

SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
August 17, 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 July 20, 2023 Regular Board Meeting.....3**
 - B. July 2023 Blanket Voucher & Payroll Approval Form:**
 - i. Checks 1013 - 1016, and 17659 - 17766, for a total of \$1,653,629.80
 - ii. Payroll Direct Deposit, in the amount of \$1,192,234.05
- 5. Director's Report**
- 6. Old Business**
 - A. SCEA Contract Negotiations**
- 7. New Business**
 - A. 2024 ECSF / RRP Budget.....8**
 - B. 2024 Agency Budget / Fund Creation10**
- 8. Reports**
 - A. Agency Report.....14**
 - B. Future Facility Project Update19**
 - C. Radio Replacement Project (RRP)**
 - D. Police TAC (No August Meeting)**
 - E. Fire TAC20**

9. Committee Reports

A. Finance Committee24

B. Personnel Committee (No August Meeting)

C. Future Facility Committee26

D. County EESCS Committee (formerly County E911 Office)

E. County ECSF Program Advisory Board

10. Executive Session (if needed)

11. Good of the Order

12. Adjourn - The next meeting is scheduled for September 21, 2023

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

July 20, 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
	☒ Don Waller	Marysville Fire	☒ Terry Peterson	SNO911
	☒ Ryan Shaughnessy	Fire District 15	☒ Andie Burton	SNO911
	☐ Ian Huri	SCSO Undersheriff	☒ Marlin Herolaga	SNO911
	☒ Ken Klein	Snohomish County	☒ Rosie Akopyan	SNO911
	☐ Dan Templeman	Everett Police	☒ Wade Anderson	SNO911
	☒ Judy Tuohy	Everett	☐ Howard Tucker	SNO911
	☒ Rod Sniffen	Edmonds Police	☐ Steve Lawlor	SNO911
	☒ George Hurst	Lynnwood	☒ Jordan Stephens	Legal Counsel
	☐ Jonathan Ventura	Arlington Police	☒ Christine Svihus	Legal Counsel
Alternate Board Members in Attendance	☐ Thad Hovis	South County Fire	☒ Jeraud Irving	Everett Police
	☒ Roy Waugh	SRFR	☐ Don Schwab	Everett
	☒ Ned Vander Pol	Marysville Fire	☒ Jim Lawless	Marysville Police
	☐ Chad Schmidt	Fire District 21	☒ Jenna Nand	Edmonds
	☐ Jason Biermann	Snohomish County	☒ Jeff Beazizo	Lake Stevens Police
	☐ Scott Robertson	SCSO Bureau Chief	☒ Dale Kaemingk	Brier
Guests and Staff in Attendance	Riley McGinnis – member of the public		Alicia Berget - SNO911 Public Meeting Site	
	Rod Younker - Attorney		Tiffani Brown - SNO911	
	R.L. Quint – SNO911		Sharon Brendle - SNO911	

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. There were no announcements.	
2. Public Comments	None	
3. Approval of Agenda	Director Mills asked that the agenda be amended to move the Executive Session up to accommodate the agency's labor attorney Rod Younker when he arrives at 8:45. Commissioner Derek Daniels moved to approve the agenda as amended. The motion was seconded by Assistant Chief Rod Sniffen and approved unanimously.	Amended agenda approved
4. Consent Agenda	Councilmember George Hurst moved to approve the Consent Agenda, including: A. Minutes from the June 15, 2023 Regular Board Meeting B. June 2023 Blanket Voucher & Payroll Approval Form: i. Checks 1009 – 1012, and 17540 – 17658, for a total of \$1,221,806.51, and ii. Payroll Direct Deposit, in the amount of \$1,317,588.26 C. Fleet Expansion Requests to authorize staff to move forward with the Everett Fire and Marysville PD fleet expansion requests to be funded using Fund 140.	

	Councilmember Richard Emery seconded the motion and it was approved unanimously.	
5. Director's Report	Director Mills announced that they would like to give an in-dept project overview by some of the members of the Lydig Team. He explained that it would be too much to add to the board meeting and presented some possible dates and times to choose from. He is asking for those board and alternate members to vote for their preferred time and the most popular choice will be announced at the end of the meeting. He shared a current pre-design concept of the building showing a side view of the two buildings and shows where the dispatch and technical systems will be placed in Building B, with the first two floors of Building A are reserved for future tenant use. Dispatch support and Administration will be floors three and four of Building A. He also mentioned that they are working on the 2024 budget. The draft budget will be presented next month, with plans to vote on it in September. Also, the August Finance Committee meeting will be moved up to accommodate some vacation schedules. Asked about LEED (Leadership in Energy and Environmental Design) certification plans for the building as well as GHG (Greenhouse Gasses), the director responded that he will ask the contractors to speak to that issue during the overview planned for next month.	
6. Old Business/ Executive Session	Attorney Jordan Stephens moved the Snohomish County 911 Board of Directors into Executive Session at 8:40 a.m. pursuant to RCW 42.30.140 to discuss with legal counsel representing agency matters relating to planning or adopting a strategy or a position to be taken by the governing body during the course of collective bargaining or reviewing the proposals made in negotiations while in progress. The Executive Session was expected to conclude by 8:55, and at the conclusion of the session the board will return to the board meeting with no expected related action to be taken. ▪ At 8:55 the Executive session was extended for 10 minutes. ▪ At 9:05 the Executive session was extended for 5 minutes. ▪ At 9:10 the Executive session ended and the Board moved back into regular session. Director Mills shared a presentation that had been shared with the union. He reported that both sides are working well together in contract negotiations. He stated that the agency is doing well in their recruitment, and are now focusing on the culture and retention. He wanted to make sure the board understood the sentiment that is currently occurring across the table.	
7. New Business	A. Tower Site Agreements. Deputy Director Peterson described this proposal as a Master Lease Agreement with Island County for space they lease at two of the radio tower sites. This also includes a Site License Agreement at Fire Trail and at Granite Falls, and an MOU with Island County 911 described fully in the APF included in the board packet. <i>Councilmember Hurst moved to authorize the Executive Director or his designee to sign the master lease</i>	

	<i>approved unanimously.</i> D. Tax Exempt Status. Finance Director Wade Anderson reported that he agency finally achieved tax exempt status with regard to property taxes on the new building, which in 2024 will save SNO911 about \$184,000.	
9. Reports	A. Agency Report. The director reported that the Fourth of July was an busy as was expected. He thanked the Director of Operations, Andie Burton, and her team for getting extra staff in to help support the operation. He also reported that Director of IT, Marlin Herolaga, and his team are holding a summit inviting IT folks from the different agencies to talk about information sharing, security, policies, and interoperability with the shared system. He thanked him for setting that up. B. Future Facility Project Update. No update. C. Radio Replacement Project (RRP) No update. D. Police TAC Chief Lawless reported that they met on the 11th. A draft of the minutes were included in the packet. Nothing additional to report. E. Fire TAC: Director Mills reported they reviewed the radio policies and MOU and were supportive of all.	
10. Committee Reports	A. Finance Committee. Director Mills reported that the committee had previously suggested that staff evaluate and make some changes to the Procurement Policy, possibly increasing signing authority and authorization by the director. Staff is working on that and hope to have something to bring to the board in August or September. B. Personnel Committee. Councilmember Hurst reported that the minutes from the meeting were included. Asked about the status of the employee survey, the director replied that he had received the draft of the survey last night and the consultant is asking for feedback by the 25th. They will start reaching out to the employees informing them of the survey before they send it out. C. Future Facility Committee. The director reported that they provided an in-depth presentation on the latest pre-design concept. It looks like the presentation to the board will take place following the board meeting on August 17th. A meeting invite will follow. D. County EESCS Committee (formerly County E911 Office). Deputy Director Peterson reported that there was a meeting yesterday and the committee recommended the 2024 budget to the County. E. County ECSF Program Advisory Board. Director Mills reported that there is a meeting scheduled for September 6th at 10:00 a.m. They are hoping to approve the 2024 RRP budget.	
Good of the Order	Deputy Chief Jeraud Irving reported that he had a conversation earlier with Director Mills regarding data sharing between agencies. He explained that the legislature recently passed a required data sharing law. SNO911 is trying to determine, after reviewing some other model agencies, on the best way in handing documentation between the member agencies. The director was	

	able to procure a copy of a similar document from King County and has sent a draft to the attorney for her review. Both TAC groups have been informed and the director hopes to get the documents out in the next month in order to be in compliance of the new law. He also wanted to thank Everett PD and Everett Fire for their assistance.	
Adjourned	The meeting was adjourned at 9:35 a.m. The next regular meeting is scheduled for August 17, 2023, at 8:30 a.m.	

