

**SNOHOMISH COUNTY 911 BOARD OF DIRECTORS**  
**BOARD MEETING AGENDA**  
**December 21, 2023 at 8:30 a.m.**  
**Web Conference – Join Zoom Meeting**

<https://us02web.zoom.us/j/86274396181>

**Meeting ID: 860 0046 6014, Passcode: 195881**  
**or dial +1 253 215 8782**

**Physical location:** 1121 SE Everett Mall Way, Everett Police Department, South Precinct.  
*Please note that most Board members and staff attend the meeting remotely. However, pursuant to RCW 42.30, a physical location is also provided.*

1. **Call to Order**
  - A. Roll Call
  - B. Announcements
  - C. **Public Comment Policy:** Public Comments limited to 3 minutes on discussion items related to agency business.
2. **Public Comments**
3. **Approval of Agenda**
4. **Consent Agenda**
  - A. Minutes from the November 16, 2023 Regular Board Meeting .....3
  - B. November 2023 Blanket Voucher & Payroll Approval Form:
    - i. Checks 1024 - 1027; 2001; 18116 - 18245, for a total of \$3,699,827.71
    - ii. Payroll Direct Deposit, in the amount of \$1,536,883.65
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| C.         | Police TAC (no meeting)                                             |     |
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| E.         | County ECSF Program Advisory Board                                  |     |
| <b>10.</b> | <b>Good of the Order</b>                                            |     |
| <b>11.</b> | <b>Adjourn</b> - The next meeting is scheduled for January 18, 2024 |     |

# SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

## November 16, 2023

|                                                             |                                                    |                   |                                                     |                     |
|-------------------------------------------------------------|----------------------------------------------------|-------------------|-----------------------------------------------------|---------------------|
| <b>Board Members<br/>&amp; Management<br/>in Attendance</b> | <input type="checkbox"/> Jon Nehring - President   | Marysville        | <input type="checkbox"/> Richard Emery              | Mukilteo            |
|                                                             | <input checked="" type="checkbox"/> Dave DeMarco   | Everett Fire      | <input checked="" type="checkbox"/> Pete Caw        | Mntlk Terrace PD    |
|                                                             | <input checked="" type="checkbox"/> Derek Daniels  | South County Fire | <input checked="" type="checkbox"/> Kurt Mills      | SNO911              |
|                                                             | <input checked="" type="checkbox"/> Ryan Lundquist | SRFR              | <input checked="" type="checkbox"/> Terry Peterson  | SNO911              |
|                                                             | <input checked="" type="checkbox"/> Don Waller     | Marysville Fire   | <input checked="" type="checkbox"/> Andie Burton    | SNO911              |
|                                                             | <input type="checkbox"/> Ryan Shaughnessy          | Fire District 15  | <input checked="" type="checkbox"/> Marlin Herolaga | SNO911              |
|                                                             | <input type="checkbox"/> Ian Huri                  | SCSO Undersheriff | <input checked="" type="checkbox"/> Rosie Akopyan   | SNO911              |
|                                                             | <input checked="" type="checkbox"/> Ken Klein      | Snohomish County  | <input checked="" type="checkbox"/> Wade Anderson   | SNO911              |
|                                                             | <input checked="" type="checkbox"/> John DeRousse  | Everett Police    | <input checked="" type="checkbox"/> Howard Tucker   | SNO911              |
|                                                             | <input checked="" type="checkbox"/> Judy Tuohy     | Everett           | <input checked="" type="checkbox"/> Steve Lawlor    | SNO911              |
|                                                             | <input checked="" type="checkbox"/> Rod Sniffen    | Edmonds Police    | <input checked="" type="checkbox"/> Jordan Stephens | Legal Counsel       |
|                                                             | <input checked="" type="checkbox"/> George Hurst   | Lynnwood          | <input type="checkbox"/> Christine Svihus           | Legal Counsel       |
|                                                             | <input type="checkbox"/> Jonathan Ventura          | Arlington Police  |                                                     |                     |
| <b>Alternate<br/>Board Members<br/>in Attendance</b>        | <input type="checkbox"/> Thad Hovis                | South County Fire | <input checked="" type="checkbox"/> Jeraud Irving   | Everett Police      |
|                                                             | <input checked="" type="checkbox"/> Roy Waugh      | SRFR              | <input type="checkbox"/> Don Schwab                 | Everett             |
|                                                             | <input type="checkbox"/> Paul Gagnon               | Everett Fire      | <input checked="" type="checkbox"/> Jim Lawless     | Marysville Police   |
|                                                             | <input type="checkbox"/> Ned Vander Pol            | Marysville Fire   | <input checked="" type="checkbox"/> Cole Langdon    | Lynnwood Police     |
|                                                             | <input type="checkbox"/> Chad Schmidt              | Fire District 21  | <input checked="" type="checkbox"/> Jenna Nand      | Edmonds             |
|                                                             | <input type="checkbox"/> Jason Biermann            | Snohomish County  | <input checked="" type="checkbox"/> Jeff Beazizo    | Lake Stevens Police |
|                                                             | <input type="checkbox"/> Scott Robertson           | SCSO Bureau Chief | <input checked="" type="checkbox"/> Dale Kaemingk   | Brier               |
| <b>Guests and<br/>Staff in<br/>Attendance</b>               | Rod Younker, Summit Law                            |                   | Tiffani Brown - SNO911 Notetaker                    |                     |
|                                                             | Riley McGinnis - Public                            |                   | Sharon Brendle - SNO911 Public Meeting Site         |                     |
|                                                             |                                                    |                   |                                                     |                     |
|                                                             |                                                    |                   |                                                     |                     |

| AGENDA ITEMS                                  | REPORTS & COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ACTION OR FOLLOW-UP    |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. Call to Order, Roll Call and Announcements | <p><b>A.</b> President Nehring was out of town, so Vice President DeMarco called the meeting to order at 8:30 a.m. Roll was taken and a quorum was confirmed.</p> <p><b>B. Announcements:</b> Director Kurt Mills announced that starting next month, they will be using a different Zoom product that will provide more control over who is speaking. Board members and Alternates will receive a unique link that's specific to each member. The public will receive a different link that will identify them as an attendee, with an opportunity for them to be elevated to a speaker role, if needed. He explained that this is to prevent any unwanted intrusion that could occur. New calendar invites will be forthcoming.</p> |                        |
| 2. Public Comment                             | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| 3. Approval of Agenda                         | <b><i>Councilmember George Hurst moved to approve the agenda as presented. The motion was seconded by Commissioner Derek Daniels and approved unanimously. (The second made by Commissioner Daniels corrected the previous one made by a non-voting member).</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Agenda approved</b> |
| 4. Consent Agenda                             | <b><i>Councilmember Hurst moved to approve the Consent Agenda, including:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |

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|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|                             | <p><b>A. Minutes from the October 19, 2023 Regular Board Meeting</b></p> <p><b>B. October 2023 Blanket Voucher &amp; Payroll Approval Form:</b></p> <p><b>i. Checks 1021 – 1023; 2001 and 17984 – 18115, for a total of \$5,629,490.03.</b></p> <p><b>ii. Payroll Direct Deposit, in the amount of \$1,203,840.33.</b></p> <p><b>C. Resolution 2023-03: Appointment of Agency Auditor.</b></p> <p><b>Commissioner Daniels seconded the motion and it was approved unanimously.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Consent Agenda Approved |
| <b>5. Executive Session</b> | <p>Attorney Jordan Stephens moved the Snohomish County 911 Board of Directors into Executive Session at 8:35 am to discuss the Dispatch Supervisor Contract Negotiations. Pursuant to RCW 42.30.140, to plan or adopt the strategy or position to be taken by SNO911 during the course of collective bargaining, or reviewing proposals made in the course of collective bargaining. The Executive Session started at 8:35 and was expected to conclude by 8:50. At the conclusion, the Board will return to the regular board meeting with no related announcements or action taken.</p> <p>At 8:50 the Executive session ended and the Board moved back into regular session.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                         |
| <b>6. Old Business</b>      | <p><b>A. Snohomish County EMS:</b> Fire Chief's Associations Requests. Deputy Director Terry Peterson recapped the process that was used to identify opportunities for more effective and efficient service delivery within the fire community. He provided a slide presentation showing the steps taken, including a concentration on the current EMS Department. Berk Consulting was hired following a competitive bidding process, with the cost of the contract being reimbursed by the Snohomish County EMS Department. The consultant's final report has been issued to the Fire Chiefs Association on November 7<sup>th</sup>. A full copy of the report has been included in the meeting packet. The report lists consensus around three areas:</p> <ul style="list-style-type: none"> <li>▪ Improving EMS in how the agency works and coordinates within the county.</li> <li>▪ Improving Training</li> <li>▪ Improving Recruitment</li> </ul> <p>The consultant presented a couple of options for EMS, and the Fire Chiefs voted to integrate the stand along organization into SNO911, as a separate department, and to have SNO911 give them a facility and the support they need. Deputy Director Peterson explained the actions taken by the Fire Chiefs, and two that are being forwarded to the SNO911 Board for discussion:</p> <ul style="list-style-type: none"> <li>▪ In an attempt to stabilize the EMS organization and to facilitate the upcoming governance discussions, they are asking to hire an interim temporary EMS director through the end of 2024, and are requesting SNO911 be the contract holder. Scott Dorsey was requested as the person to fill this position.</li> <li>▪ Forming a governance task force to include a couple of SNO911's board members was also recommended. Director Mills also added that staff is recommending the hiring of Karen Reed again. Ms. Reed was instrumental in</li> </ul> |                         |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                      |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|                 | <p>the consolidation of the two dispatch centers as well as the merger with SERS. She fully understands the Interlocal Agreement and comes highly regarded by the SNO911 staff and other stakeholders.</p> <p>After some lengthy discussion, the board agreed with the Fire Chiefs Association recommendation of bringing on a Fire Chief and an elected official from any fire agency who are also members of the SNO911 Board.</p> <p><b>Chief Don Waller moved to accept the Fire Chiefs Association recommendation and to appoint Chief Dave DeMarco and Commissioner Roy Waugh to the SCEMS Governance Task Force. The motion was seconded by Commissioner Daniels and passed, with Chief DeMarco abstaining.</b></p> <p><b>Commissioner Daniels moved to approve the contract for a temporary EMS Director through the end of 2024 for an amount not to exceed \$144,000 per year that will be reimbursed by the Snohomish County EMS organization, in a form substantially as presented. The motion was seconded by Chief Jeff Beazizo and approved unanimously.</b></p> <p><b>B. ECSF Program Advisory Board Vacancy.</b> Director Mills recalled the requirement of filling the vacancy with a city police chief. This is for the radio advisory board. John DeRousse volunteered to fill the vacancy. <b>Chief Beazizo moved to have Chief John DeRousse fill the vacancy on the board. The motion was seconded by Deputy Chief Jim Lawless and passed, with Chief DeRousse abstaining.</b></p> | <p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p> |
| 7. New Business | <p><b>A. Fleet Expansion Requests.</b> Deputy Director Peterson reported that the packet contains the Action Proposal Request. There are two requests for fleet expansion from Marysville Fire and from South County Fire, along with a request to staff requesting to restock their inventory. <b>Chief Beazizo moved to authorize staff to move forward with the purchase of the new radio equipment and distribution of existing inventory as outlined in the summary. The motion was seconded by Assistant Chief Rod Sniffen and approved unanimously.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Motion approved</p>                                               |
| 8. Reports      | <p><b>A. Agency Report.</b> Written report was in the packet; nothing more to add.</p> <p><b>B. Future Facility Project Update.</b> Director Mills reported that over the last two weeks they have been working extensively to review mechanical and electrical systems, and evaluating what is actually needed on day one and what could be added in the future. They are still planning on have two phases of GMP (Guaranteed Maximum Price). They hope to have this ready to present in January, and have scheduled a joint Finance and Future Facility Meeting on January 11<sup>th</sup>. Any interested board members are invited to attend. They will be spending time doing a deep analysis into those two systems as well as other components.</p> <p><b>C. Radio Replacement Project (RRP).</b> Radio Systems Team Manager, Howard Tucker, reported that progress on the RRP is good, with microwave decommissioning is complete. They</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                      |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                              | <p>are currently working on the installation of the radio hardware, with programming, optimization, and coverage testing up next. They are still within budget and the schedule. Director Mills added that thanks to the relationships Manager Tucker has with the partners in the region, the agency will be getting some additional Motorola radio dispatch consoles that are critical for the agency to make a smooth transition from North Campus to the new building.</p> <p><b>D. Police TAC.</b> Assistant Chief Lawless reported they discussed agreements with outside agencies so that they can operate on SNO911's air. They also discussed some additional capabilities in the RAVE system. They also agreed to in-person meetings starting in January.</p> <p><b>E. Fire TAC.</b> No report.</p> |  |
| <b>9. Committee Reports</b>  | <p><b>A. Finance Committee.</b> Nothing additional to report.</p> <p><b>B. Personnel Committee.</b> Director Mills reported that the committee did an extensive review of the Employee Survey and they are now waiting for the executive summary from the consultant. After a review, he plans on sending it out to the board for them to read.</p> <p><b>C. Future Facility Committee.</b> No meeting.</p> <p><b>D. County EESCS Committee (formerly County E911 Office).</b> No meeting.</p> <p><b>E. County ECSF Program Advisory Board.</b> No meeting.</p>                                                                                                                                                                                                                                               |  |
| <b>10. Good of the Order</b> | <ul style="list-style-type: none"> <li>▪ Chief DeMarco welcomed John DeRousse to the board.</li> <li>▪ Director Mills expressed his appreciation for the SNO911 Board. He thinks it's the largest, most diverse public safety board in the county. He recalled that today the board showed unanimous support in improving the EMS Governance in the county. He's thankful that he is a part of a group that is so committed to improving public safety in Snohomish County.</li> </ul>                                                                                                                                                                                                                                                                                                                        |  |
| <b>Adjourned</b>             | <p>The meeting was adjourned at 9:44 a.m.</p> <p>The next regular meeting is scheduled for December 21, 2023, at 8:30 a.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |



## ACTION PROPOSAL FORM

**Date:** December 15, 2023

**Action Title:** PSEU (Supervisor) Collective Bargaining Unit Agreement

**Time Sensitivity:** Normal

### **Background / Purpose:**

The draft successor agreement has been included in the packet and will be discussed with the Board in Executive Session.

### **Suggested Action/Recommendation:**

Authorize approval of the PSEU Local 519 CBA dated 1/1/2024 through 12/31/2026.

# AGREEMENT

by and between

Snohomish County 911

and

Public Safety Employees Union Local 519

January 1, 2024 through December 31, 2026

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## **PREAMBLE**

**THIS AGREEMENT** is entered into by and between **SNOHOMISH COUNTY 911**, hereinafter referred to as the Employer, and **PUBLIC SAFETY EMPLOYEES UNION LOCAL 519**, hereinafter referred to as the Union, representing the supervisor bargaining unit.

## **ARTICLE 1 – DEFINITIONS**

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

**1.1.1** "Union" Union shall mean the Public Safety Employees Union Local 519.

**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 the process described in Section 9.3.

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

**1.1.7** "Overtime" shall mean the actual time worked in excess of the normally scheduled hours of duty by regularly assigned shifts or regularly assigned workweek.

**1.1.8** "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.

**1.1.9** "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, UNION MEMBERSHIP AND PAYROLL DEDUCTION**

- 2.1 Recognition.** The Employer recognizes the Union as the exclusive bargaining representative for full-time and regular part-time supervisors in the Snohomish County 911 Dispatch Center, excluding non-supervisory employees, confidential employees, and all other employees.
- 2.2 Bargaining Unit Work.** The parties recognize that non-bargaining unit personnel may be assigned to perform bargaining unit functions in extraordinary circumstances, to permit training of dispatch or bargaining unit staff, to complete special projects, to avoid the need for mandatory overtime, or to fill a bargaining unit vacancy on a limited term basis.
- 2.3 Union Dues.** Employees wishing to authorize the withholding of Association dues must provide their authorization to the Union, which will provide it to the Employer. Upon receipt of an employee’s authorization, the Employer shall deduct from the employee’s pay the dues of the Union and remit to the Union all such deductions semimonthly or monthly, except that all deductions be uniform and regular to accommodate the processed payroll. The Union will notify the Employer at least thirty (30) days in advance of any changes in its fees.
- 2.4 Revocation.** Employees may revoke their authorization for withholding of Union dues by providing written notice to the Union in accord with the terms of the authorization. The Employer will end dues deduction no later than the second payroll after receiving notice from the Union that an employee has revoked authorization.
- 2.5 Notification.** The Employer shall notify the Union promptly of all employees leaving its employment. Upon request, the Employer shall

provide the Union with updated information regarding an employee's home address and/or home phone number.

- 2.6 Indemnification.** The Union agrees to defend, indemnify and save the Employer harmless against any claim or liability which may arise by reason of any action taken by the Employer to comply with or enforce the provisions of this Article, including reimbursement for any legal fees or expenses incurred by the Employer in connection with such an action.

### **ARTICLE 3 – NON-DISCRIMINATION**

- 3.1** The employer and the Union 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 Union.

### **ARTICLE 4 – UNION RIGHTS**

- 4.1 Release Time.** Up to two (2) employees designated as Union representatives will be granted release time while conducting labor-management meetings or grievance resolution on behalf of employees in the bargaining unit, and up to three (3) employees designated as Union bargaining team members will be granted release time to participate in contract negotiations. With prior approval from management, an employee may be granted release time to allow them to participate in a meeting scheduled outside their normal work hours. All release time is subject to the following:

**4.1.1** Employees must notify the Employer whenever feasible at least forty-eight (48) hours prior to the time-off;

**4.1.2** The Employer must be able to properly staff the employee's job duties during the time-off period; and

**4.1.3** Released employees must remain available for call-back to the floor while conducting negotiations in the event work needs require their return.

**4.1.4** The parties will make every effort to schedule contract negotiation meetings to avoid needing coverage for three (3) Union participants.



## **4.2 Leave for Union Activities.**

To the extent necessary to facilitate participation in contract negotiations or grievance meetings, employees designated as Union representatives will be exempt from limits on trades contained in this Agreement. Such employees will also be permitted to use their PTO 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 time off.

## **4.3 Union Investigative and Visitation Privileges.**

**4.3.1** With advanced notice, Union 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 Union Officials for the promotion of Union affairs other than stated above. The Employer will not be held liable for breaches of confidentiality.

**4.3.2** At management's discretion and provided there exists a legitimate concern, a Union 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 Union. Such use shall be restricted to the legitimate business needs of the Union'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 Union Use of Materials.** The Union shall not access or use Employer supplies, materials, equipment or facilities without prior approval of the Employer.

**4.6 Bargaining Unit Information.** Once per quarter, unless requested sooner by the Union, the Employer will provide the Union 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 Union will

provide a reminder and opportunity to correct to the Employer before seeking a remedy under applicable law.

## **ARTICLE 5 – HOURS OF WORK, OVERTIME, CALL BACK AND WORK OUT OF CLASSIFICATION**

**5.1 Hours of Work.** The determination of the work period shall be established by the Employer as set forth below:

**5.1.1** The normal work week for Supervisor staff shall consist of four (4) ten (10) hour days, followed by three consecutive days off (the “4/10s Schedule”). 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 Union and Employer. Either party may propose to reopen this section and discuss concerns or issues relating to the work schedule. Upon mutual agreement, the parties may modify this section.

**5.2 Shift Exchange.** Any request for change of shift will be submitted in writing (to include the reason for the request) by the employee desiring to exchange shifts to the Operations Managers. 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 voluntarily exchanging shifts shall not have their scheduled annual vacation guaranteed.

**5.2.1 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 working an eight (8) hour day with a total of one (1) hour paid break time, typically in the form of a thirty (30) minute meal period and two (2) fifteen (15) minute rest breaks. For employees working a ten (10) hour day, the Employer shall provide seventy (70) minutes of paid break time, typically in the form of a forty (40) minute meal break and two (2) fifteen (15) minute rest breaks. For employees working a twelve (12) hour day, the Employer shall provide ninety-five (95) minutes of paid break time, typically in the form of a thirty (30) minute meal break, two (2) fifteen (15) minute rest breaks during the first eight (8) hours worked, a fifteen (15) minute break at the end of eight (8) hours worked and one twenty (20) minute rest break to be taken during the last four (4) hours of the shift. These breaks shall be provided as the workload allows, but employees must remain within the area subject to immediate callback should the workload require. If an employee is not provided the major portion of the meal breaks or rest breaks, they shall be compensated at the overtime rate of pay for that portion of the meal periods or rest periods missed. Major portion of the break shall be

defined as two-thirds (2/3rds) of the break or more. An employee requesting such overtime compensation shall complete a written request for overtime and submit such request to their Supervisor, for approval, by the end of the shift on the day for which overtime compensation is sought.

**5.3 Overtime.** Employees shall receive overtime pay for hours worked in excess of the established work schedule (e.g., 10 hour work shift). Overtime will be paid at one and one-half (1.5) times the employee's regular hourly rate of pay. However, employees on unpaid leave during their normally scheduled workweek will not receive overtime compensation when working hours not contiguous with the scheduled shift until the forty (40) hour threshold is met.

**5.3.1** Overtime shall normally be assigned on a voluntary basis, and shall be required, where necessary, among qualified employees, consistent with procedures defined herein:

- (a) General Provisions.
  - (i) Mandatory overtime shall not be assigned to employees working on their regularly-scheduled day off unless all other qualified employees are unavailable due to scheduled overtime, provided that in the event of a major catastrophic event, the Director may cancel all leaves.
  - (ii) Employees who have already worked or are scheduled to work twelve (12) consecutive hours shall not be assigned mandatory overtime associated with that same shift.
  - (iii) Employees on annual vacation or working their last scheduled shift prior to vacation, or with approved military leave scheduled the following day, shall not be used to cover overtime needs on a mandatory basis at the end of their shift, provided that in the event of a major catastrophic event, the Director may cancel all leaves.
  - (iv) Employees will not be assigned mandatory overtime if the assignment will result in a period of less than ten (10) hours between work assignments unless all employees are unavailable due to scheduled overtime.
- (b) Employees may be excused from being required to work overtime provided that the following conditions are met:

- (i) Written authorization (medical waiver) from the employee's medical provider must be provided to the Employer.
  - (ii) The medical waiver must certify that the employee is unable to work mandatory overtime because of: (a) their own serious health condition, or (b) a need to care for a dependent child with a serious health condition.
  - (iii) The medical waiver must be provided to Human Resources prior to the work period excused from mandatory overtime.
  - (iv) The maximum duration of a medical waiver will be limited to twelve (12) weeks per calendar year.
  - (v) This section shall not limit or curtail any rights guaranteed by federal or state law, such as the Family Medical Leave Act or the Americans with Disabilities Act. The Employer may, at its discretion, exceed the limits identified in this section.
- (c) Union Bargaining Team members will be exempt from mandatory overtime on scheduled contract negotiation dates, or at the end of a shift that ends twelve (12) or fewer hours prior to a scheduled contract negotiation session.
- (d) Unplanned Short-Term Needs: To address short term overtime needs (twenty-four (24) hours' notice or less), the employer will:
- (i) Ask for volunteers from those employees currently on duty.
  - (ii) Make a reasonable effort to contact all off-duty, Supervisors.
  - (iii) If no employees are available for a voluntary overtime assignment, a selection from the established mandatory list will be made based on the least number of hours in their overtime logging bucket (See Section 5.3.2). If two or more employees with equal qualifications have the same number of hours, the mandatory overtime

assignment will be given to the employee with less seniority.

- (e) Planned Overtime Needs: To address planned overtime needs (more than three (3) days' notice), the employer will follow the procedures below:
  - (i) Vacancies that cause an overtime situation will be filled using an automated scheduling program. Employees seeking overtime opportunities will make themselves available for voluntary overtime using the sign-up feature on their schedule calendar. Overtime will be assigned in four (4) hour increments to the qualified employee with the least amount of hours in their overtime logging bucket (see Section 5.3.2) at the time the opportunity is presented. It is the employee's responsibility to be aware of these overtime assignments.
  - (ii) An employee may cancel a voluntary overtime sign-up 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 supervisor must find another qualified supervisor to work the scheduled assignment.
  - (iii) If no volunteers are identified within one (1) day of the specified time of need, the mandatory provisions of Section 5.3.1 (A) and (B) shall apply; provided, that no employee shall be mandated to work pre-shift overtime on the first day of the employee's scheduled workweek.
  - (iv) Voluntary overtime scheduled or worked shall not excuse the employee from attending mandatory overtime for the purposes of training or team meetings.

**5.3.2 Voluntary Overtime List ("Sign-Up List").** The employer shall establish a Voluntary Overtime List using a sign-up feature in an automated scheduling program that will rank employees in order of the number of overtime hours worked ("Overtime Logging Bucket"). The list will be used to determine the order in which overtime is assigned. Assignment will be based on qualifications and least number of overtime hours worked. The overtime totals will revert back to zero on January 1 of each year. Supervisors will be front-loaded two thousand (2000) hours

to facilitate the scheduling program's voluntary assignment order for overtime in dispatch or call-taking positions.

**5.3.3** All bargaining unit members, except those with Medical Waivers, as agreed to in the above provision, are allowed to work voluntary overtime except as prohibited by Employer policy. Supervisory staff shall be exempt from mandatory overtime in the ACD and dispatch positions, but may volunteer to work these positions to cover planned overtime needs as outlined in Section 5.3.1(c).

**5.4 Callback & Court Callback.** Any employee called back after finishing their regular shift and leaving the communications center, or called to report on their day off, or called back for a job-related court appearance after completion of their regularly scheduled shift or on a 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. Scheduled Supervisor meetings will be guaranteed a rate of 2 hours callback. Employees will not receive callback for mandatory training or mandatory team meetings. (See Section 12.2).

**5.4.1 Witness Fees.** Any work-related witness fees paid to employees shall be remitted to the Employer by the employee.

**5.4.2** Employees released from training and subject to overtime assignment shall be awarded a number of hours (for use in the VOL) equal to the regular employee having the least amount of combined voluntary and mandatory 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.

