



SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
February 20, 2025 at 8:30 a.m.
Web Conference – Join Zoom Meeting

<https://us02web.zoom.us/j/87604453850?pwd=7dLnzJv2D0E0HwDi4QluD5CEQubofA.1>

Webinar ID: 876 0445 3850

Passcode: 144950

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

- i. New Board Members: CM Chris Eck, Edmonds; CM Patrick Decker, Lynnwood
- ii. Finance Committee Vacancy
- iii. March Board Meeting and Radio Replacement Report in person at South County Fire (No remote option)

C. Public Comment Policy: Public Comments limited to 3 minutes on discussion items related to agency business.

2. Approval of Agenda

3. Consent Agenda

- A.** Minutes from the January 16, 2025 Regular Board Meeting 3
- B.** January 2025 Blanket Voucher & Payroll Approval Form:
 - i. Checks 1077-1078, 19781-19835, for a total of \$6,996,488.02
 - ii. Payroll Direct Deposit, in the amount of \$1,462,922.70

4. Executive Session

5. Old Business

- A.** APF – SNO911 Interlocal Ratification 6

6. New Business

- A.** APF – 2022/2023 E911 Revenue 58
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D. EMS Joint Task Force	
E. Public Safety Technology Committee.....	86
F. County EESCS 911 Committee	
G. County ECSF Program Advisory Board (no meeting)	
9. Good of the Order	
10. Adjourn - The next meeting is scheduled for March 20, 2025 in person at South County Fire.	

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

Zoom Meeting January 16, 2025

Board Members & Management in Attendance	☒ Jon Nehring-President	Marysville	☐ Julieta Altamirano-Crosby	Lynnwood
	☒ Dave DeMarco	Everett Fire	☒ Jonathan Ventura	Arlington Police
	☒ Ryan Lundquist	SRFR	☒ Dale Kaemingk	Brier
	☐ Michael Fearnough	South County Fire	☒ Jordan Stephens	Legal Counsel
	☐ Don Waller	Marysville Fire	☒ Kurt Mills	SNO911
	☒ Joel Johnson	Fire District 24	☒ Terry Peterson	SNO911
	☒ Susanna Johnson	SCSO Sheriff	☐ Andie Burton	SNO911
	☒ Ken Klein	Snohomish County	☒ Rosie Akopyan	SNO911
	☐ John DeRousse	Everett Police	☒ Wade Anderson	SNO911
	☒ Judy Tuohy	Everett	☒ Howard Tucker	SNO911
	☒ Rod Sniffen	Edmonds Police	☐ Steve Lawlor	SNO911
	☒ Jeff Beazizo	Lake Stevens Police		
Alternate Board Members in Attendance	☒ Bob Eastman	South County Fire	☒ Don Schwab	Everett
	☒ Roy Waugh	SRFR	☒ Jim Lawless	Marysville Police
	☐ Paul Gagnon	Everett Fire	☒ Jenna Nand	Edmonds
	☒ Ned Vander Pol	Marysville Fire	☐ Brett Gailey	Lake Stevens
	☒ Glen Albright	Mukilteo Fire	☒ Cole Langdon	Lynnwood Police
	☒ Jason Biermann	Snohomish County	☐ Jeffrey Jolley	Monroe Police
	☐ Doug Jeske	Undersheriff	☐ Pete Caw	Mountlake Terrace PD
	☐ Jeraud Irving	Everett Police	☐ Stan White	Chief
Guests and Staff in Attendance	Tom Jordal, Mukilteo	Tiffani Brown, SNO911	Rebekah Kuempel, SNO911	

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	A. Call to Order: President Jon Nehring called the meeting to order at 8:30 a.m. Roll call was taken and a quorum was confirmed. B. Announcements: Chief Jeff Beazizo mentioned the 2025 Lake Stevens Polar Plunge raising funds for the Special Olympics happening on February 23rd. Deputy Director Kurt Mills announced the vacancy in the Director of Technology position, Julieta Altamirano-Crosby has assumed another position and stepped down from the Board.	
2. Public Comment	None.	
3. Approval of Agenda	No changes to the agenda were proposed. Chief Jeff Beazizo moved to approve the agenda as presented. The motion was seconded by Executive Director Ken Klein and approved unanimously.	Agenda Approved
4. Consent Agenda	Chief Beazizo moved to approve the Consent Agenda, including: A. Minutes from the December 19, 2024 Regular Board Meeting. B. December 2024 Blanket Voucher & Payroll Approval Form: <i>i. Checks 1072-1076, and 19649-19780, for a total of \$5,981,292.26</i> <i>ii. Payroll Direct Deposit, in the amount of \$1,394,659.80.</i>	Consent Agenda Approved

	<i>The motion was seconded by Assistant Chief Rod Sniffen and approved unanimously.</i>	
5. Executive Session	None.	
6. Old Business	None.	
7. New Business	None.	
8. Reports	A. Agency Report. The report was included in the packet and Director Mills brought attention to the letter of solicitation for donations towards the 2nd Annual Employee Award Ceremony happening in February. Next month Staff will bring a policy update making it possible to accept these types of donations and is informational at this time. B. New Facility Project Update. Director Mills announced that PUD power to the building was turned on last week. The tentative move in date is May with a temporary occupancy license. C. Radio Replacement Project (RRP). SNO911's Radio Systems Manager Howard Tucker spoke about cutover to the new radio system scheduled to happen in April. He also noted that fire paging had been removed from Motorola's scope of work and staff has been working on that independently and cutover on that system is scheduled for late February. Staff is drafting robust communication directed at all users, from governance and leadership to end users, and will begin distributing that information soon. He noted the training and information already available through the Agency portal which is accessed by SNO911's main website at www.sno911.org. Staff has also been working on a communication output strategy aiming for 90-day, 60 day and 30 days out from cutover as well as 30-, 15- and 5-day countdowns. Deputy Director Terry Peterson added that in March, staff plans to have a special meeting focused on radio, including all stakeholders. Post cutover, a public facing press event will be held to incorporate tax payers who funded the radio system. D. Police TAC. No Meeting. E. Fire TAC. The committee met yesterday with no additional information to share.	
9. Committee Reports	A. Finance Committee. Director Mills reported that fiscal year 2024 is ending with a carryover total of \$1M on a \$34M budget. Next month the final year end numbers will be reported. Staff is considering keeping the carryover in place until the Radio Replacement and Future Facility projects are completed. SNO911's Director of Finance Wade Anderson shared a memo with the group which spoke to short term volatility in cash inflow and outflow which is expected to smooth out in 3, 6 and 12 months. This committee will bring proposals to the Board next month on how to even out this flow. B. Personnel Committee. No meeting. C. Future Facility Committee. No meeting. D. EMS Joint Task Force. No meeting. E. Public Safety Tech Committee (PSTC). No meeting	

	F. County EESCS Committee (formerly County E911 Office). The committee met yesterday and Director Peterson reported that additional revenues (collected from 2022 and 2023) will be part of the recommendations which will be discussed next month. G. County ECSF Program Advisory Board. As the radio project wraps up the Agency will work with Sheriff Johnson to schedule a meeting so an annual review and program forecast can be conducted.	
10. Good of the Order	Councilmember Jenna Nand announced her reassignment and noted that Chris Eck will the Edmonds representation moving forward. Director Peterson reminded the group about the caucus meetings will be scheduled soon in an effort to fill the vacancies in membership.	
11. Adjourn	The meeting was adjourned at 8:59 a.m. The next meeting is scheduled for February 20th, 2025 at 8:30 a.m., via Zoom.	



Action Proposal Form

Date: February 14, 2025

Title: SNO911 Interlocal Agreement Ratification – April 2024 changes

Background / Purpose:

In April 2024, the SNO911 Board made changes to the Interlocal Agreement that required approval from all of the member agency legislative authorities. As a reminder there were two substantive changes including an update to how police agencies are divided into the voting caucuses and the removal of the non-voting board seat.

Now that we have received the final legislative confirmation, the board may take action to ratify the changes. The effective date will remain June 20, 2024. A clean version of the ILA is attached for reference.

Suggested Action/Recommendation:

Ratify the changes to the Snohomish County 911 interlocal agreement as approved by the legislative authority for each member agencies.

Fund: N/A

**AMENDED AND RESTATED
SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY
INTERLOCAL AGREEMENT**

**REVISED AUGUST 2, 2018; SEPTEMBER 19, 2019; NOVEMBER 21, 2019;
AUGUST 20, 2020; APRIL 21, 2022, JUNE 20, 2024**

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AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC
SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT

THIS AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT (this “Agreement”), incorporating all exhibits hereto, is authorized by the parties to the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement effective as of June 20, 2024.

RECITALS

WHEREAS, pursuant to chapters 24.03 and 24.06 of the Revised Code of Washington (“RCW”), the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto (the “Original Agreement”), and the Articles of Incorporation Due to Consolidation filed on October 18, 2017 (the “Articles of Consolidation”), the governing boards of the Southwest Snohomish County Public Safety Communication Agency, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.03 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOCOM”), and the Snohomish County Police Staff and Auxiliary Services Center, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOPAC”), voted to consolidate SNOCOM and SNOPAC into a new single corporation under chapter 24.06 RCW known as the “Snohomish County Regional Public Safety Communications Agency” (“Snohomish County 911”); and

WHEREAS, the governing boards of Snohomish County 911 and the Snohomish County Emergency Radio System, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SERS”), voted to merge SERS into Snohomish County 911 effective January 1, 2019; and

WHEREAS, Snohomish County 911 provides emergency communication services on behalf of its member agencies throughout Snohomish County; and

WHEREAS, the Original Agreement was amended on August 2, 2018; September 19, 2019; November 21, 2019; August 20, 2020; and April 21, 2022;

WHEREAS, by this Amended and Restated Agreement effective as of the date stated above, the Governing Board of Snohomish County 911 desires to create procedural

efficiencies and remove historical provisions that are no longer applicable from this Agreement;

WHEREAS, this Agreement is authorized by the Interlocal Cooperation Act (chapter 39.34 RCW) and the Nonprofit Miscellaneous and Mutual Corporations Act (chapter 24.06 RCW);

NOW THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth herein, it is mutually understood and agreed by the parties as follows:

SECTION 1. CREATION OF SNOHOMISH COUNTY 911; MERGER.

a. Creation of Snohomish County 911. Pursuant to Resolution No. 2017-02 adopted by the SNOCOM Board of Directors on October 12, 2017 and Resolution No. 2017-02 adopted by the SNOPAC Board of Directors on October 12, 2017, at least two-thirds of each Board voted in favor of consolidating SNOCOM and SNOPAC as described in the Original Agreement and approved a plan of consolidation (the “Plan of Consolidation”) as required by chapters 24.03 and 24.06 RCW. Subsequent to such approval, representatives of SNOCOM and SNOPAC executed the Articles of Consolidation and filed such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the consolidation was January 1, 2018 (the “Consolidation Effective Date”). As of the Consolidation Effective Date:

i. SNOCOM and SNOPAC became a single corporation to be known as “Snohomish County 911.” Snohomish County 911 was organized as a municipal instrumentality of its Principals pursuant to RCW 39.34.030 and as a nonprofit corporation under chapter 24.06 RCW as authorized by chapter 39.34 RCW.