Action Proposal Form

Date: August 18, 2023

Title: 2024 ECSF & RRP Budgets

Background / Purpose:

Consideration of the 2024 Emergency Communications Systems and Facilities (ECSF) / Radio Replacement Project (RRP) Budget and long-range planning.

Suggested Action/Recommendation:

Recommend approval of the 2024 ECSF & RRP Budget and long-term plan to the County ECSF Committee as presented.

Reference: Draft 2024 Annual Agency & ECSF Budget Presentation



ECSF Fund 170

2024 Request

<u>Revenue</u>	
Fund Balance	\$23,645,992
ECSF sales tax revenue	\$21,052,500
Interest	\$10,000
Total Revenue	\$44,708,492

<u>RRP Expense</u>	
Project Mgmt	\$3,138,573
Motorola Infrastructure	\$12,661,116
Subscriber Units	\$0
Contingency	\$6,082,172

Sub-total Radio Replacement Project (RRP) \$21,881,861

<u>Radio and M&O Expense</u>	
Support Operating Maintenance Costs	\$324,081
Non-RRP Equipment and services	\$657,750
Support Operating Costs	\$8,100,000

SNO911 Reserve Contributions

ECC Infrastructure Reserve Fund 125	4,950,000
Radio Subscriber Fleet Management Reserve	-
Radio System Fund	6,000,000
County RRP Debt Service	\$2,794,800
Total Expense	\$44,708,492

Action Proposal Form

Date: August 18, 2023

Title: Draft 2024 Agency Budget & Fund Creation

Background / Purpose:

Presentation of the 2024 Agency Budget and addition of two new funds to support long-range planning for agency. Budget was reviewed and supported by the Finance Committee.

Suggested Action:

Action 1: Approval of the 2024 Agency Budget as presented.

Action 2: Creation of “*Capital Fund 85 – Planned Radio Capital*” designated for planned radio system & infrastructure needs.

Action 3: Creation of “*Reserve Fund 125 – ECC Infrastructure*” designated for new and existing facility and supporting infrastructure needs.

Reference: Draft 2024 Annual Agency & ECSF Budget Presentation

Supermajority Vote required for Action item 1.



SNOHOMISH COUNTY 911 Operating Budget with Prior Year Comparison

Ordinary Income/Expense	2023	2024	\$ Change	% Change
Income				
4020 · Dispatch Service Assessments	\$ 16,848,329	\$ 17,627,108	\$ 778,779	4.62%
4040 · E911 Excise Tax Revenue	\$ 6,929,602	\$ 7,004,311	\$ 74,708	1.08%
4045 · Emergency Communications Sales Tax Revenue	\$ 3,500,000	\$ 5,424,081	\$ 1,924,081	54.97%
4200 · Miscellaneous Income	\$ 1,131,376	\$ 1,595,974	\$ 464,598	41.06%
Total Income	\$ 28,409,308	\$ 31,651,474	\$ 3,242,167	11.41%
Expense				
Total 5000 · Payroll Expenses	\$ 22,975,871	\$ 24,793,698	\$ 1,817,827	7.91%
Total 6000 · Reimbursed Expenses	\$ 116,000	\$ 228,000	\$ 112,000	96.55%
Total 6150 · Professional Fees	\$ 275,500	\$ 430,500	\$ 155,000	56.26%
Total 6200 · Administrative Support	\$ 157,900	\$ 157,900	\$ -	0.00%
Total 6201 · Operating Contingency	\$ 295,066	\$ 379,219	\$ 84,153	28.52%
Total 6225 · Recognition	\$ 10,000	\$ 17,000	\$ 7,000	70.00%
Total 6250 · Rent	\$ 1,055,806	\$ 1,238,000	\$ 182,194	17.26%
Total 6252 · Utilities	\$ 115,000	\$ 265,000	\$ 150,000	130.43%
Total 6300 · Repairs & Maintenance	\$ 2,592,065	\$ 3,251,707	\$ 659,642	25.45%
Total 6350 · Insurance	\$ 300,000	\$ 330,000	\$ 30,000	10.00%
Total 6400 · Communication	\$ 114,500	\$ 134,500	\$ 20,000	17.47%
Total 6500 · Training & Travel	\$ 172,600	\$ 206,950	\$ 34,350	19.90%
Total 6600 · Minor Capital Equipment	\$ 164,000	\$ 179,000	\$ 15,000	9.15%
Total 6700 · Office Supplies	\$ 65,000	\$ 40,000	\$ (25,000)	-38.46%
Total Expense	\$ 28,409,308	\$ 31,651,474	\$ 3,242,166	11.41%

Note: This is a budget worksheet as of 8/14/2023 and subject to change.

		2023	2024		
	Agency	2023 SNO911 Assessment	2024 SNO911 Assessment	Assessment Difference \$	Incl EPR Assessment
					Assessment Difference %
1	Arlington Police	\$ 310,386	\$ 325,966	\$ 15,579	
2	Brier Police	\$ 79,494	\$ 92,222	\$ 12,728	X
3	Darrington Police	\$ 18,036	\$ 17,065	\$ (971)	
4	Edmonds Fire (SCF Contract)	\$ 382,941	\$ 401,107	\$ 18,166	
5	Edmonds Police	\$ 577,026	\$ 592,828	\$ 15,802	X
6	Everett Fire	\$ 1,192,066	\$ 1,278,699	\$ 86,633	
7	Everett Police	\$ 2,187,182	\$ 2,299,380	\$ 112,198	
8	Fire 4	\$ 233,961	\$ 247,220	\$ 13,259	
9	Fire 5	\$ 72,291	\$ 80,221	\$ 7,930	
10	Snohomish Regional Fire & Rescue	\$ 996,584	\$ 1,067,488	\$ 70,904	
11	Fire 15	\$ 45,484	\$ 50,587	\$ 5,102	
12	Fire 16	\$ 20,130	\$ 21,235	\$ 1,105	
13	Fire 17	\$ 108,841	\$ 120,762	\$ 11,920	
14	Fire 19	\$ 29,765	\$ 30,690	\$ 924	
15	Fire 21	\$ 60,679	\$ 64,320	\$ 3,641	
16	Fire 22	\$ 35,765	\$ 39,294	\$ 3,528	
17	Fire 23	\$ 4,053	\$ 3,927	\$ (126)	
18	Fire 24	\$ 27,158	\$ 29,219	\$ 2,060	
19	Fire 25	\$ 6,991	\$ 7,401	\$ 410	
20	Fire 26	\$ 49,164	\$ 49,191	\$ 27	
21	Fire 27	\$ 2,118	\$ 2,173	\$ 55	
22	Gold Bar Police	\$ 29,823	\$ 30,690	\$ 868	
23	Granite Falls Police	\$ 64,165	\$ 60,678	\$ (3,487)	
24	Lake Stevens Police	\$ 406,305	\$ 424,480	\$ 18,174	
25	Lynnwood Police	\$ 588,659	\$ 655,941	\$ 67,282	X
26	Marysville RFA	\$ 711,495	\$ 758,274	\$ 46,780	
27	Marysville Police	\$ 1,116,559	\$ 1,146,051	\$ 29,492	
28	Mill Creek Fire (Joined SCF RFA 8/2022)	\$ 157,994	\$ -	\$ (157,994)	
29	Mill Creek Police	\$ 251,633	\$ 276,636	\$ 25,004	X
30	MLT Police	\$ 274,894	\$ 322,304	\$ 47,411	X
31	Monroe Police	\$ 258,980	\$ 286,069	\$ 27,089	
32	Mukilteo Fire	\$ 167,680	\$ 173,947	\$ 6,268	
33	Mukilteo Police	\$ 438,276	\$ 442,051	\$ 3,774	X
34	North County RFA (Includes Stanwood & Arlington)	\$ 413,213	\$ 378,876	\$ (34,337)	
35	South County Fire RFA (Includes Lynnwood, Mill Creek)	\$ 1,424,357	\$ 1,719,388	\$ 295,031	
36	Mountlake Terrace Fire	\$ 174,782	\$ 189,669	\$ 14,887	
37	Brier Fire	\$ 42,930	\$ 46,440	\$ 3,510	
38	SCSO (unincorp)	\$ 3,547,901	\$ 3,551,205	\$ 3,304	
39	Snohomish Police	\$ 146,493	\$ 151,989	\$ 5,496	
40	Stanwood Police	\$ 109,841	\$ 102,640	\$ (7,202)	
41	Sultan Police	\$ 60,559	\$ 64,698	\$ 4,139	
42	Woodway Police	\$ 21,674	\$ 24,090	\$ 2,416	X
		\$ 16,848,329	\$ 17,627,108	\$ 778,779	
					4.62%