**5.4.3** Employees absent from the workplace as a result of paid or unpaid non-protected leave, or exempt from overtime shall not have their overtime hours adjusted once they have returned or are no longer exempt. Employees returning from protected leave (paid or unpaid) of more than 30 days will have their overtime hours adjusted based upon their average of overtime hours worked that year to date.

## **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). 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.

**6.1.1** For employees in the bargaining unit as of July 1, 2018, the employee's seniority shall be defined as the total length of current, continuous, uninterrupted service in a supervisor or lead position with Snohomish County 911 or its predecessor employers.

**6.1.2** Employees hired or promoted into a bargaining unit position after July 1, 2018, begin accruing seniority on their date of appointment into a bargaining unit position.

**6.1.3** An official seniority roster shall be determined by management and the Union effective July 31<sup>st</sup> 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.

**6.1.4** 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.

**6.2 Shift Vacancies.** Full-time job vacancies occurring after January 1 of the current year shall be filled through 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.

**6.3 Probation.** Employees newly placed 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, an employee who previously held a dispatcher position with the Employer may be reverted to an authorized, vacant dispatcher position. In the event that no such vacant position exists, the employee will be offered the option to bump the least senior dispatcher if the

reverted employee previously accumulated more seniority in the bargaining unit than the employee to be bumped. An employee who did not previously hold a dispatcher position with the Employer may be placed in a vacant dispatcher position or terminated. The Employer's decision to revert, or in the case of a new hire terminate, an employee during promotional probation may not be challenged through the grievance procedure. The Employer may extend the probation period to accommodate training needs and qualifications provided that the employee agrees to such an extension and the extensions do not exceed a total of one hundred eighty (180) days. The Employer shall notify the Union when an extension is made to a probation period.

- 6.4 Legacy Supervisors.** Any supervisor promoted prior to January 1, 2018, who is not fully Cross-Trained (police dispatch and fire dispatch), shall be allowed to remain in that status. Any Supervisor promoted after January 1, 2018, will be expected to successfully complete training in all three (3) disciplines prior to the end of their supervisory probationary period.

## **ARTICLE 7 – WAGES**

- 7.1 Salary Schedules.** The hourly rates for the term of this Agreement are set forth in Appendix A.

- 7.2 Longevity.** In addition to the rates of pay provided herein the Employer shall pay employees longevity premiums as per the following schedule:

After completion of 5 years, \$60 per month.

After completion of 10 years, \$150 per month total.

After completion of 15 years, \$220 per month total.

After completion of 20 years, \$310 per month total.

After completion of 25 years, \$400 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 One-Time Ratification Payment.** Employees in active employment status as of January 1, 2024, will receive a one-time gross payment of two thousand five hundred dollars (\$2500).

- 7.4 Shift Differential.**

Employees will receive an additional thirty-five cents (\$0.35) per hour for all hours worked between the hours of 3:00 p.m. and 7:00 a.m. In the event that an employee works overtime, the shift differential will be included in the employee's regular rate of pay for purposes of calculating overtime.



**7.5 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:

**7.5.1** Changes that occur on the 1<sup>st</sup> through the 7<sup>th</sup> of the month will take effect on the 1<sup>st</sup> of the month during which they occur.

**7.5.2** Changes that occur on the 8<sup>th</sup> through the 22<sup>nd</sup> of the month will take effect on the 16<sup>th</sup> of the month during which they occur.

**7.5.3** Changes that occur on the 23<sup>rd</sup> through the end of the month will take effect on the 1<sup>st</sup> of the following month.

**7.6 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.

**7.7 Deferred Compensation.** Each full-time employee enrolled in a 403b or 457 plan offered by the Employer shall receive the following deferred compensation benefits:

**7.7.1 Non-Matching.** The Employer shall contribute three and one-half percent (3.5%) of each employee's base monthly salary into each employee's account.

**7.7.2 Matching.** In addition to the non-matching contributions set forth within Section 7.7.1, 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. Contribution amounts set during the annual open period may only be changed to accommodate changes in pay rates during the year.

**7.7.3 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).

**7.8 Actual Hours Worked.** The Employer calculates payroll based on actual hours worked. The two pay periods per month are the 1<sup>st</sup> through the 15<sup>th</sup> of each month and the 16<sup>th</sup> through the last day of the month. Through February 2024, the two (2) paydays per month occur on the 5<sup>th</sup> and 20<sup>th</sup> 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 per month occur on the 7<sup>th</sup> and 22<sup>nd</sup> 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 7<sup>th</sup> 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         | Veteran's Day                |
| Longevity Holiday      | Thanksgiving Day             |
| Martin Luther King Day | Native American Heritage Day |
| President's Day        | Christmas Eve Day            |
| Memorial Day           | Christmas Day                |
| Juneteenth             | New Year's Eve Day           |
| Independence Day       |                              |
| Labor 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)**

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

**9.1.3** Employees voluntarily leaving employment may cash out a maximum of 750 hours of accrued but unused PTO, including any amounts accrued but not yet credited to their leave banks, at their straight time rate.

**9.1.4** Employees will be credited with PTO step increases on their anniversary date of hire.

**9.1.5** Employees may donate PTO according to the Employer's Shared Leave Policy.

**9.2 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.

**9.3 Annual Vacation.** The following provisions govern the use of PTO for annual vacations.

**9.3.1 Vacation Limitations.** Employees shall be allowed to take a maximum of one hundred sixty (160) 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 (80) consecutive hours vacation leave. Supervisor Teams shall not have more than one (1) Supervisor off at a time, except on the supervisory staff's common work day, provided there are two (2) Supervisors working on the common day.

**9.3.2 Vacation Selection.** Each Supervisor will have three (3) vacation choices per year. Supervisor annual vacation requests that are submitted to Operations no later than sixty (60) days prior to requested date of the leave will be approved as long as the staffing described in paragraph 9.3.1 is met; provided that requested annual vacation leave may not conflict with planned training events. Annual vacation requests submitted less than sixty (60) days from the planned leave date may be approved or denied at the discretion of Operations, based on operational needs. If there is an overlap of annual vacation choices that do not allow the above staffing provisions to be met, vacation choices shall be based on seniority.

**9.3.3 Vacation Cancellation.** 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; in all other cases, once approved, an employee's annual vacation will not be

cancelled 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.

- 9.4 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.

## **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 Federal Family Medical Leave Act and RCW 49.78 in accord 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 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.

- 10.4 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.

**10.4.1** 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 employees 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 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 Union 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 Union 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, and vision insurance coverage is available to all regular, full time employees in the bargaining unit, their spouses and dependent

children under age twenty-six (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.** 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 in accordance with the provisions of Section 5.3. 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 communications center 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. All such training time must be paid for in accordance with state and federal law and to the extent legal and applicable, with the overtime provisions in this Agreement.

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

**12.2.3** The Employer shall notify all employees at least seven (7) days prior to any mandatory training/team meeting.

## **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 their duties by refusing to cross any picket line of any labor organization during the term of this Agreement in order to perform their 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 Union 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 Union 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.** If the Employer intends to impose discipline that involves a loss of pay or termination of employment, the following procedure will apply:

**15.3.1** The Employer shall inform the employee 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 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 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 Union/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 Union 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 Union 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 Union 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 Finance and 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 Union President. Grievances challenging disciplinary action may

be asserted by an employee or by the Union on behalf of one or more employees; all other grievances may be asserted only by the Union.

**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 Union 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 Union 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 Union is dissatisfied with the decision of the Director, within thirty (30) calendar days following receipt of the Step Three response, the Union 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 Union's written request, the Union will request that the American Arbitration Union 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 Union 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 Union. 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 Snohomish County 911 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 the Director of Snohomish County 911 or their designee.
- 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 inquiries (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 Union 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 his or her 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 be effective January 1, 2024, and shall remain in full force and effect through December 31, 2026, during which time no additional provisions shall be negotiated except as many be mutually agreed upon between the Employer and the Union.
- 19.2** Each party shall endeavor to commence collective bargaining by October 15, 2026, on amendments to any and all provisions of this Agreement with the objective of concluding such bargaining prior to December 31, 2026, for the Agreement commencing January 1, 2027.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

PUBLIC SAFETY EMPLOYEES  
UNION LOCAL 519

SNOHOMISH COUNTY 911

By:\_\_\_\_\_

By:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

**APPENDIX “A”  
To the AGREEMENT  
By and Between  
Snohomish County 911And  
Public Safety Employees Union Local 519**

This Appendix is supplemental to the AGREEMENT by and between SNOHOMISH COUNTY 911, hereinafter referred to as the “Employer”, and the Public Safety Employees Union Local 519.

A.1 Effective January 1, 2024, the salary schedule will be increased by five percent (5%) as follows:

| CLASSIFICATION | STEP A  | STEB B  | STEP C  | STEP D  | STEP E  |
|----------------|---------|---------|---------|---------|---------|
| Supervisor     | \$46.32 | \$47.70 | \$49.13 | \$50.61 | \$52.12 |

A.2 Effective July 1, 2024, the salary schedule will be increased by two percent (2%) as follows:

| CLASSIFICATION | STEP A  | STEB B  | STEP C  | STEP D  | STEP E  |
|----------------|---------|---------|---------|---------|---------|
| Supervisor     | \$47.24 | \$48.65 | \$50.12 | \$51.62 | \$53.16 |

A.2 Effective January 1, 2025, the salary schedule will be increased by five percent (5%) as follows:

| CLASSIFICATION | STEP A  | STEB B  | STEP C  | STEP D  | STEP E  |
|----------------|---------|---------|---------|---------|---------|
| Supervisor     | \$49.61 | \$51.08 | \$52.62 | \$54.20 | \$55.82 |

A.3 Effective January 1, 2026, the salary schedule will be increased by three percent (3%) as follows:

| CLASSIFICATION | STEP A  | STEB B  | STEP C  | STEP D  | STEP E  |
|----------------|---------|---------|---------|---------|---------|
| Supervisor     | \$51.09 | \$52.62 | \$54.20 | \$55.82 | \$57.50 |

Employees will advance to the next highest salary at the end of twelve (12) months of service. Employees newly appointed to a supervisor position will be placed on Step A of the salary schedule. Step increases will be implemented as described in Section 7.5 above.

4867-6076-2517, v. 1

AGREEMENT  
by and between  
Snohomish County 911  
and

Public Safety Employees Union Local 519

~~June~~January 1, ~~2024~~2024 through December 31,  
~~2023~~2026

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## **PREAMBLE**

**THIS AGREEMENT** is entered into by and between **SNOHOMISH COUNTY 911**, hereinafter referred to as the Employer, and **PUBLIC SAFETY EMPLOYEES UNION LOCAL 519**, hereinafter referred to as the Union, representing the supervisor bargaining unit.

## **ARTICLE 1 – DEFINITIONS**

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

**1.1.1** "Union" Union shall mean the Public Safety Employees Union Local 519.

**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 the process described in Section 9.3.

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

**1.1.7** "Overtime" shall mean the actual time worked in excess of the normally scheduled hours of duty by regularly assigned shifts or regularly assigned workweek.

**1.1.8** "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.

**1.1.9** "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 ~~his/her~~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, UNION MEMBERSHIP AND PAYROLL DEDUCTION**

- 2.1 Recognition.** The Employer recognizes the Union as the exclusive bargaining representative for full-time and regular part-time supervisors in the Snohomish County 911 Dispatch Center, excluding non-supervisory employees, confidential employees, and all other employees.
- 2.2 Bargaining Unit Work.** The parties recognize that non-bargaining unit personnel may be assigned to perform bargaining unit functions in extraordinary circumstances, to permit training of dispatch or bargaining unit staff, to complete special projects, to avoid the need for mandatory overtime, or to fill a bargaining unit vacancy on a limited term basis.
- 2.3 Union Dues.** Employees wishing to authorize the withholding of Association dues must provide their authorization to the Union, which will provide it to the Employer. Upon receipt of an employee’s authorization, the Employer shall deduct from the employee’s pay the dues of the Union and remit to the Union all such deductions semimonthly or monthly, except that all deductions be uniform and regular to accommodate the processed payroll. The Union will notify the Employer at least thirty (30) days in advance of any changes in its fees.
- 2.4 Revocation.** Employees may revoke their authorization for withholding of Union dues by providing written notice to the Union in accord with the terms of the authorization. The Employer will end dues deduction no later than the second payroll after receiving notice from the Union that an employee has revoked authorization.
- 2.5 Notification.** The Employer shall notify the Union promptly of all employees leaving its employment. Upon request, the Employer shall

provide the Union with updated information regarding an employee's home address and/or home phone number.

- 2.6 Indemnification.** The Union agrees to defend, indemnify and save the Employer harmless against any claim or liability which may arise by reason of any action taken by the Employer to comply with or enforce the provisions of this Article, including reimbursement for any legal fees or expenses incurred by the Employer in connection with such an action.

### ARTICLE 3 – NON-DISCRIMINATION

- 3.1** The employer and the Union 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 Union.

### ARTICLE 4 – UNION RIGHTS

~~4.1 Union Officials Time-Off. The Union 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 Release Time. Up to two (2) employees designated as Union representatives~~shop stewards~~ will be granted release time while conducting labor-management meetings or grievance resolution on behalf of employees in the bargaining unit, and up to three (3) employees designated as Union bargaining team members will be granted release time to participate in contract negotiations. With prior approval from management, an employee may be granted release time to allow them to participate in a meeting scheduled outside their normal work hours. All release time is subject to the following:

**4.1.1** ~~They~~Employees must notify the Employer whenever feasible at least forty-eight (48) hours prior to the time-off;

**4.1.2** The Employer ~~is~~must be 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~~Released employees must remain available for call-back to the floor while conducting negotiations in the event work needs require their return.

4.1.4    The parties will make every effort to schedule contract negotiation meetings to avoid needing coverage for three (3) Union participants.

#### 4.2 **Leave for ~~Bargaining Team and Executive Board Members~~Union Activities.**

~~4.2.1 Employees~~To the extent necessary to facilitate participation in contract negotiations or grievance meetings, employees designated as ~~Union 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,~~representatives will 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 off.

~~4.2.2 Negotiations/Business Leave Bank. The Employer and the Union will establish a business leave bank for use by eligible Union members for Union 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 Union.~~

#### 4.3 **Union Investigative and Visitation Privileges.**

4.3.1 With advanced notice, Union 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 Union Officials for the promotion of Union affairs other than stated above. The Employer will not be held liable for breaches of confidentiality.

4.3.2 At ~~the supervisor's~~management's discretion and provided there exists a legitimate concern, a Union 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 Union. Such use shall be restricted to the legitimate business needs of the Union'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 Union Use of Materials.** The Union shall not access or use Employer supplies, materials, equipment or facilities without prior approval of the Employer.

**4.6 Bargaining Unit Information.** Once per quarter, unless requested sooner by the Union, the Employer will provide the Union 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 Union will provide a reminder and opportunity to correct to the Employer before seeking a remedy under applicable law.

## **ARTICLE 5 – HOURS OF WORK, OVERTIME, CALL BACK AND WORK OUT OF CLASSIFICATION**

**5.1 Hours of Work.** The determination of the work period shall be established by the Employer as set forth below:

**5.1.1** The normal work week for Supervisor staff shall consist of four (4) ten (10) hour days, followed by three consecutive days off (the "4/10s Schedule"). 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 Union and Employer. Either party may propose to reopen this section and discuss concerns or issues relating to the work schedule. Upon mutual agreement, the parties may modify this section.

**5.2 Shift Exchange.** Any request for change of shift will be submitted in writing (to include the reason for the request) by the employee desiring to exchange shifts to the Operations Managers. 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 voluntarily exchanging shifts shall not have their scheduled annual vacation guaranteed.

**5.2.1 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 working an eight (8) hour day with a total of one (1) hour

paid break time, typically in the form of a thirty (30) minute meal period and two (2) fifteen (15) minute rest breaks. For employees working a ten (10) hour day, the Employer shall provide seventy (70) minutes of paid break time, typically in the form of a forty (40) minute meal break and two (2) fifteen (15) minute rest breaks. For employees working a twelve (12) hour day, the Employer shall provide ninety-five (95) minutes of paid break time, typically in the form of a thirty (30) minute meal break, two (2) fifteen (15) minute rest breaks during the first eight (8) hours worked, a fifteen (15) minute break at the end of eight (8) hours worked and one twenty (20) minute rest break to be taken during the last four (4) hours of the shift. These breaks shall be provided as the workload allows, but employees must remain within the area subject to immediate callback should the workload require. If an employee is not provided the major portion of the meal breaks or rest breaks, ~~he/she~~they shall be compensated at the overtime rate of pay for that portion of the meal periods or rest periods missed. Major portion of the break shall be defined as two-thirds (2/3rds) of the break or more. An employee requesting such overtime compensation shall complete a written request for overtime and submit such request to ~~his/her~~their Supervisor, for approval, by the end of the shift on the day for which overtime compensation is sought.

**5.3 Overtime.** Employees shall receive overtime pay for hours worked in excess of the established work schedule (e.g., 10 hour work shift). Overtime will be paid at one and one-half (1.5) times the employee's regular hourly rate of pay. However, employees on unpaid leave during their normally scheduled workweek will not receive overtime compensation when working hours not contiguous with the scheduled shift until the forty (40) hour threshold is met.

**5.3.1** Overtime shall normally be assigned on a voluntary basis, and shall be required, where necessary, among qualified employees, consistent with procedures defined herein:

(a) General Provisions.

- (i) Mandatory overtime shall not be assigned to employees working on their regularly-scheduled day off unless all other qualified employees are unavailable due to scheduled overtime, provided that in the event of a major catastrophic event, the Director may cancel all leaves.
- (ii) Employees who have already worked or are scheduled to work twelve (12) consecutive hours shall not be assigned mandatory overtime associated with that same shift.

- (iii) Employees on annual vacation or working their last scheduled shift prior to vacation, or with approved military leave scheduled the following day, shall not be used to cover overtime needs on a mandatory basis at the end of their shift, provided that in the event of a major catastrophic event, the Director may cancel all leaves.
  - (iv) Employees will not be assigned mandatory overtime if the assignment will result in a period of less than ~~twelve~~ten (~~12~~10) hours between work assignments unless all employees are unavailable due to scheduled overtime.
- (b) Employees may be excused from being required to work overtime provided that the following conditions are met:
- (i) Written authorization (medical waiver) from the employee's medical provider must be provided to the Employer.
  - (ii) The medical waiver must certify that the employee is unable to work mandatory overtime because of:
    - (a) ~~his/her~~their own serious health condition, or
    - (b) a need to care for a dependent child with a serious health condition.
  - (iii) The medical waiver must be provided to Human Resources prior to the work period excused from mandatory overtime.
  - (iv) The maximum duration of a medical waiver will be limited to twelve (12) weeks per calendar year.
  - (v) This section shall not limit or curtail any rights guaranteed by ~~Federal or State Labor Laws~~federal or state law, such as the Family Medical Leave Act or the Americans with Disabilities Act. The Employer may, at its discretion, exceed the limits identified in this ~~policy~~section.
- (c) Union Bargaining Team members will be exempt from mandatory overtime on scheduled contract negotiation dates, or at the end of a shift that ends twelve (12) or fewer hours prior to a scheduled contract negotiation session.



- (d) Unplanned ~~Short Term~~Short-Term Needs: To address short term overtime needs (~~seventy-two~~twenty-four (~~72~~24) hours' notice or less), the employer will:
- (i) Ask for volunteers from those employees currently on duty.
  - (ii) Make a reasonable effort to contact all off-duty, Supervisors (~~Including Office of Training and Standards~~).
  - (iii) If no employees are available for a voluntary overtime assignment, a selection from the established mandatory list will be made based on the least number of hours in their overtime logging bucket (See Section 5.3.2). If two or more employees with equal qualifications have the same number of hours, the mandatory overtime assignment will be given to the employee with less seniority.
- (e) Planned Overtime Needs: To address planned overtime needs (more than ~~seventy-two~~three (~~72~~3) hoursdays' notice), the employer will follow the procedures below:
- (i) Vacancies that cause an overtime situation will be filled using an automated scheduling program. Employees seeking overtime opportunities will make themselves available for voluntary overtime using the sign-up feature on their schedule calendar. Overtime will be assigned in four (4) hour increments to the qualified employee with the least amount of hours in their overtime logging bucket (see Section 5.3.2) at the time the opportunity is presented. It is the employee's responsibility to be aware of these overtime assignments.
  - (ii) An employee may cancel a voluntary overtime sign-up ~~by personally contacting the Operations Managers team~~ no less than ~~seventy-two~~ninety-six (~~72~~96) hours prior to the scheduled work assignment. Except as otherwise provided by law, to cancel within ~~seventy-two~~ninety-six (~~72~~96) hours of the scheduled work assignment, the supervisor must find another qualified supervisor to work the scheduled assignment, ~~and notify the Operations~~

~~team and the replacement employee of the details of the assignment.~~

- (iii) If no volunteers are identified within ~~seventy-two~~one (~~72~~1) ~~hours~~day of the specified time of need, the mandatory provisions of Section 5.3.1 (A) and (B) shall apply; provided, that no employee shall be mandated to work pre-shift overtime on the first day of the employee's scheduled workweek.
- (iv) Voluntary overtime scheduled or worked shall not excuse the employee from attending mandatory overtime for the purposes of training or team meetings.

**5.3.2 Voluntary Overtime List ("Sign-Up List").** The employer shall establish a Voluntary Overtime List using a sign-up feature in an automated scheduling program that will rank employees in order of the number of overtime hours worked ("Overtime Logging Bucket"). The list will be used to determine the order in which overtime is assigned. Assignment will be based on qualifications and least number of overtime hours worked. The overtime totals will revert back to zero on January 1 of each year. Supervisors will be front-loaded two thousand (2000) hours to facilitate the scheduling program's voluntary assignment order for overtime in dispatch or call-taking positions.

**5.3.3** All bargaining unit members, except those with Medical Waivers, as agreed to in the above provision, are allowed to work voluntary overtime except as prohibited by ~~Attendance Policy~~ 10.4 Employer policy. Supervisory ~~and Training~~ staff shall be exempt from mandatory overtime in the ACD and dispatch positions, but may volunteer to work these positions to cover planned overtime needs as outlined in Section 5.3.1(c).

**5.4 Callback & Court Callback.** Any employee called back after finishing ~~his/her~~their regular shift and leaving the communications center, or called to report on ~~his/her~~their day off, or called back for a job-related court appearance after completion of ~~his/her~~their regularly scheduled shift or on a 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. Scheduled Supervisor meetings will be guaranteed a rate of 2 hours callback. Employees will not receive callback for mandatory training or mandatory team meetings. (See Section 12.2).

**5.4.1 Witness Fees.** Any work-related witness fees paid to employees shall be remitted to the Employer by the employee.

**5.4.2** Employees released from training and subject to overtime assignment shall be awarded a number of hours (for use in the VOL) equal to the regular employee having the least amount of combined voluntary and mandatory 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. ~~Twenty-five (25)-year employees will not be used for this comparison.~~

**5.4.3** Employees absent from the workplace as a result of paid or unpaid, non-protected leave, or exempt from overtime shall not have their overtime hours adjusted once they have returned or are no longer exempt. Employees returning from protected leave (paid or unpaid) of more than 30 days will have their overtime hours adjusted based upon their average of overtime hours worked that year to date.

## **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). 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.

**6.1.1** ~~As of the effective date of this Agreement, an~~For employees in the bargaining unit as of July 1, 2018, the employee's seniority shall be defined as the total length of current, continuous, uninterrupted service in a supervisor or lead position with Snohomish County 911 or its predecessor employers.

**6.1.2** Employees hired or promoted into a bargaining unit position after ~~the effective date of this Agreement~~July 1, 2018, begin accruing seniority on their date of appointment into a bargaining unit position. ~~Unless otherwise required by law, employees will not accrue seniority during any period of unpaid leave (including any period of unpaid leave covered by the FMLA). An employee's seniority date will be adjusted forward for any period of leave without pay on a day-for-day basis.~~

**6.1.3** An official seniority roster shall be determined by management and the Union effective July 31<sup>st</sup> 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.

**6.1.4** 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.

~~6.1.5 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.** Full-time job vacancies occurring after January 1 of the current year shall be filled ~~based on the shift bids previously submitted for the current year and in consideration of the business needs of Snohomish County 911~~through 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 Probation.** Employees newly placed 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, an employee who previously held a dispatcher position with the Employer may be reverted to an authorized, vacant dispatcher position. In the event that no such vacant position exists, the employee will be offered the option to bump the least senior dispatcher if the reverted employee previously accumulated more seniority in the bargaining unit than the employee to be bumped. An employee who did not previously hold a dispatcher position with the Employer may be placed in a vacant dispatcher position or terminated. The Employer's decision to revert, or in the case of a new hire terminate, an employee during promotional probation may not be challenged through the grievance procedure. The Employer may extend the probation period to

accommodate training needs and qualifications provided that the employee agrees to such an extension and the extensions do not exceed a total of one hundred eighty (180) days. The Employer shall notify the Union when an extension is made to a probation period.

**6.4 Legacy Supervisors.** Any supervisor promoted prior to January 1, 2018, who is not fully Cross-Trained (police dispatch and fire dispatch), shall be allowed to remain in that status. Any Supervisor promoted after January 1, 2018, will be expected to successfully complete training in all three (3) disciplines prior to the end of their supervisory probationary period.

## ARTICLE 7 – WAGES

**7.1 Salary Schedules.** The ~~salary schedules~~ hourly rates for the term of this Agreement are set forth in Appendix A.

**7.2 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, \$~~3060~~ per month.

After completion of 10 years, \$~~75150~~ per month total.

After completion of 15 years, \$~~110220~~ per month total.

After completion of 20 years, \$~~155310~~ per month total.

After completion of 25 years, \$~~200400~~ 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 One-Time Ratification Payment.** Employees in active employment status as of January 1, 2024, will receive a one-time gross payment of two thousand five hundred dollars (\$2500).

