



SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
September 21, 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. Interim Chair Appointment**
 - C. Announcements**
- 2. Public Comments**
- 3. Approval of Agenda**
- 4. Consent Agenda**
 - A. Minutes from the August 17, 2023 Regular Board Meeting3**
 - B. August 2023 Blanket Voucher & Payroll Approval Form:**
 - i. Checks 1017 - 1018, and 17767 - 17892, for a total of \$1,844,792.16
 - ii. Payroll Direct Deposit, in the amount of \$1,214,350.16
- 5. Employee Milestone Recognition**
- 6. Executive Session**
- 7. Old Business**
 - A. APF – SCEA CBA7**
- 8. Director’s Report**

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D.	County EESCS Committee (Formerly County E911 Office)	
E.	County ECSF Program Advisory Board	
12.	Good of the Order	
13.	Adjourn - The next meeting is scheduled for October 19, 2023	

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

August 17, 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	Ryan Lundquist - SRFR		Tiffani Brown - SNO911	
	Sheila Betts - SNO911		Sharon Brendle - SNO911	
	Alicia Berget - SNO911 Public Meeting Site			

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 the Future Facility Overview is scheduled for 10:30 this morning. The presentation will be lead by a few of the contract vendors.	
2. Public Comments	None	
3. Approval of Agenda	Chief Dave DeMarco moved to approve the agenda as written. The motion was seconded by Councilmember George Hurst and approved unanimously.	Agenda Approved
4. Conent Agenda	Councilmember Hurst moved to approve the Consent Agenda, including: A. Minutes from the July 20, 2023 Regular Board Meeting B. July 2023 Blanket Voucher & Payroll Approval Form: i. Checks 1013 – 1016, and 17659 – 17766, for a total of \$1,653,629.80, and ii. Payroll Direct Deposit, in the amount of \$1,192,234.05 Chief DeMarco seconded the motion and it was approved unanimously.	Motion approved

5. Director's Report	Director Mills reported that the employee survey has been sent out and they are collecting responses. He hopes that the consultant will be able to share results next month. He also noted that the Nurse Triage System that had been discussed is nearing a decision point. The county Fire Chiefs Group has established a sub-committee and they plan to make their final decision soon which will then be brought back to the SNO911 board for their consideration. Staff is asking the sub-committee to draft an Executive Summary that be distributed to all the legislative bodies in the county. This will be a change to public safety and the legislative bodies need to be informed and aware of the change proposed.	
6. Old Business/ SCEA Contract Negotiations Executive Session	Attorney Jordan Stephens moved the Snohomish County 911 Board of Directors into Executive Session at 8:37 a.m. pursuant to RCW 42.30.140 (4)(a) to plan or adopt a strategy or a position to be taken by SNO911 during the course of collective bargaining. The Executive Session will concluded at 8:42, and at the conclusion of the Executive Session the board will return to the regular board meeting with no related announcements or action taken. The Regular Session returned at 8:42.	
7. New Business	Director Mills explained that Emergency Communications Systems and Facilities (ECSF) and the Radio Replacement Project (RRP) Budget are interrelated. An earlier version of today's presentation was emailed out to all Board members before the meeting. Deputy Director Peterson spoke of the today's presentation and highlighted a few areas, including: the revenue forecast for ECSF; the long-range plan for the radio system; agency budget; and staff recommended fund accounts that will need to be created. A. 2024 ECSF / RRP Budget. The deputy director went over the process for the ECSF budget. He explained the state statute that governs what the tax dollars can be used towards, along with the Snohomish County Code, that governs the administration of those funds. He added that SNO911 updates their long range forecast annually, and reminds themselves of the priorities, such as long term cash flow, saving for the future radio system, and the county's debt service. After their analysis they create an annual budget request to the county. They are asking the board to adopt the budget request today so it can then move to the Radio Advisory Board next month on September 6th. He shared a snapshot of the long range forecast and explained that they're looking at revenues and planning for long-term expenditures related to the radio system and SNO911 operations over a 15 year period. The current plan goes through 2038. Staff is recommending a new infrastructure reserve account which will fund known and unknown projects for the future facility and any other infrastructure reserve items that may be needed in the future.	

	E. Fire TAC. Director of Operations Andie Burton reported that Fire TAC met the day before and discussed operational issues, and some discussion on the NORCOM cutover to the digital radio system.	
10. Committee Reports	A. Finance Committee. Nothing additional to report. B. Personnel Committee. No August meeting. C. Future Facility Committee. Nothing additional to report. D. County EESCS Committee (formerly County E911 Office). No meeting. E. County ECSF Program Advisory Board. Meeting scheduled in September.	
Good of the Order	None.	
Adjourned	The meeting was adjourned at 9:25 a.m. The next regular meeting is scheduled for September 21, 2023, at 8:30 a.m.	



Action Proposal Form

Date: 9/18/2023

Title: Tentative CBA Dispatchers Union

Background / Purpose:

After months of productive negotiations, both parties are proud to present this draft Collective Bargaining Agreement (CBA) for your consideration. The CBA was overwhelmingly approved by the union membership and carries a strong recommendation from the negotiations team to support its approval.

Suggested Action/Recommendation:

Approve the successor collective bargaining agreement for Oct 1st, 2023 through June 30th 2026.

AGREEMENT
by and between
Snohomish County 911
and

Snohomish County 911 Employees Association

October 1, 2023 through June 30, 2026

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PREAMBLE

THIS AGREEMENT is entered into by and between **SNOHOMISH COUNTY 911**, hereinafter referred to as the Employer, and **SNOHOMISH COUNTY 911 EMPLOYEES ASSOCIATION**, hereinafter referred to as Association, representing the communications employees.

ARTICLE 1 – DEFINITIONS

1.1 As used herein, the following terms shall be defined as follows:

1.1.1 "Union" and "Association" shall mean the Washington State Council of County and City Employees/AFSCME Council 2 and its affiliated local Snohomish County 911 Employees Association.

1.1.2 "Employer" shall mean Snohomish County 911.

1.1.3 "Employee" shall mean an individual employed in the bargaining unit covered by this Agreement.

1.1.4 "Emergency" shall mean an unforeseen combination of circumstances requiring immediate action.

1.1.5 "Annual Vacation" shall mean paid leave scheduled by prearrangement through a bid process.

1.1.6 "Holiday" shall mean a day established by this Agreement, as set forth in Article 8.

1.1.7 "Anniversary Date" shall mean the employee's date of hire for the current period of uninterrupted service with Snohomish County 911 or its predecessor employers, adjusted for unpaid leave, or as adjusted for continuous employment in the Relief Employee classification.

1.1.8 "Seniority" shall be defined as the total length of current, continuous, uninterrupted service with Snohomish County 911 or its predecessor employers, adjusted for unpaid leave, or as adjusted for continuous employment in the Relief Employee classification. Likewise, "date of hire" shall mean the hire date with Snohomish County 911 or its predecessor employers.

1.1.9 "Immediate family" for bereavement leave purposes only shall be defined as spouse, registered domestic partner, child, parent, sibling, mother-in-law, father-in-law, grandparents, grandchildren, stepparents, stepchildren, significant other, or relative whose legal/permanent residence is in the household of the employee. Any employee requesting bereavement leave will identify full name

of the deceased, date of death, relationship and city and state of death.

1.1.10 “Family member” for the purposes of sick leave only, shall be defined as a child, spouse, registered domestic partner, parent, parent-in-law, grandparent, grandchild, or sibling. A spouse is defined as a husband or wife as defined under Washington State law. A child is defined as a biological son or daughter, adopted or foster child, stepchild, a legal ward, a child of a person standing in loco parentis, or for whom the employee is a de facto parent regardless of age or dependency status.

1.1.11 “Unplanned absence” shall include any absence, tardiness or early departure that occurs with less than seventy-two (72) hours’ notice, but will not include absences where an employee uses leave protected by the Washington State Paid Sick Leave law or where an employee, otherwise prepared to work their full shift, receives approval from the supervisor to take leave because there is sufficient staff on duty to meet operational needs.

ARTICLE 2 – RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION

2.1 Recognition. The Employer recognizes the Association as the exclusive bargaining representative for full-time and regular part-time employees of Snohomish County 911 in the job classifications identified in Appendix A.

All normal and customary duties connected with Public Safety Communications that have been assigned to the bargaining unit shall become and/or remain bargaining unit work performed by bargaining unit members. The application of this provision shall not preclude the Employer from performing bargaining unit work associated with management functions or under extraordinary circumstances. Such coverage shall be limited to the length of time necessary to obtain bargaining unit member coverage. It shall not be a violation of this agreement for the Employer to assign supervisors to perform bargaining unit work when to do so would avoid the need for overtime or activating an On-Call employee. In addition, on the “overlap day” (when more than two supervisors are staffed), it shall not be a violation for one of the regularly scheduled supervisors to dispatch or engage in call-taking provided that no regularly scheduled bargaining unit member is displaced. It will also not be a violation of this Agreement for a regularly scheduled supervisor to work in a call-taking or dispatch capacity in circumstances where a bargaining unit member is assigned to perform supervisory functions to facilitate skill development.

- 2.2 Association Dues.** Employees wishing to authorize the withholding of Association dues must provide their authorization to the Association, which will provide written notice to the Employer. Upon receipt of the Association's written notice, the Employer shall deduct from the employee's pay the dues of the Association and remit to Council 2 all such deductions semimonthly or monthly, except that all deductions be uniform and regular to accommodate the processed payroll. The Association will notify the Employer at least thirty (30) days in advance of any changes in its dues.
- 2.3 Revocation.** Employees may revoke their authorization for withholding of Association dues by providing written notice to the Association in accord with the terms of the authorization. The Employer will end dues deduction no later than the second payroll after receiving written notice from the Association that an employee has revoked authorization.
- 2.4 Indemnification.** The Association agrees to defend, indemnify and save the Employer harmless against any liability which may arise by reason of any action taken by the Employer to comply with the provisions of this Section.
- 2.5 New Employee Orientation.** The Employer shall notify the Union staff representative and Association president in writing at least two (2) days prior to the orientation of a new employee. The Association will be allowed a thirty (30) minute period during the orientation program to present information about its status as the exclusive representative of the bargaining unit. In the event that a new employee does not participate in a formal orientation program, the Association will be allowed a thirty (30) minute period during the employee's first ninety (90) days to conduct its introductory meeting. A newly hired employee who chooses to participate in such a meeting may do so during regular working hours without loss of pay.
- 2.6 Bargaining Unit Information.** Once per quarter, unless requested sooner by the Association, the Employer will provide the Association with the following information, assuming such information is included in the Employer's personnel records: (1) employee names; (2) employee dates of hire; (3) employee job titles; (4) employee salaries or rates of pay; (5) employee work sites or locations; (6) cellular, home, and work telephone numbers; (7) work and personal email addresses; (8) home or personal mailing addresses. The information will be provided in an editable format. Should the Employer miss a quarterly notification, the Association will provide a reminder and opportunity to correct to the Employer before seeking a remedy under applicable law.

ARTICLE 3 – NON-DISCRIMINATION

- 3.1** The employer and the Association agree that they will not unlawfully discriminate against any individual with respect to race, color, religion, sex, age, national origin, marital status, political affiliation, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability unless the factor involved would, notwithstanding reasonable accommodation, prevent the proper performance of the work to be assigned, or membership in the Association.

ARTICLE 4 – ASSOCIATION RIGHTS

- 4.1 Association Officials Time-Off.** The Association President and Secretary shall be granted release time while conducting labor negotiations, labor-management meetings or grievance resolution on behalf of employees in the bargaining unit provided:
- 4.1.1** They notify the Employer whenever feasible at least forty-eight (48) hours prior to the time-off;
 - 4.1.2** The Employer is able to properly staff the employee's job duties during the time-off period without the need for additional staff; and
 - 4.1.3** They remain available for call-back to the floor while conducting negotiations in the event work needs require their return.
- 4.2 Leave for Bargaining Team and Executive Board Members.**
- 4.2.1** Employees designated as Association bargaining team members or Executive Board members, will to the extent necessary for the purposes of attending contract negotiations or meetings with the employer related to grievance resolution, be exempt from limits on trades contained in this Agreement. Such employees will also be permitted to use their PTO or PTO from the leave bank described in Section 4.2.2 for negotiations (including shifts that occur on the same day as negotiation sessions) or grievance meetings, provided that the Employer is able to properly staff the employee's job duties during the release time.
 - 4.2.2** Negotiations/Business Leave Bank. The Employer and the Association will establish a business leave bank for use by eligible Association members for Association activities, not otherwise subject to paid release time. The bank hours shall be established through the donation of PTO hours by employees from their individual PTO leave bank. Employees are allowed to donate all PTO leave hours in their PTO bank in excess of eighty (80) hours to the Negotiations/Business Leave Bank. The Employer agrees to

administer the leave bank account and provide monthly statements to the Association.

4.3 Association Investigative and Visitation Privileges.

4.3.1 Association officials may visit the work location of the employees at any time for the purpose of investigating grievances and disciplinary matters. Such representatives shall limit their activities during such investigations to matters relating to subjects covered by this Agreement, and matters within the jurisdiction of the Public Employment Relations Commission. Work hours shall not be used by employees or Association Officials for the promotion of Association affairs other than stated above. The Employer will not be held liable for breaches of confidentiality.

4.3.2 At the supervisor's discretion and provided there exists a legitimate concern, an Association representative (not on duty) and a represented employee may leave the floor for the purposes of investigating disciplinary and grievance related matters.

4.4 Bulletin Boards. The Employer shall provide space for a bulletin board which may be used by the Association. Such use shall be restricted to the legitimate business needs of the Association's Executive Board and shall not contain material that may be deemed hostile to any Snohomish County 911 employee or be disruptive or hostile towards legitimate Snohomish County 911 operations.

4.5 Association Use of Materials. The Association shall not access or use Employer supplies, materials, equipment or facilities without prior approval of the Employer.

ARTICLE 5 – HOURS OF WORK, OVERTIME AND ON-CALL DUTIES

5.1 Work Schedule. Subject to the Testing Period and related conditions below, the normal work schedule will consist of three (3) twelve (12) hour days, followed by four (4) consecutive days off, followed by four (4) twelve (12) hour days, followed by three (3) consecutive days off (the "12-Hour" Schedule"). Trainee dispatchers may be assigned to alternative schedules during their training period. All hours in a day shall be consecutive. Any change in schedule or workweek format (including the introduction of rotating shifts), shall be agreed to between the Association and Employer. Either party may exercise the right to reopen this section to discuss concerns or issues relating to the work schedule during the Testing Period described below.

5.1.1 The "12-Hour Schedule" will be implemented for a forty-eight (48) month Testing Period. The purpose of the Testing Period is to allow time for both the Employer and the Association to understand

and work through operational, financial and other impacts of managing the organization under a new schedule. The parties will meet regularly during the Testing Period to identify and address issues and concerns that develop. The parties will apply good faith efforts to resolve issues to ensure the primary goals of the new schedule are met including, but not limited to effectiveness of meeting minimum staffing, overall work-life balance, cost-neutrality, general fairness in the distribution of work hours (including On-Call shifts), additional costs caused by increases to overtime, with a goal of maintaining mutual agreement.

- 5.1.2** The parties agree to test the 12-Hour Schedule for a minimum of eighteen (18) months, beginning April 2022. In the absence of mutual agreement by both parties to continue the 12-Hour Schedule beyond eighteen (18) months from the implementation date, through the remainder of the Testing Period the parties will consider testing other schedules that were deemed viable options through schedule discussions and voting that occurred in May of 2021. If the parties elect to test another schedule alternative, this Section of the Agreement may be reopened to address issues associated with the alternative schedule. In the absence of mutual agreement by both parties to test an alternative schedule during the remainder of the Testing Period, the schedules for all Calltakers, Trainee Dispatchers, Dispatchers and Cross-Trained Dispatchers will revert to the previous standard 5/8s Schedule; provided that the Employer will provide a minimum of six months' notice of the schedule reversion.

At the time of a reversion to the 5/8s Schedule, the financial modifications that were re-purposed for the transition to the 12-Hour Schedule will be restored as follows: restoration of contractual overtime for hours worked outside of a shift, restoration of shift differential, restoration of the higher premium paid for training, and any additional concessions made during the Testing Period.

- 5.1.3** The parties share a goal of implementing an Engagement Schedule during the term of this Agreement to improve the workplace and the work-life balance for employees. The Engagement Schedule will reduce the number of full shifts worked during the normal work schedule to eliminate "long" weeks (weeks that currently include four (4), twelve (12) hour shifts). In place of the full shifts eliminated with this change, the Engagement Schedule will include paid work time (likely four (4) hours per month) for functions off the dispatch floor, such as training, team building, professional development, and other functions beneficial for the operation and the workplace. The parties recognize that transitioning to the Engagement Schedule will likely require a number of changes to

the Agreement, including changes to Article 5, a recalculation of hourly rates and changes to issues like leave accrual and use, that will need to be addressed through bargaining. When staffing levels permit transition to the Engagement Schedule, the parties will reopen this Agreement to discuss and negotiate impacts associated with the schedule change.

5.2 Individual Schedule Changes.

- 5.2.1** The Employer shall not transfer or reassign an individual employee without providing the employee seventy-two (72) hours' notice, except in emergency conditions. The seventy-two (72) hours' notice may be waived under certain circumstances by mutual written agreement between the Employer and the employee.
- 5.2.2** Any request for change of assigned shift will be submitted in writing (to include the reason for the request) by the employee desiring to exchange shifts to their supervisor, who will then forward the request through the Chain of Command. The Employer will evaluate and respond in writing within ten (10) business days of receipt of the request. If approved, the Employer will implement the shift exchange as soon as possible, taking into consideration operational requirements. Employees who, with Employer approval, voluntarily exchange shifts shall not have their scheduled annual vacation guaranteed.

5.3 Meal and Rest Periods. The parties agree to paid meal and rest periods that vary from and supersede the requirements of WAC 296-126-092. The Employer shall "make a good faith effort" to provide the employees with the break time below. These breaks shall be provided as the workload allows, but employees must remain within the area subject to immediate callback should the workload require.

- 5.3.1** Employees working a four (4) hour day receive a total of fifteen (15) minutes of paid break time, typically in the form of one fifteen (15) minute rest break.
- 5.3.2** Employees working a six (6) hour day receive a total of forty-five (45) minutes of paid break time, typically in the form of a thirty (30) minute meal period and one (1) fifteen (15) minute rest break.
- 5.3.3** Employees working an eight (8) hour day receive a total of sixty (60) minutes of paid break time, typically in the form of one thirty (30) minute meal period and two fifteen (15) minute rest breaks.
- 5.3.4** Employees working a twelve (12) hour day receive a total of one hundred (100) minutes of paid break time, typically in the form of

two thirty (30) minute meal breaks and two (2) twenty (20) minute rest breaks.

5.4 Overtime. Employees shall receive overtime pay for actual hours worked in excess of forty (40) hours in the Employer's established workweek. Overtime will be paid at one and one-half (1.5) times the employee's regular hourly rate of pay.

5.5 On-Call Program.

5.5.1 Employees will be required to be in an On-Call status periodically. "On-Call" status means off-duty employees scheduled must remain fit for duty, able to be contacted by the Employer by phone call or other electronic notification, and able to arrive at SNO911 prepared to work in a timely manner when activated. Employees who have been authorized to receive on-call pay shall be compensated at the On-Call Hourly rate described in Section 7.3 until such time as they report to work or are released from on-call status.

5.5.2 Employees who receive notice of activation during their on-call shift must verbally acknowledge the notice through a phone call or electronically within ten (10) minutes of its receipt. If notice of activation is provided prior to start of the employee's On-Call shift, the employee may acknowledge the notice when it is received but must acknowledge the notice no later than ten (10) minutes after the start of their On-Call shift. Activation notifications will be sent when the need becomes known.

5.5.3 For an immediate activation, employees must arrive at their duty station no later than one (1) hour from acknowledgement. Employees who receive advanced notification (more than seventy (70) minutes) of an activation must arrive at their duty station at the assigned time.

(a) For employees who, as of the date of full ratification of this Agreement, live at a location that has a drive time of more than forty-five (45) minutes to the Employer's Everett location, the arrival time following immediate activation will be no later than ninety (90) minutes and the timeline for advanced notification will be one hundred (100) minutes. The parties will mutually identify employees subject to this provision, who will be identified in a memorandum of understanding. Those employees will remain subject to the alternate timelines in this paragraph as long as they remain at their current address.

5.5.4 Employees who, due to illness or injury (including all uses of paid sick leave authorized by RCW 49.46.210), would be unable to report to work if activated must notify an on-duty supervisor of their unavailability to fulfill the requirements of the On-Call shift assignment. Employees who follow the Employer's attendance policy procedures for reporting the illness or injury prior to activation will not be charged PTO time for the missed On-Call shift. Employees who first assert an illness or injury in response to activation will be required to use Paid Time Off for all activated hours missed (and may not use the PTO Non-Charge Option described in Section 9.4). Unless otherwise required by law, all employees who miss all or part of an assigned On-Call shift due to illness or injury must, within seven (7) days of being notified of the need to make up the missed assignment, schedule a make-up on-call shift to take place within sixty (60) days of the missed assignment, if one is available to sign up for within those seven (7) days and does not conflict with the employee's use of pre-approved annual leave. Make-up On-Call shifts will be fourteen (14) hours in length.

5.5.5 On-Call shift assignments will be made to establish an "On-Call List". The assignments to the On-Call List will be made based on the following criteria:

- (a)** There shall be up to three (3) fourteen (14) hour on-call shifts for each Day and Evening shift, and up to one (1) fourteen (14) hour on-call shift for Swing shift. (Seven 14-hour on-call shifts per 24-hour day.) On-Call shifts will begin two (2) hours before the standard shift start time.
- (b)** Employees will not be assigned on-call shifts that could require working hours outside of their normal shift schedule.
- (c)** Pre-assigned on-call days will be embedded into each work schedule. The number of staff required for pre-assigned on-call days may be adjusted from time to time if the Employer, following consultation with the Association, determines additional On-Call shifts are needed to preserve minimum staffing. Additional pre-assigned on-call shifts will be filled first with volunteers, and then if necessary added to pre-assigned on-call days with advanced notice. The Employer, in its sole discretion, will make periodic updates to pre-assigned On-Call days previously scheduled to ensure adequate coverage for the On-Call program.
- (d)** Employees will be assigned an order of activation priority for the On-Call List as supervisors build out the schedule. The

order of priority shall first be as follows. In the event of two employees being part of the same priority tier, the employee who has the fewest on-call hours in the On-Call Logging Bucket (described in Section 5.6.5) shall be first. The parties agree that further discussion of issues regarding employees' ability to trade periods of on-call activation would be mutually beneficial and will address this topic in a labor-management committee process during the term of this Agreement:

- (1) Employees who have voluntarily signed up for the on-call shift.
- (2) Employees who are on a pre-assigned on-call day who have prioritized themselves for the on-call assignment.
- (3) Employees (excluding employees described in (5) below) who are on a pre-assigned on-call day assigned to work a 36-hour bid schedule.
- (4) Employees (excluding employees described in (5) below) who are on an on-call day assigned to work a 48-hour bid schedule.
- (5) Employees with twenty-five (25) or more years of seniority, in inverse order of seniority.

5.5.6 Employees who have approved annual vacation secured through the annual vacation bid (excluding vacation bid through the quarterly option), shall be relieved from On-Call shifts that are adjacent to or overlap with approved time off, provided that in the event of a major catastrophic event, the Director may cancel all leaves. Employees relieved of an On-Call shift because of their annual vacation must schedule a make-up On-Call shift on a date within sixty (60) days (before or after) the vacated On-Call shift. A bid shall be conducted following the annual vacation bid, by seniority, for all employees who need to replace vacated on-call days. The bid for replacement on-call days will be completed within thirty (30) days of the end of the vacation bid.

5.5.7 On-Call Shift Rescheduling: Employees may reschedule on-call shifts under the following guidelines.

- (a) An employer provided form has been signed by both employees no later than forty-eight (48) hours before the first on-call shift date/time. Requests must be submitted electronically and shall be approved or denied by a shift-supervisor no later than twenty-four (24) hours prior to the

first trade date/time. Forms submitted less than forty-eight (48) hours before the start of an on-call shift will be denied.

- (b) On-call shifts may only be rescheduled in full shifts (fourteen (14) hours); employees may not reschedule partial on-call shifts without special approval from an Operations Manager or designee.
- (c) Employees may relinquish up to three (3) on-call shifts per quarter.
- (d) The automated scheduling software application may modify the order of on-call shift assignments consistent with this Article each time a reschedule request is entered.
- (e) Employees must be trained in call-taking and at least one other discipline to participate in any on-call reschedule request, with the exception of any call-taking legacy employee(s).
- (f) An on-call shift that has already been relinquished may not be relinquished again.
- (g) There must be a minimum rest period between actual or potentially activated work periods of twelve (12) hours.

5.6 Filling Vacancies. Vacancies will be filled by scheduled extra duty or by activating an employee from the On-Call List as described below. Vacancies will be filled in four (4) hour increments or for the remainder of the shift if less than four (4) hours remain. In the event an employee is activated from the On-Call List for two (2) increments that are separated by time off (a “bookended” shift), the employee may, at their election, work the hours between the assigned increments and hours worked in the gap will count towards the employee’s On-Call Logging Bucket.

5.6.1 Immediate Needs: To address immediate staffing needs (four (4) hour notice or less), the employer will activate an employee from the On-Call List in the order of priority outlined in Section 5.5.5(c). The Employer reserves the right to activate employees out of order to offer the work to activated employees already at the facility or where required to meet urgent operational needs.

5.6.2 Unplanned Short-Notice Needs: To address short-notice staffing needs (between four (4) and twenty-four (24) hours’ notice), the employer will:

- (a) Make an assignment based on voluntary responses and the provisions in Section 5.6.3(a) if there are volunteers.

- (b) Activate from the On-Call List in the order of priority outlined in Section 5.5.5(d).

5.6.3 Planned Needs for Additional Staff: To address planned staffing needs (more than twenty-four (24) hours' notice), the employer will follow the procedures below. The parties agree that further discussion of issues regarding the process for offering and assigning extra duty opportunities would be mutually beneficial, and will address this topic in a labor-management committee process during the term of this Agreement:

- (a) Vacancies that cause a need for an extra-duty assignment will be filled using an automated scheduling program. Employees seeking extra duty opportunities will make themselves available for voluntary extra duty using the sign-up feature on their schedule calendar. Extra duty will be assigned in four (4) hour increments to the eligible employee with the least amount of hours in their Overtime Logging Bucket (see Section 5.6.4) at the time the opportunity is presented. It is the employee's responsibility to be aware of these overtime assignments.
- (b) An employee may cancel a voluntary extra duty sign-up by personally contacting their supervisory team no less than ninety-six (96) hours prior to the scheduled work assignment. Except as otherwise provided by law, to cancel within ninety-six (96) hours of the scheduled work assignment, the employee must find another qualified employee to work the scheduled assignment and notify the supervisory team and the replacement employee of the details of the assignment no less than forty-eight (48) hours before the start of the shift.
- (c) If no volunteers are identified within twenty-four (24) hours of the specified time of need, the vacancy will be assigned through the On-Call Program.
- (d) Voluntary extra duty scheduled or worked shall not excuse the employee from attending mandatory training or team meetings.

5.6.4 Voluntary Extra Duty List ("VEDL Sign-Up List"). The employer shall establish a Voluntary Extra Duty List using a sign-up feature in an automated scheduling program that will rank employees in order of the number of extra-duty hours worked ("Extra Duty Logging Bucket"). The list will be used to determine the order in which voluntary extra duty is assigned. Assignment will be based on

qualifications and least number of hours in the Extra Duty Logging Bucket. The Extra Duty Logging Bucket totals will revert back to zero on January 1 of each year. Relief employees will be front-loaded one thousand (1000) hours, and Supervisors will be front-loaded two thousand (2000) hours to facilitate the scheduling program's voluntary extra duty assignment order.

- (a) Employees released from training and subject to extra duty assignment shall be awarded a number of hours (for use in the Extra Duty Logging Bucket) equal to the regular employee having the least amount of combined voluntary and activated On-Call hours. The number awarded is based upon the employee with the least hours overall, not based upon the lowest hours on the employee's shift. Employees with twenty-five (25) or more years of seniority will not be used for this comparison.
- (b) Employees absent from the workplace as a result of paid or unpaid, non-protected leave, or exempt from extra duty shall not have their extra duty hours adjusted once they have returned or are no longer exempt. Employees returning from protected leave (paid or unpaid) of more than thirty (30) days will have their Extra Duty Logging Bucket hours adjusted based upon their average of extra duty hours worked that year to date.

5.6.5 Voluntary On-Call List ("VOC Sign-Up List"). The Employer shall establish a Voluntary On-Call List using a sign-up feature in an automated scheduling program to assign voluntary on-call shifts to employees (up to the established maximum number of on-call shifts needed). Employees will be able to sign up for Voluntary Extra Duty Time and Voluntary On-Call simultaneously. Once an employee signs up for the Voluntary On-Call shift, the signup may not be removed from the automated scheduling program if it is less than two (2) weeks before the date of the signup. If the employee has not been assigned any Extra Duty Time for the date in question seventy-two (72) hours prior to the start of the open on-call shift, they will be assigned the on-call shift. If there are more volunteers than on-call shifts available, the tie breaker will be seniority. Once assigned, the voluntary on-call shift may not be relinquished to the Employer or another employee. Employees assigned voluntary on-call shifts will be placed at the top of the on-call activation list. If there are two (2) or more employees assigned voluntary on-call shifts, activation shall occur by order of sign up (first come, first serve).

- (a) Employees released from training and subject to On-Call shift assignment shall be awarded a number of hours equal to the regular employee having the least amount of On-Call hours. The number awarded is based upon the employee with the least hours overall, not based upon the lowest hours on the employee's shift. Employees with twenty-five (25) or more years of seniority will not be used for this comparison.
- (b) Employees absent from the workplace as a result of paid or unpaid, non-protected leave, or exempt from overtime shall not have their On-Call Logging Bucket hours adjusted once they have returned or are no longer exempt. Employees returning from protected leave (paid or unpaid) of more than thirty (30) days will have their On-Call Logging Bucket hours adjusted based upon their average of overtime hours worked that year to date.

5.7 Off-Duty Court Appearances. Any employee required to report for a job-related court appearance on their day off shall be compensated a minimum of four (4) hours compensation at one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay. Any witness fee paid to the employee for the job-related appearance will be remitted to the Employer.

ARTICLE 6 – SENIORITY AND PROBATION

6.1 Seniority. The Employer recognizes the principle that longer periods of service should be rewarded by proportionately greater job security and opportunity for advancement. The principle of seniority shall therefore be given primary consideration in all cases of layoff, rehires, shift bidding, and requests for time off (PTO used for annual vacation).

6.1.1 Employees begin accruing seniority on their date of hire for their most recent period of continuous employment. Unless otherwise required by law, employees will not accrue seniority during any period of unpaid, unprotected leave. An employee's seniority date will be adjusted forward for any period of unpaid, unprotected leave on a day-for-day basis.

6.1.2 An official seniority roster shall be determined by management and the Association effective July 31st of each year. Where two or more employees share the same seniority, rank on the seniority list shall be established according to the ranking on the eligibility list from which the employees were hired.

6.1.3 The employer will conduct an annual shift bid beginning no later than August 15. The employer may subvert seniority and move an employee's shift when required to:

- (a) Address harassment issues between two employees on a shift;
- (b) Conduct a disciplinary investigation requiring the temporary reassignment of an employee to another shift; or
- (c) Address operational needs (e.g., to ensure adequate qualified personnel on a shift); provided that shift moves required by operational needs will last no longer than the operational need.

6.1.4 Full time employees who are changed to relief employee status and maintain continuous service with the Employer shall retain accrued seniority. Relief employees shall accrue seniority at a rate of one-third that full-time employees.

6.2 Shift Vacancies. Shift vacancies occurring after January 1 of the current year shall be filled based on a process agreed upon by the parties. Probationary employees shall be placed on the shift determined by Snohomish County 911 management to be best suited to the training goals established for that employee. Only regular full-time employees shall participate in the shift bid process, when it occurs.

When a full-time vacancy is filled, subsequent shift vacancies will be filled through the same process as outlined in this section.

6.3 Job Vacancies.

6.3.1 When there is a vacancy in a supervisor position in the supervisory bargaining unit, the Employer will solicit internal applicants at the same time it solicits external applicants, though current dispatchers with three (3) or more years of seniority shall be given first consideration for filling the position based on their qualifications. In the event that no employee meeting the service criteria above is qualified for the position in the judgment of the Employer, the Employer may consider other current dispatchers and/or external candidates for the promotional position. When qualifications are equal, in the judgment of the Employer, seniority shall govern.

6.3.2 Any employee on a layoff list is eligible to be hired as a relief or full-time employee when a position is open or when someone is needed to cover shortages and staffing.

- 6.4 Probation.** New employees hired into a bargaining unit position shall work under the provisions of this Agreement but shall be subject to a probation period of three hundred sixty-five (365) days. During the probation period, the employee may be disciplined or discharged at the discretion of the Employer and without recourse to the grievance procedure; provided however, that the Employer may not discipline or discharge for the purpose of evading specified benefits provided in this Agreement or for the purpose of discriminating against an employee because of Association activity. The Employer may extend the probation period to accommodate training needs and qualifications provided that the employee and the Association agree to such an extension and the extensions do not exceed a total of one hundred eighty (180) days. The Employer shall notify the Association when an extension is proposed to a probation period.
- 6.4.1** Relief employees, if hired into a full-time position with no break in service, may return to the previously worked full-time position without being subject to the probation period.
- 6.4.2** Employees reverting to a lower classification shall be required to complete the outstanding probation period for their previously held position. If the employee had already successfully satisfied the probation requirements of the previously held position, no additional probation period is required.
- 6.5 Legacy Employees.** Any employee hired prior to December 1, 2017, who is certified in a single discipline (*i.e.*, call taking, police dispatch, fire dispatch) shall be allowed to remain in that particular discipline. Legacy employees who wish to train in additional dispatch disciplines must notify Human Resources of their desire to enter training. A list will be maintained, and openings in available training classes will be filled in seniority order from those on the list.
- 6.7 Trainee Dispatcher.** Entry-level employees newly hired into the bargaining unit will be placed in a Trainee Dispatcher ("TD") position.
- 6.7.1** TD's will be required to satisfactorily complete Call Taker training and one (1) dispatch discipline (either Police or Fire) selected by the Employer during the probationary period.
- 6.7.2** TD's will be assigned to academies and training programs to meet the anticipated staffing needs of the Employer.
- 6.7.3** TD's will be paid in accordance with the provisions in Appendix A.
- 6.7.4** The Employer will have just cause to terminate any Trainee Dispatcher who has successfully completed probation if they are unable to obtain certification in call taking, police dispatch and/or

fire dispatch within twenty-four (24) months of their hire date, so long as the Employer has provided reasonable opportunities for the Trainee Dispatcher to obtain such certifications in that timeframe. When the Employer reasonably believes that a trainee will be unable to complete certification for all required fields within twenty-four (24) months, it will notify the Association in a timely fashion prior to the conclusion of the training period. If the Employer, in its sole discretion, decides not to terminate the employee, the parties will negotiate an extended time period for certification. Failure to complete the required certifications within the extended time period is just cause for termination.

ARTICLE 7 – WAGES

- 7.1 Wage Schedules.** The hourly rates for all bargaining unit positions are set forth in Appendix A.
- 7.2 One-Time Payments.** The one-time payments below will be paid to eligible employees in active employment status of as of the effective date of this Agreement.
- 7.2.1** In recognition of the transition time associated with the Association's change of affiliation and related certification processes, and to compensate employees for months since the expiration of the expired contract, regular and relief employees will receive a one-time gross payment equal to five percent (5%) of their gross earning between July 1, 2023, and September 30, 2023. Payment will be included in the first payroll period of November 2023.
- 7.2.2** Regular employees will receive the following one-time gross payments based on length of service to the Employer. Payment will be made no later than the second payroll of November 2023:
- Employees with 5-10 years of service – \$2500
Employees with 10-15 years of service – \$3000
Employees with 15+ years of service – \$3500
- 7.3 Longevity.** In addition to the monthly rates of pay provided herein the Employer shall pay employees longevity premiums as per the following schedule:
- After completion of 5 years, \$30 per month.
After completion of 10 years, \$75 per month total.
After completion of 15 years, \$110 per month total.
After completion of 20 years, \$155 per month total.
After completion of 25 years, \$200 per month total.

These calculations will be converted to an hourly rate (using the premium amount divided by 173.33), added to the employee's base rate, and multiplied by the numbers of hours worked each pay period.

7.3.1 Relief Employee Longevity. Relief employees shall be eligible for longevity premium pay based on the employee's adjusted seniority. The payment will be converted to an hourly rate (using the premium amount divided by 173.33), added to the employee's base rate, and multiplied by the numbers of hours worked each pay period.

7.4 On-Call Hourly Rate.

7.4.1 Employees who are assigned to be in On-Call status will be compensated at a rate of two dollars (\$2.00) per hour until such time as they arrive at their duty station in response to an activation or are released from On-Call status.

7.4.2 Employees who are assigned to be in Voluntary On-Call Status will be compensated at a rate of four dollars (\$4.00) per hour until such time as they arrive at their duty station in response to an activation or are released from On-Call status.

7.5 Training Premiums.

7.5.1 Any employee, other than those employees assigned to the Office of Training and Standards, assigned to conduct individual training activities (which includes completing daily and weekly observation reports) shall be paid five dollars (\$5) per hour in addition to their regular wages for all hours spent in such training activities.

7.5.2 Employees selected to serve as Certified Training Officers ("CTOs") will, upon completion of certification, receive an additional premium of two percent (2.0%) for all hours worked. CTOs will continue to receive the training premium described in Section 7.5.1 above when they are actively conducting individual training activities.

7.6 Changes in Pay Rates. When an employee's pay rate changes because of a step increase, advancement in longevity, promotion, change in eligibility for a monthly premium, or other significant personnel action, the change will take effect as follows:

7.6.1 Changes that occur on the 1st through the 7th of the month will take effect on the 1st of the month during which they occur.

7.6.2 Changes that occur on the 8th through the 22nd of the month will take effect on the 16th of the month during which they occur.

- 7.6.3** Changes that occur on the 23rd through the end of the month will take effect on the 1st of the following month.
- 7.7 Overtime.** Shall be calculated consistent with the Fair Labor Standards Act and the State Minimum Wage Act and, where applicable, other provisions in this contract.
- 7.8 Deferred Compensation.** Each full-time employee enrolled in a 403b or 457 plan offered by the Employer shall receive the following deferred compensation benefits:
- 7.8.1 Non-Matching.** The Employer shall contribute three and one-half percent (3.5%) of each employee's base monthly salary on into each employee's account.
- 7.8.2 Matching.** In addition to the non-matching contributions set forth within Section 7.8.1, the Employer shall match an employee's contribution into their account on a one-for-one basis, up to a maximum of two and nine-tenths percent (2.9%) of the employee's base monthly salary. The employee shall indicate the amount of their contribution during an annual open period. Such contribution amount may not be changed until the next open period.
- 7.8.3 Fees.** The employee is responsible for payment of such plan administration and/or account maintenance fees as may be set by the Employer's plan(s). All account activities shall be in accordance with the rules and regulations of the plan(s).
- 7.9 Payroll.** The Employer calculates payroll based on actual hours worked. The two pay periods per month are the 1st through the 15th of each month and the 16th through the last day of the month. Through January 2024, the two (2) paydays per month occur on the 5th and 20th of each month, with the exception of bank holidays, when paydays will occur on the nearest available bank day. Effective in the month of March 2024, the two (2) paydays will shift to the 7th and 22nd of each month, with the exception of bank holidays, when paydays will occur on the nearest available bank day. To mitigate for perceived impacts of actual hours worked in the month of February, each employee may sell back up to four (4) days of PTO. The February sellback of up to four (4) days of PTO will be paid on the March 5th paycheck.

ARTICLE 8 – HOLIDAYS

- 8.1** The following days shall be designated as holidays. Holidays will be recognized on the actual date of the holiday.

New Year's Day
Longevity Holiday

Labor Day
Veteran's Day

Martin Luther King Day	Thanksgiving Day
President's Day	Native American Heritage Day
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year's Eve Day

The Longevity Holiday will be awarded each year for employees who reach ten (10) years longevity or more.

8.2 Holiday Accruals.

8.2.1 Employees will accrue eight (8) hours of PTO for each holiday during which they are in paid status. As of the effective date of this Agreement, Employees who work between 1500 on December 31 and 0300 on January 1, and/or between 1500 on July 4 and 0300 on July 5, will accrue an additional one (1) hour of PTO for each such hour worked. Accrued PTO will be credited to employees in the payroll for the period including the holiday. Employees will be credited with the longevity holiday in the payroll for the period that includes the date they initially become eligible for the holiday, and in the payroll period that includes January 1 for each year thereafter.

8.2.2 During the pay period ending November 15, employees may elect to cash out up to one hundred twenty (120) hours (one hundred twenty-eight (128) hours for employees who have received the longevity holiday) of accrued PTO at their regular, straight time hourly rate. Employees electing to cash out PTO must submit a written PTO Form indicating the number of hours to be cashed out prior to November 1. Employees will receive payment for PTO cash outs in the paycheck for the period ending November 15. In no event may employees cash out a greater number of PTO hours than they have in their PTO leave bank at the conclusion of the November 15 pay period.

8.3 Unless otherwise required by law, in addition to PTO used to cover their absence (see Article 9), an employee who has an unplanned absence for all or part of a shift that includes hours on a recognized holiday shall have their holiday PTO accrual reduced by two (2) times the number of hours missed during the twenty-four (24) hour holiday period, up to a maximum of eight (8) hours.

8.4 PTO credited in accord with this Article shall be the total exclusive consideration for holidays. Employees who work on a scheduled holiday shall be paid straight time wages unless they qualify for overtime as provided in Section 5.3.

ARTICLE 9 – ANNUAL VACATION/PAID TIME OFF (PTO)/SABBATICAL

- 9.1** All regular employees shall accrue (“PTO”) that may be used for authorized absences or unplanned absences. Accrued PTO shall be credited to employees’ individual PTO leave banks each pay period. Employees may not use PTO prior to the time it has been credited to their leave banks in the Employer’s payroll system. (See Sections 9.2 and 9.3 for rules regarding scheduling PTO.)

- 9.1.1** Each employee’s PTO leave bank will accrue hours according to the following chart:

	After Months Completed	Annual Total
A	< 48 months	192
B	48	216
C	108	240
D	156	264
E	204	288
F	252	300
G	288	312
H	336	324

Employees on Leave without Pay will not accrue PTO time until they return to regular, full-time paid status.

- 9.1.2** In accordance with the Employer’s PTO policy, employees are front-loaded seventy (70) hours of PTO, with all seventy (70) hours designated Washington State Paid Sick Leave protected by RCW 49.46.210. Front-loading occurs on the date of hire for new employees or the anniversary date of hire for ongoing employees. Front-loaded hours represent the first seventy (70) hours an employee earns through the accrual rates stated in Section 9.1.1. Once the employee has completed sufficient months of service to accrue seventy (70) hours, the employee will receive additional accruals credited to their PTO account as provided above. Employees who separate from employment having used front-loaded hours before they have accrued will have their final pay from the Employer adjusted by the value of the used but unearned PTO. To implement the provisions of this paragraph, the Employer will front-load a prorated amount of PTO (any portion of seventy (70) hours the employee has not yet accrued since their last anniversary date) into employees’ PTO banks on October 1, 2023.

- 9.1.3** There is no cap on leave bank hours that may be accrued.

- 9.1.4** Employees voluntarily leaving employment may cash out a maximum of seven hundred fifty (750) hours of accrued but unused PTO, including any amounts accrued but not yet credited to their leave banks, at their straight time rate. Employees may not cash out any front-loaded PTO that has not yet been accrued.
- 9.1.5** Employees will be credited with PTO step increases on their anniversary date of hire. PTO step increases and the PTO front-loading described in Section 9.1.2 will be implemented according to the schedule included in Section 7.6.
- 9.1.6** Employees may donate PTO according to the Employer's Shared Leave Policy.
- 9.2 Annual Vacation.** Annual vacation will be selected by bid by the employees in accordance with Article 6 and this Article. The vacation bidding process for annual vacations shall commence following the completion of the shift bid, but no later than forty-five (45) days after the shift bid has been initiated. Bids for the first quarter of the coming year, for those employees opting to participate in quarterly bidding pursuant to Section 9.7.2, will begin following completion of the second round of annual vacation bidding; quarterly bidding for the second, third and fourth quarters will commence approximately six (6) weeks prior to the beginning of each calendar quarter. If an employee has insufficient PTO for a pre-approved vacation, the employee's vacation will be reduced to the number of full shifts covered by the employee's available PTO. During a quarterly pre-bid review process, all pre-approved time for the coming calendar quarter for which an employee has insufficient PTO (including anticipated accrual) will be reduced to the number of shifts covered by the employee's available PTO. In all other cases, once approved, an employee's annual vacation will not be canceled absent a major catastrophic event. Employees who incur non-refundable expenses such as hotel accommodations, airline or other tickets, etc., because of the cancellation of a vacation by the Employer due to a major catastrophic event will be reimbursed for such expenses within thirty (30) days of the cancellation.
- 9.3 PTO Requests.** PTO may be used for any reason identified and under the terms set forth in RCW 49.46.210 as currently enacted and in accordance with the currently enacted regulations. Unless otherwise required by law, PTO requests for leave other than annual vacations may be submitted no more than thirty (30) days prior to the day(s) requested for leave. Requests submitted at least seven (7) days prior to the date of the requested leave shall be returned to the employee, approved or disapproved, by the Employer not less than five (5) calendar days before commencement of the leave. PTO requests that would reduce an employee's PTO bank to less than one (1) hour will not be approved until the employee's PTO balance has been confirmed by the Employer's

payroll department. Approved leave may be cancelled by the Employer due to emergencies with seventy-two (72) hours' notice to the employee; provided however, that in the event of a major catastrophic event the Director may cancel all leaves.

- 9.4 PTO Non-Charge Option.** If an employee uses planned PTO or unplanned PTO, followed by activated on-call hours, and both of these events occur in this order and within the same pay period, the employee may notify the employer that they elect to use the PTO Non-Charge Option. Each employee may elect this option up to five (5) times per calendar year. It may only be used for a single occurrence of PTO use of up to twelve (12) consecutive hours, and the number of hours subject to the PTO Non-Charge Option is further limited to the number of activated on-call hours assigned. The notification process to use the PTO Non-Charge Option will be established by the Employer. Employees must submit notice before the end of the shift on which they are working activated on-call hours. Once processed by the Employer, the PTO time meeting this criteria will not be charged to the employee's PTO bank.
- 9.5 Probationary Employees:** Newly hired probationary employees are not eligible to bid for annual vacation until they have been released from training and assigned to a shift, at which time they may bid for available vacation leave per Article 6 and this Article. If a newly hired probationary employee is released from training and assigned a shift after the regular vacation bid has begun, they will be permitted to bid an equivalent number of bids in order to align with seniority. Newly hired probationary employees may not use planned leave (planned PTO) while in active training sessions. Current full-time Employees voluntarily entering training in a higher paid job classification shall be granted pre-scheduled annual PTO (planned PTO for annual vacation - see Section 9.2 Annual Vacation) if it occurs during active training. However, once training has commenced no other planned PTO will be granted during active training. Once training has been successfully completed, PTO may be utilized, even though a probation period still exists.
- 9.6 Vacation Limitations.** Employees shall be allowed to take a maximum of one hundred sixty-eight (168) consecutive hours of vacation leave, except that from June 1 through August 31, and between the Monday immediately preceding Thanksgiving to January 2, the maximum shall be eighty-four (84) consecutive hours vacation leave.
- 9.6.1 Call Takers, Trainee Dispatchers and Dispatchers.** Dayshift and Nightshift shall be allowed three (3) employees off on annual vacation at one time and swing shift shall be allowed one (1) employee off on annual vacation at one time. To the extent not filled during the annual bid or if a vacation bid is subsequently vacated, the vacation bid slots shall remain available for PTO use

throughout the year on a first-come, first-served basis pursuant to Section 9.3.

9.7 Vacation Selection. There shall be three rounds of vacation bidding for Call Takers, Trainee Dispatchers, and Dispatchers. The third round of vacation bidding will provide all employees with two options. Each employee shall designate their choice, through a formal documented process, upon completion of the annual shift bid process, but prior to the start of annual vacation bidding. Should an employee fail to designate their choice, they will automatically be designated as following Option 1. Once a bid is submitted, the choice between the two options will be irreversible for the calendar year.

9.7.1 Option 1. An employee may submit an annual bid as outlined in Article 9.2; or

9.7.2 Option 2. In lieu of participating in the traditional third round of annual vacation bidding, the employee may participate in quarterly bids for open vacation slots during the coming quarter. Each quarter, there will be three (3) rounds of bidding. Employees participating in the quarterly bids may bid open vacation slots of a maximum of twenty-four consecutive hours (three days). Employees may place bids totaling eighty-four (84) hours per calendar year; provided that employees who have had no Unplanned Time Off (partial or full shift absences which are either not pre-approved, protected under the Washington State Paid Sick Leave Law, or protected by FMLA) ("UPTO") during the twelve (12) month period preceding the bid may place bids totaling up to one hundred-twenty (120) hours per calendar year. PTO bid during previous quarters of the same calendar year will be subtracted from the amount remaining for bid. Employees that have less than one hour (60 minutes) of UPTO due to Unavoidable tardiness, shall be eligible for one hundred-twenty (120) hours per calendar year.