43	Airport Fire	\$8,842	\$ 10,261	\$ 1,419	
44	Fire Marshall	\$3,374	\$ 3,832	\$ 458	
45	Stillaguamish Police	\$98,107	\$ 153,881	\$ 55,774	
					16.04%
					13.59%
					56.85%

	2024 Budget				
	Calls for Service	% Change in Calls for Service	Assessed Valuation 2024	% Change in Assessed Valuation	Population
					% Change in Population
	23,235	-0.33%	\$ 4,661,168,055.00	27.02%	21,740
	4,213	12.32%	\$ 2,396,248,206	39.73%	6,610
	1,096	-15.53%	\$ 265,985,389	31.96%	1,490
	5,780	9.46%	\$ 15,572,537,385	23.80%	43,370
	26,652	-6.40%	\$ 15,572,537,385	23.80%	43,370
	24,660	13.26%	\$ 26,824,203,337	20.42%	114,200
	132,437	4.40%	\$ 26,824,203,337	20.42%	114,200
	3,670	8.12%	\$ 8,292,255,659	31.26%	29,957
	1,259	9.91%	\$ 2,118,980,429	38.00%	10,745
	12,405	8.00%	\$ 44,059,022,173	34.47%	159,990
	1,014	16.69%	\$ 753,331,888	27.70%	5,037
	233	4.95%	\$ 954,822,951	33.33%	3,124
	2,001	15.87%	\$ 3,108,888,462	34.04%	14,545
	482	4.22%	\$ 923,427,326	26.69%	3,654
	870	8.48%	\$ 2,167,748,977	30.54%	9,320
	526	14.60%	\$ 1,458,340,866	33.11%	5,260
	75	-5.06%	\$ 81,500,278	33.56%	368
	522	10.83%	\$ 631,450,747	33.68%	3,302
	110	14.58%	\$ 223,296,870	32.75%	994
	896	-0.11%	\$ 1,035,916,915	34.99%	5,350
	28	-9.68%	\$ 134,711,316	46.72%	95
	2,210	-3.41%	\$ 351,943,652	30.43%	2,305
	4,140	-15.32%	\$ 853,590,796	31.65%	4,775
	23,889	-4.19%	\$ 8,680,217,564	43.00%	41,260
	38,930	5.64%	\$ 10,363,142,479	22.19%	40,790
	13,276	10.38%	\$ 16,983,384,790	25.93%	88,316
	60,172	-5.59%	\$ 13,740,000,349	26.03%	73,780
	12,631	3.84%	\$ 6,722,572,421	31.96%	21,630
	17,864	13.42%	\$ 5,278,537,267	27.04%	23,810
	19,439	5.67%	\$ 4,589,831,362	35.17%	20,590
	2,192	7.24%	\$ 7,512,278,229	25.01%	21,590
	27,331	-8.98%	\$ 7,512,278,229	25.01%	21,590
	6,009	-14.98%	\$ 10,629,076,066	26.44%	47,107
	25,129	24.54%	\$ 55,017,830,384	48.11%	226,248
	3,005	11.75%	\$ 5,278,537,267	27.04%	23,810
	455	7.18%	\$ 2,396,248,206	39.73%	6,610
	165,755	-9.47%	\$ 96,821,978,274	31.61%	374,590
	10,399	-1.90%	\$ 2,528,572,615	27.94%	10,330
	6,648	-16.95%	\$ 1,644,143,212	27.35%	8,585
	3,670	-2.42%	\$ 1,183,170,805	41.67%	6,730
	635	7.90%	\$ 1,158,619,823	34.20%	1,340

Budget Worksheet - Subject to Change

Enhanced Police Records - Special Assessment	2023 Enhanced Records Assessments	2024 Enhanced Records Assessments	Difference \$	Difference %
Brier Police	\$ 6,793	\$ 10,251	\$ 3,458	50.90%
Edmonds Police	\$ 49,091	\$ 65,962	\$ 16,871	34.37%
Lynnwood Police	\$ 50,026	\$ 72,217	\$ 22,191	44.36%
Mill Creek Police	\$ 21,546	\$ 30,854	\$ 9,308	43.20%
MLT Police	\$ 23,530	\$ 35,749	\$ 12,219	51.93%
Mukilteo Police	\$ 36,937	\$ 48,287	\$ 11,350	30.73%
Woodway Police	\$ 1,816	\$ 2,673	\$ 857	47.18%
	\$ 189,739	\$ 265,993		

DRAFT



Board Packet Memorandum

Date: August 14, 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

As reported last month on July 20th SNO911 IT staff worked with Tyler Technologies to install the New World version 2023.2 in our Delta environment and our agency will be part of an early testers group that is granted a first look at the software version. SNO911 IT staff is working with our user groups and agencies to test all the software and get critical issues reported to Tyler Technologies. At this time there is no Go-Live date set for our Production environment. More information to follow as it becomes available.

New Data Shared Agreement

SNO911 has sent a draft of a new Data Shared Agreement (DSA) for all of our Member Agencies to legal for review. This agreement will address RCW 39.34.240 that requires such an agreement to be in place when sharing Category 3 or higher data. We are finalizing internal review before forwarding the draft to our agencies. A date will be set for all agencies to bring up any questions.

Future Facility Planning

The SNO911 Tech Management Team continues the discussion efforts on the transition of equipment/systems to the new facility. Currently, a scripted transition plan/schedule is being developed to move systems so there is limited or no interruptions. This plan will have a multi option process to counter delays or unforeseen issues. All hardware has been identified as to what is needed for the transition and the 2024 capital budget is being developed that will include these required purchases.