**7.4** ~~7.3~~ **Shift Differential.**

Employees will receive an additional thirty-five cents (\$0.35) per hour for all hours worked between the hours of 3:00 p.m. and 7:00 a.m. In the event that an employee works overtime, the shift differential will be included in the employee's regular rate of pay for purposes of calculating overtime.

~~**7.4 Terminal Agency Coordinators.** The Terminal Agency Coordinator shall receive an additional \$70 dollars per month in addition to their current wages. Terminal Agency Coordinator Assistants shall receive an additional \$40 per month in addition to their current wages. These calculations will be converted to an hourly rate, added to the employee's~~

~~base rate, and multiplied by the numbers of hours worked each pay period.~~

**7.5 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:

**7.5.1** Changes that occur on the 1<sup>st</sup> through the 7<sup>th</sup> of the month will take effect on the 1<sup>st</sup> of the month during which they occur.

**7.5.2** Changes that occur on the 8<sup>th</sup> through the 22<sup>nd</sup> of the month will take effect on the 16<sup>th</sup> of the month during which they occur.

**7.5.3** Changes that occur on the 23<sup>rd</sup> through the end of the month will take effect on the 1<sup>st</sup> of the following month.

**7.6 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.

**7.7 Deferred Compensation.** Each full-time employee enrolled in a 403b or 457 plan offered by the Employer shall receive the following deferred compensation benefits:

**7.7.1 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.

**7.7.2 Matching.** In addition to the non-matching contributions set forth within Section ~~7.8.4~~ 7.7.1, the Employer shall match an employee's contribution into ~~his/her~~ 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 ~~his/her~~ their contribution during an annual open period. ~~Such contribution amount may not be changed until the next~~ Contribution amounts set during the annual open period may only be changed to accommodate changes in pay rates during the year.

**7.7.3 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).

**7.8 Actual Hours Worked.** The Employer calculates payroll based on actual hours worked. The two pay periods per month are the 1<sup>st</sup> through the 15<sup>th</sup> of each month and the 16<sup>th</sup> through the last day of the month. ~~The~~ Through February 2024, the two (2) paydays per month occur on the

5th and 20<sup>th</sup> 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 per month occur on the 7<sup>th</sup> and 22<sup>nd</sup> 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 ~~5<sup>th</sup>~~7<sup>th</sup> 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         | Labor Day                    |
| Longevity Holiday      | Veteran’s Day                |
| Martin Luther King Day | Thanksgiving Day             |
| President’s Day        | Native American Heritage Day |
| Memorial Day           | Christmas Eve Day            |
| <u>Juneteenth</u>      | 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 ~~his/her~~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)**

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

**9.1.3** Employees voluntarily leaving employment may cash out a maximum of 750 hours of accrued but unused PTO, including any amounts accrued but not yet credited to their leave banks, at their straight time rate.



**9.1.4** Employees will be credited with PTO step increases on their anniversary date of hire.

**9.1.5** Employees may donate PTO according to the Employer's Shared Leave Policy.

**9.2 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.

**9.3 Annual Vacation.** The following provisions govern the use of PTO for annual vacations.

**9.3.1 Vacation Limitations.** Employees shall be allowed to take a maximum of one hundred sixty (160) 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 (80) consecutive hours vacation leave. Supervisor Teams shall not have more than one (1) Supervisor off at a time, except on the supervisory staff's common work day, provided there are two (2) Supervisors working on the common day.

**9.3.2 Vacation Selection.** Each Supervisor will have three (3) vacation choices per year. Supervisor annual vacation requests that are submitted to Operations no later than sixty (60) days prior to requested date of the leave will be approved as long as the staffing described in paragraph 9.3.1 is met; provided that requested annual vacation leave may not conflict with planned training events. Annual vacation requests submitted less than sixty (60) days from the planned leave date may be approved or denied at the discretion of Operations, based on operational needs. If there is an overlap of annual vacation choices that do not allow the above staffing provisions to be met, vacation choices shall be based on seniority.

**9.3.3 Vacation Cancellation.** 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; in all other cases, once approved, an employee's annual vacation will not be cancelled 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.

**9.4 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.

## **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 Federal Family Medical Leave Act and RCW 49.78 in accord 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 Bereavement Leave.** A regular full-time employee who has a member of ~~his/her~~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, ~~he/she~~they may use PTO (or in the absence of PTO, unpaid leave) with approval, which will not be unreasonably denied.

**10.4 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.

**10.4.1** 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 ~~Union members~~employees 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 ~~three~~five hundred fifty dollars (\$~~350.00~~550.00) per month.

- 11.2** The Employer will offer dental insurance coverage through the AWC Delta Dental Plan E 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 Union 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 Union 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, and vision insurance coverage is available to all regular, full time employees in the bargaining unit, their spouses and dependent children under age twenty-six (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 ~~his/her~~their duties. Each employee shall ensure that ~~his/her~~their assigned workstation has sufficient resource materials on hand and available for their shift relief. If an employee cannot so ensure, ~~he/she~~they shall notify ~~his/her~~their shift supervisor.

- 12.2 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 in accordance with the provisions of Section 5.3. 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 communications center 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. All such training time must be paid for in accordance with ~~the Fair Labor Standards Act~~state and federal law and to the extent legal and applicable, with the overtime provisions in this Agreement.

**12.2.2** The Director or ~~his/her~~their designee may assign full or partial shift adjustments in conjunction with training in lieu of overtime payments 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.~~

## 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~~their duties by refusing to cross any picket line of any labor organization during the term of this Agreement in order to perform ~~his/her~~their 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 ~~his/her~~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 Union 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 Union 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 following procedure will apply:

**15.3.1** The Employer shall inform the employee 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 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** ~~15.4~~ The Employer will schedule a Pre-Disciplinary Meeting to permit the employee 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** ~~15.4.1~~ 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 Union/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 Union 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 Union 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 Union 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 Finance and 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 Union President. Grievances challenging disciplinary action may be asserted by an employee or by the Union on behalf of one or more employees; all other grievances may be asserted only by the Union.

**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 Union 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 Union 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 Union is dissatisfied with the decision of the Director, within thirty (30) calendar days following receipt of the Step Three response, the Union 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 Union's written request, the Union will request that the American Arbitration Union 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. ~~He/she~~They shall consider and decide only the specific grievance submitted in writing by the Employer and the Union 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 Union. 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 ~~SNOPAG~~Snohomish County 911 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 or their designee.

**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~~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 ~~his/her~~their own choosing or a representative of the Union 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 ~~he/she~~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 ~~he/she~~they be threatened with dismissal, transfer or



other disciplinary punishment as a guise to attempt to obtain ~~his/her~~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 his or her 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 be effective ~~June~~January 1, ~~2021~~2024, and shall remain in full force and effect through December 31, ~~2023~~2026, during which time no additional provisions shall be negotiated except as many be mutually agreed upon between the Employer and the Union.
- 19.2** Each party shall endeavor to commence collective bargaining by October 15, ~~2023~~2026, on amendments to any and all provisions of this Agreement with the objective of concluding such bargaining prior to December 31, ~~2023~~2026, for the Agreement commencing January 1, ~~2024~~2027.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, ~~2021~~2023.

PUBLIC SAFETY EMPLOYEES  
UNION LOCAL 519

SNOHOMISH COUNTY 911

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX “A”  
To the AGREEMENT  
By and Between  
Snohomish County 911And  
Public Safety Employees Union Local 519**

This Appendix is supplemental to the AGREEMENT by and between SNOHOMISH COUNTY 911, hereinafter referred to as the “Employer”, and the Public Safety Employees Union Local 519.

A.1 Effective ~~June~~January 1, ~~2021~~2024, the salary schedule will be increased by five percent (5%) as follows:

| <u>CLASSIFICATION</u>                   | <del>Step A</del>  | <del>Step B</del><br><u>STEP A</u>   | <del>Step C</del><br><u>STEP B</u>   | <del>Step D</del><br><u>STEP C</u>   | <del>Step E</del><br><u>STEP D</u>   | <del>Step F</del><br><u>STEP E</u>   |
|-----------------------------------------|--------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
|                                         |                    |                                      |                                      |                                      |                                      |                                      |
| <del>Supervisor</del> <u>Supervisor</u> | <del>\$7,046</del> | <del>\$7,258</del><br><u>\$46.32</u> | <del>\$7,475</del><br><u>\$47.70</u> | <del>\$7,699</del><br><u>\$49.13</u> | <del>\$7,930</del><br><u>\$50.61</u> | <del>\$8,168</del><br><u>\$52.12</u> |

~~Employees will advance to the next step at the end of twelve (12) months of service. Employees newly appointed to a supervisor position will be placed on Step A of the salary schedule. Employees who have been at Step E for more than twelve (12) months will be advanced to Step F as of the effective date of this Agreement. Step increases will be implemented as described in Section 7.6 above.~~

A.2 Effective ~~January~~July 1, ~~2022~~2024, the salary schedule will be increased by ~~one and three-quarter~~two percent (~~1.75%~~), and ~~all steps will be re-labeled~~2% as follows:

| <u>CLASSIFICATION</u>                   |  | <del>Step A</del><br><u>STEP A</u>   | <del>Step B</del><br><u>STEP B</u>   | <del>Step C</del><br><u>STEP C</u>   | <del>Step D</del><br><u>STEP D</u>   | <del>Step E</del><br><u>STEP E</u>   |
|-----------------------------------------|--|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
|                                         |  |                                      |                                      |                                      |                                      |                                      |
| <del>Supervisor</del> <u>Supervisor</u> |  | <del>\$7,385</del><br><u>\$47.24</u> | <del>\$7,605</del><br><u>\$48.65</u> | <del>\$7,834</del><br><u>\$50.12</u> | <del>\$8,069</del><br><u>\$51.62</u> | <del>\$8,311</del><br><u>\$53.16</u> |

~~Employees will advance to the next highest salary (regardless of the revised Step labels) at the end of twelve (12) months of service. Employees newly appointed to a supervisor position will be placed on Step A of the salary schedule. Step increases will be implemented as described in Section 7.6 above.~~

A.32 Effective ~~July~~January 1, ~~2022~~2025, the salary schedule will be increased by ~~one and three-quarters~~five percent (~~1.75~~5%) as follows:

| <u>CLASSIFICATION</u> |  | <del>Step A</del><br><u>STEP A</u> | <del>Step B</del><br><u>STEP B</u> | <del>Step C</del><br><u>STEP C</u> | <del>Step D</del><br><u>STEP D</u> | <del>Step E</del><br><u>STEP E</u> |
|-----------------------|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
|                       |  |                                    |                                    |                                    |                                    |                                    |

|                                  |  |                           |                           |                           |                           |                           |
|----------------------------------|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
|                                  |  |                           |                           |                           |                           |                           |
| Supervisor <del>Supervisor</del> |  | \$7,514<br><u>\$49.61</u> | \$7,738<br><u>\$51.08</u> | \$7,971<br><u>\$52.62</u> | \$8,210<br><u>\$54.20</u> | \$8,456<br><u>\$55.82</u> |

A. ~~43~~ Effective January 1, ~~2023~~2026, the salary schedule will be increased by ~~one and three-quarters~~three percent (~~1.75~~3%) as follows:

| <u>CLASSIFICATION</u>                   |  | <del>Step A</del><br><u>STEP A</u>   | <del>Step B</del><br><u>STEP B</u>   | <del>Step C</del><br><u>STEP C</u>   | <del>Step D</del><br><u>STEP D</u>   | <del>Step E</del><br><u>STEP E</u>   |
|-----------------------------------------|--|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
|                                         |  |                                      |                                      |                                      |                                      |                                      |
| <del>Supervisor</del> <u>Supervisor</u> |  | <del>\$7,646</del><br><u>\$51.09</u> | <del>\$7,874</del><br><u>\$52.62</u> | <del>\$8,111</del><br><u>\$54.20</u> | <del>\$8,354</del><br><u>\$55.82</u> | <del>\$8,604</del><br><u>\$57.50</u> |

Employees will advance to the next ~~step~~highest salary at the end of twelve (12) months of service. Employees newly appointed to a supervisor position will be placed on Step A of the salary schedule. Step increases will be implemented as described in Section ~~7.6~~7.5 above.

[4867-6076-2517, v. 1](#)

|                                                                                                                                |            |
|--------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Summary report:</b><br><b>Litera Compare for Word 11.3.1.3 Document comparison done on</b><br><b>12/12/2023 11:25:54 AM</b> |            |
| <b>Style name:</b> Default Style                                                                                               |            |
| <b>Intelligent Table Comparison:</b> Active                                                                                    |            |
| <b>Original filename:</b> 2021-2023 PSEU Local 519 CBA FINAL, 4895-4360-4366, 1.docx                                           |            |
| <b>Modified filename:</b> 2024-2026 PSEU Local 519 CBA DRAFT, 4867-6076-2517, 1.docx                                           |            |
| <b>Changes:</b>                                                                                                                |            |
| <u>Add</u>                                                                                                                     | 185        |
| <del>Delete</del>                                                                                                              | 184        |
| <del>Move From</del>                                                                                                           | 0          |
| <u>Move To</u>                                                                                                                 | 0          |
| <u>Table Insert</u>                                                                                                            | 0          |
| <del>Table Delete</del>                                                                                                        | 12         |
| <u>Table moves to</u>                                                                                                          | 0          |
| <del>Table moves from</del>                                                                                                    | 0          |
| Embedded Graphics (Visio, ChemDraw, Images etc.)                                                                               | 0          |
| Embedded Excel                                                                                                                 | 0          |
| Format changes                                                                                                                 | 0          |
| <b>Total Changes:</b>                                                                                                          | <b>381</b> |



## ACTION PROPOSAL FORM

**Date:** December 18, 2023

**Action Title:** Appointive Staff COLA

**Time Sensitivity:** Normal

### **Background / Purpose:**

The Personnel Committee evaluated a variety of economic and business factors and recommends a 6% COLA increase for appointive staff.

### **Suggested Action/Recommendation:**

Authorize Appointive Staff COLA of 6% effective 1/1/2024.



## Action Proposal Form

**Date:** 12/13/2023

**Title:** Term-Limited Employee – Operations Systems Coordinator

### **Background / Purpose:**

The Board took action at the April 2023 meeting to eliminate both the GIS Coordinator and Operations Systems Coordinator classifications, and the create of two new Operations Systems/GIS Coordinators. Staff reported that the current Operations Systems Coordinator had announced plans to move out of state, but was willing to stay on and work remotely in support of the Tyler upgrade in 2024 and to assist with training of replacements. We anticipated him working as a term-limited employee through May 2024.

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

One of the new Operations Systems Coordinators is expected to start at SNO911 on December 5<sup>th</sup>, with another candidate still in the background process. Based on initial testing, there is a high chance the Tyler upgrade will be delayed from the target go-live of February 2024. This version upgrade requires extensive rebuilding of every FRP in the system as well as an unprecedented number of changes to the entire software application. It is critical that those involved in the testing and validation of the new software have a complete understanding of the previous functionality to help ensure changes are noticed, explainable, and do not cause downstream issues.

Taking all of the above factors in to consideration, Staff is recommending an extension of the limited-term Operations Systems Coordinator through July 2024.

### **Suggested Action/Recommendation:**

Approve extension of the current Operations Systems Coordinator's limited-term employment through July 2024 to allow for training/onboarding and assistance with the Tyler upgrade.

**Fund:** Operating Fund 70





## Action Proposal Form

**Date:** 11/30/2023

**Title:** South Campus Lease

### **Background / Purpose:**

Prior to consolidation SNOCOM had an arrangement with the City of Mountlake Terrace that permitted rent free tenancy in return for tenant improvements. As previously reported that agreement ended in 2023 and we are actively negotiating a successor agreement. South Campus is currently our back-up location capable of supporting operations if our primary location was not operational.

We expect to have a final agreement ready for review in the coming months and until then desire to extend the agreement an additional three-months to finalize lease terms.

Staff recommend consideration of placing this action on the Board's consent agenda.

### **Suggested Action/Recommendation:**

Authorize executing the Second Amendment to Interlocal Agreement between City of Mountlake Terrace and SNO911 pending final legal review.

**Fund:** N/A

**SECOND AMENDMENT TO INTERLOCAL AGREEMENT  
BETWEEN CITY OF MOUNTLAKE TERRACE AND SNO911**

This Amendment amends the Interlocal Agreement between the City of Mountlake Terrace (“City”) and Sno911, formerly known as SNOCOM, an interlocal association of Snohomish County municipalities and special purpose districts (the “Sno911”) entered into March 22, 2000, and any subsequent amendments thereto including an October 5, 2010 amendment, related to the operations facility owned by the City and leased by Sno911 (together “Agreement”).

WHEREAS, the City of Mountlake Terrace assumed the rights of the City of Lynnwood under the Agreement, and

WHEREAS, the Parties extended the Agreement on June 21, 2023 for six months expiring December 22, 2023, and

WHEREAS, the Parties seek to extend the Agreement an additional three months to finalize lease terms;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, and for other good and valuable consideration, the parties hereto agree as follows:

1. Extension. The Parties desire to extend the Agreement until March 22, 2024.
2. Full Force and Effect. All other terms and conditions in the Agreement remain in full force and effect as provided therein.

CITY OF MOUNTLAKE TERRACE

SNO 911

By: \_\_\_\_\_  
Jeff Niten, City Manager

By: \_\_\_\_\_  
Kurt Mills, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Hillary J. Evans, City Attorney



## ACTION PROPOSAL FORM

**Date:** December 13, 2023

**Action Title:** 2022 Year End Budget Activities - Updated

**Time Sensitivity:** Normal

### **Background / Purpose:**

At the end of each year the Board takes steps to finalize the previous year's budget carryover and other revenues. In February 2023, the Board approved these actions, however due to a missed step in the Snohomish County budget process, the \$775,203 of restricted E911 revenue has not been received at SNO911. Absent an emergency request, the funding will be held in the County's EESCS Fund in reserves and is expected to be transferred to SNO911 in 2025. It is therefore recommended that we rescind the original authorization. A copy of the original Feb 2023 APF is included as a reference.

**February 2023 Action:** Authorize moving \$775,203 of Additional E911 Tax into Capital Fund 80 and designate it for *CP-031: Facility Infrastructure Reserve* to begin saving for unplanned large facility needs in the new building once it's fully occupied.

### **Suggested Action/Recommendation:**

Motion to rescind the February 16, 2023 board action that authorized moving \$775,203 of additional E911 Tax into Capital Fund 80 and designate it for *CP-031: Facility Infrastructure Reserve* to begin saving for unplanned large facility needs in the new building once it's fully occupied.

Reference: APF - 2022 Year End Budget Activities



## ACTION PROPOSAL FORM

**Date:** 2/7/2023

**Action Title:** 2022 Year End Budget Activities

**Time Sensitivity:** Normal

### Background / Purpose:

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

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

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

The Finance Committee discussed and supports the following actions.

### Recommended Actions:

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

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

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

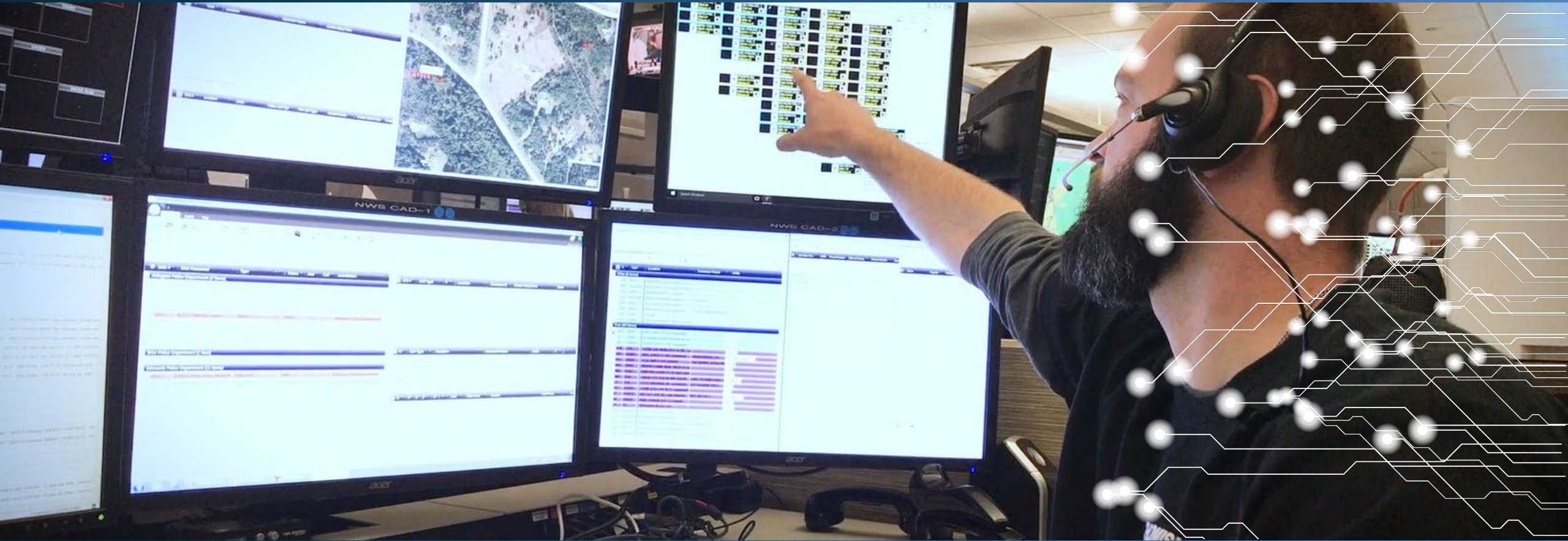
**Action 4:** Authorize moving \$775,203 of Additional **E911 Tax** into Capital Fund 80 and designate it for *CP-031: Facility Infrastructure Reserve* to begin saving for unplanned large facility needs in the new building once it's fully occupied.\*

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



# Snohomish County 911 2024 Capital Plans

December 21<sup>th</sup>, 2023





# Capital Plans

- Capital Plan Fund 80
- Radio Capital Plan Fund 85



# Setting The Stage

Fund 80 Capital 2024 Plan is the culmination of several years of planning for new facility;

- Re-using technical infrastructure to extent possible
- Build-out new facility while maintaining continuity of operations in current locations
- Purchasing of equipment intentionally delayed
- Early refresh equipment
- General & Routine Needs



# Fund 80 Cost Break Down

- New Facility Infrastructure

- 42% cost for New Purchases

- Network Switches
    - Additional Viper Workstations
    - Fiber Connectivity
    - WIFI Access Points
    - Dispatch Consoles (furniture)

- Early Refresh

- 7% cost for Early Purchases

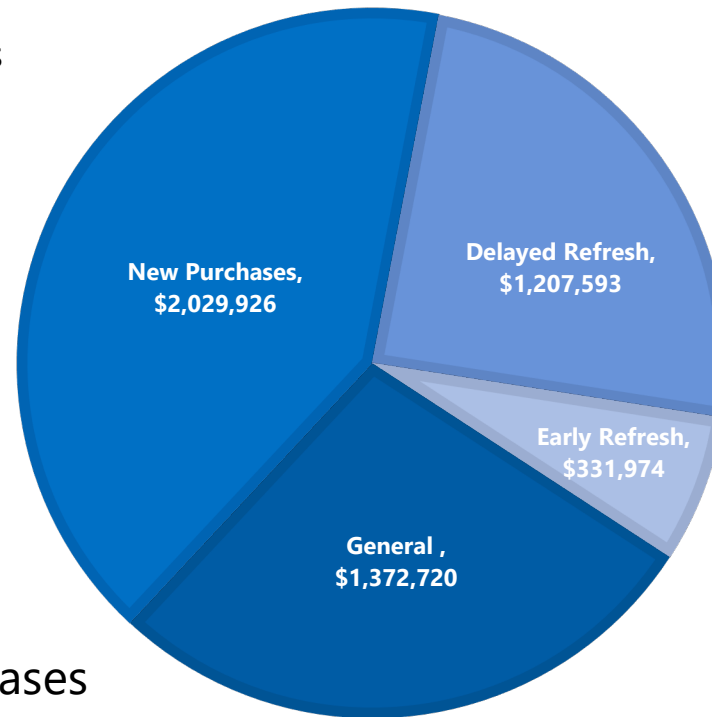
- CAD Workstations
    - Resource PCs
    - Dispatch Monitors

- General

- 26% cost for General Purchases

- Managed Laptop
    - UPS Battery replacements
    - Add'l PCs/Laptops

■ General ■ New Purchases ■ Delayed Refresh ■ Early Refresh



Total Cost  
\$4,942,213

- Equipment Reuse

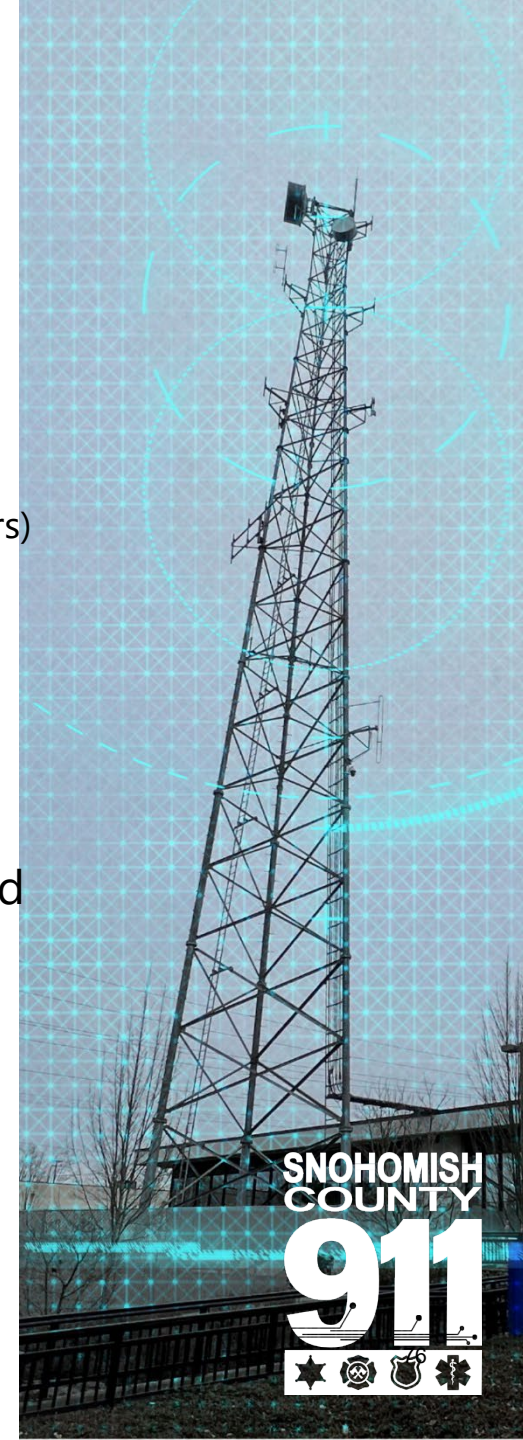
- 0% cost for Existing

- Viper System (Servers)
    - VPAC System
    - Business System (Servers)
    - Admin PCs
    - Phone System
    - Locution System
    - Omnixx Terminals

- Delayed Refresh

- 25% Cost for Delayed

- NWS Servers/Storage
    - NWS Switches
    - Firewall Refresh
    - Phones Hardware
    - NetMotion Gateways





# Radio Capital Site Improvements

- HVAC replacement at radio sites
  - Systems are exceeding end of life and parts are becoming hard to source
  - Refrigerant being used is extraordinarily expensive and harmful to the environment
- Roof Replacement
  - Replace membrane and conventional roofs at radio sites
- LED Tower Lighting Beacon
  - Replace incandescent bulb aircraft warning systems with brighter and more reliable LED based lighting
- Generator Replacements
  - Replace generators at site that do not have commercial power available
  - Replace trailer based generator for emergency backup/response
- Radio Infrastructure Capital (Fund 85) \$657,750



# Questions

# Suggested Board Action/Recommendation

- Approve 2024 Capital Plans for Fund 80 and Plan 85 for fiscal year 2024 as presented.