ii. SNOCOM, SNOPAC and each party to the Original Agreement (listed in **Exhibit C** attached hereto) delegated to Snohomish County 911 the authority to provide emergency communication services as provided herein.

iii. The separate existence of SNOCOM and SNOPAC, except as formed as Snohomish County 911, ceased.

iv. As a result, Snohomish County 911 possesses all the rights, privileges, immunities, and franchises, of both a public and private nature, of each of SNOCOM and SNOPAC; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to each of SNOCOM and SNOPAC, were

taken and deemed transferred to and vested in Snohomish County 911 without further act or deed; and title to any real estate, or any interest therein, vested in Snohomish County 911.

v. Snohomish County 911 is responsible and liable for all the liabilities and obligations of each of SNOCOM and SNOPAC, and any claim existing or action or proceeding pending by or against any of such corporations may be prosecuted as if such consolidation had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SNOCOM or SNOPAC shall be impaired by such consolidation.

vi. Snohomish County 911, as successor to SNOCOM and SNOPAC, has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SNOCOM and SNOPAC, including past and current providers, that existed prior to consolidation.

b. Merger of SERS and Snohomish County 911. Pursuant to Resolution No. 18-01 adopted by the SERS Board of Directors on October 4, 2018 and Resolution No. 2018-17 adopted by the Snohomish County 911 Board of Directors on October 18, 2018, at least two-thirds of each Board voted in favor to merge SERS into Snohomish County 911 as described in this Agreement and approved a plan of merger (the “Plan of Merger”) as required by chapter 24.06 RCW. Subsequent to such approval, representatives of SERS and Snohomish County 911 executed the Articles of Merger and filed such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the merger was January 1, 2019 (the “Merger Effective Date”). As of the Merger Effective Date:

i. SERS was merged into Snohomish County 911 as provided in the Articles of Merger.

ii. The separate existence of SERS ceased.

iii. Snohomish County 911 thereupon and thereafter possessed all the rights, privileges, immunities, and franchises, of both a public and private nature, of SERS; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to SERS, were and shall be taken and deemed to be transferred to and vested in Snohomish County 911 without further act or deed; and the title to any real estate, or any interest therein, vested in Snohomish County 911 shall not revert or be in any way impaired by reason of such merger.

iv. Snohomish County 911 was and shall be responsible and liable for all the liabilities and obligations of SERS, and any claim existing or action or proceeding pending by or against any of such corporation may be prosecuted as if such merger had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SERS shall be impaired by such merger.

v. Snohomish County 911, as successor to SERS, has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SERS, including past and current providers, that existed prior to merger.

vi. All amounts held in reserve funds held by SERS as of the Merger Effective Date were transferred to Snohomish County 911 to be placed in a Radio System reserve fund or funds at Snohomish County 911.

vii. The statements set forth in the Articles of Merger shall be deemed to be the articles of incorporation of Snohomish County 911, and shall amend and restate, in their entirety, the Articles of Consolidation.

viii. This Agreement shall govern the Snohomish County 911.

ix. Snohomish County 911 has and shall continue to have all the rights, privileges, immunities and powers and shall be subject to all the duties and liabilities of a nonprofit corporation organized under chapter 24.06 RCW.

SECTION 2. TERM OF AGREEMENT.

This Agreement shall carry forward the initial 6-year term provided for in the Original Agreement. The initial term of this Agreement, therefore, shall be from the Merger Effective Date through December 31, 2023 (the “Initial Term”). Thereafter, this Agreement shall be of infinite duration, subject to termination provisions contained herein. During the Initial Term no Principal may withdraw from this Agreement, provided that a Principal may convert or be converted to Subscriber status as provided in Sections 12 and 14, may annex to or join with another Principal as described in Section 6.q, or may upon action of the Governing Board be terminated from participation in this Agreement as provided in Section 12.

SECTION 3. DEFINITIONS.

Capitalized terms used in this Agreement shall have the following meanings:

a. Additional Services. “Additional Services” are optional services provided by Snohomish County 911 that assist Participating Agencies in the performance of their

emergency services duties but are outside the scope of Emergency Communications Services as defined in Section 4.a., for example and without limitation, managed mobile computer services. Additional Services may be offered to all Principals and Subscribers from time to time by separate contract. Terms of agreement for provision of Additional Services are to be negotiated between Snohomish County 911 and a Participating Agency and require Simple Majority Vote approval of the Governing Board. Fees for Additional Services are not part of the Assessment Formula and are not considered User Fees.

b. Agreement. “Agreement” means this Amended and Restated Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, as it may hereafter be further amended or modified from time to time, together with all exhibits and appendices hereto, as they may hereafter be amended or modified.

c. Ancillary Services. “Ancillary Services” are services that are part of the overall array of Emergency Communications Services, and related to the core functioning of Emergency Communications Services, for example and without limitation, Police Records Services and school panic button monitoring. Ancillary Services are provided by Snohomish County 911 to all Principals and Subscribers and the costs of Ancillary Services are incorporated into User Fees and Assessments.

d. Articles of Consolidation. “Articles of Consolidation” mean the Articles of Incorporation Due to Consolidation of Snohomish County 911 as defined in Section 1.

e. Articles of Merger. “Articles of Merger” mean the Articles of Incorporation Due to Merger of Snohomish County 911 as defined in Section 1.

f. Assessments. “Assessments” mean the portion of User Fees charged to Principals for Emergency Communication Services in accordance with the Assessments formula as provided for in **Exhibit B**. Assessments are a subset of User Fees. Changes to the Assessment formula require Supermajority Approval of the Governing Board.

g. Associate Agency. “Associate Agency” is a unit of local government that has agreed to the terms of this Agreement from time to time who is not a Direct Provider and is not Directly Served by Snohomish County 911 but which receives police and/or fire/EMS services through a contract with a Principal or Subscriber of Snohomish County 911. Associate Agencies participate in the selection of a non-voting Governing Board Member as described in **Exhibit A**. A list of the Associate Agencies as of the Merger Effective Date is included in **Exhibit C**.

h. Consolidation Effective Date. “Consolidation Effective Date” means January 1, 2018.

i. Directly Served. “Directly Served” means Principals and Subscribers who receive Emergency Communication Services from Snohomish County 911 and pay User Fees to Snohomish County 911 in exchange for such services. A Principal or Subscriber may operate both fire/EMS service and police service but elect to have only one or the other service Directly Served by Snohomish County 911.

j. Direct Provider. “Direct Provider” means a Participating Agency that provides fire/EMS services and/or police services directly, rather than through contract with another agency.

k. EMS. “EMS” means Emergency Medical Services as described in RCW 84.52.069(5), as now or later amended, including the provision by the Participating Agencies of emergency medical care or emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care or EMS.

l. Enhanced Police Records Services. “Enhanced Police Records Services” are services in addition to Police Records Services, and include computer searches and actions to enter, modify or delete computer police records associated with: misdemeanor warrants, orders of protection and other orders and directives; stolen property, vehicles, guns or missing persons; performing 20-minute warrant hit confirmations; and serving as the legal holder of records on behalf of a Police Agency for such records.

m. Executive Director. The “Executive Director” is the chief executive officer for Snohomish County 911 appointed by and serving at the pleasure of the Governing Board.

n. Emergency Communication Services. “Emergency Communication Services” mean those services described in Section 4.a.

o. Emergency Public Safety Radio System. The “Emergency Public Safety Radio System” or “Radio System” is the Snohomish County emergency radio system developed, owned and operated by SERS prior to the Merger Effective Date, including all additions, replacement and improvements thereto, and shall include the Emergency Radio System Replacement Project.

p. Emergency Public Radio System Replacement Project. The “Emergency Public Radio System Replacement Project” or “Radio System Replacement Project” is the project to (i) replace and upgrade the Radio System as it exists as of the Merger Effective Date, including all equipment, improvements and real and personal property necessary to accomplish such project, (ii) provide for an initial replacement of the existing subscriber

equipment for public safety agencies within Snohomish County, and (ii) replace the existing alpha-numeric paging system.

q. Fire Agency. A “Fire Agency” is a Principal that is a Direct Provider of fire and/or EMS services.

r. Fire/EMS Technical Advisory Committee. The “Fire/EMS Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber fire and EMS departments or agencies as described in Section 7.

s. Governing Board. The “Governing Board” is the body described in Section 6 and shall be the governing body of Snohomish County 911.

t. Initial Term. “Initial Term” shall have the meaning set forth in Section 2 of this Agreement.

u. Merger Effective Date. The “Merger Effective Date” is January 1, 2019.

v. Member. A “Member” or “Governing Board Member” is the individual representing a Principal on the Governing Board, or his or her designated alternate.

w. Original Agreement. “Original Agreement” means the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto. The parties to the Original Agreement were Principals of Snohomish County 911 as of the Consolidation Effective Date and will continue to be Principals of Snohomish County 911 as of the Merger Effective Date. A list of the Principals as of the Merger Effective Date is included in **Exhibit C**.

x. Participating Agencies or Participants. “Participating Agencies” or “Participants” refer to Principals and all Subscribers, as they may be so constituted from time to time, and individually referred to as a “Participating Agency” or “Participant.”

y. Plan of Consolidation. “Plan of Consolidation” means the plan approved by SNOPAC and SNOCOM as required by chapters 24.03 and 24.06 RCW.

z. Plan of Merger. “Plan of Merger” means the plan approved by Snohomish County 911 and SERS as required by chapter 24.06 RCW.

aa. Police Agency. A “Police Agency” is a Principal that is a Direct Provider of policing services.

bb. Police Records Services. “Police Records Services” include performing computer searches and entries to locate and/or clear of public safety database records (WACIC/NCIC) including but not limited to stolen articles, stolen vehicles, stolen guns, missing persons and warrants, as well as entry and dissemination of State ACCESS system administrative messages.

cc. Police Technical Advisory Committee. The “Police Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber police, sheriff or similar departments or agencies as described in Section 7.

dd. Principal. A “Principal” is a general purpose municipal corporation or government agency, a fire district, a Public Safety Interlocal Operation, a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a State agency created under the laws of State, which is a Direct Provider of police services or fire/EMS services or both, and which is a party to the Original Agreement, has executed this Agreement, or has agreed in writing to the terms of this Agreement. The Principals of Snohomish County 911 as of the Merger Effective Date are listed in **Exhibit C**.

ee. Public Safety Interlocal Operation. “Public Safety Interlocal Operation” includes a joint operation of fire districts and cities for provision of public fire and EMS services entered into and operating pursuant to chapter 39.34 RCW, and may also include a public development authority created pursuant to RCW 35.21.730 et. seq. or a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a nonprofit corporation created for the purpose of facilitating a joint operation between fire districts and cities pursuant to RCW 39.34.030(3).

ff. Radio System. “Radio System” means the Emergency Public Safety Radio System.

gg. Radio Unit. A “Radio Unit” is a mobile (vehicular), portable (handheld) or control station (desktop) radio which has been authorized and programmed to operate on the Emergency Public Safety Radio System.

hh. Representative. “Representative” refers to the individual representing a Principal or a Subscriber on the Police Technical Advisory Committee or Fire/EMS Technical Advisory Committee, or his or her designated alternate.

ii. SERS. “SERS” was the Snohomish County Emergency Radio System agency created pursuant to chapters 39.34 and 24.06 RCW and an interlocal agreement effective July 1, 1999, as thereafter amended.