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

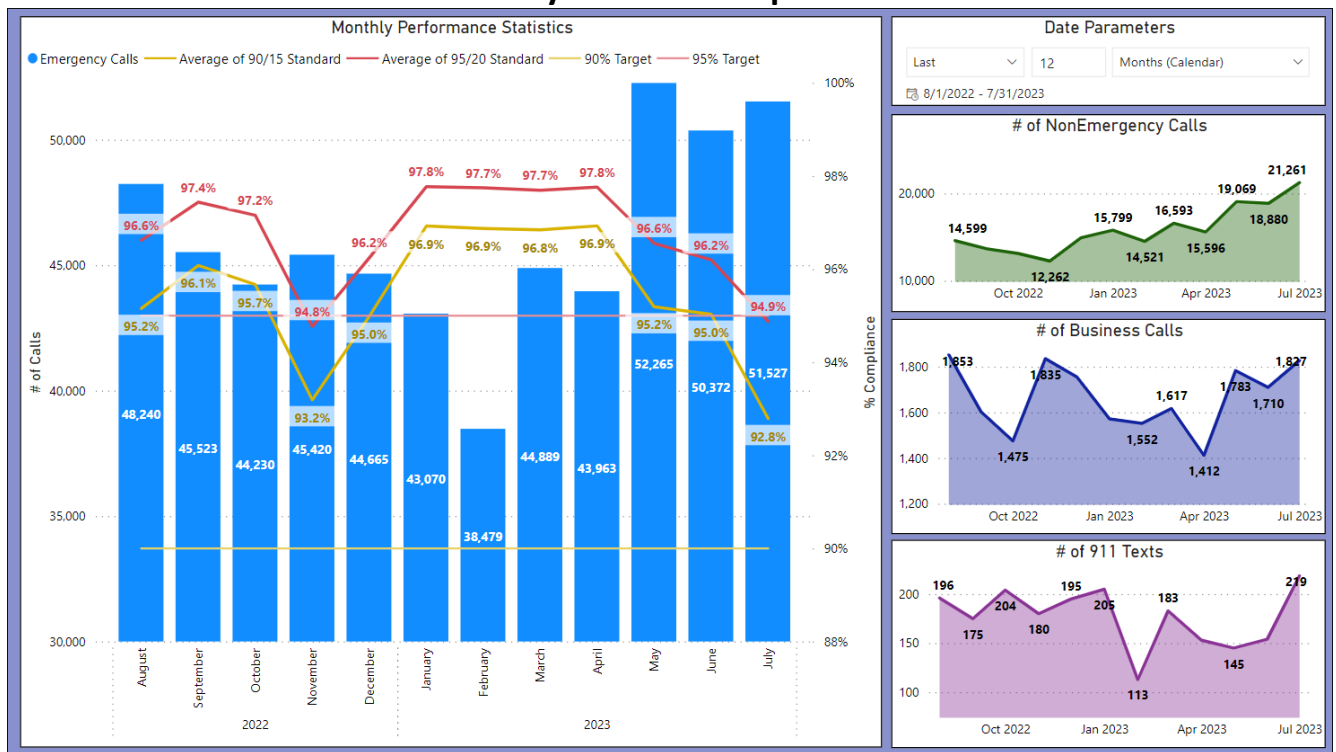
SNO911 IT Summit

On July 25th the SNO911 Technology department hosted our first ever Technology Summit for our Member Agencies. Over all we received positive feedback from our Member Agencies' and their IT departments. With all the great feedback SNO911 Technology department will continue to have one technology summit every year.

SNO911 Agency Survey

An agency wide survey was release August 3rd and will remain open at least until August 23rd. Responses are being collected and will be analyzed by our consultant and then shared.

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	7	7	5	14						54	54
Incorrect Use	Follow-Up	4	3	9	7	13	14	5						55	335
	Area Checks	8	7	6	15	17	12	12						77	
	Info	2	1	4	3	1	2	0						13	
	Noise	5	3	2	1	0	7	6						24	
	Traffic	3	5	3	4	2	2	4						23	
	Other Complaints	19	12	24	19	19	20	30						143	
Misuse	Accidental	9	4	1	7	3	3	4						31	399
	Behavioral Health	59	20	73	49	23	50	79						353	
	Prank	2	6	7	0	0	0	0						15	
Other	Test	46	7	4	1	3	0	2						63	384
	Abandoned	17	6	9	4	15	4	6						61	
	Non-English	0	2	0	0	0	0	2						4	
	Outgoing	0	0	0	0	0	0	0						0	
	Subsequent	10	13	25	19	18	24	23						132	
	Transfer	0	2	0	2	3	1	2						10	
	Voice Call	14	16	8	15	21	10	30						114	
Month Total		205	113	183	153	145	154	219	0	0	0	0	0	1172	1172
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 – July 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	581	55.97%
3 - Satisfied	399	38.44%
2 - Neither Satisfied nor Dissatisfied	43	4.14%
1 - Somewhat Dissatisfied	8	0.77%
0 - Very Dissatisfied	7	0.67%
Total	1038	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	989	94.73%
Somewhat	40	3.83%
No	15	1.44%
Total	1044	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 Calls

IncidentDepartment	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	Total
Everett Fire Department	2,187	2,039	2,163	2,033	2,227	2,191	2,357	15,197
Marysville Fire District	1,134	1,083	1,257	1,148	1,198	1,243	1,324	8,387
Mukilteo Fire	171	169	190	176	210	182	210	1,308
North County Regional Fire Authority	722	640	729	625	713	673	672	4,774
Sky Valley Fire	73	49	56	65	71	66	77	457
Snohomish County Airport Fire Department	20	19	24	25	16	16	35	155
Snohomish County Fire District #15	72	92	87	93	73	73	111	601
Snohomish County Fire District #16	30	17	19	10	22	28	24	150
Snohomish County Fire District #17	191	173	150	155	203	183	186	1,241
Snohomish County Fire District #19	26	33	32	35	40	28	37	231
Snohomish County Fire District #21	71	60	94	74	81	67	91	538
Snohomish County Fire District #22	34	43	28	33	41	51	57	287
Snohomish County Fire District #24	37	28	52	39	40	52	52	300
Snohomish County Fire District #25	5	6	12	7	7	11	12	60
Snohomish County Fire District #27	1	2		1	3	3	5	15
Snohomish County Fire District #4	284	296	311	301	328	303	346	2,169
Snohomish County Fire District #5	109	87	103	96	103	106	118	722
Snohomish Regional Fire and Rescue	997	922	1,031	1,013	1,055	1,031	1,177	7,226
South Snohomish County Fire and Rescue	2,917	2,734	2,944	2,854	3,115	3,006	3,119	20,689
Total	9,080	8,492	9,282	8,783	9,546	9,311	10,010	64,504

Police Calls

IncidentDepartment	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	Total
Arlington Police Department	1,854	1,672	2,062	1,873	2,187	2,152	2,225	14,024
Brier Police Department	353	288	272	297	303	375	304	2,192
Darrington Police Department	120	122	146	129	179	156	186	1,038
Edmonds Police Department	2,171	1,848	2,209	2,091	2,313	2,246	2,481	15,359
Everett Police Department	11,618	10,689	12,102	11,766	13,152	12,942	13,255	85,523
Gold Bar Police Department	245	373	240	249	382	291	258	2,038
Granite Falls Police Department	361	329	311	359	431	380	352	2,523
Index Police Department	39	50	59	55	47	46	48	344
Lake Stevens Police Department	1,650	1,607	1,881	1,817	2,215	1,923	1,987	13,080
Lynnwood Police Department	3,546	3,514	4,015	3,868	4,128	3,804	4,159	27,034
Marysville Police Department	5,619	5,005	6,188	6,026	6,523	5,985	5,783	41,129
Mill Creek Police Department	920	926	1,007	1,183	1,389	1,282	1,457	8,163
Monroe Police Department	2,219	1,945	2,095	1,966	2,043	1,864	1,811	13,943
Mountlake Terrace Police Department	1,688	1,489	1,698	1,379	1,694	1,831	1,833	11,612
Mukilteo Police Department	3,056	2,561	2,784	2,284	2,225	2,102	1,672	16,684
Snohomish County Sheriff's Office	11,847	11,155	13,063	12,522	14,392	14,044	14,742	91,760
Snohomish Police Department	879	877	941	912	917	980	1,078	6,584
Stanwood Police Department	543	699	679	679	765	656	678	4,699
Stillaguamish Tribal Police	1,381	1,289	1,175	1,238	1,282	1,542	1,875	9,782
Sultan Police Department	375	392	552	525	497	521	468	3,329
Woodway Police Department	52	39	36	44	37	67	43	318
Total	50,533	46,855	53,506	51,253	57,081	55,179	56,691	371,089

Full-Time Dispatchers

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

Job Title:	Current #	Status:
Trainee Dispatcher	20	2nd discipline not yet complete
Trainee Dispatcher 2	13	2 of 3 disciplines complete
Police Dispatcher	2	Legacy: Only trained in CT and Police
Fire Dispatcher	3	Legacy: Only trained in CT and Fire
Cross-Trained Trainee	1	Trainee in progress for 3rd discipline
Cross-Trained Dispatcher	55	Fully cross-trained in CT, Police, and Fire

Represented (Dispatchers & Sups)

F/T Approved	125
F/T Filled	110
F/T Vacancies	15

Dispatcher Center - Staffing & Strength

Staffing Level (includes trainees)	86.2%
Staffing Strength (excl. trainees, relief, LOA's)	67.9%

Appointive Staff

Approved	44
Filled	42
Vacancies	2
RRP Term Limited Approved	2
RRP Term Limited Filled	2
RRP Term Limited Vacancies	0

Relief Dispatchers

Currently Filled	7
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Long-Term Leaves of Absence

F/T Dispatchers (including trainees)	0
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Agency-Wide Headcount

Total # of Employees (no exclusions)	161
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Dispatchers - Full Time