9.8 Shift Changes and Vacation Bids. Employees required to change shifts shall retain their original vacation bids. Employees who choose to change shifts due to posted shift bid openings shall retain their original annual vacation bids as long as the bid does not exceed the allowed shift limitations. If an employee loses their vacation bid due to the forgoing, the employee shall be allowed to take the vacation at another available time.

9.9 Sabbatical Leave. Effective October 1, 2023, regular employees who reach a five-year service milestone (continuous service from their most recent date of hire) will receive eighty-four (84) hours of paid sabbatical leave awarded on their anniversary date. Effective January 1, 2024, sabbatical leave will be usable in the twelve (12) months following the

employee's anniversary date for a single, continuous block of leave or may, at the employee's option, be cashed out. In the event an employee elects to use less than the full eighty-four (84) hours of leave, the remaining leave will be cashed out. Employees who became eligible for a sabbatical between October 1 and December 31 of 2023 will be allowed to take their sabbatical during the 2024 calendar year. One (1) employee will be permitted to be on sabbatical leave at a time except for the first week of July, which will be blacked out. The sabbatical leave spot will be in addition to the slots provided for employees to use PTO. Employees may schedule PTO adjacent to scheduled sabbatical leave through the normal vacation bidding processes.

ARTICLE 10 – LEAVES

- 10.1 Attendance Policy.** Expectations regarding attendance, procedures for reporting absences and consequences for employees whose attendance is unsatisfactory are described in the Attendance Policy.
- 10.2 FMLA Leave.** Eligible employees may use leave under the Family Medical Leave Act in accordance with the Employer's policy. Employees taking such leave must exhaust all PTO in their leave bank prior to taking any unpaid leave.
- 10.3 Paid Family and Medical Leave Program.**
- 10.3.1** Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A. ("PFML"). Eligibility for PFML leave and benefits is established by Washington law and is therefore independent of this Agreement. Employees will pay through payroll deduction the full cost of the premiums associated with PFML family leave benefits and forty-five percent (45%) of the cost of the premiums associated with PFML medical leave benefits, as determined under RCW 50A.10.30. The Employer will pay the remaining premium amounts.
- 10.3.2** Employees must provide the Employer with not less than thirty (30) calendar days' notice of PFML unless the need for leave is unforeseeable, in which case notice must be provided as soon as reasonably practicable.
- 10.3.3** Applications for PFML must be submitted to the State Department of Employment Security.
- 10.4 Bereavement Leave.** A regular full-time employee who has a member of their "immediate family" taken by death may request up to three (3) days off without loss of pay; up to five (5) days off may be taken if funeral services are held out of the State of Washington. In the event that an employee needs more time away from work for the death of an immediate

family member, or leave due to the death of a family member not covered by bereavement leave, they may use PTO (or in the absence of PTO, unpaid leave) with approval, which will not be unreasonably denied.

- 10.5 Jury Duty.** An employee who is called for possible jury duty shall not lose any pay by reason of such call or by reason of serving as jurors. The employer shall pay such employees their regular compensation. Employees may retain any payment made to them as jurors.

10.5.1 Night shift employees who are selected for jury duty service shall be reassigned to the day shift for the period they are required to serve as jurors and they shall be covered by the provisions of this Article. Any employee selected for long-term jury duty (at least five (5) days) shall be reassigned to dayshift, Monday through Friday, for the period they are required to serve as jurors. Employees that serve five (5) or more days as jurors shall be allowed to take two (2) consecutive days off before returning to their normal assigned shift (PTO or time off without pay). Employees are expected to report for duty if released early from their jury duty requirements.

ARTICLE 11 – INSURANCE

- 11.1** The Employer will offer medical insurance coverage to full-time Association members and their dependents through the Association of Washington Cities (“AWC”) Employee Benefit Trust. The Employer shall contribute the following percentages toward the premiums necessary to maintain medical insurance under the AWC HealthFirst 250 or AWC Kaiser Permanente \$20 Copay/\$200 Deductible Plan:

11.1.1 Ninety-five percent (95%) for employee only;

11.1.2 Ninety-two and one-half percent (92.5%) for employee + one dependent;

11.1.3 Ninety percent (90%) for employee + spouse; employee + two dependents; or employee/spouse/one dependent.

11.1.4 Eighty-five percent (85%) for employee/spouse/two or more dependents.

Any employee who opts out of medical coverage after providing adequate proof of insurance shall be entitled to an opt-out payment of five hundred fifty dollars (\$550.00) per month.

- 11.2** The Employer will offer dental insurance coverage through the AWC Delta Dental Plan E, orthodontic insurance through the AWC Delta Orthro Rider Plan I, and vision insurance through the AWC Vision Services Plan. The Employer will contribute ninety-five percent (95.0%) of the premium for

employee only coverage and eighty-five percent (85.0%) of the premium for employees insuring dependents.

- 11.3** The Employer will offer life, LTD and AD&D insurance coverage to its employees. The Employer will bargain with the Association before making any change to its coverage providers that would affect the terms of coverage.
- 11.4** In the event that there are material changes to the benefits provided by the health insurance plans specified in this Article, the Association may reopen this Agreement for the sole purpose of proposing an alternative plan. Unless and until any such proposal results in an agreed change of plan, employees will receive the benefits provided by the plans identified above as they are then-provided by the AWC Benefits Trust.
- 11.5** Medical, dental, orthodontic and vision insurance coverage is available to all regular, full-time employees in the bargaining unit, their spouses and dependent children under age 26. Employees become eligible the first day of the month following hire.
- 11.6** Employee contributions toward the insurance premiums above will be made through payroll deductions, which will cover the premium for the month during which the deductions are withheld.

ARTICLE 12 – MISCELLANEOUS

- 12.1 Safety Standards.** Both Employer and employees shall comply with State of Washington Safety Codes.
 - 12.1.1** Each employee shall be issued the proper equipment required to perform their duties. Each employee shall ensure that their assigned workstation has sufficient resource materials on hand and available for their shift relief. If an employee cannot so ensure, they shall notify their shift supervisor.
- 12.2 Training/Team Meetings. Training/Team Meetings.** When employees are required to attend training or meetings outside their normal shift, they will be paid at the overtime rate of pay for actual hours spent at such meetings. Time spent traveling to required in-person training or meetings away from the Employer's facilities will be considered time worked. Mandatory training and/or team meetings shall neither be considered as nor eligible for callback. Time spent attending mandatory training and/or team meetings will count towards the maximum number of hours an employee will be permitted to work on a shift or in a given period.
 - 12.2.1** All mandatory training away from the Employer's facilities shall be paid for by the Employer, with such costs limited to registration, books, meals, lodging and travel expenses; those items not paid in

advance shall be paid upon presentation of receipt of expense claims.

12.2.2 The Director or designee may assign full or partial shift adjustments in conjunction with training subject to the seventy-two (72) hour shift adjustment.

12.2.3 The Employer shall notify all employees, including relief employees, at least seven (7) days prior to any mandatory training/team meeting. In the case of relief employees, the Employer will notify these employees by phone or other reasonable means.

12.3 New Classification Changes. Should it become necessary to establish a new job classification or change an existing one during the life of this Agreement, the Employer and the Association shall meet to negotiate and consider the classification duties and if it is included or excluded from the bargaining unit; and if included what the compensation rate shall be.

12.4 New Hires. The Employer shall provide to new employees all materials necessary for new hires to perform their duties.

12.5 Relief Employees. The Employer may employ relief employees on an as needed basis. A relief employee shall be defined as an on-call employee hired to fill the absence or leave of a regular employee or to fill a vacancy in a regular position until a regular employee is appointed. A relief employee shall not be eligible for the benefits set forth within Articles 8, 9 and 10. Provided that relief employees who work on a scheduled holiday shall be paid one and one-half (1-1/2) times the employee's regular hourly rate of pay for all hours worked on the holidays. A relief employee shall not be used to supplant a regular employee. There shall be a requirement of thirty-two (32) hours worked each month for relief employees. This requirement may be reduced at the discretion of the Director, or his designee, based on current staffing requirements and shall not be considered a guarantee of thirty-two (32) hours per month for relief employees. All relief employees must be actively available for contact by the shift supervisors. Relief employees shall, absent an emergency, work no more than sixty-nine (69) hours per month. The Employer may pre-schedule up to twelve (12) regular hours per month. Remaining hours may be scheduled as desired with full-time staff, reserving up to twelve (12) hours per month to be scheduled by the Employer (based on relief employee stated availability). Employees may contract with relief employees up to twelve (12) months prior to the anticipated absence. Forms may be submitted up to ninety (90) days in advance. Relief employees may not participate in any shift rescheduling request. Relief employees may not be contracted for on-call shifts.

The maximum cumulative hours relief employees may work per calendar year is limited to eight hundred twenty-eight (828) hours. The Employer will provide to the Association the number of hours worked per month for each relief employee.

12.5.1 STEP increases for relief employees shall be predicated on five hundred twenty (520) hours worked in a twelve (12) month period. A relief employee working less than five hundred twenty (520) hours in a twelve (12) month period shall not receive a STEP increase until the five hundred twenty (520) hour requirement is met.

12.5.2 Once the five hundred twenty (520) hour requirement is met then the twelve (12) month period again starts for the next successive STEP increase hourly requirement.

ARTICLE 13 – MANAGEMENT RIGHTS

13.1 The management of the operation and the management of personnel and the performances of other functions not expressly limited by the terms of this Labor Agreement and/or State or Federal Law is the exclusive right of management.

ARTICLE 14 – PERFORMANCE OF DUTY

14.1 There shall be no strike, sympathy strikes, slowdown or stoppage of work, or any interference with the efficient management of the Organization during the term of this Agreement; nor shall any employee fail to perform his/her duties by refusing to cross any picket line of any labor organization during the term of this Agreement in order to perform his/her duties. Any employee who violates any provisions of this Article shall be subject to disciplinary action including discharge.

ARTICLE 15 – DISCIPLINE

15.1 Just Cause. The Employer shall not issue a letter of reprimand (written/disciplinary) to, suspend, demote, or discharge any employee who has completed their probation period without just cause. The Employer shall tailor discipline to respond to the nature and severity of the offense, and the employee's prior disciplinary record.

15.2 Investigations.

15.2.1 Disciplinary investigations that may result in discipline greater than letter of reprimand shall be commenced and concluded by the Employer within a reasonable amount of time after the Employer has knowledge of the facts and circumstances giving rise to the possibility that an employee has committed acts subject to

discipline by the Employer. Employees have an obligation to cooperate with any investigation conducted by the Employer.

15.2.2 Employees are entitled, at their option, to have Association representation during any investigatory interview conducted by the Employer that the employee reasonably believes may result in discipline of the employee. During any such investigatory interview, a participating Association representative will be given the opportunity to ask questions, offer additional information and counsel the employee, but may not obstruct the Employer's investigation.

15.3 Pre-Disciplinary Procedure.

15.3.1 If the Employer intends to impose discipline that involves a loss of pay or termination of employment, the Employer shall inform the employee and the Association of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient particularity to permit the employee to understand the reason for the proposed discipline. A copy of the employer's investigative report will be provided to the employee and the Association with the written notice. Unless otherwise agreed between the employee and Employer, the written notice will be provided a least forty-eight (48) hours prior to the Pre-Disciplinary Meeting.

15.3.2 The Employer will schedule a Pre-Disciplinary Meeting to permit the employee and the Association to respond to a notice of intent to discipline. At the beginning of any Pre-Disciplinary Meeting, the Employer will describe its proposed discipline and the general reasons for issuing the proposed discipline.

15.3.3 No later than fourteen (14) calendar days after the close of the Pre-Disciplinary Meeting, the Employer shall inform the employee of its disciplinary decision in writing.

ARTICLE 16 – GRIEVANCE PROCEDURE

16.1 Purpose. The parties recognize that the most effective accomplishment of the work of Snohomish County 911 requires prompt consideration and equitable adjustments of the employee's grievances. It is the desire of the parties to adjust grievances informally and expeditiously whenever possible.

16.2 Grievance Defined. A grievance is a dispute between the Employer or its Management, and the Association/employee, as to the interpretation, application or violation of any terms or provisions of this Agreement. All grievances must be submitted in writing, and must state the alleged violation and the remedy requested.

16.3 Time Limits. Time limits within the grievance procedure may be waived or extended by the mutual agreement of both parties. If the Association or employee fails to act or respond within the specified time limits, the grievance will be considered waived. If the Employer fails to respond within the specified time limits, the grievance shall proceed to the next step of the grievance procedure. The day after the event, act or omission, or the day after the Association or employee became or reasonably should have become aware of the event, act or omission, shall be the first day of a timeline under this Article. In the event a time limit under this Article ends on a weekend or holiday, the deadline will automatically be extended to the following business day.

16.4 Informal Resolution of Problems. Employees are encouraged to attempt to resolve potential grievances through informal discussion with their supervisors and/or Association representative prior to filing a grievance.

16.5 Submission of Grievances and Responses. All grievances and requests for arbitration must be submitted to the Employer's Director of Human Resources or designee, who will be responsible for distributing the grievance or request to the appropriate Employer representative for response. All Employer responses will be submitted to the Association President. Grievances challenging disciplinary action may be asserted by an employee or by the Association on behalf of one or more employees; all other grievances may be asserted only by the Association.

16.5.1 STEP ONE: Regardless of the status of any informal discussion, a grievance must be submitted within twenty-eight (28) calendar days from the date the employee(s) or the Association became aware or should have become aware that contractual rights were violated. The appropriate Manager shall respond to the grievance in writing within fourteen (14) calendar days of its receipt.

16.5.2 STEP TWO: Should Step One fail to resolve the grievance, within fourteen (14) calendar days following receipt of the Step Two response, the Association will submit the grievance for consideration by the Director or designee. The Director shall respond to the grievance in writing within fourteen (14) calendar days of its receipt.

16.5.3 STEP THREE ARBITRATION: If the Association is dissatisfied with the decision of the Director, within thirty (30) calendar days following receipt of the Step Three response, the Association shall submit a written request for arbitration, setting forth the specific question to be arbitrated. In the event the parties are unable to agree upon an arbitrator within seven (7) calendar days of the Association's written request, the Association will request that the

American Arbitration Association provide a list of nine (9) qualified and approved arbitrators from Washington and/or Oregon. Within fourteen (14) calendar days following the receipt of the list of eligible arbitrators, the parties' representatives shall meet or confer to select an arbitrator. The parties shall each strike four (4) arbitrators from the list in an alternating order, and the remaining arbitrator shall hear the dispute. The party exercising the first strike shall be the loser of a flip of a coin.

16.5.4 The decision of the arbitrator shall be final and binding on both parties. The arbitrator, however, shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. They shall consider and decide only the specific grievance submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted.

16.5.5 The Arbitrator's fees and expenses, the cost of any hearing room, and the cost of an original transcript if ordered by both parties, shall be borne equally by the Employer and the Association. All other costs and expenses, including attorneys' fees, shall be borne by the parties incurring them.

ARTICLE 17 – EMPLOYEES' BILL OF RIGHTS

17.1 All employees within the bargaining unit shall be entitled to the protection of what shall hereinafter be termed as the "Employees Bill of Rights" as set forth below, which shall be added to the present Rules and Regulations of the Employer. The wide-ranging powers and duties given to the Employer and its members involve them in all manner of contacts and relationships with the public. From these contacts come many questions concerning the actions of members of Snohomish County 911. These questions often require immediate investigation by superiors designated by the Director of Snohomish County 911.

17.2 In criminal matters an employee shall be afforded those constitutional rights available to any citizen.

17.3 In matters relating to job performance, the following guidelines shall be followed:

17.3.1 Before any fact-finding inquiry, an employee shall be informed of the nature of the matter in sufficient detail to reasonably apprise him/her of the matter.

17.3.2 Any fact-finding inquiries of an employee shall be at a reasonable hour, preferably when the employee is on duty, unless the

exigencies of the investigation dictate otherwise. Where practicable, interrogations shall be scheduled for the daytime.

- 17.3.3** Any fact-finding inquires (which shall not violate the employee's constitutional rights) shall take place at Snohomish County 911 except when impractical. The employee shall be afforded an opportunity and facilities to contact and consult privately with an attorney of their own choosing or a representative of the Association may be present during the inquiries.
- 17.3.4** The questioning shall not be overly long and the employee shall be entitled to such reasonable intermissions as they shall request for personal necessities, meals, telephone calls and rest periods.
- 17.3.5** The employee shall not be subjected to any offensive language, nor shall they be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain their resignation, nor shall he be intimidated in any other manner. No promises or rewards shall be made as an inducement to answer questions.
- 17.3.6** The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment in positions covered by this Agreement.
- 17.3.7** The Employer shall maintain one official personnel file. Employee evaluations and disciplinary material shall only be placed in the file after the same has been presented to the employee and the presentation has been acknowledged by signature of the employee or the supervisor/manager presenting the evaluation or discipline. Employees may petition the Employer to remove or modify information in their personnel files. The Employer will determine if irrelevant or erroneous information exists and remove all such information from the file. If the Employer does not agree with a request for removal, the employee may submit a statement of rebuttal or correction for entry into the record.
- 17.3.8** Performance improvement plans and documents memorializing performance coaching and counseling provide notice of performance issues and expectations. Such documents are not considered discipline, are not a step in a progressive discipline process, and are not subject to the grievance process. They will not be included in an employee's official personnel file unless they are used to support discipline at the level of a written reprimand or above, but may be maintained in a supervisory working file. Documents will be removed from the supervisory working file at the

time of the employee's annual review unless the supervisor, Human Resources or the Operations Manager deems them relevant to the Employee's ongoing performance.

17.4 Medical or Psychological Examinations.

17.4.1 The Employer retains the right to require employees to submit to medical or psychological examinations when the Employer can identify legitimate, non-discriminatory reasons: to doubt the employee's capacity to perform their job duties; or to believe that the individual presents a significant risk of substantial harm to the health or safety of him/herself or others that cannot be eliminated or reduced by reasonable accommodation.

17.4.2 The Employer will comply with the Americans with Disabilities Act in all such examinations. All medical records maintained by the Employer will be maintained in separate confidential files, consistent with the ADA.

ARTICLE 18 – SAVINGS CLAUSE

18.1 It is the intention of the parties hereto to comply with all applicable provisions of the State or Federal Law and they believe that each and every part of this Agreement is lawful. All provisions of this Agreement shall be complied with unless any of such provisions shall be declared invalid or inoperative by a Court of final jurisdiction. In such event, either party may request renegotiation of such invalid provisions for the purpose of finding an adequate and lawful replacement thereof; provided however, that such findings shall have no effect whatsoever on the balance of this Agreement.

ARTICLE 19 – DURATION CLAUSE

19.1 This Agreement shall become effective October 1, 2023, and shall remain in full force and effect through June 30, 2026, during which time no additional provisions shall be negotiated except as many be mutually agreed upon between the Employer and the Association.

19.2 Each party shall endeavor to commence collective bargaining by April 15, 2026, on amendments to any and all provisions of this Agreement with the objective of concluding such bargaining prior to June 30, 2026, for an Agreement commencing July 1, 2026.

Dated this _____ day of _____, 2023.

SNOHOMISH COUNTY 911

SNOHOMISH COUNTY 911

EMPLOYEES ASSOCIATION

By: _____

SCEA President

By: _____

Title: _____

APPENDIX “A” – WAGE GRID

This Appendix is supplemental to the AGREEMENT by and between SNOHOMISH COUNTY 911, hereinafter referred to as the “Employer”, and the Snohomish County 911 Employees Association, hereinafter referred to as the “Association.”

A.1 Salary Schedules. Effective October 1, 2023, the hourly rates (reflecting a 5% COLA at Step E and revised steps A-D with 5% between steps) will be as follows:

Classification	Step A	Step B	Step C	Step D	Step E
	0-12 months	13-24 months	35-36 months	37-48 months	49+ months
Call Taker	\$28.80	\$30.24	\$31.75	\$33.34	\$-
Trainee Dispatcher (2% less than Dispatcher)	\$31.58				
Dispatcher	\$32.22	\$33.84	\$35.53	\$37.30	\$39.17
Cross-Trained Dispatcher (3% more than Dispatcher)	\$32.94	\$34.68	\$36.50	\$38.42	\$40.34
Certified Training Officer (2% above Cross-Trained Dispatcher)	\$33.60	\$35.37	\$37.23	\$39.19	\$41.15

A.2 Salary Schedules. Effective January 1, 2024, the hourly rates will be increased by 3.0% to the following:

Classification	Step A	Step B	Step C	Step D	Step E
	0-12 months	13-24 months	35-36 months	37-48 months	49+ months
Call Taker	\$29.67	\$31.15	\$32.71	\$34.34	\$-
Trainee Dispatcher (2% less than Dispatcher)	\$32.20				
Dispatcher	\$32.86	\$34.59	\$36.41	\$38.33	\$40.34
Cross-Trained Dispatcher (3% more than Dispatcher)	\$34.19	\$35.90	\$37.69	\$39.58	\$41.55
Certified Training Officer (2% above Cross-Trained Dispatcher)	\$34.87	\$36.61	\$38.44	\$40.37	\$42.39

A.3 **Salary Schedules.** Effective July 1, 2024, the monthly rates of pay will be increased by 3.0% to the following:

Classification	Step A	Step B	Step C	Step D	Step E
	0-12 months	13-24 months	35-36 months	37-48 months	49+ months
Call Taker	\$30.41	\$31.93	\$33.52	\$35.20	\$-
Trainee Dispatcher (2% less than Dispatcher)	\$33.50				
Dispatcher	\$34.19	\$35.90	\$37.69	\$39.58	\$41.55
Cross-Trained Dispatcher (3% more than Dispatcher)	\$35.21	\$36.97	\$38.82	\$40.76	\$42.80
Certified Training Officer (2% above Cross-Trained Dispatcher)	\$35.92	\$37.71	\$39.60	\$41.58	\$43.66

A.3 **Salary Schedules.** Effective July 1, 2025, the monthly rates of pay will be increased by 4.0% to the following:

Classification	Step A	Step B	Step C	Step D	Step E
	0-12 months	13-24 months	35-36 months	37-48 months	49+ months
Call Taker	\$31.32	\$32.89	\$34.53	\$36.26	\$-
Trainee Dispatcher (2% less than Dispatcher)	\$34.84				
Dispatcher	\$35.55	\$37.33	\$39.20	\$41.16	\$43.22
Cross-Trained Dispatcher (3% more than Dispatcher)	\$36.62	\$38.45	\$40.37	\$42.39	\$44.51
Certified Training Officer (2% above Cross-Trained Dispatcher)	\$37.35	\$39.22	\$41.18	\$43.24	\$45.40

A.4 **Step Increases.**

A.4.1 Employees shall commence receiving the next higher pay step within their classification as provided in Section 7.6 above.

A.4.2 An employee promoted from one classification to another shall be placed into the lowest pay step of the higher classification which still provides for an increase higher than that currently being received by the promoted employee. A promoted employee shall retain their date of promotion as their anniversary date for purposes of administering pay step advancement.

A.5 **Cross-Trained Dispatchers.** Dispatchers who are cross trained in both police and fire disciplines will receive the Cross-Trained Dispatcher pay rate. The increase will be given to Dispatchers at the time they begin the academy/training for the second discipline.

- A.5 **Trainee Dispatcher Wage Schedule.** Trainee Dispatchers (“TD”) shall be paid two percent (2.0%) less than the Dispatcher wage at Step A. Once a TD completes training in call taking and either police or fire dispatching, the TD shall proceed to a dispatcher at Step A. The date the Trainee is placed at Step A will be his/her anniversary date for purposes of administering pay step advancement.

4861-8389-9005, v. 3



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

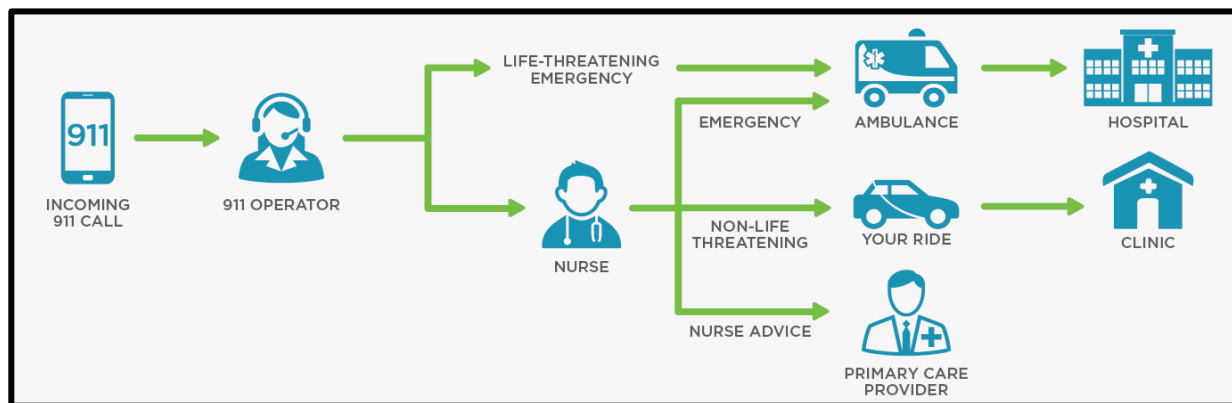
Snohomish County 911 Considering Nurse Triage System

Increasing demand in both the volume and the nature of 911 calls has forced the Emergency Medical Services system (EMS) in Snohomish County to look for alternative response methods for lower acuity calls. **We are strongly considering adding a new level of care for our community that provides options to those with certain non-urgent, low acuity conditions that are better served by traditional or alternative healthcare services.**

Accessing primary healthcare via a system designed for emergencies is the least effective, most costly manner to receive care. Systems like Nurse Navigator are being implemented nationwide and are currently in use in Seattle, Spokane and elsewhere. Snohomish County 911 (SNO911), Snohomish County EMS (SCEMS), and the Snohomish County Fire Chiefs Association (SCFCA) are considering the implementation of a nurse triage system to provide another management option for low acuity EMS calls that do not require an emergency room visit.

Impact to the Public

People who call 911 in Snohomish County will continue to go through professional medical triage and those with acute/urgent needs will not see any change. Some callers, triaged with low acuity, non-urgent medical needs will be eligible for a secondary triage through Global Medical Response's (GMR) Nurse Navigator system.



A GMR Registered Nurse will conduct additional protocol-based triage and match alternative options to better meet the needs of the caller. Options include stay-at-home care instructions, connection to a local non-emergency department clinics, telehealth consultation with a physician, and in some case with an option to include a round-trip Lyft transportation to a healthcare provider at no cost to the caller.

Expected outcomes

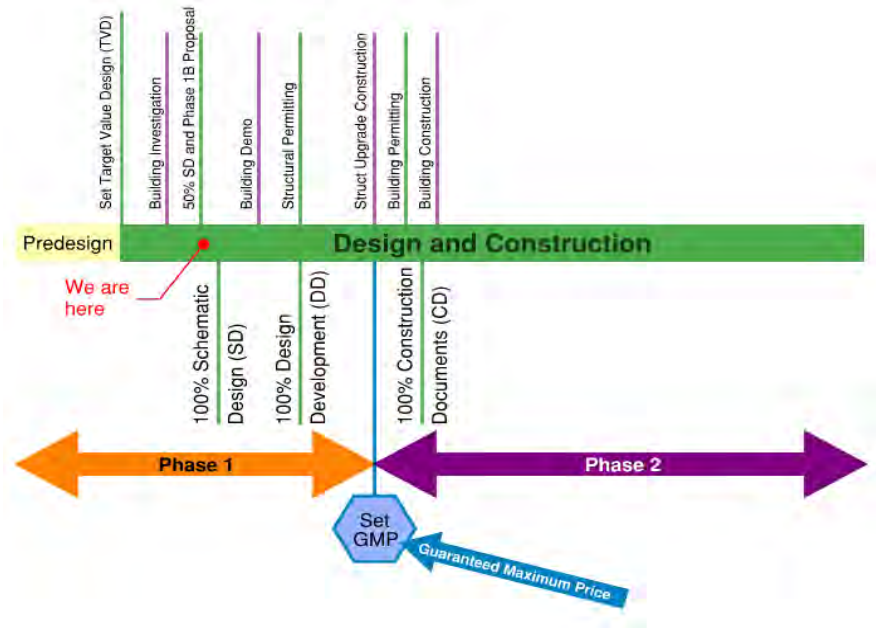
Upon approval we anticipate implementing this system in early 2024. SNO911 and the Snohomish County EMS Medical Program Director will utilize dispatch determinate codes to decide which low-acuity calls are eligible for a secondary screening by Nurse Navigator. The determinate codes that are used in this program are customizable and can start with a narrow focus and then expand as all parties become more comfortable with what calls are transferred.

Data/metrics will be provided by GMR and will be monitored by our local administrators to ensure the overall effectiveness of the system. SNO911 anticipates approximately 3-5% of the incoming 911 calls will be routed to the Nurse Navigator in the first year. This will reduce calls that Snohomish County Agencies respond to, resulting in fewer dispatches, keeping resources available for emergencies. **Most importantly, our residents will be matched to the most efficient and appropriate level of care.**

PROJECT STATUS REPORT

Monthly Update | August 2023

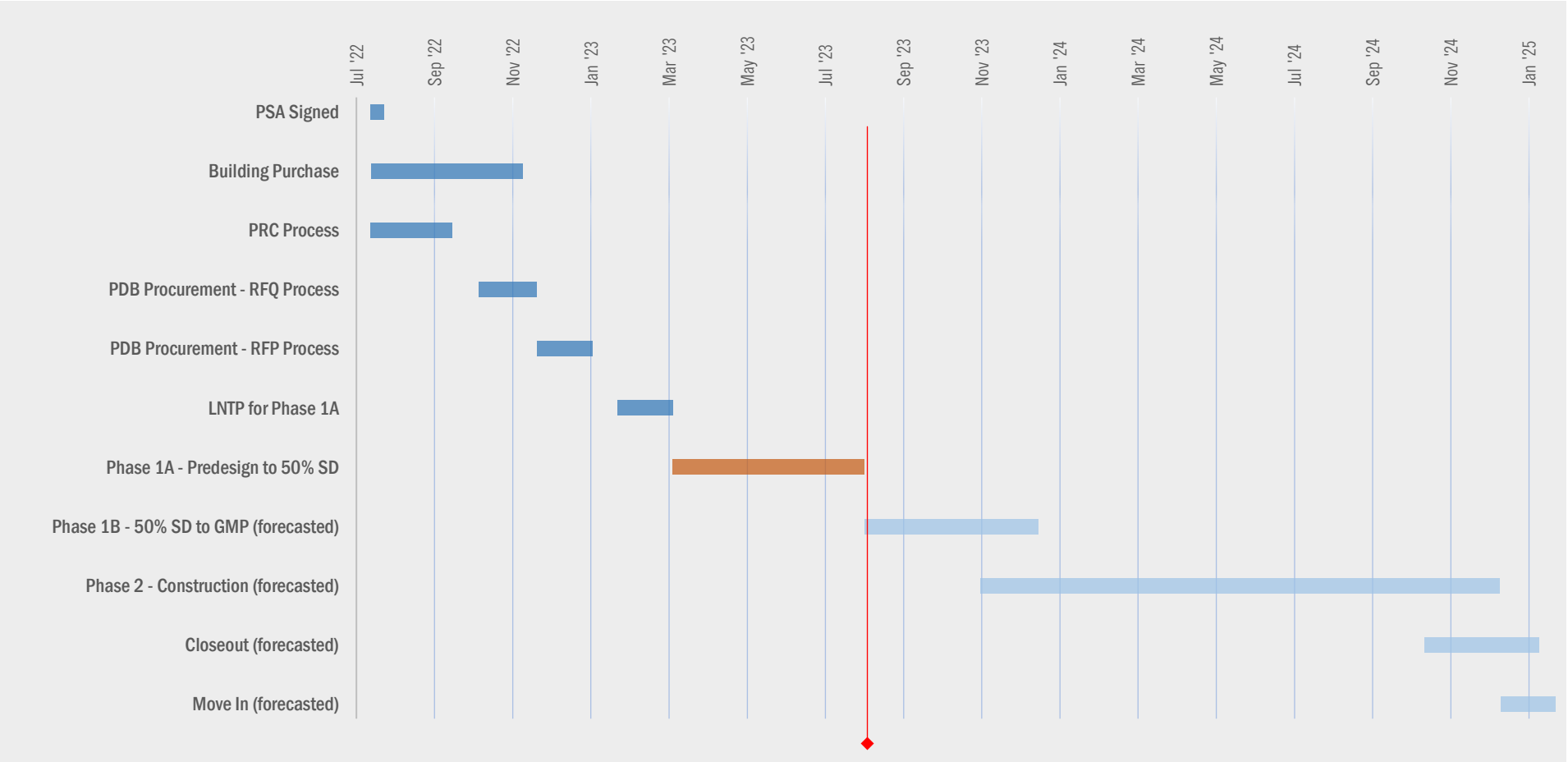
Progressive Design-Build Process



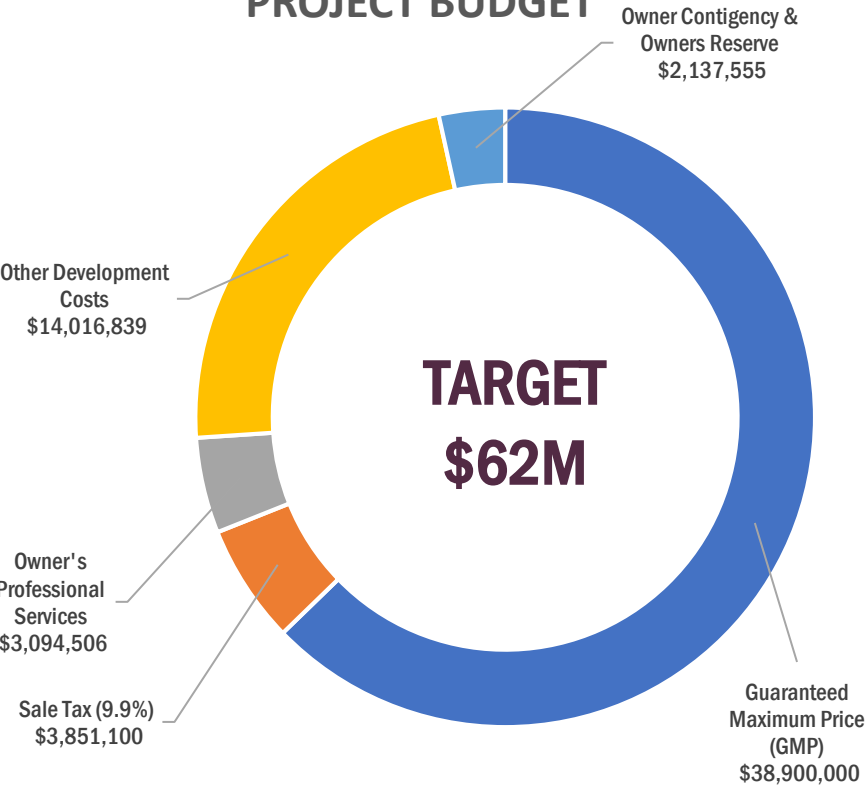
Progress Update

- Phase 1B proposal from the DB team has been reviewed and sent to Sno911 for approval from the Board
- Early release of the electrical gear and generator has been issued to Sno911 for review and approval by the board.
- Building permit submission schedule is still on track for submission prior to new energy code adoption in October 2023.

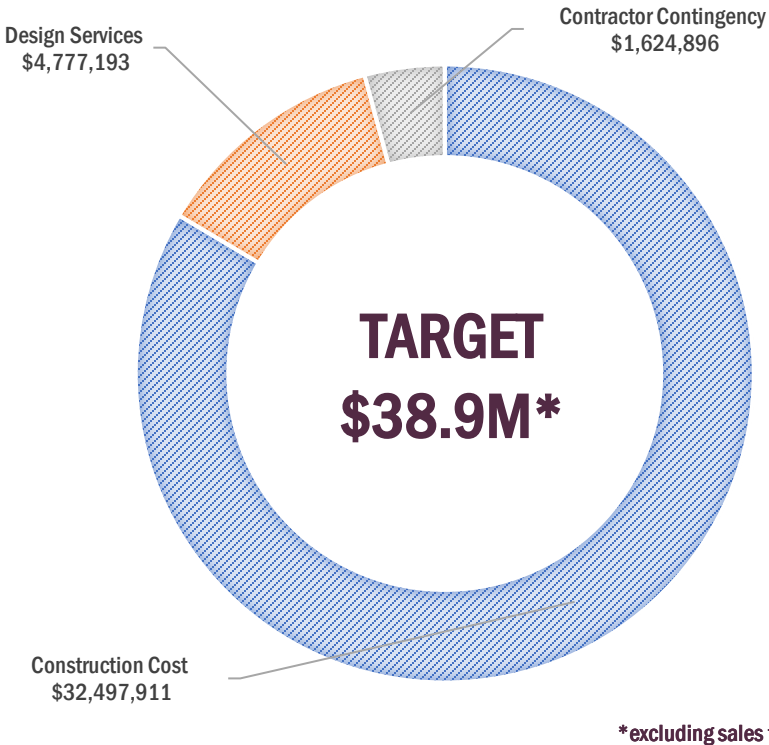
Where are we in the schedule?



PROJECT BUDGET



GMP BUDGET



Project Spending Summary

Item	Budget	Encumbered	Spent to Date	Remaining
Guaranteed Maximum Price (GMP)	\$38,900,000	\$1,183,518	\$987,265	\$37,912,735
Sale Tax (9.9%)	\$3,851,100	\$117,168	\$97,739	\$3,753,361
Owner's Professional Services	\$3,094,506	\$924,889	\$468,993	\$2,625,513
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	\$11,985,989	\$50,014,011



Action Proposal Form

Date: 9/11/2023

Title: Future Facility PDB Phase 1B Contract

Background / Purpose:

Lydig (w/ RDC & SHKS) has completed Phase 1A of the Future Facility Contract and has presented a proposal for Phase 1B in the amount of \$5,903,449.94 (including WSST) to SNO911.

This proposal is for A/E (architectural and engineering) services to complete the committed project contract documents as well as continuing to provide preconstruction services with budgeting, logistics, schedule, and procurement. This includes all design documents as well as construction administration and project closeout by the A/E team.

This proposal is in line with the Fee Schedule and has been reviewed by the Owner's Rep (OAC) and appropriate SNO911 staff.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Approve the Executive Director to authorize Phase 1B of the Lydig contract for an amount not to exceed \$5,903,449.94 pending final legal review.

Fund: Future Facility Fund 150

References: Contract with Lydig Proposal, OAC Project Dashboard, and complete Lydig Phase 1B proposal.



September 6, 2023

Diana Brown
OAC Services, Inc.
2200 1st Avenue South, Suite #200
Seattle, WA 98134

**RE: Snohomish County 911 Emergency Communications Center (SNO911)
Phase 1B Proposal**

Diana,

Lydig Construction, Inc. is pleased to submit the enclosed Phase 1B Proposal for the SNO911 project in Everett, Washington in the amount of \$5,371,656.00 excluding Washington State Sales Tax.

This proposal is for A/E services to complete the project contract documents as well as continuing to provide preconstruction services with budgeting, logistics, schedule, and procurement. This includes all design documents as well as contract administration and closeout.

We have also provided the following clarifications:

- Phase 1B Scope
 - o Schematic design, design development and construction documents
 - o SHKS and RDC services as detailed in attached proposal letter.
 - o Furniture, furnishing and equipment services.
 - o Allowances for the following services:
 - Public safety systems consulting
 - Geotechnical engineering
 - o Lydig preconstruction efforts for the following services:
 - Project management including SNO911 team meetings, budgeting, design meetings, procurement of consultants and subcontractors, and overall project scheduling.
 - o Mechanical and Electrical Design Build Services
 - Schematic design, design development and construction documents

- Auburn Mechanical and Valley Electric preconstruction services including budgeting, site logistics, schedule input, long lead procurement, and design management.
 - Auburn Mechanical and P2S Life Cycle Cost Analysis report.
 - Fire protection/fire sprinkler design and construction costs will be provided within the Phase 2 proposal.
- Phase 1B Deliverables
 - o Schematic Design
 - Refinement of design
 - o Design development
 - 100% Drawings, outline specification, and systems layouts and calculations
 - Structural/Seismic Building permit submittal (including drawings, calculations, and revisions)
 - Building permit submittal (including drawings, calculations, energy compliance forms, and revisions)
 - o Construction Documents
 - 60% Drawings and specifications (coordination and quality control deliverable)
 - Coordination with design-build and supplemental services sub-consultants
 - 100% Drawings and specifications
 - Conformed set to include permit revisions from City of Everett
 - o Coordination of REVIT models and MEP clash detection
 - Files to be turned over to client for as-builts
 - o Monthly Updates to the following:
 - Project Schedule
 - Target Budget
 - Risk Register
 - o Phase 2 Proposal and associated deliverables
 - o Budget Options/Betterments Log
- By Owner
 - o Third party inspections
 - o FFE purchasing (design included)
 - o Alta survey / topo / boundary
 - o Hazardous materials
 - o Special inspections
 - o Commissioning agent
 - o Building permit fees
 - o Envelope consultant



Lydig Construction would like to thank you for our ongoing partnership and working to finalize the Phase 1B scope as your progressive design build partner on this project. If you have any questions, feel free to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin McCarry".

Kevin McCarry
Preconstruction Manager

cc: Bob Heggenes, Lydig
Adam Hutschreider, SHKS

Included:

- Lydig Cost Summary and Detail Proposal, Date 8/22/2023
- SHKS/RDC Proposal, Date 8/21/2023
- Terracon Proposal, Date 7/21/2023
- Auburn Mechanical and P2S Proposal, Date 7/13/2023
- Auburn Mechanical and P2S ELCCA Proposal, Date 8/24/2023
- Valley Electric and Stantec Proposal, Date 7/11/2023



SNO911 PHASE 1B ESTIMATE
SNO911
08/24/2023
Project Area: 46,701 SF

Direct Construction Costs		Cost	Cost/SF
01 Design		\$5,236,142	\$112.12
Subtotal Direct Cost		\$5,236,142	\$112.12
Markups		Cost	Cost/SF
B&O Tax - State	0.47%	\$25,247	\$0.54
B&O Tax - City	0.10%	\$5,372	\$0.12
GLI	0.81%	\$43,510	\$0.93
Subtotal		\$5,310,271	\$113.71
Contingency - Design	0.50%	\$26,858	\$0.58
Subtotal 2		\$5,337,129	\$114.28
Bond	0.60%	\$31,417	\$0.67
WSST on Bond	9.90%	\$3,110	\$0.07
Total Estimated Construction Cost		\$5,371,656	\$115.02



DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
01 Design					
01 30 00 Administrative Requirements					
1 Preconstruction Services - through CD's - Kevin McCarry	260	HR	\$165.00	\$42,900	\$0.92
2 Preconstruction Services - through CD's - Nick Smith	120	HR	\$115.00	\$13,800	\$0.30
3 Preconstruction Services - through CD's - Bob Heggenes	520	HR	\$145.00	\$75,400	\$1.61
4 Preconstruction Services - through CD's - Tim Lewis	120	HR	\$145.00	\$17,400	\$0.37
5 Preconstruction Services - through CD's (w/out WSST) - Christian Waldo	104	HR	\$150.00	\$15,600	\$0.33
6 Preconstruction Services - through CD's (w/out WSST) - Craig Greene	52	HR	\$185.00	\$9,620	\$0.21
7 Preconstruction Services - through CD's (w/out WSST) - Diahnna Nunez	80	HR	\$115.00	\$9,200	\$0.20
8 Preconstruction Services - through CD's (w/out WSST) - Estimating Support	520	HR	\$110.00	\$57,200	\$1.22
9 Preconstruction Services - through CD's (w/out WSST) - Expenses	1	LS	\$10,000.00	\$10,000	\$0.21
10 Preconstruction Services - through CD's (w/out WSST) - Matt Bridgewater	52	HR	\$165.00	\$8,580	\$0.18
11 Preconstruction Services - through CD's (w/out WSST) - Steve Brennan	26	HR	\$145.00	\$3,770	\$0.08
Subtotal 01 30 00 Administrative Requirements				\$263,470	\$5.64
01 80 00 Performance Requirements					
12 Architectural Design - SHKS Markups - Basic Services	1	LS	\$2,444,700.00	\$2,444,700	\$52.35
13 Architectural Design - SHKS Markups - Supplemental Services	1	LS	\$1,044,552.00	\$1,044,552	\$22.37
14 Architectural Design - SHKS Reimbursables	1	LS	\$69,217.00	\$69,217	\$1.48
Subtotal 01 80 00 Performance Requirements				\$3,558,469	\$76.20
02 20 00 Assessment					
15 Field Testing	1	LS	\$4,940.00	\$4,940	\$0.11
Subtotal 02 20 00 Assessment				\$4,940	\$0.11
22 00 00 Plumbing					
16 Mechanical Engineering - Design	1	LS	\$505,250.00	\$505,250	\$10.82
17 Preconstruction Services - ELCCA	1	LS	\$19,350.00	\$19,350	\$0.41
18 Preconstruction Services - Mechanical	1	LS	\$93,900.00	\$93,900	\$2.01
Subtotal 22 00 00 Plumbing				\$618,500	\$13.24
26 00 00 Electrical					
19 Electrical Engineering - AV through 50% DD	1	LS	\$37,000.00	\$37,000	\$0.79
20 Electrical Engineering - design	1	LS	\$410,000.00	\$410,000	\$8.78
21 Electrical Engineering - lighting design	1	LS	\$53,000.00	\$53,000	\$1.13
22 Electrical Engineering - Technology Design	1	LS	\$118,000.00	\$118,000	\$2.53
23 Preconstruction Services - Electrical	1	LS	\$120,941.00	\$120,941	\$2.59
24 Preconstruction Services - Electrical Expenses	1	LS	\$3,000.00	\$3,000	\$0.06
25 Preconstruction Services - Electrical Fee on Stantec	1	LS	\$48,822.00	\$48,822	\$1.05
Subtotal 26 00 00 Electrical				\$790,763	\$16.93



SNO911 PHASE 1B ESTIMATE
SNO911
08/24/2023
Project Area: 46,701 SF

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
01 Design [CONTINUED]					
TOTAL 01 Design				\$5,236,142	\$112.12
Subtotal Direct Cost				\$5,236,142	\$112.12
Total Estimated Construction Cost				\$5,371,656	\$115.03

Design Phase Scope and Cost Matrix

Firm	Discipline	Phase 1A - Validation	Phase 1B	Total
Lydig	Preconstruction	\$ 262,670	\$ 263,470	\$ 526,140
Lydig	Site Investigations	\$ 30,386	\$ -	\$ 30,386
				\$ -
SHKS / RDC	Arch	\$ 285,300	\$ 2,444,700	\$ 2,730,000
SHKS / RDC	Arch Supplemental Services	\$ 391,868	\$ 1,044,552	\$ 1,436,420
SHKS / RDC	Expenses	\$ 15,000	\$ 69,217	\$ 84,217
SHKS / RDC	Structural	abv	abv	\$ -
SHKS / RDC	Civil Engineering	abv	abv	\$ -
SHKS / RDC	Landscape	abv	abv	\$ -
SHKS / RDC	Acoustic Design	abv	abv	\$ -
SHKS / RDC	Elevator	abv	abv	\$ -
SHKS / RDC	Geotech / Wetland	abv	abv	\$ -
				\$ -
Terracon	Testing		\$ 4,940	\$ 4,940
				\$ -
Auburn	Mech Sub Precon	\$ 75,000	\$ 505,250	\$ 580,250
Auburn	Mech Sub Balance		\$ 93,900	\$ 93,900
Auburn	Mech Sub LCCA		\$ 19,350	\$ 19,350
Auburn	Mech Sub Design Add Services			\$ -
				\$ -
Valley	Elect Sub Precon	\$ 100,000	\$ 790,763	\$ 890,763
				\$ -
	B&O/GLI/BOND	\$ 23,294	\$ 105,546	\$ 128,840
	Contingency		\$ 26,858	\$ 26,858
	WSST on Bond	\$ -	\$ 3,110	\$ 3,110
		\$ 1,183,518	\$ 5,371,656	\$ 6,555,174

\$ 5,371,656 \$ 6,555,174

August 21, 2023

Kevin McCarry
Vice President of Preconstruction Services
Lydig Construction

Re: Snohomish County 911 Emergency Communications Center (SNO911)

Dear Kevin,

Enclosed you will find our proposal for Architectural and Engineering design services for the phase 1b scope of services including 100% Schematic Design through project closeout, services currently beyond those indicated in our agreement. These fees are based on the outcome of our Target Value Design meeting 3, and our understanding of the requirements for permitting with the City of Everett.

Please do not hesitate to contact us with any questions you may have. Thank you again for considering SHKS Architects.