jj. Simple-Majority Vote. A “Simple-Majority Vote” of the Governing Board means a majority of the votes of the Members present constituting a quorum and voting.

kk. Single-Service Principal. A “Single-Service Principal” is a Principal that is formed as a city or town under the laws of State that (1) directly provides either fire/EMS service or police service, but not both, and (2) receives the service it does not directly provide from a Principal or Subscriber.

ll. SNOCOM. “SNOCOM” was the Southwest Snohomish County Public Safety Communication Agency, formed pursuant to chapters 39.34 and 24.03 RCW.

mm. Snohomish County 911. “Snohomish County 911” refers to the intergovernmental agency formed as of the Consolidation Effective Date pursuant to chapters 39.34 and 24.06 RCW, the Original Agreement (as amended and restated by this Agreement) and the Articles of Consolidation.

nn. SNOPAC. “SNOPAC” was the Snohomish County Police Staff and Auxiliary Services Center formed pursuant to chapters 39.34 and 24.06 RCW.

oo. State. “State” means the state of Washington.

pp. Subscriber. A “Subscriber” is a public or private entity or agency that has agreed to pay Snohomish County 911 for Emergency Communication Services or other services as offered at a rate or rates according to such terms and conditions as may be established by Snohomish County 911 as evidenced by separate contract between Snohomish County 911 and such entity. A “Subscriber” may also be a Principal that is converted to Subscriber status as provided in Sections 12 and 14.

qq. Supermajority Vote. A “Supermajority Vote” means Governing Board approval of an item accomplished by securing affirmative votes of both: (1) not less than seventy percent (70%) of all Members of the Governing Board present constituting a quorum and voting, and (2) not less than one voting Governing Board Member representing a Principal Fire Agency or Agencies.

rr. Technical Advisory Committees. “Technical Advisory Committees” are the Police Technical Advisory Committee and the Fire/EMS Technical Advisory Committee established by Section 7.

ss. User Fees. “User Fees” are fees for service charged to Participating Agencies for all services for Emergency Communication Services provided by Snohomish County 911 whether provided to Principals or Subscribers. User Fees exclude fees for Additional Services and nominal annual membership fees charged to Associate Agencies.

User Fees charged to Subscribers may be approved by Simple Majority Vote of the Governing Board.

tt. 911 Calls. “911 Calls” are those calls received or dispatched via the statewide emergency communication network of telephone or via other communications means as described in chapter 38.52 RCW.

SECTION 4. SNOHOMISH COUNTY 911 SERVICES.

a. Snohomish County 911 has the responsibility and authority for providing Emergency Communication Services and all related incidental functions for communicating and dispatching services between the public and Participating Agencies in the furtherance of improved public safety and emergency response, including the following more specifically described services (collectively, “Emergency Communication Services”):

i. Receiving 911 Calls and non-emergency public safety calls for police, fire and medical services;

ii. Notifying, dispatching, directing, supporting and coordinating public safety personnel response, including dispatching emergency police, fire, medical and other special or supporting specialized emergency responses services and resources (for example and without limitation, SWAT response);

iii. Hosting, configuring, and administering public safety technology networks, systems and applications in support of the delivery of Emergency Communications Services;

iv. Updating, maintaining and managing radio communications systems (excluding, unless specifically approved by Governing Board, the Emergency Public Safety Radio System), computer systems, support files and resource materials necessary to accomplish the above;

v. Police Records Services;

vi. Establishing and updating from time to time standard protocols for communications to and from personnel in the field;

vii. Providing certain Ancillary Services; and

viii. Upon a Supermajority Vote of the Governing Board (which approval was received at the time of approval of this Agreement and shall become effective as of the Merger Effective Date), providing services previously provided

by SERS together with all necessary or advisable additional services and actions directly related to the Emergency Public Radio System.

b. Beginning January 1, 2022, Enhanced Police Records Services shall be provided as an Additional Service to former SNOCOM Police Agencies in recognition of those agencies' prior receipt of those services from SNOCOM prior to the Consolidation Effective Date.

c. Snohomish County 911 may also, when authorized by a Simple Majority Vote of the Governing Board, provide Additional Services. Additional Services will be offered by separate contract as optional services to Participating Agencies. Charges for Additional Services, if any, shall be accounted for separately and shall not be included in the calculation of User Fees.

SECTION 5. SNOHOMISH COUNTY 911 POWERS.

Snohomish County 911, through its Governing Board, shall have all powers allowed by law for interlocal agencies created under RCW 39.34.030 and chapter 24.06 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Governing Board, as provided for in this Agreement, and including but not limited to the following:

- a. Recommend action to the legislative bodies of the Participating Agencies;
- b. Review and approve budgets for Snohomish County 911;
- c. Establish policies for expenditures of budget items for Snohomish County 911;
- d. Review and adopt personnel policies for Snohomish County 911;
- e. Review and approve operating policies and procedures for Snohomish County 911, its programs and Emergency Communication Services provided pursuant to this Agreement;
- f. Establish a fund or special fund or funds as authorized by RCW 39.34.030 for the operation of the Snohomish County 911;
- g. Conduct regular and special meetings as may be designated by the Governing Board consistent with the State Open Public Meetings Act (chapter 42.30 RCW);

h. Maintain and manage records in accordance with the State Public Records Act (chapter 42.56 RCW and chapter 40.14 RCW) and other applicable State applicable and federal records laws and regulations;

i. Determine what services (including but not limited to Emergency Communication Services and Additional Services) shall be offered and under what terms they shall be offered;

j. Retain, terminate, direct and supervise the Executive Director;

k. Create committees to review and make recommendations for purposes and duties of committees;

l. Approve strategic plans;

m. Approve the addition of new Principals and Subscribers and the terms of their participation in Snohomish County 911 and receipt of Emergency Communication Services;

n. Enter into agreements with or make purchases from third parties for goods, assets, property and/or services necessary to fully implement the purposes of this Agreement;

o. Establish fees and charges for services provided to Participating Agencies;

p. Direct and supervise the activities of any advisory board or committee established by the Governing Board;

q. Enter into agreements with, and receive and distribute funds, from any federal, state or local agencies;

r. To the extent permitted by law, accept loans or grants of funds from any federal, state, local or private agencies and receive and distribute such funds;

s. Receive all funds allocated to Snohomish County 911 for services provided pursuant to this Agreement;

t. Purchase, take, receive, lease, take by gift, or otherwise acquire, own, hold, construct, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of Snohomish County 911;

u. Sell, convey, lease, exchange, transfer, and otherwise dispose of all of its real and personal property and assets;

v. Sue and be sued, complain and defend, in all courts of competent jurisdiction in Snohomish County 911's name;

w. Make and alter bylaws for the administration and regulation of its affairs consistent with this Agreement;

x. Hold radio frequency licenses and software and other licenses to enable Snohomish County 911 to operate radio communications and dispatch systems to meet its public safety responsibilities;

y. Enter into contracts with Subscribers to provide Emergency Communication Services and Additional Services pursuant to this Agreement;

z. Any and all other acts necessary to further Snohomish County 911's goals and purposes; and

aa. Except as expressly provided above or in Section 13, Snohomish County 911 shall not have the power or authority to issue debt in its own name.

SECTION 6. GOVERNING BOARD: COMPOSITION AND OPERATION.

a. Composition. Snohomish County 911 shall be governed by a Governing Board composed of fifteen (15) voting members. Ten (10) of the Governing Board voting member seats shall be allocated to Police Agencies and five (5) Governing Board voting member seats shall be allocated to Fire Agencies. Governing Board Members and their alternates shall be selected in the manner described in **Exhibit A**.

b. Qualifications to Serve. A Governing Board Member, or his or her alternate must be duly selected in the manner described in **Exhibit A** and must be either: an elected official; chief administrative officer; chief law enforcement officer or fire chief from a Principal, or a person directly-reporting to the chief law enforcement officer or fire chief; or in the case of Snohomish County, the Snohomish County Executive or a person reporting directly to the Snohomish County Executive.

c. Terms of Office. Governing Board Members are elected every two (2) years by caucuses no later than the April Governing Board meeting of that year, as described further in **Exhibit A**. The terms of the newly elected Board Members commence with the first Governing Board meeting in May.

d. Election to Receive Service From Snohomish County 911; Impact on Governing Board Representation. Each Principal shall determine which of its respective public service departments or operations will be Directly Served by Snohomish County 911. The initial election by each Principal as to which of their respective departments or

operations will receive services from Snohomish County 911 will be recorded by the submittal by each Principal of a completed service election form. The service election form determines whether a Principal participates in a caucus to select either or both a Police Agency Governing Board Member or a Fire Agency Governing Board Member. Single Service Principals shall also participate in the caucus for the non-voting Governing Board Member. Each Principal shall promptly provide written notice to Snohomish County 911 of any changes in its services impacting its qualification as a Police Agency or Fire Agency.

e. Conditions for Serving on Governing Board. All Governing Board Members and their alternates shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Governing Board Members and alternates for reasonable out-of-pocket costs related to service on the Governing Board. Members may only serve for such time as they meet the qualification of a Governing Board Member for the Principals with which they served of the start date of their then current term on the Governing Board.

f. Alternates. Alternates shall be selected and shall serve in the absence of Governing Board Members in the manner described in **Exhibit A**. Alternates must meet the same qualifications as Governing Board Member.

g. Quorum. A simple majority of the voting Members (or their alternates) in number (excluding any Member that represents a Principal which been terminated by vote of the Governing Board, or which has given notice of withdrawal and is not permitted to vote per terms of Section 17.f) shall constitute a quorum of the Governing Board for purposes of doing business on any issue.

h. Voting. The Board shall strive to operate by consensus. All Board decisions on items not listed in Section 6.i require a Simple Majority Vote for approval. A Governing Board Member may not split his or her vote on an issue and there shall be no weighted voting. No voting by proxies or mail-in ballots is allowed. Voting by a designated alternate is not considered a vote by proxy. A Governing Board Member representing a Principal that has given notice of withdrawal or which has been terminated by vote of the Governing Board shall be authorized to cast votes at the Governing Board only on budget items to be implemented prior to the withdrawal or termination date.

i. Items Requiring Supermajority Vote for Approval. A Supermajority Vote of the Governing Board shall be required in order to approve the following items or actions:

- i. Amendment to the Principals' Assessment formula(s);
- ii. Approval of a budget that exceeds the prior approved budget by a percentage in excess of the most recently published Consumer Price Index – Urban

for the Seattle/ Tacoma/Bremerton metropolitan area, June - June, calculated by the Federal Bureau of Labor Statistics, or its successor index, plus 4% (adjusted as necessary to accomplish the same annual cost increase limitation in the event Snohomish County 911 transitions to a biennial budget).