Approved	109
Filled	94
Vacancies	15

Vacancies includes 2023 + 6

Dispatch Supervisors

Approved	16
Filled	16
Vacancies	0

Senior Leadership (Directors)

Approved	6
Filled	6
Vacancies	0

Operations

Approved	5
Filled	5
Vacancies	0

Finance/HR/Records/Admin

Approved	12
Filled	12
Vacancies	0

Tech/Radio

Approved	21
Filled	19
Vacancies	2
RRP Term Limited Approved	2
RRP Term Limited Filled	2
RRP Term Limited Vacancies	0

Recruitment Status

PST Dispatchers Exam	0	The next PST test is scheduled to take place on TBD
CritiCall Test Invites Sent - June	51	Number of tests invites sent out for academies scheduled for Sept & Nov
CritiCall Tests Complete - June	11	Of these completed tests, 6 received a passing score
Interview	6	Interviewing for upcoming academy scheduled in Nov
Polygraph Exam	1	Scheduled for polygraph exam (or awaiting results)
Background Check	4	Currently in process of background check with PST
Psyche and/or Drug/Hearing	2	Scheduled for psych or drug/hearing test (or awaiting results)
Onboarding/Orientation	2	Final job offer signed. Awaiting the start of the next new-hire academy.
YTD Dispatch Trainees Hired	21	

Employment Separations YTD

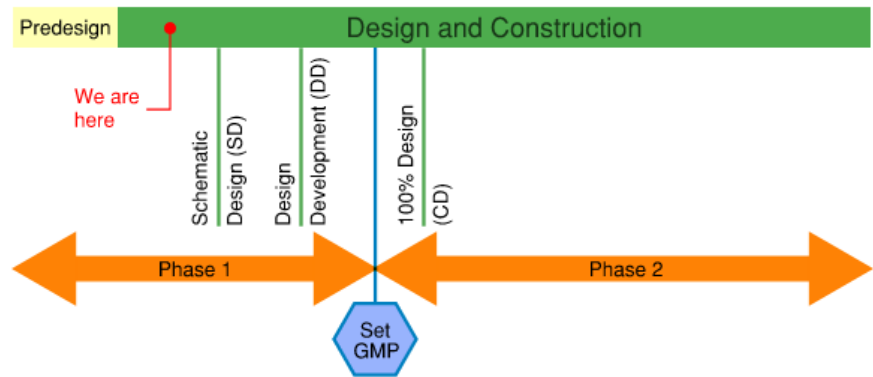
Separation Reasons	Represented (Trainees)	Represented (Non-Trainees)	Appointive (Trainees)	Appointive (Non-Trainees)
Involuntary Term	0	0	0	1
New Job - Not 911	1	3	0	0
New Job - With 911	0	0	0	0
Relocation	0	3	0	0
Retirement	0	1	0	1
Medical	1	0	0	0
Personal	2	1	0	0
Resignation in Lieu of Term	2	0	0	0
Death of Employee	0	0	0	0
End-of Contract	0	0	0	0