Sincerely,



Adam Hutschreider, AIA
Principal

Enc: [Phase 1B Fee Proposal Breakdown.xls]

Phase 1b Fee Proposal

Project Name Snohomish County 911 Emergency Communications Center (SNO911)

Date Submitted August 21, 2023 Revision Number: [2]

PROJECT UNDERSTANDING

The overall scope of service includes completion of schematic design through 100% construction documents for the renovation of 332 SW Everett Mall Way for SNO911. Design and documentation based on approved program, and TVD 3 workshop documentation.

BASIC SERVICES DELIVERABLESSchematic Design:

- 100% Schematic Design
 - Refinement of design
 - Drawings, and systems descriptions and criteria
 - Coordination with design-build and supplemental services sub-consultants

Design Development

- SEPA checklist (coordination with WA DOE, determination of non-significance)
- 100% Drawings, outline specification, and systems layouts and calculations
- Coordination with design-build and supplemental services sub-consultants
- Structural/Seismic Building permit submittal (including drawings, calculations, and revisions)
- Building permit submittal (including drawings, calculations, energy compliance forms, and revisions)

Construction Documents

- 60% Drawings and specifications (coordination and quality control deliverable)
- Coordination with design-build and supplemental services sub-consultants
- 100% Drawings and specifications
 - Conformed to include permit revisions from City of Everett

Construction Administration

- Attend weekly construction meetings and site visits
- Assumes (1) one Project Architect co-located on site during construction
- Provide written field reports for each site visit by SHKS and subconsultants

Project Closeout

- Review Work for completeness and quality. Record deviations and issue punchlist to Lydig
- Review operations and maintenance manuals
- Assess, determine and issue notice of Final Completion

PROJECT ASSUMPTIONS:

- Lydig Construction will host and coordinate REVIT models via Autodesk Construction Cloud
- Owner will pay for all building permit fees
- Construction to be completed in one phase (apart from early demolition)
- Lydig Construction to coordinate 3d clash detection

- Envelope consulting to be provided by OAC Services.
- MEPF design will be provided by design-build subcontractors under Lydig Construction.
- Building/Site redundancy will not include reserve water, fire sprinkler water, or sewer reserve tanks
- LEED documentation is excluded

SUPPLEMENTAL SERVICES

The following supplemental services are separate from the services listed above. Coordination of supplemental services subconsultants is include in the basis services fee for this project.

Civil Engineering:

Fees for Civil Engineering Services include 100% Schematic Design through project closeout. Scope includes attendance at meetings, review and input on SEPA checklist, TESC plans, storm drainage report, permitting documentation, technical specifications, and construction documentation.

Landscape Architecture:

Fees for services to provide design, construction documents, and construction administration for landscape improvements (entry plaza, walking paths, dog walk area, etc.). Scope includes permit documentation, design and coordination of site features and integration of security improvements.

Interior Design:

Design services include: interior finish visioning exercise/examples, interior finish selection/specification, detailing, construction documentation for all programmed spaces.

Furniture, Furnishings, and Equipment

Design services for furniture, furnishings, and equipment (FF&E). Services include design development, contract documents, bidding, and FF&E contract administration. Fee assumes a maximum of two separate FFE bid packages, and an FFE budget of maximum of \$3million.

Acoustical Consulting Services (Greenbusch Group):

Services include review of Owner's program, development of acoustic performance criteria narrative, recommendation of systems and strategies to meet acoustic performance requirements. Review of mechanical equipment acoustic data, recommendations for meeting code, and/or property line noise requirements.

Vertical Transportation (Greenbusch Group):

Design services include specification of elevator(s), coordination drawings, permit documentation, and construction documentation. Attendance at design meetings and coordination with selected vendor. Construction administration including review of shop drawings and response to questions.

Public Safety Systems Consulting:

ALLOWANCE \$83,970

Services include information technology, audio-visual, and radio communication design support through construction documentation including: drawing and specification review for dispatch floor, antenna, IDF/MDF rooms, cable routing, equipment racks, and dispatcher consoles.

Geotechnical Engineering:

ALLOWANCE \$50,000

Site specific deep foundation/mircropile design criteria to supplement the work done in phase 1a. Construction administration/observation as required by City of Everett Building Department.

Site Survey:

Survey and documentation of existing site conditions including: contours; utilities (including invert elevations); location of buildings, trees, existing site features and structures; etc. as required for building permit and design engineers.

Wetland Categorization and Consulting:

Determine the wetland type categorization of nearby wetland which the site stormwater drains into, as required by City of Everett Building Department. Services include wetland categorization and consulting to answer questions that may arise. Wetland delineation/mapping is excluded.

Expenses

We recommend a reimbursable expense budget of \$69,217 from 50% SD through project completion. Reimbursable expenses include such things as travel, lodging, per diem, mileage, parking, delivery, printing and reproduction, and other costs incurred by the Architect in the interest of the project. These expenses are billed at 1.10 times the actual cost. The Architect shall seek prior authorization from the Owner for these expense costs.

SUMMARY OF FEES

Phase 1a + Phase 1b

Basic Services:	\$2,730,000
Supplemental Services (w/ 10% markup):	\$1,436,420
<u>Expenses:</u>	<u>\$84,217</u>
Total:	\$4,250,637

Phase 1a Services Recap

Basic Services:	\$285,300
Supplemental Services (w/ 10% markup):	\$391,868
<u>Expenses:</u>	<u>\$15,000</u>
Total:	\$692,168

Phase 1b Services Summary

Basic Services:	\$2,444,700
Supplemental Services (w/ 10% markup):	\$1,044,552
<u>Expenses:</u>	<u>\$69,217</u>
Total:	\$3,558,469

In sum, we are requesting additional services compensation of **\$3,558,469**.

[Enclosed with this is an additional services fee breakdown estimate supporting this request]

8/21/2023

SNO911											
Anticipated Construction Costs (less soft costs) \$30,000,000											
Fee 9.10% \$2,730,000											
BASIC SERVICES	Discipline	Consultant	Phase 1a			Phase 1b					
			PD	50%SD	100% SD	DD	CD	CA	CO	Total	%
				10.50%	10.50%	19%	40%	19%	1%	100.00%	
				\$285,000	\$285,000	\$522,000	\$1,092,000	\$518,700	\$27,300	\$2,730,000	
	Architectural	SHKS		\$43,140	\$57,000	\$112,380	\$771,120	\$375,830	\$25,935	\$1,385,405	
	Architectural	RDC		\$172,560	\$228,000	\$262,220	\$136,080	\$42,770	\$1,365	\$842,995	
	Structural	MKA		\$63,000		\$125,000	\$151,000	\$91,000		\$430,000	
	Specifications	DSS				\$9,000	\$17,000			\$26,000	
	10% Mark-up			\$6,300.0	\$0.0	\$13,400.0	\$16,800.0	\$9,100.0	\$0.0	\$45,600	
	Reimbursables										
SUBTOTAL BASIC				\$285,000	\$285,000	\$522,000	\$1,092,000	\$518,700	\$27,300	\$2,730,000	9.10%
	Program Verification	SHKS	\$50,000							\$50,000	
		RDC	\$95,000							\$95,000	
		Structural	\$0							\$0	
	Civil	Reid Middleton		\$15,200	\$23,100	\$48,200	\$80,200	\$21,000	\$8,400	\$196,100	
	Civil - Redundant Water	Reid Middleton								\$0	
	Landscape	Osborne		\$0	\$0	\$35,372	\$40,112	\$33,723	\$3,511	\$112,718	
	Interior Design	SHKS			\$2,500	\$50,000	\$85,000	\$31,500	\$3,500	\$172,500	
	FFE (Furniture, Fixt, Equip.)	SHKS		\$0	\$3,500	\$72,000	\$155,000	\$77,000	\$2,500	\$310,000	
	Acoustics	Greenbusch		\$0	\$4,800	\$9,600	\$12,800	\$4,800	\$0	\$32,000	
	Vertical Transportation	Greenbusch		\$3,600	\$4,500	\$5,250	\$13,800	\$11,400	\$0	\$38,550	
	Lighting Design	By D-B Sub								\$0	
	Envelope Consultant	By OAC									
	Threat Mitigation	Thornton Tomasetti	\$35,000							\$35,000	
	Public Safety Systems	Winbourne	\$80,990	\$28,090	\$23,090	\$18,840	\$31,160	\$10,880		\$193,050	
	Geotechnical	AESI	\$40,600		\$0	\$10,000	\$0	\$40,000	\$0	\$90,600	
	Wetland Categorization	Watershed			\$7,300					\$7,300	
	Commissioning/MEP Design Review	By D-B Sub								\$0	
	Security/AV	By D-B Sub								\$0	
	Survey	BRH			\$23,000					\$23,000	
	Record Documents	SHKS							\$8,500	\$8,500	
	10% Mark-up on Consultant Service	SHKS	\$15,659	\$4,689	\$8,579	\$12,726	\$17,807	\$12,180	\$1,191	\$72,102	
	Hazmat, Air Barrier, Commissioning, Special Inspections, etc.	Owner								NA	
SUBTOTAL SUPPLEMENTAL				\$317,249	\$51,579	\$100,369	\$261,988	\$435,879	\$242,483	\$27,602	\$1,436,420
	Reimbursables	SHKS	\$10,000	\$5,000	\$7,536	\$15,425	\$30,201	\$14,980	\$1,074	\$84,217	
TOTAL BASIC + SUPPLEMENTAL										\$4,250,637	14%



21905 64th Avenue W, Ste 200
Mountlake Terrace, WA 98036

P (425) 771-3304

F (425) 771-3549

Terracon.com

July 21, 2023

Bob Heggenes
Lydig Construction, Inc.
3180 139th Ave SE, Ste 110
Bellevue, WA 98005

Re: Sno911 Condition Survey
Terracon Proposal Number PJX231021

Dear Mr. Heggenes:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Lydig Construction, Inc. (Client) for materials testing services for the Sno911 project located at 332 SW Everett Mall Way in Everett, Washington. We are presenting this proposal to confirm our understanding of the services to be performed for this project, our fee for these services, and methods for authorizing the work.

All services for this project will be invoiced at the following rates in accordance with our current Fee Schedule and General Conditions. The following sections outline our understanding of the project and provide a description of the tasks to be performed.

1.0 PROJECT INFORMATION

We understand from our e-mail correspondence and the Magnusson Klemencic Associates (MKA) In-Situ Material Testing Memo (B1521.00) that material testing was recommended for the Sno911 Building B to assist in determining its as-built construction. Terracon was requested to perform compressive strength testing of the existing concrete shear walls to aid in the as-built condition survey.

2.0 SCOPE OF SERVICES

We understand our role will entail performing the concrete testing as outlined in the MKA Test Memo which includes collecting core samples at the (6) noted locations on Levels 1 to 3 which may be further refined and coordinated with MKA and the building owner. We understand reinforcement scanning will be necessary to avoid reinforcing steel during the coring process; an alternate cost is included below should Terracon be requested to perform the scanning. Further, the scope includes compressive strength testing of the (6) core samples at the Terracon laboratory.

The scope of services also includes a formal report detailing our test methods and findings.

3.0 CLIENT PROVISIONS

Based on the information provided by our Client, Terracon understands that the Client agrees to provide safe and timely access to areas required to complete our scope of services.

4.0 SAFETY

At Terracon, safety is paramount. This is evident through our culture of being Incident and Injury Free®. As part of Terracon's focus on employee well-being and safety, and in accordance with Terracon's safety rules and practices, all Terracon personnel will wear Personal Protective Equipment (PPE) while on the project site. PPE will include steel-toe boots, high visibility safety vests, work gloves and safety glasses. Please let us know of any additional site-specific safety requirements which will be applicable to our services. Terracon will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Terracon retains the right to stop work without penalty at any time Terracon believes it is in the best interests of Terracon's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Terracon related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Terracon of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

5.0 COMPENSATION

Terracon has developed the following fee estimate based on our understanding of the project. **Please recognize that this is only an estimate. We will only invoice for the time expended for the above-indicated services on a Time & Expenses (T&E) basis.**

Field Testing Services\$3,890.00

Includes Staff Engineer for project management, field testing, and report.

Estimate: 12 hours at \$180.00 / hour Staff Engineer

2 hours at \$225.00 / hour Principal Engineer

Core Drill Operator & Equipment at \$1,280.00

Laboratory Testing Services\$390.00

Estimate: 6 concrete core compressive strength tests at \$65.00 each

Consumable & Miscellaneous\$120.00

Estimate: 1 trip at \$45.00

1 hour at \$75.00 / hour Administration

Estimated Total.....\$4,400.00

Alternate – Reinforcement Scanning Service\$540.00

Estimate: 3 hours at \$180.00 / hour Staff Engineer

Combined Estimated Total including Scanning\$4,940.00

If additional services are required, this Fee Estimate may be exceeded. If it becomes apparent to Terracon that the requested services cannot be performed within the estimated fee, we will submit a written request for a change order. Our estimated fee and any services due to change orders will be provided at our standard unit rates.

Please note that in preparing this proposal, we assume that safe access will be provided to the test locations and that patching/repair at test locations will be performed by others.

Invoicing will be done in accordance with the above-noted cost estimate and the attached Fee Schedule and General Conditions. A four-hour minimum charge per call applies to all inspections. Unless otherwise noted, this proposal assumes that all work can be performed during normal working hours (8:00 AM through 5:00 PM, Monday through Friday). A premium rate of 1.5 times the regular rate will be charged for all work outside of normal business hours or in excess of eight hours per day and on Saturdays, Sundays and Legal Holidays. Payment is net 30 days.

The following items are not included in our fee estimate for the project:

- Standby time and additional mobilization charges resulting from delays caused by the Client, property manager, on-site personnel or tenants, or other members of the project team.
- Additional services requested by the Client but not within the scope defined herein. Terracon will obtain authorization from the Client for services outside of the defined project scope prior to proceeding.

6.0 AUTHORIZATION

We trust that this provides you with the information you require. If you have any questions or comments regarding this proposal or require additional services, please do not hesitate to contact us. If you find this proposal acceptable, please sign and return one copy to our office. We look forward to your favorable response. If you have any questions concerning this proposal, or if we can assist you in any other matter, please call our office.

Sincerely,
Terracon Consultants, Inc.



Troy Salas, E.I.T.
Senior Staff Engineer



Eric D. Kunz, P.E.
Senior Engineer

Accepted By: _____

Title: _____

Date: _____

Attachment: General Conditions

General Conditions



These **General Conditions** apply to the Services to be provided by Terracon Consultants, Inc. ("Consultant") for Lydig Construction, Inc. ("Client") on the Sno911 Condition Survey project ("Project"), as described in Consultant's proposal above ("Proposal"). By its signature above, Client acknowledges and accepts these General Conditions as governing the Services and the relationship of the parties for this Project. The Proposal and General Conditions may collectively be referred to as the "Agreement".

- 1. Scope of Services.** The scope of Consultant's services is described in the Proposal ("Services"). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer the Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal. If not stated in the Proposal, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall not hold retainage on any invoice. Client understands that no final letter of compliance will be issued to the building department for the Project until all outstanding invoices have been paid. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.
- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**

- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Washington law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.



Project:	Snohomish County 911 Emergency Communications Center (Sno911)
To:	Lydig Construction
Services:	Preconstruction & Design Services R2

July 13, 2023

Bob Heggenes
Lydig Construction
Email: bheggenes@lydig.com

Subject: Sno911 – Preconstruction & Design Services Revision 2

Bob Heggenes,

Auburn Mechanical in partnership with P2S Inc is pleased to submit our proposal for plumbing and mechanical preconstruction and design services for the Sno911 project to be built in Everett, Washington. The below sections outline the proposed scope of work, professional service fees, and assumptions and clarifications.

Preconstruction Services – Proposed Scope of Work

- Attend one (1) design meetings with the owner, architect, other consultants, and general contractor per week for the duration of preconstruction and design. It is assumed that the majority of preconstruction and design meetings will be facilitated on a video-conference platform (Zoom, MS Teams).
- Perform field investigation and evaluation of the following existing mechanical equipment:
 - Building A
 - Camera and locates of underground plumbing waste and storm piping.
 - Sanitary Sump Pumps (2ea)
 - Fluid Cooler Pump (1ea)
 - Elevator Sump Pump (1ea)
 - Water Heater (1ea)
 - Recirc. Pump (1ea)
 - Exhaust Fans (6ea)
 - Rooftop AHUs (2ea)
 - Computer Air Conditioning Unit (1ea)
 - Fan-Powered VAVs (36ea)
 - Measure maximum output of rooftop AHUs to confirm scheduled CFM.
 - Evaluation of plumbing and ductwork as-builts.
 - Building B
 - Camera and locates of underground plumbing waste and storm piping.
 - Evaluation of plumbing and ductwork as-builts.

- Perform three (3) mechanical and plumbing estimates – one at each design milestone (TVD, DD, CD).
- Value engineering and target value management pricing studies between milestone estimates.
- Constructability review at and between all design milestones.
- Construction schedule and logistics coordination with the general contractor and trade partners.
- It is assumed that plumbing underground camera and locates scope of work will occur in a single eight (8) hour day.

Design Services – Proposed Scope of Work

- See attached Mechanical Engineering Services proposal dated 07-13-2023 as produced by P2S Inc.

Assumptions and Clarifications – Preconstruction and Design Schedule

This proposal is based on the following preconstruction and design milestone dates as coordinated via email between Lydig and Auburn Mechanical via correspondence on July 12, 2023.

DD: July '23 to September '23
Permit Set: October '23
CD (100% CD): February '24

It is assumed that Auburn Mechanical preconstruction services will be completed in November 2023, and a GMP agreement or early works release of construction funds will be in place for efforts required subsequent to November 2023.

Assumptions and Clarifications – Scope Inclusion Matrix (Preconstruction & Design)

Scope Description	Included	Excluded
Preconstruction services per proposed scope of work above	x	
Mechanical design services per proposed scope of work above	x	
Plumbing design services per proposed scope of work above	x	
Fire protection design services		x
Mechanical and plumbing permit submittal and fees*		x
Construction administration**		x
Multiple bid package sets		x
Energy model for Washington State Energy Code Compliance		x
Shoebox energy model for system selection***		x

Auburn Mechanical
Snohomish County 911 Emergency Communications Center

Energy compliance forms		X
Atrium smoke analysis		X
Acoustical analysis		X
LEED calculations and documentation		X
Design services	X	
LEED support		X
Revit Model – LOD 300 as defined by BIM Forum’s 2013 LOD Specification	X	
Fabrication and Trade Coordination Model		X
BIM Lead		X
Existing Building Scanning		X
Firefighter air replenishment system design****		X
Seismic Anchorage Design**		X
Commissioning		X
Utility rebate application		X
Cost Substantiations	X	
Existing Conditioning As-Built Scanning (3D Point Cloud)*****		X

*Anticipated that permit fees will be paid by Owner

**Construction cost of work to be incorporated into guaranteed maximum price agreement. Seismic design will need to be released in early CD phase.

***See P2S Inc proposal

****Not anticipated to be required

*****Will be required for 3D coordination

Preconstruction and Design Fees

LNTP:	\$75,000
Preconstruction (Balance):	\$93,900
Design – Scenario D4E:	\$505,250

Sincerely,

Justin Pritchett
Director of Construction
Auburn Mechanical Inc.

[End of Document]



July 13, 2023

Auburn Mechanical

Justin Pritchett
Director of Construction
2623 W. Valley Hwy N.
Auburn, WA 98001

SUBJECT: Snohomish 911—Mechanical Engineering Services Proposal for Design and Construction Services

Dear Justin,

We are pleased to provide the following proposal that defines our statement of understanding, scope of services, assumptions, schedule, and fees.

STATEMENT OF UNDERSTANDING

The project is Progressive Design Build. The builder is Lydig, and the architect is a joint venture between SHKS and Ross Drulis Cusenbery (RDC) Architects. The mechanical prime is Auburn Mechanical, as is the HVAC and Plumbing contractor.

The total project budget is \$62 million. The design-build contract is \$39 million. The estimated Mechanical construction cost is between \$8 million and \$9 million.

This project has two buildings, Building 'A' and Building 'B.' Building 'A' is considered to be 'light-touch,' and the intent is to reuse as much as possible. Building 'B' will be renovated. It will be converted to an IBC seismic category IV essential facility. Resiliency for this building is of high importance.

The project has undergone a planning and validation phase. Lydig, SHKS, and RDC have been under contract and are preparing the schedule and planning documents. The Auburn Mechanical/P2S team has completed Mechanical system planning and budgeting. The program is related to both buildings and is based on Scenario D4, which involves remodeling approximately 20,000 sq ft in Building 'A' on Levels 3 and 4.

SCOPE OF SERVICES

DESIGN BASIC SERVICES

- Provide a Basis of Design (BOD) narrative.
- Review the terminal unit zoning configuration and the capacity of existing systems/infrastructure to accommodate the proposed renovation of Building 'A.' The intent with Building 'A' is to reuse as much as possible.
- Provide demolition drawings for HVAC and Plumbing systems showing equipment, fixtures, and devices to be demolished. These will be high-level; we are not providing detailed record drawings for demolition purposes. We will indicate existing systems where necessary for establishing existing-to-remain, with site verification of points of connections.
- Discipline-specific:
 - o HVAC: Provide construction documents for new HVAC systems for Building 'B,' including CRAC systems for the server room and UPS, a building hydronic heating system, and a central HPVAV system with terminal

units. For Building 'A,' we will provide construction documents that include showing integration with the existing VAV systems.

- o Controls: Provide control sequences, diagrams, and direct digital control (DDC) system points lists.
- o Plumbing: Provide whole building plumbing design documents indicating existing and new piping. We will provide all new fixtures in the areas to be remodeled. These will be integrated with the existing systems where possible. We will review the existing piping infrastructure and retain as much of the existing plumbing piping as possible.
- Provide construction specifications in CSI format.
- Respond to owner review comments and incorporate them into the design deliverables for the next submittal.
- Participate in weekly one-hour virtual coordination meetings throughout the design.
- Review early submittals and shop drawings.
- Participate in clash detection meetings and support the clash detection process led by Auburn Mechanical.

AGENCY REVIEW

- Provide construction drawings in electronic format and submittal forms for plan check submittal.
- Review and respond to plan review comments and attain approval.

CONSTRUCTION SUPPORT

- Respond to requests for information and clarification, including addendums necessary for clarification during construction.
- Review shop drawings and submittals for compliance with construction documents.
- Participate in ten virtual meetings.
- Provide three general site observation visits during construction to determine general conformance with the contract documents.
- Provide one final site visit together with other disciplines for the final punch list.
- Review closeout documents: O&M manuals, testing reports, and as-builts.

SCHEDULE AND DELIVERABLES

Submittals	Duration	Dates	Deliverable Begins Upon Receiving
Design Development	14 weeks	Through October 2023	Notice to Proceed
Permit Set	18 weeks	February 2024	Review comments on Design Development
City Review	6 weeks	March 2024	
Construction Documents	6 weeks	April 2024	Plan Check Comments
Construction Administration	80 weeks	April 2024 to November 2025	Permit and Owner Approval

ASSUMPTIONS

- There is no Schematic Design milestone. We are moving straight into Design Development.
- Drawings will be prepared in Revit. The Architect will provide a background Revit model for P2S use and will act as BIM lead throughout design.
- Other than the energy code, there are no sustainability requirements.

- The following services will be provided by others: Commissioning, Testing and Balancing, utility locating.
- Plan check fees will be paid by others.
- Airflow and waterflow measurements, if required, will be provided by others based on recommendations from P2S.
- Energy modeling and a Life Cycle Cost Analysis are not included.
- P2S will assist the architect with energy code compliance related to the 2018 SEC C401.2 efficiency measures and in determining the U-values of envelope upgrades. The architect will document the envelope compliance path in their permit documents.
- P2S will coordinate electrical requirements for Mechanical and Plumbing with the Electrical contractor and engineering team.
- Insurance is limited to \$2 million for professional liability.

FEE

We propose to undertake the project defined in this proposal for an hourly fee not to exceed the values listed below. Fees will be billed monthly. Our breakdown of fees is as follows:

Submittals	Mech
Design Services Milestones	
Design Development	\$220,000
Permit Documents	\$200,000
Construction Documents	\$50,000
DESIGN SERVICES TOTAL	\$470,000
CONSTRUCTION ADMINISTRATION SERVICES TOTAL	\$80,000
DESIGN AND CA SERVICES TOTAL	\$550,000

Expenses: there will be mileage expenses related to site visits (to/from Everett). Expenses will be submitted at cost plus 10%, and will not exceed \$300.

P2S Rates:

Principal Engineer	\$ 309.00
Project Manager	\$ 252.00
Engineer Grade 04	\$ 256.00
Engineer Grade 03	\$ 219.00
Engineer Grade 02	\$ 198.00
Engineer Grade 01	\$ 170.00
Design Engineer Grade 03	\$ 167.00
Design Engineer Grade 01&02	\$ 139.00
CAD/BIM Manager	\$ 217.00
CAD/BIM Designer Grade 04	\$ 165.00
CAD/BIM Designer Grade 03	\$ 151.00
Project Assistant	\$ 137.00

We look forward to working with you on completing this project successfully. Should you have any questions or need clarifications, please contact us.

Sincerely,



Darren Schwend, PE, HFDP, LEED BD+C
Associate Principal – Engineering Group Leader



Peregrin Jones, DBIA, LEED AP
Project Manager

PJ/mw

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August 24, 2023

Auburn Mechanical

Justin Pritchett
2623 W. Valley Hwy N.
Auburn, WA 98001

SUBJECT: Sno911—Mechanical Engineering Services—LCCA

Dear Justin,

P2S is pleased to provide mechanical engineering services to Auburn Mechanical for the above-referenced project.

STATEMENT OF UNDERSTANDING

The schematic design phase is complete, and the design development phase has started. In June, P2S proposed performing a mechanical Life Cycle Cost Analysis (LCCA) using an energy model, but it was not decided upon. Our initial proposal assumed that system selection would involve our performing an LCCA on three mechanical systems, with selection based on the results of the LCCA. However, after reviewing the project scope and budget in June and July, it became clear that the high-performance variable air volume (HPVAV) system is the logical choice. The other two mechanical system options for this building (variable refrigerant flow, and four-pipe fan coils) are more expensive and have difficulty achieving the hardening requirements without adding significant complexity. In July, we notified the team that we recommend moving forward with the HPVAV system, and beginning the coordination process based on that system selection. Additionally, we stated that the LCCA may be avoided. This was proposed as both a cost-saving measure, and for purposes of fast-tracking the design schedule.

As of August 21, the owner has determined that some type of mechanical LCCA is required for documentation of due process. Therefore, this proposal is for P2S to prepare a simplified LCCA. We propose to analyze two mechanical systems, and to do it without the use of an energy model. We will prepare a report with comparison data between the preferred HPVAV system and a VRF system. The report will indicate the approximate energy usage, first cost, and long-term costs of each alternative. This data will be based on recent similar LCCA studies we have conducted using energy models for these system types.

LCCA SERVICES

P2S will perform an LCCA analyzing two HVAC systems. These are:

- HPVAV system (high performance variable air volume)
- VRF system (variable refrigerant flow)

P2S will prepare a report including graphical representations of the following system metrics:

- Energy use
- Energy cost
- Construction cost
- Maintenance cost

The duration for the analysis period is 30 years.

DELIVERABLES

- Life Cycle Cost Analysis Report

SCHEDULE

- Notice-to-Proceed for design: Late August or Early September 2023
- LCCA completion: September 2023

ASSUMPTIONS/EXCLUSIONS

- The LCCA is for Building 'B' only.
- Two HVAC systems will be analyzed in terms of construction costs, energy costs, and maintenance costs over an assumed lifespan of 30 years. Construction cost and maintenance cost estimates for the two options will be coordinated between Auburn Mechanical and P2S. Auburn Mechanical will assist P2S in arriving at the desired values.
- P2S is not preparing an energy model. Our energy data will be based on comparable data from previous energy analyses we have recently conducted for these system types.
- This project is not seeking LEED certification or any other sustainability metric that requires an energy model.
- We assume attendance at one meeting with the owner to present and review the LCCA. We will incorporate their review comments and finalize the report. This is assumed to be completed at the end of September or early October.
- P2S is currently proceeding with the design of the HVAC system using the HPVAV system. We are assuming this to be the system desired by the team and owner. If this changes, additional services and schedule duration will be required.

Engineering Services Proposal to:
Justin Pritchett, Auburn Mechanical
August 24, 2023

FEE

We propose to undertake the Life Cycle Cost Analysis defined in this proposal at an hourly-not-to-exceed (HNTE) fee of **EIGHTEEN THOUSAND DOLLARS (\$18,000)**. Fees will be billed monthly. The P2S Milestones and rate table are included below.

Task / Milestone	Mechanical Fees
Life Cycle Cost Analysis – Building ‘B’	\$18,000

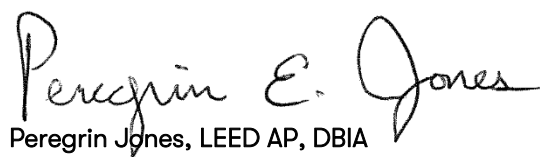
The proposed fee with Auburn
Mechanical markup is \$19,350.

P2S RATES

Principal Engineer	\$ 309.00
Project Manager	\$ 252.00
Engineer Grade 04	\$ 256.00
Engineer Grade 03	\$ 219.00
Engineer Grade 02	\$ 198.00
Engineer Grade 01	\$ 170.00
Design Engineer Grade 03	\$ 167.00
Design Engineer Grade 01&02	\$ 139.00
CAD/BIM Manager	\$ 217.00
CAD/BIM Designer Grade 04	\$ 165.00
CAD/BIM Designer Grade 03	\$ 151.00
Project Assistant	\$ 137.00

We look forward to working with you on completing this project successfully. Should you have any questions or need clarifications, please contact us.

Sincerely,



Peregrin Jones, LEED AP, DBIA
Project Manager – Studio Leader

PJ/mw

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PRECONSTRUCTION WORK PLAN



SNO 911

Precon Work Plan Proposal July 2023 through February 2024
Lydig Construction Company

Milestones:	Finalize Schematic Design	Aug 15, 2023
	Design Development/GMP	Sept 30, 2023
	Permit Set	Oct 30, 2023
	Construction Documents	Feb 15, 2024

		Joseph Tremblay		Kevin Ess		Project Engineer		Hans Lampinen		Estimating Support		Jason Pratt			
		\$156.79 /hr		\$133.50 /hr		\$70.88 /hr		\$127.48 /hr		\$76.49 /hr		\$120.79 /hr			
Description		Project Executive		Sr Project Manager		General Foreman		General Foreman		Preconstruction		Preconstruction		Total Amount	
SD/DD/CD Phases		Total Hrs		Total Hrs		Total Hrs		Total Hrs		Total Hrs		Total Hrs		\$120,941	
1.1	Design Coordination Meetings - "Big Room" Coordination Meetings		60		42									\$15,014	
1.2	Schedule Review & Development		16		8									\$3,577	
1.3	Design Development plans and specs		12		8		8							\$3,517	
1.4	Construction Documents plans and specs		12		8		8							\$3,517	
1.5	Construction Phasing Plans		16		8		8							\$4,144	
1.6	Detailed Demo Scope of work		16		12									\$4,111	
1.7	Procurement Log for Early Material Release		2		6									\$1,115	
1.8	Generator Early Procurement		24		16		4		8					\$7,202	
1.9	SD Update TVD Budget #1 - August		36		8					40		12		\$11,222	
1.10	Preliminary Safety analysis		8		4				8					\$2,808	
1.11	Constructability Reviews & Site Visits		16		12		12		60					\$12,610	
1.12	Value Engineering Options & Tracking		16		12		8							\$4,678	
1.15	Subcontractor Planning/Outreach Efforts		16		12									\$4,111	
1.16	Participate in Sustainability Meetings & Discussions		8		16									\$3,390	
1.17	Lean strategies and pull planning		8		8				8					\$3,342	
1.18	QC kick off discussion		2		4									\$848	
1.19	DD Budget #2/Finalize GMP - September		24		8		8			40		12		\$9,907	
1.20	Discuss BIM guidelines and process		2		8		8							\$1,949	
1.21	MEP Coordination Matrix Development		2		8									\$1,382	
1.22	Meet with sno 911staff to evaluate existing MEP systems		2		8		8							\$1,949	
1.23	Permit Set Update TVD Budget #3 - October		16		4		8			40		8		\$7,636	
1.24	Tracking program to document existing conditions		12		3		8							\$2,849	
1.25	Coordinating with AHJ to confirm Fire Alarm expansion capabilities		4		3									\$1,028	
1.26	Coordination with PUD to confirm required upgrades and system capacity		4		2				4					\$1,404	
1.27	Final Construction Budget - February 2024		16		4		8			40		8		\$7,636	
	TOTALS		350		232		96		88		160		40	966	Total Hours

SubTotal	\$	120,941
Engineering	\$	410,000
Lighting Design	\$	53,000
Technology Design	\$	118,000
AV thru DD	\$	37,000
SubTotal	\$	618,000
Fee on Stantec	\$	48,822
Expenses	\$	3,000
TOTAL	\$	790,763

July 11, 2023

Joe Tremblay, Vice President
Valley Electric
1100 Merrill Creek Pkwy
Everett, WA 98203

Subject Sno911 - Everett, WA
 Professional Consulting Services Proposal

Dear Joe,

Thank you for inviting Stantec to propose our integrated professional Consulting services for the Sno911 project. We are excited about this opportunity to work with you and have assembled a multidisciplinary consulting team to provide professional services for the Project's success.

This letter defines our understanding of the Project's scope, delivery method and schedule, and proposes our Electrical Consulting, Lighting Consulting, ICT Consulting and Audiovisual Consulting services. This proposal is based upon information received during the TVD process. The attachments to this letter provide details for each of our proposed design disciplines' scope, process, deliverables, fees and reimbursable expenses, and the terms, conditions, and assumptions upon which this Proposal is based.

PROJECT DESCRIPTION

We understand this Project to consist of a remodel of two existing buildings at 330/332 SW Everett Mall Way, four floors of Building B and two floors of Building A, each floor roughly 10,000sf. Building B will be a 911 center and Building A will be office space. The site will have modifications to support site hardening and site mounted equipment.

Building B will be designed per NEC 708 and selected NFPA 1221 requirements and will include a UPS- and generator-backed server room and dispatch floor. Selected areas throughout the facility will have generator back-up. Grounding design will be per Motorola R56 standard in areas related to radio systems.

Exclusions:

- Seismic and vibration engineering
- Fire alarm and VESDA system design.
- Lightning protection system design.
- Photovoltaic design.
- Radio antenna tower and radio system design.
- Computer Aided Dispatch System design
- Custom light fixture design.
- Data and voice network equipment design.
- Wireless network equipment specification.
- Migration planning for systems being moved from the existing facility to the new facility.

PROJECT UNDERSTANDING

We are informed that this Project is intended to be progressive design build, with Valley Electric as the Electrical Contractor and Lydig as the General Contractor.

Building A and B design packages will follow the same design milestones schedules.

CONSULTING SERVICES SCHEDULE

We have assembled our team of professionals to perform services for this Project according to our understanding of the Project's consulting services schedule and consulting phases and durations below:

PHASE	PHASE WORK DURATION
Target Value Design Phase	2 months
Design Development Design Phase	3 months
Permit Phase	1 month
Construction Documents Phase	3 months
Construction Administration Phase	14 months
Post-Construction Phase	1 month
TOTAL WORK DURATION	23 months

PROPOSED CONSULTING TEAM

We are pleased to offer the following key team members for this Project:

DESIGN DISCIPLINE	PROJECT LEAD
Stantec Electrical Engineering	Tim Janof, PE
Stantec Lighting Consulting	Alison Fiedler, IALD
Stantec Technology Consulting	Tod Moore, RCDD
Stantec Audiovisual Consulting	Josh Hamon, CTS CCNA

This team will be led by Tim Janof, PE as Project Manager and Daryl Fonslow as Principal-in-Charge.

ELECTRONIC DRAWING REQUIREMENTS

Our proposed scope of work specific to the production and coordination of CADD Drawings and/or Building Information Models are based on the assumptions in ATTACHMENT C.

FEES

Our proposed fees for delivering the professional services defined in this proposal are contained in ATTACHMENT A.

ESTIMATED REIMBURSABLE EXPENSES

Reimbursable direct project expenses are estimated fees for reimbursable expenses as listed in ATTACHMENT A. Reimbursable expense shall be billed at cost plus 10% fee.

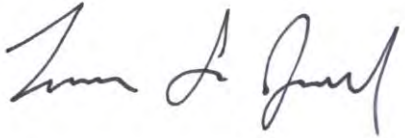
ACCEPTANCE

To accept this proposal and the included terms and conditions, please indicate your acceptance by signing below and returning a copy. We will not proceed with any work until provided with a separate Notice to Proceed. We also require a design agreement at an appropriate phase in the project and until that design agreement is negotiated and signed, the terms and conditions in ATTACHMENT D shall govern our relationship.

This Proposal is good for sixty (60) calendar days from the date of this letter, after which it is subject to revision. If you have questions, require additional information, modifications, or clarifications for this Proposal to better meet the needs of the project, please contact me.

Thank you again for considering Stantec for this project.

Sincerely,



Tim Janof, PE
Principal, Electrical
Tim.Janof@stantec.com
(206) 667-0503

Stantec Consulting Services Inc.

CLIENT ACCEPTANCE:

Accepted by _____ Date _____

Client (Company Name) _____

Name/Title _____

ENCLOSURES

Attachments A:

A.1: Fees

Attachments B:

B.1 Electrical Consulting Scope

B.2 Lighting Design Scope

B.3 Technology Consulting Scope

B.4 Audiovisual Consulting Scope

Attachment C: Electronic Documents

Attachment D: Project Terms and Conditions

ATTACHMENT A.1
FEES

This Attachment defines our fees for delivering the professional services defined in this proposal.

See next page for fee matrix.

Building B

Design Phase	Type	Elect		Light		Tech		AV	Totals		
TVD Process (TVD 1-3)	FX	\$	55,000					\$	55,000		
Design Development	FX	\$	198,400	\$	25,000	\$	66,100	\$	30,000	\$	319,500
Permit Documents	FX	\$	69,440	\$	12,000	\$	23,100	\$	3,500	\$	108,040
Construction Documents	FX	\$	86,800	\$	16,000	\$	28,900	\$	3,500	\$	135,200
Bidding	FX	\$	5,000	\$	2,000	\$	2,000	\$	-	\$	9,000
Consulting Fee Totals		\$	414,640	\$	55,000	\$	120,100	\$	37,000	\$	626,740
Estimated Reimbursable Exp		\$	500	\$	100	\$	500	\$	300	\$	17,500

Additive Alternate

Construction Administration	FX	\$	138,880	\$	12,284	\$	46,300	\$	15,000	\$	212,464
Commissioning Support	FX	\$	35,000	\$	-	\$	35,000	\$	5,000	\$	75,000

Building A

Design Phase	Type	Elect		Light		Tech		AV	Totals		
Design Development	FX	\$	20,000	\$	12,500	\$	9,600	\$	12,500	\$	54,600
Permit Documents	FX	\$	8,750	\$	5,000	\$	4,200	\$	1,500	\$	19,450
Construction Documents	FX	\$	8,750	\$	10,000	\$	5,500	\$	1,500	\$	25,750
Bidding	FX	\$	-	\$	1,000	\$	-	\$	-	\$	1,000
Consulting Fee Totals		\$	37,500	\$	28,500	\$	19,300	\$	15,500	\$	100,800
Estimated Reimbursable Exp		\$	500	\$	100	\$	200	\$	300	\$	1,100

Additive Alternate

Construction Administration	FX	\$	12,500	\$	5,000	\$	6,000	\$	4,000	\$	27,500
Commissioning Support	FX	\$	-	\$	-	\$	-	\$		\$	-

Total for Building B and Building A

Design Phase	Type	Elect		Light		Tech		AV	Totals
Consulting Fee Totals	\$	452,140	\$	83,500	\$	139,400	\$	52,500	\$ 727,540
Estimated Reimbursable Exp	\$	1,000	\$	200	\$	700	\$	600	\$ 2,500

Additive Alternate Fee Total		\$	186,380	\$	17,284	\$	87,300	\$	24,000	\$	314,964
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TOTALS	\$410,000	\$53,000	\$118,000	\$37,000	\$618,000
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Fee Type Legend:

FX Lump Sum Fixed Fee billed on a percentage of completion basis.

END ATTACHMENT A.1: FEES

This Attachment defines our Proposed Electrical Engineering & Consulting scope, process, and deliverables. Refer to the fee proposal cover letter and other attachments for additional information.

ELECTRICAL CONSULTING SERVICES, SCOPE AND DELIVERABLES

The following Scope is included in this Proposal:

ELECTRICAL DISTRIBUTION AND BRANCH SYSTEMS

- Low voltage, secondary utility electrical services entrance
- Building power distribution system - switchgear, panels, transfer switches and feeders
- Branch power circuitry to receptacles and equipment, including head-end equipment for low voltage systems furnished by the Owner or others
- Diesel generator for emergency, the main server room, the dispatch floor, and selected optional standby HVAC equipment, lighting, and plug loads serving essential areas throughout the building (Levels 1 and 3).
- UPS back-up for the main server room and dispatch floor. Owner will provide point of use UPSs for other areas. UPS will consist of one relocated 100kW, one new 100kW, and one 200kW.
- EV car charging infrastructure. EV charging stations specified by Others.

LIGHTING AND LIGHTING CONTROL SYSTEMS

- Lighting fixture design and layout is excluded. See Lighting Design Section.
- Lighting controls per Washington State Energy Code and NEC 708.

MECHANICAL SYSTEMS SUPPORT

- Power circuits to HVAC, mechanical and plumbing equipment
- Disconnects and starters for equipment
- Power circuits to mechanical and control system panels

LIFE SAFETY SYSTEMS AS REQUIRED BY CODE

- Egress and exit lighting
- Fire alarm and VESDA system power circuiting, design by fire alarm vendor.

ELECTRICAL CONSULTING PROCESS AND DELIVERABLES

The above Scope will be addressed during each Design Phase and shall include deliverables as follows:

TARGET VALUE DESIGN (TVD)

- (4) Target Value Design (TVD) charrettes and prep
- (4) Valley/Stantec coordination meetings
- Preliminary budget support
- Preliminary one-line diagrams and equipment sizing
- Preliminary Electrical/Telecom space planning
- Preliminary BOD narrative
- NEC 708/NFPA 1221 comparison analysis
- Preliminary LV Responsibility Matrix

DESIGN DEVELOPMENT

- Review and confirm TVD documentation and Owner's program, budget, and schedule
- Coordinate with Snohomish PUD for power to the project site boundary from the facility main electrical room.
- Review and confirm schematic design documentation and Owner's program, budget, and schedule.
- Electrical design development drawings, sketches, and calculations
- Narrative describing electrical design criteria and preliminary recommendations.
- Preliminary specifications
- One design development presentation to Owner/or design team
- Revit model set up and bi-weekly updates per the project schedule (four are anticipated and included in the fee).
- Design development meetings/site visits [12 meetings via Teams or equivalent platform]

CONSTRUCTION DOCUMENTS

- Review and confirm design development documentation and Owner's program, budget, and schedule
- Electrical construction drawings, panel schedules and final calculations
- Construction documents electrical specifications
- Bi-weekly Revit model updates per the project schedule (Six are anticipated and included)
- DELIVERABLES: Three document packages at 50%, Permit, and 100% CD.
- Construction Documents meetings/site visits [12 meeting via Teams or equivalent platform]

BIDDING OR NEGOTIATION

- Respond to electrical bidders' questions
- Analysis of electrical alternates or substitutions and recommendations
- Prepare one addendum package of limited scope.
- Conform construction documents to the one bidding phase addendum
- Bidding or negotiation meetings/site visits are excluded

CONSTRUCTION ADMINISTRATION

- Answer contractor's Requests For Information (RFI's) that relate to the above defined scope.
- Review one package of submittals, shop drawings and samples and one resubmittal package for systems in the above defined scope.
- Construction site visits
 - o Construction site observations and reports [six visits are included]
 - o Substantial completion observation and punch list and punch list written report and completion recommendations
 - o Final completion observations and punch list and punch list written report
- Record Drawings

POSTCONSTRUCTION PHASE (ADD ALTERNATE)

- Commissioning support – 4 meetings and answering commissioning agent RFIs.

ELECTRICAL CONSULTING ASSUMPTIONS, OPTIONAL SERVICES AND EXCLUSIONS

ASSUMPTIONS

Unless noted otherwise in this proposal, Stantec has assumed the following:

- On TI remodel projects it is assumed there is sufficient electrical capacity in the existing building service to support the proposed project. If service modification/replacement is required to support the proposed program Stantec will provide an Additional Service Request to cover those costs.
- Energy Demand Readings: 30-day load readings of panels affected by renovation work are required to meet NEC requirements for adding load to existing electrical systems. Stantec will identify applicable points within the existing electrical distribution system for metering by others. The cost of this metering is not included and is assumed to be provided by the owner. If required, Stantec can contract for metering placement with an electrical contractor as an Additional Service.

OPTIONAL SERVICES

Additional Services may be provided for additional fee and may include, but are not limited to:

- Attendance at meetings in excess of those meetings stated herein
- Seismic and vibration engineering
- Fire alarm and VESDA system design.
- Lightning protection system design.
- Photovoltaic design.
- Conducting site visits to observe installation or punch list that are in excess of those visits stated herein
- Selective coordination for multiple equipment manufacturers
- LEED® or another sustainability metric certification
- Commissioning services
- Owner training
- Installation or rental of demand meters
- Develop Electrical As-Built Drawings based upon Contractor Mark-Ups/Electronic Files

EXCLUSIONS

Any Electrical Engineering scope, process and deliverables not identified in this attachment shall be Additional Services, and may be provided as defined in Attachment D: Proposal Terms and Conditions.

END ATTACHMENT B.1: ELECTRICAL CONSULTING SCOPE BY STANTEC CONSULTING, INC.

This Attachment defines our Proposed Lighting Design scope, process, and deliverables. Refer to the fee proposal cover letter and other attachments for additional information.

LIGHTING CONSULTING SERVICES, SCOPE AND DELIVERABLES

The following Scope is included in this Proposal:

LIGHTING SYSTEMS

- Interior lighting systems
- Minor building mounted exterior lighting at remodel area between buildings.

LIGHTING CONTROL SYSTEMS

- Lighting controls is by the Electrical Engineer. See the Electrical Engineering section in this fee proposal.

LIGHTING DESIGN PROCESS AND DELIVERABLES

The above Scope will be addressed during each Design Phase and shall include deliverables as follows:

DESIGN DEVELOPMENT

- Prepare lighting design narrative or basis of design report
- Prepare design sketches: One package of sketches of primary areas is included.
- Based upon the Schematic Design package, the Design Development Lighting Design will be refined to support the Owner's program, budget and schedule
- Prepare Design Development lighting fixture layout
- Prepare Luminaire selection, Luminaire schedule and Luminaire catalog cuts
- Analysis of illumination levels with Lighting Calculation software for task areas
- Analysis of Emergency Egress illumination levels with lighting calculation software and coordinate with the project Electrical Engineer
- Preliminary energy code analysis and coordinate with Project Engineer and Architect to ensure that energy efficiency objectives are achieved
- Illustrations of lighting systems (one package is anticipated and included in the fee)
- Review a single design development opinion of probable construction cost prepared by others
- One design development presentation to Owner and/or design team
- Five meetings with the Architect and one meeting with Valley Electric via Teams
- DELIVERABLES: One document package at 100% DD to include lighting layouts, lighting luminaire schedule, luminaire cut sheets and confirmation of compliance with energy code.
- Design development meetings: Four meetings and one design presentation are included

NOTE: Selection of decorative fixtures will be led by the Interior Designer or Architect. We will advise on technical elements of light source, lumens, wattage, CCT, driver requirements and Edison-based lamp specifications and include final selection in our specifications and drawings.

PERMIT AND CONSTRUCTION DOCUMENTS

- The Construction Documents will develop refinements to the Design Document package, including review and confirmation of design development documentation and Owner's program, budget, and schedule
- Control intent diagrams (Red-lined drawings for Electrical Engineer's use in circuiting) including delineation of daylight zones, and locations of photosensors and occupancy sensors
- Final lighting layouts
- Fixture mounting sketch details
- Luminaire specifications
- Final energy code calculations in coordination with Project Engineer to ensure that energy efficiency goals are achieved
- Review architectural and electrical documentation
-
- DELIVERABLES: Deliverables will include Lighting layouts, luminaire schedule, luminaire cut sheets, specifications for lighting and energy code compliance forms. The construction Documents package shall be issued as a single set of documents on three (3) occasions: 50% CD, Permit and 100%CD. Additional issuances and/or additional packages may be provided as Additional Services
- Construction documents meetings/site visits – Two meeting with the Architect and two with Valley Electric via Teams.
- Issuance of NWS model for clash detection in Navisworks, (weekly).