Thank You

| 20231204  |          |                    |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
|-----------|----------|--------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 20231204  |          | 2024 Capital Plan  |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| Project # | Source   | Reserve or Planned | Project Name                                                                                       | Description                                                                                                                                                                                                                  | Note: 2024                                                                                                                        | 2024                             | 2025           | 2026           | 2027           | 2028           | 2029           | 2030           | 2031           | 2032           | 2033           | 2034           | 2035            | 2036            | 2037            | 2038            |
| CP-001    | 80       | Planned            | Integrated <b>Public Safety (PS)</b> Suite                                                         | Funding for system improvements, interfaces, training, consultation, design and other work related to the Core Integrated Software Suite.                                                                                    | Carryover Funds: Enterprise Records, CFS Printing Interface, NWS Upgrade Added additional \$100K for AI/QA                        | \$ 257,836                       | \$ 270,728     | \$ 284,264     | \$ 298,477     | \$ 313,401     | \$ 329,071     | \$ 345,525     | \$ 362,801     | \$ 380,941     | \$ 399,988     | \$ 419,988     | \$ 440,987      | \$ 463,036      | \$ 486,188      | \$ 510,498      |
| CP-002    | 80       | Planned            | Integrated PS Suite Hardware                                                                       | Funding for scheduled replacements of servers and related hardware including related software licenses.                                                                                                                      | Delayed Refresh: VMware Upgrade, NWS Host and Storage Replacement                                                                 | \$ 717,000                       |                |                |                |                | \$ 897,000     |                |                |                |                | \$ 1,120,000   |                 |                 |                 |                 |
| CP-003    | 80       | Planned            | Integrated PS Suite Replicated Systems                                                             | Funding for scheduled replacement and upgrades to the replicated servers used by agencies and interfaces.                                                                                                                    |                                                                                                                                   |                                  | \$ 37,500      |                |                |                |                | \$ 47,000      |                |                |                |                | \$ 59,000       |                 |                 |                 |
| CP-004    | 80       | Planned            | Integrated PS Suite Virtual Systems                                                                | Funding to add and upgrade hardware and licensing for virtualized environments used by agencies and SNO911.                                                                                                                  | Rescheduled: VPAC Host and Storage Replacementout to 2025                                                                         |                                  | \$ 375,000     |                |                |                |                | \$ 470,000     |                |                |                |                | \$ 590,000      |                 |                 |                 |
| CP-005    | 80       | Planned            | Critical Systems Servers & Software                                                                | Funding for replacements and upgrades of critical system hardware, servers and software licenses.                                                                                                                            | Delayed Refresh: Netmotion Gateway Replacement                                                                                    | \$ 34,000                        | \$ 10,000      |                |                | \$ 40,800      | \$ 12,000      | \$ 125,000     |                | \$ 48,960      | \$ 14,400      |                | \$ 15,700       | \$ 58,752       | \$ 17,280       |                 |
| CP-006    | 80       | Planned            | Critical & Business Systems Network & Systems                                                      | Funding for replacements and upgrades of critical systems network switches and infrastructure.                                                                                                                               | Delayed Refresh: firewall replacements (Business, VPAC) Business Core SW. New Infrastructure: Switches, WIFI & Fiber Connectivity | \$ 1,150,000                     |                |                |                |                | \$ 440,000     |                | \$ 981,536     |                |                | 550000         |                 |                 |                 | \$ 1,325,000    |
| CP-007    | 80       | Planned            | Radio & 911, NE Logging Recorder                                                                   | Funding for scheduled replacement and upgrades to voice logging recorder.                                                                                                                                                    |                                                                                                                                   |                                  |                |                | \$ 275,000     |                |                |                |                | \$ 302,500     |                |                |                 |                 | \$ 332,750      |                 |
| CP-008    | 80       | Planned            | ECC CRAC (Computer room AC)                                                                        | Funding for scheduled replacements and upgrades to server room CRAC units.                                                                                                                                                   | Rescheduled: CRAC unit Replacement out to 2025                                                                                    |                                  | \$ 250,000     |                |                |                |                |                |                |                |                | \$ 325,000     |                 |                 |                 |                 |
| CP-009    | 80       | Planned            | ECC Back-Up Power Core Systems                                                                     | Funding for replacements, upgrades, updates of ECC power systems including: UPS, generators, switches, circuits, systems and services.                                                                                       |                                                                                                                                   |                                  | \$ 200,000     |                |                |                |                |                |                |                |                |                | \$ 300,000      |                 |                 |                 |
| CP-010    | 80       | Planned            | ECC UPS Battery Replacement                                                                        | Funding for scheduled UPS battery replacements.                                                                                                                                                                              | General: North Campus UPS Battery Replacement (240 cells)                                                                         | \$ 50,000                        | \$ 55,000      |                | \$ 57,750      |                | \$ 60,638      |                | \$ 63,669      |                | \$ 66,853      |                | \$ 70,195       |                 | \$ 73,705       |                 |
| CP-011    | 80       | Planned            | ECC FSA Core Systems                                                                               | Funding for scheduled replacements and upgrades of core fire station alerting SNO911 servers and hardware.                                                                                                                   | Rescheduled: Locution Upgrade out to 2026                                                                                         |                                  |                | \$ 300,000     |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-012    | 80       | Planned            | ECC CAD Workstation Hardware                                                                       | Funding to replace ECC workstation CAD Computers and related hardware and software.                                                                                                                                          | New Infrastructure: CAD PC Replacements (60), Black Box KVMs (20)                                                                 | \$ 140,000                       |                |                |                |                | \$ 155,000     |                |                |                |                | \$ 193,750     |                 |                 |                 |                 |
| CP-013    | 80       | Planned            | ECC 911 (Telephony) Workstation Hardware                                                           | Funding to replace ECC 911 Phone workstation PCs and related systems and equipment.                                                                                                                                          | New Infrastructure: Add 12 new VIPER positions (11 dispatch and 1 LERT)                                                           | \$ 330,000                       |                |                | \$ 1,330,000   |                |                |                |                | \$ 1,662,500   |                |                |                 | \$ 2,078,125    |                 |                 |
| CP-014    | 80       | Planned            | ECC Workstation Hardware (Misc.)                                                                   | Funding to replace other ECC equipment including monitors, keyboards, mice, and Resource Computers                                                                                                                           | Early Refresh: CAD Monitors and Resource PC Replacements (60 pcs), Dispatch Keyboard                                              | \$ 214,000                       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 155,000     | \$ 106,250     | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 193,750     | \$ 132,000      | \$ 5,000        | \$ 5,000        | \$ 5,000        |
| CP-015    | 80       | Planned            | ECC Furniture Workstation                                                                          | Funding for replacement, upgrade, updates of specialized ECC Workstations and 24 hour chairs                                                                                                                                 | New Infrastructure: Disptach Consoles                                                                                             | \$ 1,000,000                     | \$ 100,000     |                | \$ 35,000      |                | \$ 40,000      |                |                |                |                |                | \$ 1,000,000    |                 |                 |                 |
| CP-016    | 80       | Planned            | Business Workstation Hardware (Misc.)                                                              | Funding to replace other Business equipment including monitors, keyboards, mice, and Computers.                                                                                                                              | General: New GIS/OPS PC, PC/Laptops (5)                                                                                           | \$ 40,000                        | \$ 33,000      |                | \$ 55,000      |                |                | \$ 42,000      |                | \$ 69,000      |                |                | \$ 43,000       |                 | \$ 86,000       |                 |
| CP-017    | 80       | Planned            | Business Servers/Data Storage                                                                      | Funding to replace Non-ECC servers and related systems such as Email, File, HR, Finance, Print and other business and routine agency servers, storage and other systems. Periodic replacement of storage and related systems | Carryover Funds: Additional Business Equip                                                                                        | \$ 64,017                        |                |                |                | \$ 406,000     |                |                |                |                | \$ 507,000     |                |                 |                 |                 |                 |
| CP-018    | 80       | Planned            | Backup & Storage Systems                                                                           | Funding for scheduled replacements and upgrades of back-up and related data storage.                                                                                                                                         | Rescheduled: Backup Replacement out to 2026                                                                                       |                                  |                | \$ 130,000     |                |                | \$ 162,500     |                |                | \$ 75,000      |                | \$ 203,125     |                 |                 | \$ 85,000       |                 |
| CP-019    | 80       | Planned            | Business Office Phone System                                                                       | Periodic replacements and upgrades to business phone system (Non-911).                                                                                                                                                       | Delayed Refresh: Add Radio Team and New hires to agency PBX.                                                                      | \$ 90,000                        | \$ 75,000      |                |                |                |                |                |                |                | \$ 85,000      |                |                 |                 |                 |                 |
| CP-020    | 80       | Planned            | Backup CAD System (CAD-Lite)                                                                       | Updates and improvements to CAD-Lite and related systems.                                                                                                                                                                    | Carryover Funds: Development for CADLite                                                                                          | \$ 10,000                        | \$ 12,000      |                | \$ 15,000      |                |                | \$ 17,000      |                | \$ 18,000      |                | \$ 19,000      |                 | \$ 20,000       |                 |                 |
| CP-021    | 80       | Planned            | Facility Security and Safety                                                                       | Funding to support facility security systems, access control, cameras and related items.                                                                                                                                     |                                                                                                                                   |                                  | \$ 250,000     |                |                |                |                | \$ 250,000     |                |                |                |                | \$ 275,000      |                 |                 |                 |
| CP-022    | 80       | Planned            | Audio Visual Improvements                                                                          | Funding to support improvements to AV systems.                                                                                                                                                                               | Carryover Funds: Development for Conference room                                                                                  | \$ 65,000                        | \$ 100,000     |                |                |                |                |                | \$ 85,000      |                |                |                |                 |                 |                 |                 |
| CP-023    | 80       | Planned            | Agency Website & Related                                                                           | Periodic refreshing of agency website and web-capabilities.                                                                                                                                                                  | Carryover Funds: Additional SNO911 website enhancements                                                                           | \$ 37,825                        |                |                |                |                | \$ 65,000      |                |                |                |                |                | \$ 65,000       |                 |                 |                 |
| CP-024    | 80       | Planned            | Business Fixtures, Furniture, Eqp and Appliances                                                   | Periodic replacements and additions of appliances, business furniture and eqp.                                                                                                                                               | General: Add funding for additional furniture or equipment. Add New Badge Printer                                                 | \$ 20,000                        | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000       | \$ 5,000        | \$ 5,000        | \$ 5,000        |                 |
| CP-025    | 80       | Planned            | Online Citizen Reporting                                                                           | Funding to support improvements to the Online Citizen Reporting System.                                                                                                                                                      | Carryover Funds: Online crime portal website enhancements                                                                         | \$ 20,000                        |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-026    | 80       | Planned            | Advanced Authentication and System Security Improvements including security vulnerability testing. | Upgrades and improvements to security systems and user security including preparation for regulatory and best practice security practices including security vulnerability testing.                                          | Carryover Funds: Zero Trust(2-factor) moved out 1 year                                                                            | \$ 60,000                        | \$ 60,000      | \$ 80,000      |                |                |                |                |                |                | \$ 20,000      |                |                 |                 | \$ 20,000       |                 |
| CP-027    | 80       | Planned            | Community Crime Map Replacement                                                                    | If necessary due to changes with existing provider will support replacement of community crime map.                                                                                                                          |                                                                                                                                   |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-028    | 80       | Planned            | Remote 911 Call Processing Initiative                                                              | Funding to support initiative that supports remote 911 call-taking (from home or other locations).                                                                                                                           | Carryover Funds: Remote 911 Call-Taking Equipment                                                                                 | \$ 25,000                        |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-029    | 80       | Planned            | Critical System Cloud Hosting Initiative                                                           | Funding to support exploration of hosting critical systems in secure cloud.                                                                                                                                                  |                                                                                                                                   |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-030    | 80       | Planned            | Learning Management System Initiative                                                              | Funding to support deployment of an LMS to improve effectiveness of dispatchers and other staff training.                                                                                                                    | Carryover Funds: LMS system Implementation finished in 2024                                                                       | \$ 17,535                        |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-031    | TBD      | Reserve            | Facility Infrastructure Reserves                                                                   | Funding to support unplanned large expenditures in owned facilities. Maintain BOD established balance.                                                                                                                       | Retired in Fund 80; Incorporated to Board Established Fund 125                                                                    |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-032    | 80       | Planned            | Managed Laptop Program                                                                             | Managed Laptop program for participating agencies. Funding supports 5-yr replacement as eqp ages out. Adding new agencies on hold.                                                                                           | General: Manage Laptop Replacements (92 plus 8 additional)                                                                        | \$ 600,000                       | \$ 246,000     | \$ 240,000     | \$ 306,000     |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-033    | 80 / ECF | Planned            | Radio Site Improvements                                                                            | Funding for improvements and unplanned major repairs of radio site hardware, systems, switches, circuits, UPS, generators, site generator trailers and services. See RS Improvement tab for schedule.                        | Retired in Fund 80; Incorporated to Board Established Fund 85                                                                     |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-034    | 80 / ECF | Planned            | ECC Radio Workstations                                                                             | Funding to replace, upgrade and add Radio workstation hardware and systems                                                                                                                                                   | Retired in Fund 80; Incorporated to Board Established Fund 85                                                                     |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
| CP-035    | 80 / ECF | Planned            | Service Vehicles                                                                                   | Periodic replacement of agencies existing 12 vehicles, 10 of which are Radio Trucks.                                                                                                                                         | Retired in Fund 80; Incorporated to Board Established Fund 85                                                                     |                                  |                |                |                |                |                |                |                |                |                |                |                 |                 |                 |                 |
|           |          |                    |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   | Beginning Balance                | \$ 6,724,755   | \$ 2,025,542   | \$ 188,064     | \$ (597,112)   | \$ (2,707,298) | \$ (3,191,855) | \$ (5,213,138) | \$ (6,305,990) | \$ (7,478,328) | \$ (9,698,027) | \$ (10,436,706) | \$ (13,083,529) | \$ (15,677,482) | \$ (15,807,244) |
|           |          |                    |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   | Planned Expenditures             | \$ (4,942,213) | \$ (2,084,228) | \$ (1,044,264) | \$ (2,382,227) | \$ (770,201)   | \$ (2,321,209) | \$ (1,407,775) | \$ (1,503,007) | \$ (2,566,901) | \$ (1,103,241) | \$ (3,029,613)  | \$ (2,995,883)  | \$ (551,788)    | \$ (3,189,048)  |
|           |          |                    |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   | Managed Laptop Reimburse         | \$ 235,000     | \$ 246,750     | \$ 259,088     | \$ 272,042     | \$ 285,644     | \$ 299,926     | \$ 314,922     | \$ 330,669     | \$ 347,202     | \$ 364,562     | \$ 382,790      | \$ 401,930      | \$ 422,026      | \$ 443,128      |
|           |          |                    |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   | New Funding                      |                | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -            | \$ -            | \$ -            |                 |
|           |          |                    |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   | PY Carry Over Funding & Interest | \$ 8,000       | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -            | \$ -            | \$ -            |                 |
|           |          |                    |                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                                   | Ending Balance                   | \$2,025,542    | \$188,064      | (\$597,112)    | (\$2,707,298)  | (\$3,191,855)  | (\$5,213,138)  | (\$6,305,990)  | (\$7,478,328)  | (\$9,698,027)  | (\$10,436,706) | (\$13,083,529)  | (\$15,677,482)  | (\$15,807,244)  | (\$18,553,165)  |

| Radio Site Capital Plan - Fund 85                                                                         |                                |              |              |              |                |              |                |              |                |              |              |
|-----------------------------------------------------------------------------------------------------------|--------------------------------|--------------|--------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|--------------|
| Capital Project Item                                                                                      | Location                       | 2024         | 2025         | 2026         | 2027           | 2028         | 2029           | 2030         | 2031           | 2032         | 2033         |
| <b>HVAC Replacement</b>                                                                                   | Eagle Ridge                    | \$65,000.00  |              |              |                |              |                |              |                |              |              |
|                                                                                                           | Gunnysack                      | \$65,000.00  |              |              |                |              |                |              |                |              |              |
|                                                                                                           | Clearview                      | \$65,000.00  |              |              |                |              |                |              |                |              |              |
|                                                                                                           | 76th Street                    | \$65,000.00  |              |              |                |              |                |              |                |              |              |
|                                                                                                           | MLT                            |              | \$70,000.00  |              |                |              |                |              |                |              |              |
|                                                                                                           | MVT                            |              | \$70,000.00  |              |                |              |                |              |                |              |              |
|                                                                                                           | 3 Lakes                        |              |              | \$75,000.00  |                |              |                |              |                |              |              |
|                                                                                                           | Fire Trail                     |              |              | \$75,000.00  |                |              |                |              |                |              |              |
|                                                                                                           | Camano                         |              |              |              | \$80,000.00    |              |                |              |                |              |              |
|                                                                                                           | Bothell Nike                   |              |              |              | \$80,000.00    |              |                |              |                |              |              |
|                                                                                                           | Deer Creek                     |              |              |              |                | \$85,000.00  |                |              |                |              |              |
|                                                                                                           | Gold Hill                      |              |              |              |                | \$85,000.00  |                |              |                |              |              |
|                                                                                                           | Granite Falls                  |              |              |              |                |              | \$90,000.00    |              |                |              |              |
|                                                                                                           | Rucker                         |              |              |              |                |              | \$90,000.00    |              |                |              |              |
|                                                                                                           | Frailey                        |              |              |              |                |              | \$90,000.00    |              |                |              |              |
| <b>Roof Replacement</b>                                                                                   | Gunnysack                      |              |              |              |                |              |                |              |                |              |              |
|                                                                                                           | Clearview                      | \$18,000.00  |              |              |                |              |                |              |                |              |              |
|                                                                                                           | 76th Street                    | \$18,000.00  |              |              |                |              |                |              |                |              |              |
|                                                                                                           | MLT                            | \$18,000.00  |              |              |                |              |                |              |                |              |              |
|                                                                                                           | MVT                            |              | \$20,000.00  |              |                |              |                |              |                |              |              |
|                                                                                                           | Fire Trail                     |              |              | \$22,500.00  |                |              |                |              |                |              |              |
|                                                                                                           | Camano                         |              | \$20,000.00  |              |                |              |                |              |                |              |              |
|                                                                                                           | Bothell Nike                   |              |              |              | \$75,000.00    |              |                |              |                |              |              |
|                                                                                                           | Deer Creek                     |              | \$20,000.00  |              |                |              |                |              |                |              |              |
|                                                                                                           | Gold Hill                      |              |              | \$55,000.00  |                |              |                |              |                |              |              |
|                                                                                                           | Granite Falls                  |              |              | \$22,500.00  |                |              |                |              |                |              |              |
|                                                                                                           | Rucker                         |              |              |              | \$55,000.00    |              |                |              |                |              |              |
|                                                                                                           | Frailey                        |              |              |              | \$25,000.00    |              |                |              |                |              |              |
| <b>Generator Roof Add</b>                                                                                 | Deer Creek                     |              | \$170,000.00 |              |                |              |                |              |                |              |              |
| <b>LED Beacon Systems</b>                                                                                 | 76th Street<br>Rucker          | \$40,000.00  |              | \$50,000.00  |                |              |                |              |                |              |              |
| <b>Radio Microwave Dish/Waveguide Replacements</b>                                                        |                                |              |              | \$400,000.00 |                |              |                |              |                |              |              |
| <b>Generator Trailer Replacement</b>                                                                      |                                | \$75,000.00  |              |              |                |              |                |              |                |              |              |
| <b>Site Generator Replacements</b>                                                                        | Gold Hill Purchase/Install     | \$150,000.00 |              |              |                |              |                |              | \$175,000.00   |              |              |
|                                                                                                           | Deer Creek Purchase/Install    |              |              | \$30,000.00  |                |              | \$165,000.00   |              |                |              |              |
|                                                                                                           | Marysville Tank                |              |              |              |                |              |                |              |                |              |              |
|                                                                                                           | Granite Falls Purchase/Install |              |              |              | \$155,000.00   |              |                |              |                |              |              |
|                                                                                                           | Rucker                         |              |              |              | \$150,000.00   |              |                |              |                |              | \$195,000.00 |
|                                                                                                           | Gunnysack                      |              |              |              |                | \$160,000.00 | \$165,000.00   |              |                |              |              |
|                                                                                                           | Bothell/Nike                   |              |              |              |                |              | \$165,000.00   |              |                |              |              |
|                                                                                                           | Clearview                      |              |              |              |                | \$150,000.00 |                | \$170,000.00 | \$177,000.00   |              |              |
|                                                                                                           | Camano                         |              |              |              |                |              |                |              |                |              |              |
|                                                                                                           | Eagle Ridge                    |              |              |              |                | \$160,000.00 |                |              |                | \$184,000.00 |              |
|                                                                                                           | 3 Lakes                        |              |              | \$140,500.00 |                |              |                |              |                |              | \$192,000.00 |
| <b>Site DC Plant Batteries</b>                                                                            | Eagle Ridge                    |              |              |              |                |              |                | \$30,000.00  |                |              |              |
|                                                                                                           | Gunnysack                      |              |              |              |                |              |                | \$30,000.00  |                |              |              |
|                                                                                                           | Clearview                      |              |              |              |                |              |                | \$30,000.00  |                |              |              |
|                                                                                                           | 76th Street                    |              |              |              |                |              |                | \$30,000.00  |                |              |              |
|                                                                                                           | MLT                            |              |              |              |                |              |                | \$30,000.00  |                |              |              |
|                                                                                                           | MVT                            |              |              |              |                |              |                |              | \$35,000.00    |              |              |
|                                                                                                           | 3 Lakes                        |              |              |              |                |              |                |              | \$35,000.00    |              |              |
|                                                                                                           | Fire Trail                     |              |              |              |                |              |                |              | \$35,000.00    |              |              |
|                                                                                                           | Camano                         |              |              |              |                |              |                |              | \$35,000.00    |              |              |
|                                                                                                           | Bothell Nike                   |              |              |              |                |              |                |              | \$35,000.00    |              |              |
|                                                                                                           | Deer Creek                     |              |              |              |                |              |                |              | \$35,000.00    |              |              |
|                                                                                                           | Gold Hill                      |              |              |              |                |              |                |              |                | \$35,000.00  |              |
|                                                                                                           | Granite Falls                  |              |              |              |                |              |                |              |                | \$35,000.00  |              |
|                                                                                                           | Rucker                         |              |              |              |                |              |                |              |                | \$35,000.00  |              |
|                                                                                                           | Frailey                        |              |              |              |                |              |                |              |                | \$35,000.00  |              |
| <b>Periodic replacement of agencies existing 12 vehicles, 10 of which are Radio Trucks.</b>               |                                | \$78,750.00  | \$82,687.00  | \$86,821.00  | \$91,162.00    | \$95,720.00  | \$100,506.00   | \$105,531.00 | \$110,807.00   | \$416,347.00 | \$122,164.00 |
| <b>Mill Creek and Monroe sites will be less expensive; ideally locate existing tower and lease space.</b> |                                |              |              |              | \$1,500,000.00 |              | \$2,000,000.00 |              | \$2,000,000.00 |              |              |
| <b>Total</b>                                                                                              |                                | \$657,750.00 | \$452,687.00 | \$957,321.00 | \$2,211,162.00 | \$735,720.00 | \$2,700,506.00 | \$425,531.00 | \$2,672,807.00 | \$740,347.00 | \$509,164.00 |

## **ACTION PROPOSAL FORM**

**Date:** 12/14/2023

**Action Title:** Everett (Main Office) Lease Renewal

**Time Sensitivity:** Normal

### **Background / Purpose:**

This is a fourth amendment to SNO911's Main Campus Lease at 1121 SE Everett Mall Way, Everett, WA. The previous lease amendment number three expired on October 21, 2021. This current lease amendment extends the lease through March 31, 2025.

The lease can increase as much as 5%, but not less than 2%, in January of 2024 and 2025. The current monthly lease payment on the facility is \$35,179.45 per month with CAM.

At the end of this lease amendment on March 31, 2025 the lease shall continue month-to-month until such time either party terminates the lease with a minimal 30 day notice. Any month-to-month duration is expected to be short with a move-in date to the future facility currently July of 2025.