YTD Employment Separations 16

PROJECT STATUS REPORT

Monthly Update | July 2023

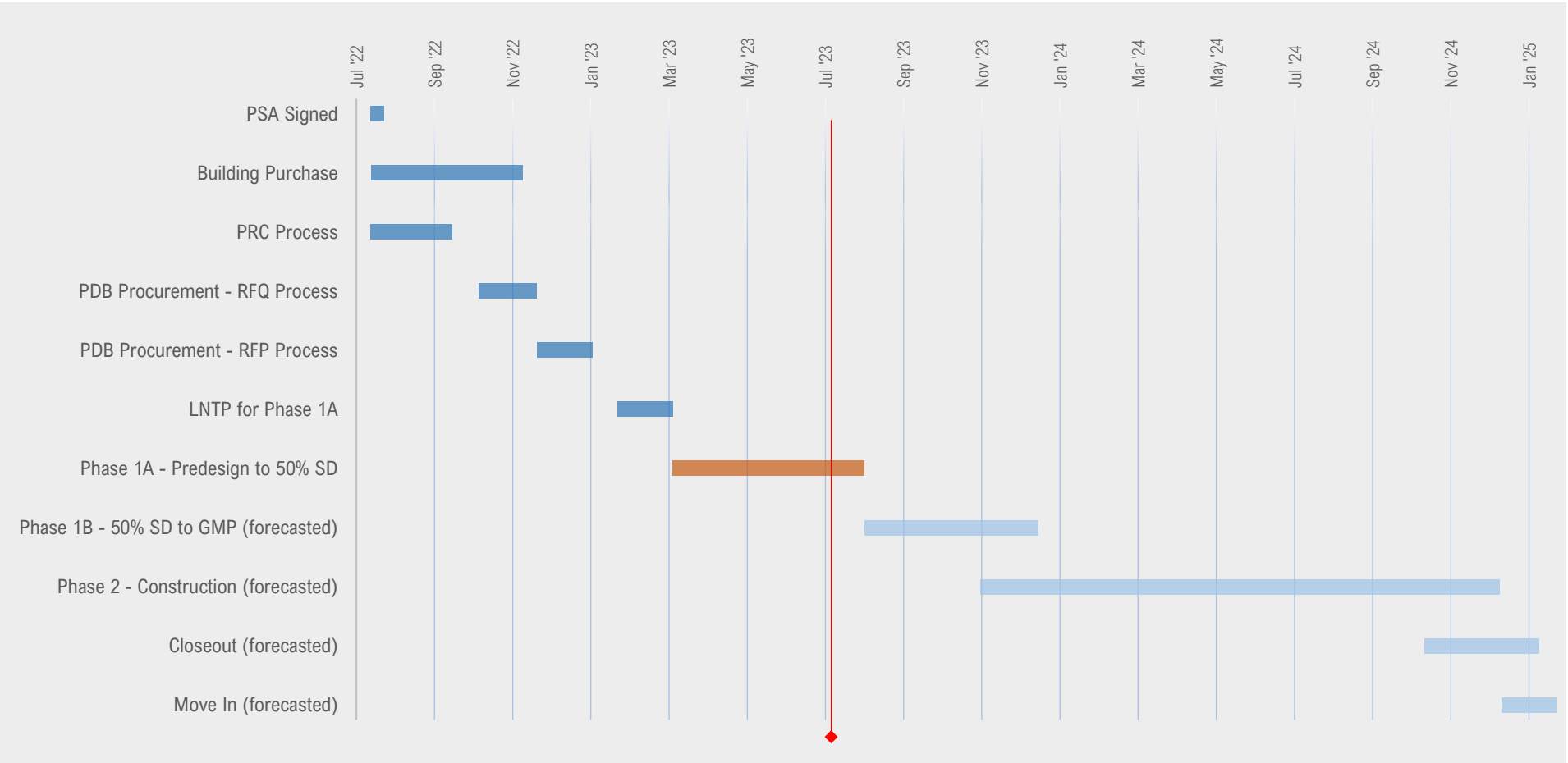
Progressive Design-Build Process



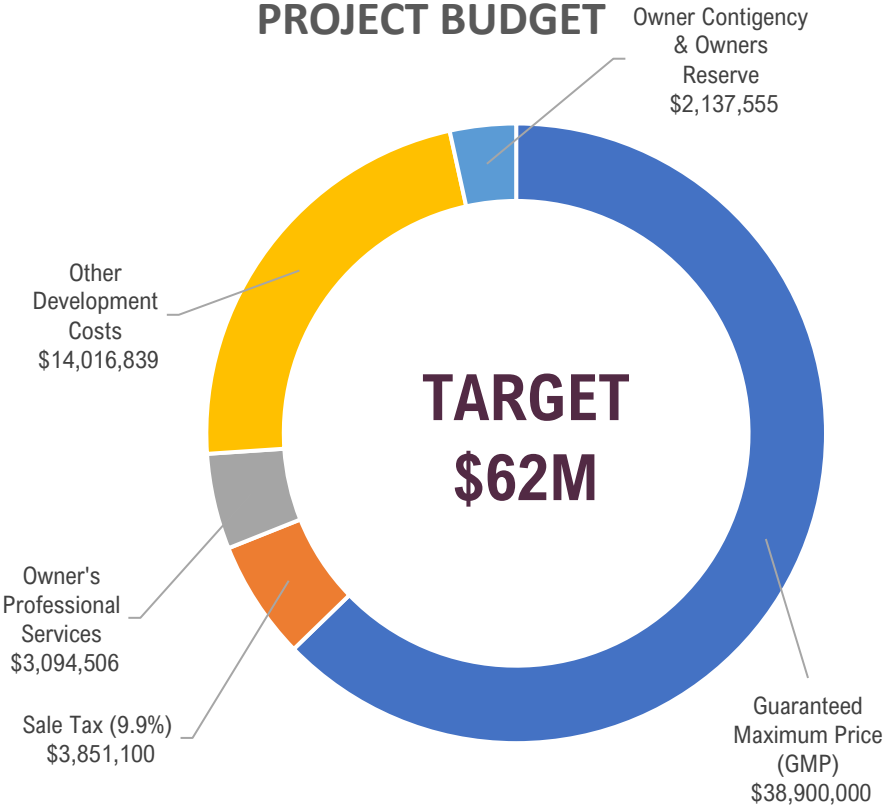
Progress Update

- Programming stage complete and SD design phase nearing 50% complete.
- Target Value Design (TVD) #3 charrette has completed and further cost saving strategies are being compiled.
- Good Faith Survey ahead of early demo has been complete and results came back negative for any hazardous materials.
- AV consultant is on board with the PDB team and an AV system design meeting is being scheduled.
- Demo Permit has been submitted.
- Building permit submission schedule is still on track for submission prior to new energy code adoption in October 2023.
- Lydig phase 1B contract modification is in process with Lydig and will be ready for review and approval next month.

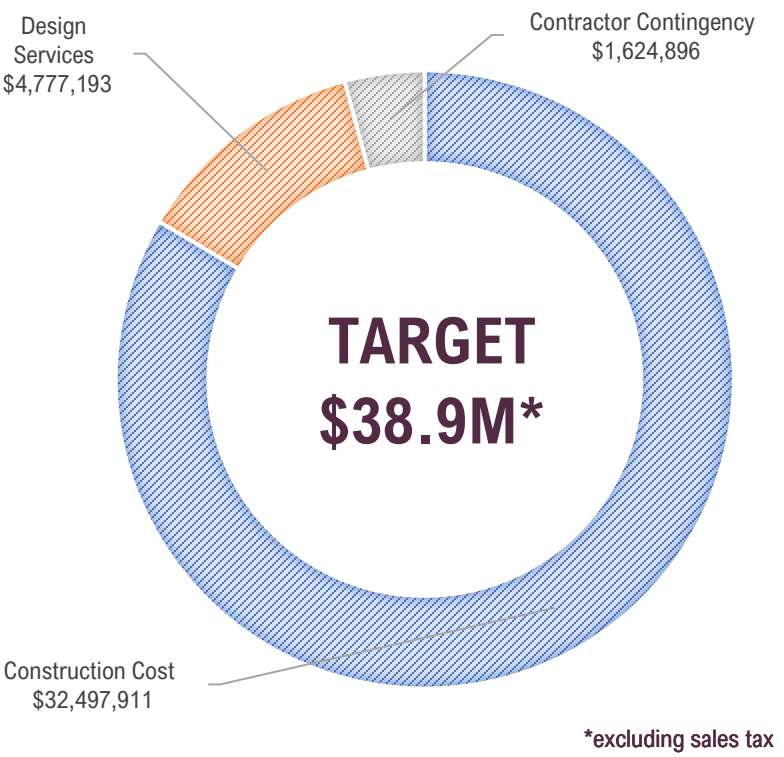
Where are we in the schedule?



PROJECT BUDGET



GMP BUDGET



Project Spending Summary

Item	Budget	Encumbered	Spent to Date	Remaining
Guaranteed Maximum Price (GMP)	\$38,900,000	\$1,183,518	\$277,793	\$38,622,208
Sale Tax (9.9%)	\$3,851,100	\$117,168	\$27,501	\$3,823,599
Owner's Professional Services	\$3,094,506	\$924,889	\$435,179	\$2,659,327
Other Development Costs	\$14,016,839	\$10,426,839	\$10,431,992	\$3,584,847
Owner Contingency & Owners Reserve	\$2,137,555	\$0	\$0	\$2,137,555
Totals	\$62,000,000	\$12,652,414	\$11,172,465	\$50,827,536

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

July 19, 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	☒ Jeff Cole	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	☒ Ryan Lundquist	SRFR
	☐ Chad Schmidt	Fire District 21	☐	
	☐ Travis Hots	Fire District 22	☐	
	☐ Joel Johnson	Fire District 24	☐	
Alternates in Attendance	☒ Whitney Mansfield	Fire District 4	☐ Ned Vander Pol	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	☐ Colby Titland	SRFR
	☐ Dave DeMarco	Everett Fire	☐ Thad Hovis	SCF
Guests and Staff in Attendance	Joshua Cole, Paine Field	Andie Burton, SNO911	Howard Tucker, SNO911	
	Dave Oliveri, Paine Field	Jeremy Waldner, SNO911	Meg Bittinger, SNO911	
	Tim Tullis, Fire District 5	Brittney Martens, SNO911		
	Derek Wilson, SNO911	Chris Gass, SNO911		
	Kurt Mills, SNO911	Marlin Herolaga, SNO911		
	Terry Peterson, SNO911	Brent Meyer, SNO911		

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

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

1. ANNOUNCEMENTS. N/A

2. APPROVAL OF MINUTES. A motion was made by Whitney Mansfield to approve the June 2023 Fire TAC / Ops meeting minutes as written. Seconded by John Chalfant. Unanimously approved.

3. COMMITTEE UPDATES.

A. PTCC / NWS. *Brent Meyer* – Starting tomorrow they are installing version 2023.2 into the Delta environment. This is the version that has the recommendation engine overhaul. They will have South Campus available as a testing lab for those that need it, just let Brent know. Also, Steve Guptill was the PTCC Advisor who reported on fire, so they are looking for someone to replace him. Please let Brent know if you are interested.

B. Technical Update. *Marlin Herolaga* – As discussed last month, they are working on a new data share agreement that adheres to RCW 39.34.240. The agreement will allow SNO911 to share confidential information (category 3 or higher) with member agencies. Marlin created a draft

that has been submitted to legal for review. Once they approve it, they will send it out to the agencies, and Marlin is hoping that this will happen by early August.

There will be a SNO911 IT Summit for all member agencies, mainly for the tech departments, on July 25th at 1300-1500. The locations has changed from the new headquarters to Everett PD South, in the EOC. They have received a great response for participation, so they are expecting a good number of individuals.

- C. Radio Replacement Committee.** *Jeremy Waldner* – They continue to make progress in the project, and the main reminder for this week is that PSERN is changing to their digital system on August 2nd. As discussed last month, the procedure is to go to their talk groups/different zones in order to communicate by INTEROP with the agencies to the south.

Terry Peterson - They are starting to think about battery replacements for portable radios. The general idea is that SNO911 will replace 25% of the radios based upon each agency's portable count. So, SNO911 will replace a certain number of batteries per year, and each agency will go through the process of determining which radios need to be pulled out of service, recycled, etc. SNO911 is still discussing this and hoping to implement it in 2024.

- D. Radio Procedures Committee.** *N/A*

- E. Fire User Group.** *Derek Wilson*

- i. **Fire Testers Needed** They are looking for at least one person from each agency to participate in some form of testing for the next upgrade. The last time there was an upgrade, they found a bunch of issues about a week before, and they are hoping to avoid that this time. Please email either Derek or Gino Bellizzi with a contact from your agency who is able to participate for at least a couple of hours over a couple of days in the next month or two.

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

- G. County Fire Resource Plan Committee.**

- i. **Resource Depletion Mode of Operations.** *Derek Wilson* – They had a very successful meeting yesterday with lots of progress made. The most recent unplanned outage highlighted a need for additional outage simulations to ensure dispatchers across all shifts keep their familiarity with outage workflows. SNO911 will plan outage simulations to occur in the early morning as well as evening. It is likely that these outages will be paired simultaneously with a test of the new FOC plan that has been drafted and is ready for initial testing. The County Fire Resource Plan/MoO committee requested approval from Fire TAC to configure and test Modes of Operations in CAD as a tool for reacting to events where parts, or all, of the county are stressed and/or low on resources. The committee proposal is to utilize the already approved CAD Lite response plans as the base configuration for altering unit recommendations for areas that have a mode of operation activated. With approval of this initial concept, the committee will be able to test this workflow and provide direction on how to best configure this before it is utilized in a real situation. Chris Gass shared a document explaining the details of this concept, as well as provided specific examples of how it could be deployed around the county, and the impact it would have. Mike Calvert made a motion to start the configuration and testing process as requested. Seconded by Dave Kraski. Unanimously approved.