BIDDING OR NEGOTIATION

- Respond to bidders' questions
- Analysis of alternates or substitutions and recommendation.
- Prepare one addendum package of limited scope.
- Conform construction documents to the one bidding phase addendum

CONSTRUCTION ADMINISTRATION

- Answer contractor's Requests for Information (RFIs)
- Review one package of submittals, shop drawings and samples and one resubmittal package for systems in the above defined scope.
- Construction site visits
 - o Supervise final focusing and punch list Two site visits (one for each building) attended by two design staff.
 - o Punch list written report and completion recommendations
- Owner follow-up and orientation

LIGHTING DESIGN OPTIONAL SERVICES AND EXCLUSIONS

OPTIONAL SERVICES Additional Services may be provided for additional fee and may include, but are not limited to:

- Parking lot lighting
- Circadian Lighting for Occupant Wellness

- Lighting for Biophilia: Analysis of photosynthetic active radiation (PAR), and photosynthetic photon flux density (PPFD) for plant growth
- Review and confirm conservation standards for owner's collection, artifacts, and other sensitive material.
- Attendance at meetings in excess of those meetings stated herein
- Life cycle cost analysis
- Outline specifications
- VE Services (meeting attendance, review of alternate fixture packages, changes in design and redesign of previously approved elements)
- Preparation of design mock-ups
- Site visits to other facilities or factories to review lighting systems or components
- Design of custom light fixtures and review of prototypes
- Analysis of substitute/alternative fixture submittals after the award of construction contract
- During Bid or Construction Phases, energy efficiency code analysis related to changes in the connected electrical load that will result from alternates, substitutions, or recommendations.
- During Bid or Construction Phases, illuminance level calculations related to changes in photometry of alternates, substitutions, or recommendations.
- Renderings of lighting design beyond those listed above
- Design and documentation of emergency egress lighting
- Evaluation of bids and recommendation on award of contract
- Bidding or negotiation meetings
- Record drawings.

EXCLUSIONS

Any Lighting Design scope, process and deliverables not identified in this attachment shall be Additional Services and may be provided as defined in Attachment D: Proposal Terms and Conditions.

END ATTACHMENT B.2 LIGHTING DESIGN SCOPE BY STANTEC CONSULTING, INC.

This Attachment defines our Proposed Technology Consulting scope, process, and deliverables. Refer to the fee proposal cover letter and other attachments for additional information.

TECHNOLOGY CONSULTING SERVICES, SCOPE AND DELIVERABLES

The following Scope/Systems is included in this Proposal:

STRUCTURED CABLE SYSTEMS

- Cable system design for voice, data, and video distribution, including inside plant and outside plant. Both fiber optic and copper cable for backbone/riser and workstation/horizontal distribution. This includes all termination devices, cable support, management and racking systems.

INFORMATION TRANSPORT SYSTEMS INFRASTRUCTURE

- Pathways and space design for all structured cable distribution. This includes Telecommunication Service Entrance facilities, Main Technology Room(s) and Intermediate Technology Distribution Rooms.
- Coordination with others for power, heat-loads, and lighting requirements for the technology distribution spaces.
- Coordination with local telecommunication service providers for service entrance requirements.
- All vertical pathway definition using sleeves or conduit; cable support system, horizontal cable distribution using cable tray and or cable rings; Outlet boxes or mud-rings in walls for devices with raceway to accessible ceiling space or in-slab or below floor conduits to floor boxes.

ELECTRONIC SECURITY SYSTEMS (ESS)

- Access control system
- Video Surveillance System
- Duress alarms and intrusion detection

RF DISTRIBUTED ANTENNA SYSTEMS

- Radio frequency "Reradiating" antenna distribution and head-end systems for Emergency Responder Radio Communication Systems (ERRCS)

WIRELESS NETWORK SYSTEMS (CONNECTIVITY)

- Connectivity for Wireless Local Area Network (WLAN) distribution. Systems design by others

TECHNOLOGY CONSULTING PROCESS AND DELIVERABLES

The above Scope will be addressed during each Design Phase and shall include deliverables as follows:

DESIGN DEVELOPMENT

- Coordinate internet service provider (ISP) conduit entries.
- Review and confirm pre-design documentation and Owner's program, budget, and schedule

- Participate in programming meetings with the Owner and/or the members of the design team to cover the following topics: (1 onsite and 1 online meeting)
 - o Define the requirements and applications of technology systems both in this project and likely to be deployed in the facility in the future.
 - o Discuss the implications technology spaces and cable pathways will have on the space program.
 - o Discuss requirements for design fault tolerance and redundancies into the technology systems and the building systems supporting technology systems.
 - o Discuss the feasibility of integrating other low voltage systems into the technology spaces, pathways, communications cable system and network.
- Confirm requirements for quantity, location, size, construction, power loading, heat loading, grounding and general fit out of communication technology spaces:
 - o Telecommunication service entrance rooms
 - o Main technology room
 - o Intermediate technology distribution rooms
- Identify requirements and options for communication cable pathways to support the distribution of communication cables from the communication rooms to the device locations in the buildings.
- Technology programmatic drawings and sketches as required.
- Participate in design team meeting to refine requirements for communication infrastructure and the associated mechanical and electrical building systems to support the technology spaces. (2 onsite and 2 online)
- Technology design development drawings, sketches to include:
 - o Technology space fit out drawings (plans and elevations)
 - o Communication distribution (outlets and cable pathways) drawings
 - o Backbone pathway schematic drawings
 - o Backbone cable schematic drawings
 - o Site communication infrastructure drawings
 - o System Riser Diagrams
 - o ESS Device Locations
 - o Preliminary door-hardware Schedule (Coordination only)
 - o ERRCS DAS Logical equipment diagrams
 - o iBwave ERRCS DAS drawings
 - o ERRCS DAS distribution Drawings (antennas and cable pathways)
 - o Equipment layout drawings for technology spaces
 - o Roof top drawing layout
 - o Donor Source design and layout
- Preliminary specification for the following Technology systems:
 - o Structured cable systems
 - o ESS
 - o ERRCS DAS
- Review a single design development opinion of probable construction cost prepared by others.

CONSTRUCTION DOCUMENTS

- Review and confirm design development documentation and Owner's program, budget, and schedule.

- Participate in team coordination meeting to refine requirements for communication infrastructure and the associated mechanical and electrical building systems to support the technology spaces and to discuss planning and phasing issues. (3 onsite and 3 online)
- Technology construction drawings to include:
 - o Technology space fit out drawings (plans and elevations)
 - o Communication distribution (outlets and cable pathways) drawings
 - o Communication infrastructure details
 - o Backbone pathway drawings
 - o Backbone cable drawings
 - o Site communication infrastructure drawings
 - o Riser Diagrams
 - o Communication systems details
 - o Horizontal /Backbone cabling schedule
 - o ESS Security System fit out drawings (plans and elevations).
 - o Door Hardware Schedule (Coordination only)
 - o Camera Schedule
 - o ERRCS DAS distribution Drawings (antennas and cable pathways)
 - o ERRCS DAS Equipment drawings & details
 - o Equipment layout drawings for communication rooms
 - o Rack/cabinet layout and elevation
 - o Roof top drawing layout
 - o Donor Source design and layout (As Required)
- Specifications for the following Technology systems:
 - o Structured cable systems
 - o ESS
 - o ERRCS DAS
- Review construction opinion of probable construction cost for the Structured Cable, ESS, and DAS

CONSTRUCTION ADMINISTRATION

- Answer contractor's Requests For Information (RFI's)
- Review one package of submittals, shop drawings and samples and one resubmittal package for systems in the above defined scope.
- Construction site visits
 - o Construction site observations and reports (2 visits)
 - o Substantial completion observation and punch list and punch list written report and completion recommendations (1 Site Visit)
 - o Final completion observation and punch list) and punch list written report (1 Site Visit)
- Review Contractor Provided Record Drawings and provide written comments for incorporation by the Contractor into the final as-built electronic drawings files.
- Review one package of Contractor provided cable test results final completion documentation and warranties and one resubmittal package.
- Record drawings

POSTCONSTRUCTION PHASE (ADD ALTERNATE)

- Commissioning support – 4 meetings and answering commissioning agent RFIs.

TECHNOLOGY CONSULTING OPTIONAL SERVICES AND EXCLUSIONS

OPTIONAL SERVICES

Additional Services may be provided for additional fee and may include, but are not limited to:

- Attendance at meetings in excess of those meetings stated herein
- Conducting site visits to observe installation or punch list that are in excess of those visits stated herein
- Active Network systems design
- WLAN Predictive Analysis
- Commissioning services
- Owner training
- Develop As-Built Drawings based upon Contractor Mark-Ups/Electronic Files
- Internet service provider services other the conduit pathways.

EXCLUSIONS

Any Technology Consulting scope, process and deliverables not identified in this attachment shall be Additional Services and may be provided as defined in Attachment D: Proposal Terms and Conditions.

END ATTACHMENT B.3: TECHNOLOGY CONSULTING SCOPE BY STANTEC, INC.

This Attachment defines our Proposed Audiovisual Engineering & Consulting scope, process, and deliverables. Refer to the fee proposal cover letter and other attachments for additional information.

AV CONSULTING SERVICES SCOPE

The following Scope is included in this Proposal:

DESIGN SCOPE

- Dispatch Floor
- Training Room
- Multi-Purpose Classroom
- Conference Rooms
- Private Offices
- CATV Headend

AV CONSULTING PROCESS AND DELIVERABLES

The above Scope will be addressed during each Design Phase and shall include deliverables as follows:

DESIGN DEVELOPMENT

- Review and confirm schematic design documentation and Owner's program, budget and schedule
- Participate in meetings with the design team and owner to further develop system concept. Four hours of virtual meetings proposed.
 - Establish the objectives of systems included in the project
 - Define the audio/video functions required for each system type
 - Discuss potential uses of the audio/video systems to determine level of operational quality and performance desired
- Participate in departmental end user space programming meetings to identify and coordinate requirements for device connectivity and associated communication outlets. Twelve hours of virtual meeting are proposed
- Meet with the design team to review this information and validate requirements as indicated in the narrative
- Prepare a narrative report by system that summarizes our findings for the audio/video systems to support the program. This will include a description of the functional capabilities of the individual AV systems and the recommended connectivity.
- Prepare an Opinion of Probable Costs (OOPC) for the components and installation required to support the program.
- Provide one revision of the report and OOPC based on the review meeting
- Prepare sight line studies to determine appropriate image dimensions and locations for display devices in Dispatch
- AV design development drawings, sketches to include: 50% and 100% Design Development
 - Drawings showing locations of audio/video devices in the various rooms.
- Coordinate with design team members regarding the impact of audio/video systems on architectural, electrical, lighting and casework design issues.

CONSTRUCTION DOCUMENTS

- Review limited questions and packages from Integrator.

POSTCONSTRUCTION PHASE (ADD ALTERNATE)

- Commissioning support – 4 meetings and answering commissioning agent RFIs.

AV CONSULTING OPTIONAL SERVICES AND EXCLUSIONS

OPTIONAL SERVICES

Additional Services may include, but are not limited to:

- Fitness Center / Break Rooms
- Attendance at meetings in excess of those meetings stated herein
- Conducting site visits to observe installation or punch list that are in excess of those visits stated herein
- Construction Document and Permit Deliverables
- Construction Administration
- Commissioning services
- Owner training
- Develop As-Built Drawings based upon Contractor Mark-Ups/Electronic Files
- Record drawings.

EXCLUSIONS

Any Audiovisual Consulting scope, process and deliverables not identified in this attachment shall be Additional Services, and may be provided as defined in Attachment D: Proposal Terms and Conditions.

END ATTACHMENT B.4: AUDIOVISUAL CONSULTING SCOPE BY STANTEC, INC.

This proposal is based upon producing and receiving electronic drawing and model files for the project in the latest version of Revit. It is also based upon the following assumptions:

- Stantec will be provided with an architectural model by the Architect and necessary model information by the other design team members.
- Backgrounds are to be provided with visibility of architectural annotation layers and/or elements controllable separate from other background elements
- Model updates shall be no more frequent than bi-weekly (every two weeks) throughout Design Development and Construction Document phases.
- Uploads of Stantec's models shall be no more frequent than bi-weekly (every two weeks) throughout the Design Development and Construction Document phases.
- Elements to a maximum of LOD 300 as defined by the latest version of BIMForum's Level of Development Specification, not including as-built physical characteristics that may differ from the design intent model.
- Stantec will setup and develop the design intent model following the Target Value Design phase using linked Revit model(s) provided by the design team.
- Stantec will complete the design intent model and construction drawings during the Construction Document phase using linked Revit model(s) provided by the design team.
- Stantec may provide the construction contractor with the model and drawing files to support the contractor's completion of record documents.
- Drawings shall be electronically stamped and signed if allowed by the authority having jurisdiction and required by the scope of work.

Stantec has found that when design teams take a structured approach to BIM modeling with stated clear expectations, it creates the environment for a successful project. This proposal assumes that there will be a team BIM kickoff meeting and that Stantec's BIM FAQ will be responded to prior to Stantec creating its model.

While the following services may be provided, they are not included in this proposal:

- Changing versions of Revit during the project.
- Using non-Stantec Revit Standards, including, but not limited to, families, fonts, and worksets.
- Converting models to AutoCAD drawings.

If the electronic document and drawing requirements of this project differ from the above assumptions and understandings, Stantec can update its scope of work and fee to match the requirements.

END ATTACHMENT C: ELECTRONIC DOCUMENT REQUIREMENTS

ATTACHMENT D: PROPOSAL TERMS AND CONDITIONS

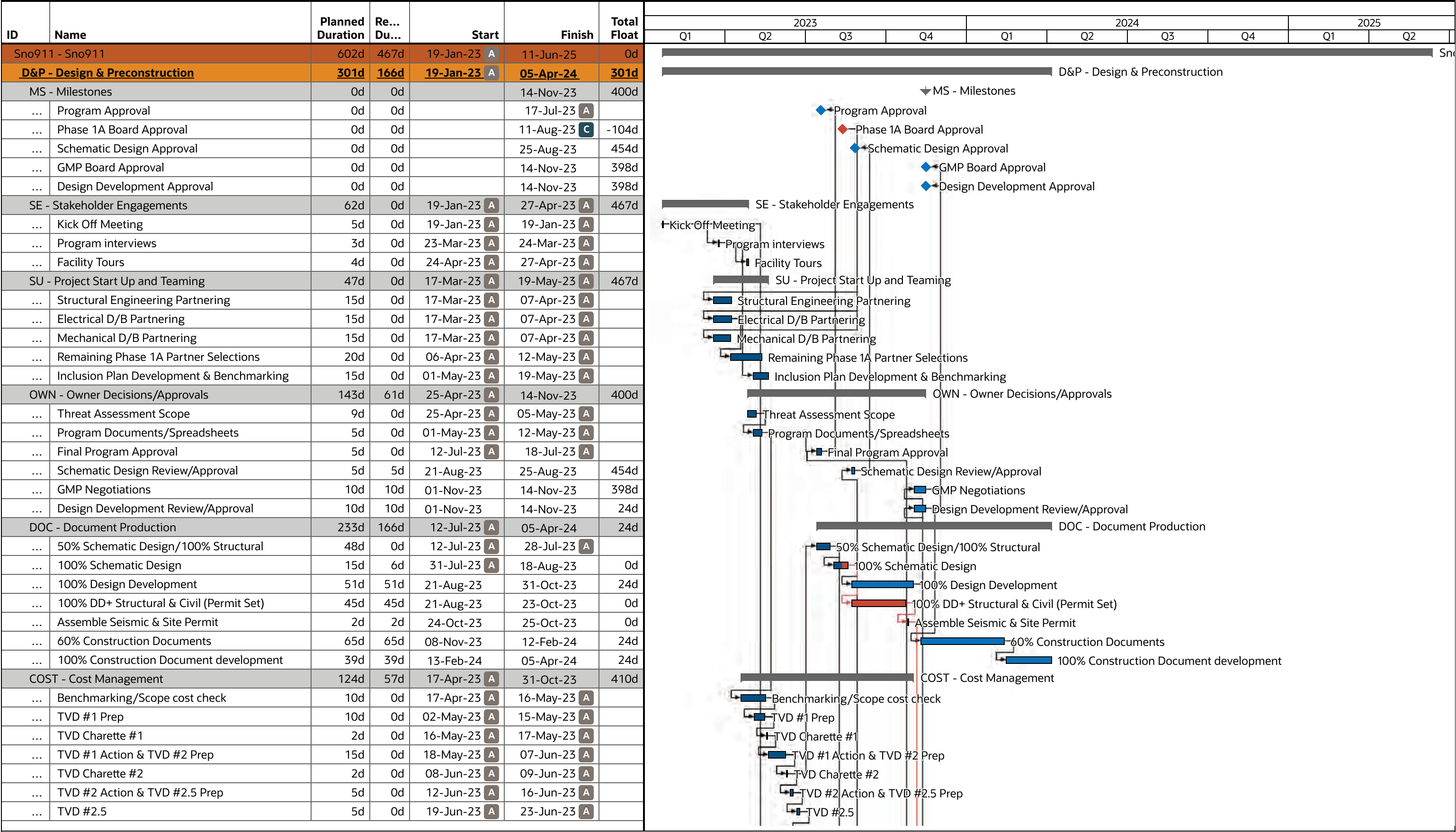
Joe Tremblay, Vice President

Sno911 - Everett, WA

Page 20 of 20 – July 11, 2023

The terms and conditions of this contract are defined in the Master Service Agreement between Valley Electric and Stantec dated October 25, 2017.

END ATTACHMENT D: PROPOSAL TERMS AND CONDITIONS.



SNO911 - Emergency Communication Center





Action Proposal Form

Date: 9/5/2023

Title: Future Facility: Acquisition of Generator & Electrical Equipment

Background / Purpose:

A study was completed that determined the generator sizing and equipment needs. Typically, these types of acquisitions would occur during the Construction Phase of the project, however, extended lead times (70 weeks for genset) require us to initiate orders immediately. This cost will be included within the GMP (Guaranteed Max Price) anticipated later this year.

The planning and electrical studies have determined the existing generator is undersized and that relocating the new generator nearer to the facility has multiple other benefits. While a final decision has not been made we believe the existing generator has residual value.

We are not anticipating the need to expend this funding until equipment is delivered and installed and the authorization allows us to formalize the order and purchase.

The supporting documentation from Lydig and Valley Electric provide additional details including anticipated lead times. It should be noted these lead times could be impactful to the overall project timeline.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Authorize acquisition for generator and electrical switchgear for the new facility in the amount of \$1,666,877 pre-tax.

Fund: 150 Future Facility



September 7, 2023

Diana Brown
OAC Services, Inc.
2200 1st Avenue South, Suite #200
Seattle, WA 98134

RE: **Snohomish County 911 Emergency Communications Center (SNO911)
Generator and Electrical Gear Long Lead Procurement**

Diana,

Lydig and Valley Electric have identified the new generator and certain electrical switch gear as long lead items that could potentially have adverse effects to the overall project schedule if not procured early. The following is a summary of each item and further detailed in each of Valley's recommendation letters attached:

1500kW Generator:

- o Lead time – 70 weeks plus 5 weeks for the enclosure
- o Options included:
 - Redundant battery strings with automatic best battery selector
 - Redundant fuel filter assembly, Racor Triplex filtration system
 - Fuel tank is figured as a UL 142 rated assembly.

Electrical Switchgear:

- o Requested authorization is for items with lead times over 40 weeks. The overall range of lead times are 40-51 weeks plus submittals.
- o Studies - S/C, Selective Coordination, and Arch Flash Coordination studies are included.

Per Article 2, Section 2.2.3 in the contract, we are requesting approval for **\$1,614,096 dollars** to incorporate the two long lead items as an initial works package.

Lydig Construction would like to thank you for working with us on this early works package which allows the team to maintain the project schedule. If you have any questions, feel free to contact us.



Sincerely,

Bob Heggenes

Digitally signed by Bob Heggenes
DN: C=US, E=bheggenes@lydig.com,
O=Lydig Construction Inc., CN=Bob
Heggenes
Date: 2023.09.07 10:33:36-07'00'

Bob Heggenes
Senior Project Manager

cc: Kevin McCarry, Lydig

Included:

Valley Electric's "Generator Recommendation" letter dated 8.9.2023

Valley Electric's "Switchgear Recommendation" letter dated 8.28.2023



SNO911 INITIAL WORK PACKAGE
SNO911
09/07/2023
Project Area: 46,701 SF

Direct Construction Costs	Cost	Cost/SF
26 00 00 Electrical	\$1,582,328	\$33.88

Subtotal Direct Cost	\$1,582,328	\$33.88
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Markups		Cost	Cost/SF
B&O Tax - State	0.47%	\$7,586	\$0.16
B&O Tax - City	0.10%	\$1,614	\$0.03
GLI	0.81%	\$13,074	\$0.28
Bond	0.60%	\$9,494	\$0.20
Subtotal		\$1,614,096	\$34.56

Total Estimated Construction Cost	\$1,614,096	\$34.56
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DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL COST	COST/SF
26 00 00 Electrical					
26 00 00 Electrical					
1 Electrical Sub - 1500kW Genset	1	LS	\$910,628.00	\$910,628	\$19.50
2 Electrical Sub - Long Lead Electrical Gear	1	LS	\$647,848.00	\$647,848	\$13.87
3 Electrical Sub - Redundant Battery Strings	1	LS	\$12,500.00	\$12,500	\$0.27
4 Electrical Sub - Redundant Fuel Filter	1	LS	\$11,352.00	\$11,352	\$0.24
Subtotal 26 00 00 Electrical				\$1,582,328	\$33.88
TOTAL 26 00 00 Electrical				\$1,582,328	\$33.88
Subtotal Direct Cost				\$1,582,328	\$33.88
Total Estimated Construction Cost				\$1,614,096	\$34.55



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August 8, 2023

Mr. Bob Heggenes
Senior Project Manager
Lydig Construction
3180 139th Ave SE Ste 110
Bellevue, WA 98003

RE: SNO 911 – Generator Recommendation

Dear Bob,

We issued the documents to (5) Generator manufacturers capable of competing for this project. The bids were based on a Generator Spec sheet prepared by Stantec and a Bid form developed by Valley Electric.

Working against a base budget of \$815,163 for a 1250kW Generator and associated transfer switches, WP enclosure and fuel tank we have provided a spreadsheet of the (5) bids for your review.

Additionally, having gone through various design options of analyzing a 1500kW genet vs a 1250kW genset and we have landed on a recommendation of a new 1500kw genset for the following reasons:

- The Emergency load required for the project still exceeds 1250kW. This leaves us no room for any margin of added equipment as design progresses.
- We explored the option of utilizing the existing 1250kW genset for non-911 loads and it could work however we are concerned we will now need to add a 150A docking station for portable genset to meet code.
 - Additionally, the existing transfer switch sitting in the middle of the electric room needs to be maintained. If we touch it and move it, we will own any code required upgrades. This will also create a larger electric rm than what we currently show on the plans.
 - A negative component of using the existing 1250kW genset would be that it would have very little load (possibly 300kW or less) on it and operationally this is not the best condition for generator to operate in.
- The existing genset has a salvage value of approx. +/- \$100,000-\$125,000.
- Providing a 1500kW genset now gives SNO 911 and the design team a little room to finalize design and equipment loads without the concern of overloading the new emergency generator system.
- We have reviewed the initial generator specs with Stantec, and they have no concerns at this time for what has been submitted. Submittal sheet is attached.

SCHEDULE

- Given the lead times presented, we are prepared to give verbal direction to the preferred generator manufacturer, which is Cummins. They are also the original genset manufacturer.
- Cummins states 67-69 plus 5 weeks for the enclosure. Early release now can get us down to 70 weeks all in. Long range planning, our goal is to have the generator onsite Jan/Feb 2025.
- CX/Start up and functional testing assume 4-5 weeks for this. This includes load bank testing.

BUDGET

Our TVD budget for the project was **\$815,163** and this was for a 1250kW generator and associated equipment.

After competitively bidding on the equipment, we are slightly overbudget budget for the 1250kW engine, and we have a larger deficit for the 1500kW generator due to added secondary costs for increased feeders and some larger electrical equipment downstream of the 1500kW engine.

Budget	\$ 815,163.00	\$ 815,163.00
1250kw	\$ 804,000.00	
Add Portable conn	\$ 25,000.00	
1500kW		\$ 845,628.00
Valley		\$ 65,000.00
TOTALS	\$ 829,000.00	\$ 910,628.00
Under/Over	\$ 13,837.00	\$ 95,465.00

OUR RECOMMENDATION: Based on where we are at with the project design being at Schematic Level and the chance that when the scope is further developed, we may see a need for additional emergency power, we recommend the purchase of the 1500kW generator at this time.

There is a cost premium, however given the offset of the salvage value of the existing generator, it seems like this would be the best value decision for SNO 911.

It also creates a cleaner system with only having one emergency system on site to maintain versus two completely separate systems.

There may be a few smaller Value Engineering items we can explore but we need to get our vendor on board to look into those deeper.

OPTIONAL ITEMS (For Consideration)

There are a few optional items we would recommend for consideration and would ask that SNO 911 review these items and we set up a meeting to discuss. SNO 911 may have a good preventive maintenance program, and these are not required. They include:

- Redundant battery string as this can be a large point of failure on the generator system.
- Redundant fuel filter assembly. Never fails that when the engine doesn't start the fuel filter is clogged.
- Integral fuel scrubbing system
- UL 2085 subbase tank. At this time, we have UL 142 and we are discussing this with the City of Everett to determine if this is acceptable and what acceptable clearances are required for the UL 142 tank system. This may also require a conversation with the fire department. This does not have to be released at this time.

OPTIONAL ALTERNATES			Bid Price
Redundant battery strings with automatic best battery selector			\$ 12,500.00
Redundant fuel filter assembly, Racor Triplex filtration system			\$ 11,352.00
UL 2085 subbase fuel tank adder to the enclosure and tank pricing above. Lead time increase by 10-			\$ 75,548.00
Integral fuel scrubbing system			\$ 36,500.00

Once you have had a chance to review this information, please do not hesitate to call me so that we may discuss further.

Respectfully submitted,

Joseph Tremblay
VP Construction



8/7/2023

SNO 911 GENERATOR BID FORM - Comparisons

DESIGN BASE BID	CUMMINS			KOHLER		Pacific Power Generation (MTU, Rolls)		NC Power (Caterpillar)		Energy Systems (Generac)	
	Bid Price	Submittals (wks)	Lead times	Bid Price	Lead times	Bid Price	Lead times	Bid Price	Lead times	Bid Price	Lead times
1500KW	\$ 369,044.00	3-4 weeks	67-69 weeks	\$ 388,281.00	64-66 weeks	\$674,000.00	94 weeks	\$487,638.00	108-112 wks	\$594,674.00	66 weeks
WP enclosure	\$ 184,162.00	4-6 weeks	5-6 weeks after receiving the generator	\$ 290,526.00	50-52 weeks	\$275,000.00	94 weeks	\$ 475,747.00	120-124 wks	\$275,000.00	75-80 wks
Stair/Platform assembly	\$ 12,243.00			\$ 11,408.00	50-52 weeks	\$18,000.00		\$22,347.00		\$31,773.00	36 weeks
ATS 1600 A	\$ 112,685.00	2-3 weeks	56-58 weeks	\$ 98,806.00	54-56 weeks	\$115,000.00		\$ 170,966.00		\$96,079.00	56 weeks
ATS 800A	\$ 68,132.00	2-3 weeks	56-58 weeks	\$ 63,961.00	54-56 weeks	\$78,000.00		Included in 1600A Pricing		\$62,009.00	56 weeks
MTS 2400A - NEMA 3R	\$ 84,022.00	2-3 weeks	33-38 weeks	\$ 78,294.00	30-32 weeks	\$96,000.00		\$ 128,166.00		\$76,553.00	30 weeks
Factory Witness Testing - Option for 4 Participants	\$ 8,425.00			\$ 8,269.00		\$24,000.00		Included in \$487K		\$10,000.00	
Site Testing and Commissioning (Load Bank Testing Included)	\$ 6,915.00			\$ 10,796.00		\$ 9,000.00		Included in \$487K		\$ 13,000.00	
TOTAL	\$ 845,628.00			\$ 950,341.00		\$1,289,000.00		\$1,284,864.00		\$1,159,088.00	

DESIGN ALT #1	CUMMINS			KOHLER		Pacific Power Generation (MTU, Rolls)		NC Power (Caterpillar)		Energy Systems (Generac)	
	Bid Price	Submittals (wks)	Lead times	Bid Price	Lead times	Bid Price	Lead times	Bid Price	Lead times	Bid Price	Lead times
1250KW	\$ 353,052.00	3-4 weeks	67-69 weeks Place order now and pick up 8 weeks. Rev (+/- 60 wks)	\$ 371,918.00	45-47 weeks	\$ 410,000.00	94 weeks	\$ 287,300.00	72-76 wks	\$ 522,288.00	66 weeks
WP enclosure	\$ 169,160.00	4-6 weeks	5-6 weeks after receiving the generator	\$ 262,032.00	50-52 weeks	\$ 240,000.00	94 weeks	\$423,997.00	80-84 wks	\$262,000.00	75 wks
Stair/Platform assembly	\$ 12,243.00			\$ 9,864.00		\$ 18,000.00		\$ 22,347.00		\$ 33,834.00	36 weeks
ATS 1600 A	\$ 112,685.00	2-3 weeks	56-58 weeks	\$ 98,806.00	54-56 weeks	\$ 115,000.00		\$ 170,966.00		\$ 96,079.00	56 weeks
ATS 600A	\$ 68,132.00	2-3 weeks	56-58 weeks	\$ 63,961.00	54-56 weeks	\$ 74,000.00		Included in 1600A Pricing		\$ 62,009.00	56 weeks
MTS 2000A - NEMA 3R	\$ 73,388.00	2-3 weeks	33-38 weeks	\$ 68,385.00	30-32 weeks	\$ 74,000.00		\$ 108,007.00		\$ 66,864.00	30 weeks
Factory Witness Testing - Option for 4 Participants	\$ 8,425.00			\$ 7,850.00		\$ 24,000.00		\$ 8,425.00		\$ 10,000.00	
Site Testing and Commissioning (Load Bank Testing Included)	\$ 6,915.00			\$ 9,091.00		\$ 9,000.00		\$ 9,000.00		\$ 13,000.00	
TOTAL	\$ 804,000.00			\$ 891,907.00		\$ 964,000.00		\$ 1,030,042.00		\$ 1,066,074.00	



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August 28, 2023

Mr. Bob Heggenes
Senior Project Manager
Lydig Construction
3180 139th Ave SE Ste 110
Bellevue, WA 98003

RE: SNO 911 – Switchgear Recommendation

Dear Bob,

Valley Electric issued the project documents to (3) Switchgear manufacturers capable of competing for this project. The bids were based on a Distribution Equipment Spec sheet prepared by Stantec and a Bid form developed by Valley Electric.

Working against a base budget Schematic quote of \$775,205 for a 4,000A Switchboard, downstream distribution, testing and equipment start-up we have provided a spreadsheet of the (3) bids for your review.

We have reviewed the initial switchgear specs with Stantec and they have no concerns at this time for what is being submitted by the switchgear manufacturers. A BOM summary sheet has been provided for each bid.

BUDGET

Our TVD budget for the project was **\$777,205** for a 4,000A new service.

		Graybar Sq D	Stoneway Sq D	WESCO Eaton
DESIGN BASE BID		Bid Price	Bid Price	Bid Price
Gear Quote		\$ 778,517.00	\$ 808,793.00	\$767,250.00
Site Acceptance Testing		\$ 15,000.00	\$ 25,000.00	\$45,000.00
Studies -S/C, Selective Coord, Arc Flash Coord		\$ 26,727.00	\$ 35,000.00	\$ 40,000.00
	TOTALS	\$ 820,244.00	\$ 868,793.00	\$852,250.00

NOTE: At this time, you will note that we are overbudget based on the early TVD estimate. This is mainly due to mechanical loads and the development of the scope of work. However, there are some plans in place to explore some additional Value Engineering items that could bring the budget back in line with the original estimate. Some ideas include:

- Flip the UPS room and main switchgear room to eliminate the separate 4,000A main breaker and meter section, and instead combine this into one single gear line-up within the room.
- Locate the new SNO PUD transformer south of the existing location by the existing trash area. This location is more in line with the new main electric room and would be a straight route into the building.

VALUE OF EARLY RELEASE EQUIPMENT WITH LONG LEAD IMPACTS

1	Square D Custom Swbd	Nema 1 Service Entrance	QED-2 Switchboard	\$121,906
1	Square D Standard Swbd Series 2	MSB-B	QED-2 Switchboard	\$237,591
1	Square D Standard Swbd Series 2	GDP	QED-2 Switchboard	\$131,780
1	Square D Standard Swbd Series 2	SWBD-E	QED-2 Switchboard	\$116,493
1	I-L/NF Combo MB (INT BOX TRIM)	OS	I-Line NF Combo	\$12,030
1	ILINE ML PNLB (INT BOX TRIM)	UPS-B DIST	I-Line Panelboard	\$4,741
1	ILINE MB PNLB (INT BOX TRIM)	EM4	I-Line Panelboard	\$8,111
1	SRVINAAARCETO	SC-CO-AF STUDY & LBLs	Eng Std - SC,TCC,AF & AF Bdy Lbl	\$15,194
LONG LEAD ITEM TOTALS				\$647,848

SCHEDULE

- Given the lead times presented, we are prepared to give verbal direction to the preferred switchgear manufacturer, which is Graybar. They are also the original switchgear manufacturer/provider that is onsite now.
- Graybar states 50 weeks for the main switchboards and our goal is to move forward with releasing that equipment first for submittals and equipment approvals.
- CX/Start up and testing, assume 3-4 weeks for this and our goal would be to have the gear installed and up and running by November of 2024 at the latest.

OUR RECOMMENDATION: Based on where we are at with the project design being at Schematic Level, we would recommend Graybar and Sq D for the switchgear selection based on our level of confidence in working with them on past projects and the value and knowledge they bring to the team.

Once you have had a chance to review this information, please do not hesitate to call me so that we may discuss further.

Respectfully submitted,

Joseph Tremblay
VP Construction



GEAR QUOTATION

PROJECT: SNOPUD 911 Call Center
 LOCATION: TBD
 QUOTING: Valley Electric
 ATTENTION: Joe Tremblay

MOBILE # 907-830-9261
 ESTIMATED BY: Mike Scott
 DATE: 8-Aug-23
 SHEET NO.: E002 & E003
 THRU ADDM # N/A

Item	Qty	Description	Estimated Lead Time to Ship ARO	CN Price
BASE GEAR & SERVICES				
BASE GEAR	1	Q-4293871 - PER ATTACHED BOM & CLARIFICATIONS BELOW	SEE BOM	\$812,517.00
BASE SERVICES	1	Q-4293871 - PER ATTACHED BOM & CLARIFICATIONS BELOW SC/CO/AF STUDY & AF LABELS - \$15,194.00 OWNER METER NETWORK DWGS & STARTUP - \$11,534.00	SEE BOM	\$26,727.00
TOTAL FOR ALL ABOVE				\$839,244.00
ALTERNATES TO BASE GEAR & SERVICES				
ALTERNATE #1	1	Q-4297756 - NEMA 1 SERVICE ENTRANCE GEAR - 2 SEPARATE LINEUPS	SEE BOM	(\$15,607.00)
ALTERNATE #2	1	Q-4297756 - NEMA 1 COMBINED SINGLE LINEUP WITH MSB-B	SEE BOM	(\$58,308.00)
ALTERNATE #3	1	Q-MS-080823PT - CIRCUIT BREAKER TESTING 250A(+)	SEE BOM	\$19,563.00
	1	Q-MS-080823PT - CIRCUIT BREAKER GF TESTING	SEE BOM	\$7,500.00
TOTAL FOR ALL ABOVE				(\$46,852.00)
Bid Exclusions				
Online items EXCLUDED from quote:				
E002				
>> SNOPUD XFMR & all equipment in light font indicated as existing.				
E003				
>> Generators, Remote Generator Annunciators, Remote UPS Annunciators, ATS (2ea.), MTS (1ea.), UPS/Battery's (2ea.), UPS Maint. Bypass Panels (3ea.), 2500A Gen Secondary Disconnect & all equipment in light font indicated as existing, noted as provided by owner or "X" out on oneline.				
No on-site startup, testing &/or training is included with this quotation unless explicitly noted on attached BOM and/or in clarifications below.				
Standard factory testing of equipment is included where applicable on engineered to order equipment. Tests outside the scope of standard factory testing are not included. Witness testing of factory testing is not included unless specifically noted in attached BOM and/or clarifications below.				
All warranties quoted as standard manufacturer warranty commencing at date of shipment from factory unless explicitly noted on quote, attached BOM &/or in clarifications below.				
Bid Clarifications				
Budget quoted per preliminary onelines only, no specs or schedules provided.				
Owner metering included where indicated on oneline. Multi circuit meters included for MSB-B & existing HD1. Single enclosed meters included for all other oneline metering points indicated. PV meter fed from MSB-B assumed to be utility meter socket.				
>>>> All metering quoted as external with loose CT's/Enclosures for customer installation and wiring on site.				
>>>> Power source included in new metered panels &/or fuse pack/loose 3P cb included where meters indicated at existing loads or fed by ATS.				
>>>> Basic metering startup included. Startup assumed to take place during standard M-F jobsite hours. Basic startup includes meter installation verification, CT ratio settings, metering accuracy verification and confirmation of outgoing communications functionality.				
>>>> No software &/or integration into ownwer BMS/software included. All software/integration is by others.				
All LV Transformers quoted include standard mechanical primary & secondary lugs as per feeder sizes and 1 set of vibration isolation pads per unit where typically required.				
All fusible disconnects quoted include 1 set of fuses as per amperage on onelines. 10% spare fuses of each amperage included (Min 3/Amperage)				
Standard Short Circuit, Coordination & Arc Flash Study with labels included for all equipment on E002 & E003 including existing gear assumed to require re-labeling for new AIC ratings based on new upstream gear. All on-site or other data collection, breaker settings and label installation required for completion of study is to be provided by others.				
>>>> No study training is included unless explicitly noted on attached BOM and/or in clarifications.				
Circuit breaker testing of devices 250A(+) is based upon oneline indications for breakers. Per customer request, existing breakers where noted have been included. Total quantities for estimated cost are 9ea. Fixed mounted devices and 28ea. branch/panel mounted devices. Fixed mounted devices will be tested at equipment. Branch/panel mounted devices will require contractor assistance to remove from equipment for bench testing at common location on site.				
>>>> Contractor is responsible for supporting 3rd party testing and supplying necessary power for testing equipment to testing agency.				
>>>> GF Testing of devices included per adder where indicated on oneline. Not to exceed service entrance main and 10ea. additional MSB-B feeders as indicated.				
>>>> All testing assumed to take place during standard M-F jobsite hours.				
All quoted pricing is valid for NTE 30 days from date of quotation issuance unless otherwise noted on quote.				
All lead times are best available estimations based upon current information available at time of quote.				

Quote
adjustment
\$820,244



GEAR QUOTATION

PROJECT: SNOPOD 911 Call Center
LOCATION: TBD
QUOTING: Valley Electric
ATTENTION: Joe Tremblay

MOBILE # 907-830-9261
ESTIMATED BY: Mike Scott
DATE: 8-Aug-23
SHEET NO.: E002 & E003
THRU ADDM # N/A

Item	Qty	Description	Estimated Lead Time to Ship ARO	CN Price
Terms & Conditions 1. ACCEPTANCE OF ORDER; TERMINATION - Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods or services ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar. 2. PRICES AND SHIPMENTS - Unless otherwise quoted, prices for goods shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill. Unless otherwise indicated in the applicable quotation or statement of work, prices for services shall be those in effect at the time of completion. The contract price for goods and or services shall be increased by the amount of any applicable tariff, excise, fee, assessment, levy, charge or duty of any kind whatsoever, imposed, assessed or collected by any governmental body, whether or not reflected in the costs charged to Graybar, and Graybar may increase its cost for goods and or services appropriately to take into account such increases in Graybar's costs. 3. RETURN OF GOODS — Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling. Returns will not be accepted for services or any material which has been modified at the request of or by Buyer. In addition, no custom orders may be returned. 4. TAXES - Prices shown do not include sales or other taxes imposed on the sale of goods or services. Taxes now or hereafter imposed upon sales, shipments or services will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate. 5. DELAY IN DELIVERY — Graybar is not to be accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control, including, but not limited to, sourcing, shipment or delivery issues caused by, related to, or resulting from COVID-19 or other similar national or global health situations. Factory shipment or delivery dates are the best estimates of our suppliers, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in shipment or delivery. 6. LIMITED WARRANTIES — Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. Buyer acknowledges that the performance of any service which alters the manufacturer provided goods as indicated in the statement of work may void the manufacturer's warranty. Graybar shall use the same care and skill a similarly situated provider of like services would exercise following commonly accepted industry practices in the performance of its duties under this agreement. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES. 7. LIMITATION OF LIABILITY — Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods, re-performance of the services, or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment. Unless otherwise agreed in the applicable statement of work, acceptance of services will occur not more than five (5) days after completion of performance. 8. WAIVER - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions, or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement. 9. MODIFICATION OF TERMS AND CONDITIONS - These terms and conditions, and any associated statement of work, supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein. 10. REELS — When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels. 11. CERTIFICATION — Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. This agreement is subject to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required. 12. FOREIGN CORRUPT PRACTICES ACT - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) (15 U.S.C. §§780d-1, et. seq.) irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur. 13. ASSIGNMENT - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void. 14. GENERAL PROVISIONS - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflict of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof. 15. PAYMENT TERMS — Payment terms shall be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only. 16. EXPORTING — Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters. 17. CANCELLATION; CHANGES FOR SERVICES- Buyer may cancel or make changes to a statement of work up to five (5) business days prior to commencement of the work. All changes and cancellations after such date are subject to Graybar's prior written approval in Graybar's sole and absolute discretion. Buyer shall pay to Graybar amounts necessary to cover cancellation, restocking fees and other charges applicable to the cancelled goods or services including those incurred or committed to by Graybar. 18. "30 days storage/staging included in our proposal. Anything beyond 30 days is subject to fees and/or a bill & hold agreement"				



Qty	Product	Designation	Description	Estimated Lead Time (WEEKS)
BASE BID EQUIPMENT ITEMS				
1	Square D Custom Swbd	Nema 3R Service Entrance	QED-2 Switchboard	51
1	Utility Meter Socket	SNOPUD Meter	20A CT Rated Meter Socket	32
1	Utility Meter Socket	SNOPUD PV Meter	200A Rated Meter Socket	32
1	Square D Standard Swbd Series 2	MSB-B	QED-2 Switchboard	49
1	NF MB PNLB (INT BOX TRIM)	LTG1	NF Panelboard	20
1	NF MB PNLB (INT BOX TRIM)	LTG4	NF Panelboard	20
1	NF MB PNLB (INT BOX TRIM)	RFE	NF Panelboard	20
1	EXN112T3H	112.5kVA	TRANSFORMER DRY TYPE 112.5KVA 480D208Y A	4
1	NQ MB PNLB (INT BOX TRIM)	EV	NQ Panelboard	20
1	Square D Standard Swbd Series 2	GDP	QED-2 Switchboard	49
1	Square D Standard Swbd Series 2	SWBD-E	QED-2 Switchboard	49
1	I-L/NF Combo MB (INT BOX TRIM)	OS	I-Line NF Combo	30
1	ILINE ML PNLB (INT BOX TRIM)	UPS-B DIST	I-Line Panelboard	44
1	ILINE MB PNLB (INT BOX TRIM)	EM4	I-Line Panelboard	44
1	NF MB PNLB (INT BOX TRIM)	EM3	NF Panelboard	20
1	NF MB PNLB (INT BOX TRIM)	LTGE	NF Panelboard	20
1	NF MB PNLB (INT BOX TRIM)	LTGE3	NF Panelboard	20
4	EXN112T3HNLP	112KVA K-13	TRANSFORMER DRY TYPE 112.5KVA 480D208Y A	6
3	EXN75T3H	75KVA	TRANSFORMER DRY TYPE 75KVA 480D208Y AL-1	4
1	EXN45T3H	45KVA	TRANSFORMER DRY TYPE 45KVA 480D208Y AL-1	4
1	NQ MB PNLB (INT BOX TRIM) - A	U3A1_2	NQ Panelboard	20
1	NQ ML PNLB (INT BOX TRIM) - B	U3A1_2	NQ Panelboard	20
1	NQ MB PNLB (INT BOX TRIM) - A	U3B1_2	NQ Panelboard	20
1	NQ ML PNLB (INT BOX TRIM) - B	U3B1_2	NQ Panelboard	20
1	NQ MB PNLB (INT BOX TRIM) - A	U1B1_2	NQ Panelboard	20
1	NQ ML PNLB (INT BOX TRIM) - B	U1B1_2	NQ Panelboard	20
1	NQ MB PNLB (INT BOX TRIM) - A	U1A1_2	NQ Panelboard	20
1	NQ ML PNLB (INT BOX TRIM) - B	U1A1_2	NQ Panelboard	20
2	NF ML PNLB (INT BOX TRIM)	EM1 EM1A	NF Panelboard	20
2	NQ MB PNLB (INT BOX TRIM)	IDF	NQ Panelboard	20
1	NF MB PNLB (INT BOX TRIM)	EM2	NF Panelboard	20
1	NF MB PNLB (INT BOX TRIM)	EM4C	NF Panelboard	20
1	NQ MB PNLB (INT BOX TRIM)	2EM4	NQ Panelboard	20
3	NQ MB PNLB (INT BOX TRIM) - A	?-225A 2-SECT PNLS	NQ Panelboard	20
3	NQ ML PNLB (INT BOX TRIM) - B	?-225A 2-SECT PNLS	NQ Panelboard	20
2	VH364AWKGL	200A CRAC DISC.	HDSS TYPE12 600V 200 AMP 3 POLE Fuse	12
3	VH362AWKGL	60A CRAC DISC.	HDSS TYPE12 600V 60 AMP 3 POLE Fuse	12
2	H325AWK	400A XFMR SEC DISC.	SW FUSIBLE HD 240V 400A 3P NO KO NEMA12	12
1	METSEHDPM24BCME2	MSB-B BRANCH METER	HDPM6000R 24ckts 20x20 Encl 277/480V UL	25
3	METSEHD1000A30	MSB-B BRANCH METER	1000A, SCCT, 4in x 4in, 30ft lead	25
3	METSEHDPM300A30	MSB-B BRANCH METER	300A, SCCT 30ft lgth	25
1	METSEHDPM24BCME2	HD1 BRANCH METER	HDPM6000R 24ckts 20x20 Encl 277/480V UL	25
1	BJA36015	HD1 BRANCH METER	MOLDED CASE CIRCUIT BRKR 600Y/347V 15A	25
18	METSEHDPM300A30	HD1 BRANCH METER	300A, SCCT 30ft lgth	25
3	METSEHDPM400A30	HD1 BRANCH METER	400A, SCCT 30ft lgth	25
3	METSEHD1600A30	HD1 MAIN METER	1600A, SCCT, 4in x 6in, 30ft lead	25
5	METSEEM3560A	SINGLE OWNER METERS	EM3500, LOGGING, BACNET, ROPE CT	25
5	EM3500ENC	SINGLE OWNER METER	EM3500 NEMA 4X LOCABLE ENCLOSURE UL	25
15	METSECT25500	SINGLE OWNER METER	CT,Rogowski,9.8",250mm,L,600V,5kA,S4	25
2	EMFP3	SINGLE OWNER METER FP	ENERGY METER FUSE PACK, SET OF 3	25
1	METSEHDPM108BCME2	SWBD-E BRANCH METER	HDPM6000R108 20x20 Encl 277/480V	25
9	METSEHDPM75A30	SWBD-E BRANCH METER	75A, SCCT 30ft lgth	25
24	METSEHDPM150A30	SWBD-E BRANCH METER	150A, SCCT 30ft lgth	25
18	METSEHDPM400A30	SWBD-E BRANCH METER	400A, SCCT 30ft lgth	25
3	METSEHD800A30	SWBD-E BRANCH METER	800A, SCCT, 4in x 4in, 30ft lead	25
BASE BID SERVICE ITEMS				
2	ENGSRVHDWSTARTUP	NETWORK DWG & STARTUP	PWRLOGIC HDWE STARTUP METERING AND COMMS	6
1	SRVINAAARCETO	SC-CO-AF STUDY & LBLs	Eng Std - SC,TCC,AF & AF Bdy Lbl	8
ALTERNATE #1 ITEMS				
1	Square D Custom Swbd	Nema 1 Service Entrance	QED-2 Switchboard	51
ALTERNATE #2 ITEMS				
1	Square D Standard Swbd	Combined SVC. MSB-B	QED-2 Switchboard	49
ALTERNATE #3 ITEMS				
1	NETA BREAKER TESTING	250A CB OR GREATER	NETA 3rd Party CB Testing	6
1	NETA GF TESTING	GF TESTING	NETA 3rd Party GF Testing	6

Quick Service Quotation

This quotation constitutes an offer to sell which offer expressly limits acceptance to the terms of this offer on the back of this quotation. This offer shall be firm for a period of fifteen (15) days from the date of this offer.

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY WESCO'S STANDARD TERMS, BUYER AGREES THAT THIS QUOTE AND ANY RESULTING PURCHASE ORDER WILL BE GOVERNED BY WESCO'S TERMS AND CONDITIONS DATED 011107 AVAILABLE AT [HTTP://WWW.WESCO.COM/TERMS_AND_CONDITIONS_OF_SALE.PDF](http://www.wesco.com/terms_and_conditions_of_sale.pdf), WHICH TERMS ARE INCORPORATED HEREIN BY REFERENCE AND MADE PART HEREOF. PLEASE CONTACT THE SELLER IDENTIFIED ON THIS QUOTE IF YOU REQUIRE A PRINTED COPY.