### **Recommendation/Motion:**

Approve renewal of the Everett, Main Office Lease through March 31, 2025 and any month-to-month duration thereafter.

**Funding Source:** Operating Fund 70



## LEASE AMENDMENT NO. 4

THIS AMENDMENT (“*Amendment*”) is dated for reference purposes November 1, 2023, by and between the CITY OF EVERETT (the “*City*” or “Lessor”) and Snohomish County Police and Auxiliary Services Center, an interlocal association of municipalities also known as SNOPAC, which has consolidated with SNOCOM, and as of January 1, 2018, is now known as SNOHOMISH COUNTY 911 (“*Tenant*” or “*Lessee*”). This Amendment No. 4 concerns the lease between Tenant and City dated June 18, 2001, as amended by Lease Amendment No. 1 dated October 5, 2009, Lease Amendment No. 2 dated July 9, 2016, and Lease Amendment No. 3 dated as of August 2018 (as amended, the “*Lease*”). The parties desire to further extend the Lease and make other changes.

Accordingly, the parties agree as follows:

1. Extension. The parties agree to extend the Lease so that it expires on March 31, 2025.
2. Other Amendments to Lease. The parties agree to calculate Common Area Maintenance Charges (“CAM”) for the period beginning January 1 through December 31 of the preceding year. Rent shall escalate based on the Consumer Price Index (“CPI”) for the preceding year ending December 31 as published by the U.S. Government for the Seattle-Everett area. However, base rent shall not be increased by more than five percent (5%) nor less than two percent (2%) per year. Either party may terminate this lease agreement upon 30 days written notice.
3. Full Force and Effect. The parties have been operating as though the Lease has remained in effect without expiration. The parties accordingly agree that, regardless of dates of approval and execution of this Amendment, the Lease will be deemed for all purposes to have not previously expired, but instead to have remained continuously in effect since its original effective date. All provisions of the Lease remain in full force and effect, except as expressly modified by this Amendment.
4. Counterparts: This Amendment may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original but which together shall constitute one and the same instrument, and the signature pages from any counterpart may be appended to any other counterpart to assemble fully executed documents.

*[signatures on following pages]*



**CITY OF EVERETT,**  
a Washington municipal corporation

\_\_\_\_\_  
By: Cassie Franklin  
Title: Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Office of the City Clerk

\_\_\_\_\_  
Office of the City Attorney

REPRESENTATIVE ACKNOWLEDGMENT

STATE OF WASHINGTON            )  
                                                  )ss.  
COUNTY OF SNOHOMISH        )

This record was acknowledged before me on \_\_\_\_\_, 20\_\_ by Cassie Franklin as the Mayor of the City of Everett, a Washington municipal corporation.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

Notary (print name) \_\_\_\_\_

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_\_

**TENANT**

SNOHOMISH COUNTY 911

\_\_\_\_\_  
By: Kurt D. Mills

Title: Executive Director

**REPRESENTATIVE ACKNOWLEDGMENT**

STATE OF WASHINGTON            )  
                                              )ss.  
COUNTY OF SNOHOMISH        )

This record was acknowledged before me on \_\_\_\_\_, 20\_\_ by Kurt D. Mills as  
the Executive Director of SNOHOMISH COUNTY 911.

Dated: \_\_\_\_\_  
Signature of  
Notary Public: \_\_\_\_\_  
Notary (print name) \_\_\_\_\_  
Residing at \_\_\_\_\_  
My appointment expires: \_\_\_\_\_



## ACTION PROPOSAL FORM

**Date:** December 15, 2023

**Action Title:** EESCS (E911) 2023 Budget Year Underspend

**Time Sensitivity:** Normal

### **Background / Purpose:**

EESCS has informed SNO911 of \$60,000 in unspent funds from their 2023 budget. Staff recommend accepting the additional E911 Tax Revenue from 2023 and moving it into Reserve Fund 125 – ECC Infrastructure.

### **Suggested Action/Recommendation:**

Authorize moving \$60,000 of EESCS funding to Reserve Fund 125.



# Action Proposal Form

**Date:** December 11, 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 | \$0              | Provide from current stock     | Approved APR |
| 4/7/2023   | SNO911 O3 Control Heads Stock | Stock  | \$10,244         | 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 | \$0              | Provide from current stock     | Approved JUN |
| 6/12/2023  | Everett Fire                  | Growth | \$0              | Provide from current stock     | Approved JUL |
| 6/22/2023  | Marysville PD                 | Growth | \$51,610         | Immediately Fund from Fund 140 | Approved JUL |
| 10/25/2023 | Everett Fire                  | LOST   | \$0              | Provide from current stock     | Approved Sep |
| 7/12/2023  | FD22 Getchell Fire            | LOST   | \$0              | Provide from current stock     | Approved Sep |
| 8/7/2023   | North County Fire             | Growth | \$0              | Provide from current stock     | Approved Sep |
| 8/15/2023  | South County Fire             | Growth | \$0              | Provide from current stock     | Approved Sep |
| 8/17/2023  | Lake Stevens PD               | Growth | \$0              | Provide from current stock     | Approved Sep |
| 8/17/2023  | Lake Stevens PD               | Growth | \$51,610         | Immediately Fund from Fund 140 | Approved Sep |
| 8/25/2023  | SCSO - SNOCAT                 | Growth | \$10,322         | Immediately Fund from Fund 140 | Approved Sep |
| 8/25/2023  | SCSO - Helicopter             | Growth | \$155,118.04     | Immediately Fund from Fund 140 | Pending      |
| 9/5/2023   | Arlington PD                  | Growth | \$12,302         | Immediately Fund from Fund 140 | Approved Oct |
| 9/19/2023  | FD15 Tulalip Fire             | Growth | \$0              | Provide from current stock     | Approved Oct |

|            |                           |        |          |                                |              |
|------------|---------------------------|--------|----------|--------------------------------|--------------|
| 9/19/2023  | FD15 Tulalip Fire         | Growth | \$57,184 | Immediately Fund from Fund 140 | Approved Oct |
| 10/6/2023  | FD19 Silvana              | Growth | \$0      | Provide from current stock     | Approved Oct |
| 10/6/2023  | FD19 Silvana              | Growth | \$0      | Provide from current stock     | Approved Oct |
| 10/17/2023 | Marysville Fire           | Growth | \$0      | Provide from current stock     | Approved Nov |
| 10/23/2023 | South County Fire         | Growth | \$0      | Provide from current stock     | Approved Nov |
| 11/2/2023  | SNO911                    | Stock  | \$2,267  | Immediately Fund from Fund 140 | Approved Nov |
| 11/2/2023  | SNO911                    | Stock  | \$81,692 | Immediately Fund from Fund 140 | Approved Nov |
| 11/2/2023  | SNO911                    | Stock  | \$85,079 | Immediately Fund from Fund 140 | Approved Nov |
| 11/13/2023 | Everett Fire              | Growth | \$0      | Provide from current stock     | Pending      |
| 11/15/2023 | Darrington Fire Mobiles   | Growth | \$0      | Provide from current stock     | Pending      |
| 11/15/2023 | Darrington Fire Portables | Growth | \$32,677 | Immediately Fund from Fund 140 | Pending      |

### Summary of 2023 Anticipated Fund Activities

Updated: December 9, 2023

|                                 |                |                               |
|---------------------------------|----------------|-------------------------------|
| Starting Fund Balance           | \$719,231.01   | \$150K Contribution           |
| Lost/Stolen/Damaged             | \$0.00         | No Reports                    |
| Expected Reimbursement          | \$0.00         | No Reports                    |
| Actual Reimbursement            | \$0.00         | No Reports                    |
| Fleet Expansion/Growth          | (\$700,863.19) | Task Force, South County Fire |
| Anticipated Ending Fund Balance | \$18,367.82    |                               |

\*Table has been updated to reflect actual purchase price of recently ordered equipment including sales tax.

### Summary

Everett Fire is adding one new MSO vehicle and is requesting a new radio for the new vehicle. This mobile radio can be provided using current stock in the warehouse.

Fire District 24 is adding a new fire engine, ambulance, and command bus to their fleet. They are requesting 4 new mobile radios and 4 new portable radios. The new mobile radios can be provided using current stock in the warehouse. We will need to order the 4 new fire portable radios.

In September, the Board approved reimbursement to the Sheriff's office in an amount not to exceed \$140,000 for the procurement of a new mobile radio to be installed in their new helicopter. That amount was based off a quote received earlier in the year and we neglected to account for sales tax. The Sheriff has now placed the order for the mobile radio. The invoiced amount, including sales tax is \$155,118.04. A suggested action is provided below to authorize SNO911 to reimburse the Sheriff for the full purchase price of the radio.

### Suggested Action/Recommendation:

Authorize staff to move forward with the purchase of the new radio equipment and distribution of existing inventory as outlined in the above summary.

Authorize staff to reimburse the Sheriff's office the full purchase price, including sales tax, of \$155,118.04 for the procurement of a new mobile radio for their new helicopter.

**Fund:** Fund 140



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

Name of Agency: Darrington Fire District 24 Date: 11/6/24

Contact Name: Joel Johnson

Email: jjohnson@darringtonfire.org Phone: 360.436.1338

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                 | APX 8500       | Dual Head, Dual-Band (800, VHF)   | 11/30/23              |
| 2                 | APX 8500       | Single Head, Dual-Band (800, VHF) | 12/31/23              |
| 4                 | APX 8000HXE    | Portable, Dual-Band (800, VHF)    | 1/31/24               |
|                   |                |                                   |                       |
|                   |                |                                   |                       |

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

We have just added a new command bus to our fleet which will require new mobiles. We are also in the process of adding apparatus to our fleet. A new fire engine and new ambulance are expected to be delivered by 02/01/2023.

**Joel Johnson**

Digitally signed by Joel Johnson  
Date: 2023.11.15 13:01:13 -08'00'

11/15/23

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 <input type="checkbox"/> | Queued for Later <input type="checkbox"/> | Denied <input type="checkbox"/> |
|             |                                            |                                           |                                 |



REQUEST FOR RADIO EQUIPMENT  
FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Everett Fire Date: 11/13/23

Contact Name: Dave DeMarco

Email: ddemarco@everettwa.gov Phone: 425-257-8100

| Describe the specific quantity and type of radio equipment being requested (e.g. 1 APX8000 Portable Radio) |              |                        |
|------------------------------------------------------------------------------------------------------------|--------------|------------------------|
| Quantity                                                                                                   | Model No.    | Type                   |
| 1                                                                                                          | Mobile Radio | Ford Truck Cab Mounted |
|                                                                                                            |              |                        |
|                                                                                                            |              |                        |
|                                                                                                            |              |                        |
|                                                                                                            |              |                        |

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

Everett Fire is expanding its fleet by one vehicle, expected delivery is Q1 2024. This vehicle will serve as an MSO emergency response vehicle and needs a mobile radio.

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?

Ideally delivers in Q1, Jan or Feb 2024.

**David DeMarco** Digitally signed by David DeMarco  
Date: 2023.11.13 14:51:37 -08'00'

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:**

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**SNO911 Board President**

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**Date Signed**



**Northwest Helicopters LLC**

1000 85TH AVE SE

OLYMPIA, WA 98501

Ph: 360-754-7200, Fax: 360-754-1761

**Invoice****Invoice #: 26351**

Invoice Date: 12/6/2023

Time: 9:50:49 AM

Page: 1

**To:**

SNOHOMISH COUNTY SHERIFF'S OFFICE  
5506 OLD MACHIAS ROAD  
SNOHOMISH, WA 98290  
ATTN: BILL QUISTORF  
Ph: (425) 388-3328 Fax: (425) 568-1850

**Ship To:**

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

**Cust. PO#:**

Order Date: 12/6/2023

Prepared By: Celine Warner

Customer #: SNOHOMISH

Buyer: BILL QUISTORF

WO #:

**Terms:** NET 30

# of Items: 11

Sales Order: SO20990

VAT #:

FOB: OLYMPIA

**Ship Via:** TBD

# of Boxes:

Ship Log #: 1

Cust VAT #:

AWB:

**Ship Via Acc:****Weight:****Ship Order:****Ship Date:** 12/6/2023**Shipment:**

| Item | Part Number/Description                                      | Shipped | BackOrd | CD | List Price | Disc | Unit Price | UOM | Total Amt  |
|------|--------------------------------------------------------------|---------|---------|----|------------|------|------------|-----|------------|
| 1    | RT7P62725 RT-7000 PNL MOUNT TCTL RADIO W/NVG BEZEL W/2APX CD | 1.00    | 0.00    | NE | 128,363.00 | 0.00 | 128,363.00 | EA  | 128,363.00 |
| 2    | 129-271260 J101 CONNECTOR/D-SUB,78                           | 1.00    | 0.00    | NE | 522.10     | 0.00 | 522.10     | EA  | 522.10     |
| 3    | 171912-01 J101 CONNECTOR/STRAIGHT BACKSHELL                  | 1.00    | 0.00    | NE | 96.03      | 0.00 | 96.03      | EA  | 96.03      |
| 4    | 129-271261 J105 CONNECTOR/D-SUB,9                            | 1.00    | 0.00    | NE | 164.45     | 0.00 | 164.45     | EA  | 164.45     |
| 5    | 241803-09 RT-7000 J105 CONNECTOR STRAIGHT BLACKSHELL         | 1.00    | 0.00    | NE | 443.90     | 0.00 | 443.90     | EA  | 443.90     |
| 6    | 271601-01 RC PROGRAMMING CABLE                               | 1.00    | 0.00    | NE | 227.70     | 0.00 | 227.70     | EA  | 227.70     |
| 7    | 271602-01 RT-7000 TO KVL KEYLOADING CABLE                    | 1.00    | 0.00    | NE | 587.65     | 0.00 | 587.65     | EA  | 587.65     |
| 8    | 123-371761 RT-7000 TO APX CABLE ADAPTER                      | 1.00    | 0.00    | NE | 1,600.80   | 0.00 | 1,600.80   | EA  | 1,600.80   |
| 9    | 271603-02 PROGRAMMING CABLE/ICT/MCT                          | 1.00    | 0.00    | NE | 1,029.25   | 0.00 | 1,029.25   | EA  | 1,029.25   |
| 10   | CI295-300 ANTENNA                                            | 2.00    | 0.00    | NE | 1,528.35   | 0.00 | 1,528.35   | EA  | 3,056.70   |
| 11   | AMS44N ICS BOX                                               | 1.00    | 0.00    | NE | 7,669.35   | 0.00 | 7,669.35   | EA  | 7,669.35   |

PRICING REFLECTS A 3.5% CASH/CHECK/WIRE TRANSFER DISCOUNT. 3.5% WILL BE ADDED TO INVOICE TOTAL FOR CREDIT CARD TRANSACTIONS.

**Item Total:** 143,760.93**Discount:** .00**SubTotal:** .00**Tax Total:** 11,357.11**Misc Charge:** .00**Freight:** .00**Total:** 155,118.04**Payment Amt:** .00**Payment Type:****Payment Owed:** 155,118.04

Payable in USD



## Action Proposal Form

**Date:** 12/8/2023

**Title:** BDA/DAS and Radio System Transition Coordinator Consulting

### Background / Purpose:

SNO911 is transitioning to a new digital radio system with new frequencies. The system design is changing technical parameters that require all Bi-Directional Amplifier/Distributed Antenna Systems (BDA/DAS) that are connected to the SNO911 radio system to be retuned/reconfigured. This is a significant body of work that will require working with multiple Authorities Having Jurisdiction (AHJs/ Fire Marshalls), building owners and BDA/DAS system vendors. The timing of the reconfiguration is critical to minimize the chances of inadequate first responder communications in facilities that require BDA/DAS systems.

Many agencies provide mutual aid and assistance to SNO911 member agencies utilizing the SNO911 radio system. These non-member agencies need to make technical updates to their radios or perhaps purchase new equipment to talk on the SNO911 digital radio system. Communication, coordination, and answering inquiries is important to maintain interoperability after SNO911 transitions to its digital radio system.

The resources needed to perform these coordination activities both exceed the Radio Team's capacity and expertise. To minimize risk the mutual aid and emergency response coordination, the RRP team is asking for a consultant to be contracted with to provide the needed services. It is expected that these services will be for approximately 18 months with approximately 60-80 hours a month required.

The plan is to enter into a professional services agreement with a company or individual to complete this work using the standard SNO911 template. A draft scope of work is included simply to illustrate the work that will be performed. This will be funded from the overall project management line item in the RRP budget.

### Suggested Action/Recommendation:

Authorize staff to contract the work as outline in this APF with a not to exceed amount of \$250,000.

**Fund:** 130-01-01

### **Draft Scope of Work for BDA/DAS Contractor:**

- Develop a common set of requirements and methods of documentation for building owners to follow in order to secure authorization to utilize SNO911 licensed radio spectrum.
- Collaborate with local authorities having jurisdiction (AHJs) and building owners to ensure that the SNO911 technical requirements, Project initiatives, Project schedule, and SNO911 transition plan are all understood and communicated.
- Develop informational bulletins to AHJ representatives, Building Owners and BDA/DAS vendors to ensure their understanding of the necessity of BDA/DAS compliance.
- Develop and maintain a tracking database of all buildings with BDA/DAS systems operating on SNO911 licensed frequencies which includes contact information, vendor information, specific location of head-end equipment, uplink and downlink settings, donor radio site, and other commissioning data.
- Develop all materials related to BDA/DAS transition including emails and presentations in coordination with Project leadership.
- Develop BDA/DAS acceptance testing criteria and work with AHJs, building owners, project staff, radio technicians and vendors to commission systems transitioning to SNO911's new frequency plan.
- Work with AHJs, building owners and vendors to identify all BDA/DAS systems currently rebroadcasting SNO911 frequencies
- Work with AHJs and building owners to ensure continued compliance with FCC regulations and local codes
- Other duties as assigned.

### **Digital Transition/Frequency Change Coordination Responsibilities:**

- Work with SNO911 operations and technical staff to identify all mutual aid partners potentially affected by SNO911 transition to a digital radio system
- Develop and implement a communication plan that enables mutual aid partners to prepare for the SNO911 transition
- Create a process to respond to operational and technical inquiries and with assistance from SNO911 staff ensure these inquiries are responded to promptly
- Other duties as assigned.

**Date:** 12/8/2023



The RRP is implementing a new network topology that transports the radio network signals. The equipment being implemented is manufactured by NOKIA. SNO911 IT/Radio staff need the manufacturer direct training so that they can maintain, troubleshoot and configure infrastructure into the future. Performing this work ourselves will enable us to be more effective and provide a greater level of service. The RRP budget has a budget line item that contemplated having a third-party consultant review the MPLS network as engineered. However, we no believe we will be in a much better position having our staff fully trained and managing the system in the long-term versus a one-time consultant review. The training is based on NASPO contract pricing. We plan to offer the training to other technicians in the region to hopefully offset some of the costs.

Authorize staff to engage with Nokia to obtain necessary training for radio staff in amount not to exceed \$100,000.

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# Board Packet Memorandum

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**Date:** December 21, 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

The SNO911 IT staff continues working closely with Tyler Technologies to resolve the priority issues (POs and P1s) that were found in version 2023.2 SP1 during testing. While several of the issues have been addressed, there are still some that are outstanding. Tyler Technologies has committed to resolving the remaining priority issues before the end of the year. Once the fixes are in place, testing will occur to validate those fixes. PTCC will meet on January 9<sup>th</sup> to determine if moving forward with the February 6<sup>th</sup> upgrade date is still an option or delaying the upgrade to a later time. SNO911 IT staff is currently working with the vendor for potential backup plans.

## Future Facility Planning

The SNO911 Tech Management Team firmed up the high-level plans to transition equipment/systems to the new facility. All project work has been identified and assigned to the technology staff. All needed equipment quotes are now all finalized and those cost are in the 2024 capital budget (CP Fund 80) that is being presented in this month's board meeting. Once the CP is approved all the planning and preparations will start in January 2024.

## SNO911 Employee Group Maui Fundraiser Update

The SNO911 Employee Group Maui Fundraiser, which started in late September and ran through October 31<sup>st</sup> has come to a close. Thanks to collective generosity through apparel orders, we raised nearly \$2,000! With those funds, we purchased 44 shirts for the Maui dispatch staff (1 shirt of each design). Additionally, a charitable donation in the name of Snohomish County 911 Employees was made in the amount of \$1500 (charity details below). The shirts and a small care package containing Washington based snacks and treats were shipped out last week.



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

The relief charity chosen is the Peoples Fund of Maui. This charity provides direct financial assistance to those who experienced losses from the fires in Lahaina and Kula. Entertainment Industry Foundation (EIF) is the parent company who has 81 years of experience in philanthropy and is a trusted charity. Additional information can be found at:

<https://www.eifoundation.org/peoples-fund-of-maui/>



The participation and enthusiasm surrounding this fundraiser was inspiring. Thank you to Board Members and SNO911 member agencies for participating in our fundraiser! We hope this initiative creates a special bond with our 911 Ohana in Maui and sends them some comfort as they continue their healing journey.

*[Note: No agency funds were spent for any of this effort and collection of funds was handled by the logo wear vendor's fundraising software program]*

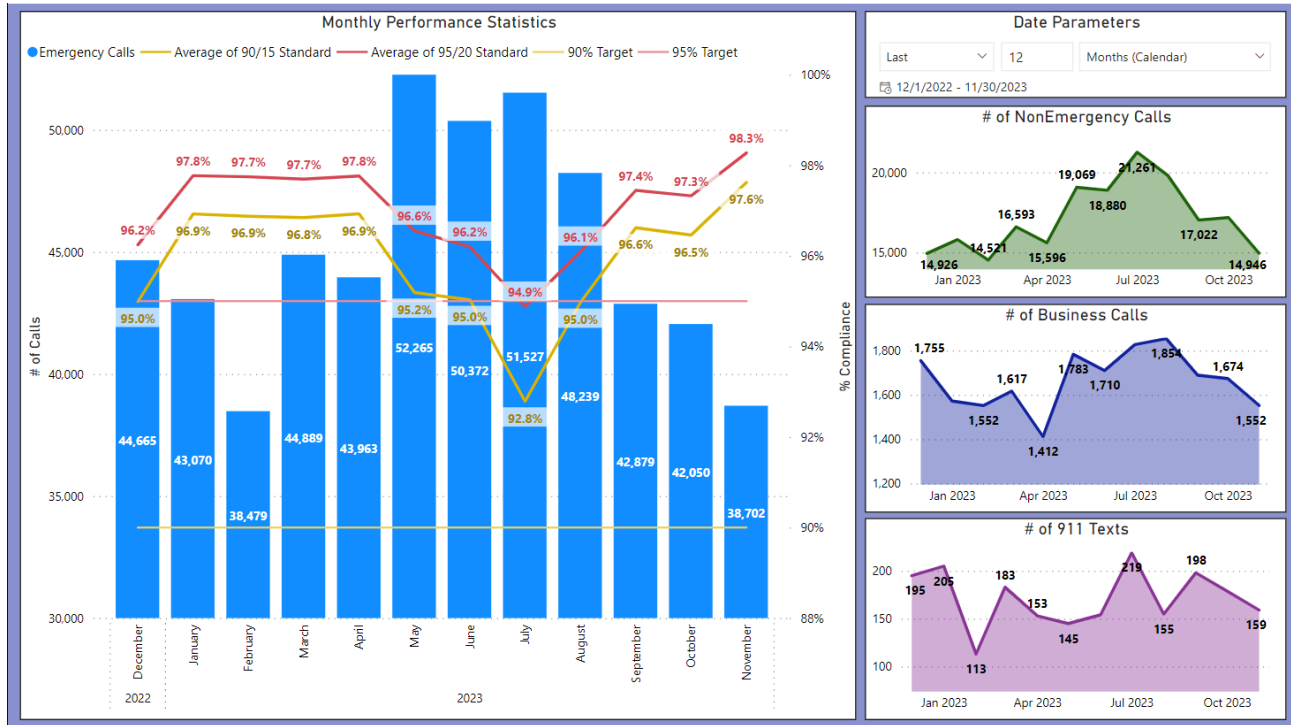
## **Nurse Navigation Implementation**

Since the October SNO911 Board meeting where approval was given to implement the Nurse Navigation program, much work has been done. This program is designed to work alongside the SNO911 EMS system in Snohomish County as an alternative method to respond to lower acuity calls. This program is used widely around the nation and can be employed alongside our existing Medical Priority Dispatch System protocols at SNO911. Nurse Navigation allows for patients to be connected directly to a nurse for telephonic care, or additional options like a ride to a pre-approved clinic.

Work groups comprising of the GMR Nurse Navigation team, Fire/EMS agency members, and a wide range of SNO911 staff have been stood up to prepare for implementation. Specifically, the work groups have been refining the choice of determinant codes to be referred to this program, determining the call flow process for SNO911, drafting changes in policy, and creating a public education plan.

Final stages of this work is underway with a “soft launch” set for January 16<sup>th</sup> and a public launch with media notice on January 30<sup>th</sup>.