iii. A decision to acquire assets, equipment, real or personal property valued at over \$500,000;

iv. Admission of a new Principal (other than admission of an Associate Agency as a Principal, or a Principal created by the merger, consolidation or other process as described in Section 6.r);

v. Reinstatement of a Principal that has been converted to Subscriber;

vi. Appointing the Executive Director (a Simple Majority Vote is required for removal of the Executive Director);

vii. Expansion of the scope of services provided by Snohomish County 911 within the Scope of Section 4.a and 4.b;

viii. Adoption or amendment of any bylaws, or amendment of the Articles;

ix. Merger, consolidation, sale of all or substantially all assets of the Snohomish County 911 per Section 19;

x. Modification of this Agreement (except for those items requiring approval of all legislative bodies of the Principals per Section 18);

xi. Termination or dissolution of Snohomish County 911 per Section 20;

xii. Approval of debt pursuant to Section 13; and

xiii. Any other action requiring a two-thirds or sixty six-percent (66%) supermajority vote under chapter 24.06 RCW.

j. Officers. The Governing Board shall have four officers, a President and Vice-President, Secretary and Treasurer, who will serve two (2) year terms, coterminous with Governing Board Member elections. It will be the function of the President to preside at the meetings of the Governing Board. The Vice-President shall assume this role in absence of the President. Immediately following the election of Governing Board Members, at the first meeting of the Governing Board, the officers shall be elected by

Simple Majority Vote of the Members. In the event of a vacancy in the President position, the Vice-President shall assume the President position for the balance of the term of the departed President. In the event of a vacancy in the Vice-President position, the Governing Board shall by Simple Majority Vote elect a new Vice-President to serve to the balance of the term of the departed Vice-President. Any officer appointed by the Governing Board may be immediately removed by Simple Majority Vote of the Governing Board, with or without cause, in which event the Governing Board shall promptly elect a new officer who shall serve for the remainder of the unexpired two-year term. The Governing Board may appoint persons to serve as Secretary and Treasurer of Snohomish County 911; provided, that such persons shall not be Members of the Governing Board. The duties of all officers shall be further described in the Snohomish County 911 Bylaws.

k. Staffing. The Executive Director shall assign agency staff to support the Governing Board as he or she deems appropriate.

l. Meetings. The Governing Board shall meet not less than four (4) times per year, at least once each calendar quarter, at a time and place designated by the President of the Governing Board or by a majority of its Members. Regular meetings shall be held pursuant to a schedule adopted by the Governing Board. Special meetings may be called by the President or a majority of Governing Board Members upon giving all other Members notice of such meeting in accordance with chapter 42.30 RCW (which, as of the date of this Agreement, requires written notice to be provided to each Member at least twenty-four (24) hours prior to the meeting). Notwithstanding the foregoing, the President or Members calling a special meeting will, in good faith, attempt to provide at least ten (10) days prior written notice of a special meeting, however, failure to do so will not invalidate any otherwise legal action taken at a meeting where the proper notice was provided in accordance with chapter 42.30 RCW. In an emergency, the Governing Board may dispense with written notice requirements for special meetings, but must, in good faith, implement best efforts to provide fair and reasonable notice to all Governing Board Members. Members of the Governing Board may participate in a meeting through the use of any means of communication by which all Members and members of the public participating in such meeting can hear each other during the meeting. Any Governing Board Members participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

m. Bylaws. The Governing Board shall be authorized to establish bylaws that govern procedures of the Governing Board.

n. Parliamentary Authority. Robert's Revised Rules of Order shall govern any proceeding of the Governing Board to the extent not inconsistent with this Agreement or the bylaws adopted by the Governing Board.

o. Consultation with Technical Advisory Committees. It is the intent of this Agreement that the Governing Board shall seek the active participation and advice of Participating Agencies in the determination of Snohomish County 911 operating policies. The Technical Advisory Committees shall have the opportunity to provide reports at each regular Governing Board meeting. The Governing Board shall consider input from the Technical Advisory Committees in its deliberations.

p. Boundary Changes or Service Territory Changes. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason, so that Snohomish County 911 may accurately dispatch calls, accurately track calls for service data and accurately assess User Fees; provided, however, until such time as Snohomish County 911 has sufficiently accurate data (such as an official population estimate from the State) by which to calculate User Fees for the Participating Agencies(s) involved, Snohomish County 911 shall continue to bill each Participating Agency on the basis of Snohomish County 911's most accurate data and the parties involved in the boundary or service territory change shall amongst themselves address any User Fee allocation issues.

q. Service Changes; Merger or Annexation of a Participating Agency; Formation of New Public Safety Interlocal Operation. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason.

In the event a Participating Agency merges or annexes to a Principal or becomes a member agency of a Public Safety Interlocal Operation that is a Principal, the merged or annexed Participating Agency's rights and obligations under this Agreement shall be assumed in full by the Principal without further action by the Governing Board.

In the event that Participating Agencies, which meet the qualifications of this paragraph, join together to create a new Public Safety Interlocal Operation (for example and without limitation, creation of a new regional fire authority under chapter 52.26 RCW), and as a result of such formation the fire/EMS operation or police operation of such Participating Agencies are no longer Directly Served by Snohomish County 911, then after all of the necessary assignments and agreements are executed related to the creation of the Public Safety Interlocal Operation, the newly created Public Safety Interlocal Operation shall become a Principal and a party to this Agreement without further action of the Governing Board. At such time the rights and obligations of the forming Participating Agencies shall be assumed by the Public Safety Interlocal Operation. Notwithstanding the foregoing, in order for the newly created Public Safety Interlocal Operation to become a Principal and a

party to this Agreement without further action of the Governing Board, each Participating Agency at the time of formation of the newly created Public Safety Interlocal Operation must (i) be a current Principal and party to this Agreement, or (ii) have previously been a member of SNOCOM or SNOFAC and otherwise independently qualifies as a Principal under this Agreement.

Notwithstanding anything in this paragraph to the contrary, if a merged or annexed Principal retains a separate public safety operation that is Directly Served by Snohomish County 911, then that Principal shall maintain its status and shall retain all its rights and obligations under this Agreement with respect to its Directly Served public safety operation.

r. Associate Agencies. Associate Agencies shall be charged a nominal annual membership fee at a level set from time to time by Simple Majority Vote of the Governing Board. An Associate Agency which stops contracting for police and/or fire/EMS services from a Principal and requests to be Directly Served by Snohomish County 911 shall be approved by the Governing Board as a Principal per Section 14.d and shall not be subject to any latecomer fees in making this transition.

SECTION 7. TECHNICAL ADVISORY COMMITTEES.

a. Creation and Membership. Two Technical Advisory Committees shall be created to serve in an advisory capacity to the Governing Board and Executive Director.

i. Police Technical Advisory Committee. The Police Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber police department or equivalent agency or operation Directly Served by Snohomish County 911.

ii. Fire/EMS Technical Advisory Committee. The Fire/EMS Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber with a Fire/EMS department or equivalent agency or operation Directly Served by Snohomish County 911.

b. Technical Advisory Committee Representatives. Persons serving on either Technical Advisory Committee shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Representatives and alternates for reasonable out-of-pocket costs related to service on the Technical Advisory Committees.

c. Alternates. Each Representative serving on a Technical Advisory Committee may designate one alternate, confirmed in writing, to serve when such

Representative is absent or unable to serve provided that such alternates must have operational responsibilities within their respective agencies. Written notice of the appointment of an alternate shall be provided to the Chair the applicable Technical Advisory Committee prior to the alternate serving in the absence of the Representative.

d. Powers. Each Technical Advisory Committee shall meet individually as frequently as their members deem appropriate, but not less than twice each year, for the purpose of promoting interagency collaboration and cooperation, information sharing, discussion and review of agency operating policy and such other matters as the Governing Board may request. The Technical Advisory Committees shall provide advice, information, and recommendations to the Governing Board and the Executive Director.

e. Quorum. One-quarter of the Representatives of each Technical Advisory Committee (or any alternates present and participating in place of a Representative) shall constitute a quorum for meetings of such Committee.

f. Voting. All actions and recommendations of the Technical Advisory Committees shall be approved by majority vote of those present and voting. Each Representative shall have one vote. There will be no weighted voting, proxy voting, or mail-in voting.

g. Officers. Each Technical Advisory Committee shall have two officers, a Chair and Vice-Chair. It will be the function of the Chair to preside at the meetings of his/her respective Technical Advisory Committee, and the Vice-Chair shall assume this role in absence of the Chair. The officers shall be annually elected by vote of the Committee Representatives.

h. Staffing. The Technical Advisory Committees shall be staffed by the Executive Director, or his or her designee, and such additional agency staffing as the Executive Director may deem appropriate.

i. Meetings. All meetings of each Technical Advisory Committee shall be open to the public if and to the extent required by chapter 42.30 RCW. Regular meetings shall be held pursuant to a schedule approved by the Technical Advisory Committee. Special meetings may be called by the Chair of the Technical Advisory Committee or a majority of the Representatives of the Technical Advisory Committee. Members of the Technical Advisory Committees may participate in meetings through the use of any means of communication by which all Representatives and members of the public participating in such meeting can hear each other during the meeting. Any Representatives participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

SECTION 8. ANNUAL AGENCY REPORT.

a. Contents. The Executive Director shall prepare an Annual Agency Report no later than April of each year. The report shall include a description of:

- i. Activities of Snohomish County 911 for the previous calendar year;
- ii. The proposed work program and significant events in the current calendar year; financial condition of Snohomish County 911;
- iii. Results of Governing Board adopted performance benchmarks; and
- iv. The proposed budget policy for the upcoming year.

b. Availability. The Executive Director shall ensure that the Annual Agency Report is distributed to the Governing Board and Principals and made available the general public each year.

SECTION 9. EXECUTIVE DIRECTOR.

The Governing Board shall be responsible for the appointment and termination of the Executive Director. An interim Executive Director may be appointed to serve in such capacity until a permanent Executive Director is appointed by the Governing Board. A Supermajority Vote of the Governing Board is required to appoint the Executive Director of Snohomish County 911.

The Executive Director shall be responsible to the Governing Board and shall advise it from time to time on a proposed budget and other appropriate matters in order to fully implement the purposes of this Agreement. The Executive Director shall administer Snohomish County 911 in its day-to-day operations, including but not limited to: approving and overseeing the administration of all operating procedures and public records management procedures consistent with Governing Board policies; and appointing persons to fill other staff positions in the Snohomish County 911 and overseeing the evaluation and discipline, hiring and firing of employees, and administration of collective bargaining agreements and other personnel contracts consistent with Governing Board policies.

Only the Governing Board shall be authorized to hire or retain legal counsel and independent accountants and auditors. Other consultants or legal counsel for specialized purposes within the Executive Director's signing authority as it may be defined by the

Board from time to time may be designated in such manner as the Governing Board may determine subject to Sections 5 and 6.

The Executive Director shall have experience in technical, financial and administrative fields and his or her appointment shall be on the basis of merit only. The Executive Director is an “at will” employee and may be terminated upon the Simple Majority Vote of the Governing Board.

SECTION 10. PERSONNEL POLICY

The Executive Director shall, as necessary from time to time, submit to the Governing Board a proposed personnel policy for the Governing Board’s approval, rejection or modification. All modifications or revisions to such personnel policies must be approved by the Governing Board if and to the extent required in such policies.

SECTION 11. OPERATIONAL POLICY AND SYSTEM EVALUATION; RADIO SYSTEM OPERATIONS.