- H. SNO911 DRC/DSC.** *Terry Peterson* – Last meeting was cancelled. No updates.

4. **SNO911 UPDATE.** *Kurt Mills* – The Future Facility Project is moving right along, and they have a concept of how they think the new building will be laid out. They are trying to narrow the budget down, and are still hoping for an early 2025 move in. There is about 20,000 plus square feet that could be used for some sort of public safety need if necessary. SNO911 is working on the 2024 budget and hope to share assessments in September.
5. **OLD BUSINESS.**
 - A. **First Due Workgroup.** *John Chalfant* – The project is moving along. No major updates.
6. **NEW BUSINESS.**
 - A. **Interop MOU Updates.** *Terry Peterson* – Terry went over the 3 documents that went out with the Fire TAC packet. Essentially, as SNO911 has been implementing the radio system, there has been a handful of requests from non-user agency/first responder/public agency users that would like to use the radio system. This has forced SNO911 to evaluate existing policies and MOUs, and they realized that some policies need to be defined a little more clearly. After Terry fully explained the policies and the MOU, a motion was made by Whitney Mansfield to move the two policies and the template MOU to the SNO911 Board for action. Seconded by Dave Kraski. Unanimously approved.
 - B. **FRP Subcommittee Participants Needed.** *Derek Wilson* – This is a group that is designated by TAC to discuss workload changes, recommendations, policies, etc. Currently, the attendance of this group is very low even if everyone shows up. Derek would like to see more participation from the agencies, and there should be at least 3-4 more members added to this group. Please get in touch with Derek if you are interested.
 - C. **Unit Status – Training Detail.** *Eric Andrews* – 6C, 6D and 6E were all combined into one discussion. Eric asked if it was possible that units on a training detail could be recommended for only priority 1F calls. Chris Gass explained that Tyler CAD does have a setting to address this, and that he had tested it in the past to confirm it does work. Chris also mentioned that NORCOM uses a status of “available training” to keep units available for all calls while also adding a significant delay to their ETA. Configuration to statuses for delays and being recommendable for certain priorities is global, and tied directly to the status. If they enabled recommendations for specific priorities to the Depart Hospital Status, all agencies would be impacted. Andie Burton offered input advising changes such as this need to be universal to avoid chaos and confusion as to why units are recommended or skipped. There was significant discussion about the call types currently assigned to 1F and 2F. Derek advised that the overall process for implementing this workflow would likely be adding additional fire priorities which would take further discussion at a different meeting. A motion was made by Eric Andrews to create a new status of Detail Training (DETTN), enable the 1F priority interruption to Depart Hospital and DETTN, and to have the Fire Radio Procedures Committee review and present to TAC their recommendation for fire priority overhaul. The motion was seconded by Dave Kraski. Unanimously approved.
 - D. **Priority Call Dispatch – From Lower Priority Calls.** *Eric Andrews* – See above.
 - E. **Departing Hospital Status.** *Eric Andrews/Chris Gass* – See above.
 - F. **Final Sign-Off – Retirement Announcements.** *Eric Andrews* – Retirement announcements over the radio is something that is done for fire fighters and police officers, but not for dispatchers. Eric and others feel that dispatchers are part of the team, and they should be given the same

recognition. Eric suggested somehow “going back” to acknowledge dispatchers who have retired in the past. Per Andie, she likes the idea but thinks that it’s going to have to be something that, once implemented, will have to be “going forward”. Another consideration is the channel(s) that a dispatch retirement would be broadcast on. There are a lot of logistics to work out, and Andie will have some conversations and brainstorm with the appropriate people, and get back to the group in the next couple months or so.

- G. Talk Group Recording.** *Marlin Herolaga* – SNO911 has a NICE Inform recording license and maintenance renewal coming up, so Marlin thought it would be a good opportunity to look at what they are currently recording, and see if it still makes operational or business sense to continue recording everything they are currently recording. Last week he sat down with Operations, Records and Radio staff, and went through the list of everything that is being recorded. They identified several talk groups that they felt don’t need to be recorded, but would like to run it by Fire TAC. Right now there are 15 fire talk groups that are being recorded. The suggestion is to keep TAC 1-9, and drop channels 10-15. Per Derek and Andie, they looked at the data and saw that the higher channels are rarely used. A motion was made by Dave Kraski to cut the Fire Talk Groups from 15 to 9, so TACs 1-9 will continue to be recorded, and TACs 10-15 will no longer be recorded. Seconded by Jason Hodkinson. Unanimously approved.
- H. DNR Notifications of Fires, Responding and Enroute.** *Eric Andrews* – There was recently a fire involving SRFR, and DNR arrived without telling people they were coming. The fire department drones went up and DNR had a helicopter coming in, so they pulled the helicopter back to avoid an issue with the drones. From now on DNR is going to make an effort to call dispatch when they are responding to a fire. Most of the time dispatch will know, but if that scenario ever happens again where DNR arrives before the local fire department, this will alleviate some confusion. In some instances, DNR will not need local fire departments to respond, but the department(s) should at least be notified that DNR is handling a fire near their jurisdiction. Derek would like to come up with a mechanism for the dispatchers to do this notification. His thought is that once DNR contacts dispatch, they will get the address of the incident and contact the closest command unit. Derek assumes that CAD will route to the call if becomes necessary, but they will need to look in to that and confirm. They can tweak/modify this procedure if necessary.
- i. Using Type Code FTU vs FB** – A lot of brush fires (FB) are getting coded as FTU (Fire Type Unknown) and DNR isn’t getting notified. Eric’s suggestion is to change the code to a FB, and then the notification to DNR will go out. Per Derek, changing the call type to FB doesn’t trigger a page, but a subsequent dispatch of a unit would. This is something that will need to be discussed further. Additionally, it may be worthwhile to meet with DNR to discuss notifications, and transition them to Rave Aware instead of CAD.

- 7. GOOD OF THE ORDER.** *Andie Burton* – Andie just wanted to recap and underscore the need for more members of the Fire Radio Procedures Committee. The next meeting will be dedicated to CAD to CAD functionality with NORCOM, and since they weren’t able to circle back and talk about the requests for fire from police at the last meeting, there may be a need for a special meeting in August.
- 8. ADJOURN.** The Fire TAC / Operations Committee adjourned at 3:23 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, August 16th, at 1:30 p.m. via ZOOM, or in-person at the Snohomish Training Annex.

**Snohomish County 911
Finance Committee
Meeting Summary for August 2, 2023 / 1:00 – 2:30 pm (one-time date change)
Location: Remote Meeting via Zoom**

Meeting Attendance:

Committee Members					
Dave DeMarco	✓	Derek Daniels	✓	Jenna Nand	✓
Jim Lawless	✓	Ken Klein	✓		
Staff and Guests					
Kurt Mills	✓	Andie Burton	✓	Sharon Brendle (notetaker)	✓
Terry Peterson	✓	Sheila Betts	✓		
Wade Anderson	✓	Tiffani Brown	✓		

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

1. **Call to Order and Announcements.** The meeting was called to order at 1:00 p.m. by Chair Dave DeMarco. Kurt announced that they will be talking about some new positions (during the budget discussion) so invited Andie and Sheila to join the meeting if any questions came up.
2. **Reports.**
 - A. **Blanket Voucher Report for July.** There were no questions. Derek Daniels moved and Jim Lawless seconded to recommend the Board approve the Blanket Voucher Report for July. The motion passed.
 - B. **Fund Balance Report for July.** Due to the meeting being held earlier in the month, the Fund Balance Report was not available for review at the time of the meeting.
3. **Old Business.**
 - A. **DRAFT - 2024 Agency Budget.** Kurt shared a PowerPoint presentation with the committee, and provided some highlights. He explained that besides the annual agency budget they also have the Radio Replacement Project budget that they're working on. While site improvements for the RRP are still occurring, the project is moving into more of a maintenance mode now. Highlights included:
 - Following a discussion from last year on adding new dispatch position, they are proposing adding 4 this year. He reports that recruiting and hiring is still going well, but they can't hire any faster than they're currently doing.
 - COLA placeholder. The tentative amount was shared in Executive Session with the plan to apply equally to all groups within the agency. They are currently in negotiations with their largest labor group.
 - Business Unit Manager - had been funded from RRP, will now be funded through operating with focus on Future Facility project.
 - Future Facility Supervisor will be added for the new building.
 - Another Law Enforcement Records Technician is being proposed. There have been significant increases in both public record requests and law enforcement records (for the South 7 agencies).
 - A fulltime dispatch scheduler/payroll position is being proposed. A great deal of supervisor and operations manager time is being spent with clerical duties relating to the daily scheduling of the center.
 - GIS reclassification. This joint position with Operations Systems Coordinator position was approved by the Board of Directors.