## 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      | 6      | 10     | 10     |        | 85        | 85              |
| Incorrect Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Follow-Up         | 4      | 3      | 9      | 7      | 13     | 14     | 5      | 8      | 4      | 9      | 5      |        | 81        | 528             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Area Checks       | 8      | 7      | 6      | 15     | 17     | 12     | 12     | 10     | 8      | 8      | 8      |        | 111       |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Info              | 2      | 1      | 4      | 3      | 1      | 2      | 0      | 1      | 0      | 2      | 1      |        | 17        |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Noise             | 5      | 3      | 2      | 1      | 0      | 7      | 6      | 6      | 4      | 6      | 10     |        | 50        |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Traffic           | 3      | 5      | 3      | 4      | 2      | 2      | 4      | 6      | 3      | 2      | 2      |        | 36        |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Other Complaints  | 19     | 12     | 24     | 19     | 19     | 20     | 30     | 24     | 22     | 27     | 17     |        | 233       |                 |
| Misuse                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Accidental        | 9      | 4      | 1      | 7      | 3      | 3      | 4      | 6      | 5      | 4      | 7      |        | 53        | 639             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Behavioral Health | 59     | 20     | 73     | 49     | 23     | 50     | 79     | 30     | 87     | 52     | 45     |        | 567       |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Prank             | 2      | 6      | 7      | 0      | 0      | 0      | 0      | 0      | 1      | 3      | 0      |        | 19        |                 |
| Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Test              | 46     | 7      | 4      | 1      | 3      | 0      | 2      | 3      | 2      | 2      | 4      |        | 74        | 611             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Abandoned         | 17     | 6      | 9      | 4      | 15     | 4      | 6      | 6      | 4      | 10     | 11     |        | 92        |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Non-English       | 0      | 2      | 0      | 0      | 0      | 0      | 2      | 1      | 1      | 2      | 1      |        | 9         |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Outgoing          | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 0      | 0      |        | 1         |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Subsequent        | 10     | 13     | 25     | 19     | 18     | 24     | 23     | 22     | 27     | 18     | 18     |        | 217       |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Transfer          | 0      | 2      | 0      | 2      | 3      | 1      | 2      | 2      | 5      | 3      | 5      |        | 25        |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Voice Call        | 14     | 16     | 8      | 15     | 21     | 10     | 30     | 24     | 19     | 21     | 15     |        | 193       |                 |
| Month Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   | 205    | 113    | 183    | 153    | 145    | 154    | 219    | 155    | 198    | 179    | 159    | 0      | 1863      | 1863            |
| <p><i>Abandoned: Non-Responsive</i></p> <p><i>Accidental: Device or person accidentally texted 9-1-1</i></p> <p><i>Area Check: Check of area for person, vehicle, gunshot</i></p> <p><i>Behavioral Health: Calls that result in BHC by LE/EMS</i></p> <p><i>Follow-up: Where is officer?</i></p> <p><i>Info: What is the phone number for animal control?</i></p> <p><i>Noise: Music, people etc.</i></p> <p><i>Non-English: Texter indicates they do not speak English</i></p> <p><i>Other: Any other request or complaint, media from Intrado</i></p> <p><i>Outgoing: Outgoing text calls</i></p> <p><i>Prank: Calls that do not give any valid information, not including BHC</i></p> <p><i>Subsequent: Additional inbound text after call released by call taker</i></p> <p><i>Test: PSAP testing/training TXT29-1-1, vendor test</i></p> <p><i>Traffic: Speeders, DUIs, etc.</i></p> <p><i>Transfer: Transfers to other PSAPs</i></p> <p><i>Voice Call: Dispatchers called the texter/texter placed voice call</i></p> |                   |        |        |        |        |        |        |        |        |        |        |        |        |           |                 |



### SPIDR Tech Survey – November 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                     | 555          | 62.29%         |
| 3 - Satisfied                          | 292          | 32.77%         |
| 2 - Neither Satisfied nor Dissatisfied | 25           | 2.81%          |
| 1 - Somewhat Dissatisfied              | 4            | 0.45%          |
| 0 - Very Dissatisfied                  | 15           | 1.68%          |
| <b>Total</b>                           | <b>891</b>   | <b>100.00%</b> |

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                    | 850          | 95.29%         |
| Somewhat               | 26           | 2.91%          |
| No                     | 16           | 1.79%          |
| <b>Total</b>           | <b>892</b>   | <b>100.00%</b> |

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 | 09-Sep | 10-Oct | 11-Nov | Total   |
|------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Everett Fire Department                  | 2,187  | 2,039  | 2,163  | 2,033  | 2,227  | 2,191  | 2,357  | 2,397  | 1,992  | 2,070  | 2,110  | 23,766  |
| Marysville Fire District                 | 1,134  | 1,083  | 1,257  | 1,148  | 1,198  | 1,243  | 1,324  | 1,326  | 1,206  | 1,219  | 1,101  | 13,239  |
| Mukilteo Fire                            | 171    | 169    | 190    | 176    | 210    | 182    | 210    | 196    | 214    | 197    | 165    | 2,080   |
| North County Regional Fire Authority     | 722    | 640    | 729    | 625    | 713    | 673    | 672    | 778    | 703    | 718    | 732    | 7,705   |
| Sky Valley Fire                          | 73     | 49     | 56     | 65     | 71     | 66     | 77     | 103    | 76     | 75     | 59     | 770     |
| Snohomish County Airport Fire Department | 20     | 19     | 24     | 25     | 16     | 16     | 35     | 32     | 23     | 31     | 30     | 271     |
| Snohomish County Fire District #15       | 72     | 92     | 87     | 93     | 73     | 73     | 111    | 104    | 87     | 92     | 84     | 968     |
| Snohomish County Fire District #16       | 30     | 17     | 19     | 10     | 22     | 28     | 24     | 26     | 17     | 24     | 10     | 227     |
| Snohomish County Fire District #17       | 191    | 173    | 150    | 155    | 203    | 183    | 186    | 199    | 181    | 190    | 158    | 1,969   |
| Snohomish County Fire District #19       | 26     | 33     | 32     | 35     | 40     | 28     | 37     | 36     | 28     | 25     | 28     | 348     |
| Snohomish County Fire District #21       | 71     | 60     | 94     | 74     | 81     | 67     | 91     | 101    | 79     | 86     | 66     | 870     |
| Snohomish County Fire District #22       | 34     | 43     | 28     | 33     | 41     | 51     | 57     | 45     | 32     | 37     | 51     | 452     |
| Snohomish County Fire District #24       | 37     | 28     | 52     | 39     | 40     | 52     | 52     | 53     | 50     | 44     | 48     | 495     |
| Snohomish County Fire District #25       | 5      | 6      | 12     | 7      | 7      | 11     | 12     | 14     | 6      | 11     | 14     | 105     |
| Snohomish County Fire District #27       | 1      | 2      |        | 1      | 3      | 3      | 5      | 3      | 5      | 2      | 3      | 28      |
| Snohomish County Fire District #4        | 284    | 296    | 311    | 301    | 328    | 303    | 346    | 310    | 292    | 335    | 298    | 3,404   |
| Snohomish County Fire District #5        | 109    | 87     | 103    | 96     | 103    | 106    | 118    | 128    | 95     | 105    | 89     | 1,139   |
| Snohomish Regional Fire and Rescue       | 997    | 922    | 1,031  | 1,013  | 1,055  | 1,031  | 1,177  | 1,132  | 1,018  | 997    | 957    | 11,330  |
| South Snohomish County Fire and Rescue   | 2,917  | 2,734  | 2,944  | 2,854  | 3,115  | 3,006  | 3,119  | 3,305  | 2,922  | 3,051  | 2,852  | 32,819  |
| Total                                    | 9,080  | 8,492  | 9,282  | 8,783  | 9,546  | 9,311  | 10,010 | 10,287 | 9,023  | 9,305  | 8,855  | 101,974 |

## Police Calls

| IncidentDepartment                  | 01-Jan | 02-Feb | 03-Mar | 04-Apr | 05-May | 06-Jun | 07-Jul | 08-Aug | 09-Sep | 10-Oct | 11-Nov | Total   |
|-------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Arlington Police Department         | 1,856  | 1,672  | 2,062  | 1,874  | 2,188  | 2,155  | 2,226  | 2,146  | 2,124  | 2,074  | 1,959  | 22,335  |
| Brier Police Department             | 353    | 288    | 272    | 297    | 303    | 376    | 304    | 286    | 292    | 534    | 565    | 3,870   |
| Darrington Police Department        | 120    | 122    | 146    | 129    | 179    | 156    | 186    | 151    | 124    | 112    | 113    | 1,538   |
| Edmonds Police Department           | 2,174  | 1,849  | 2,211  | 2,092  | 2,316  | 2,247  | 2,485  | 2,262  | 1,963  | 2,083  | 1,852  | 23,534  |
| Everett Police Department           | 11,630 | 10,696 | 12,109 | 11,770 | 13,160 | 12,955 | 13,265 | 12,780 | 11,602 | 11,777 | 10,947 | 132,689 |
| Gold Bar Police Department          | 245    | 373    | 241    | 250    | 382    | 292    | 258    | 289    | 245    | 196    | 203    | 2,974   |
| Granite Falls Police Department     | 361    | 329    | 311    | 359    | 431    | 380    | 352    | 407    | 301    | 429    | 320    | 3,980   |
| Index Police Department             | 39     | 50     | 59     | 55     | 47     | 46     | 48     | 43     | 55     | 50     | 52     | 544     |
| Lake Stevens Police Department      | 1,651  | 1,608  | 1,882  | 1,818  | 2,216  | 1,923  | 1,987  | 1,729  | 1,654  | 1,706  | 1,674  | 19,848  |
| Lynnwood Police Department          | 3,546  | 3,515  | 4,017  | 3,869  | 4,131  | 3,806  | 4,162  | 3,959  | 3,603  | 3,544  | 3,435  | 41,587  |
| Marysville Police Department        | 5,621  | 5,008  | 6,193  | 6,034  | 6,526  | 5,990  | 5,786  | 5,767  | 5,792  | 5,585  | 5,124  | 63,426  |
| Mill Creek Police Department        | 920    | 927    | 1,007  | 1,183  | 1,389  | 1,282  | 1,457  | 1,426  | 1,200  | 1,307  | 1,130  | 13,227  |
| Monroe Police Department            | 2,220  | 1,945  | 2,096  | 1,966  | 2,044  | 1,866  | 1,812  | 1,722  | 1,628  | 1,669  | 1,570  | 20,538  |
| Mountlake Terrace Police Department | 1,689  | 1,489  | 1,698  | 1,381  | 1,694  | 1,831  | 1,836  | 1,701  | 1,660  | 1,548  | 1,505  | 18,032  |
| Mukilteo Police Department          | 3,057  | 2,561  | 2,784  | 2,284  | 2,228  | 2,103  | 1,673  | 1,976  | 1,902  | 1,648  | 1,984  | 24,200  |
| Snohomish County Sheriff's Office   | 11,856 | 11,164 | 13,071 | 12,529 | 14,396 | 14,051 | 14,756 | 13,191 | 12,293 | 12,213 | 11,308 | 140,823 |
| Snohomish Police Department         | 881    | 877    | 942    | 913    | 917    | 980    | 1,080  | 946    | 1,058  | 813    | 871    | 10,278  |
| Stanwood Police Department          | 543    | 699    | 679    | 680    | 766    | 656    | 678    | 781    | 750    | 985    | 740    | 7,957   |
| Stillaguamish Tribal Police         | 1,381  | 1,289  | 1,175  | 1,238  | 1,282  | 1,542  | 1,875  | 1,854  | 1,496  | 1,774  | 1,801  | 16,707  |
| Sultan Police Department            | 375    | 393    | 552    | 526    | 497    | 522    | 468    | 348    | 493    | 603    | 473    | 5,249   |
| Woodway Police Department           | 52     | 39     | 36     | 44     | 37     | 67     | 43     | 58     | 38     | 50     | 57     | 521     |
| Total                               | 50,567 | 46,879 | 53,534 | 51,282 | 57,109 | 55,216 | 56,733 | 53,813 | 50,268 | 50,691 | 47,674 | 573,756 |

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       | 21        | 2nd discipline not yet complete             |
| Trainee Dispatcher 2     | 14        | 2 of 3 disciplines complete                 |
| Police Dispatcher        | 2         | Legacy: Only trained in CT and Police       |
| Fire Dispatcher          | 3         | Legacy: Only trained in CT and Fire         |
| Cross-Trained Trainee    | 1         | Trainee in progress for 3rd discipline      |
| Cross-Trained Dispatcher | 55        | Fully cross-trained in CT, Police, and Fire |

Dispatchers - Full Time

|           |     |
|-----------|-----|
| Approved  | 107 |
| Filled    | 96  |
| Vacancies | 11  |

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                     | 20 |
| Vacancies                  | 1  |
| RRP Term Limited Approved  | 2  |
| RRP Term Limited Filled    | 2  |
| RRP Term Limited Vacancies | 0  |

Represented (Dispatchers & Sups)

|               |     |
|---------------|-----|
| F/T Approved  | 123 |
| F/T Filled    | 112 |
| F/T Vacancies | 11  |

Dispatcher Center - Staffing & Strength

|                                                   |       |
|---------------------------------------------------|-------|
| Staffing Level (includes trainees)                | 89.7% |
| Staffing Strength (excl. trainees, relief, LOA's) | 69.2% |

Appointive Staff

|           |    |
|-----------|----|
| Approved  | 44 |
| Filled    | 43 |
| Vacancies | 1  |

Relief Dispatchers

|                  |   |
|------------------|---|
| Currently Filled | 7 |
|------------------|---|

Long-Term Leaves of Absence

|                                      |    |
|--------------------------------------|----|
| F/T Dispatchers (including trainees) | -1 |
|--------------------------------------|----|

Agency-Wide Headcount

|                                      |     |
|--------------------------------------|-----|
| Total # of Employees (no exclusions) | 164 |
|--------------------------------------|-----|

Recruitment Status

|                                   |     |                                                                                           |
|-----------------------------------|-----|-------------------------------------------------------------------------------------------|
| PST Dispatchers Exam              | 0   | The next PST test is scheduled to take place on <b>12/27</b>                              |
| CritiCall Test Invites Sent - Oct | 245 | Number of tests invites sent out for academies scheduled for <b>March 2024</b>            |
| CritiCall Tests Complete - Oct    | 74  | Of these completed tests, <b>12</b> received a passing score                              |
| Interview                         | 7   | Interviewing for upcoming academy scheduled in <b>March '24</b>                           |
| Polygraph Exam                    | 3   | Scheduled for polygraph exam (or awaiting results) for <b>March Academy</b>               |
| Background Check                  | 7   | Currently in process of background check with PST for <b>March Academy</b>                |
| Psyche and/or Drug/Hearing        | 3   | Scheduled for psych or drug/hearing test (or awaiting results) for <b>January Academy</b> |
| Onboarding/Orientation            | 2   | Final job offer signed. Awaiting the start of the <b>January Academy</b>                  |
| YTD Dispatch Trainees Hired       | 27  |                                                                                           |

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                      | 2                          | 0                     | 0                         |
| Personal                    | 3                      | 2                          | 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

20

## **Radio Replacement Project Updates**

**December 18, 2023**

### **Overview:**

The RRP is in a phase that most work is transparent to users. Significant efforts by Motorola and SNO911 are underway to program, configure, test and plan for the user transition to the new P25 radio system.

### **General Project Update:**

- Motorola will upgrade the system prior to coverage testing
- Paging System RFPs and procurement will be brought to RRP Project Committee and then to board in January
- The impacts of the system upgrade prior to system acceptance will likely delay user cutover into Q1 2025
- BDA/DAS contractor/consultant APF to the board this month

### **Radio System Infrastructure:**

- All radio system infrastructure, minus Machias, is installed
- Antenna work at 3 Lakes delayed due to SNO911 site issue
- All site equipment installed and Motorola is working on punch list items
- Machias Conditional Use Permit submitted, public comment period is completed with minimal feedback received
- Site optimization and programming starts January 2024

### **New Facility Radio Infrastructure**

- Path Surveys complete with one viable path identified between the new facility and North Campus
- Staff is evaluating options for microwave connectivity to new facility if a new tower could be erected on site
- Received significant transfer of equipment from King County/Seattle to potentially equip New Facility with enough console site equipment to minimize impact to operations

### **Paging System Project:**

- Statement of work and paging system technical requirements have been completed
- Procurement is underway for the equipment and services to implement the paging system, expected to be brought to the board in January
- Testing of existing paging system antenna systems complete with no remediation efforts being needed
- Cost estimates are within planned RRP budgeted amounts

**Technician Training:**

- Microwave radio systems training completed
- Automatic Direction Finding equipment received and training complete
- Nokia router and management training planned for 2024
- Motorola P25 radio system training planned for 2024

**Site Readiness:**

- Site Readiness Contracts 1 through 4 are being closed out by end of year

**Subscribers:**

- Portables and Mobiles
  - Fleet expansion requests are significantly exceeding expectations
  - First wave of battery replacements for portables will be delivered prior the end of year
  - Very low failure rate of subscribers. SNO911 has been successful in supporting break/fix repairs in a timely fashion
- Base stations
  - Fire and police installations complete
  - Some installations have encountered interface incompatibility issues that will need member agencies to update their hardware

**Risks:**

- Vendor's availability of technical staff to support implementation
- Complexity of new facility build underway simultaneously with RRP

**Upcoming Policy/Budget:**

- Paging system implementation
- New facility microwave overlay/connectivity
- MPLS support and upgrade planning
- BDA/DAS coordinator

### **RRP Policy & Major Decision Timeline**

- 09/2023: Sobieski site move completed in time for PSERN structure decommissioning
- 07/2023: SNO911 Board of Directors approved six year radio system upgrade and maintenance agreement; agreement will start following system acceptance
- 07/2023: SNO911 Radio Policy 11 approved defining the process for SNO911 Principles and Subscribers to permit non-SNO911 agencies to access the voice radio system for emergency coordination and interoperability.
- 05/2023: Additional 800MHz Frequencies acquired from WSDOT; will be held in reserve for future buildout
- 04/2023: Alphanumeric Paging Consultant contracted to work with SNO911 and NORCOM
- 04/2023: Update to RRP Policy WT-07, additions and corrections to subscriber radio values used for insurance, budgeting and restitution purposes.
- 02/2023: Machias site brought back into project, Mill Creek formally removed
- 02/2023: Establishment of credit with Motorola due to reduced number of mobile installs
- 09/2022: Approved Removal of Paging from Motorola Scope
- 08/2022: Executed Change Order 11 US Primary Frequency Redesign
- 08/2022: Remove South Campus Microwave Scope
- 05/2022: Remote Area VHF Request
- 05/2022: RRP Inventory and Subscriber Support
- 04/2022: Site Readiness IV Construction Contract
- 04/2022: US Primary Design Scope Change
- 04/2022 RRP purchase of mobile install supplies
- 03/2021: Executed Change Order 7 – Design work to move system to US Primary Frequencies. Further evaluation will be completed with TACs.
- 12/2021: SNO911 Board of Directors approved: WT09 - Additional Growth and Expansion Radio Reimbursement Request, WT08 – Radio Hardware and Replacement Services Policy, and WT07 – Lost, Stolen or Damaged beyond Repair Radio Equipment Replacement
- 12/2021: SNO911 Board of Directors approved amendment to APF 134 to include other suitable antennas identified by the project team.
- 11/2021: SNO911 Board of Directors approved APF 134 to cover expenses to fund antenna changes requested by member agencies.
- 11/2021: Police TAC approved Limited Access Talkgroup Authorization, Programming, and Auditing Policy.
- 10/2021: SNO911 Board of Directors approved Change Order 6 – radio quantities to fulfill needs of SCSO Corrections and delta of needs and changes from original project scope.
- 9/2021: ECSF Advisory Board approved project budget scope increase to capture additional subscriber needs of approx. \$4.7M.
- 7/2021: SNO911 Board of Directors approved Framework for Agency's seeking radio replacement for lost/damaged/stolen radios (Update to Warranty Services Policy)
- 6/2021: SNO911 Board of Directors approved Warranty Services Policy, including authorization to purchase radio cache and other related equipment.
- 6/2021: SNO911 Board of Directors authorized creation of a new Capital Fund for agency subscriber equipment starting with a fund balance of \$150,000 and a target maximum of \$600,000.
- 6/2021: Fire-TAC approves mobile programming information
- 6/2021: Police-TAC approves mobile programming information
- 4/2021: Motorola provides "boston strap" to replace leather swivel holster for APX 8000 HXE portable radios

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

**Snohomish County 911**  
**Finance Committee**  
**Meeting Summary for December 14, 2023 / 1:30 – 3:00 pm**  
**Location: Remote Meeting via Zoom**

**Meeting Attendance:**

| <b>Committee Members</b> |   |                |   |               |   |
|--------------------------|---|----------------|---|---------------|---|
| Dave DeMarco             |   | Jim Lawless    | ✓ | Jenna Nand    | ✓ |
| Ken Klein                | ✓ |                |   |               |   |
| <b>Staff and Guests</b>  |   |                |   |               |   |
| Kurt Mills               | ✓ | Terry Peterson | ✓ | Wade Anderson | ✓ |
| Marlin Herolaga          | ✓ | Sharon Brendle | ✓ |               |   |

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

1. **Call to Order and Announcements.** The meeting was called to order at 1:32p.m. by Assistant Chief Jim Lawless. Terry announced that an additional item has been added to the agenda under Old Business 3B.
2. **Reports.**
  - A. **Blanket Voucher Report for November.** There were no questions. Ken Klein moved and Jim Lawless seconded to recommend the Board approve the Voucher Report for November. The motion carried.
  - B. **Fund Balance Report for November.** Informational only.
3. **Old Business.**
  - A. **South Campus ILA Amendment.** Kurt explained that the agency will need to start paying rent on the South Campus backup facility in Mountlake Terrace, formerly SNOCOM location. Previously, SNOCOM agreed to remodel the facility in exchange for free rent. That agreement expired mid-last year. Since they are still in negotiations for a rental amount, they would like an extension made for three months. Ken Klein moved to recommend the board authorize executing the Second Amendment to the Interlocal Agreement between the City of Mountlake Terrace and SNO911, pending final legal review. The motion was seconded by Jim Lawless and passed.
  - B. **2022 Year End Budget Activities - Updated.** Terry recalled that in February, the SNO911 Board took action on unspent funds, including an issue related to the E911 Tax dollars that are sitting in a reserve account. This year, a budget step was missed by the E911 office, which restricted the revenue that SNO911 would be receiving. The funds are still in the interest bearing reserve account, but they aren't available until 2025. Staff recommends rescinding the previous board action relating to that issue, with a follow up action in 2025 when they are available. In addition to that proposed action, there is \$60,000 of additional E911 Tax Revenue from 2023 that they would like to have moved into Reserve Fund 125 - ECC Infrastructure. Ken Klein moved to recommend the Board rescind the February 16, 2023 board action that authorized moving \$775,203 of additional E911 Tax into Capital Fund 80 and designate it for CP-031: Facility Infrastructure Reserve to begin saving for unplanned large facility needs in the new building once it's fully occupied, and recommend the Board move the \$60,000 of additional E911 Tax Revenue from 2023 into Reserve Fund 125 - ECC Infrastructure. The motion was seconded by Jim Lawless, and passed.
4. **New Business.**
  - A. **Capital Plan Fund 80 & Radio Capital Plan Fund 85.** Marlin walked the committee through a PowerPoint presentation on the Capital Plan for the agency, including IT hardware, new facility infrastructure, and general capital. Also presented was the capital plan for the Radio System, which includes radio site maintenance items, and fleet vehicle replacements. He broke the costs down and described what

amounts would be targeted for each area. Following some lengthy discussion and questions, the committee took the following action:

**Ken Klein moved to recommend the Board approve Capital Plan Fund 80 and Radio Capital Plan 85 for fiscal year 2024, as presented. The motion was seconded by Jim Lawless and passed.**

- B. Lease Renewal with City of Everett.** Wade recalled that in 2018, SNO911 entered into a lease agreement with the City of Everett for the main building. In addition to the lease, there have been three amendments with the last one expiring in October 2022. The new amendment (Fourth) will extend through March 31, 2025, with the same amount currently paying. It does contain a clause where the city can increase it no less than 2%, and no more than 5%. This amendment does contain a 30 notice to vacate, with the possibility of going on a month-to-month lease after 2025.

**Ken Klein moved to recommend the board approve the renewal of the Everett, Main Office, Lease through March 31, 2025, and any month-to-month duration thereafter. The motion was seconded by Jim Lawless and passed.**

- C. Fleet Expansion Requests.** Terry presented two fleet expansion requests: mobile radio for Everett Fire, and portable radios from Fire District 24. This is along with a request to reimburse the Sheriff's office for the full amount for the helicopter radio that was approved in September. The amount previously approved did not include tax. The additional amount owing is \$15,000; up to the amount of \$155,000. He presented the fund balance and showed the activity from this year.

**Jim Lawless moved to recommend the board authorize staff to move forward with the purchase of the new radio equipment and distribution of existing inventory as outlined in the summary provided. The motion was seconded by Jenna Nand and passed.**

- D. BDA/DAS and Radio System Transition Coordinator Consulting.** Terry explained they have discovered from the PSERN deployment, that there are hundreds of bi-directional amplifiers and in-building repeater systems throughout the county which will all need to be reprogrammed. Staff hopes to enter into a Professional Services Agreement to complete this work over an 18 month period for a budgeted amount of \$250,000 which will be funded from the project management line item.

**Ken Klein moved to recommend the board authorize staff to contract the work as outlined in the APF with a not to exceed amount of \$250,000. The motion was seconded by Jim Lawless and passed.**

- E. NOKIA MPLS Network Equipment Training.** Terry explained that part of moving into the new core network infrastructure with the radio system, a large component is the Nokia hardware, which requires training provided by the network. They are asking for authorization to fund this up to \$100,000. He added that they are hoping to offer the training to other technicians from outside agencies to hopefully offset some of the costs.

**Ken Klein moved to recommend the board authorize staff to engage with Nokia to obtain necessary training for radio staff in amount not to exceed \$100,000. The motion was seconded by Jim Lawless and passed.**

- F. Bargaining Updates with PSEU Local 519.** Kurt updated the committee on the status of negotiations with the Supervisor's union. The board will consider this at their meeting on December 21st. Staff had previously reviewed the CBA with the Personnel Committee, who approved the agreement. **The committee was favorable with the Collective Bargaining Agreement, and agreed to recommend the board approve it.**

**5. Good of the Order.**

- Kurt reported that they are anticipating some changes to the Appointive Staff Policy, due to changes to both the Dispatcher and Supervisor contracts.
- Jenna requested her council assign her again to SNO911 for 2024. She has enjoyed her time on the board interacting with other public safety officials and hopes to continue.



**Adjourn.** The meeting was adjourned at 2:24 p.m. The next meeting is scheduled for January 11, 2024 at 1:30 p.m.

Snohomish County 911  
Personnel Committee  
Meeting Summary for December 13<sup>th</sup> 2023 - 9:00 a.m.