- a. Operational Effectiveness. The Executive Director shall actively consider and evaluate means and opportunities toward the enhancement of operational effectiveness of emergency services. The Executive Director shall present his or her recommendations to the Technical Advisory Committees and the Governing Board from time to time.
- b. Operational Standards for Radio System. The Governing Board shall adopt operation and maintenance standards for the Radio System. The Technical Advisory Committees shall submit to the Governing Board recommendations regarding operation and maintenance standards for the Radio System.
- c. Radio System Use. Each Participating Agency shall use the Radio System exclusively for approved Radio System purposes and in strict accordance with all applicable federal law and regulations. Principals hereby agree, and Subscribers shall agree in their applicable contract to agree, to abide by all Federal Communication Commission rules and regulations concerning the use of shared radio facilities.
- d. Radio System Access Priorities. Principals shall have priority access to the Radio System. Upon approval by the Governing Board, access may be provided by contract to Subscribers in the following priority:
 - i. Priority 1: public safety (police, fire and emergency medical services) Subscribers; Subscribers able to interact with control stations in public school

districts and public hospitals within Snohomish County; and other public agencies served by compatible radio communication systems;

ii. Priority 2: other public agencies with emergency response duties; and

iii. Priority 3: other entities, as determined by the Governing Board.

Emergency Public Safety Radio System Replacement Project. Notwithstanding anything in this Agreement to the contrary, no Participating Agency assumes the obligation to fund capital costs related to the design, development, construction or maintenance of the Radio System Replacement Project, and neither the full faith and credit or taxing power is pledged by a Participating Agency for such purpose, except as such obligation may be agreed to and specifically set forth in a separate agreement between the Participating Agency and Snohomish County. **SECTION 12. BUDGET; ASSESSMENT FORMULA; PAYMENT OF ASSESSMENTS; DELINQUENCIES; RESERVE FUNDS.**

a. Budget Fiscal Year. The Snohomish County 911 budget fiscal year shall be either the calendar year, or two calendar years, as the Governing Board may determine.

c. Budget Approval. The Executive Director shall present a proposed budget to the Governing Board by no later than **August 1** preceding the next budget period and the Governing Board shall approve its budget by no later than **September 25**. Thereafter and in no event later than **September 30**, Participating Agencies shall be advised on the programs and objectives contained in the proposed budget, of any changes in the User Fee formula(e), and of the required financial participation for each Principal and Subscriber for the following year(s) based upon the proposed budget. Participation by each Principal and Subscriber is contingent upon subsequent legislative appropriation for the following fiscal year. Principals and Subscribers shall promptly notify Snohomish County 911 if it does not approve its budget allocation. Any Principal not approving its full budget allocation (Assessment and cost of any Additional Services it has agreed to purchase) shall be automatically converted to Subscriber status effective the first day of the budget year (whether biennial or annual) for which the Principal did not approve its budget allocation, and subject to penalty as described in Section 12.

d. User Fee Formula. The User Fee formula applicable to Principals for Emergency Communications Services referred to as the “Assessment formula”, shall be initially approved as set forth in **Exhibit B** to this Agreement. The Assessment formula(e) may be changed from time to time as part of the budget process, and any such changes shall be approved by Supermajority Vote of the Governing Board in accordance with Section 6.i. Additional Services require only Simple Majority Vote of the Governing Board to approve. The Assessment formula(e) for Principals may be different from the User Fee formula applicable to Subscribers. It is expressly contemplated that Participating

Agencies may become subject to differential User Fee formulae (including differential Assessment formula(e)) over time based upon the benefit conferred to such agencies.

e. Payment of Assessments. Assessments shall be payable not less frequently than quarterly on or before such dates as the Governing Board may determine.

f. Delinquent Assessments. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Principal and provide a 60-day cure period from the original due date of the payment. If such Assessments, are not paid in full within 60 (sixty) days of the original due date, then the Principal delinquent in payment of Assessments shall upon such 60th day be deemed immediately converted to the status of a Subscriber as described in Section 14. In the event a Principal converted to Subscriber status due to non-payment of fees shall not have paid in full all Assessments owing by six (6) months after the original due date, then the Governing Board may terminate services to such Subscriber, which termination shall not absolve the Subscriber of its obligation to pay all Assessments past due, together with all accrued interest, calculated at 1.5% per month from the date the Assessment was originally due.

g. Terms of Subscriber Contracts. Snohomish County 911 may enter into contracts with Subscribers from time to time for the purpose of providing Emergency Communication Services and other services as provided herein. Subscriber contracts may provide for the same or different payment schedules and payment formulas as those which apply to Principals; provided that, a Subscriber which, at the time it determined to become a Subscriber, was qualified to become a Principal but elected not to, shall be subject to payment of a risk premium of not less than six percent of its annual User Fees, or such other greater amount as the Governing Board may determine. Revenues from such risk premium shall be placed in Snohomish County 911 reserves.

Subscriber contracts shall provide that User Fees not paid when due by a Subscriber shall begin to accrue interest on the date the User Fee was originally due and shall continue until the User Fee is paid (together with all accrued interest) in full at the Federal Prime Rate plus 3%. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Subscriber. In the event a Subscriber does not pay in full all User Fees plus accrued interest within six (6) months from the date of initial delinquency, the Governing Board may terminate services to such Subscriber. Any such termination shall not absolve the Subscriber of its obligation to pay any amounts owing to Snohomish County 911, including any accrued interest.

h. Reserve Funds. The Governing Board shall establish capital and operating reserve funds or accounts at the times and in the amounts necessary to ensure funds are on hand to reasonably address planned and unforeseen capital and operating expenses and to minimize the need for large increases in Assessments and/or User Fees from year to

year as a result of acquisition or replacement of capital assets or equipment, and to fund the timely replacement of aging technology, equipment and systems.

SECTION 13. ISSUANCE OF DEBT.

Except as otherwise provided in Section 5, Snohomish County 911 shall not have the power to issue obligations or to incur debt. However, it is anticipated that Snohomish County 911 may require capital funding from time to time to support facilities, technology and equipment needs. Bonds, notes or other evidences of indebtedness may be issued from time to time by one or more Participating Agencies or by another issuer pursuant to a separate agreement between one or more Participating Agencies and Snohomish County 911 in order to provide capital financing for Snohomish County 911 on terms as agreed upon by the parties thereto. The security and sources of payment for any such debt will be determined at the time of issuance, which may include User Fees and/or capital contributions from the Principals. Any User Fees and/or capital contributions for such purposes shall be approved by Supermajority Vote of the Governing Board. Further, in the event that any Principal is obligated to make a capital contribution, such obligation shall be subject to approval by its legislative authority.

To the extent that any bonds or other debt is issued on a tax-exempt basis under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”), the Participating Agencies agree to not (1) make any use of the proceeds from the sale of such bonds or other debt that will cause the bonds or other debt to be “arbitrage bonds” within the meaning of the Code, or (2) act or fail to act in a manner that will cause the bonds or other debt to be considered obligations not described in Section 103(a) of the Code.

Notwithstanding the foregoing, nothing in this Agreement shall be interpreted to amend or otherwise modify any terms or conditions of a separate agreement between a Participating Agency and Snohomish County (or other Participating Agency or Agencies) with respect to capital contributions, guarantees or the repayment of debt.

SECTION 14. CONVERSION OF STATUS OF PARTICIPATING AGENCIES; ADDITION OF NEW PRINCIPALS OR SUBSCRIBERS; PROVISION OF ADDITIONAL SERVICE TO PRINCIPALS.

a. As described in Sections 12.c and 12.f hereof, a Principal may be converted to Subscriber status for failure to approve its share of the budget or for nonpayment or delinquency in payment of User Fees. On the date of such conversion, said former Principal shall:

i. lose its right to participate in a caucus for selecting a voting Governing Board member;

ii. lose its right to receive a share of Snohomish County 911 assets upon dissolution of Snohomish County 911;

iii. become subject to payment of User Fees in accordance with the then applicable User Fee formula for Subscribers; and

iv. be bound by the terms of the applicable Subscriber service contract(s).

The conversion of a Principal to Subscriber shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

b. A Principal may alternately elect to convert to Subscriber status effective the first day of the next budget period (whether Snohomish County 911 is operating under an annual or biennial budget) by giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be effective as proposed without further action of the Governing Board, barring any basis for terminating the Principal and action thereon by the Governing Board.

c. A governmental entity otherwise meeting the qualifications of a Principal in Section 3 hereof may be admitted as a Principal of Snohomish County 911 upon Supermajority Vote of the Governing Board as required under Section 6.j. Similarly, a Subscriber may apply to the Governing Board to be converted to Principal status. As a condition of becoming a Principal, whether by conversion or new admission, the Governing Board may require payment or other contributions or actions by the new Principal as the Governing Board may deem appropriate, and may set such start date for service as it deems appropriate, it being the intention of this provision that the addition of new Principals shall not cause the then-current Participants to incur additional cost. Upon such conversion or new admission, such new Principal shall execute this Agreement or agree in writing to the term of this Agreement in its capacity as Principal and shall thereafter be subject to all provisions of this Agreement applicable to Principals.

d. Notwithstanding anything to the contrary in this Agreement, an Associate Agency meeting the qualifications of a Principal may become a Principal effective the first day of the next budget year, without making any latecomer payment or contribution, upon giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be become effective on such date without further action of the Governing Board.

e. The determination of whether to accept new Subscribers shall be made by the Governing Board in a manner similar, and subject to such terms and conditions, as that

for accepting new Principals, it being the intention that the addition of new Subscribers shall not cause pre-existing Participating Agencies to incur additional cost.

f. A Principal wishing to receive service from Snohomish County 911 for an operating department in addition to a department already served by Snohomish County 911 may make application to the Governing Board in the same manner as, and be subject to such conditions and approvals as the Governing Board may deem appropriate for, an entity (other than an Associate Agency) seeking admission as a new Principal.

SECTION 15. RETAINED POWERS OF PARTICIPATING AGENCIES.

Each Participating Agency shall retain the responsibility and authority for its operational departments and for such equipment and services as are required at its place of operation to interconnect to Snohomish County 911's operations. Interconnecting equipment and services necessary to the provision of authorized Snohomish County 911 services may be funded through Snohomish County 911's budget and operational programs.

SECTION 16. INVENTORY AND PROPERTY.

Equipment, vehicles and furnishings for Snohomish County 911's operation shall be acquired as provided by law. If any Participating Agency provides equipment or furnishings for Snohomish County 911's use, title to the same shall rest with the respective local entity unless that equipment or furnishing is acquired by Snohomish County 911. The Executive Director shall maintain and bi-annually update an inventory of equipment and furnishings owned by, leased or temporarily assigned to Snohomish County 911, and the values thereof. In event of dissolution or termination of Snohomish County 911, assigned or loaned items shall be returned to the lending entity and all other items or funds derived from the sale thereof shall be distributed to Principals as described in Section 20.