WESCO Distribution, Inc
Seattle Sales Office



Joe Tremblay			Date August 16, 2023				
Valley Electric			Project Name Snohomish 911 Call Center				
Item	Quantity	Catalog Number and Description	Unit price	U/M	Total Price	Terms	Lead Time (Weeks)

1 LOT Gear**\$767,250.00**

CONSISTING OF:

(5) Switchboards

(20) Panelboards

(10) Dry Type Transformers w/ Lugs & Pads

(2) Fused Disconnects

Quote
adjustment
\$852,250

52-54 wks

10-50 wks

4-8 wks

2-6 wks

Lead times are current approximations, will vary due to everchanging/challenging market conditions

Adders:

Eaton PXM350 Meter, CT's - unit cost

Add \$1,625.00 EA (multiply out)

Studies - S/C & Sel Coord, Arc Flash Analysis

Add \$40,000.00

Site Acceptance Testing

Add \$45,000.00

Break-outs:

N3R Service Entrance Board

(incl in base)

\$101,875.00

Swbd MSB-B

(incl in base)

\$213,560.00

Swbd GDP

(incl in base)

\$68,430.00

SWBD-E

(incl in base)

\$78,650.00

SWBD-E w/ PXMP metering (integral)

\$98,000.00

Not Included: Panel HD1 and all other gear non-bolded on one lines

NOTES:

1. Pricing valid until August 31, 2023.

2. Selective Coordination not guaranteed with existing gear.

3. Quote based upon direct shipment to Wesco for short term (<30 days) storage & delivery to site.

4. Seismic anchoring plan NOT included. Call for Adder. "Seismic Qualified" certificates, mounting provision locations, center of gravity, weights, and installation recommendations provided.

Wesco shall not be responsible for any failure to perform, or delay in performance of, it's obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.

Joe Tremblay

From: Rachel M. Johnstone <Rachel.Johnstone@stoneway.com>
Sent: Monday, August 14, 2023 8:34 AM
To: Joe Tremblay
Subject: FW: Snohomish 911 Call Center_Updated Risers.pdf Q-4302386
Attachments: Snohomish 911 Call Center_Q-4302386-PD-002_BOM_Unpriced.pdf

Thanks for the opportunity on this one!
Any feedback is appreciated.

Rachel Johnstone

Account Manager

Stoneway Electric Supply

Rachel.Johnstone@stoneway.com

Direct Phone: 206.247.2515

From: Kyle M. Hauge <Kyle.Hauge@stoneway.com>
Sent: Friday, August 11, 2023 2:39 PM
To: Jesse R. Gilomen <Jesse.Gilomen@stoneway.com>; Rachel M. Johnstone <Rachel.Johnstone@stoneway.com>
Cc: Joe Tremblay <joet@velectric.com>
Subject: RE: Snohomish 911 Call Center_Updated Risers.pdf Q-4302386

Joe please see the attached rough budget please use a cost of \$808,793.10

Quote adjustment
\$868,793

No start up, training, testing or commissioning was quoted at this time ...

Thank you,

Kyle Hauge

KHAUGE@STONEWAY.COM

Gear Quotations Specialist

Phone 253 372 9949

Stoneway Electric Supply

7011 S. 234th St. Bldg C

Kent, WA 98032

253 859 0224

www.stoneway.com

PLEASE NOTE :

*****All Lead times are Estimated and do not include weekends, holiday closures, or transit time from the factory and are subject to change *****

My next scheduled vacation is August 22-25th returning the 28th

Prepared By:

Kyle Hauge
STONeway ELECTRIC SUPPLY
khauge@stoneway.com
D:2538590224

Proposal Name: Snohomish 911 Call Center

Quote Name: Snohomish 911 Call Center

Proposal Number: P-230807-3915602

Quote Number: Q-4302386

Through Addenda Number: 0

Sales Representative: Darren Spridgeon

Conditions of Sale

This Quotation is subject to Coordinated Project Terms. See <https://www.se.com/us/en/download/document/0100PL0043/>

Quoted price in currencies other than U.S. Dollars is per the annual Schneider Electric exchange guidance.
Quote is valid for 30 days. Quoted lead times are approximate and subject to change.

Schneider Electric reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current Covid-19 epidemic or events subsequent to this epidemic / pandemic including changes in laws, regulations, by laws or direction from a competent authority.

No bid: GEN-SET, ATS, MTS, Generator Breakers/panels/switches , LCPs, Inverters, PV Systems, UPS Systems, any start-up, training, testing and sales tax.

Acceptance of this quote, either verbally, in writing, or by accepting delivery of the goods or services contained here in, indicates Buyer's acceptance of all terms specified in this quote including Stoneway General Terms and Conditions of Sale located at https://www.stoneway.com/terms_conditions.html

Seq #	Qty	Product Description
1	1	Designation : 3r 4000A Product Details: 1 - Square D Custom Swbd-QED-2 Switchboard ----- Square D Custom Swbd Designed and Tested in accordance with: UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2 System Voltage - 480Y/277V 3Ph 4W 60Hz System Ampacity - 4000A Source Description - Single Main Bussing - Aluminum Plated w/Tin and Copper Plated w/Silver Neutral Bus - 100% Max Available Fault Current (RMS) - 65kA Enclosure - Type 3R Non-Walk-in Installed Location: Outdoor Accessibility: Front Only Rodent Barrier Exterior Paint Color - ANSI 49 Lineup with MasterPact MTZ Breaker(s) Ground Lug provided for each device Strip Heaters - Internal Power Source with Thermostat Strip Heaters - Internal Power Source with Humidistat Bottom Closure Plates Aluminum Ground Bus Dimensions ----- 2 - 48" Wide Section(s) 1 - 42" Wide Section(s) 3 - 59.5" Deep Enclosure(s) 1 - Dimensions: 138.00" W X 59.5" D X 91.5"H Approximate Weight: 4623.00 lbs / 2096.99 kgs Incoming Requirements ----- Suitable for Use As Service Entrance Entry Point: Left of Lineup, Through the Bottom Connection Type: Cable in Bussed Auxiliary Hot Sequence Utility: Snohomish County PUD #1 (WA) Standard Door Pattern 15in Blank Top, 15in MS Btm Mains ----- 1 - 4000AF/4000AT 100% 3 Pole Stored Energy, Fixed Mounted Circuit Breaker, ANSI: Type MTZ 2 Micrologic X 6.0, Long Time, Short Time, Instantaneous, Ground Fault DM - Energy Reduction Maintenance Setting (ERMS) Auxiliary Switches 4A-4B Overcurrent Trip Switch 1A/1B Form C Contact (SDE) Programmable Contact Module, ESM Contact Wear Indication - Visual Padlock Attachment Energy Reduction Maintenance Switch

Seq #	Qty	Product Description
2	1	Designation : MSB-B Product Details: 1 - Square D Standard Swbd Series 2-QED-2 Switchboard -----



Square D Standard Swbd Series 2
Designed and Tested in accordance with:
UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2
System Voltage - 480Y/277V 3Ph 4W 60Hz
System Ampacity - 4000A
Source Description - Single Main
Bussing - Aluminum Plated w/Tin and Copper
Plated w/Silver
Neutral Bus - 100%
Max Available Fault Current (RMS) - 65kA
Enclosure - Type 1
Accessibility: Front Only
Exterior Paint Color - ANSI 49
Lineup with MasterPact MTZ Breaker(s)
Ground Lug provided for each device
Aluminum Ground Bus

Dimensions

1 - 42" Wide Section(s)
2 - 36" Wide Section(s)
1 - 30" Wide Section(s)
4 - 48" Deep Enclosure(s)
Dimensions: 144.00" W X 48" Max D X 91.5" H
Approximate Weight: 5607.00 lbs / 2543.34 kgs

Incoming Requirements

Suitable for Use As Service Entrance
Entry Point: Left of Lineup, Through the
Bottom
Connection Type: Cable
SPD with Surge Rating 240kA
SPD Dry Contacts
Includes Surge Counter
Power Meter - PM5563RD
3 CTs PM5563 w/ Display - 3 phase 4 wire wye
4000A

Mains

1 - 4000AF/4000AT 100% 3 Pole - Stored Energy,
Fixed Mounted Circuit Breaker, ANSI:
Type MTZ 2
Micrologic X 6.0, Long Time, Short Time,
Instantaneous, Ground Fault
DM - Energy Reduction Maintenance Setting
(ERMS)
Auxiliary Switches 4A-4B
Overcurrent Trip Switch 1A/1B Form C
Contact (SDE)
Programmable Contact Module, ESM
Contact Wear Indication - Visual
Energy Reduction Maintenance Switch

Feeders

2 - 1600AS/1600AT 480V 100% Rated 65 kA 3
Pole UL, Fixed Mounted Electronic Trip
Circuit Breaker: Type RK
Power Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
Overcurrent Trip Switch 1A/1B Form C
Energy Reduction Maintenance Switch
1 - 250AS/175AT 480V 80% Rated 65 kA 3 Pole
UL, Fixed Mounted Electronic Trip
Circuit Breaker: Type PJ
Ammeter Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
Power Meter - PM5563RD



3 CTs PM5563 w/ Display - 3 phase 4 wire
wye 250A
1 - 1000AS/1000AT 480V 80% Rated 65 kA 3 Pole
UL, Fixed Mounted Electronic Trip
Circuit Breaker: Type PJ
Power Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
Energy Reduction Maintenance Switch
Power Meter - PM5563RD
3 CTs PM5563 w/ Display - 3 phase 4 wire
wye 1000A
1 - 250AS/225AT 480V 80% Rated 65 kA 3 Pole
UL, Group Mounted Electronic Trip
Circuit Breaker: Type JJ
Ammeter Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
3 - 400AS/400AT 480V 80% Rated 65 kA 3 Pole
UL, Group Mounted Electronic Trip
Circuit Breaker: Type LJ
Ammeter Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
1 - 1200AS/1200AT 480V 80% Rated 65 kA 3 Pole
UL, Group Mounted Electronic Trip
Circuit Breaker: Type PJ
Power Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
Energy Reduction Maintenance Switch
1 - 150AS/125AT 480V 80% Rated 65 kA 3 Pole
UL, Group Mounted Electronic Trip
Circuit Breaker: Type HJ
Ammeter Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault

Seq #	Qty	Product Description
3	2	Designation : LTG1&4 Product Details: 2 - NF MB Panel (INTERIOR)-NF Panelboard Consisting of 480Y/277V 3Ph 4W 60Hz SCCR: 14kA Fully Rated Single Main: 225A/3P JD Circuit Breaker Incoming Conductors: 1 - 3/0 - 350 kcmil AL Ground Bar Bus: 250A Rated Aluminum: Tin Plated 42 Circuit Interior Type 1,Box: 56H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH56 Front Cat No: NC56S Ref. Drawing: PBA553 Feeders: 42 - 20A/1P EDB Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar 2 - MH56-PANELBOARD ENCLOSURE/BOX TYPE 1 56H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 56H 20W 2 - NC56S-PANELBOARD COVER/TRIM NF TYPE 1 S 56H PANELBOARD COVER/TRIM NF TYPE 1 S 56H

Seq #	Qty	Product Description
4	31	Designation : meters Product Details: A9MEM3455, 3-LVCT00403S, EMFP3,EM3500ENC

Seq #	Qty	Product Description
5	1	Designation : EV Product Details: 1 - NQ SPD Panel (INTERIOR)-NQ Panelboard Consisting of



208Y/120V 3Ph 4W 60Hz SCCR: 10kA
Fully Rated
SPD 120kA per Phase/60kA per Mode
SPD line to grd protect
w/SPD Surge Counter
w/SPD Dry Contacts
Single Main: 400A/3P LA Circuit Breaker
Incoming Conductors: 1 - #1 - 600,(2)#1 - 250
kcml
AL Ground Bar
Bus: 400A Rated Aluminum: Tin Plated
54 Circuit Interior
Type 1,Box: 68H x 20W x 5.75D
Incoming: Bottom Trim: Surface with Door
Box Cat No: MH68 Front Cat No: NC68VS
Ref. Drawing: PBA710T
Feeders:
42 - 20A/1P QOB
Optional Features:
Standard Panel (Box Ahead),SPD Model
SBA,Standard Solid Neutral,Standard
Ground Bar
1 - MH68-PANELBOARD ENCLOSURE/BOX TYPE 1 68H 20W
PANELBOARD ENCLOSURE/BOX TYPE 1 68H 20W
1 - NC68VS-PANELBOARD COVER/TRIM NF TYPE 1 VS 68H
PANELBOARD COVER/TRIM NF TYPE 1 VS 68H

Seq #	Qty	Product Description
6	1	Designation : RFE Product Details: 1 - NF MB Panel (INTERIOR)-NF Panelboard Consisting of 480Y/277V 3Ph 4W 60Hz SCCR: 10kA Fully Rated Single Main: 400A/3P LA Circuit Breaker Incoming Conductors: 1 - #1 - 600,(2)#1 - 250 kcml AL Ground Bar Bus: 400A Rated Aluminum: Tin Plated 42 Circuit Interior Type 1,Box: 68H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH68 Front Cat No: NC68VS Ref. Drawing: PBA554 Feeders: 42 - 20A/1P EDB Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar 1 - MH68-PANELBOARD ENCLOSURE/BOX TYPE 1 68H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 68H 20W 1 - NC68VS-PANELBOARD COVER/TRIM NF TYPE 1 VS 68H PANELBOARD COVER/TRIM NF TYPE 1 VS 68H

Seq #	Qty	Product Description
7	1	Designation : 2500A 3r switch Product Details: 1 - Square D Standard Swbd-QED-2 Switchboard ----- Square D Standard Swbd Designed and Tested in accordance with: UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2 System Voltage - 480Y/277V 3Ph 4W 60Hz System Ampacity - 2500A Source Description - Single Main Bussing - Aluminum Plated w/Tin and Copper Plated w/Silver Neutral Bus - 100% Max Available Fault Current (RMS) - 65kA Enclosure - Type 3R Non-Walk-in



Installed Location: Outdoor
Accessibility: Front Only
Rodent Barrier
No Horizontal Bus
Exterior Paint Color - ANSI 49
Ground Lug provided for each device
Strip Heaters - Internal Power Source with
Thermostat
Strip Heaters - Internal Power Source with
Humidistat
Bottom Closure Plates
Aluminum Ground Bus

Dimensions

1 - 36" Wide Section(s)
1 - Dimensions: 36.00" W X 71.5" D X 91.5"H
1 - 71.5" Deep Enclosure(s)
Approximate Weight: 1367.00 lbs / 620.07 kgs

Incoming Requirements

Suitable for Use As Service Entrance
Entry Point: Left of Lineup Through the Bottom
Connection Type: Cable

Mains

1 - 2500AS/2500AT 480V 80% Rated 65 kA 3 Pole
UL, Fixed Mounted Electronic Trip
Circuit Breaker: Type RK
Power Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
Energy Reduction Maintenance Switch

Seq #	Qty	Product Description
8	1	Designation : GDP Product Details: 1 - Square D Standard Swbd Series 2-QED-2 Switchboard Square D Standard Swbd Series 2 Designed and Tested in accordance with: UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2 System Voltage - 480Y/277V 3Ph 4W 60Hz System Ampacity - 2500A Source Description - Single Main Bussing - Aluminum Plated w/Tin and Copper Plated w/Silver Neutral Bus - 100% Max Available Fault Current (RMS) - 65kA Enclosure - Type 3R Non-Walk-in Installed Location: Outdoor Accessibility: Front Only Rodent Barrier Exterior Paint Color - ANSI 49 Ground Lug provided for each device Strip Heaters - Internal Power Source with Thermostat Strip Heaters - Internal Power Source with Humidistat Bottom Closure Plates Aluminum Ground Bus Dimensions 4 - 36" Wide Section(s) 1 - Dimensions: 144.00" W X 35.5" D X 91.5"H 4 - 35.5" Deep Enclosure(s) Approximate Weight: 3743.00 lbs / 1697.82 kgs



Incoming Requirements

Suitable for Use As Service Entrance
Entry Point: Left of Lineup, Through the Bottom
Connection Type: Cable
SPD with Surge Rating 240kA
SPD Dry Contacts
Includes Surge Counter

Mains

1 - 2500AS/2500AT 480V 80% Rated 65 kA 3 Pole
UL, Fixed Mounted Electronic Trip
Circuit Breaker: Type RK
Power Trip Unit, Long Time, Short Time,
Instantaneous, Ground Fault
Energy Reduction Maintenance Switch

Feeders

1 - 2500AS/2500AT 480V 80% Rated 65 kA 3 Pole
UL, Fixed Mounted Electronic Trip
Circuit Breaker: Type RK
Power Trip Unit, Long Time, Short Time,
Instantaneous
Energy Reduction Maintenance Switch
1 - 1600AS/1600AT 480V 80% Rated 65 kA 3 Pole
UL, Fixed Mounted Electronic Trip
Circuit Breaker: Type RK
Power Trip Unit, Long Time, Short Time,
Instantaneous
Energy Reduction Maintenance Switch
1 - 400AT 480V 80% Rated 65 kA 3 Pole UL,
Group Mounted Basic Electronic Trip
Circuit Breaker: Type MJ
1 - 125AT 480V 80% Rated 65 kA 3 Pole UL,
Group Mounted Thermal Magnetic Circuit
Breaker: Type BJ

Seq #	Qty	Product Description
9	1	Designation : OS Product Details: 1 - NF SPD Panel (INTERIOR)-NF Panelboard Consisting of 480Y/277V 3Ph 4W 60Hz SCCR: 10kA Fully Rated SPD 120kA per Phase/60kA per Mode SPD line to grd protect w/SPD Surge Counter w/SPD Dry Contacts Single Main: 400A/3P LA Circuit Breaker Incoming Conductors: 1 - #1 - 600,(2)#1 - 250 kcmil AL Ground Bar Bus: 400A Rated Aluminum: Tin Plated 42 Circuit Interior Type 1,Box: 80H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH80 Front Cat No: NC80VS Ref. Drawing: PBA554T Feeders: 42 - 20A/1P EDB Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar 1 - MH80-PANELBOARD ENCLOSURE/BOX TYPE 1 80H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 80H 20W



1 - NC80VS-PANELBOARD COVER/TRIM NF TYPE 1 VS 80H
PANELBOARD COVER/TRIM NF TYPE 1 VS 80H

Seq #	Qty	Product Description
10	1	Designation : SWBD-E Product Details: 1 - Square D Standard Swbd Series 2-QED-2 Switchboard ----- Square D Standard Swbd Series 2 Designed and Tested in accordance with: UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2 System Voltage - 480Y/277V 3Ph 4W 60Hz System Ampacity - 1600A Source Description - Single Main Bussing - Aluminum Plated w/Tin and Copper Plated w/Silver Neutral Bus - 100% Max Available Fault Current (RMS) - 65kA Enclosure - Type 1 Accessibility: Front Only Exterior Paint Color - ANSI 49 Ground Lug provided for each device Aluminum Ground Bus Dimensions ----- 3 - 36" Wide Section(s) 1 - 48" Wide Section(s) 4 - 24" Deep Enclosure(s) Dimensions: 156.00" W X 24" Max D X 91.5" H Approximate Weight: 3263.00 lbs / 1480.10 kgs Incoming Requirements ----- Suitable for Use As Service Entrance Entry Point: Left of Lineup, Through the Bottom Connection Type: Cable SPD with Surge Rating 240kA SPD Dry Contacts Includes Surge Counter Mains ----- 1 - 1600AS/1600AT 480V 80% Rated 65 kA 3 Pole UL, Fixed Mounted Electronic Trip Circuit Breaker: Type RK Power Trip Unit, Long Time, Short Time, Instantaneous, Ground Fault Energy Reduction Maintenance Switch Feeders ----- 1 - 1600AS/1600AT 480V 80% Rated 65 kA 3 Pole UL, Fixed Mounted Electronic Trip Circuit Breaker: Type RK Power Trip Unit, Long Time, Short Time, Instantaneous, Ground Fault Energy Reduction Maintenance Switch 6 - 400AS/400AT 480V 80% Rated 65 kA 3 Pole UL, Group Mounted Electronic Trip Circuit Breaker: Type LJ Standard Trip Unit, Long Time, Instantaneous 2 - 800AT 480V 80% Rated 65 kA 3 Pole UL, Group Mounted Basic Electronic Trip Circuit Breaker: Type MJ 2 - 200AT 480V 80% Rated 65 kA 3 Pole UL, Group Mounted Thermal Magnetic Circuit



Breaker: Type JJ
5 - 100AS/100AT 480V 80% Rated 65 kA 3 Pole
UL, Group Mounted Electronic Trip
Circuit Breaker: Type HJ
Standard Trip Unit, Long Time,
Instantaneous
3 - 125AT 480V 80% Rated 65 kA 3 Pole UL,
Group Mounted Thermal Magnetic Circuit
Breaker: Type BJ
3 - 60AT 480V 80% Rated 65 kA 3 Pole UL,
Group Mounted Thermal Magnetic Circuit
Breaker: Type BJ

Seq #	Qty	Product Description
11	1	Designation : UPS B SIS Product Details: 1 - NF ML Panel (INTERIOR)-NF Panelboard Consisting of 480Y/277V 3Ph 4W 60Hz SCCR: 14kA Fully Rated Main Lug Only: 400A Incoming Conductors: 1 - 1/0 - 750, (2) 1/0 - 350 kcmil AL Ground Bar Bus: 400A Rated Aluminum: Tin Plated 30 Circuit Interior Type 1,Box: 68H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH68 Front Cat No: NC68VS Ref. Drawing: PBA551 Feeders: 2 - Sub-Feed Circuit Breakers: 175A/3P JD Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar 1 - MH68-PANELBOARD ENCLOSURE/BOX TYPE 1 68H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 68H 20W 1 - NC68VS-PANELBOARD COVER/TRIM NF TYPE 1 VS 68H PANELBOARD COVER/TRIM NF TYPE 1 VS 68H

Seq #	Qty	Product Description
12	4	Designation : 100A MB 480/277 Product Details: 4 - NF MB Panel (INTERIOR)-NF Panelboard Consisting of 480Y/277V 3Ph 4W 60Hz SCCR: 10kA Fully Rated Single Main: 100A/3P EDB Circuit Breaker Incoming Conductors: 1 - #14 - 2/0 AWG AL Ground Bar Bus: 125A Rated Aluminum: Tin Plated 54 Circuit Interior Type 1,Box: 44H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH44 Front Cat No: NC44S Ref. Drawing: PBA552 Feeders: 42 - 20A/1P EDB Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar 4 - MH44-PANELBOARD ENCLOSURE/BOX PANELBOARD ENCLOSURE/BOX 4 - NC44S-PANELBOARD COVER/TRIM NF TYPE 1 S 44H PANELBOARD COVER/TRIM NF TYPE 1 S 44H

Seq #	Qty	Product Description
13	2	Designation : 208v 400A main and mlo Product Details:



2 - NQ SPD Panel (INTERIOR) - A-NQ Panelboard
Consisting of
208Y/120V 3Ph 4W 60Hz SCCR: 10kA
Fully Rated
SPD 120kA per Phase/60kA per Mode
SPD line to grd protect
w/SPD Surge Counter
w/SPD Dry Contacts
Single Main: 200A/3P QB Circuit Breaker
Main Acc: Feed Thru Lugs
Incoming Conductors: 1 - #4 - 300 kcmil
AL Ground Bar
Bus: 225A Rated Aluminum: Tin Plated
54 Circuit Interior
Type 1,Box: 56H x 20W x 5.75D
Incoming: Bottom Trim: Surface with Door
Box Cat No: MH56 Front Cat No: NC56S
Ref. Drawing: PBA707A
Feeders:
42 - 20A/1P QOB
Optional Features:
Standard Panel (Box Ahead),SPD Model
SBA,Standard Solid Neutral,Standard
Ground Bar
Branch User Placement
2 - MH56-PANELBOARD ENCLOSURE/BOX TYPE 1 56H 20W
PANELBOARD ENCLOSURE/BOX TYPE 1 56H 20W
2 - NC56S-PANELBOARD COVER/TRIM NF TYPE 1 S 56H
PANELBOARD COVER/TRIM NF TYPE 1 S 56H
2 - NQ SPD Panel (INTERIOR) - B-NQ Panelboard
Consisting of
208Y/120V 3Ph 4W 60Hz SCCR: 10kA
Fully Rated
Main Lug Only: 200A
Main Acc: Feed Thru Lugs
Incoming Conductors: 1 - #4 - 300 kcmil
AL Ground Bar
Bus: 225A Rated Aluminum: Tin Plated
42 Circuit Interior
Type 1,Box: 38H x 20W x 5.75D
Incoming: Top Trim: Surface with Door
Box Cat No: MH38 Front Cat No: NC38S
Ref. Drawing: PBA701A
Feeders:
42 - 20A/1P QOB Prepared Space
Optional Features:
Standard Panel (Box Ahead),SPD Model
SBA,Standard Solid Neutral,Standard
Ground Bar
Branch User Placement
2 - MH38-PANELBOARD ENCLOSURE/BOX TYPE 1 38H 20W
PANELBOARD ENCLOSURE/BOX TYPE 1 38H 20W
2 - NC38S-PANELBOARD COVER/TRIM NF TYPE 1 S 38H
PANELBOARD COVER/TRIM NF TYPE 1 S 38H

Seq #	Qty	Product Description
14	5	Designation : 112.5 kva Product Details: 5 - EXN112T3HNLP-TRANSFORMER DRY TYPE 112.5KVA 480D208Y TRANSFORMER DRY TYPE 112.5KVA 480D208Y 5 - DASKP250-DASKP250 LUG KIT DASKP250 LUG KIT 5 - DASKGS400-MECHANICAL LUG KITS MECHANICAL LUG KITS

Seq #	Qty	Product Description
15	2	Designation : 400A MLO 480/277v Product Details: 2 - NF ML Panel (INTERIOR)-NF Panelboard Consisting of



480Y/277V 3Ph 4W 60Hz SCCR: 10kA
Fully Rated
Main Lug Only: 400A
Incoming Conductors: 1 - 1/0 - 750, (2) 1/0 - 350 kcmil
AL Ground Bar
Bus: 400A Rated Aluminum: Tin Plated
42 Circuit Interior
Type 1,Box: 56H x 20W x 5.75D
Incoming: Bottom Trim: Surface with Door
Box Cat No: MH56 Front Cat No: NC56VS
Ref. Drawing: PBA551
Feeders:
42 - 20A/1P EDB
Optional Features:
Standard Panel (Box Ahead),Standard Solid
Neutral,Standard Ground Bar
2 - MH56-PANELBOARD ENCLOSURE/BOX TYPE 1 56H 20W
PANELBOARD ENCLOSURE/BOX TYPE 1 56H 20W
2 - NC56VS-PANELBOARD COVER/TRIM NF TYPE 1 VS 56H
PANELBOARD COVER/TRIM NF TYPE 1 VS 56H

Seq #	Qty	Product Description
16	3	Designation : Product Details: 3 - EXN75T3H-Transformer Dry Type75kvVA 480D208Y Transformer Dry Type75kvVA 480D208Y 3 - DASKP250-DASKP250 LUG KIT DASKP250 LUG KIT 3 - DASKGS250-MECHANICAL LUG KITS MECHANICAL LUG KITS

Seq #	Qty	Product Description
17	3	Designation : 208v 225mb + mlo Product Details: 3 - NQ MB Panel (INTERIOR) - A-NQ Panelboard Consisting of 208Y/120V 3Ph 4W 60Hz SCCR: 10kA Fully Rated Single Main: 225A/3P QB Circuit Breaker Main Acc: Feed Thru Lugs Incoming Conductors: 1 - #4 - 300 kcmil AL Ground Bar Bus: 225A Rated Aluminum: Tin Plated 42 Circuit Interior Type 1,Box: 50H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH50 Front Cat No: NC50S Ref. Drawing: PBA707A Feeders: 42 - 20A/1P QOB Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar 3 - MH50-PANELBOARD ENCLOSURE/BOX TYPE 1 50H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 50H 20W 3 - NC50S-PANELBOARD COVER/TRIM NF TYPE 1 S 50H PANELBOARD COVER/TRIM NF TYPE 1 S 50H 3 - NQ ML Panel (INTERIOR) - B-NQ Panelboard Consisting of 208Y/120V 3Ph 4W 60Hz SCCR: 10kA Fully Rated Main Lug Only: 225A Incoming Conductors: 1 - #4 - 300 kcmil AL Ground Bar Bus: 225A Rated Aluminum: Tin Plated 42 Circuit Interior Type 1,Box: 38H x 20W x 5.75D Incoming: Top Trim: Surface with Door Box Cat No: MH38 Front Cat No: NC38S



Ref. Drawing: PBA701A
Feeders:
42 - 20A/1P QOB
Optional Features:
Standard Panel (Box Ahead),Standard Solid
Neutral,Standard Ground Bar
3 - MH38-PANELBOARD ENCLOSURE/BOX TYPE 1 38H 20W
PANELBOARD ENCLOSURE/BOX TYPE 1 38H 20W
3 - NC38S-PANELBOARD COVER/TRIM NF TYPE 1 S 38H
PANELBOARD COVER/TRIM NF TYPE 1 S 38H

Seq #	Qty	Product Description
18	1	Designation : 800A Product Details: 1 - I-Line MB Panel (INTERIOR)-I-Line Panelboard Consisting of 480Y/277V 3Ph 4W 60Hz SCCR: 14kA Fully Rated Single Main: 800AS/800AT/3P MG Circuit Breaker 80% Rated Main Trip Function: LI Main Trip Unit: Standard Trip Unit Incoming Conductors: 1 - (3) 3/0 - 500 kcmil AL Ground Bar Bus: 800A Rated Copper: Tin Plated 72" of Mounting Inches Type 1,Box: 91H x 32W x 9.5D Incoming: Bottom Trim: Surface with Door Box Cat No: HC3291DB9 Front Cat No: HCM91TSD Ref. Drawing: PBA472 Type: HCJ Feeders: 10 - 20A/3P BD 1 - 60A/3P BD Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar,Standard Mains and Feeders Mechanically Restrained 1 - HC3291DB9-I-Line Standard TYPE 1 Box 91 H 1 - HCM91TSD-PANELBOARD COVER/TRIM ILLNE 4PC W/DOOR PANELBOARD COVER/TRIM ILLNE 4PC W/DOOR

Seq #	Qty	Product Description
19	1	Designation : 150A MB 208v Product Details: 1 - NQ MB Panel (INTERIOR)-NQ Panelboard Consisting of 208Y/120V 3Ph 4W 60Hz SCCR: 10kA Fully Rated Single Main: 150A/3P QOB-VH Circuit Breaker Incoming Conductors: 1 - #4 - 300 kcmil AL Ground Bar Bus: 225A Rated Aluminum: Tin Plated 54 Circuit Interior Type 1,Box: 38H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH38 Front Cat No: NC38S Ref. Drawing: PBA703A Feeders: 42 - 20A/1P QOB Optional Features: Standard Panel (Box Ahead),Standard Solid Neutral,Standard Ground Bar 1 - MH38-PANELBOARD ENCLOSURE/BOX TYPE 1 38H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 38H 20W 1 - NC38S-PANELBOARD COVER/TRIM NF TYPE 1 S 38H PANELBOARD COVER/TRIM NF TYPE 1 S 38H

Seq #	Qty	Product Description
20	2	Designation : 400A MB+MLO Product Details: 2 - NQ SPD Panel (INTERIOR) - A-NQ Panelboard Consisting of 208Y/120V 3Ph 4W 60Hz SCCR: 10kA Fully Rated SPD 120kA per Phase/60kA per Mode SPD line to grd protect w/SPD Surge Counter w/SPD Dry Contacts Single Main: 400A/3P LA Circuit Breaker Main Acc: Feed Thru Lugs Incoming Conductors: 1 - #1 - 600,(2)#1 - 250 kcmil AL Ground Bar Bus: 400A Rated Aluminum: Tin Plated 54 Circuit Interior Type 1,Box: 74H x 20W x 5.75D Incoming: Bottom Trim: Surface with Door Box Cat No: MH74 Front Cat No: NC74VS Ref. Drawing: PBA710T Feeders: 42 - 20A/1P QOB Optional Features: Standard Panel (Box Ahead),SPD Model SBA,Standard Solid Neutral,Standard Ground Bar Branch User Placement 2 - MH74-PANELBOARD ENCLOSURE/BOX TYPE 1 74H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 74H 20W 2 - NC74VS-PANELBOARD COVER/TRIM NF TYPE 1 VS 74H PANELBOARD COVER/TRIM NF TYPE 1 VS 74H 2 - NQ SPD Panel (INTERIOR) - B-NQ Panelboard Consisting of 208Y/120V 3Ph 4W 60Hz SCCR: 10kA Fully Rated Main Lug Only: 400A Incoming Conductors: 1 - #1 - 600,(2)#1 - 250 kcmil AL Ground Bar Bus: 400A Rated Aluminum: Tin Plated 42 Circuit Interior Type 1,Box: 50H x 20W x 5.75D Incoming: Top Trim: Surface with Door Box Cat No: MH50 Front Cat No: NC50VS Ref. Drawing: PBA709T Feeders: 42 - 20A/1P QOB Optional Features: Standard Panel (Box Ahead),SPD Model SBA,Standard Solid Neutral,Standard Ground Bar Branch User Placement 2 - MH50-PANELBOARD ENCLOSURE/BOX TYPE 1 50H 20W PANELBOARD ENCLOSURE/BOX TYPE 1 50H 20W 2 - NC50VS-PANELBOARD COVER/TRIM NF TYPE 1 VS 50H PANELBOARD COVER/TRIM NF TYPE 1 VS 50H
21	2	Designation : 208v 100A MB Product Details: 2 - NQ MB Panel (INTERIOR)-NQ Panelboard Consisting of 208Y/120V 3Ph 4W 60Hz SCCR: 10kA Fully Rated Single Main: 100A/3P QB Circuit Breaker Incoming Conductors: 1 - #4 - 300 kcmil AL Ground Bar Bus: 225A Rated Aluminum: Tin Plated 42 Circuit Interior



Type 1,Box: 50H x 20W x 5.75D
Incoming: Bottom Trim: Surface with Door
Box Cat No: MH50 Front Cat No: NC50S
Ref. Drawing: PBA707A
Feeders:
42 - 20A/1P QOB
Optional Features:
Standard Panel (Box Ahead),Standard Solid
Neutral,Standard Ground Bar
2 - MH50-PANELBOARD ENCLOSURE/BOX TYPE 1 50H 20W
PANELBOARD ENCLOSURE/BOX TYPE 1 50H 20W
2 - NC50S-PANELBOARD COVER/TRIM NF TYPE 1 S 50H
PANELBOARD COVER/TRIM NF TYPE 1 S 50H

Seq #	Qty	Product Description
22	1	Designation : ES242865 Product Details: 1 - SRVINAAARCETO-Eng Std - SC,TCC,AF & AF Bdy Lbl We are pleased to quote Short Circuit, Time Current Coordination, Arc Flash, & Arc Flash Labels (Brady) Studies per BOM and specifications with the following exception(s)/clarification(s). Exception(s): This quote does not include setting/testing overcurrent devices. Please contact QUOTES_SYSTEM_STUDIES/US/Schneider for a quote to set/test the breakers. This quote does not include label installation. Clarification(s): This quotation is for a power system study performed in accordance with the specification (number 26 05 73.10) The scope of work for this study is limited to new Square D brand equipment and pertinent existing equipment necessary for the analysis to be completed. Data collection shall be provided by the electrical contractor at no cost to Schneider Electric USA, Inc. Engineering services included in this quote will be performed by a firm licensed to perform engineering in the jurisdiction where the services are offered. If a SC analysis is included in the study scope, intent is to deliver a SC evaluation table prior to the date of equipment release to manufacturing. The completion of the analysis and report will typically be targeted around the ship dates of SWBD/MCC. Reports will be revised to reflect as-built conditions at no additional charge, provided the size and scope of the changes do not vary from the original design layout and the request is made within three months of study commissioning. Study Software requirement - Unknown Customer is responsible for supplying necessary data (see summary below) in order to complete the study. When provided with customer and utility contact information, we can assist in obtaining this data. The customer is responsible for communicating any changes that may impact the results of the analysis. *** If specific data is not received, the SC and TCC analyses will be performed

based on a conservative set of assumptions (if applicable), AF will be excluded.***

Summary: intended for SC & TCC (not all-inclusive):

Summary: intended for SC, TCC, & AF (not all-inclusive):

1. One-line diagram showing the scope of the system study.
2. All of the cable data - lengths, wire sizes, etc....
3. The available short-circuit current from the power company at the point of supply.
4. The main transformer information with primary fuse rating or breaker settings (ignore if Schneider Electric is supplying the transformer).
5. Generator electrical data and breaker(s) details if applicable.
6. Automatic transfer switch short-circuit current rating or catalog number if applicable.
7. Submittals for paralleling gear or equipment associated with the emergency or UPS system.
8. Description of starter type and location of any motors greater than 50HP.
9. Project study specifications (ignore if specifications were provided at the time we quoted this job).

If the study needs to be converted before the equipment, please contact QUOTES_SYSTEM_STUDIES/US/Schneider to assist in conversion.

Following devices included in study:

Qty 002 Generators

Qty 004 LV ATS Switches

Qty 021 LV Transformers

Qty 040 Panelboards

Sel Rev: (20160317/20160317)

Tra Rev: 8/10/2023 2:55:57 AM/ 8/9/2023

Serviced item - Line Item 124840473

Qty - QED Switchboard

Designation: 3r 4000A

Serviced item - Line Item 124840599

Qty - QED Switchboard

Designation: MSB-B

Serviced item - Line Item 124840743

Qty - QED Switchboard

Designation: 2500A 3r switch

Serviced item - Line Item 124840763

Qty - QED Switchboard

Designation: GDP

Serviced item - Line Item 124841075

Qty - QED Switchboard

Designation: SWBD-E



Action Proposal Form

Date: 9/11/2023

Title: Asset Disposal

Background / Purpose:

The items recommended for surplus/disposal include legacy equipment removed from radio sites as part of the Radio Replacement Project and older unused technical equipment.

The list of these tech items are show in Exhibit A are what remains to be declared as surplus and disposed. Although tech related equipment is not required to be sent as surplus to the Department of Enterprise Services as per Subsection 30.40.50 of the Washington State Administrative and Accounting Manual as of August 1, 2023, these Tech items would first be offered to The Department of Enterprise Services (DES) as the most effective means of disposal. Should the DES decline to accept the surplus equipment, SNO911 staff will dispose of the surplus tech items in the most economical manner.

Step 1: Declare all of the tech items identified as surplus per Exhibit A.

Step 2: Request DES accept the surplus tech and deliver items to DES or dispose of in the most economical manner.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Declare, as surplus, the list of tech items in Exhibit A and authorize the transfer of the remaining surplus item to DES or dispose of in the most economical manner.

Fund: Any proceeds will be deposited into Fund 80 Capital.

Start Date: 1/1/2023		Updated: 8/21/2023		\$ 152,798.02		\$ 53,904.46	CV Source
S/N	Manufacturer	MODEL	TYPE	Purchase Date	Purchase Price	Current Value	
TEQ150160596	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ150160591	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960764	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ150160605	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ150160584	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ143560311	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ14960597	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960617	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960586	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960642	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960609	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ150160600	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ143560318	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ143560077	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960580	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960614	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960589	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960607	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ150160580	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960619	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ150160581	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960601	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960595	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ145062911	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ145062922	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960657	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
TEQ144960770	ViewSonic VA2037M-LED	VA2037M-LED	monitor	Unknown	\$ 139.99	\$ 39.00	eBay
JMX15254201	Cisco ASA5505 512MBRAM-500MHz-129MBFlash		router	Unknown	\$ 592.03	\$ 137.75	Directmacro.com
JMX1521Z1MB	Cisco ASA5505 512MBRAM-500MHz-129MBFlash		router	Unknown	\$ 592.03	\$ 137.75	Directmacro.com
JMX1534Z10P	VPN Cisco ASA 5505 - 10 User		vpn	1/1/2011	\$ 315.00	\$ 137.75	Directmacro.com
JMX1534416T	VPN Cisco ASA 5505 - 10 User		vpn	1/1/2011	\$ 315.00	\$ 137.75	Directmacro.com
JMX1551Z0QD	VPN Cisco ASA 5505 - 50 User		vpn	1/1/2012	\$ 495.00	\$ 137.75	Directmacro.com
C2IA07001469	Asus WL-330N Wireless N Router		router	Unknown	\$ 99.00	\$ 30.00	eBay
C3IA07003781	Asus WL-330N Wireless Router		router	Unknown	\$ 99.00	\$ 30.00	eBay
JMX1128Z0YS	VPN Cisco ASA 5505 - 50 user		vpn	8/14/2014	\$ 495.00	\$ 137.75	Directmacro.com
JMX1128Z0ZQ	VPN Cisco ASA 5505 - 50 user		vpn	8/14/2014	\$ 495.00	\$ 137.75	Directmacro.com
JMX1128Z0YL	VPN Cisco ASA 5505 - 50 user		vpn	8/14/2014	\$ 495.00	\$ 137.75	Directmacro.com
JMX1128Z0YU	VPN Cisco ASA 5505 - 50 user		vpn	8/14/2014	\$ 495.00	\$ 137.75	Directmacro.com
JMX1151Z1K8	VPN Cisco ASA 5505 - 50 user		vpn	8/14/2014	\$ 495.00	\$ 137.75	Directmacro.com
JMX1128Z0W7	VPN Cisco ASA 5505 - 50 user		vpn	Unknown	\$ 495.00	\$ 137.75	Directmacro.com
JMX1203Z2NV	VPN Cisco ASA 5505 - 50 user		vpn	Unknown	\$ 495.00	\$ 137.75	Directmacro.com
E1M825300100C	Centerm Zero Client C75		computer	Unknown	\$ 199.99	\$ 66.00	eBay
E1M90NE00188C	Centerm Zero Client C75		computer	Unknown	\$ 199.99	\$ 66.00	eBay
TEQ144960770	ViewSonic VA2037m-LED		monitor	Unknown	\$ -	\$ 39.00	eBay
00-80-A3-94-62-16	Lantronix EDS1100		network	Unknown	\$ -	\$ 129.99	eBay
525	Lantronix NTP-E1		network	Unknown	\$ -	\$ 129.99	eBay
MMLXMAA001403030774200	Acer 24 inch LCD V246HL		monitor	6/24/2014	\$ 139.99	\$ 29.95	eBay
MX-0G283H-74262-SBK-241S	Dell 24 inch UltraSharp Flat Panel		monitor	Unknown	\$ 491.18	\$ 109.99	eBay
MX-0G283M-74262-8BK-24CS	Dell 24 inch UltraSharp Flat Panel		monitor	Unknown	\$ 491.18	\$ 109.99	eBay
CN-0H736H-72872-046-07KL	Dell 22 inch UltraSharp Wide Screen		monitor	Unknown	\$ 279.00	\$ 35.00	eBay
MX-0C592M-72875-08B-2LKL	Dell 24 inch UltraSharp Flat Panel		monitor	Unknown	\$ 491.18	\$ 109.99	eBay
A1W044400514	ViewSonic VP191B 19 inch		monitor	Unknown	\$ 118.00	\$ 40.00	eBay
R2S092700198	ViewSonic VX2260WM		monitor	Unknown	\$ 139.99	\$ 20.00	eBay
S4Z112937928	ViewSonic VX2450WM-LED		monitor	Unknown	\$ -	\$ 35.00	eBay
FGL191525WW	Cisco 1921 switch		switch	Unknown	\$ -	\$ 40.00	eBay
FJC1927E1V7	Cisco 1921 switch		switch	Unknown	\$ -	\$ 40.00	eBay
FJC1931E1KD	Cisco 1921 switch		switch	Unknown	\$ -	\$ 40.00	eBay
FJC1927E1VE	Cisco 1921 switch		switch	Unknown	\$ -	\$ 40.00	eBay
FJC11927E1VC	Cisco 1921 switch		switch	Unknown	\$ -	\$ 40.00	eBay
CN09M62C742610C7ITNS	Dell 19 inch Ultra Sharp		monitor	Unknown	\$ 199.99	\$ 53.99	eBay
59129897NA	NEC AS193i 19 inch Monitor		monitor	Unknown	\$ 99.99	\$ 29.99	eBay
CN-0FP182-71618-7A8-RCH1	Dell 19 inch LCD 1907FPt		monitor	5/21/2014	\$ 89.00	\$ 45.00	eBay
CN-0C888H-71618-8BH-G586	Dell 19 inch LCD 1907FPt		monitor	5/21/2014	\$ 89.00	\$ 45.00	eBay
CN-QRNMH6-74445-0C7-B45S	Dell 19 inch LCD Monitor 1908FPt		monitor	2/4/2013	\$ 99.99	\$ 25.00	eBay
CN-0D307J-74445-913-254L	Dell 19 inch LCD Monitor 1908FPt		monitor	Unknown	\$ 99.99	\$ 25.00	eBay
CN-0D307J-74445-913-098L	Dell 19 inch LCD Monitor 1908FPt		monitor	Unknown	\$ 99.99	\$ 25.00	eBay
0080A3B37753	Lantronix UDS1100		network	Unknown	\$ 99.99	\$ 39.99	eBay
0080A3946701	Lantronix EDS1100		network	Unknown	\$ 99.99	\$ 39.99	eBay
0080A3B37787	Lantronix UDS1100		network	Unknown	\$ 99.99	\$ 39.99	eBay
S5209501393	Ricoh Aficio		printer		\$ 299.00	\$ 84.00	eBay
CNDC58K0CB	HP Laserjet 2600N Color		printer	1/1/2005	\$ 360.33	\$ 189.00	eBay
VNBCB8H1JK	HP LaserJet P3015dn		printer	1/1/2010	\$ 395.00	\$ 71.00	eBay
VNB3N03518	HP Laserjet P1606N		printer	1/1/2012	\$ 206.99	\$ 89.99	Amazon
VNB3M41940	HP Laserjet P1606N		printer	1/1/2012	\$ 206.99	\$ 89.99	Amazon
VND3H16919	HP Laserjet P1606N		printer	8/15/2014	\$ 206.99	\$ 89.99	Amazon
VND3F89465	HP Laserjet P1606N		printer	11/4/2014	\$ 206.99	\$ 89.99	Amazon
VND3G45436	HP Laserjet P1606N		printer	12/1/2014	\$ 206.99	\$ 89.99	Amazon
VNB3G36759	HP Laserjet P1606N		printer	12/1/2014	\$ 206.99	\$ 89.99	Amazon
AK05002559H0	Okidata ML320 Printer		printer			\$ 179.00	eBay
3P2WSR1	Dell Optiplex 990		computer	10/6/2012	\$ 999.99	\$ 147.00	eBay
4418TW1	Dell Optiplex 7010		computer	3/15/2014	\$ 900.00	\$ 52.95	eBay
9VG26G1	Dell Optiplex 755		computer	Unknown	\$ 900.00	\$ 24.99	eBay
2HC2GQ1	Dell PowerEdge R710		server	5/5/2011	\$ 3,393.94	\$ 180.00	eBay
2M2713057H	HP Proliant DL160Gen9		server	unknown	\$ 1,999.99	\$ 63.24	eBay
61TNY4M1	Dell PowerEdge R710		server	Unknown	\$ 3,398.94	\$ 180.00	eBay
USM5390442	HP DL360 G4		server	Unknown	\$ -	\$ 59.95	eBay
MXL42027CY	HP EliteDesk 800		computer	Unknown	\$ 899.99	\$ 149.00	eBay
MXQ45107XF	HP Proliant DL160Gen9		server	Unknown	\$ -	\$ 63.24	eBay
MX045100DV	HP Proliant DL160Gen9		server	Unknown	\$ -	\$ 63.24	eBay
MXQ45107XD	HP Proliant DL160Gen9		server	Unknown	\$ -	\$ 63.24	eBay
MXQ45107XG	HP Proliant DL160Gen9		server	Unknown	\$ -	\$ 63.24	eBay
2M25330GXW	HP StorageWorks RDX Tape server		server	Unknown	\$ -	\$ 42.95	eBay
MX25380006	HP Proliant DL320e		server	Unknown	\$ -	\$ 126.99	eBay
FD01939E32C	Cisco 3640 48		switch	Unknown	\$ -	\$ 49.99	eBay
FD01939E31U	Cisco 3640 48		switch	Unknown	\$ -	\$ 49.99	eBay