Meeting Attendance:

| Committee Members         |   |                |   |                  |   |
|---------------------------|---|----------------|---|------------------|---|
| George Hurst, Chair       | X | Thad Hovis     |   | Jonathan Ventura | X |
| Staff Support Team        |   |                |   |                  |   |
| Kurt Mills                | X | Terry Peterson | X | Rosie Akopyan    | X |
| Tiffani Brown (notetaker) | X |                |   |                  |   |

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

The meeting was called to order by Committee Chair George Hurst at 9:01 a.m.

- 1. Review Staffing Report.** Terry gave an overview highlighting a change in headcount for the January new hire academy. Two candidates withdrew from the process after having accepted a job offer, thus bringing the anticipated academy new hire count for January down to four. One candidate went to NORCOM (stating he preferred their work schedule, 10 hour shifts) and the other chose to work in a different industry. Terry also stated that March is scheduled to be a strong month for dispatch new hires.
- 2. APF – Limited-Term Employee – Operations System Coordinator.** SNO911 is asking to lengthen the term of the “limited-term” employee (currently working remotely from New York) through July. Initially the length of his term was through May. In order to ensure Operations is covered through the New World/Tyler upgrade which is tentatively scheduled for February, SNO911 is asking that his term be extended a few months. SNO911 will absorb the cost in the budget. It was asked if Tyler had given an estimate on when the update will be available and Kurt explained that currently the newest version is in testing phase with Tech. Overall confidence isn’t high that the next version will be rolled out in February, a full update will be provided at the Board meeting next week.  
The Personnel committee recommends to the Board the extension of the limited-term employee through July, 2024 to help cover operational system. Motioned by Committee Chair Hurst and seconded by Chief Ventura.
- 3. Bargaining Update – Public Safety Employees Union Local 519 (PSEU).** Kurt provided a status report on negotiations and is planning to recommend ratification at the upcoming board meeting.  
The Personnel committee supports this and recommends ratification before the Board in an effort to have this resolved by the end of the year. Moved by Chair Hurst and seconded by Chief Ventura.
- 4. Appointive Staff COLA Update.** In November, SNO911 staff requested the Personnel Committee make a recommendation on the Appointive Staff COLA percentage to bring to the Board in December. Deputy Director Peterson shared current CPI information with the Committee and had a discussion about parity, equity, and the desire to maintain competitiveness.  
The Committee agreed to have a meeting between Committee Chair Hurst, Chief Ventura and (if available) Chief Hovis, to come up with a recommendation offline and bring it to the Board meeting next week.

Employee Survey Review. Kurt gave an overview on the survey findings and shared that Meyer Nehring has been briefed as well. Steps the agency is taking are on the right track with the findings of the survey and management knows this will take a sustained and consistent effort over a few years to make the desirable improvements.

5. Round Table. None.
6. The committee adjourned at 10:26 a.m. The next Personnel Committee Meeting is scheduled for Wednesday, January 10<sup>th</sup>, 2024 at 9:00 a.m.

**Snohomish County 911  
Future Facility Committee**

**Meeting Summary for December 5, 2023, 1:00 – 2:00 pm**

**Location: Web Conference**

**Meeting Attendance:**

| <b>Committee Members</b>  |   |               |   |                |   |
|---------------------------|---|---------------|---|----------------|---|
| Dave DeMarco              | X | George Hurst  | X | Jeraud Irving  | X |
| Richard Emery             |   |               |   |                |   |
| <b>Staff Support Team</b> |   |               |   |                |   |
| Kurt Mills                | X | Wade Anderson | X | Tiff Brown     | X |
| Terry Peterson            | X | Steve Lawlor  | X | Sharon Brendle | X |

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

- 1. Call to Order.** The meeting was called to order at 1:01pm by Chair Dave DeMarco.
- 2. Project Status Report.** Kurt spoke on how the group is working on setting the Guaranteed Maximum Price. This amount will need to be approved by the Board before construction can proceed. He described how they have been trying to align the project to the proposed budget as close as possible, but have seen significant increases with electrical and mechanical costs. He presented a spreadsheet to the committee showing the breakdown of those costs. He spoke about betterments (an industry term) in each of the different categories, but also explained that some of these items are considered actual requirements, and are deemed essential to a 911 center. He also explained that with any item that exceeded code, they are working to determine whether any changes could be made in order to decrease costs and bring the amounts closer to the initial budget. He also added that they plan on holding a joint Future Facility-Finance Committee meeting on January 11th to do a more thorough examination of the project and budget with Lydig and OAC. Lastly, he mentioned that some additional funding is available, which staff plans to pursue.
- 3. Round-Table.** None  
The meeting adjourned at 1:20 pm.
- 4. Next Future Facility Committee Meeting, Tuesday, January 2, 2024.**

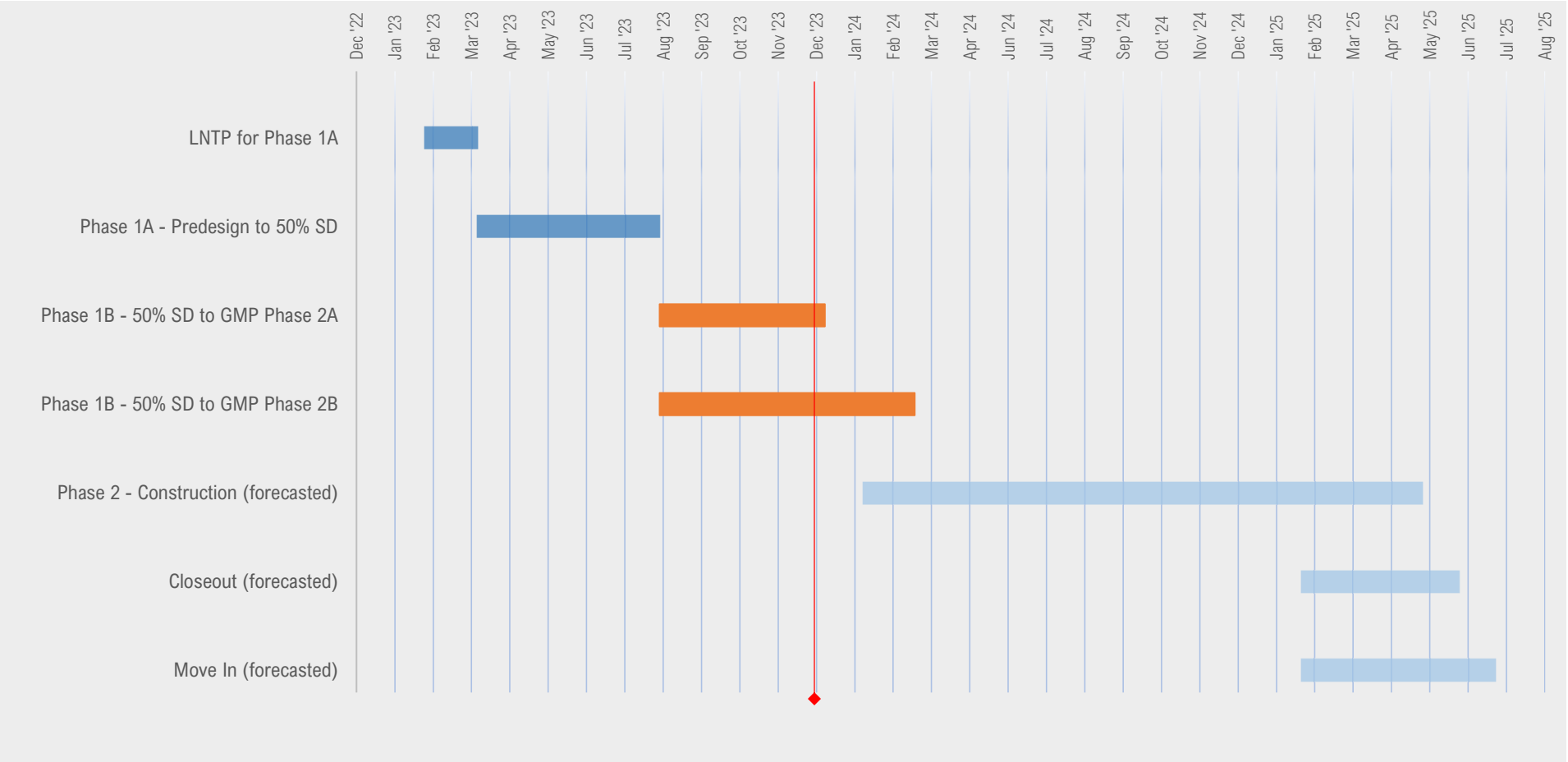
# PROJECT STATUS REPORT

Monthly Update | December 2023

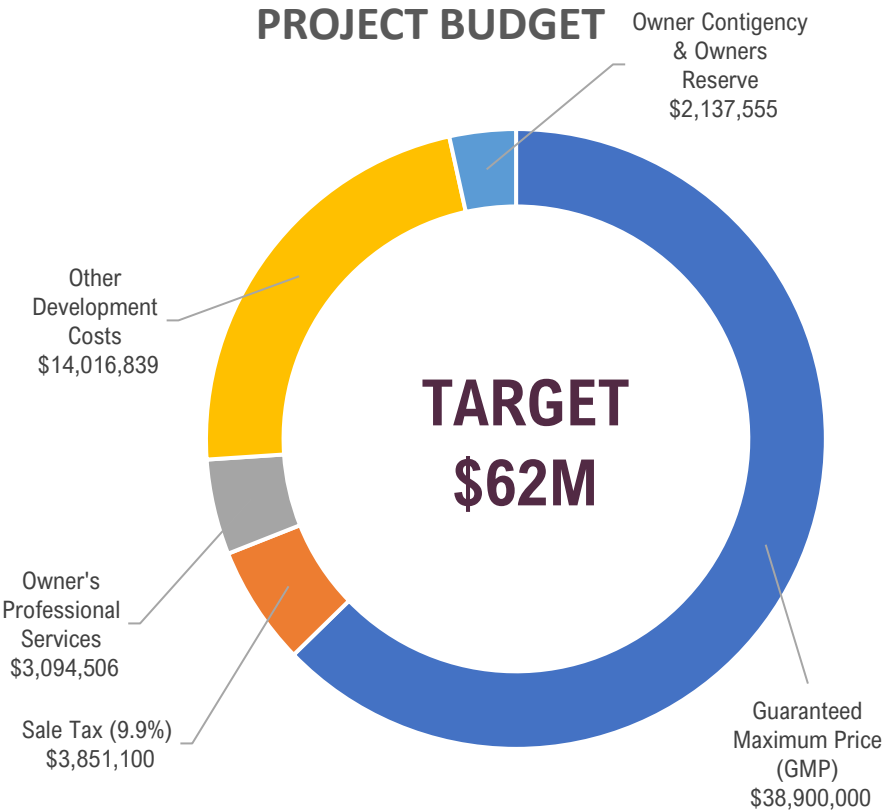
## Progress Update

- GMP 2A pricing has been received and is currently being reviewed.
- Interiors #2 meeting was held with the Sno911 Future Facility Committee. Interior themes were voted on.
- 100% DD drawings have been issued. They were reviewed by OAC and Sno911. Comments have been sent back to the design team for response and pricing.
- Demolition is scheduled to start in early February 2024.
- A Risk Registry has been developed to identify potential risks associated with where we're at in the design. This document will be used to validate the contingency carried by all parties.
- Initial discussions have started for the furnishings and equipment within the building.

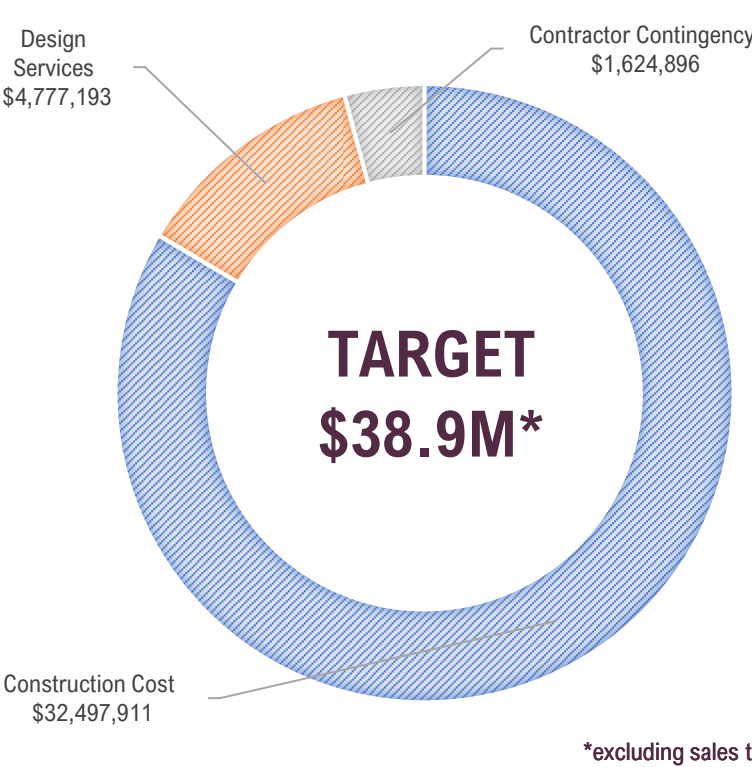
## Where are we in the schedule?



### PROJECT BUDGET



### GMP BUDGET

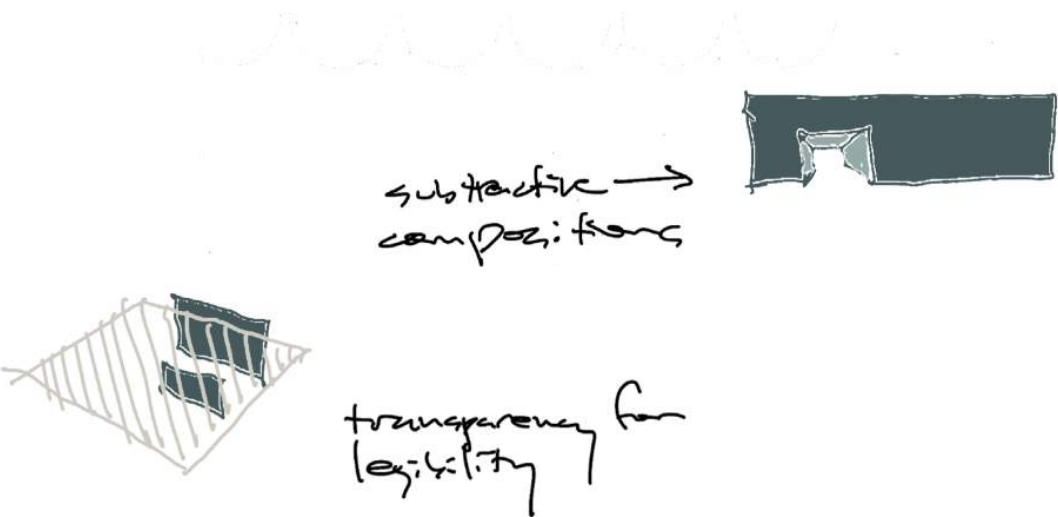


\*excluding sales tax

## Project Spending Summary

| Item                               | Budget              | Encumbered          | Spent to Date       | Remaining           |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Guaranteed Maximum Price (GMP)     | \$38,900,000        | \$6,555,174         | \$2,759,483         | \$36,140,517        |
| Sale Tax (9.9%)                    | \$3,851,100         | \$648,962           | \$273,189           | \$3,577,911         |
| Owner's Professional Services      | \$3,094,506         | \$924,889           | \$527,998           | \$2,566,508         |
| Other Development Costs            | \$14,016,839        | \$10,426,839        | \$10,442,049        | \$3,574,790         |
| Owner Contingency & Owners Reserve | \$2,137,555         | \$0                 | \$0                 | \$2,137,555         |
| <b>Totals</b>                      | <b>\$62,000,000</b> | <b>\$18,555,864</b> | <b>\$14,002,719</b> | <b>\$47,977,281</b> |

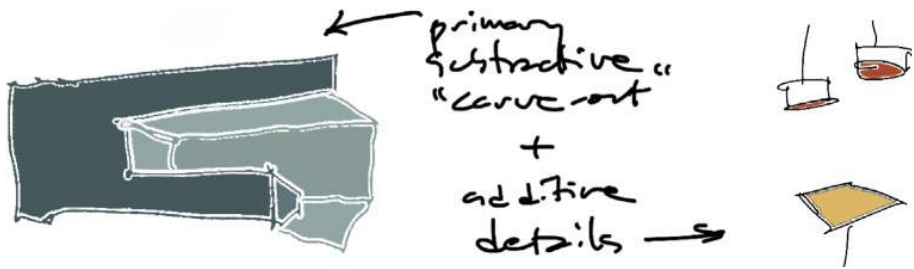
VISUALIZATIONS  
LEVEL 1 VIEWS: BLUEBERRY FIELDS





# VISUALIZATIONS

TYPICAL OFFICE VIEWS: BLUEBERRY FIELDS

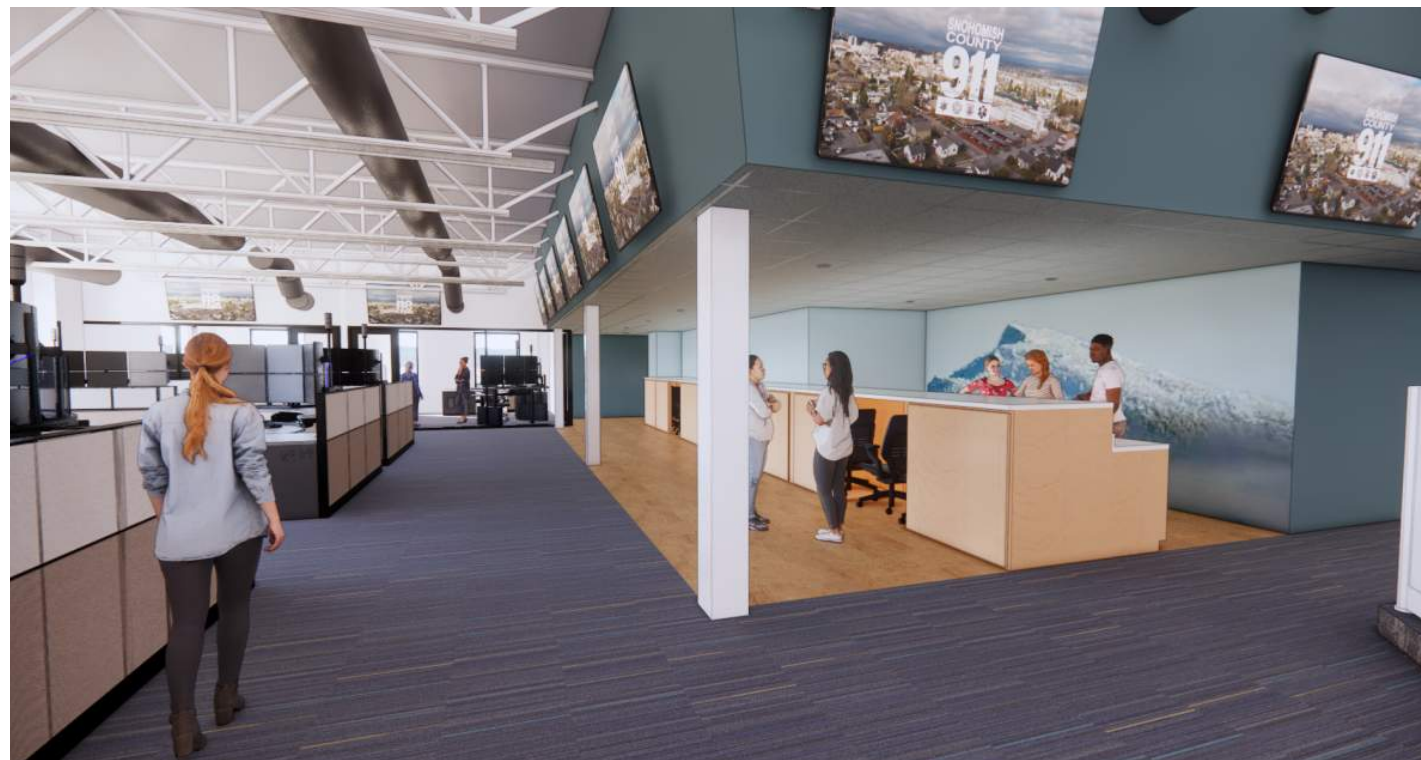
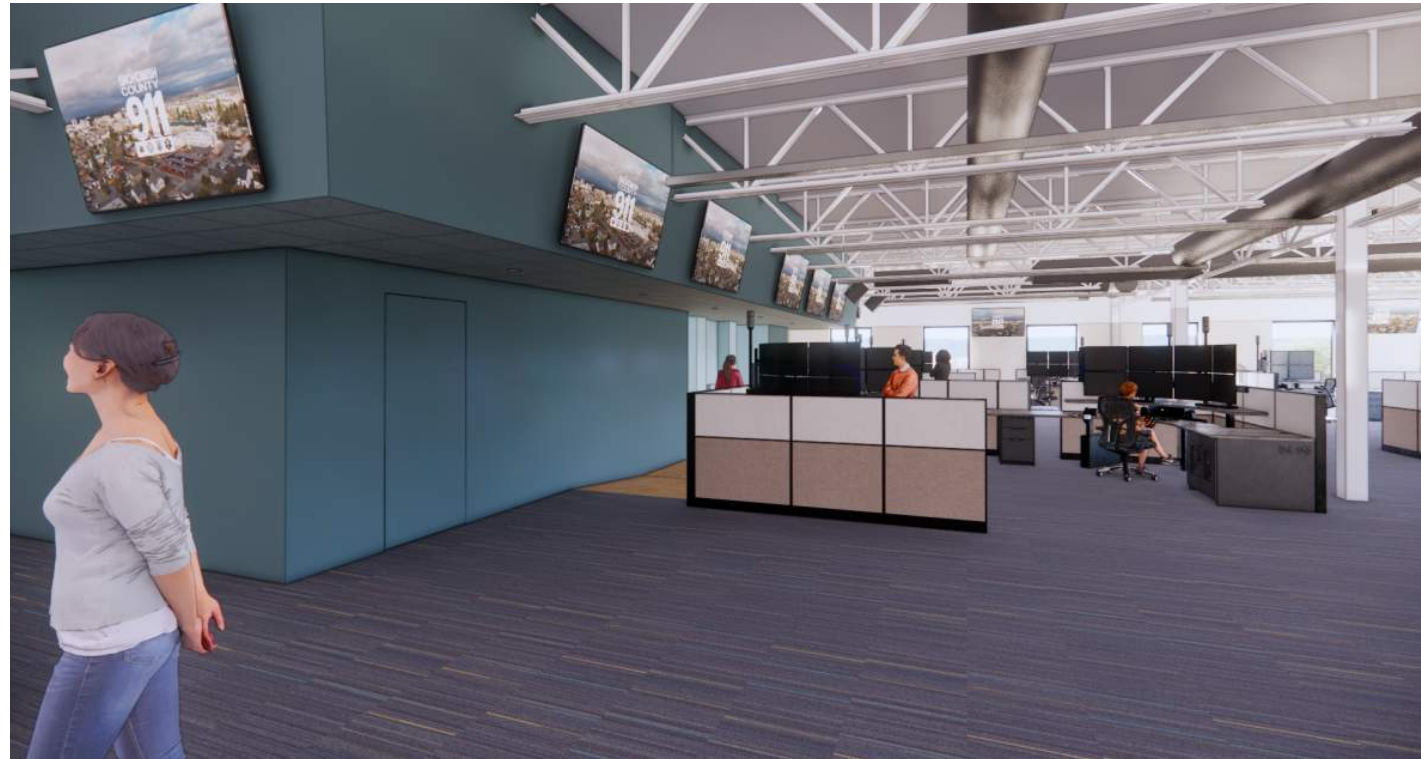


SNO 911 INTERIORS | DECEMBER 7, 2023



# VISUALIZATIONS

LEVEL 2 VIEWS: BLUEBERRY FIELDS



primary: subtractive composition.  
(“cut-out”)