SECTION 17. WITHDRAWAL BY OR TERMINATION OF PRINCIPAL.

a. Any Principal may withdraw its membership and terminate its participation in this Agreement by providing written notice and serving that notice on the Governing Board on or before June 30 in any year. After providing appropriate notice as provided in this Section, that Principal's membership withdrawal shall become effective on the last day of the calendar year following the year in which the notice is given. A Principal that has given notice of its intent to terminate must meet with the Executive Director or his or her designee to develop a departure plan. The departure plan is intended to ensure an orderly separation of the Principal from New Agency and ensure minimal disruption in 911 Calls response for the public. The departure plan may include the transfer of funds and equipment or other assets and must be approved by Simple Majority Vote of the Board. Notwithstanding anything herein to the contrary, Principals shall be prohibited from

withdrawing their membership and terminating their participation in this Agreement during the Initial Term; provided, a Principal may give appropriate notice of its intent to withdraw pursuant to this Section during the Initial Term, and in such event that Principal's membership withdrawal shall become effective on the last day of the calendar year that coincides with the end of the Initial Term.

b. Notwithstanding the foregoing, a Principal may be terminated at any time by action of the Governing Board for delinquencies of at least six (6) months in payment of Assessments and interest per Section 12.f.

c. Time is of the essence in giving notice of termination and/or withdrawal.

d. A terminating and/or withdrawing Principal is deemed to forfeit any and all rights it may have to Snohomish County 911's personal or real property, or any other ownership in Snohomish County 911, unless otherwise provided by the Governing Board; provided further that this forfeit of rights shall not apply to personal property on loan to Snohomish County 911 from the terminating or withdrawing Principal.

e. The termination and/or withdrawal of a Principal shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

f. A Governing Board Member representing a Principal that (i) has given notice of withdrawal, or (ii) has been terminated by vote of the Governing Board which termination is effective at a future date, shall be authorized to cast votes at the Governing Board only on budgets items to be implemented prior to the withdrawal or termination date.

SECTION 18. AMENDMENT OF AGREEMENT.

The following terms of this Agreement may only be amended in writing after receipt of the approval of the legislative authorities of all Principals:

- a. Expansion of the scope of services provided by the Snohomish County 911 beyond the scope of Section 4.
- b. The composition of the Governing Board and terms of office as provided in Sections 6.a and 6.d.
- c. Voting rights of Governing Board Members.
- d. Powers of the Governing Board.
- e. Hold harmless and indemnification requirements.
- f. Provisions regarding duration, termination or withdrawal.

- g. The conditions of this Section.

The parties to this Agreement acknowledge and agree that provisions in this Agreement that are not specifically identified in (a) through (g) above reflect the Principals' direction as to the initial operational and administrative policies and procedures to be implemented by the Governing Board. With the exception of the foregoing items that require affirmative approval of the legislative authorities of all Principals, the parties to this Agreement authorize the Governing Board to modify this Agreement from time to time in order to carry out the corporate purposes of Snohomish County 911. Any such modification shall be in writing and executed by the President of the Governing Board after providing not less than thirty (30) days' advance written notice to all Principals of such proposed modification, and upon approval of a Supermajority Vote of the Governing Board.

Nothing in this Section shall be construed to require legislative authority consent for the addition of a new Principal, conversion of an Associate Agency to a Principal, or agreement to serve an additional Subscriber.

SECTION 19. MERGER, CONSOLIDATION OR SALE OF ALL OR SUBSTANTIALLY ALL ASSETS.

Approval of the merger or consolidation of Snohomish County 911 with another entity, or the sale of all or substantially all assets of Snohomish County 911, shall require a Supermajority Vote of the Governing Board.

SECTION 20. TERMINATION OF AGREEMENT; DISSOLUTION.

a. Generally. This Agreement may be terminated upon the approval of a Supermajority Vote of the Governing Board. The termination shall be by direction of the Governing Board to wind up business by a date specified by the Governing Board, which date shall be at least one (1) year following the date of the vote to terminate. Upon the final termination date, this Agreement shall be fully terminated.

b. Distribution of Property on Termination of Agreement. Upon termination of this Agreement, all property acquired during the life of this Agreement remaining in ownership of Snohomish County 911 shall be disposed of in the following manner:

i. Real or Personal Property. All real or personal property purchased pursuant to this Agreement and all unexpended funds or reserve funds, net of all outstanding Snohomish County 911 liabilities, shall be distributed to those Principals still participating in the Snohomish County 911 on the day prior to the termination date and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the

preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. The Governing Board shall have the discretion to allocate the real or personal property and funds as it deems appropriate, and the apportionment, determined consistent with the preceding sentence, need not be exact.

ii. Loaned Property. In the event of dissolution or termination of the Snohomish County 911, assigned or loaned assets shall be returned to the lending entity.

iii. Allocation of Liabilities. In the event outstanding liabilities of the Snohomish County 911 exceed the value of personal and real property and funds on hand, all Principals shall contribute to retirement of those liabilities in the same manner as which they would share in the distribution of properties and funds.

c. Notwithstanding the foregoing, this Agreement may not be terminated if to do so would abrogate or otherwise impair any outstanding obligations of the Snohomish County 911, unless provision is made for those obligations.

SECTION 21. DISPUTE RESOLUTION.

a. Whenever any dispute arises between a Principal or the Principals or between the Principals and the Snohomish County 911 (referred to collectively in this Section as the "parties") under this Agreement which is not resolved by routine meetings or communications, the parties agree to seek resolution of such dispute by the process described in this Section, which shall also be binding on Subscribers.

b. The parties shall seek in good faith to resolve any such dispute or concern by meeting, as soon as feasible. The meeting shall include the President of the Governing Board, the Executive Director, and a representative(s) of the Principal(s), if a Principal(s) is involved in the dispute, and/or a person designated by the Subscriber(s), if a Subscriber(s) is involved in the dispute.

c. If the parties do not come to an agreement on the dispute or concern, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days, which may include binding or nonbinding decisions or recommendations (whichever is mutually agreed to). The mediator(s) shall be mutually agreed upon and shall be skilled in the legal and business aspects of the subject matter of this Agreement. The parties shall share equally the costs of mediation and assume their own costs.

SECTION 22. INSURANCE.

The Governing Board, Executive Director, and Technical Advisory Committees shall take such steps as are reasonably practicable to minimize the liability of the Participating Agencies, including but not limited to the utilization of sound business practice. The Governing Board shall determine which, if any, insurance policies or self-insurance programs for governmental entities authorized in the State of Washington may be reasonably and practicably acquired to cover liability exposures and other potential losses arising from the operations of the Snohomish County 911 and the activities of the parties pursuant to this Agreement (which may include Directors and Officers, Commercial General Liability, Auto, Workers' Compensation, Stop Gap/Employer's Liability, errors and omissions, crime/ fidelity insurance, CyberRisk, property damage or loss), and shall direct the acquisition of same.

SECTION 23. INDEMNIFICATION AND HOLD HARMLESS.

a. Each Principal shall defend, indemnify and hold other Principals, their officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused solely by the acts of a Principal; provided, that if any such Claim is based on the concurrent negligence of more than one Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

b. Each Principal shall defend, indemnify and hold the Snohomish County 911 and its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of the Snohomish County 911; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

c. As provided in its Articles, the Snohomish County 911 shall defend, indemnify and hold each Principal its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of the Snohomish County 911's acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of any Principal;; provided, that if any such Claim

is based on the concurrent negligence of Snohomish County 911 and a Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

d. The Snohomish County 911 will hold harmless, indemnify and defend its officers, officials, employees and volunteers from any and all legal liability, claims or lawsuits of any kind for injuries, damages, losses of any kind occurring to another, including attorney fees, which may arise out of the good faith performance of their duties to the Snohomish County 911 and performed in the scope of their employment or service to the Snohomish County 911, except to the extent the injuries, losses and/or damages are caused by the intentional and knowing wrongful acts of any of the Snohomish County 911's officers, officials, employees or volunteers.

e. Subscribers shall be required to agree to indemnify and hold harmless each Principal and the Snohomish County 911, their officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of Subscriber's negligent acts or omissions in connection with the receipt of services from Snohomish County 911. To such degree as the Governing Board determines to be reasonable, appropriate, and consistent with applicable law and to be in the best interests of Snohomish County 911, Snohomish County 911 may also indemnify and hold harmless Subscribers.

f. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a party hereto and the Snohomish County 911, its officers, officials, employees, and volunteers, the party's liability hereunder shall be only to the extent of the party's negligence. It is further specifically and expressly understood that the indemnification provided in this Section constitutes the party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

g. Each party shall give the other parties proper notice as provided herein of any claim or suit coming within the purview of these indemnities. Termination of this Agreement, a Principal's withdrawal from the Snohomish County 911, or a Principal's conversion to Subscriber status (collectively for purposes of this subparagraph "Termination"), shall not affect the continuing obligations of each of the parties as indemnitors hereunder with respect to those indemnities and which shall have occurred prior to such Termination.

SECTION 24. INTERGOVERNMENTAL COOPERATION.

The Snohomish County 911 shall cooperate with local, state and federal governmental agencies in order to maximize the utilization of any grant funds for equipment and operations and to enhance the effectiveness of the Snohomish County 911's operations and minimize costs of service delivery.

SECTION 25. NOTICE.

Notices required to be given to Snohomish County 911 under the terms of this Agreement shall be directed to the following unless all Principals are otherwise notified in writing:

President of the Governing Board and Executive Director, Snohomish County 911
c/o Snohomish County 911
1121 S.E. Everett Mall Way, Suite 200
Everett, WA 98208

Notices to Principals, Subscribers, Associate Agencies, Governing Board Members or Representatives required hereunder may be given by mail, overnight delivery, facsimile or email, or personal delivery. Each Principal shall provide the President of the Governing Board written notice of the address for providing notice to said Principal. Any Principal wishing to change its mail or email address shall promptly notify the President of the Governing Board. Notice or other written communication shall be deemed to be delivered at the time when the same is postmarked in the mail or overnight delivery services, sent by facsimile or email (with confirmation of transmission), or received by personal delivery.

SECTION 26. COMPLIANCE WITH LAWS.

During the term of this Agreement, the parties hereto agree to comply with all federal, State, and local laws as necessary to carry out the terms of this Agreement. Further, to the extent that any Emergency Communication Services and/or Additional Services involve the retention, security, confidentiality or other handling of certain "protected" health information under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations thereunder by the U.S. Department of Health and Human Services and other applicable laws including chapter 70.02 RCW, the Washington Uniform Health Care Information Act, as amended, the parties agree to comply with such laws and execute documents as necessary to implement the requirements under such laws.

SECTION 27. VENUE.

The venue for any action related to this Agreement shall be in the Superior Court in and for Snohomish County, Washington at Everett, Washington, or if applicable, in Federal District Court, Western District of Washington.

SECTION 28. NO THIRD PARTY BENEFICIARIES.

There are no third-party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement. In addition to the foregoing, nothing in this Agreement is intended to create a special relationship or other basis for third party liability.

SECTION 29. SEVERABILITY.

The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Agreement shall not affect the validity of the remainder of this Agreement.

SECTION 30. RATIFICATION.

All prior acts taken by the Principals and Snohomish County 911 consistent with this Agreement are hereby ratified and confirmed.

SECTION 31. EXECUTION, COUNTERPARTS, AMENDMENT AND RESTATEMENT OF ORIGINAL AGREEMENT, AND EFFECTIVE DATE.

The Original Agreement was executed on behalf of each Principal by its duly authorized representative following approval of the Original Agreement by motion, resolution or ordinance of its legislative authority. Pursuant to the terms of the Original Agreement and except for certain amendments as provided in Section 18 of the Original Agreement, the Original Agreement may be amended from time to time by Supermajority Vote of the Governing Board of Snohomish County 911 without further approval of legislative authorities of the Principals.