DT2398093	AudioCodes Mediant 1000e		switch	Unknown	\$ -	\$ 86.99	eBay
DT239318	AudioCodes Mediant 1000e		switch	Unknown	\$ -	\$ 86.99	eBay
DT1194027	AudioCodes Mediant 1000e		switch	Unknown	\$ -	\$ 86.99	eBay
MX2538007	HP Proliant DL320e Gen8		server	Unknown	\$ -	\$ 119.95	eBay
516470014	West AIM 91284		switch	Unknown	\$ -	\$ 150.00	Not Found, \$150 seems re
515030183	West AIM 91284		switch	Unknown	\$ -	\$ 150.00	Not Found, \$150 seems re
MX253400W	HP Proliant DL320e Gen8		server	Unknown	\$ -	\$ 119.95	eBay
MX25330003	HP Proliant DL320e Gen8		server	Unknown	\$ -	\$ 119.95	eBay
FTX1138W1E5	Cisco 1800		switch	Unknown	\$ -	\$ 32.99	eBay
FHK1026F10F	Router - Cisco 2800 Series (2811)		Router	Unknown	\$ 3,551.03	\$ 99.99	eBay
FTX1048A6ST	Router - Cisco 2800 Series		Router	Unknown	\$ 3,551.03	\$ 99.99	eBay
JMX1345L1XK	Cisco ASA5520 512MB RAM-500MHz-128MB Flash		Firewall	Unknown	\$ 5,145.27	\$ 21.99	eBay
JMX1345L1XT	Cisco ASA5520 512MB RAM-500MHz-128MB Flash		Firewall	Unknown	\$ 5,145.27	\$ 21.99	eBay
CAT0836X1PB	Cisco 3560 24 port 100 Mbps POE switch		Switch	10/16/2013	\$ 245.00	\$ 39.95	eBay
2182	Spectracom Time Server 9388		network	Unknown	\$ -	\$ 88.00	eBay
80DE0770C-0B90	Watchguard Firebox M200		Firewall	Unknown	\$ -	\$ 50.00	eBay
130557	Interalia Digital Voice announcer		network	Unknown	\$ -	\$ 49.00	eBay
FHK1233F2W8	Router - Cisco 2800 Series		Router	Unknown	\$ -	\$ 45.99	eBay
DT2383081	AudioCodes Mediant 1000e		switch	Unknown	\$ -	\$ 84.99	eBay
DT2398072	AudioCodes Mediant 1000e		switch	Unknown	\$ -	\$ 84.99	eBay
2UA53617DX	HP rp5800 workstation		computer	Unknown	\$ -	\$ 130.00	eBay
2UA536175Y	HP rp5800 workstation		computer	Unknown	\$ -	\$ 130.00	eBay
USE739N3TD	Server-HP ProLiant DL360 G5 8GB Mem 6x146GB HD		server	9/12/2007	\$ 7,099.01	\$ 40.00	eBay
4RKCN1	Dell R910 2xE7540 2GHz 128GB Memory		server	7/28/2010	\$ 30,455.06	\$ 225.00	eBay
5VVBJN1	Dell R910 2xE7540 2GHz 128GB Memory		server	7/10/2010	\$ 21,968.45	\$ 225.00	eBay
3VVBJN1	Dell R910 2xE7540 2GHz 128GB Memory		server	7/10/2010	\$ 21,968.45	\$ 225.00	eBay
2GFNJN1	Dell PowerEdge R710		server	12/6/2013	\$ 3,393.94	\$ 99.99	eBay
C8360FH37M00008	iX Systems FREENAS 3U SERVER		SAN	10/23/2018	\$ 4,485.90	\$ 249.00	eBay
H098DV2	Dell Precision 7920 Rack Server		server	2/5/2019	\$ 6,260.99	\$ 1,199.00	eBay
FC04HJ1	Dell EqualLogic PS6010		SAN	7/8/2010	\$ 2,599.99	\$ 768.00	eBay
4V04HJ1	Dell EqualLogic PS6010		SAN	7/8/2010	\$ 2,599.99	\$ 768.00	eBay
MXQ41000LZ	HP Proliant DL160 Gen 8		server	unknown	unknown	\$ 99.99	eBay
MXQ4250175	HP Proliant DL160 Gen 8		server	unknown	unknown	\$ 99.99	eBay
MXQ425030H	HP Proliant DL160 Gen 8		server	unknown	unknown	\$ 99.99	eBay
MXQ41000LW	HP Proliant DL160 Gen 8		server	unknown	unknown	\$ 99.99	eBay
00204AE53350	Lantronix EDS1100		network	Unknown	\$ -	\$ 129.99	eBay
MJ014S85	Lenovo M93p Tiny		computer	6/24/2015	\$ 929.86	\$ 89.99	eBay
21510B5D0251B	NetGear GS608v3		switch	unknown	\$ -	\$ 29.99	eBay
MJ014S8G	Lenovo M93p Tiny		computer	unknown	\$ 929.86	\$ 89.99	eBay
MJ014S7U	Lenovo M93p Tiny		computer	6/24/2014	\$ 929.86	\$ 89.99	eBay
2156218000792	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2156218000801	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2158132001660	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2156218000799	TP-Link TL-PS110P Print Server		Print Server	11/10/2015	\$ 39.99	\$ 32.99	eBay
2156218000800	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2156218001173	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2159847002581	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2159847002588	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2159847002591	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2159847002606	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2159847002905	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
PDT303439	PDT 3000 Digital Paging Receiver		radio	unknown	\$ 99.99	\$ 681.00	Google
JMX1128Z0Z0	VPN Cisco ASA 5505 - 50 user		VPN	8/14/2014	\$ 495.00	\$ 137.75	Directmacro.com
2159847002908	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2159847002886	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
2159847002884	TP-Link TL-PS110P Print Server		Print Server	unknown	\$ 39.99	\$ 32.99	eBay
N/A	Dell Equal Logic Control Module 10		computer	unknown	\$ -	\$ 200.00	eBay
N/A	Dell Equal Logic Control Module 10		computer	unknown	\$ -	\$ 200.00	eBay
N/A	Dell Equal Logic Control Module 10		computer	unknown	\$ -	\$ 200.00	eBay
N/A	Dell Equal Logic Control Module 10		computer	unknown	\$ -	\$ 200.00	eBay
A25164203R1	Power Supply C3KX-PWR-350VAC		computer	unknown	\$ -	\$ 19.95	eBay
76406	Power Supply C3KX-PWR-350VAC		computer	unknown	\$ -	\$ 19.95	eBay
16352	Power Supply C3KX-PWR-350VAC		computer	unknown	\$ -	\$ 19.95	eBay
FOC1241T029	Cisco WS-CB53120X-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1309T05D	Cisco WS-CB53120X-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1315H082	Cisco WS-CB53130G-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1329H02A	Cisco WS-CB53130G-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1315H07W	Cisco WS-CB53130G-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1315H09G	Cisco WS-CB53130G-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1308H0D9	Cisco WS-CB53130G-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1432T141	Cisco WS-CB53120X-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1320H0DT	Cisco WS-CB53130G-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1314T08D	Cisco WS-CB53120X-S		network	unknown	\$ -	\$ 32.99	eBay
FOC1309T08E	Cisco WS-CB53120X-S		network	unknown	\$ -	\$ 32.99	eBay
CN-0FP182-71618-763-AGPZ	Dell 19 inch LCD Monitor 1908FPt		monitor	unknown	\$ 99.99	\$ 25.00	eBay
CN-0F028J-72872-8CQ-1E7L	Dell 19 inch LCD Monitor 1908FPt		monitor	unknown	\$ 99.99	\$ 25.00	eBay
Unknown	Dell 19 inch Ultra Sharp Flat Panel Monitor		monitor	unknown	\$ 199.99	\$ 53.99	eBay
Unknown	Dell 19 inch Ultra Sharp Flat Panel Monitor		monitor	unknown	\$ 199.99	\$ 53.99	eBay
Unknown		31	monitor	unknown	\$ 174.99	\$ 31.99	eBay
Unknown	Dell 20 inch LCD Monitor P2011H		monitor	unknown	\$ 174.99	\$ 31.99	eBay
CN-0D307J-74445-8CR-AX5L	Dell 19 inch LCD Monitor 1908FPt		monitor	unknown	\$ 99.99	\$ 25.00	eBay
CN-0D307J-74445-95L-CG5S	Dell 19 inch LCD Monitor 1908FPt		monitor	8/14/2015	\$ 99.99	\$ 25.00	eBay
CN-09M62C-74261-999-CT4L	Dell 19 inch Ultra Sharp Flat Panel Monitor		monitor	unknown	\$ 199.99	\$ 53.99	eBay
CN-09M62C-74261-999-CTIL	Dell 19 inch Ultra Sharp Flat Panel Monitor		monitor	unknown	\$ 199.99	\$ 53.99	eBay
Unknown	Dell 19 inch Ultra Sharp Flat Panel Monitor		monitor	unknown	\$ 199.99	\$ 53.99	eBay
QT3091100562	ViewSonic 19 inch VP950b		monitor	4/10/2009	\$ 266.00	\$ 39.00	eBay
CN-09M62C-74261-0C7-0D45	Dell 19 inch LCD Monitor		monitor	2/4/2013	\$ 99.00	\$ 25.00	eBay
CN-0DC323-71618-64L-AED6	Dell 19 inch LCD Monitor 1908FPt		monitor	6/2/2014	\$ 99.99	\$ 25.00	eBay
102015509	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
C12733141	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
102015949	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
102015519	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
C12733024	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
836738752	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
836738320	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
735510167	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay
C12732589	HIK VISION BULLET CAMERA		Camera	Unknown	\$ -	\$ 30.00	eBay

735510429	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
735510031	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
836738393	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
C12732736	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
735510252	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
102015880	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
102015794	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
836738840	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
102015948	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
735510465	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
735510354	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
102015586	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
735510339	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
C12733011	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
735510041	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
651204005	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
651204226	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
651203604	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
651203742	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
102015644	HIK VISION BULLET CAMERA		Camera	Unknown	\$	-	\$	30.00	eBay
QT3091100598	VIEWSONIC MONITOR		monitor	Unknown	\$	-	\$	39.00	eBay
98314865NA	NEC MONITOR		monitor	Unknown	\$	-	\$	25.00	eBay
QT3091100618	VIEWSONIC MONITOR		monitor	Unknown	\$	-	\$	39.00	eBay
CN-OGFXN4-74445-2CK-B1UL	DELL MONITOR		monitor	Unknown	\$	-	\$	59.99	eBay
CN-OXTK9N-74445-27H-BHUL	DELL MONITOR		monitor	Unknown	\$	-	\$	59.99	eBay
CN-OGFXN4-74445-2CK-B1NL	DELL MONITOR		monitor	Unknown	\$	-	\$	59.99	eBay
98314866NA	NEC MONITOR		monitor	Unknown	\$	-	\$	25.00	eBay
ZZCNH4LH605829R	SAMSUNG MONITOR		monitor	Unknown	\$	-	\$	25.00	eBay
CN-OXTK9N-74445-27H-BENL	DELL MONITOR		monitor	Unknown	\$	-	\$	59.99	eBay
G4LMQS041138	ASUS		monitor	Unknown	\$	-	\$	25.00	eBay
CN-OXTK9N-74445-27H-BEML	DELL MONITOR		monitor	Unknown	\$	-	\$	59.99	eBay
0511MTH4861M	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0212MTH1971	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0212MTH2018	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0308MTH1044M	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0308MTH1045M	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0302MTH0089M	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0302MTH0088M	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0308MTH1042M	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0212MTH2017	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
0302MTH0078M	MT-050 DEHYDRATOR		DEHYDRATOR	Unknown	\$	-	\$	250.00	eBay
	05 CONTROL HEADS MOTOROLA		Radio	Unknown	\$	-	\$	120.00	eBay
M0738354	HARRIS CONTROL ALARM UNIT		electronics	Unknown	\$	-	\$	40.79	eBay
00408C6FFB26	AXIS 241Q VIDEO SERVER		server	Unknown	\$	-	\$	34.99	eBay
00408C700775	AXIS 241Q VIDEO SERVER		server	Unknown	\$	-	\$	34.99	eBay
00408C70077B	AXIS 241Q VIDEO SERVER		server	Unknown	\$	-	\$	34.99	eBay
2771721	MULTI TECH MVP130		Radio	Unknown	\$	-	\$	69.95	eBay
0648024801	BLACKBOX ETHERNET SERIAL SERVER		server	Unknown	\$	-	\$	100.00	eBay
0648024761	BLACKBOX ETHERNET SERIAL SERVER		server	Unknown	\$	-	\$	100.00	eBay
0648024740	BLACKBOX ETHERNET SERIAL SERVER		server	Unknown	\$	-	\$	100.00	eBay
0648024767	BLACKBOX ETHERNET SERIAL SERVER		server	Unknown	\$	-	\$	100.00	eBay
0648024770	BLACKBOX ETHERNET SERIAL SERVER		server	Unknown	\$	-	\$	100.00	eBay
	DELL DOCKING STATIONS		dock	Unknown	\$	-	\$	25.00	eBay
27203-0179	HAVIS DOCKING STATION		dock	Unknown	\$	-	\$	25.00	eBay
01015-D400-9547	HAVIS DOCKING STATION		dock	Unknown	\$	-	\$	25.00	eBay
64167F0508D4	SOUNDSTATION IP6000		phone	Unknown	\$	-	\$	19.99	eBay
	NORTELL IP PHONE		phone	Unknown	\$	-	\$	15.00	eBay
C10737-273	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10728-1748	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
2001413010069	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
2001503010055	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
323811009-00040	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
323811009-00037	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10723-64767	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10759-678	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10737-283	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10695-62843	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10965-62823	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
10689-62714	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10680-61557	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10682-62198	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
32381105-00025	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10680-61398	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10695-62859	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10728-1727	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10728-1749	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10787-1867	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
323811007-00022	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
323811007-00047	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10713-63854	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10664-59569	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10689-62784	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
2001503010110	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10723-64753	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
2001503010082	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10723-64804	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10689-62811	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10695-62855	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10695-62863	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10689-62733	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10689-62786	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10695-62845	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
2001503010092	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10737-268	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10745-289	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
C10731-64894	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google
2001503010090	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$	-	\$	250.00	Google

2001503010071	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
035070587	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C9580-2206	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10822-1540	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C9593-3187	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C9580-2202	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
323810838-00038	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10737-45	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10745-377	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C9580-2138	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10737-52	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10695-62825	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10731-645378	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10573-50142	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10398-35762	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10391-35354	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10671-59616	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10672-60357	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10723-64776	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
U62700M3N357067	BROTHER PRINTER MFC7360N		printer	Unknown	\$ -	\$ 80.00	eBay
U63478C3J148131	BROTHER PRINTER HL-31C		printer	Unknown	\$ -	\$ 125.00	eBay
CNCCG350MR	HP LASER JET 600		printer	Unknown	\$ -	\$ 40.00	eBay
9623166	PARADYNE COMSPHERE 3810		Radio	Unknown	\$ -	\$ 14.99	eBay
MLK0200502038	DELL DOCKING STATIONS		dock	Unknown	\$ -	\$ 25.00	eBay
SPRT002502859	DELL DOCKING STATIONS		dock	Unknown	\$ -	\$ 25.00	eBay
T459450582	WASP BARCODE SCAN AND PRINT WPL305E		electronics	Unknown	\$ -	\$ 75.00	eBay
261CXG0104	MOTOROLA TDN 8224		Radio	Unknown	\$ -	\$ 300.00	eBay
	MOTOROLA TDN 8224		Radio	Unknown	\$ -	\$ 300.00	eBay
	MOTOROLA TDN 8224		Radio	Unknown	\$ -	\$ 300.00	eBay
	MOTOROLA TDN 8224		Radio	Unknown	\$ -	\$ 300.00	eBay
	MOTOROLA TDN 8224		Radio	Unknown	\$ -	\$ 300.00	eBay
	MOTOROLA TDN 8224		Radio	Unknown	\$ -	\$ 300.00	eBay
	MOTOROLA TDN 8224		Radio	Unknown	\$ -	\$ 300.00	eBay
M0647055	HARRIS CONTROL ALARM UNIT		electronics	Unknown	\$ -	\$ 40.79	eBay
86123	CPM 800		electronics	Unknown	\$ -	\$ 199.00	eBay
0703/KTSS307B9C1	SUPER STACK 2		electronics	Unknown	\$ -	\$ 60.00	
KTSS307CC9F	SUPER STACK 2		electronics	Unknown	\$ -	\$ 60.00	
2191CL00092	TOPAZ S3		electronics	Unknown	\$ -	\$ 365.00	Google
Z3E3-091BJ-0075	CONSOLE EXTENDER		electronics	Unknown	\$ -	\$ 175.00	Google
	DIGITAL COMPACT RECEIVER		electronics	Unknown	\$ -	\$ -	
2CK2J91	DELL POWER EDGE SC1420		server	Unknown	\$ -	\$ 359.00	eBay
3RFSM22	DELL OPTIPLEX 7010		computer	Unknown	\$ -	\$ 52.95	eBay
3RLVM22	DELL OPTIPLEX 7010		computer	Unknown	\$ -	\$ 52.95	eBay
3RMSM22	DELL OPTIPLEX 7010		computer	Unknown	\$ -	\$ 52.95	eBay
3RDVM22	DELL OPTIPLEX 7010		computer	Unknown	\$ -	\$ 52.95	eBay
2UA1220G2J	HP Z400		computer	Unknown	\$ -	\$ 80.00	eBay
USU4420624	HP XW4100		computer	Unknown	\$ -	\$ 25.00	eBay
2M3LSX1	DELL ALL IN ONE PC		computer	Unknown	\$ -	\$ 139.99	eBay
F507FA00	DELL LAPTOP		laptop	Unknown	\$ -	\$ 60.00	eBay
DWFXVZ1	DELL LAPTOP		laptop	Unknown	\$ -	\$ 60.00	eBay
A10000006A3714	SAMSUNG VERIZON PHONE 1760		cellphone	Unknown	\$ -	\$ 80.00	Google
A0000048EF58BF	SAMSUNG VERIZON PHONE SCH-U680		cellphone	Unknown	\$ -	\$ 6.00	Google
	IPHONE		cellphone	Unknown	\$ -	\$ 150.00	Amazon
	IPHONE		cellphone	Unknown	\$ -	\$ 150.00	Amazon
	MOTOROLA VERIZON		cellphone	Unknown	\$ -	\$ 150.00	Amazon
DLXNK1W2G5YR	APPLE IPAD		electronics	Unknown	\$ -	\$ 129.00	eBay
358041082041585	VERIZON LG		cellphone	Unknown	\$ -	\$ 40.00	Amazon
99000422658941	VERIZON LG E4520PTT		cellphone	Unknown	\$ -	\$ 12.50	Amazon
A000000DC75043	BLACKBERRY		cellphone	Unknown	\$ -	\$ 20.00	Google
	MOTOROLA DROID M0DBA		cellphone	Unknown	\$ -	\$ 10.00	Google
990001187402896	MOTOROLA VERIZON XT912		cellphone	Unknown	\$ -	\$ 10.00	eBay
990002033267525	MOTOROLA VERIZON XT926		cellphone	Unknown	\$ -	\$ 30.00	eBay
990003326854888	VERIZON JETPACK		cellphone	Unknown	\$ -	\$ 8.75	eBay
	IPHONE		cellphone	Unknown	\$ -	\$ 150.00	Amazon
358754053488656	IPHONE		cellphone	Unknown	\$ -	\$ 150.00	Amazon
990005438872708	MOTOROLA DROID M0DBA		cellphone	Unknown	\$ -	\$ 10.00	Google
99000422368868	VERIZON KYOCERA		cellphone	Unknown	\$ -	\$ 12.50	eBay
990001200009843	MOTOROLA VERIZON XT912		cellphone	Unknown	\$ -	\$ 10.00	eBay
990007520105088	MOTOROLA DROID		cellphone	Unknown	\$ -	\$ 10.00	Google
	MOTOROLA DROID XT1254		cellphone	Unknown	\$ -	\$ 15.00	eBay
	MOTOROLA DROID XT1254		cellphone	Unknown	\$ -	\$ 15.00	eBay
2WS038291	GARMIN NUVI 3597LM		electronics	Unknown	\$ -	\$ 15.00	eBay
990000831497229	MOTOROLA XT875		electronics	Unknown	\$ -	\$ 15.00	eBay
358227055300633	VERIZON ELLIPSIS JETPACK		cellphone	Unknown	\$ -	\$ 8.75	eBay
	IPHONE A1687		cellphone	Unknown	\$ -	\$ 29.99	eBay
	MOTOROLA DROID XT1080		cellphone	Unknown	\$ -	\$ 10.00	eBay
F7VLQ3K4FP84	IPAD A1432		electronics	Unknown	\$ -	\$ 35.99	eBay
354391063612332	IPHONE A1522		cellphone	Unknown	\$ -	\$ 29.99	eBay
990003310663477	VERIZON JETPACK		cellphone	Unknown	\$ -	\$ 8.75	eBay
990003326411184	VERIZON JETPACK		cellphone	Unknown	\$ -	\$ 8.75	eBay
807605668	BLUEANT SUPERTOOTH		electronics	Unknown	\$ -	\$ 8.00	eBay
990000473588681	VERIZON PANTECH		cellphone	Unknown	\$ -	\$ 14.99	eBay
	IPHONE		cellphone	Unknown	\$ -	\$ 150.00	Amazon
354386062309393	IPHONE A1522		cellphone	Unknown	\$ -	\$ 29.99	eBay
105000341200	VERIZON PANTECH		cellphone	Unknown	\$ -	\$ 14.99	eBay
722ABW0197	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABQ0473	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABW0198	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0273	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABQ0467	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CFH1049	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABQ0491	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0274	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0268	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CGD0589	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0263	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay

722CDS2283	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABW0195	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABQ0465	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0266	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CDS2281	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0260	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CDS2280	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CDS2282	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CDS2285	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0262	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
623SCW1025	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
623SEL0045	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
722CDS2368	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
514CMR2570	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
624CPH0056	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
514CMR2043	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
514CMR2040	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
514CMR2042	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
514CHF2689	XTL2500		Radio	Unknown	\$ -	\$ 65.00	eBay
500CHB0420	XTL5000		Radio	Unknown	\$ -	\$ 49.99	eBay
500CKT1457	XTL5000		Radio	Unknown	\$ -	\$ 49.99	eBay
500CGR1429	XTL5000		Radio	Unknown	\$ -	\$ 49.99	eBay
500CGR1428	XTL5000		Radio	Unknown	\$ -	\$ 49.99	eBay
494ABQ0015	ASTRO		Radio	Unknown	\$ -	\$ 59.99	eBay
775CJK1666	XTL1500		Radio	Unknown	\$ -	\$ 59.99	eBay
176CKP0113	XTL1500		Radio	Unknown	\$ -	\$ 59.99	eBay
176CKP0069	XTL1500		Radio	Unknown	\$ -	\$ 59.99	eBay
775TGJ0295	XTL1500		Radio	Unknown	\$ -	\$ 59.99	eBay
176CKP0083	XTL1500		Radio	Unknown	\$ -	\$ 59.99	eBay
176CKP0073	XTL1500		Radio	Unknown	\$ -	\$ 59.99	eBay
775CJR0240	XTL1500		Radio	Unknown	\$ -	\$ 59.99	eBay
494ABS0322	ASTRO		Radio	Unknown	\$ -	\$ -	
494ABS0320	ASTRO		Radio	Unknown	\$ -	\$ -	
494ABS0321	ASTRO		Radio	Unknown	\$ -	\$ -	
722ABS0265	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CFT0023	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0270	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0259	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CDS2284	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CFT0024	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0264	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CFT0022	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722ABS0272	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
623SFN1758	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
623SCW1050	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0365	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYS1564	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYN0894	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYS1562	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYN0893	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0338	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0336	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0357	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722CDS2456	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0345	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AZQ1109	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0363	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYN0902	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AZQ1112	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0366	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0368	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AYE0358	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
722AZQ113	MCS2000		Radio	Unknown	\$ -	\$ 23.96	eBay
CNGCF7H1HF	HP COLOR LASER PRINTER CP5525		printer	Unknown	\$ -	\$ 499.00	eBay
1342786	REPEATER B3S110FASGA		Radio	Unknown	\$ -	\$ -	eBay
509CCK0521	REPEATER		Radio	Unknown	\$ -	\$ -	eBay
6840PY0136	REPEATER C65CLB-7106BT		Radio	Unknown	\$ -	\$ -	eBay
MT5279	REPEATER C74MSB-1190B-SP1		Radio	Unknown	\$ -	\$ -	eBay
53572-A	DDF1000A		Radio	Unknown	\$ -	\$ 800.00	Google
18199	DUPLEXER		Radio	Unknown	\$ -	\$ 50.00	Google
3962	144-174 MHz Vari-Notch Duplexer		Radio	Unknown	\$ -	\$ 500.00	eBay
4A4020435	TELLABS 7345 SWITCH		switch	Unknown	\$ -	\$ 850.00	eBay
6030058973	QUAD COMPRESSOR		Radio	Unknown	\$ -	\$ 39.95	eBay
509CXM0079	QUANTAR		Radio	Unknown	\$ -	\$ 575.00	Google
225CVX0456	QUANTAR		Radio	Unknown	\$ -	\$ 575.00	Google
85088	IMACS/800		Radio	Unknown	\$ -	\$ 175.00	eBay
4A4020459	TELLABS 7345 SWITCH		switch	Unknown	\$ -	\$ 850.00	eBay
4A4030416	TELLABS 7345 SWITCH		switch	Unknown	\$ -	\$ 850.00	eBay
C9713-9480	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10440-38252	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
9155100220	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
033840098	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10244-29000	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
C10195-26581	MOTOROLA TWIN PACK PLUS		Radio	Unknown	\$ -	\$ 250.00	Google
1247	NORTH EAST ELECTRONICS 11-25 TEST SET		electronics	Unknown	\$ -	\$ 66.95	eBay
102019	ROHDE AND SHWARTS EM100 DIGITAL RX		electronics	Unknown	\$ -	\$ -	Google
4014	BIRD AT-800 ANT TESTER		electronics	Unknown	\$ -	\$ 34.95	eBay
0607480149	MIDTRONICS UNIVERSAL BATTERY ANALYZER		electronics	Unknown	\$ -	\$ 999.00	eBay
1319 04078-01090	PHEONIX 5564T1 CHANNEL MONITOR		electronics	Unknown	\$ -	\$ 49.95	eBay
NONE	PHEONIX 1541 T1 TEST SET		electronics	Unknown	\$ -	\$ 220.00	eBay
500008150	SERVICE MONITOR		electronics	Unknown	\$ -	\$ 40.00	eBay
500007250	SERVICE MONITOR		electronics	Unknown	\$ -	\$ 40.00	eBay
5000010685	SERVICE MONITOR		electronics	Unknown	\$ -	\$ 40.00	eBay
491399	PERSONAL TRANSMISSION TEST SET AM-48		electronics	Unknown	\$ -	\$ 390.00	eBay
288807	PERSONAL V.F TEST SET AM-44		electronics	Unknown	\$ -	\$ 250.00	eBay
H3173161	PAN-QUIK LS3 PRINTER KIT		electronics	Unknown	\$ -	\$ 60.00	eBay
BPIXQ525905268	HANDHELD LABELER		electronics	Unknown	\$ -	\$ 10.00	eBay

529	VARIABLE ATTENUATOR 500-1000		electronics	Unknown	\$	-	\$	99.99	eBay
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Action Proposal Form

Date: September 7, 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	\$150,000	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	Approved APR
4/7/2023	SCSO Auto Theft TF	Growth	\$5,000	Immediately Fund from Fund 140	Approved APR
4/7/2023	SNO911 O3 Control Heads Stock	Stock	\$10,000	Immediately Fund from Fund 140	Approved APR
4/10/2023	Silvana Fire	Growth	\$0	Provide from current stock	Approved APR
5/1/2023	County Airport Fire	Growth	\$0	Provide from current stock	Approved MAY
5/5/2023	North County Fire	Growth	\$0	Provide from current stock	Approved MAY
6/5/2023	SCSO	Growth	\$13,508	Immediately Fund from Fund 140	Approved JUN
6/12/2023	Everett Fire	Growth	\$7,660	Immediately Fund from Fund 140	Approved JUL
6/22/2023	Marysville PD	Growth	\$67,538	Immediately Fund from Fund 140	Approved JUL
10/25/2023	Everett Fire	LOST	\$0	Provide from current stock	Pending
7/12/2023	FD22 Getchell Fire	LOST	\$0	Provide from current stock	Pending
8/7/2023	North County Fire	Growth	\$0	Immediately Fund from Fund 140	Pending
8/15/2023	South County Fire	Growth	\$0	Immediately Fund from Fund 140	Pending
8/17/2023	Lake Stevens PD	Growth	\$0	Immediately Fund from Fund 140	Pending
8/17/2023	Lake Stevens PD	Growth	\$69,760	Immediately Fund from Fund 140	Pending
8/25/2023	SCSO - SNOCAT	Growth	\$12,302	Immediately Fund from Fund 140	Pending
8/25/2023	SCSO - Helicopter	Growth	\$140,000	Immediately Fund from Fund 140	Pending

Summary of 2023 Anticipated Fund Activities

Updated: September 7, 2023

Starting Fund Balance	\$719,231.01	\$150K Contribution
Lost/Stolen/Damaged	\$0.00	No Reports
Expected Reimbursement	\$0.00	FD22/WA State TBD
Actual Reimbursement	\$0.00	No Reports
Fleet Expansion/Growth	(\$556,305.52)	Task Force, South County Fire
Anticipated Ending Fund Balance	\$162,925.49	

Summary

Everett Fire and Fire District 22 both had APX8000HXE fire portable radios that were lost or destroyed. Fire District 22 is currently seeking reimbursement for the lost radio from the State as the radio was lost while fighting a wildland fire. Everett Fire reported their radio was lost during normal operations, and a police report has been filed. The loss associated with Everett Fire is well below their self-insurance deductible, therefore we do not expect any reimbursement. We currently have radios in stock at the warehouse to accommodate their requests for replacements.

North County Fire is seeking 5 new portable radios for 9 new/additional personnel that have recently been hired. We currently have enough fire portable radios on hand to accommodate their request.

South County Fire is requesting an additional APX8500 fire mobile radio for their front-line battalion apparatus. We currently have enough fire mobile radios in stock to accommodate this request.

Lake Stevens PD has received authorization to hire 8 new officers and will be adding 10 new vehicles to their fleet for their transition to take-home vehicles. They currently have 3 spare APX8000 law portable radios on hand and are in need of 5 more. We have enough APX8000 law portable radios in stock to accommodate this request. We will need to order 10 new APX8500 Law mobile radios to meet their need for their fleet expansion.

The Snohomish Sheriff is requesting 2 new APX8500 law mobile radios with O3 control heads to outfit two vehicles operated by their SNOCAT team. We do not have radios in stock to meet this need and will need to order them.

In addition, the Sheriff's office is adding a fourth helicopter to their fleet. They are requesting funding to purchase a mobile radio to be installed in the new helicopter. The equipment will be purchased and installed by NW Helicopter. SNO911 will reimburse SCSO for the hardware.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Authorize staff to move forward with the purchase of the new radio equipment and issue in-stock radio equipment as outlined in the above summary.

Authorize staff to fund the acquisition and installation of the new helicopter mobile radio as requested by the Snohomish County Sheriff in an amount not to exceed \$140,000.

Fund: Fund 140



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Marysville Police Department Date: 6/22/23

Contact Name: Jeff Franzen, Admin Sergeant

Email: jfranzen@marysvillewa.gov Phone: 360-363-8309

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
10	APX8500	Mobile Radio Sets	

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

We are adding 10 more vehicles to our fleet and are in need of 10 additional mobile radio set ups due to this fleet expansion.

We are taking delivery soon and will need the equipment in the upcoming months.

 E. SCARPON, CHIEF 6-22-2023
Signature of Agency Head, Mayor or Council President Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

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

Contact Name: Dave DeMarco

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

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

Quantity	Model No.	Type
1	Portable radio model: H91TGD9PW8AN	Fire Template

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

The department has lost portable radio #14387. It was improperly stored and fell from a moving fire apparatus. It has not been turned back in to the department. Police report filed.

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

We have adequate spares on hand at this time to await a board decision.

David DeMarco

Digitally signed by David DeMarco
Date: 2022.10.25 08:49:43 -07'00'

5/9/23

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board of Director's Action

Request approved for Immediate Funding ☐

Denied ☐

Queued ☐

Additional information requested:

Reason, if denied:

SNO911 Board President

Date Signed



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Snohomish County Fire District #22 Date: 7/12/23

Contact Name: Jeremy Stocker

Email: jstocker@getchellfire.com Phone: 360-502-3073

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	APX8000H Portable	800/VHF	8/1/23

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

On July 4th it was reported to me that a portable radio while on the Tunnel Five Fire in Skamania County was lost and believed to have been burned over in a wildfire while Brush 68 was operating on this fire. Often times radios are carried in packs, and it was not noticed the radio had gone missing until the end of their shift.

Jeremy Stocker

Digitally signed by Jeremy Stocker
Date: 2023.07.12 09:16:04 -07'00'

7/12/23

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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

From: Travis Hots <THots@getchellfire.com>
Sent: Monday, September 11, 2023 12:02 PM
To: Jeremy Stocker <jstocker@getchellfire.com>; Steve Lawlor <slawlor@sno911.org>
Subject: RE: Lost Radio

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Steve,

The Fire District has initiated a claim with the Washington State Fire Marshal's Office as this radio was lost on a State Mobilization Fire. We are waiting to hear if the WSP is going to pay the claim. If they do we planned to forward any settlement back to Snohomish County 911.

Either Jeremy or Steve Please forward the already completed form that needs my signature. However I am indicating that I authorized Assistant Chief Stocker to sign the form on my behalf.

Thank you,

--

Travis Hots
District Fire Chief
Snohomish County Fire Districts No. 22
Proudly serving the citizens of Getchell.
(360)659-6400 Station
(360)913-0351 Cellular

NOTICE: All emails, and attachments, sent to and from Snohomish County Fire Districts 22 are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56). This information is intended solely for the legitimate use of the intended recipient. If this message is received in error, please immediately advise the sender by e-mail and delete.

From: Jeremy Stocker <JStocker@getchellfire.com>
Sent: Monday, September 11, 2023 11:42 AM
To: Steve Lawlor <slawlor@sno911.org>
Cc: Travis Hots <THots@getchellfire.com>
Subject: Re: Lost Radio

Steve,

I will have Chief Hots sign it.

I have provided all information already. It was lost on a fast moving wildfire.

Thank you,

Jeremy Stocker
Assistant Fire Chief
Training/Safety

Snohomish County Fire District No. 22
 [\(360\)659-6400 ext. 103](tel:(360)659-6400) Station 68
 [\(360\)502-3073](tel:(360)502-3073) Cellular

NOTICE: All emails, and attachments, sent to and from Snohomish County Fire District's 22 are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56). This information is intended solely for the legitimate use of the intended recipient. If this message is received in error, please immediately advise the sender by e-mail and delete.

On Sep 8, 2023, at 11:08, Steve Lawlor <slawlor@sno911.org> wrote:



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: NORTH COUNTY FIRE-EMS Date: 8/7/23

Contact Name: DOUG TEN HOOPEN

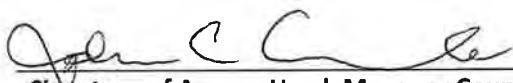
Email: dtenhoopen@northcountyfireems.com Phone: 360-454-8012

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
5	APX8000HXE		9/29/23
5	XE500 RSM		9/29/23
10	APX Intrinsically safe batts		9/29/23

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

We have just hired two additional lateral firefighters who started 1 Aug; and have also hired 6 more FTEs who will begin on 1 Sep. We will have no spares after September 1st for any emergency hires without dipping into our minimal number of station spares. Additionally, we have hired a community health employee who will assist our Community Resource Paramedic in the field. So with nine new employees, we are requesting 5 new APX8000HXE portables. Thank you for your consideration.



Signature of Agency Head, Mayor or Council President

9/11/23

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: South County Fire Date: 8/15/23

Contact Name: DC John Chalfant

Email: jchalfant@southsnofire.org Phone: 425.327.3730

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
1	APX8500	All Band MP Mobile	9/15/23

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

South County Fire would like to provide a 2nd mobile radio in each of our front line Battalion apparatus. the purpose of this is to provide a dedicated hard-wired radio to allow for constant monitoring of the EMER channel and coordination of Level 2 assigned units on large incidents.

I currently have two full radio sets in supply, so am attempting to acquire 1 additional unit for installation to our 3rd Battalion unit.

SCF would assume responsibility for installation fees.

 #9602 PC Hovis 8.15.23
Signature of Agency Head, Mayor or Council President Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

--

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Lake Stevens Police Department Date: 8/17/23

Contact Name: Sgt Jim Barnes

Email: jbarnes@lakestevenswa.gov Phone: 425-512-7466

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>
5	APX8000	Patrol Ready w/2 batteries	11/1/23
10	APX8500	Patrol Ready w/install equipment	1/1/24

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

The Lake Stevens Police Department is looking to hire up to eight (8) new officers by the end of this year. We currently have three (3) available portable radios. We will need five (5) additional portable radios.

We are also getting approval for a take-home vehicle program, which will increase our fleet by about ten (10) vehicles. We currently have three (3) available mobile radios with one being a dual head system. I have two (2) new vehicles arriving any day and no more being auctioned, so I will only have one (1) spare mobile radio.


Signature of Agency Head, Mayor or Council President

8/17/23

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 SNOCAT (auto theft task force) Date: 7/27/23

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	Encrypted Mobile Radios	
2		03 control head with extension cab	
2		800/700 Covert antennas	
2 ea		GPS/wifi glass mount antennas	
2		Encrypted Radio Template	

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

Mobile radio purchase request for two vehicles operated by SNOCAT that currently do not have mobile radios installed in them.

Request for encrypted template to communicate with Drug Task Force or current SNOCAT template.

Adam C. Fortney

Digitally signed by Adam C. Fortney
Date: 2023.08.25 08:16:33 -07'00'

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Snohomish County Sheriff's Office - Air Support Unit Date: 8/11/23

Contact Name: Clint Korhonen

Email: c.korhonen@snoco.org Phone: 425-262-2074

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	RT-7000 Tactical Radio	Multi-band aircraft radio	1/1/24
1		Radio accessories/Install	1/1/24

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

The Sheriff's Office Air Support Unit recently took possession of Snohawk 5, a Hughes MD500E helicopter. SCSO is in the process of outfitting Snohawk 5 with special equipment for use in public safety and search and rescue operations. This request includes the purchase and installation of a multi-band radio and related accessories. Installation will be completed by Northwest Helicopters in Olympia. This order will satisfy SCSO Air Support Unit needs.

Adam C. Fortney

Digitally signed by Adam C. Fortney
Date: 2023.08.25 08:15:49 -07'00'

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

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



Northwest Helicopters LLC

1000 85TH AVE SE
OLYMPIA, WA 98501
Ph: 360-754-7200, Fax: 360-754-1761

Work Package Quote

Quote #: 2747
Work Package #: WP9325
Tail #: N500EV
Serial #: 0340E
Date Printed: 6/9/2023
Page: 1

To: SNOHOMISH COUNTY SHERIFF'S OFFICE
5506 OLD MACHIAS ROAD
SNOHOMISH, WA 98290

Ship To: SNOHOMISH COUNTY SHERIFF'S OFFICE
1000 85TH AVE SE
OLYMPIA, WA 98501

Ref #:

Phone #:

Entry Date: 3/28/2023

Terms: NET 30

Code: SNOHOMISH

Fax #:

Site: NWH

Email:

Labor Total:	14,575.00
Parts Total:	131,446.94
Outside Repair Total:	.00
Main Component Repair:	.00
Misc Total:	13,872.08
Total:	159,894.02

Payable in USD

1 INSTALL RT-7000 PANEL MOUNT TACTICAL RADIO

Task: 4 INSTALL RT-7000 PANEL MOUNT TACTICAL RADIO

Labor	Skill	Hours	Ext Price
	INSTALL AVIONICS	104	11,440.00
	BUILD AVIONICS CONSOLE	28.5	3,135.00
Labor Total:			14,575.00

Parts	PN/Description	Qty	Ext Price
RT7P62725	RT-7000 PNL MOUNT TCTL RADIO W/NVG BEZ	1	110,423.50
129-271260	J101 CONNECTOR/D-SUB,78	1	486.20
171912-01	J101 CONNECTOR/STRAIGHT BACKSHELL	1	89.05
129-271261	J105 CONNECTOR/D-SUB,9	1	152.31
241803-09	RT-7000 J105 CONNECTOR STRAIGHT BLACKS	1	416.90
271601-01	RC PROGRAMMING CABLE	1	220.00
271602-01	RT-7000 TO KVL KEYLOADING CABLE	1	562.10
123-371761	RT-7000 TO APX CABLE ADAPTER	1	1,336.50
271603-02	PROGRAMMING CABLE/ICT/MCT	1	921.80
CI295-300	ANTENNA	2	2,923.80
AMS44N	ICS BOX	1	7,335.90
010-02303-00	PORTABLE GPS AERA 760	1	1,269.73
010-01216-26	GTX345,NV,STANDARD KIT,NAB	1	5,309.15
Parts Total:			131,446.94

Misc	Charge	Qty	Ext Price
	TAX CHARGE	1	13,872.08
Misc Total:			13,872.08

Task 4 Total: 159,894.02

Group 1 Total: 159,894.02
Payable in USD

WP WP9325 Sub-Total: 159,894.02
Payable in USD



Action Proposal Form

Date: September 11, 2023

Title: Transfer and Close out Fund 120 into Capital Fund 85

Background / Purpose:

Fund 120 is a legacy general reserve account that existed at SERS prior to merger with SNO911. The current fund balance is approximately \$598,196. This transfer will be the first contribution to this new *Fund 85 – Planned Radio Capital*. Staff will present the updated list of projects for both capital funds; Fund 85: Planned Radio Capital and Fund 80: Agency Capital Fund, in December.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

1. Transfer all funds from Reserve Fund 120 to Capital Fund 85.
2. Close out Reserve Fund 120.



Action Proposal Form

Date: 9/5/2023

Title: Gold Hill Generator Procurement

Background / Purpose:

Snohomish County 911 operates three radio facilities (Deer Creek, Gold Hill and Granite Falls) that are powered solely by SNO911 owned generators. Each facility has two generators that rotate service time. These generators run 24/7/365 to provide power to the SNO911 radio equipment.

The generators at the Gold Hill Radio site are projected to exceed 22,000 hours of service each during the summer of 2024. Generator life spans are estimated to be 20,000 to 25,000 hours of service. It is important that the generators at Gold Hill get replaced during the summer season of 2024 to ensure radio system reliability.

Given our recent experience with long equipment lead times, a procurement process has been initiated. Staff will include this generator in the 2024 Capital 85 (Radio) request later in December of this year. Staff are requesting early approval of this particular project due to an anticipated 12-20 week delivery timeline. The total project is expected under \$150,000 including sales tax and a 10% project contingency.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Authorize staff to proceed with the procurement and planning to replace the Gold Hill generators with a not to exceed budget of \$150,000.00.

Fund: *Fund 85 – Planned Radio Capital*



Action Proposal Form

Date: September 8, 2023

Title: Variable Load Banks for Generator Only Radio Sites

Background / Purpose:

Snohomish County 911 operates three radio facilities (Deer Creek, Gold Hill and Granite Falls) that are powered solely by SNO911 owned generators. Each facility has two generators that rotate service time. These generators run 24/7/365 to provide power to the SNO911 radio equipment.

Evolving environmental regulations require newer generators to recirculate their exhaust to ensure complete combustion. This recirculation at lower generator loads causes excessive build-up of carbon in the generator. The buildup has caused generator failures and has increased maintenance. Increasing the generator loads to 50% at all times will reduce the build-up of carbon and improve reliability. To achieve this 50% load it is proposed that SNO911 install fixed variable load banks that will manage this situation.

A public works procurement process was conducted with a preferred vendor selected. The estimated costs for this project are approximately \$165,000 which includes equipment for all three sites. The bids received for the variable load banks exceeded staff's original estimates by approximately \$25,000. With other radio site improvements that are underway, there is insufficient funding allocated to undertake the installation of variable load banks.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Authorize an increase to funding of \$25,000 for Capital Project 80-033 from \$270,000 to \$295,000.

Fund: 80



Action Proposal Form

Date: 9/5/2023

Title: Sobieski Radio Site Relocation

Background / Purpose:

Snohomish County 911 operates a radio site that provides coverage to US Highway 2 that is located on Sobieski Mountain in King County. King County owns the tower and building where the "legacy" radio system is installed. The successor to the King County Radio System is the Puget Sound Emergency Radio System (PSERN). PSERN has built a new building and new tower to service the radio site in future. This new building was needed to improve the site resiliency and enhance structural integrity.

It was anticipated that SNO911 would have migrated to its new P25 digital radio system prior to the demolishing of the legacy building and tower. SNO911's project schedule has extended out to the end of 2024 and is not able to decommission the legacy radio system until that cutover point. It is necessary to move the legacy radio equipment from the King County facility to the PSERN facility which is approximately 100 yards adjacent due to PSERN planned demolition.

Tower work including cabling replacement, antenna relocation to the new tower and physical help to move equipment racks that weigh approximately 1000lbs each to the PSERN facility is needed to help SNO911 staff perform this relocation. A public works procurement process has been conducted and the expected project costs including sales tax and a 15% project contingency is \$43,000. It is suggested that these funds be taken from the Radio Replacement Project contingency.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Authorize the Executive Director or his designee to sign the contract with TTK staff to move the SNO911 analog radio system to the PSERN building and tower with a Not to Exceed budget of \$43,000.

Fund: 130-16

TKK SOBIESKI MOVE CONTRACT 2023-021

PUBLIC WORKS MAINTENANCE SERVICES CONTRACT

This Contract is entered into between SNOHOMISH COUNTY 911, a municipal corporation, referred to as "Owner", and __TKK, LLC__ referred to as "Contractor."

In consideration of the following terms and conditions and those contained in the documents incorporated by reference and made a part of this Contract, the parties agree as follows:

1. THE PROJECT

- 1.1. The Contractor shall perform all work and furnish all tools, materials, labor and equipment for the Owner and all work associated with the project entitled: SOBIESKI TOWER MOVE as set forth in Attached Exhibit 1.
- 1.2. The work shall be performed in accordance with the following Contract Documents: INVITATION TO BID 2023-021, Contractor's Bid Proposal and all other forms and documents referenced in such documents which are hereby referred to as the Contract Documents and by this reference are made a part of this Contract.
- 1.3. The Contractor shall provide and bear all expense of all equipment, supplies, work, and labor of any sort whatsoever that may be required for completing the work provided for in this Contract.
- 1.4. In the event of any conflict between the provisions of this Contract and incorporated Contract Documents and other terms and conditions, the provisions of this Contract shall control. The conflict shall be brought to the attention of the Owner.
- 1.5. Owner agrees to use its best efforts to allow Contractor full access and use of the premises as necessary for Contractor to perform the work with minimal interruption or interference from Owner's personnel and activities.
- 1.6. The Contractor is responsible for complying with all Federal, State, and local regulations affecting the work including but not limited to Chapter 70.86 RCW, Chapter 296-305 WAC and Chapter 294-24WAC.

2. COMPENSATION

- 2.1. The Owner shall pay the Contractor for the full performance of the Contract the sum of \$ **32,094.41** pre-tax in accordance with the provisions below.

- 2.2. The Contractor shall provide monthly statements which shall indicate the work performed as of the end of the period covered by the statement.
- 2.3. Statements received by the 10th day of the month and approved by the Owner will be processed for payment the same month.
- 2.4. The Owner shall determine the amounts owing to the Contractor based on compliance with the work requirements and on evaluations of Contractor's statements.
- 2.5. Washington State Sales Tax shall be included on each statement submitted by the Contractor.
- 2.6. Monthly payments shall be subject to the withholding of retained percentage as provided in Section 14.

3. BOND

- 3.1. Except as provided below, Contractor shall provide a performance and payment bond to the Owner in accordance with RCW 39.08.010. Such bonds shall be issued by surety licensed to business in the State of Washington acceptable to Owner in a form substantially in compliance with the form included in the Contract Documents.

- 3.1.1. If this Contract is for less than \$50,000.00 and Owner has signed below, bond is waived.

Signature of Owner

If not signed by Owner, the following sections shall control.

- 3.1.2. If this Contract is for less than \$150,000, Contractor may authorize the Owner in writing, in lieu of the bond, to retain 10% of Contract amount in accordance with RCW 39.08.010 to be held & managed consistent with the requirements specified in Section 14

4. INDEMNIFICATION AND HOLD HARMLESS

- 4.1. The Contractor shall indemnify, defend and save the Owner and its commissioners, officers, employees, agents and volunteers harmless from any and all claims and risks and losses, damages, demands, suits, judgments and attorney's fees or other expenses of any kind on account of or relating to injury to or death of any and all persons or on account of all property damage of any kind, or in any manner connected with the work performed under this Contract, or caused in whole or in part by the Contractor, a subcontractor or their property, employees or agents during performance of the work or at any time before final acceptance, except only for those losses resulting from the sole negligence of the Owner with regard to activities within the Contractor's scope of work
- 4.2. However, should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Owner, its members, officers, employees and agents, the Contractor's liability

hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

- 4.3. In an arbitration or lawsuit with respect to this indemnification and hold harmless provision, the Contractor shall prepare and defend that lawsuit at its own cost and expense. If judgment is rendered or settlement made requiring payment of damages by the Owner, its officers, agents, employees and volunteers, the Contractor shall pay the same.