# VISUALIZATIONS

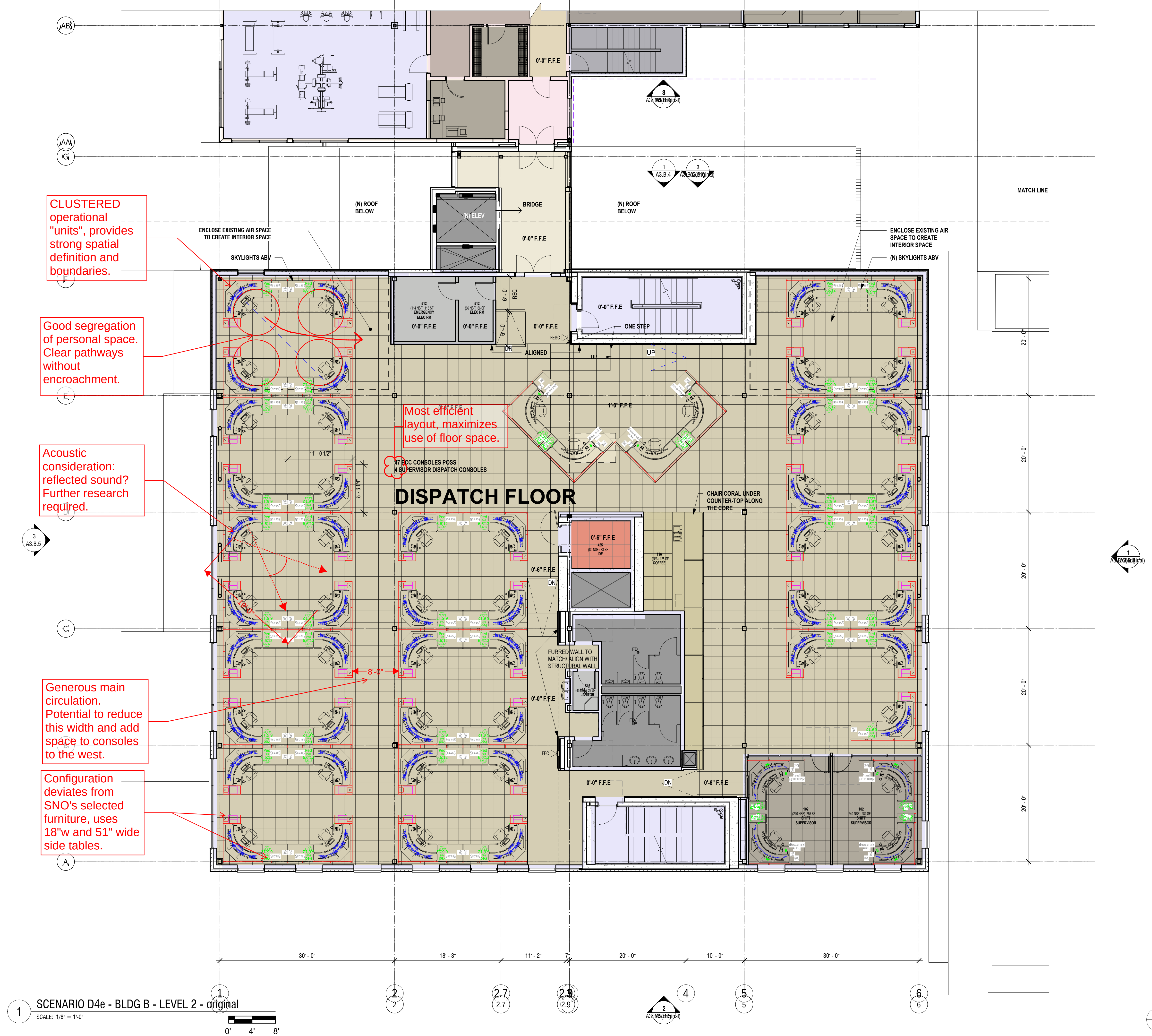
LEVEL 3 VIEWS: BLUEBERRY FIELDS



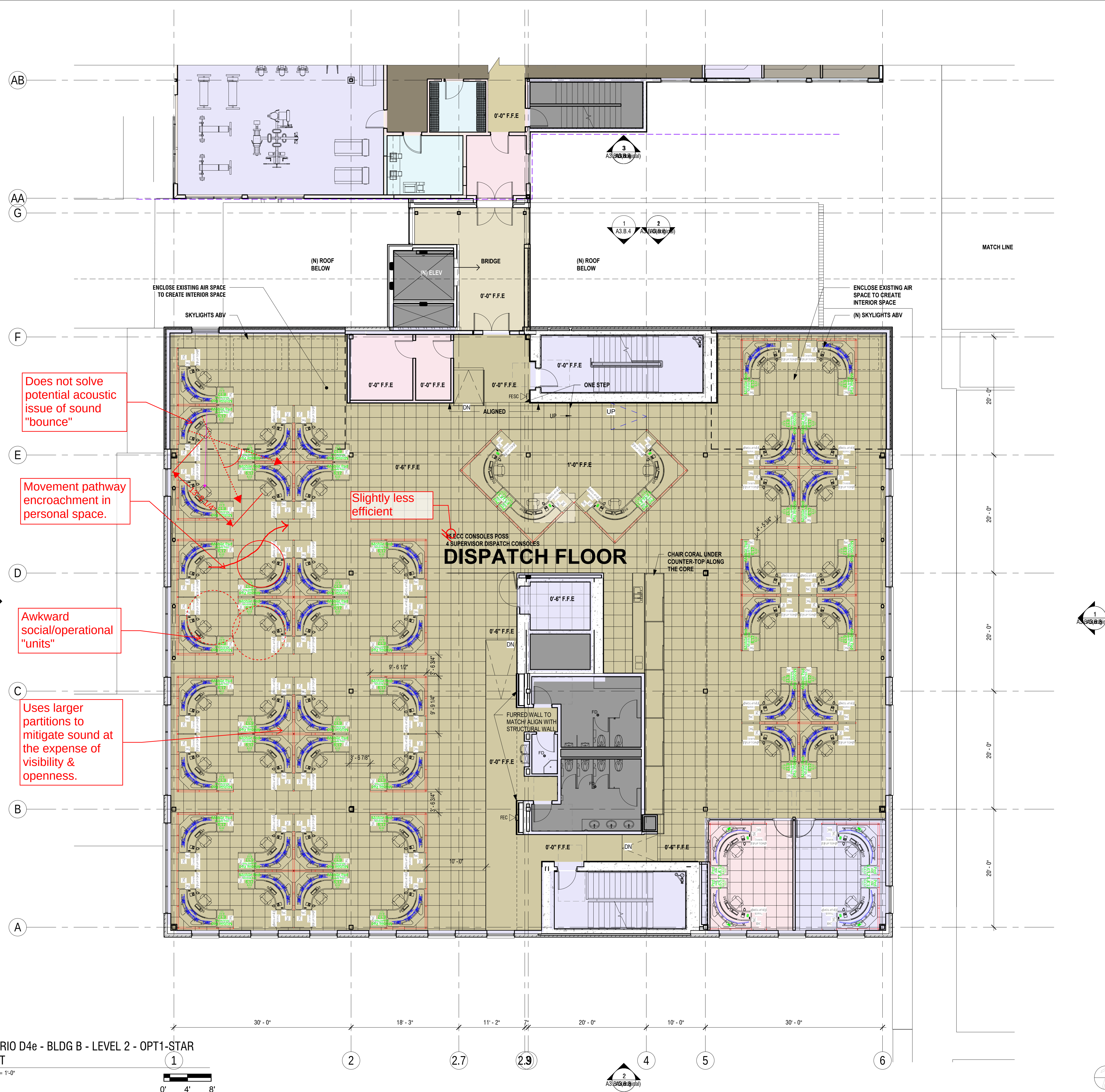
SNO 911 INTERIORS | DECEMBER 7, 2023

SHKS ARCHITECTS





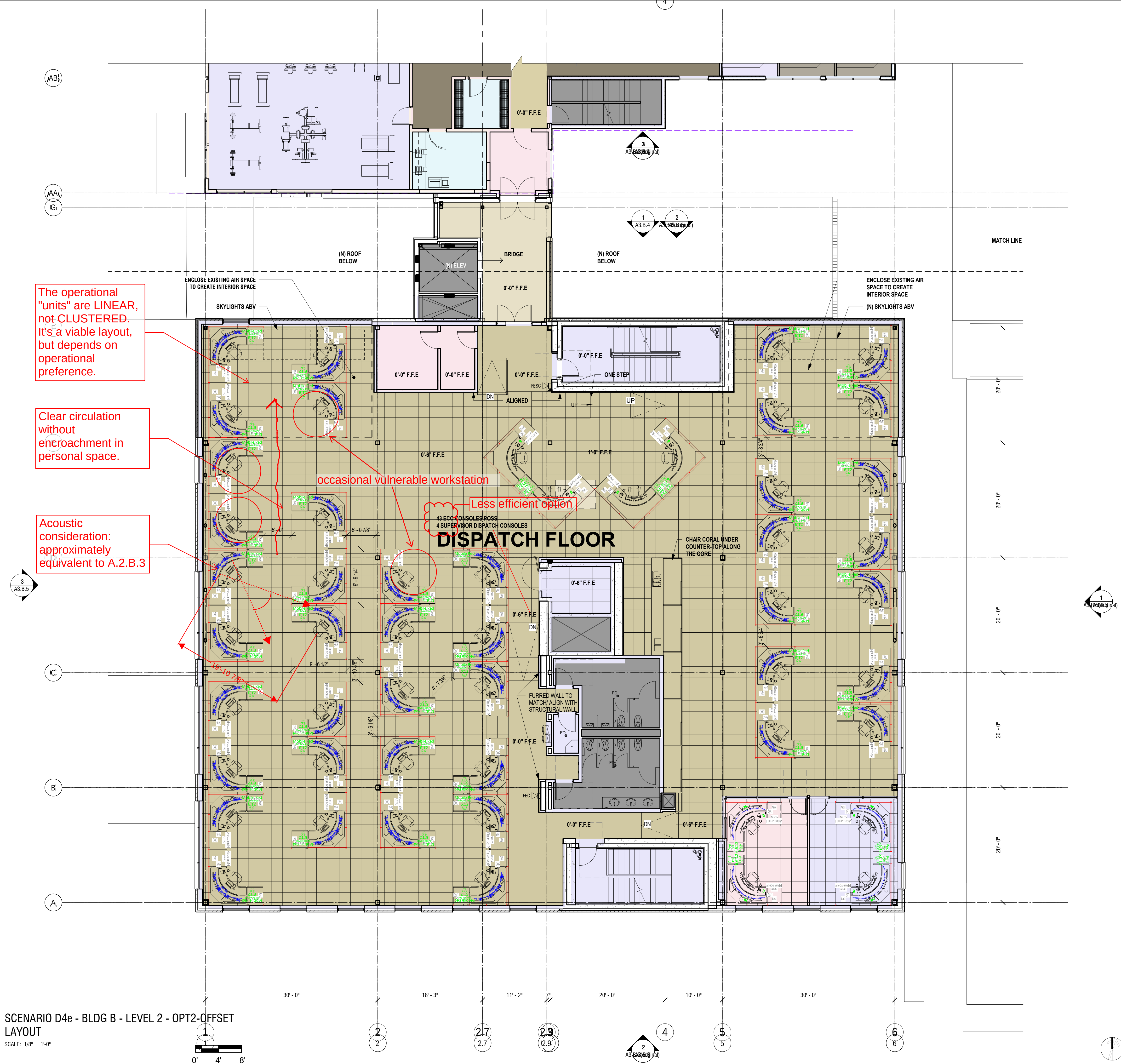




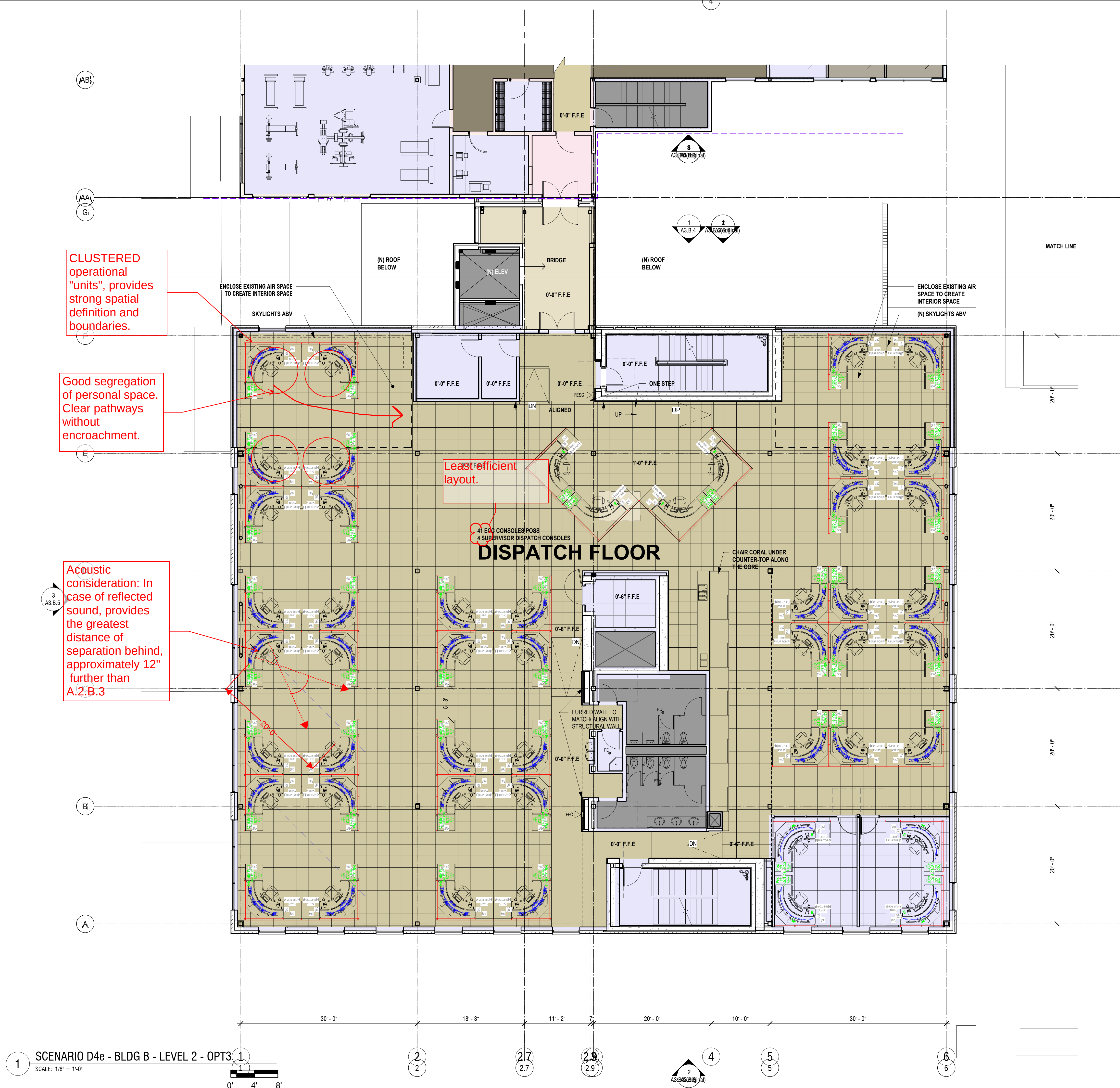
SCENARIO D4e - BLDG B - LEVEL 2 - OPT1-STAR  
LAYOUT

SCALE: 1/8" = 1'-0"

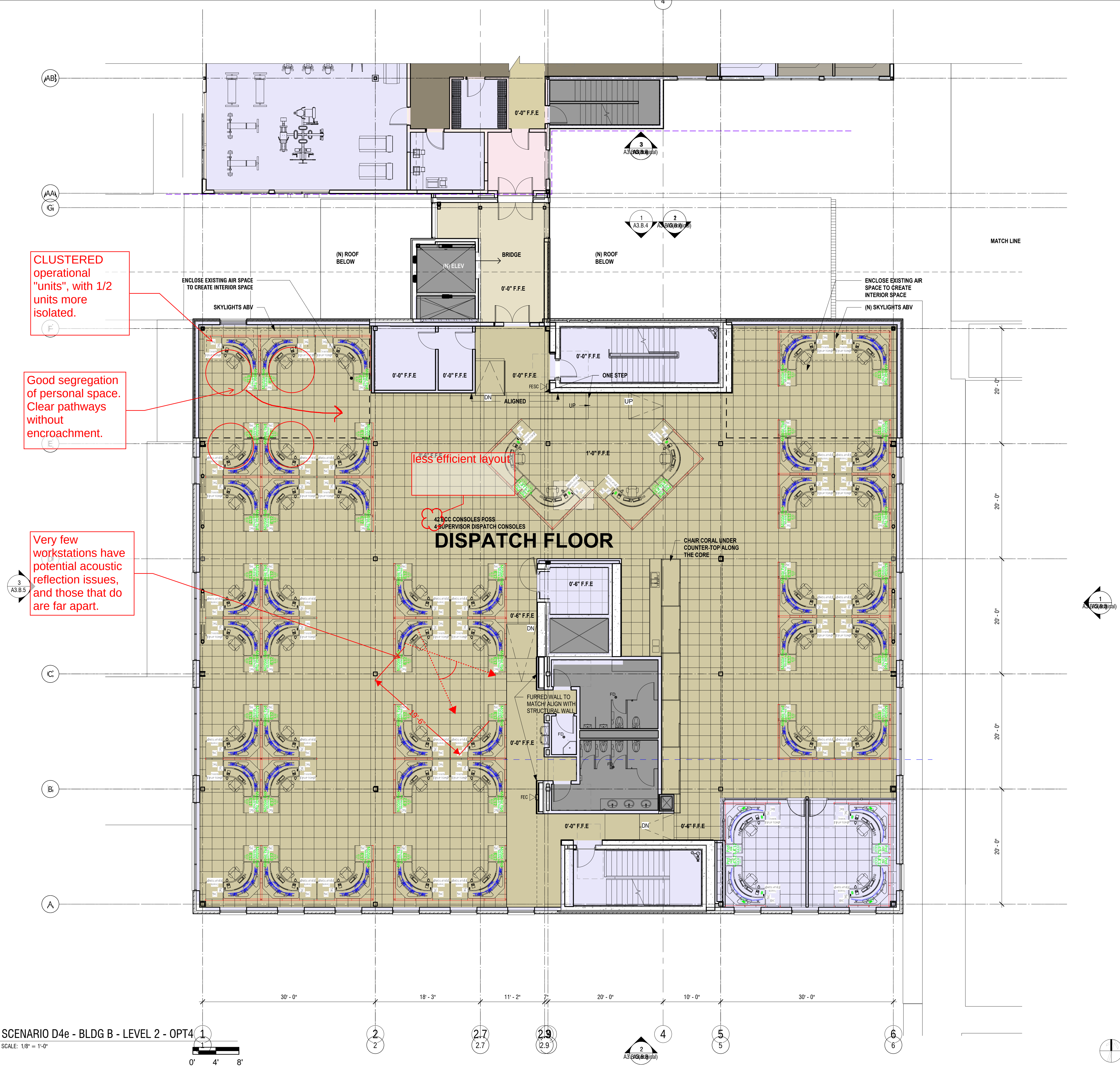












## **FFEC DISPATCHER CONSOLE LAYOUT RECOMMENDATION – OPTION 1**

The dispatchers in the FFEC met with the purpose of picking a console layout for our future facility. In order to choose one that would work best for our perceived needs, we found it necessary to choose placeholders for the various radio TACs and agencies. We hope this layout provides another excellent option for our new dispatch center.

Proposal of 42 console stations total, with 8 removed from the draft.

- West Side of Room A2.B.3
- East Side of Room: First Version of A2.B.8

Breakdown:

### **Call Takers and Omnixx**

2 Omnixx + Call Takers (13, 14)

12 Call Takers (1-12)

*= Total 14*

### **Supervisors**

4 Supervisors (15-18)

*= Total 4*

### **Police Dispatch**

8 Police (37, 28, 25, 22 and 34, 29,  
24, and 19)

2 Police Breakers (35, 36)

4 Police Training (20, 21, 38, 29)

*= Total 14*

### **Fire Dispatchers**

3 Fire Tacs (41, 32, 31)

1 Fire Breaker ( 40)

1 Fire Support (39)

1 Fire Training (30)

*= Total 6*

### **Extra Training / Overflow Stations**

4 - Stations (42, 33, 26,23)

*= Total 4*



OPTION 1

### Fire Dispatchers

- 3 Fire Tacs (41, 32, 31)
- 1 Fire Breaker ( 40)
- 1 Fire Support (39)
- 1 Fire Training (30)
- = Total 6

### Supervisors

- 4 Supervisors (15-18)
- = Total 4

### Call Takers and Omnixx

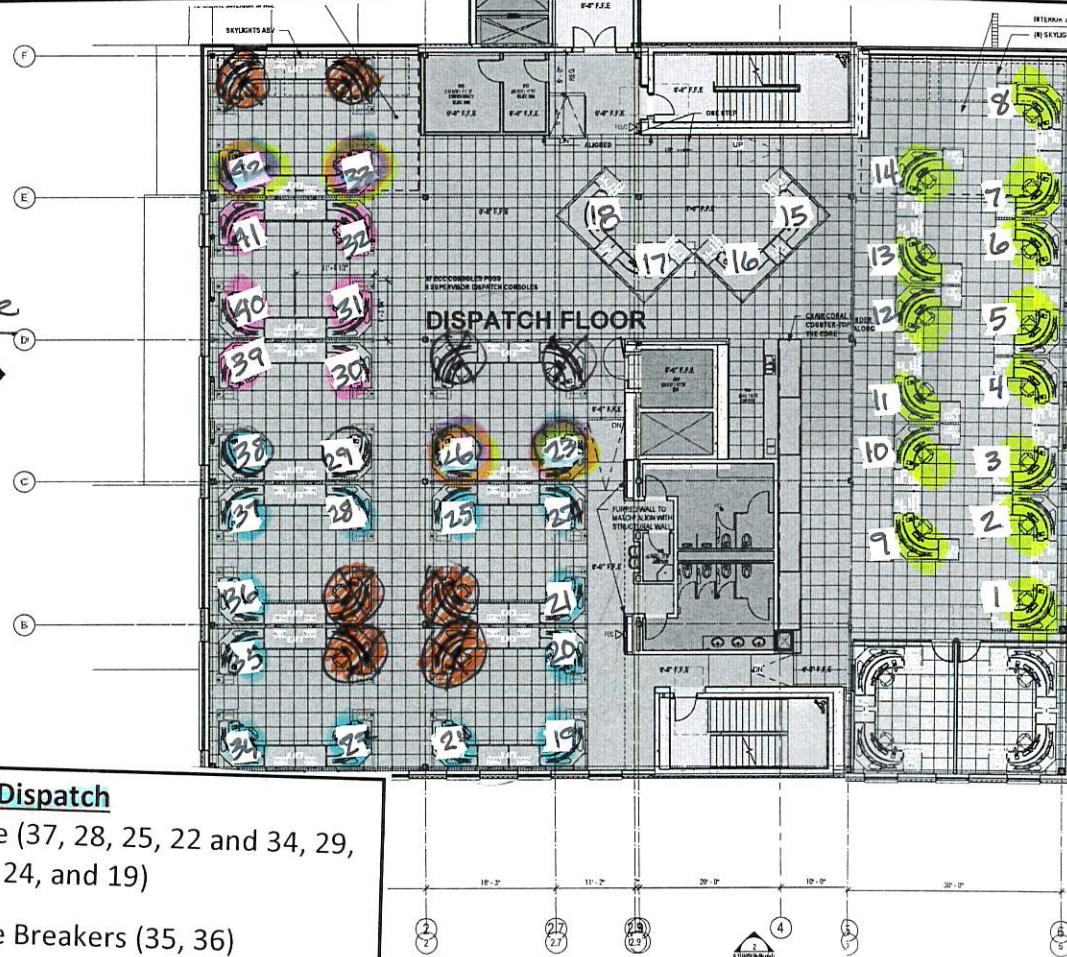
- 2 Omnixx + Call Takers (13, 14)
- 12 Call Takers (1-12)
- = Total 14

### Extra Training / Overflow Stations

- 4 - Stations (42, 33, 26, 23)
- = Total 4
- REMOVED 8 STATIONS

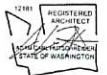
### Police Dispatch

- 8 Police (37, 28, 25, 22 and 34, 29, 24, and 19)
- 2 Police Breakers (35, 36)
- 4 Police Training (20, 21, 38, 29)
- = Total 14



shks  
ARCHITECTS

Seattle HQ  
PO BOX 478 98101  
C/O SHKS ARCHITECTS  
1000 N 34th Street  
Seattle, WA 98107



MISH  
UNITY  
MISH  
COUNTY 911  
100%  
SCHEMATIC  
DESIGN

PROJECT ADDRESS

Drawn By: JPH/20  
Checked: JPH/20  
Date: 05.18.22  
Scale: 1/8" = 1'-0"  
Revisions: N/A

PROPOSED SECOND  
FLOOR PLAN -  
BUILDING B Copy 2  
Copy 1  
A2.B.8



## **FFEC DISPATCHER CONSOLE LAYOUT RECOMMENDATION – OPTION 2**

The dispatchers in the FFEC met with the purpose of picking a console layout for our future facility. In order to choose one that would work best for our perceived needs, we found it necessary to choose placeholders for the various radio TACs and agencies. We hope this layout provides another excellent option for our new dispatch center.

Proposal of 40 console stations total, with 4 removed from the draft.

- West Side of Room A2.B.9
- East Side of Room: First Version of A2.B.8

Breakdown:

### **Call Takers and Omnixx**

2 Omnixx + Call Takers (13, 14)

12 Call Takers (1-12)

*= Total 14*

### **Supervisors**

4 Supervisors (15-18)

*= Total 4*

### **Police Dispatch**

8 Police (36, 28, 25, 22 and 33, 27, 34, 19)

2 Police Breakers (35, 34)

2 Police Training (20, 21)

*= Total 12*

### **Fire Dispatchers**

3 Fire Tacs (38, 30, 29)

1 Fire Breaker (37)

1 Fire Support (31)

1 Fire Training (39)

*= Total 6*

### **Extra Training or Misc Stations**

4 - Stations 40, 32, 26, 23

*= Total 4*

# OPTION 2

## Fire Dispatchers

- 3 Fire Tacs (38, 30, 29)
- 1 Fire Breaker (37)
- 1 Fire Support (31)
- 1 Fire Training (39)
- = Total 6

## Supervisors

- 4 Supervisors (15-18)
- = Total 4

## Call Takers and Omnixx

- 2 Omnixx + Call Takers (13, 14)
- 12 Call Takers (1-12)
- = Total 14

## Extra Training or Misc Stations

- 4 - Stations(40, 32, 26,23)
- = Total 4
- REMOVED 4 STATIONS

WEST SIDE  
V. A2.B.9

definition and boundaries.

Good segregation of personal space. Clear pathways without encroachment.

Acoustic consideration. In case of reflected sound, provides the greatest distance of separation behind, approximately 12" further than A.2.B.3

## DISPATCH FLOOR

## Police Dispatch

- 8 Police (36, 28, 25, 22 and 33, 27, 34, 19)
- 2 Police Breakers (35, 34)
- 2 Police Training (20, 21)
- = Total 12

shks  
ARCHITECTS

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central@shks.com  
1100 1st Ave Suite 1000  
Seattle WA 98101



Ross Drulisusenbery  
ARCHITECT

SNOHOMISH  
COUNTY  
SNOHOMISH  
COUNTY 911  
100%  
SCHEMATIC  
DESIGN

PROJECT ADDRESS

Drawn by: Author  
Checked: Author  
Date: 08.28.20  
Scale: 1/8" = 1'-0"  
Revisions: No. Date Remarks

PROPOSED SECOND  
FLOOR PLAN -  
BUILDING B Copy 2

A2.B.8