Pursuant to Section 4, Section 6.j and Section 18 of the Original Agreement, after giving 30 days' notice to each Principal as required by Section 18 of the Original Agreement, the Governing Board of Snohomish County 911, by Supermajority Vote of its Principals, authorized the amendment and restatement of the Original Agreement by the execution and delivery of this Agreement.

This Agreement shall be deemed adopted and effective as of June 20, 2024, and as of such date, this Agreement shall control the operations and governance of Snohomish County 911. This Agreement shall be filed and/or posted as required by chapter 39.34 RCW.

This Agreement shall be executed by the President of the Governing Board, and attested to by the Secretary of the Governing Board.

IN WITNESS WHEREOF, this Agreement shall be effective as of the date set forth above.

Snohomish County 911

By: _____
Jon Nehring
Board President

Attest:

By: _____
Terry Peterson
Board Secretary

Approved as to Form:

By: _____
Attorney for Snohomish County 911

EXHIBIT A

Process for Selecting Governing Board Members and Alternates

Governing Board Members are selected every two (2) years in April, through the process described below.

If not defined in this **Exhibit A**, capitalized terms have the meaning stated in the Agreement.

As used in this **Exhibit A**:

- **Population Served** means the residential population of all territory Directly Served by a Principal Police Agency or Fire Agency, according to the most recent annual report issued by the State Office of Financial Management each year determining the population of each jurisdiction.
- **Administration and Technology Cost Center** means all costs allocated to this cost center that are not otherwise attributed to another cost center as defined in Exhibit B.

Step 1. Police Agencies are divided into four (4) caucuses

- a. Rank each Police Agency by **the pro rata share of the Administration and Technology Cost Center for each Police Agency** from smallest to largest, *provided, however*, that to avoid double counting, Population Served shall be based on the population for which the Police Agency has general policing responsibilities; contracts for special services (such as bomb squad or SWAT responses only) are not included in the calculation of Population Served.
- b. Snohomish County shall be its own caucus (until and unless it is no longer the largest Police Agency in terms of pro rata share of the Administration and Technology Cost Center, in which case all four caucuses shall be determined as per Subsection c below).
- c. The remaining Police Agencies shall be divided into three roughly equal caucuses based on pro rata share of the Administration and Technology Cost Center, starting from the smallest Police Agency and working up to agencies serving more population. In deciding where to divide caucuses, the following rules shall apply:
 - i. No Police Agency shall be divided into two caucuses.
 - ii. Caucuses with the smallest agencies (the two caucuses with three Governing Board Member seats, referred to as Small and Medium

Police Agencies on the Police Agencies Table below) shall be sized by rounding up (exceeding the pro rata share target to the extent necessary to completely include the pro rata share target and not divide any Police Agency between caucuses), and the larger Police Agency caucus (two Governing Board Member seats, referred to as Next Largest Police Agencies in the Police Agencies Table below) shall be rounded down.

Step 2. Fire Agencies are divided into three (3) caucuses

- a. Rank each Fire Agency by **Population Served**, from the smallest to the largest, *provided, however*, that to avoid double counting, Population Served shall be based on fire suppression responsibility; contracts for limited services (such as BLS/ALS response/transport) are not included in the calculation of Population Served.
- b. Divide the Fire Agencies into three (3) caucuses based on whether they are small, medium or large agency, defined as follows:
 - i. A Large Fire Agency is defined as an agency serving 14% or more of the total Population Served by all Fire Agencies.
 - ii. A Medium Fire Agency is defined as an agency serving more than 3% and less than 14% of the total Population Served by all Fire Agencies.
 - iii. A Small Fire Agencies is defined as an agency serving 3% or less of the total Population Served by all Fire Agencies.

Step 3. Each Caucus selects Board Members

- a. In April, designated representatives from each Principal in each Police Agency caucus and each Fire Agency caucus shall meet together and select Governing Board Members to represent them on the Governing Board for the next two-year term. Caucuses may determine their own rules for nominating and selecting Governing Board Members, provided that the following rules shall apply:
 - i. Representatives to the caucus shall be designated by the legislative body of the Principal they represent (or by such other person as local codes may require). Designated representatives must be qualified to serve as a Governing Board Member.
 - ii. An individual need not attend the caucus in order to be selected as a Governing Board Member, so long as the person otherwise meet the qualifications of a Governing Board Member.
 - iii. Each Principal within a caucus shall have an equal vote in selecting each Governing Board Member.

- iv. Any Principal who has designated more than one representative to the caucus, and is unable to unanimously decide where to place their vote, at the time the vote is called, shall forfeit their vote.
- v. Voting by proxy will not be allowed.
- vi. No Principal may have an elected official or staff member hold more than one (1) Governing Board seat in a single caucus unless there are more seats than Principals in the caucus.
- vii. The Secretary shall record the votes of the caucus, confirming the individuals to whom the caucus's Board seats are to be allocated for the next term of office. This record shall be included in the next regularly scheduled board meeting packet.

- b. The number of Governing Board Members to be selected by each caucus shall be as follows:

Police Agencies (10 Board Members)

Caucus 1: Largest Agencies (Currently Snohomish County is the only member)	2 Governing Board Members, one of which must be the County Sheriff or an assistant or deputy sheriff directly reporting to the Sheriff – unless or until the County is no longer the Largest Policy Agency (in terms of Population Served), in which case the two board members shall be selected as per Caucus 2.
Caucus 2: Next Largest Police Agencies	2 Governing Board Members, of which one must be operational staff and one must be an elected official
Caucus 3: Medium Police Agencies	3 Governing Board Members, of which one must be an operational staff and one must be an elected official
Caucus 4: Small Police Agencies	3 Governing Board Members, of which one must be an operational staff and one of must be an elected official

Fire Agencies (5 Board Members)

Caucus 1: Large Fire/EMS Agencies	3 Governing Board Members
Caucus 2: Medium Fire/EMS Agencies	1 Governing Board Member
Caucus 3: Small Fire/EMS agencies	1 Governing Board Member

Step 4. Each Caucus Selects a Slate of Designated Alternates, in Priority Order.

- a. Each caucus shall select a slate of designated alternates in a number equal to the number of Governing Board seats allocated to that caucus.
- b. Each caucus shall prioritize its alternates to determine the order in which the alternates are called upon to participate at a Governing Board meeting in the event of an absence of any Governing Board member representing the caucus.

Caucuses may determine their own rules for nominating and selecting Board Alternates, provided that the rules set forth in Step 3.a for selecting of Board Members shall apply.

Vacancies

Any vacancies shall be promptly filled by the appointing caucus, which shall meet either in person or telephonically to select a replacement Board Member and/or Alternate to serve the remainder of the vacant position's unexpired term. Such selection process shall be subject to the rules outlined in **Step 3**.

EXHIBIT B

Principal Assessment Formula

Assessments are calculated and charged separately for each Emergency Communications Service provided for each Principal that has elected to receive such service. A Principal that has elected to receive both Police and Fire/EMS Emergency Communications Services will pay one Assessment for service to its Police agency and one Assessment for service to its Fire/EMS agency. A Principal that has elected to receive only police **or** Fire/EMS Emergency Communications Services from Snohomish County 911 only pays an Assessment for the service so received.

Capitalized terms used in **Exhibit B** not defined in this **Exhibit B** have the meaning set forth in the body of the Interlocal Agreement.

Description of the formula to derive Assessments for individual Principals.

Step 1: Divide the Net Adopted Budget into four cost pools:

- **Administration and Technology**
- **Call Takers**
- **Police Dispatch**
- **Fire Dispatch**

The costs allocable to each cost pool are further defined below (see “Definitions”)

Step 2: Apply Revenues to cost pools according to the following guidelines:

- E-911 Tax Revenues will first be applied to offset all costs associated with the **Call Takers** cost pool. Any E-911 Tax Revenues over and above the amount necessary to fund all costs in the **Call Takers** cost pool will be applied to fund permissible costs for such revenues within the **Administration, Technology, and Wireless Technology** cost pool.
- Emergency Communications and Facility Tax Revenues will be applied to fund permissible costs for such revenues within the Administration, Technology, and Wireless Technology cost pool. Revenues that exceed the Administration, Technology, and Wireless Technology cost pool will be applied to member assessments using the formula assigned to this cost pool.
- The portion of Subscriber Contract revenues attributable to all Emergency Communications Services *except* revenues attributable to the Wireless Technology cost pool will be applied to the **Police Dispatch** and/or **Fire Dispatch** cost pool, based on the services billed to the Subscriber. For example, revenues from a Subscriber contract for Emergency Communications Services with the Stillaguamish Tribe to service its Police Agency will be applied to reduce the size of the Police Dispatch cost pool, except for any increment of such revenue charged for Wireless Technology cost pool items.

- The portion of any Subscriber Contract revenues attributable to Radio System services will be applied to the Administration, Technology, and Wireless Technology cost pool, including but not limited to any revenues attributable to cell tower leases and other non-Assessment revenue attributable to the Radio System.
- Additional Services revenues will be applied to the Administration and Technology, Police Dispatch, Fire Dispatch, and/or Wireless Technology cost pool, based upon where the costs of those services are allocated.

Step 3: Divide the Administration and Technology, Call Taker, Police Dispatch and Fire Dispatch cost pools between Police Agencies and Fire Agencies:

- Amounts in the **Administration and Technology** cost pool will be divided based on the ratio of dispatch workstations assigned to each service (initially, 8 police dispatch stations and 5 fire stations)
 - Police 62%
 - Fire 38%

If the Board approves deployment of an additional dispatch work station to serve Police or Fire Agencies, this ratio will automatically change (the change is not considered a formula change requiring Governing Board approval).

- Amounts in the **Call Taker** cost pool will be divided based on a ratio that reflects an assessment of actual time spent by call takers processing each type of call:
 - Police 75%
 - Fire 25%

A change in this ratio requires Supermajority Vote of the Governing Board.

- Calculate a **Cost per Console** by dividing total Police Dispatch and Fire Dispatch Costs by the total number of dispatch stations.
- Amounts in the **Police Dispatch** cost pool are allocated to Police Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs. (In 2017, of the 8 Initial Police Dispatch stations, 5 were shared and 3 were dedicated—1 to Marysville Police, and 2 to Everett Police).
- Amounts in the **Fire Dispatch** cost pool are allocated to Fire Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs (In 2017, there were 5 Shared Dispatch Stations in the Fire Dispatch cost pool and no Dedicated Dispatch Stations).

Step 4: Allocate costs to individual Principals, calculating Fire and Police Agency assessments separately as follows:

- **Police Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Police Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Police Agency Subscriber contract revenues. Allocate the resulting total amount between all Police Agency Principals based on the **Shared Cost Allocation Calculation**. The total Police Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal:
2. **For Principal Police Agencies assigned to Shared Police Dispatch stations:** Each such Principal is allocated a shared of all Shared Police Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Police Agencies with Dedicated Police Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Police Dispatch stations for which they have contracted.

- **Fire Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Fire Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Fire Agency Subscriber contract revenues. Allocate the resulting total amount between all Fire Agency Principals based on the **Shared Cost Allocation Calculation**. The total Fire Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal.
2. **For Principal Fire Agencies assigned to Shared Fire Dispatch stations:** Each such Principal is allocated a shared of all Shared Fire Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Fire Agencies with Dedicated Fire Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Fire Dispatch stations for which they have contracted.