S. INSURANCE

- 5.1. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-VII or higher in the A.M. Best's Key Rating Guide. The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
- 5.2. The Contractor shall keep this insurance in force during the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated in Section 5.3. The Contractor shall maintain Commercial General Liability completed operations coverage for a period of three years following substantial completion of the work for the benefit of the Owner by naming the Owner an additional insured using ISO Additional Insured-Completed Operations endorsement CG 20 37 10 01 or an endorsement providing at least as broad coverage.
- 5.3. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this Contract, and the Contractor shall annually provide the Owner with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Owner to assure financial responsibility for liability for services performed.
- 5.4. The Contractor's and all sub contractors' insurance coverage shall be primary and non-contributory insurance as respects the Owner's insurance, self-insurance, or insurance pool coverage.
- 5.5. The Contractor and the Owner waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

- 5.6. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
- 5.7. The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Owner's recourse to any remedy available at law or in equity. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
- 5.8. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 5.9. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 5.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
- 5.11. All insurance policies, with the exception of Automobile and Workers Compensation, shall name the following listed entities as additional insured(s):
- 5.11.1. The Owner and its officers, elected officials, employees, agents, and volunteers;
- 5.12. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Owner is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
- 5.13. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein before commencement of the work.

6. TYPES OF INSURANCE REQUIREMENTS

- 6.1. The Contractor's required insurance shall be of the types and coverage as stated below:

- 6.1.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- 6.1.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations for three years following substantial completion of the work, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Owner shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Owner using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- 6.1.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

7. MINIMUM AMOUNTS OF INSURANCE

7.1. The Contractor shall maintain the following insurance limits:

- 7.1.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- 7.1.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- 7.1.3. If the Contractor maintains higher insurance limits than the minimums shown above, the Owner shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Owner evidences limits of liability lower than those maintained by the Contractor.

8. CHANGE ORDERS

- 8.1. The Owner reserves the right to make, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the work. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered. Among others, these changes and alterations may include:

- 8.1.1. Deleting any part of the work,
 - 8.1.2. Increasing or decreasing quantities,
 - 8.1.3. Altering the way the work is to be done,
 - 8.1.4. Adding new work,
 - 8.1.5. Ordering the Contractor to speed up or delay the work.
- 8.2. The Owner will issue a written change order for any change. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Owner may determine to be fair and equitable.
- 8.3. The Contractor shall proceed with the work upon receiving:
 - 8.3.1. A written change order approved by the Owner.
- 8.4. The Contractor accepts all requirements of a change order by:
 - 8.4.1. endorsing it,
 - 8.4.2. writing a separate acceptance, or
 - 8.4.3. not protesting in the way this section provides.
- 8.5. A change order that is not protested as provided in this section shall be full payment and final settlement of all claims for contract time and for all costs of any kind, including costs of delays, related to any work either covered or affected by the change. By not protesting as this section provides, the Contractor also waives any additional entitlement and accepts from the Owner any written or oral order (including directions, instructions, interpretations, and determinations). By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work.
- 8.6. The Contractor may protest change orders or other claims as provided below:
 - 8.6.1. If the Contractor is in disagreement with anything required in a change order or another written order from the Owner, including any direction, instruction, interpretation, or determination by the Owner, the Contractor shall:
 - 8.6.2. Immediately give a signed written notice of protest to the Owner before doing the work specified in the change order or within fourteen (14) calendar days of the occurrence of an event or events giving rise to a claims, or within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to a claim, whichever occurs first;
 - 8.6.3. Supplement the written protest within 15 calendar days with a written statement providing the following:

- (a) The date of the protested order or claim
- (b) The nature and circumstances which caused the protest or claim;
- (c) The contract provisions that support the protest or claim;
- (d) The estimated dollar cost, if any, of the protested or claimed work and how that estimate was determined; and
- (e) An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption; and

8.7. If the protest is continuing, the information required above, shall be supplemented as requested by the Owner. In addition, the Contractor shall provide the Owner, before final payment, a written statement of the actual adjustment requested. Throughout any protested work, the Contractor shall keep complete records of extra costs and time incurred. The Contractor shall permit the Owner access to these and any other records needed for evaluating the protest as determined by the Owner. The Owner will evaluate all protests provided the procedures in this section are followed. If the Owner determines that a protest is valid, the Owner will adjust payment for work or time. No adjustment will be made for an invalid protest.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF PROTEST OR CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY PROTEST OR CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THE UNDERLYING CHANGE ORDER OR CLAIM OR CAUSED BY THAT DELAY.

8.8. In spite of any protest or claim, the Contractor shall proceed promptly with the work as the Owner orders.

9. CLAIMS

9.1. The Contractor shall give written notice to the Owner of all claims other than change orders within five (5) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Section 8.6 regarding protests.

9.2. FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

9.3. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

10. TERM, TERMINATION AND RENEWAL:

- 10.1. This Contract shall be effective September, 21, 2023 and shall remain in effect until December 31, 2023 unless terminated earlier in accordance with the early termination provisions herein.
- 10.2. If Contractor breaches any of its obligations under this Contract, and fails to cure the same within five (5) days of written notice to do so, the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.
- 10.3. The Owner may terminate this Contract upon ten (10) days written notice to the Contractor for any reason and without cause in which case the Owner shall pay the Contractor for costs incurred to the date of written notice.
- 10.4. The Owner may, in Owner's sole discretion, grant a renewal of this Contract for up to an additional three years subject to mutual agreement on the adjustment of any Compensation under Section 2.
- 10.5. In the event the Owner substantially changes the scope of the Work identified in Section 1, Contractor shall have the right to terminate this Contract upon thirty (30) days written notice to the Owner.

11. CONTRACTOR RECORDS

- 11.1. Contractor agrees to make all project related books and records available to the Owner for inspection, review, photocopying and audit in the event of a Contract related dispute, claim, modification or other Contract related action at reasonable times and at places designated by the Owner.

12. DEFECTIVE OR UNAUTHORIZED WORK

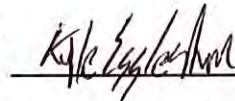
- 12.1. The Owner reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this contract, and extra work and materials furnished without the Owner's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the Project, the Owner may complete the Project by contract or otherwise, and the Contractor shall be liable to the Owner for any additional costs incurred by the Owner. "Additional costs" means all reasonable costs incurred by the Owner, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The Owner further reserves the right to deduct the cost to complete the Project, including any additional costs, from any amounts due or to become due to the Contractor

13. PREVAILING WAGES

- 13.1. The Contractor represents under penalty of perjury of the laws of the state of Washington, that the only individuals providing services under this contract are exempt from prevailing wages pursuant to WAC 296-127-026 as either the sole owner or spouse of the owner of Contractor's company, a partner owning at least thirty percent of Contractor's Company or the president,

vice president or treasurer of the Contractor's corporation if such officer owns at least thirty percent of the corporation.

13.2.



Signature of Contractor -TKK

If not signed by Contractor, the following sections shall control.

13.3. The Contractor shall pay prevailing wages and shall comply with chapter RCW 39.12 and chapter 49.28 RCW. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the Project must be posted on the Project site. At the end of December each year this contract is in force, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the Owner that the prevailing wage requirements of the statute have been satisfied. The Contractor certifies that it has not been cited for two violations within the last five (5) years, and is not prohibited from bidding on public works contract. The Contractor further certifies that it will use no sub-contractor who is prohibited.

13.4. Prevailing Wages for the county in which the Project is located can be found at:

<https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates>

14. RETAINAGE

14.1. The contract sum is less than \$350,000 and Contractor has posted a performance bond. Accordingly, Owner hereby waives the retained percentage and Contractor expressly agrees that Contractor shall be strictly liable for any and all failures to pay the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract, including attorney fees incurred by Owner, to enforce this obligation.

14.2.

Signature of Owner-SNO911

If not signed by Owner, the following sections shall control.

14.3. Pursuant to RCW 60.28, a sum of 5 percent (or 10 percent if the Contract Sum is less than \$150,000 and Contractor has requested a waiver of the performance bond requirement under Section 3) of the monies earned by the Contractor will be retained from each monthly payment. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract.

14.4. Monies retained under this Section shall be retained in a fund by the Owner unless Contractor elects for an alternative method of holding the retainage as provided under RCW 60.28.

14.5. The Contractor agrees to notify Owner within five (5) days of the receipt of any of the following:

14.5.1. Notification that a lien may be claimed by any person, firm or corporation furnishing materials, supplies or equipment to any subcontractor for work on the project in accordance with RCW 60.28.015.

14.5.2. Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.

14.5.3. The retained percentage may be held by Owner until all claims and proceedings referred to above have been resolved to the satisfaction of Owner.

14.5.4. In the event the retainage is insufficient to cover payment of the items set forth in Section 14.2, Contractor shall be liable for all such insufficiencies and all costs incurred by Owner, including attorney fees, to recover such insufficiencies.

14.6. For purposes of releasing the retainage, the Owner shall close out each contract year and at the end of December and shall release the retainage in accordance with RCW 60.28.051-.080.

15. PROJECT SAFETY.

15.1. The Contractor shall be solely and completely responsible for safety conditions on the job site, including the safety of all persons and property during performance of the work to complete the Project. The services of Owner's employees or the Owner's agents or Consultant's personnel in conducting construction review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's work methods, equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide safe access for the Owner and its inspectors to adequately inspect the quality of work and the conformance with project specifications.

15.2. Contractor is responsible for locating any underground utilities affected by the Project and is deemed to be an excavator for purposes of chapter 19.122 RCW. Contractor shall be responsible for compliance with chapter 19.122 RCW, including utilization of the "one call" locator system before commencing any excavation activities. Contractor is also responsible for ensuring adequate trench safety and compliance as required by the Washington State Industrial and Health Act. The Contractor shall be responsible to notify, pay for and coordinate Contractor's work with One Call service at 456-8000.

16. DISPUTE RESOLUTION

16.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days of a party notifying the other parties in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each

participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.

16.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 45 calendar days of the Dispute Notice or within 30 days of end of the mediation, either party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Superior Court as amended, located in the county in which the Project is located, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party, in addition to costs, shall be entitled to reasonable attorney's fees as determined by the arbitrator.

16.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Superior Court of the County in which the Project is located. The court shall determine all questions of law and fact without empaneling a jury for any purpose.

16.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

16.5. The prevailing party in any action to enforce the terms of this contract, in addition to costs, shall be entitled to reasonable attorney's fees and expenses of arbitration including expert witness fees, paralegal costs and copying costs as determined by the arbitrator or court including costs and fees incurred on appeal.

17. LIMITATION OF ACTIONS

17.1. CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

18. MISCELLANEOUS PROVISIONS

18.1. Independent Contractor. The parties intend that the Contract Document will create an independent contractor relationship.

18.2. Nondiscrimination. In the hiring of employees for the performance of work under the Contract Documents the Contractor, its subcontractors, or any person acting on behalf of Contractor shall

not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

- 18.3. Compliance with Laws. Contractor shall comply with all federal, state and local laws, rules and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by the Contract Documents or accruing out of the performance of those operations.
- 18.4. Work Performed at Contractor's Risk. Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 18.5. Non-waiver of Breach. The failure of the Owner to insist upon strict performance of any of the terms and rights contained herein, or to exercise any option herein conferred in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and they shall remain in full force and effect.
- 18.6. Governing Law. The Contract Documents shall be governed and construed in accordance with the laws of the State of Washington. If any dispute arises between the Owner and Contractor under any of the provisions of the Contract Documents, resolution of that dispute shall be available only through the jurisdiction, venue, and rules of the Superior Court of the Snohomish County.
- 18.7. Written Notice. All communications regarding the contract shall be sent to the parties at the addresses listed on the signature page of the contract, unless otherwise notified. Any written notice shall become effective upon delivery, but in any event three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the contract.
- 18.8. Assignment. Any assignment of this contract by the Contractor without the written consent of the Owner shall be void.
- 18.9. Subcontracting. Contractor may not subcontract any portion of the services required by this Contract without the specific written consent of the Contract Administrator, which shall not be unreasonable withheld. Such consent shall not relieve contractor from its responsibilities under this Contract for the services performed by a subcontractor.
- 18.10. Modification. No waiver, alteration, or modification of any of the provisions of the Contract Documents shall be binding unless in writing and signed by a duly authorized representative of the Owner and Contractor.
- 18.11. Severability. If any one or more sections, sub-sections, or sentences of the contract are held to be unconstitutional or invalid, that decision shall not affect the validity of the remaining portion of the contract and the remainder shall remain in full force and effect.

18.12. Entire Agreement. The written provisions and terms of the Contract Documents, which include these General Conditions as well as the mechanical, electrical, and structural consultants' specifications, provisions, and plans, together with any attached exhibits, supersede all prior verbal statements by any representative of the Owner, and those statements shall not be construed as forming a part of or altering in any manner the Contract Documents. The Contract Documents and any attached Exhibits contain the entire agreement between the parties. Should any language in any Exhibit to the Contract Documents conflict with any language contained in the Contract Documents, the terms of the Contract Documents shall prevail.

Owner-SNO911

By: _____

Name: Kurt Mills, Executive Director

Dated: _____

Contractor- TKK, LLC

By: Kyle Eggleston

Name: Kyle Eggleston _____

Dated: 9-8-2023

Contractor Reg. No. TKKLLL83056

UBI Number:

603-617-711

EXHIBIT 1: SCOPE OF WORK FOR SOBIESKI MOVE SERVICES

Snohomish County 911 (SNO911) operates a telecommunications site near the town of Skykomish, Washington to provide emergency communications services in the area. The nearest address for the site is 75377 NE Stevens Pass Highway, Skykomish, WA 98288 and the site is located about 10.6 miles off the paved road via a logging road.

1. Description of Work:

A. General

1. De-energize AC and -48VDC equipment without affecting other agency equipment.
2. Disconnection and moving three (3) radio racks from old building to new building which is on site approximately 50 yards adjacent.
3. Disconnection and re-installation of all associated cables, wires, and lines between racks.
4. Disconnection and removal of two yagi type antennas on old tower.
5. Disconnection and removal of tower top amplifier (TTA).
6. Disconnection and removal of paging transmit antenna.
7. Mounting and connection of all antennae and boxes removed from old tower to new tower. (Refer to schematics for new antennae placements.)
8. Vendor will provide tower coax, cable supports, grounding materials, other miscellaneous supplies., and any needed tower mounting hardware not already available. All work to be compliant with Motorola R56 standards

B. Electrical

1. Vendor will be responsible for all lightning protection grounding connections to existing bus bars/grounding systems.
2. Vendor will be responsible for installing new DC push in breakers provided by SNO911 in the new facility and wiring connections to electronic racks. Installation of wiring must be compliant with Motorola R56 utilizing tray rated cabling when needed

C. Installation Services

1. Antennas (removal and reinstallation)
2. DC and AC power as needed
3. Coax, jumpers and lightning surge arrestors
4. Grounding connections to existing lightning protection systems
5. Cable entry port boots and supports
6. Obtaining & posting all applicable construction/installation permits from Authorities having jurisdiction (AHJ)

7. De-energizing, removal, installation, and re-energizing of equipment must be completed within 72 hours.
8. Installation must conform to all National Electric Code (NEC), Motorola R56 and other applicable work & technical standards based on AHJ. R
9. Installation of all equipment (providing all hardware as necessary) including:
 - a. Rack placement/mounting
 - b. Lightning protection grounding
 - c. Re-connection of all existing data cables and wires to the current configuration.
10. Removal of existing antennae from old tower to designated places on new tower.
 - a. Re-connection of all cable, wires, and lines to antennae and related tower equipment. New coax and connectors required between racks and polyphasers as well as all coax exterior to the building

* All maintenance procedures, equipment, and supplies must follow the manufacturer's recommendations.

* This site is subject to early winter weather conditions and restrictions. All work will need to be completed by September 30 2023.

Contractor Personnel

Contractor represents and warrants that Contractor and Contractor's employees have not been convicted of a felony criminal offense, or that, if such a conviction has occurred, the contractor has fully advised Snohomish County 911 as to the facts and circumstances surrounding the conviction. (b) Contractor's employees and subcontractors that will complete any work on-site at any Snohomish County 911 facility may be subject to a criminal background check. Snohomish County 911 will cover the background cost but any additional expense associated with such criminal background check shall be borne by the Contractor including employee travel and time for fingerprinting. If requested by Snohomish County 911, a complete criminal background check shall be completed before any employee performs services at the site, and may be requested at any time thereafter.

Contractor Access

Access routes, entrance gates or doors, parking and storage areas, and other necessary Contractor access, along with any imposed time limitations shall be designated by the contract administrator at SNO911. Contractor shall conduct operations in strict observation of the access routes and other areas established. Under no circumstances shall any of Contractor's employee, vehicles, or equipment enter or move upon any area not authorized by Contract Administrator for access by Contractor.

EXHIBIT 2 - QUOTE FORM

BIDDER RESPONSIBILITY INFORMATION FORM (SUBMITTED WITH BID):

Project Name: SNO911 SOBIESKI TELCOM SITE MOVE Project No.: 2023-021
Name of Firm: TKK, LLC

In compliance with the contract documents, the following Quote is submitted:

1. BASE QUOTE:

EQUIPMENT \$ 7,685.56 LABOR \$ 24,408.85 TOTAL = \$ 32,094.41

(Print dollar amount in space above. Do not include Washington State Sales Tax)

Additional hourly rate for any ad-hoc work requested outside the Scope of Work: 127.00

2. Outline of work to be completed addressing the Scope of Work: (attach separate sheet, if necessary)

Disconnect and relocate existing (3) radio racks from old building to new building. Relocate (2) yagi antennas, (1) TTA and (1) paging transmit antenna. Provide necessary coax, cable supports and grounding material. Installation to be completed per Motorola R56 standards.

3. Outline of major equipment, materials and supplies: (attach separate sheet, if necessary)

Insulated hand tools, Equipment shock protective, Rigging equipment will be provided.

1/2" & 7/8" Andrews coax with EZfit connectors, coax supports, ground kits, entry boots and weatherproof for tower equipment.

4. ALTERNATES (specify whether additive or deductive)

a. N/A

b. N/A

Do not include Washington State Sales Tax in amounts.

Time for Completion

The undersigned hereby agrees to complete all the work under the Base Quote (and accepted alternates) within

5 after the date of Notice to Proceed.

Signed by: <u>Kyle Eggleston</u>	Date: <u>08/15/2023</u>
Printed Name: <u>Kyle Eggleston</u>	Official Capacity <u>Managing Member</u>
Email: <u>keggleston@tkk-llc.com</u>	Phone: <u>360-739-5208</u> Fax: <u></u>



ACTION PROPOSAL FORM

Date: 9/11/2023

Action Title: Personnel Manual Policy Revisions

Background / Purpose:

The agency is prepared to implement the revisions to the policies presented below in order to comply with regulatory and legal requirements of Washington State Sick Leave laws and to align with bargaining commitments. All policy changes have received legal review.

PAM 5.8 Paid Time Off

This policy required substantial revisions in order to be complaint with the Washington State Sick Leave Law as well as to cover the recently negotiated SCEA CBA provision that allows the frontloading of WASL hours.

PAM 6.1 Attendance

Highlights of the revisions in this policy are to identify the legal parameters in monitoring attendance.

Suggested Action:

To update the finalized versions of each of these policy revisions to our database and provide notice to all SNO911 staff of said revisions.

Reference:

Attachments of red-lined policies

This action was reviewed and recommended for approval at the personnel committee.

Recommendation/Motion:

Recommend approval of updates to PAM 5.8 and PAM 6.1 as presented.

**SNOHOMISH COUNTY 911
Personnel Administrative Manual
POLICY #5.8**

PTO POLICY

**Issued 5/23/2018
Revised X/XX/2023**

INTRODUCTION

Paid ~~time off~~Time Off ("PTO") is available to employees who are employed in regular, full-time paid status. This policy is applicable to all non-exempt employees (exempt employees can refer to PAM 6.1 for information regarding PTO use). PTO provides paid time ~~off work~~ for planned and unplanned ~~time away~~absences from work. Planned leave includes all time ~~off~~ that has been authorized in advance (e.g., annual vacation, pre-planned Family and Medical Leave Act ("FMLA") time, planned medical appointments, ~~a day off for other pre-approved~~ personal ~~business reasons~~, etc.). Unplanned leave ~~is defined as an~~includes any absence that was not pre-approved (e.g., sick ~~day~~days, personal emergencies, or other unforeseen, short-notice absences ~~not approved in advance~~). Employees taking unplanned leave must follow the notification requirements of this policy, then submit the appropriate request form for approval upon return to work.

Employees are expected to exhaust their PTO balances prior to using unpaid leave, unless the employee is receiving Paid Family Medical Leave ("PFML") benefits for the absence, in which case the employee may not use PTO in tandem with PFML benefits.

PTO ACCRUAL RATES

Employees accrue PTO while in regular, full-time paid status. PTO ~~hours are accumulated~~is accrued on a daily-rate basis, and credited to employee PTO bank each pay period. Increases in an employee's accrual rate occur on the employee's anniversary date, of being hired (as outlined in a Collective Bargaining Agreement ("CBA") or Appointive Policy). Employees do not accrue PTO during any periods of unpaid leave, including while the employee is receiving PFML benefits. New employees begin accruing PTO time on their date of hire. For bargaining unit employees, PTO accrual rates are defined in ~~the collective bargaining agreement~~their respective CBA. PTO accrual rates for all other employees will be defined in the ~~appointive policy~~Appointive Policy.

~~Employees~~Unless otherwise defined in a CBA, employees are expected to account for all hours of ~~the~~a standard 40-hour workweek with a combination of ~~work~~working hours,

holiday hours, and PTO hours. PTO will be charged ~~in minimum 0.25 hour~~ (15 minute) increments. PTO shall be compensated at the employee's regular base rate of pay, ~~and~~ (including longevity), excluding out-of-classification pay and other premium and incentive pay.

PTO ANNUAL ROLLOVER

There is no cap or annual rollover restrictions on PTO ~~bank~~ balances. However, PTO hours are subject to pay-out and Washington Sick Leave ("WASL") rollover restrictions as established in this policy.

ANNUAL VACATION LEAVE

All requests for vacation ~~requests~~leave must be scheduled and approved in advance. Employees may request up to 160 hours of consecutive PTO. ~~Each manager for such purposes. Managers~~ will work with employees to establish a vacation schedule that both maximizes convenience to ~~the employee~~employees and provides for the needs of the ~~organization~~Agency. Bargaining unit employees should refer to their CBA for additional terms and procedures governing vacation leave.

TERMINATION PAY-OUT

Upon termination of ~~WASHINGTON STATE PAID SICK LEAVE (Applicable to Non-Exempt Employees)~~

Scope and Coverage

SNOHOMISH COUNTY 911's PTO benefit fulfills the Agency's obligation to provide paid sick leave hours to non-exempt employees under Washington's Paid Sick Leave Law (i.e., Washington Sick Leave ("WASL") hours). WASL hours are designated and tracked as a subset of PTO hours and are not in addition to PTO hours.

Exempt employees do not receive WASL hours, are not covered by this policy section, and instead accrue PTO as defined in their CBA or Appointive Policy.

Authorized Usage

Employees may use accrued PTO for any of the following authorized purposes under Washington's Paid Sick Leave Law:

1. An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
2. To allow an employee to provide care for a covered "family member" (as defined below) with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
3. When the nature of the absence is related to sexual assault, domestic violence, or stalking qualifying for leave under Washington's Domestic Violence Leave Act (RCW 49.76); and
4. When SNOHOMISH COUNTY 911 employment, or an employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.

For purposes of this policy, covered "family member" includes the following:

- Child – Biological, adopted, foster, step, or a child for whom the employee is legally responsible;

- Parent – Biological, adopted, foster, step, or someone who was the legal guardian of the employee or employee's spouse or registered domestic partner when the employee, spouse, or registered domestic partner was a minor;
- Spouse;
- Registered domestic partner;
- Grandparent;
- Grandchild; and
- Sibling

When an employee's absence is for a purpose authorized by Washington's Paid Sick Leave Law, PTO hours designated as WASL shall be deducted first. If an employee does not have sufficient WASL hours to cover the absence, additional PTO hours will be deducted as necessary to cover the absence.

- Example #1 – An employee has 60 hours of PTO, of which 40 hours are designated as WASL. The employee takes 8 hours of leave for medical appointments of a family member. Following the absence and PTO deduction, the employee has 52 hours of PTO remaining, of which 32 hours are designated as WASL.
- Example #2 – An employee has 100 hours of PTO, of which 20 hours are designated as WASL. The employee takes 60 hours of leave for an extended physical illness. Following the absence and PTO deduction, the employee has 40 hours of PTO remaining, none of which are designated as WASL because the employee has exhausted the employee's WASL entitlement.

Employees using PTO hours designated as WASL for unrelated purposes, including vacations, will have their PTO hours processed as follows: When an employee's absence is unrelated to Washington's Paid Sick Leave Law (e.g., vacation time or other personal reasons), regular PTO hours will be deducted first to cover the absence, and followed, as needed, by PTO hours designated as WASL. This deduction shall apply automatically.

- Example #1 – An employee has 80 hours of PTO, of which 20 hours are designed as WASL. The employee takes 40 hours of PTO for an approved vacation. Following the absence and PTO deduction, the employee has 40 hours of PTO remaining, of which 20 hours remain designated as WASL.

- Example #2 – An employee has 90 hours of PTO, of which 20 hours are designated as WASL. The employee takes 80 hours of PTO for a vacation. Following the absence and PTO deduction, the employee has 10 hours of PTO remaining, of which all 10 hours remain designated as WASL.
- Example #3 – An employee has 70 hours of PTO, of which all 70 hours are designated as WASL. The employee takes 70 hours of PTO for a vacation. Following the absence and PTO deduction, the employee does not have any PTO remaining.

Notification and Scheduling of Absences – WASL-Designated PTO

When an employee uses PTO for absences authorized by Washington's Paid Sick Leave Law, the following notification and scheduling requirements apply:

- Foreseeable Absences – If an employee's need for leave for any purpose authorized by Washington's Paid Sick Leave Law is foreseeable, the employee must provide notice at least 10 calendar days in advance of the absence, or as early as possible under the circumstances. For routine medical appointments and preventative care, employees are expected to make a reasonable effort to schedule such appointments and care outside of their assigned work and on-call shifts.
- Unforeseeable Absences – If an employee's need for leave for any purpose authorized by Washington's Paid Sick Leave is unforeseeable (e.g., emergencies and short-notice circumstances), the employee must provide notice at least two (2) hours before the start of the employee's work shift, unless it is impractical or impossible for the employee to do so, in which case the employee shall provide notice as soon as possible thereafter. If necessary under the circumstances, such as during a medical emergency, a person on the employee's behalf (e.g., a parent or spouse) may provide notice to SNOHOMISH COUNTY 911. -
- Leave Covered by Washington's Domestic Violence Leave Act – If an employee's need for leave is based on an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, the employee or a person on the employee's behalf (e.g., parent, friend) shall provide notice no later than the end of the first day of the absence.

For bargaining unit employees, additional notification requirements, including on-call procedures, are addressed in the applicable CBA. Bargaining unit

employees shall refer to their CBA to ensure their knowledge and understanding of such requirements.

Employees applying for Paid Family & Medical Leave (PFML) for covered medical and family leave absences should refer to the PFML PAM Policy for notification requirements.

Annual WASL Rollover

On an employee's anniversary date of hire, an employee may rollover a maximum of forty (40) hours of PTO that has been designated as WASL. Any WASL hours in excess of forty (40) lose their WASL designation but remain standard PTO hours eligible for rollover.

- Example – At an employee's anniversary date of hire, an employee with 160 PTO hours, of which 60 hours are designated as WASL, is eligible for rollover of 160 PTO hours, of which only 40 hours retain their WASL designation.

PTO/WASL Front-Loading for AFSCME/SCEA Bargaining Unit Employees

AFSME/SCEA bargaining unit employees eligible to receive WASL are front-loaded 70 hours of PTO, with all 70 hours designated as WASL. Front-loading occurs on the date of hire (for new employees) or the anniversary date of hire (for ongoing employees). Front-loaded hours represent the first 70 hours an employee would have earned through the accrual rates stated in the SCEA CBA. Once 70 hours have been accrued during the year, an employee will resume accruals consistent with the rates listed in the CBA. Front-loaded WASL hours are based on a reasonable calculation of the amount of hours each employee is expected to earn during their upcoming year, as determined by SNOHOMISH COUNTY 911 based on the work schedule and work projections of each employee

- Example #1 – An SCEA bargaining unit employee has 200 hours of PTO, of which 30 are designated as WASL. The employee's anniversary date of hire is March 1, at which time the employee is front-loaded with 70 hours of PTO, with all 70 hours designated as WASL. The employee now has 270 hours of PTO, of which 100 (30 existing + 70 frontloaded) hours are designated as WASL and available for immediate use. Assuming the employee accrues PTO at the rate of 20 hours per month and works a regular full-time schedule, the employee will resume accruing additional PTO in June.
- Example #2 – An SCEA bargaining unit employee has no accrued PTO. The employee's anniversary date of hire is July 1, at which time the employee is front-loaded with 70 hours of PTO, with all 70 hours designated as WASL. The

employee now has 70 hours of PTO, of which 70 hours are designated as WASL and available for immediate use. Assuming the employee accrues PTO at the rate of 16 hours per month and works a regular full-time schedule, the employee will resume accruing additional PTO in November.

SNOHOMISH COUNTY 911 reserves the discretion, based on a reasonable estimate of hours worked by a particular employee over a year, to front-load additional WASL hours to ensure compliance with the minimum accrual requirements of Washington's Paid Sick Leave Law.

PTO/WASL Accruals for All Other Eligible Non-Exempt Employees

Eligible non-exempt employees who are not members of the SCEA bargaining unit shall accrue and have one hour of PTO designated as WASL for every 40 hours actually worked. For purposes of this policy, "hours actually worked" does not include periods of paid leave taken by an employee.

Verification of Absences –WASL Designated PTO Hours

Employees who use PTO designated as WASL for purposes authorized by Washington's Paid Sick Leave Law are subject to the following verification requirements.

When an employee is absent for four (4) consecutive days or longer due to an absence covered by Washington's Paid Sick Leave Law, SNOHOMISH COUNTY 911 may require medical verification confirming the absence was taken for an authorized purpose. When providing verification, an employee is not required to disclose confidential health information.

When requested, an employee shall provide medical verification within 10 calendar days following the first day of the WASL absence.

Employees experiencing an unreasonable burden or expense in connection with the requirement to provide medical verification shall consult with Human Resources for a discussion of alternative verification options.

Verification of Absences – PTO Hours Not Designated as WASL

Employees may elect to use PTO hours not designated as WASL for purposes authorized under Washington's Paid Sick Leave Law. When this occurs, SNOHOMISH COUNTY 911 may require medical verification for each absence, regardless of duration. When requested, an employee must provide the verification within 10 calendar days following each absence.

Retaliation Prohibited

SNOHOMISH COUNTY 911 prohibits retaliation, in any form, for an employee's lawful usage of WASL PTO for purposes authorized by Washington's Paid Sick Leave Law, or for employees asserting their rights under the law and this policy. Employees who experience retaliation are directed to immediately report their concerns to their supervisor, Human Resources, or the Executive Director.

PAY-OUT UPON EMPLOYMENT SEPARATION

Upon separation of employment at SNOHOMISH COUNTY 911, employees shall be paid for all accrued and unused PTO ~~time~~hours, at ~~his/her~~an employee's final base rate of pay, up to 750 hours.

The pay-out of front-loaded PTO hours, designated as WASL, shall be limited to those hours actually accrued by the employee based on the employee's hours of work and regular PTO accrual schedule. Front-loaded PTO hours that have not yet been accrued by an employee at the time of separation are not eligible for pay-out or donation under the Shared Leave Policy.

- Example #1 – An employee with 900 hours of accrued PTO retires. The employee has fully accrued all front-loaded PTO hours designated as WASL. The employee is eligible for 750 hours of PTO pay-out. Any remaining hours are surrendered.
- Example #2 – Upon hire, a new employee is front-loaded with 70 hours of PTO, of which all 70 hours are designated as WASL. The new employee accrues PTO at the rate of 16 hours per month. After four (4) months, the employee resigns and has not used any PTO hours. The employee is eligible for 64 hours of PTO pay-out (16 hours earned per month, multiplied by 4 months of employment). Any remaining hours are surrendered.

References:

PAM 6.1 - Attendance Policy

WAC 296-128-600 through 296-128-760

RCW 49.46.200 through RCW 49.46.210

**SNOHOMISH COUNTY 911
Personnel Administrative Manual
POLICY #5.8**

PTO POLICY

**Issued 5/23/2018
Revised X/XX/2023**

INTRODUCTION

Paid Time Off (“PTO”) is available to employees who are employed in regular, full-time paid status. This policy is applicable to all non-exempt employees (exempt employees can refer to PAM 6.1 for information regarding PTO use). PTO provides paid time for planned and unplanned absences from work. Planned leave includes all time off that has been authorized in advance (e.g., annual vacation, pre-planned Family and Medical Leave Act (“FMLA”) time, planned medical appointments, other pre-approved personal reasons, etc.). Unplanned leave includes any absence that was not pre-approved (e.g., sick days, personal emergencies, or other unforeseen, short-notice absences). Employees taking unplanned leave must follow the notification requirements of this policy, then submit the appropriate request form for approval upon return to work.

Employees are expected to exhaust their PTO balances prior to using unpaid leave, unless the employee is receiving Paid Family Medical Leave (“PFML”) benefits for the absence, in which case the employee may not use PTO in tandem with PFML benefits.

PTO ACCRUAL RATES

Employees accrue PTO while in regular, full-time paid status. PTO is accrued on a daily-rate basis and credited to employee PTO bank each pay period. Increases in an employee’s accrual rate occur on the employee’s anniversary date of being hired (as outlined in a Collective Bargaining Agreement (“CBA”) or Appointive Policy).

Employees do not accrue PTO during any periods of unpaid leave, including while the employee is receiving PFML benefits. New employees begin accruing PTO time on their date of hire. For bargaining unit employees, PTO accrual rates are defined in their respective CBA. PTO accrual rates for all other employees will be defined in the Appointive Policy.

Unless otherwise defined in a CBA, employees are expected to account for all hours of a standard 40-hour workweek with a combination of working hours, holiday hours, and PTO hours. PTO will be charged 0.25 hour (15 minute) increments. PTO shall be compensated at the employee’s regular base rate of pay (including longevity), excluding out-of-classification pay and other premium and incentive pay.

PTO ANNUAL ROLLOVER

There is no cap or annual rollover restrictions on PTO balances. However, PTO hours are subject to pay-out and Washington Sick Leave (“WASL”) rollover restrictions as established in this policy.

ANNUAL VACATION LEAVE

All requests for vacation leave must be scheduled and approved in advance. Employees may request up to 160 hours of consecutive PTO for such purposes. Managers will work with employees to establish a vacation schedule that both maximizes convenience to employees and provides for the needs of the Agency. Bargaining unit employees should refer to their CBA for additional terms and procedures governing vacation leave.

WASHINGTON STATE PAID SICK LEAVE (Applicable to Non-Exempt Employees)

Scope and Coverage

SNOHOMISH COUNTY 911’s PTO benefit fulfills the Agency’s obligation to provide paid sick leave hours to non-exempt employees under Washington’s Paid Sick Leave Law (*i.e.*, Washington Sick Leave (“WASL”) hours). WASL hours are designated and tracked as a subset of PTO hours and are not in addition to PTO hours.

Exempt employees do not receive WASL hours, are not covered by this policy section, and instead accrue PTO as defined in their CBA or Appointive Policy.

Authorized Usage

Employees may use accrued PTO for any of the following authorized purposes under Washington’s Paid Sick Leave Law:

1. An absence resulting from an employee’s mental or physical illness, injury, or health condition; to accommodate an employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee’s need for preventive medical care;
2. To allow an employee to provide care for a covered “family member” (as defined below) with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;

3. When the nature of the absence is related to sexual assault, domestic violence, or stalking qualifying for leave under Washington's Domestic Violence Leave Act (RCW 49.76); and
4. When SNOHOMISH COUNTY 911 or an employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.

For purposes of this policy, covered "family member" includes the following:

- *Child* – Biological, adopted, foster, step, or a child for whom the employee is legally responsible;
- *Parent* – Biological, adopted, foster, step, or someone who was the legal guardian of the employee or employee's spouse or registered domestic partner when the employee, spouse, or registered domestic partner was a minor;
- *Spouse*;
- *Registered domestic partner*;
- *Grandparent*;
- *Grandchild*; and
- *Sibling*

When an employee's absence is for a purpose authorized by Washington's Paid Sick Leave Law, PTO hours designated as WASL shall be deducted first. If an employee does not have sufficient WASL hours to cover the absence, additional PTO hours will be deducted as necessary to cover the absence.

- *Example #1* – An employee has 60 hours of PTO, of which 40 hours are designated as WASL. The employee takes 8 hours of leave for medical appointments of a family member. Following the absence and PTO deduction, the employee has 52 hours of PTO remaining, of which 32 hours are designated as WASL.
- *Example #2* – An employee has 100 hours of PTO, of which 20 hours are designated as WASL. The employee takes 60 hours of leave for an extended physical illness. Following the absence and PTO deduction, the employee has 40 hours of PTO remaining, none of which are designated as WASL because the employee has exhausted the employee's WASL entitlement.

Employees using PTO hours designated as WASL for unrelated purposes, including vacations, will have their PTO hours processed as follows: When an employee's absence is unrelated to Washington's Paid Sick Leave Law (e.g., vacation time or other personal reasons), regular PTO hours will be deducted first to cover the absence, and followed, as needed, by PTO hours designated as WASL. This deduction shall apply automatically.

- Example #1 – An employee has 80 hours of PTO, of which 20 hours are designated as WASL. The employee takes 40 hours of PTO for an approved vacation. Following the absence and PTO deduction, the employee has 40 hours of PTO remaining, of which 20 hours remain designated as WASL.
- Example #2 – An employee has 90 hours of PTO, of which 20 hours are designated as WASL. The employee takes 80 hours of PTO for a vacation. Following the absence and PTO deduction, the employee has 10 hours of PTO remaining, of which all 10 hours remain designated as WASL.
- Example #3 – An employee has 70 hours of PTO, of which all 70 hours are designated as WASL. The employee takes 70 hours of PTO for a vacation. Following the absence and PTO deduction, the employee does not have any PTO remaining.

Notification and Scheduling of Absences – WASL-Designated PTO

When an employee uses PTO for absences authorized by Washington's Paid Sick Leave Law, the following notification and scheduling requirements apply:

- *Foreseeable Absences* – If an employee's need for leave for any purpose authorized by Washington's Paid Sick Leave Law is foreseeable, the employee must provide notice at least 10 calendar days in advance of the absence, or as early as possible under the circumstances. For routine medical appointments and preventative care, employees are expected to make a reasonable effort to schedule such appointments and care outside of their assigned work and on-call shifts.
- *Unforeseeable Absences* – If an employee's need for leave for any purpose authorized by Washington's Paid Sick Leave is unforeseeable (e.g., emergencies and short-notice circumstances), the employee must provide notice at least two (2) hours before the start of the employee's work shift, unless it is impractical or impossible for the employee to do so, in which case the employee shall provide notice as soon as possible thereafter. If necessary under the circumstances, such as during a medical emergency, a person on the

employee's behalf (e.g., a parent or spouse) may provide notice to SNOHOMISH COUNTY 911. -

- *Leave Covered by Washington's Domestic Violence Leave Act* – If an employee's need for leave is based on an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, the employee or a person on the employee's behalf (e.g., parent, friend) shall provide notice no later than the end of the first day of the absence.

For bargaining unit employees, additional notification requirements, including on-call procedures, are addressed in the applicable CBA. Bargaining unit employees shall refer to their CBA to ensure their knowledge and understanding of such requirements.

Employees applying for Paid Family & Medical Leave (PFML) for covered medical and family leave absences should refer to the PFML PAM Policy for notification requirements.

Annual WASL Rollover

On an employee's anniversary date of hire, an employee may rollover a maximum of forty (40) hours of PTO that has been designated as WASL. Any WASL hours in excess of forty (40) lose their WASL designation but remain standard PTO hours eligible for rollover.

- Example – At an employee's anniversary date of hire, an employee with 160 PTO hours, of which 60 hours are designated as WASL, is eligible for rollover of 160 PTO hours, of which only 40 hours retain their WASL designation.

PTO/WASL Front-Loading for AFSCME/SCEA Bargaining Unit Employees

AFSME/SCEA bargaining unit employees eligible to receive WASL are front-loaded 70 hours of PTO, with all 70 hours designated as WASL. Front-loading occurs on the date of hire (for new employees) or the anniversary date of hire (for ongoing employees). Front-loaded hours represent the first 70 hours an employee would have earned through the accrual rates stated in the SCEA CBA. Once 70 hours have been accrued during the year, an employee will resume accruals consistent with the rates listed in the CBA. Front-loaded WASL hours are based on a reasonable calculation of the amount of hours each employee is expected to earn during their upcoming year, as determined by SNOHOMISH COUNTY 911 based on the work schedule and work projections of each employee

- Example #1 – An SCEA bargaining unit employee has 200 hours of PTO, of which 30 are designated as WASL. The employee's anniversary date of hire is March 1, at which time the employee is front-loaded with 70 hours of PTO, with all 70 hours designated as WASL. The employee now has 270 hours of PTO, of which 100 (30 existing + 70 frontloaded) hours are designated as WASL and available for immediate use. Assuming the employee accrues PTO at the rate of 20 hours per month and works a regular full-time schedule, the employee will resume accruing additional PTO in June.
- Example #2 – An SCEA bargaining unit employee has no accrued PTO. The employee's anniversary date of hire is July 1, at which time the employee is front-loaded with 70 hours of PTO, with all 70 hours designated as WASL. The employee now has 70 hours of PTO, of which 70 hours are designated as WASL and available for immediate use. Assuming the employee accrues PTO at the rate of 16 hours per month and works a regular full-time schedule, the employee will resume accruing additional PTO in November.

SNOHOMISH COUNTY 911 reserves the discretion, based on a reasonable estimate of hours worked by a particular employee over a year, to front-load additional WASL hours to ensure compliance with the minimum accrual requirements of Washington's Paid Sick Leave Law.

PTO/WASL Accruals for All Other Eligible Non-Exempt Employees

Eligible non-exempt employees who are not members of the SCEA bargaining unit shall accrue and have one hour of PTO designated as WASL for every 40 hours actually worked. For purposes of this policy, "hours actually worked" does not include periods of paid leave taken by an employee.

Verification of Absences –WASL Designated PTO Hours

Employees who use PTO designated as WASL for purposes authorized by Washington's Paid Sick Leave Law are subject to the following verification requirements.

When an employee is absent for four (4) consecutive days or longer due to an absence covered by Washington's Paid Sick Leave Law, SNOHOMISH COUNTY 911 may require medical verification confirming the absence was taken for an authorized purpose. When providing verification, an employee is not required to disclose confidential health information.

When requested, an employee shall provide medical verification within 10 calendar days following the first day of the WASL absence.

Employees experiencing an unreasonable burden or expense in connection with the requirement to provide medical verification shall consult with Human Resources for a discussion of alternative verification options.

Verification of Absences – PTO Hours Not Designated as WASL

Employees may elect to use PTO hours not designated as WASL for purposes authorized under Washington's Paid Sick Leave Law. When this occurs, SNOHOMISH COUNTY 911 may require medical verification for each absence, regardless of duration. When requested, an employee must provide the verification within 10 calendar days following each absence.

Retaliation Prohibited

SNOHOMISH COUNTY 911 prohibits retaliation, in any form, for an employee's lawful usage of WASL PTO for purposes authorized by Washington's Paid Sick Leave Law, or for employees asserting their rights under the law and this policy. Employees who experience retaliation are directed to immediately report their concerns to their supervisor, Human Resources, or the Executive Director.

PAY-OUT UPON EMPLOYMENT SEPARATION

Upon separation of employment at SNOHOMISH COUNTY 911, employees shall be paid for all accrued and unused PTO hours, at an employee's final base rate of pay, up to 750 hours.

The pay-out of front-loaded PTO hours, designated as WASL, shall be limited to those hours actually accrued by the employee based on the employee's hours of work and regular PTO accrual schedule. Front-loaded PTO hours that have not yet been accrued by an employee at the time of separation are not eligible for pay-out or donation under the Shared Leave Policy.

- Example #1 – An employee with 900 hours of accrued PTO retires. The employee has fully accrued all front-loaded PTO hours designated as WASL. The employee is eligible for 750 hours of PTO pay-out. Any remaining hours are surrendered.
- Example #2 – Upon hire, a new employee is front-loaded with 70 hours of PTO, of which all 70 hours are designated as WASL. The new employee accrues PTO at the rate of 16 hours per month. After four (4) months, the employee resigns and has not used any PTO hours. The employee is eligible for 64 hours of PTO pay-out (16 hours earned per month, multiplied by 4 months of employment). Any remaining hours are surrendered.

References:

PAM 6.1 - Attendance Policy

WAC 296-128-600 through 296-128-760

RCW 49.46.200 through RCW 49.46.210

**SNOHOMISH COUNTY 911
Personnel Administrative Manual
POLICY #6.1**

ATTENDANCE

Issued 5/23/2018

Revised x/xx/2023

INTRODUCTION

Each employee will report to work or activity as scheduled and/or directed and shall maintain regular and predictable attendance. Absence from work will be commensurate with applicable state and federal statutes, programs of authorized leave, and acts of personal responsibility. Employees will follow established department procedures for notifications of planned time off and unplanned time off.

Unauthorized absences, pattern absences, tardiness, early departure or intentional misreporting of absences or hours worked may result in disciplinary action, up to and including termination of employment.

NECESSITY FOR THIS POLICY

Absenteeism impacts the safety, economy and efficiency of ~~SNOHOMISH COUNTY~~Snohomish County 911 operations. The nature of public safety work requires a nucleus of dedicated workers capable and ready to handle service demanded by the public and user agencies. Public safety personnel have specialized training that cannot be easily replaced or substituted by other persons.

A certain amount of “planned absenteeism” will occur in any organization. In some cases the nature of the individual and specific circumstances existing at the time may justify the causes. However when an employee establishes patterns of absenteeism, or excessive absenteeism or tardiness, management interprets this as potential evidence of abuse and violation of this policy.

REPORTING AND DOCUMENTATION REQUIREMENTS

Employees shall:

- Follow established department notification procedures. Notification should generally occur not later than two (2) hours prior to the absence, or as soon as possible thereafter where it is impractical or impossible for ~~tardiness~~an employee to comply with the two (2) hour notice requirement.

- State the reason for unplanned absence illness: FMLA, dependent sick, accident, injury, tardy, etc.
- State the anticipated return or arrival date.
- Notice by someone other than the employee is unacceptable, unless employee is incapable of communication or it is otherwise impractical for the employee to provide notice before the start of the scheduled shift.
- Immediately upon return to work, but no later than leaving work, submit the required form. The general reason for absence (illness, dependent sick, injury accident, tardy, etc.) must be included on the form.
- Submit health care provider statements when advised to do so by the employer.
- Provide advance notice of foreseeable FMLA and PFML absences (except as noted in FMLA ~~policy~~ and PFML policies).
- Return to their workstation from designated breaks on time. Additionally, employees leaving their workstation for brief instances of personal comfort, (restroom breaks, refreshment refills, etc.), shall follow log-off procedures and return promptly.

EXCESSIVE ABSENCE OR TARDINESS

Frequent and/or significant instances of absences or tardiness due to short-term illness (STI – is any medical related absence twenty-four (24) hours or less that is not directly related to a current documented major medical condition), unplanned leave not for medical purposes, unauthorized leave, and misuse of leave may be considered excessive and subject to discipline, up to and including termination, unless otherwise prohibited by law.

To determine significance of excessive absences and/or tardiness and the appropriate level of discipline, the following facts may be considered:

- The overall impact to SNOHOMISH COUNTY 911;
- The types, reasons, and patterns of absences or tardiness regardless of the number of occurrences;
- Frequency of absences or tardiness;
- Time and money resources;
- Employee workload share;
- The efficient, effective and safe handling of public safety information;
- Employee's cooperation in providing requested information for the attendance incident(s), including any misrepresentation of reason(s) for the attendance incident(s).

The following may result in corrective action:

- Unauthorized absences
- Excessive absences
- Pattern of absences
- Tardiness
- Unauthorized early departure
- Intentional misreporting of absences
- Not following reporting and documentation requirements
- Failure to cooperate in providing requested information

ENFORCEMENT GUIDELINES

Absences or tardiness that are deemed as excessive, without extenuating factors which may warrant reconsideration, will be subject to discipline up to and including termination.

**SNOHOMISH COUNTY 911
Personnel Administrative Manual
POLICY #6.1**

ATTENDANCE

Issued 5/23/2018

Revised x/xx/2023

INTRODUCTION

Each employee will report to work or activity as scheduled and/or directed and shall maintain regular and predictable attendance. Absence from work will be commensurate with applicable state and federal statutes, programs of authorized leave, and acts of personal responsibility. Employees will follow established department procedures for notifications of planned time off and unplanned time off.

Unauthorized absences, pattern absences, tardiness, early departure or intentional misreporting of absences or hours worked may result in disciplinary action, up to and including termination of employment.

NECESSITY FOR THIS POLICY

Absenteeism impacts the safety, economy and efficiency of Snohomish County 911 operations. The nature of public safety work requires a nucleus of dedicated workers capable and ready to handle service demanded by the public and user agencies. Public safety personnel have specialized training that cannot be easily replaced or substituted by other persons.

