the need for defining the scope of a threat assessment for the building with a large focus on physical security of the facility. SNO911 plans to reference FDA 1221 and Department of Homeland security standards as guidelines during this process.

Current building security has been improved by installing cameras at each entrance and hiring landscaping to keep the property tidy. Steve mounted some no-trespassing signs and chained off common areas causing a significant reduction in trespassing.

- 4. Site Visits.** Kurt informed the Committee of the trip planned for April 23rd. A large group will fly to MN and TX to review the sites where Lydig has had a large piece of the design element. The overall goal is to obtain a broad perspective while in the design phase of the project to think outside the box and anticipate the future.

Terry added that he heard that there may be a need for paramedic academy space as well as the poison control call center needs space (they currently rent in the Northgate area and are being priced out of commercial space).

Steve added that Lydig has been identifying any long lead contractors that they need to be working with and provided three references for electrical, mechanical and structural engineering that Steve is working on interviewing. Three interviews have been completed to date.

5. Round Table. None

6. Next meeting. The meeting was adjourned at 1:25 pm. The next meeting is scheduled for Tuesday, May 2, 2023 at 1:00 pm.