- Nurse Triage System is being proposed. Additional funding for this is being sought, and the Fire Chief's Association is determining whether this be added as a Special Fire Assessment for 2024. Voting is expected on September 13th.
- First Due System. This is the first year it will be funded by fire assessments.
- PIO Services. This had been pulled from last year's budget. Contract services only, not a FTE.
- South Campus Rent Placeholder. Free rent agreement with Mountlake Terrace for the South Campus backup center has expired. They are currently in negotiations with the city.
- Recognition Budget - increasing the recognition budget slightly to cover the annual awards ceremony that was previously approved by the board.

Terry detailed the Nurse Triage Special Assessment and provided a placeholder of what the shared amount and breakdown would be among the fire agencies. Discussion followed on how this program changes the way the County manages medical incidents, as well as how much improvement is needed to the EMS system within the county. Kurt recalled how King County implemented their program and thinks that a public education program is warranted.

Terry also reported that they updated the 1/10th of 1% sales tax long-term forecast. He added that they are recommending contributing \$750 thousand annually to an ECC (Emergency Communications Center) infrastructure reserve. These would be set aside for future repairs to the building. In addition, they recommend contributing to a Future Facility Strategic Reserve and funding for a 2026 Backup Facility Improvement. Terry added that they would continue contributions to the future radio system in the annual amount of \$5 to \$6 million. Lastly, they would be covering the debt-service payments to the County.

Terry also reported that they plan to create two new funds: **Capital Fund 85**, this will be for planned radio system and infrastructure expenses, such as site improvements, generators, radio tech vehicles, radio consoles, etc. **Reserve Fund 125** is the other new fund, which will cover any infrastructure needs related to the new and backup facility. Future radio system dollars will continue to be held in reserve at the County.

Kurt presented the preliminary draft budget, with a planned assessment increase of 4.62%. Following a brief discussion the committee took action: **Derek Daniels moved and Jim Lawless seconded to recommend taking the 2024 Draft Budget to the full board for consideration at the August meeting. The motion passed unanimously.**

4. **New Business.**

- A. DRAFT - 2024 ECSF & Radio Replacement Budget.** Terry presented the Draft budget and explained the process for requesting funds from the County: First, SNO911 staff creates a budget, presents it to their board for approval, and if approved it goes to the Radio Advisory Board, required by County Code. If they approve it, it then goes to the County's overall budget for final approval. He also went through the long-term management and spending plan for those dollars, including showing historical plans which originated in 2018. Terry reported that the County Executive's Finance Department has reviewed the long-term plan, and they are expecting to present the budget request to the Advisory Group in September if the SNO911 Board approves it.

Derek Daniels moved and Ken Klein seconded to recommend taking the Draft 2024 ECSF & Radio Replacement Budget to the board for approval. The motion passed unanimously.

5. **Good of the Order.** None.

6. **Adjourn.** The meeting was adjourned at 2:00 p.m. The next meeting is scheduled for September 14, 2023 at 1:30 p.m.

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

Meeting Attendance:

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

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

1. **Call to Order.** The meeting was called to order at 1:00 p.m. by Chair Dave DeMarco.
2. **Project Status.** Kurt recalled that last month some of the design drawings were shared with the committee, and that those continue to get refined. He also reported that they recently had an employee future facility committee meeting, along with a separate project meeting. They were able to relay some feedback to the design team and is waiting for the next design version. He feels they are close to being locked into the final design. He also shared with the committee that the project's main estimator is retiring, but they plan to meet with him and his replacement on Wednesday. Terry reported that they are on track for the deep dive presentation to the Board on the 17th. Wade reported that he feels more comfortable after receiving a budget document from Lydig. Kurt explained that the one hour presentation to the Board will include:
 - Organizational chart - showing the different players on the project.
 - OAC will provide a recap on timeline and budget.
 - Staff is working on a Risk Register, outlining possible risks in the project
 - Lydig will be talking about the overall process and where they are in the Target Value Design phases (currently in Phase 1A, but moving quickly to Phase 1B).
 - Architect will walk through the design and speak about the maximum reuse philosophy.
3. **SNO911 2024 Budget**
 - A. Facilities Supervisor - Kurt explained that they plan on bringing in a Facilities Supervisor next year so they're on board when construction gets underway. The cost for this new position will be off-set by the rent savings from the current Everett office and the Marysville office.
 - B. Board Reserve - Terry spoke about the 2024 budget request going to the County this month, along with the project budget. Staff is recommending a new capital fund be established, the ECC Infrastructure Fund. He explained the reasons behind this include saving for future unknown repairs, putting dollars aside for a back-up facility, and putting aside funding for a strategic reserve. George Hurst asked a question on when they might find out what the GMP (Guaranteed Maximum Price) is. Terry explained that the Target Value Design process is intended to go through several design and costing options to get to that final amount. They

haven't arrived at that point yet which is why the budget keeps fluctuating as they review the different options. Kurt added that they are still a few months away from reaching the GMP.

Chief Dave DeMarco (Everett Fire) expressed comments that he requested be on the record regarding SNO911's access to funds that other agencies don't have. He added that the project started at \$55 million, then moved to \$62 million, with a possibility of more increases. He explained that while he wants the agency to plan for the future, as well as set money aside for known expenditures that are coming, his agency doesn't have the ability to access those kinds of funds. He asked if there could possibly be some smoothing done related to the planning -- or a 3 year planning cycle for assessment rate increases. He acknowledges that the sources of funds are different, but thinks they're all inter-related. He asked that SNO911 contemplate what their subscriber agencies needs are when planning for their budgets as well. Often, the user agencies go down to the wire on anticipated rate increases, but they're actually planning years into the future for so many other things. He said he isn't criticizing, and won't stand in the way of SNO911's plans, but added that he feels obligated to point out to the committee that most user agency organizations don't have the kind of freedom that SNO911 has. Deputy Chief Jeraud Irving (Everett Police) added that his department is asked all the time where cuts can be made, where can they go leaner in their city. He added that he applauds the Chief's comments.

Kurt then explained SNO911's position on not applying all the emergency communications sales tax to decrease assessments, with the danger of then having to go to their users for additional assessments because they didn't have enough funding for their center. He said they are trying to strike a balance between controlling costs and planning for the future, which was a decades long vision for 911 in the county. He recalled that that was what the SNO911 Board asked them to do. He also showed how the agency has consistently had negative growth on assessments over the last five years. The funds received from the 1/10th of 1% tax have gone to paying for the radio replacement project, which in past years would have come from user agency assessment funds. He added that SNO911 has tried to always aim for stability from one year to the next in their assessments. He agreed to think about the three year request and discuss the matter more in the Finance Committee meeting. An additional point he made was even if SNO911's costs go down, user agency's assessments could still see a large increase if assessed values, calls for service and populations dramatically increase.

4. **Round Table.** George Hurst commented that with the buildings that are being constructed in Lynnwood, he has seen construction costs increase at a rate that hasn't been seen before. He sees this as a challenge every agency is now being faced with. He thinks once the GMP is determined the agency and Board can see where they stand on the project. He added that the agency also has an opportunity to build a call center where people want to stay and work.
5. **Adjourned.** The meeting was adjourned at 1:25. The next meeting is scheduled for Tuesday, September 5, 2023.