A certain amount of “planned absenteeism” will occur in any organization. In some cases the nature of the individual and specific circumstances existing at the time may justify the causes. However when an employee establishes patterns of absenteeism, or excessive absenteeism or tardiness, management interprets this as potential evidence of abuse and violation of this policy.

REPORTING AND DOCUMENTATION REQUIREMENTS

Employees shall:

- Follow established department notification procedures. Notification should generally occur not later than two (2) hours prior to the absence, or as soon as possible thereafter where it is impractical or impossible for an employee to comply with the two (2) hour notice requirement.

- State the reason for unplanned absence illness: FMLA, dependent sick, accident, injury, tardy, etc.
- State the anticipated return or arrival date.
- Notice by someone other than the employee is unacceptable, unless employee is incapable of communication or it is otherwise impractical for the employee to provide notice before the start of the scheduled shift.
- Immediately upon return to work, but no later than leaving work, submit the required form. The general reason for absence (illness, dependent sick, injury accident, tardy, etc.) must be included on the form.
- Submit health care provider statements when advised to do so by the employer.
- Provide advance notice of foreseeable FMLA and PFML absences (except as noted in FMLA and PFML policies).
- Return to their workstation from designated breaks on time. Additionally, employees leaving their workstation for brief instances of personal comfort, (restroom breaks, refreshment refills, etc.), shall follow log-off procedures and return promptly.

EXCESSIVE ABSENCE OR TARDINESS

Frequent and/or significant instances of absences or tardiness due to short-term illness (STI – is any medical related absence twenty-four (24) hours or less that is not directly related to a current documented major medical condition), unplanned leave not for medical purposes, unauthorized leave, and misuse of leave may be considered excessive and subject to discipline, up to and including termination, unless otherwise prohibited by law.

To determine significance of excessive absences and/or tardiness and the appropriate level of discipline, the following facts may be considered:

- The overall impact to SNOHOMISH COUNTY 911;
- The types, reasons, and patterns of absences or tardiness regardless of the number of occurrences;
- Frequency of absences or tardiness;
- Time and money resources;
- Employee workload share;
- The efficient, effective and safe handling of public safety information;
- Employee's cooperation in providing requested information for the attendance incident(s), including any misrepresentation of reason(s) for the attendance incident(s).

The following may result in corrective action:

- Unauthorized absences
- Excessive absences
- Pattern of absences
- Tardiness
- Unauthorized early departure
- Intentional misreporting of absences
- Not following reporting and documentation requirements
- Failure to cooperate in providing requested information

ENFORCEMENT GUIDELINES

Absences or tardiness that are deemed as excessive, without extenuating factors which may warrant reconsideration, will be subject to discipline up to and including termination.



Action Proposal Form

Date: 9/21/2023

Title: Amendments to SNO911 Procurement Policy

Background / Purpose:

There are two changes requested to the SNO911 Procurement Policy.

- 1) In an effort to reduce the time and lengthy process of procurement through competitive bidding and to enhance the Cooperative Purchasing Approach, add the procedural step to the Procurement Policy as follows:

"4. A.2.1.2 Identify if the purchase can be made utilizing existing State Contracts with DES (Department of Enterprise Services) or other "piggyback" arrangements."
- 2) Under Section 5, increase the Executive Director's signing authority from \$25,000 to \$50,000. (The amount recommended by the Finance Committee)

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Approve the updates to the SNO911 Procurement Policy as presented.

PROCUREMENT POLICY AND PROCEDURE

Approved ~~April 20, 2023~~ September 21, 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 \$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~~ 4.A.2.1.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.

~~4.A.2.1.14~~ 4.A.2.1.2 Identify if the purchase can be made utilizing existing state contracts with DES (Department of Enterprise Services) or other "piggyback" arrangements.

~~4.A.2.1.24~~ 4.A.2.1.3 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.2.1.34~~ 4.A.2.1.4 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~~4.A.2.1.5 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~~4.A.2.1.6 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~~4.A.2.1.7 Obtain appropriate authorization under Section 3.

~~4.A.2.1.7~~4.A.2.1.8 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 pre-engineered 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 \$50,000	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 \$50,000	Board of Directors	Formal Sealed Bid
Arch & Eng.	Budgeted	Executive Director or Designee	Formal RFQ or Emergency Bid Exemption
	Non-budgeted over \$25,000 \$50,000	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 \$50,000	Board of Directors	
	Budgeted Professional Services	Executive Director or Designee	Commercial Reasonable Means
	Non-budgeted Professional Services over \$25,000 \$50,000	Board of Directors	

EXHIBIT A COOPERATIVE PURCHASE CONTRACT FORM

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

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

It is agreed by the parties as follows:

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

EXHIBIT A
COOPERATIVE PURCHASE CONTRACT FORM

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

EXHIBIT B
EMERGENCY PROCUREMENT FORM

SNOHOMISH COUNTY 911
RESOLUTION 20XX-XX

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

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

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

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

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

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

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

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

Attest: This XX day of XXX, 20XX:

President

Secretary

EXHIBIT C
SOLE SOURCE JUSTIFICATION FORM

SOLE SOURCE JUSTIFICATION

Item: _____

Requested Supplier/Vendor:

Cost Estimate: _____

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

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

2. This is a sole source* because:

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

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

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

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

EXHIBIT C
SOLE SOURCE JUSTIFICATION FORM

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

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

STATEMENT OF NEED:

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

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



Action Proposal Form

Date: 9/11/2023

Title: Electronic Funds Transfer Policy

Background / Purpose:

After the fiscal year 2020 Washington State SAO Audit, the state auditors suggested that SNO911 write and adopt an Electronic Funds Transfer (EFT) Policy in accordance with BARS 3.8.11 per RCW 39.58.750. Based on example EFT policies provided by MRSC, Agency staff have drafted an EFT policy for the Board of Director's consideration.

This action was reviewed and recommended for approval at the finance committee.

Suggested Action/Recommendation:

Approve the attached Draft SNO911 Electronic Funds Transfer Policy.

Accounts: SNO911 Checking and Depository Accounts.

References: Attached SNO911 Draft Electronic Funds Transfer Policy.

Title/Number	Electronic Funds Transfer Policy		
	AA – XXX		
Approved:		Author:	Wade Anderson
Issued:		Revised:	9/12/2023

Policy/Purpose:

SNO911 makes payments to certain tax authorities and employees by electronic funds transfer and also receives funds from Snohomish County on a routine basis. All such payments must be properly authorized and executed to reduce the risk of erroneous or fraudulent transactions. The purpose of this policy is to promote the safety of SNO911 funds in the electronic funds transfer environment, the following procedures will be adhered to.

Procedure/Guidelines:

1. The procedure to initiate, approve, and record an EFT payment is subject to the existing financial policies, procedures, and controls that govern disbursements made in the ordinary course of operations.
 - Review of transfer by Director of Finance or her/his designee who will not be entering or initiating the transfer.
 - Reconciliation of bank activity to the General Ledger will be performed in a monthly with all exceptions resolved.
 - The Finance Department is the only department authorized to initiate EFTs.
2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.
3. All EFT payments should be initiated by secure computer-based systems limited to:
 - US Bank SinglePoint (designated administrator, dual control & time-limited token generated PIN)
 - Known payroll and benefit providers' portals, such as IRS, AWC, UKG, and DRS; employee bank accounts, and certain tax authority portals.
4. The SNO911 Director of Finance shall serve as primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards. In addition, the administrator shall ensure approval and maintenance of user system IDs, user permissions, including authorized representatives and their associated transfer limits. The SNO911 Sr. Finance Analyst / Contract Administrator has authority serve as back up administrator.
5. Because EFT transfers between SNO911 bank accounts have reduced risk, the Finance Department may use EFTs on a routine basis to concentrate funds for payment. Although the risks are minimal for transfers between SNO911 US Bank accounts, reasonable controls should exist with regard to authorization, reconciliation, and review of these transactions.

6. SNO911 will ensure the State Auditor has access to files, records, and documentation of all EFT transactions involving SNO911 when required for the conduct of statutory audits.
7. Employees must submit hard copy of completed Direct Deposit Agreement Form to the Finance Department. No electronic signatures will be accepted. Any change to banking information will require a newly completed form. If an employee submits a change request without enough time for authorization prior to payroll, payment changes will be reflected in the subsequent payroll.

Reference: Policy follows BARS 3.8.11, which is governed by RCW 39.58.750 and states that government entities establish accounting procedures to safeguard local government resources when utilizing EFT.



Board Packet Memorandum

Date: September 18, 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

On August 17th SNO911 worked with our member agencies to complete end-to-end testing on the New World version that will be used for the upcoming upgrade, and overall the results were good. A few issues were identified and sent to Tyler Support to be addressed for a fix. Version 2023.2 will remain in our Delta environment (test) for any agency that would like to perform any additional tests. Currently, there is no defined go live date for Production. However, Tech staff is working with Tyler to firm up a date. The target date is looking to occur sometime in Q1 of 2024.

SNO911 IT staff is planning to perform windows patching in our production environment. This body of work is scheduled for Tuesday October 3rd beginning at 0200 and will finish up at 0700. SNO911 Tech staff will send out additional information and/or reminders via email and RAVE Alerts as the date approaches.

New Data Shared Agreement

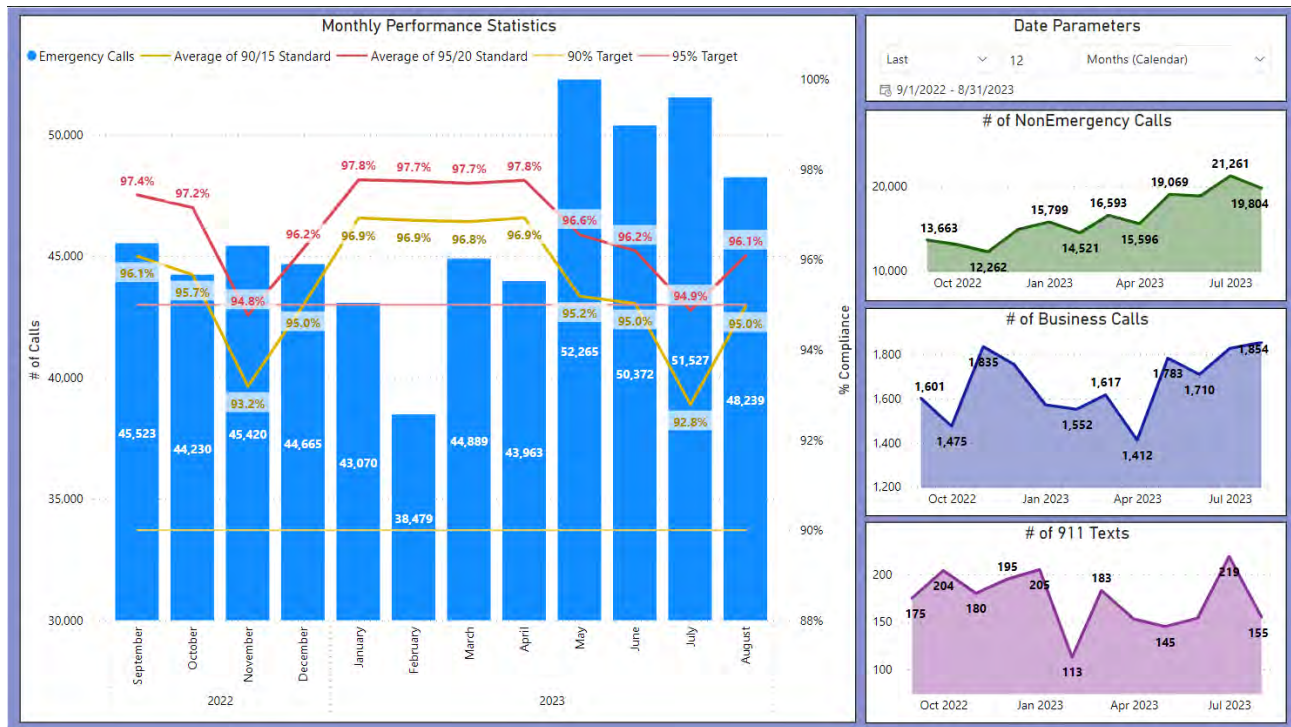
On August 23rd SNO911 sent a copy of the Data Shared Agreement (DSA) to all of our Member Agencies that covers RCW 39.34.240 that requires such an agreement to be in place when sharing Category 3 or higher data. In the email the date of Sept 20th was set for all questions to be submitted for review. Some agencies have already signed and returned the DSA back to SNO911.

Future Facility Planning

The SNO911 Tech Management Team continues the discussion efforts on the transition of equipment/systems to the new facility. A meeting is scheduled with Senior management to go over high-level planning and identifying resource needs to successfully complete all tasks. Currently, the Tech management staff is working on a scripted transition plan/schedule to move systems so there is limited or no interruptions. All hardware needs are currently being quoted out and will be added to the 2024 capital budget that will be presented to the board later this year.

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

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	5					59	59
Incorrect Use	Follow-Up	4	3	9	7	13	14	5	8					63	390
	Area Checks	8	7	6	15	17	12	12	10					87	
	Info	2	1	4	3	1	2	0	1					14	
	Noise	5	3	2	1	0	7	6	6					30	
	Traffic	3	5	3	4	2	2	4	6					29	
	Other Complaints	19	12	24	19	19	20	30	24					167	
Misuse	Accidental	9	4	1	7	3	3	4	6					37	435
	Behavioral Health	59	20	73	49	23	50	79	30					383	
	Prank	2	6	7	0	0	0	0	0					15	
Other	Test	46	7	4	1	3	0	2	3					66	443
	Abandoned	17	6	9	4	15	4	6	6					67	
	Non-English	0	2	0	0	0	0	2	1					5	
	Outgoing	0	0	0	0	0	0	0	1					1	
	Subsequent	10	13	25	19	18	24	23	22					154	
	Transfer	0	2	0	2	3	1	2	2					12	
	Voice Call	14	16	8	15	21	10	30	24					138	
Month Total		205	113	183	153	145	154	219	155	0	0	0	0	1327	1327
<i>Abandoned: Non-Responsive</i> <i>Accidental: Device or person accidentally texted 9-1-1</i> <i>Area Check: Check of area for person, vehicle, gunshot</i> <i>Behavioral Health: Calls that result in BHC by LE/EMS</i> <i>Follow-up: Where is officer?</i> <i>Info: What is the phone number for animal control?</i> <i>Noise: Music, people etc.</i> <i>Non-English: Texter indicates they do not speak English</i> <i>Other: Any other request or complaint, media from Intrado</i> <i>Outgoing: Outgoing text calls</i> <i>Prank: Calls that do not give any valid information, not including BHC</i> <i>Subsequent: Additional inbound text after call released by call taker</i> <i>Test: PSAP testing/training TXT29-1-1, vendor test</i> <i>Traffic: Speeders, DUIs, etc.</i> <i>Transfer: Transfers to other PSAPs</i> <i>Voice Call: Dispatchers called the texter/texter placed voice call</i>															

SPIDR Tech Survey – August 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	679	57.98%
3 - Satisfied	442	37.75%
2 - Neither Satisfied nor Dissatisfied	31	2.65%
1 - Somewhat Dissatisfied	5	0.43%
0 - Very Dissatisfied	14	1.20%
Total	1171	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	1123	95.49%
Somewhat	32	2.72%
No	21	1.79%
Total	1176	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	08-Aug	Total
Everett Fire Department	2,187	2,039	2,163	2,033	2,227	2,191	2,357	2,397	17,594
Marysville Fire District	1,134	1,083	1,257	1,148	1,198	1,243	1,324	1,326	9,713
Mukilteo Fire	171	169	190	176	210	182	210	196	1,504
North County Regional Fire Authority	722	640	729	625	713	673	672	778	5,552
Sky Valley Fire	73	49	56	65	71	66	77	103	560
Snohomish County Airport Fire Department	20	19	24	25	16	16	35	32	187
Snohomish County Fire District #15	72	92	87	93	73	73	111	104	705
Snohomish County Fire District #16	30	17	19	10	22	28	24	26	176
Snohomish County Fire District #17	191	173	150	155	203	183	186	199	1,440
Snohomish County Fire District #19	26	33	32	35	40	28	37	36	267
Snohomish County Fire District #21	71	60	94	74	81	67	91	101	639
Snohomish County Fire District #22	34	43	28	33	41	51	57	45	332
Snohomish County Fire District #24	37	28	52	39	40	52	52	53	353
Snohomish County Fire District #25	5	6	12	7	7	11	12	14	74
Snohomish County Fire District #27	1	2		1	3	3	5	3	18
Snohomish County Fire District #4	284	296	311	301	328	303	346	310	2,479
Snohomish County Fire District #5	109	87	103	96	103	106	118	128	850
Snohomish Regional Fire and Rescue	997	922	1,031	1,013	1,055	1,031	1,177	1,132	8,358
South Snohomish County Fire and Rescue	2,917	2,734	2,944	2,854	3,115	3,006	3,119	3,305	23,994
Total	9,080	8,492	9,282	8,783	9,546	9,311	10,010	10,287	74,791

Police Calls

IncidentDepartment	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	08-Aug	Total
Arlington Police Department	1,856	1,672	2,062	1,874	2,188	2,155	2,226	2,146	16,178
Brier Police Department	353	288	272	297	303	376	304	286	2,479
Darrington Police Department	120	122	146	129	179	156	186	151	1,189
Edmonds Police Department	2,174	1,849	2,211	2,092	2,316	2,247	2,485	2,262	17,636
Everett Police Department	11,630	10,696	12,109	11,770	13,160	12,955	13,265	12,780	98,364
Gold Bar Police Department	245	373	241	250	382	292	258	289	2,330
Granite Falls Police Department	361	329	311	359	431	380	352	407	2,930
Index Police Department	39	50	59	55	47	46	48	43	387
Lake Stevens Police Department	1,651	1,608	1,882	1,818	2,216	1,923	1,987	1,729	14,814
Lynnwood Police Department	3,546	3,515	4,017	3,869	4,131	3,806	4,162	3,959	31,005
Marysville Police Department	5,621	5,008	6,193	6,034	6,526	5,990	5,786	5,767	46,925
Mill Creek Police Department	920	927	1,007	1,183	1,389	1,282	1,457	1,426	9,590
Monroe Police Department	2,220	1,945	2,096	1,966	2,044	1,866	1,812	1,722	15,671
Mountlake Terrace Police Department	1,689	1,489	1,698	1,381	1,694	1,831	1,836	1,701	13,319
Mukilteo Police Department	3,057	2,561	2,784	2,284	2,228	2,103	1,673	1,976	18,666
Snohomish County Sheriff's Office	11,856	11,164	13,071	12,529	14,396	14,051	14,756	13,191	105,009
Snohomish Police Department	881	877	942	913	917	980	1,080	946	7,536
Stanwood Police Department	543	699	679	680	766	656	678	781	5,482
Stillaguamish Tribal Police	1,381	1,289	1,175	1,238	1,282	1,542	1,875	1,854	11,636
Sultan Police Department	375	393	552	526	497	522	468	348	3,680
Woodway Police Department	52	39	36	44	37	67	43	58	376
Total	50,567	46,879	53,534	51,282	57,109	55,216	56,733	53,813	425,124

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	24	2nd discipline not yet complete
Trainee Dispatcher 2	12	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	2	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	114
F/T Vacancies	11

Dispatcher Center - Staffing & Strength

Staffing Level (includes trainees)	89.9%
Staffing Strength (excl. trainees, relief, LOA's)	70.5%

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)	-4
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Agency-Wide Headcount

Total # of Employees (no exclusions)	165
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Dispatchers - Full Time

Approved	109
Filled	98
Vacancies	11

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	1	The next PST test is scheduled to take place on 9/13/23
CritiCall Test Invites Sent - Aug	264	Number of tests invites sent out for academies scheduled for Sept & Nov
CritiCall Tests Complete - Aug	156	Of these completed tests, 20 received a passing score
Interview	2	Interviewing for upcoming academy scheduled in Nov / Jan
Polygraph Exam	2	Scheduled for polygraph exam (or awaiting results)
Background Check	4	Currently in process of background check with PST
Psyche and/or Drug/Hearing	0	Scheduled for psych or drug/hearing test (or awaiting results)
Onboarding/Orientation	0	Final job offer signed. Awaiting the start of the next new-hire academy.
YTD Dispatch Trainees Hired	25	

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

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for September 12, 2023 / 10:30-11:30 a.m.
Location: Web Conference

Meeting Attendance:

POLICE TAC REPRESENTATIVES					
Lt. Mike Gilbert - Arlington		Cmdr. Pat Fagan - Lynnwood	X	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		Chief, Rob Palmer – Snohomish	
Capt. Bob Goetz- Everett		Dep. Chief, Ryan Irving - Monroe	X	Lt. Jason Toner - Stanwood	
Sgt. Jim Barnes – Lake Stevens		Cmdr. Mike Haynes – Mountlake Ter.	X	Officer Pete Knowlton - Stillaguamish	X
ALTERNATE REPRESENTATIVES					
Lt. Peter Barrett - Arlington		Dep. Chief, Jeff Young – Lake Stevens	X	Capt. Steve McDonald – SCSO	
Chief, Nick Almquist – Brier		Dep. Chief, Chuck Steichen - Lynnwood		Sgt. Karl Gilje – Stanwood	X
Officer, Brittany Harris, Edmonds		Cmdr. Adam Vermeulen – Marysville	X	Officer Dean Munday - Stillaguamish	
Dep. Chief, John DeRousse - Everett		Chief, Jeff Jolley - Monroe		Lt. Mike Martin - Snohomish	
Sgt. Colt Davis – Mukilteo	X	Chief, Matt Ecker – Stillaguamish	X		
SNO911					
Executive Director Kurt Mills	X	Ops. Manager Derek Wilson		Sec./Inf. Team Manager Bleu Jaegel	
Deputy Director Terry Peterson	X	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		App. Team Mgr. Brent Meyer		Executive Asst. Sharon Brendle	X
SUPPORT STAFF & GUESTS					
Master PO Travis Katzer - Everett		SNO911 Elect. Spec. – Jeremy Waldner		Sgt. Dean Thomas - Lake Stevens	X

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

Due to difficulty with starting the Zoom Meeting Chair, Jim Lawless called the meeting to order at 10:40 a.m.

1. **Roll Call:** Roll call was done as attendees logged into ZOOM.
2. **Approval of Minutes:** Deputy Chief Ryan Irving moved to approve the July 11, 2023 meeting minutes, which were seconded by Cmdr. Pat Fagan, and were passed unanimously.
3. **Announcements:** Kurt Mills apologized for the delay in getting the Zoom meeting started this morning.
4. **Action Items:** None.
5. **Reports:**
 - A. **Mobile Users Group:** No Report
 - B. **SNO911 Updates:** Kurt Mills - Kurt mentioned the availability of the large auditorium at the new building. That space will be available through the end of the year if any agencies have a need for a meeting location.
 - C. **PTCC:** Marlin Herolaga – Marlin shared that PTCC discussed the New World 2023.2 update. He reported testing occurred on August 17th and went well with only a few issues identified and sent to Tyler. The new version will remain in the Delta environment until the end of the year. If anyone would like to conduct their own testing they should contact Brent. He added that currently they don't have a Go-Live date for production, but they are working with Tyler and looking at the third quarter of 2024. He also reported that it's that time of year where they need to update the Window's Server for the New World environment. They scheduled to do this on Tuesday, October 3rd, from 0200 to 0700. All New World applications will not be available during that time. Contact Marlin if there are any objections to this date. Kurt added that they will look at activity on the system at that time and anyone can call off the update, if needed. Marlin will email that date out to everyone. He also

reported that Everett PD will be hosting a Northwest New World User Group meeting, scheduled for November 7-8. Information was sent out to both PTCC and the Law Records User Group. Attendees will need to register in order to attend, and they should contact either Brent Meyer or Travis Katzer.

D. Radio Replacement Project: Howard Tucker – Howard reported that the Radio group continues to work in the background to get things up and running. The microwave cut-over is starting today, and hopefully will be completed by the end of the month. He added that by the end of the month they will need to move everything connected to the Sobieski radio site from one building to another, approximately 50 yards away. This move will result in an unavoidable outage at the site for three days and will reduce coverage past Index on Hwy 2. He explained that Deer Creek Tower overlooks Hwy 2 and will provide most of the needed coverage, but they could see some reduction closer to the summit. This outage will take place beginning on September 25th, and RAVE notices will be sent out.

6. Technical Update: Marlin Herolaga - Regarding the SNO911 Data Share Agreement which covers RCW 39.34.240, the handling of Category 3 or higher data. The agreement was emailed out to all the agencies on August 23rd, with the request that they sign the agreement or reply back with any questions or recommendations by September 20th. He reported that he hasn't received any questions back, but has received some signed agreements. He asked that the agencies that haven't replied, to please do so before the end of the month so SNO911 can be in compliance with that order. Marlin will send out a reminder to those agencies he hasn't heard from.

7. New Business.

A. Police Template Committee. Howard Tucker. Howard reported that since the US primary frequencies were added to help with coverage, the code plugs need to be redone. They also want to take out the old King County channels and only have the new PSERN digital information. He added that they would like to start that reprogramming effort early next year so they can be prepared for the cutover later in the year. He explained that it provides an opportunity for any fixes or changes to the code plugs, buttons or channel layouts since everyone received their radios. Jeremy Waldner is looking for volunteers to re-establish the template committee which would be tasked with gathering change requests, testing them and confirming they work. Howard asked that if any agency member has questions or is passionate about the radios to please reach out to Jeremy so he can start scheduling some committee meetings. He added that Jeremy will also be talking about some encryption challenges and opportunities moving forward in establishing a security or encryption key process.

8. Old Business: None.

9. Good of the Order: None.

10. Adjourned at 10:48 a.m. The next Police TAC meeting is scheduled for October 10, 2023.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

August 16, 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	Mike Lande, Everett Fire	Hattie Schweitzer, SNO911		
	Kurt Mills, SNO911	Jeremy Waldner, SNO911		
	Terry Peterson, SNO911	Brittney Martens, SNO911		
	Derek Wilson, SNO911	Brent Meyer, SNO911		
	Andie Burton, SNO911	Marlin Herolaga, SNO911		
	Chris Gass, SNO911	Meg Bittinger, SNO911		

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

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

- ANNOUNCEMENTS.** *Terry Peterson* – The September Fire TAC meeting is going to be a joint meeting with the Fire Chief's Association to work with Berk Consulting. There will be more information to come, but plan on a light agenda for the Fire TAC side of things.
- APPROVAL OF MINUTES.** A motion was made by Whitney Mansfield to approve the July 2023 Fire TAC / Ops meeting minutes as written. Seconded by Colby Titland. Unanimously approved.
- COMMITTEE UPDATES.**
 - PTCC / NWS.** *Brent Meyer* – 2023.2 was installed in the Delta environment last month, and testing is underway. End to End testing is scheduled for tomorrow from 1000-1200, so anyone who is available can reach out to Brent or the Help Desk. There is no Go Live date yet, so stay tuned for that. Finally, they are still looking for a PTCC Advisor for fire, so let Brent know if you're interested.

- B. Technical Update.** *Marlin Herolaga* – Last month Marlin discussed the data share agreement. They are still finalizing an internal review, but Marlin hopes to have it out no later than next week for the agencies to review. He will send out a date for all the agencies who have any questions or concerns to address those in one group setting, so be looking for that. Also, last month SNO911 hosted their first IT Summit for the user agencies. It went very well and they received a lot of positive feedback. They plan to do these summits once a year.
 - C. Radio Replacement Committee. No Updates.**
 - D. Radio Procedures Committee. Did Not Meet.** Per Derek, there was a CAD to CAD meeting/demo instead. Derek will cover the status priorities later.
 - E. Fire User Group.** *Colby Titland* – Not much going on. Folks should be testing the new CAD update in Vpac. If you need help reach out to Brent. They definitely need more participation in this group - each agency should have a representative.
 - F. Fire Standards/Data.** *Brittney Martens* – They had an impromptu meeting last week with Derek and Chris to discuss the call type/call priority correlation changes that might be coming. They wanted to make sure everyone is on the same page and what this means for reporting. Also, there is a Seattle user group for ESO that some of the members are considering attending for training.
 - G. County Fire Resource Plan Committee.** *Jeremy Stocker* – The significant update is that in the last two weeks there have been 4 incidents that resulted in station move-ups. Overall it worked out pretty well, but this is a learning process so there are things to work on. Something to think about and maybe pass down to your agency is that if there are move-ups that are happening, it is being done for more of a regional aspect rather than for a particular station. There will be growing pains and things will be subjective with 8 different coordinators, but the communication aspect seems to be working pretty well. Jeremy would love to hear feedback and any suggestions.
 - H. SNO911 DRC/DSC.** *Andie Burton* – They met the first week of August. Dr. Keay was there as well as a new member from Everett Fire, so they reviewed what they've been doing over the past couple of months to get them caught up. They discussed some features in ProQA that are coming that are related to behavioral health. The biggest news to report is that they have a lot of big initiatives that they want to work on, so they have increased the meeting cadence and are calling for regular, consistent participation from the agencies. Nurse Navigator is going to be a big part of the agenda this coming year. Per Terry Peterson, the plan right now is that the Fire Chief's subcommittee will be presenting the Nurse Navigator proposal to the Fire Chief's Association next month. DSC has been gearing up knowing that if this is approved by the Fire Chiefs and the SNO911 Board, there will be some sense of urgency to get the project going. Terry underscored the importance of getting more people on this committee. For those interested in participating or appointing a member of your agency, please contact Hattie Schweitzer. Also, there will be a special Fire Chief's meeting on September 13th at 1130, at the SNO911 Future Facility Auditorium.
4. **SNO911 UPDATE.** *Kurt Mills* – SNO911 learned yesterday that there is about a 65 week lead time on generators, but work on the new facility continues. They are locking in the design, and there will be an overview for the SNO911 Board tomorrow.
5. **OLD BUSINESS.**
- A. FRP Committee Proposal: Fire Priority and Status Changes.** *Derek Wilson* – Derek went over a spreadsheet that listed call types and their new priority, along with the current priority and if

there was a change. The proposed changes are intended to facilitate the detail training status and changes to the depart hospital status. They are looking for approval from Fire TAC, and Derek is hoping for an October 1st, 2023 effective date. This will be in time for the last quarter of the year, which will help for reporting purposes. Derek asked if anyone objected to adding two more priorities, and the group was okay with that. A motion was made by Jeremy Stocker to accept the statuses and call types as they are, and that the start date will be October 1st 2023. Seconded by Mike Calvert. Unanimously approved.

- B. DNR Notifications.** *Chris Gass* – At Fire TAC last month, there was a discussion about ways to inform agencies when DNR is active in their areas, but they are not yet requesting assistance from local agencies. Chris and Derek feel that the best way to do this would be to use the new DNR subdivisions that Terry VanOpdorp created shortly before he left. Terry took the DNR and forest service areas in the county, and he broke them down into separate jurisdictions. For example, there is DNR Granite Falls, DNR Sultan, DNR Skykomish, etc. A NOTICEP call would be entered for whatever jurisdiction it is, to notify that specific agency. So, if there is DNR activity in the DNR Granite Falls area, they would enter a call for the address or location that DNR gives them, and when that verifies to the DNR Granite Falls jurisdiction, then the dispatcher will run recommendations and they get recommended the NOTICEP response plan for Granite Falls. At the last meeting there were some that weren't interested in having NOTICEPs for these DNR calls, but Chris and Derek can't think of a better work flow in the dispatch center that would allow them to get the information to the agencies, and get confirmation that it has been received. Chief Andrews expressed some concern with some of the DNR jurisdictions overlapping each other, but other than that, the group seemed good with this approach.
- C. Talk Group Recording.** *Marlin Herolaga* – Marlin would like to table this for next month as they are still doing some digging into the IO channels. He would like to determine if the IO channels can be utilized in large incidents rather than OPS 5. Chief Andrews had stated that his agency uses SNO OPS 5 for large incidents, but in 2018 SNO911 implemented IO channels and programmed them in all the radios. So, Marlin is trying to get an understanding of the IO channels vs. the SNO OPS channels, and see if it makes sense to utilize the IO channels for large incidents. He pulled some numbers and there isn't much usage on the IO channels, so when Howard gets back, Marlin wants to sit down with him and go over all of it and make sure they are using the radio program the way it's designed to be used. Per Chief Andrews, it was his understanding that SNO OPS channels are used for Snohomish County agencies, and the IO channels were inner-county, meaning when agencies from other counties come in to Snohomish County to assist, the IO channels are what they would use. Marlin will discuss all of this with Howard and get back to the group.
- D. First Due Workgroup. No Updates.**

6. NEW BUSINESS.

- A. Dispatching Units to 2nd, 3rd, and 4th Alarms.** *Mike Calvert* – Mike apologized for the last minute addition to the agenda, but this just came up this morning. He asked Mike Lande from Everett Fire to come to Fire TAC so that he could share his experiences with trying to manage second alarms coming in. The issue is that when there is an FCC, and 2nd alarm units are dispatched, how do they know they're going to level 2 staging? Lande said that since he was promoted to BC a couple years ago, he has responded to about four 2nd Alarms, and they all have had the same issue. All of the crews that get dispatched can only see FC confirmed, and what channel to go to, on their MDTs. So unless they are listening to the radio, they have no way of knowing whether

they are part of the 2nd alarm, the 3rd alarm, or the initial assignment. Lande gave an example of a call a couple days ago on West Casino when Engine 2 responded as part of the 2nd alarm. E2 knew they were 2nd alarm because they heard all the other units get dispatched, but the other units had no way of knowing what level they were. All they saw was Level 1, and so no one was taking Level 2. Lande has seen this happen over and over again, so when he met with Dave DeMarco, it was suggested that instead of calling it Fire Commercial Confirmed 2nd Alarm, call it Fire Commercial Confirmed 2. That way it will show on the MDT. There are technical limitations in CAD that makes having a different call type for each alarm level challenging. The current alarm level can be included in CAD paging. After much discussion, Mike Calvert made a motion that any FCC dispatch will include the alarm level on the initial paging. Seconded by Jeremy Stocker. Unanimously approved.

7. **GOOD OF THE ORDER.** *Jeremy Stocker* – Regarding brush fires that are burning up to a house, is the FWI call type only initiated by command staff? There were three FRs this past week that should have been FWI. Per Derek, the key question for FWI is, are there any structures in danger, and if so what type of building is it? And then either FRC or FCC should be used. Jeremy and Eric discussed what type of gear should be worn as well as what type of apparatus should be deployed? After much discussion it was decided that this topic should be revisited. Please see the email that Chief Andrews sent to Fire TAC on 8.22.2023.

Brittney Martens – Follow-up question on the FRP call type/ call priority changes. She wanted to clarify for reporting purposes – right now they pull reports for response times, and they typically limit them to priorities 1, 2, and 3F. With this change, should they now expand that to 1, 2, 3, and 4F, or do they leave it? The general consensus was to leave it as is for now, and Brittney will follow up with Derek to discuss it further.

8. **ADJOURN.** The Fire TAC / Operations Committee adjourned at 2:49 p.m.

The next Fire Technical Advisory / Operations Committee meeting is scheduled for Wednesday, September 16th, at 1:30 p.m. This will be a joint meeting with the Fire Chiefs Association to discuss Berk Consulting, and it will be held at the new SNO911 facility.

**Snohomish County 911
Finance Committee
Meeting Summary for September 14, 2023 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom**

Meeting Attendance:

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

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

1. **Call to Order and Announcements.** The meeting was called to order at 1:31 p.m. by Chair Dave DeMarco. Wade reported that they met with the Auditor for the pre-audit meeting today, and the audit is scheduled to start the second week of October. It will focus on two years: 2021 and 2022. Later in the meeting he will report on some proposed policy changes that were recommended in the 2020 audit.
2. **Reports.**
 - A. **Blanket Voucher Report for August.** There were no questions. Ken Klein moved and Derek Daniels seconded to recommend the Blanket Voucher Report for August to be approved by the complete board. The motion passed.
 - B. **Fund Balance Report for August.** Informational only. Wade pointed out that they did add Funds 85 and 125. Fund 85 is the planned radio capital, and Fund 125 is the ECC Infrastructure.
Chair Dave DeMarco had to leave the meeting at 1:35 p.m. to attend to an urgent matter. Ken Klein was selected to lead the meeting in Dave's absence.
 - C. **Second Quarter Financial Report.** Wade provided the second quarter financial report. He reported that nothing was out of the ordinary. He explained the reimbursed expenses category, including First Due.
3. **New Business.**
 1. **Future Facility**
APF - Phase 1B Lydig Contract. Kurt explained that this first action is to fund Phase 1B. They are currently in 1A, but will be starting 1B soon. For the Phase 1B APF they are asking for the authorization of \$5.9 million. Reviews have been made by both the owner's rep and the attorney. The finance director has also done a complete review.
Ken Klein moved to recommend the board approve the Executive Director to authorize Phase 1B of the Lydig contract for an amount not to exceed \$5,903,449.94, pending final legal review. The motion was seconded by Derek Daniels and passed.
APF - Acquisition of Generator & Electrical Equipment. The second proposal seeks authorization to purchase some items with a very long lead time: a generator and electrical switchgear equipment. Because of the extended lead time for the generator, those items need to be ordered right away. The existing generator is under-sized for the project, and the architect and construction firms are also recommending the generator be moved closer to the building. The amount is \$1,666.877, pre-tax. Kurt was asked to specify the amount of lead-time in the APF, which is approximately 70 weeks.

Ken Klein moved to recommend the board authorize acquisition for generator and electrical switchgear for the new facility in the amount of \$1,666.877, pre-tax. The motion was seconded by Derek Daniels and passed.

2. APF - Asset Surplus. Wade explained that in October 2022, the agency conducted a comprehensive inventory of all their fixed assets. They discovered they had about 1500 very old computer related assets, along with a lot of old radio equipment that had come over from the merger. An inventory list has been attached. They propose disposing of the assets through DES (Department of Enterprise Services) or the most economical manner. Terry added that many of the items came out of radio sites as part of the Radio Replacement Project.

Derek Daniels moved to recommend the board declare, as surplus, the list of tech items in Exhibit A and authorize the transfer of the remaining surplus items to DES or dispose of in the most economical manner. The motion was seconded by Ken Klein and passed.

3. APF - Fleet Expansion Requests. Terry reported on the recent radio expansion requests he's received, and gave detailed information on the agencies and reason for replacement.

Derek Daniels moved to recommend the board authorize staff to move forward with the purchase of the new radio equipment as outlined in the summary included, and to authorize staff to fund the acquisition and installation of the new helicopter mobile radio as requested by the Snohomish County Sheriff, in an amount not to exceed \$140,000. The motion was seconded by Ken Klein and passed.

4. APF - Nurse Navigator. Terry brought a draft proposal to the committee. After discussion the committee decided to move it to the October board meeting for consideration after the Fire Chiefs Association had a chance to consider it. Leadership will provide a briefing to be distributed to all legislative bodies in order to provide awareness and further explain this proposal.

5. APF – Fund 120 Close Out. Terry explained that Fund 120 is a legacy SERS General Reserve account that contains funds that haven't been spent since the merger. Staff recommends this account be closed out and move the funds (approximately \$600,000 into Capital Fund 85). This is the capital plan to be used for all planned site facility work and maintenance. This means these funds will be spent on the same items they were initially earmarked for.

Derek Daniels moved to recommend the board transfer all funds from Reserve Fund 120 to Capital Fund 85, and to close out Reserve Fund 120. The motion was seconded by Ken Klein and passed.

6. APF – Gold Hill Generator. Terry reported on the Gold Hill generators that will need to be replaced in 2024. Due to the long lead time for these items, staff is recommending getting these ordered now. This will be funded from Capital Fund 85.

Derek Daniels moved to recommend the board authorize staff to proceed with the procurement and planning to replace the Gold Hill generators with a not to exceed budget of \$150,000.00. The motion was seconded by Ken Klein and passed.

7. APF – Radio Site Variable Load Bank. Terry reported on this issue and explained that with generator power, the generator must be run at a certain load level in order to provide consistent reliability, as well as prevent a build-up of carbon. Staff needs to purchase three load banks to be installed at three different sites: Deer Creek, Gold Hill and Granite Falls). They are asking to add \$25,000 to an existing capital project 80-033.

Derek Daniels moved to recommend the board authorize an increase to funding of \$25,000 for Capital Project 80-033 from \$270,000 to \$295,000. The motion was seconded by Ken Klein and passed.

8. APF – RRP Sobieski Radio Site Relocation. Terry explained that this involves moving out of the King County shelter and into their new shelter, which is part of King County’s PSERN project. The vendor out of the competitive bid process is ready to start work as soon as possible. King County would like to demolish the shelter in a couple of months.

Derek Daniels moved to recommend the board authorize the Executive Director or his designee to sign the contract with TTK staff to move the SNO911 analog radio system to the PSERN building and tower with a Not to Exceed budget of \$43,000. The motion was seconded by Ken Klein and passed.

9. APF – Procurement Policy Update. Wade explained the various ways the agency can procure goods and services: competitive bid, sole source, piggybacking. He added that they look for vendors already on the roster that have been used by other agencies, and have already gone through the competitive bid process. Using the piggyback method is an easy way to substantiate that they are procuring according to their procurement policy. With this proposal, staff will add the sufficient language needed to the policy. The Committee recommended increasing the signing authority of the Executive Director from \$25,000 to \$50,000. This had already been discussed at the committee. Ken Klein stated that the county council had recently approved going to that same amount, which is the maximum allowed under state law.

Dave DeMarco rejoined the meeting at 2:20 p.m.

Derek Daniels moved to recommend the board approve the updates to the SNO911 Procurement Policy, as presented. The motion was seconded by Ken Klein and passed.

10. APF – Electronic Funds Transfer (EFT) Finance Policy. Wade presented this proposal and recounted that at the last audit for 2020, the auditor suggested that the agency adopt an Electronic Funds Transfer (EFT) Policy. He added that using EFT is not customary for finance and only is used a few times each month: Employee Payroll, Federal Payroll taxes, and receiving funds from Snohomish County. He reviewed policies from Mercer Island and North Bend, and follows the BARS guidelines and the RCW.

Dave DeMarco moved to approve the SNO911 Electronic Funds Transfer Policy to the full board for their consideration. The motion was seconded by Derek Daniels and passed.

4. **Good of the Order.**

- There was some additional discussion on the Nurse Navigator proposal
- The committee learned that the county will be facing budget challenges for the next few years beginning in 2024.
- Kurt updated the committee on the status of union negotiations. They will discuss those matters at the board meeting under executive session. He acknowledged a much more positive tone in negotiations this year with the new representative.
- Terry reported that Sky Valley Fire is working with T-Mobile and a company called Pano, and they are looking to collocate some cameras on the Deer Creek Radio Site that would look over their coverage area. These cameras are thought to be able to detect wild fires. The fire agency is on a fast track to get these done before the snow arrives.

5. **Adjourn.** The meeting was adjourned at 2:20 p.m. The next meeting is scheduled for October 12, 2023 at 1:30 p.m.

Snohomish County 911

Budget vs. Actual General Operating 70

January through June 2023

Snohomish County 911

YTD Operating Income Statement Jan-Jun 2023

	Jan - Jun 23	Budget	\$ Over/Under Budget	% of Budget
Ordinary Income/Expense				
Income				
4020 · Member Assessments	8,708,462.96	16,848,329	-8,139,866.04	51.69%
4040 · E911 Excise Tax Revenue	3,482,460.00	6,929,602	-3,447,142.00	50.26%
4045 · Emergency Sales Tax Revenue	1,166,670.00	3,500,000	-2,333,330.00	33.33%
4200 · Miscellaneous Income	9,713,832.07	1,131,377	8,582,455.07	858.59%
4300 · Interest Income	1,864.42	0.00	1,864.42	100.0%
Total Income	23,073,289.45	28,409,308.00	-5,336,018.55	81.22%
Gross Profit	23,073,289.45	28,409,308.00	-5,336,018.55	81.22%
Expense				
5000 · Payroll Expense	11,030,754.50	22,975,871.00	-11,945,116.50	48.01%
6000 · Reimbursed Expense	252,620.80	116,000.00	136,620.80	217.78%
6150 · Professional Fees	143,208.51	275,500.00	-132,291.49	51.98%
6200 · Administrative Support	88,206.67	157,900.00	-69,693.33	55.86%
6201 · Operating Contingency	0.00	295066		
6225 · Recognition	5,832.62	10,000.00	-4,167.38	58.33%
6250 · Rent	532,916.97	1,055,806.00	-522,889.03	50.48%
6252 · Utilities	98,737.28	115,000.00	-16,262.72	85.86%
6300 · Repairs & Maintenance	890,104.46	2,592,065.00	-1,701,960.54	34.34%
6350 · Insurance	305,875.00	300,000.00	5,875.00	101.96%
6400 · Communication	71,172.53	114,500.00	-43,327.47	62.16%
6500 · Training and Travel	127,549.89	172,600.00	-45,050.11	73.9%
6600 · Minor Capital Equipment	102,058.03	164,000.00	-61,941.97	62.23%
6700 · Supplies	16,021.18	65,000.00	-48,978.82	24.65%
Total Expense	13,665,058.44	28,409,308.00	-14,744,249.56	48.1%
Net Ordinary Income	9,408,231.01	0.00	9,408,231.01	100.0%
Net Income	9,408,231.01	0.00	9,408,231.01	100.0%

**Snohomish County 911
Personnel Committee
Meeting Summary for September 13, 2023 - 9:00 a.m.**

Meeting Attendance:

Committee Members					
George Hurst, Chair	X	Thad Hovis		Jonathan Ventura	
Staff Support Team					
Kurt Mills	X	Terry Peterson	X	Rosie Akopyan	X
Megan Bittinger (notetaker)	X				

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

The meeting was called to order by Committee Chair George Hurst at 9:05 a.m.

- 1. Review Staffing Report.** Terry shared the most latest staffing report, reporting 11 dispatcher vacancies. Four new dispatchers started work this week. He added that they have implemented a new pattern where the directors and other leadership staff meet with the new trainees and welcome them into the agency. He added that one of the trainees is a lateral from Loveland, CO. Recruiting and hiring continue to be their top focus. Kurt added that utilizing Criti-Call has made a big difference in their recruitment success.
- 2. SCEA Negotiations Update.** Kurt reported on the status of SCEA negotiations.
- 3. APF - Revisions to Attendance and Paid time Off policies (PAM 5.8 and PAM 6.1) to align with Washington State Sick Leave Law (WASL)** Rosie explained these policies changes were as a result of regulation requirements to be in compliance with the state law. Terry explained that the process of front loading sick leave was an option that they chose to follow. The previous method of accrual over time caused some challenges in managing the work schedule. This proposal also benefits the employee group, since they no longer have to wait in order to accumulate the 70 hours. Kurt added that the changes have gone through legal review with Summit Law. Terry added that the proposed changes will be brought to the board for review and approval at next week's meeting, which is a requirement of the ILA. A redlined and clean versions were supplied for the committee's review. George approved moving the proposed action to the board for their consideration.
- 4. Employee Survey.** Rosie reported that the survey is now closed and they're waiting for their consultant to provide them with the summary. She added that they received 35 out of a possible 41 replies in the appointive staff category, and 81 out of the 97 of the dispatch staff participated. Kurt reported a technical issue that occurred with eleven submissions that recorded the first page (demographics) but not the complete survey. Because the survey was anonymous, they were unable to determine who responded. Rather than ask employees to resubmit, they are happy with the percentage of returns. Kurt expects that the survey results will be available by the October Personnel meeting.
- 5. BERK Consulting Update.** Terry reported on the status of the Fire Chief Association consultant that studied whether there were more opportunities for cooperation between fire agencies and across pre-hospital EMS delivery in the county. SNO911 was the contract holder, and after conducting an RFP, they hired Berk Consulting who engaged with every agency through an interview process. Berk is now

holding an “All Stakeholder Workshop/Meeting” next week. One of their main recommendations that have been shared publicly is to potentially explore merging Snohomish County EMS with SNO911. Terry explained that Snohomish County EMS is a very small department with a very important role which involves developing the medical protocols and managing the licensing for all fire fighter, EMTs and paramedics in the county, approximately 1800 providers. The department has been shuffled around lately and have had to rent space at numerous sites. Terry added that by merging that agency with SNO911, they can be provided better oversight to the employees, along with HR and payroll functions. SNO911 wouldn’t be driving EMS, only providing assistance to the agency so that they can help support their mission, which aligns and overlaps with SNO911’s. Asked how EMS is funded, Terry responded they have their own assessment formula, and a couple of years ago switched to using the SNO911 formula. The County EMS also receiving funding from organizations that do not pay into SNO911, such as private ambulance companies, and Boeing Fire Department. Their annual budget is around \$280 - \$300,000 with two part-time employees, along with a contract with a medical protocol physician, Dr. Ryan Keay. Kurt stated that he believes they can provide the needed support for this addition, and added that if the proposal is accepted, they would likely have to modify the ILA in order to keep the oversight of the EMS function within the fire community.

6. Round Table. None

7. The committee adjourned at 9:42 a.m. The next Personnel Committee Meeting is scheduled for Wednesday, October 11, 2023 at 9:00 a.m.