- **Shared Cost Allocation Calculation:**

Take the total sum to be allocated and divide it up based on three different factors:

1. 54% of total costs are allocated based on the percentage share of a Principal's Calls for Service as compared to total Calls for Service of all such agencies (police or fire—including Principals and Subscribers). Calls for Service shall be calculated as an annual average based on the most recent 8 calendar quarters (see definition of Call Calculation Period).
2. 23% of costs are allocated based on the percentage share of a Principal's Assessed Value as compared to the total Assessed Value of all such agencies (police or fire, Principals and Subscribers).
3. 23% of costs are allocated based on the percentage share of a Principal's Population Served as compared to the total Population of all such agencies (police or fire, Principals and Subscribers).

Principals who were "SERS Phase II" agencies and have a contract with Snohomish County whereby the Principals remit operations and maintenance expenses for SERS to the County to be passed through to SERS will continue to pay operation and maintenance expense of the Radio System under such existing agreements until such agreements are modified to permit direct payment of these charges, or such until such agreements expire, whichever is first.

DEFINITIONS

Fire Agency or Fire Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing fire and medical services that are Directly Served by Snohomish County 911.

Police Agency or Police Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing police services that are Directly Served by Snohomish County 911.

Cost-Per-Console Total labor costs to staff all police and fire dispatch consoles divided by the number of consoles.

Net Adopted Budget means the budget approved by the Governing Board after action by all individual Principals, applicable in the time period for which the **Assessment** is payable, *less* **Other Revenues**.

Other Revenues mean revenues received by Snohomish County 911 from sources other than User Fees, E-911 tax revenues and Additional Services, including without limitation Associate Agency fees, other miscellaneous revenues, grants, or awards that may be available from time to time to offset the operating and capital costs of Snohomish County 911.

Administration and Technology Costs include all costs associated with providing the supervision, management, facilities costs, insurance, reserve contributions, etc., of running the public safety dispatch center and technologies including wireless technologies, and all other expenditures in the Net Adopted Budget not included in the definition of Call Taker Costs and Dispatch Costs.

Call Taker Costs include all **labor costs** associated with the prescribed number of operational staff assigned to staff the call taking function.

Police Dispatch Costs include all **labor costs** associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Police Agencies.

Fire Dispatch Costs include all labor costs associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Fire Agencies.

Shared Dispatch Stations are dispatch stations that not dedicated by agreement (as opposed to workload allocation) to serve a single Principal or Subscriber.

Dedicated Dispatch Stations are dispatch stations that are dedicated by agreement to serve a single Principal or Subscriber.

Labor Costs are direct costs of salary and benefits.

E-911 tax revenues mean revenues received by Snohomish County 911 from Snohomish County pursuant to State law.

Calls for Service are defined on Appendix B-1, *provided* that until Snohomish County 911 has been in operation for more than three years, the calculation of the number of **Calls for Service** shall be determined in whole or in part (to the extent necessary to determine the two-year average number of calls for service) based on the number of **Calls for Service** by each **Charged Operation** as reported by the records of the dispatch agency previously serving each **Charged Operation**, and consistent with the definition of **Calls for Service** in **Appendix B-1**.

Charged Operation refers to an individual Principal's fire/EMS agency/operation, being charged under the **Assessment** formula.

The **Call Calculation Period** is defined as the first calendar quarter of the preceding budget year, and the 7 calendar quarters preceding that. (For example, in 2019, the Call Calculation Period be the first quarter of 2018, plus the preceding 7 calendar quarters—all of 2017, and the last three quarters of 2016).

Population Served has the meaning set forth in **Exhibit A**.

Assessed Value is the **Assessed Value** of taxable real property in an individual Principal or Subscriber's or Snohomish County 911 **Service Territory** for the **Charged Operation** (as applicable) for the most recently available tax year, as published by the State Office of Financial Management or Snohomish County Assessor.

"Service Area" means the geographic area of all territory Directly Served by a Principal Police Agency or Fire Agency, with the County's Service Area excluding incorporated areas that are Directly Served by another Police Agency.

Appendix B-1

Definition of “Calls for Service”

The purpose of this Exhibit is to define Calls for Service for purposes of billing/funding calculations.

Snohomish County 911 will bill each Principal based on the User Fee formula, which incorporates consideration of Calls for Service as defined in this Exhibit.

Section 1. Call for Service Defined: Snohomish County 911 defines a Call for Service for workload analysis and User Fee calculation as any request for service or unit initiated activity resulting in creation of a Computer Aided Dispatch System (CAD) incident that requires oversight by or interaction with Snohomish County 911 personnel, with the exception of the following:

- a. Any **mutual aid incident** where another Snohomish County 911 Principal within the same classification (police/fire/medic) is dispatched as the primary responding agency. *For example*, a police department that responds into another police department’s jurisdiction to provide assistance does not constitute a Call for Service charged to the mutual aid responder. However, an incident involving both police and fire/EMS would result in a Call for Service for both classifications. Similarly, any mutual aid request dispatched to a location outside the Snohomish County 911 service area shall not constitute a Call for Service.
- b. Any incident that is a **duplicate** of another Call for Service, or **associated** with another Call for Service. *For example*, multiple calls about a single brush fire incident will result in only one Call for Service for the fire/EMS responder.
- c. Any incident that is **cancelled** by Snohomish County 911 personnel due to an error or similar internal reasons. *This does not include “cleared incidents”*, which are incidents that are cancelled when the requesting party calls back to cancel the response after the incident has been entered into CAD.
- d. Any **informational broadcast** including but not limited to CAD entries type codes of NOTICE, NOTICEP & INFO.
- e. Any **informational incident** used for tracking non police or Fire/EMS activity created by dispatchers solely for the purpose of assisting the dispatcher in tracking such activity, *for example*, utility call-outs.

Section 2: Assignment of CFS: As a general rule, CAD incidents are assigned to a Principal when the incident occurs within its authorized dispatch area (geo-verified location) and service discipline (Police/Fire) with the following exceptions:

- a. **Transit, Fire Marshall, Narcotics Task Force:** these incidents are assigned to the responsible countywide agency regardless of location.

b. **Traffic Stops:** assigned to the initiating agency.

c. **Non-geo verified incidents, in County:** assigned to initiating agency.

If there are significant anomalies in the manner calls have been measured by SNOCOM and SNOPAC, those anomalies shall be adjusted in a manner determined reasonable by the Governing Board (Supermajority Vote item) in order to develop a fair means for determining the number of calls across all agencies.

EXHIBIT C

Principals and Associate Agencies of Snohomish County 911

PRINCIPALS:

SNOHOMISH COUNTY
CITY OF ARLINGTON
CITY OF BRIER
CITY OF EDMONDS
CITY OF EVERETT
CITY OF LAKE STEVENS
CITY OF LYNNWOOD
CITY OF MARYSVILLE
CITY OF MILL CREEK
CITY OF MONROE
CITY OF MOUNTLAKE TERRACE
CITY OF MUKILTEO
CITY OF WOODWAY
MARYSVILLE FIRE DISTRICT
NORTH COUNTY REGIONAL FIRE AUTHORITY
SNOHOMISH REGIONAL FIRE AND RESCUE
SNOHOMISH COUNTY FIRE DISTRICT NO. 4
SNOHOMISH COUNTY FIRE DISTRICT NO. 5
SNOHOMISH COUNTY FIRE DISTRICT NO. 15
SNOHOMISH COUNTY FIRE DISTRICT NO. 16
SNOHOMISH COUNTY FIRE DISTRICT NO. 17
SNOHOMISH COUNTY FIRE DISTRICT NO. 19
SNOHOMISH COUNTY FIRE DISTRICT NO. 21
SNOHOMISH COUNTY FIRE DISTRICT NO. 22
SNOHOMISH COUNTY FIRE DISTRICT NO. 24
SNOHOMISH COUNTY FIRE DISTRICT NO. 25
SNOHOMISH COUNTY FIRE DISTRICT NO. 26
SNOHOMISH COUNTY FIRE DISTRICT NO. 27
SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE AUTHORITY

ASSOCIATE AGENCIES:
CITY OF DARRINGTON
CITY OF GOLD BAR
CITY OF GRANITE FALLS
CITY OF SNOHOMISH
CITY OF STANWOOD
CITY OF SULTAN

ACTION PROPOSAL FORM



Date: 02/11/25

Action Title: E911 Revenue from 2022 and 2023

Time Sensitivity: Normal

Background / Purpose:

In the Fall of 2024 Snohomish County informed SNO911 of an update on the additional year-end revenue from 2022 and 2023 would be remitted to SNO911 in 2025 in the amounts of \$283,731.21 and \$329,628.21, respectively. These amounts were additional revenue collected beyond projections, and due to a process issue were not available sooner.

We are requesting authorization to receive the \$613,359.42 of 2022/2023 restricted E911 funds, and transfer into General Reserve Fund 90. These may be received in incremental payments or a lump sum, however we anticipate receiving the full amount in 2025.

In the coming months, staff will bring forward recommendations of how to apply funds, both prior years additional revenue and underspend revenue from E911, Future Facility, Radio Replacement, and 2024 operating budget underspend, which will *allow a comprehensive discussion on funding* the future needs of the agency. We are proposing temporarily holding this revenue in the General Reserve Fund 90.

Motion reviewed and recommended for approval by the Finance Committee.

Requested Motion:

Authorize acceptance of the \$613,359.42 combined amount of unbudgeted revenue and transfer to General Reserve Fund 90.

Fund: 90 General Reserve



ACTION PROPOSAL FORM

Date: 2/11/2025

Action Title: Fiscal Policy Updates

Time Sensitivity: Normal

Background / Purpose:

Cashflow Volatility

Occasionally SNO911 experiences cashflow volatility. This results in the rare situation where monthly expenditures don't line up with monthly cash inflows on a short-term basis.

Currently, Funds cannot be transferred from Operating Reserves Fund 90 without Board of Director's authorization. Staff propose updates to the fiscal policy that allow the Finance Director to recommend, and the Executive Director to authorize, a temporarily funds transfer between General Reserve Fund 90 and Operating Fund 70 to cover cashflow volatility. Temporarily transferred funds will be returned to Fund 90 as soon as possible, with an expected restoration timeline of 15 working days or less. We anticipate these transfers to be very infrequent in nature and will report such transactions to the Finance Committee.

Acceptance of Unbudgeted Revenue

In cases when SNO911 receives unbudgeted/undesignated revenue, the Executive Director or designee requires the authorization to move unbudgeted funds out of the depository account. Staff recommend a delegation of this authority in the updated fiscal policy and each transaction will be reported to the Finance Committee.

This matter was discussed and recommended for approval, with edits, by the Finance Committee.

Recommendation/Motion:

Approve the updates to the SNO911 Fiscal Policy as presented.

Title/Number	SNO911 Fiscal Policy		
Approved:	Board of Directors	Author:	W. Anderson
Issued:	November 15, 2018	Revised:	

Fiscal management of Snohomish County 911 (SNO911) revenues, reserves and expenditures will be guided by the interlocal agreement, applicable state and local regulations, agreements, memorandums of understanding, resolutions and as outlined in this document.

Annual Budget

Operating Budget: In addition to the requirements outlined in the Interlocal Agreement the Agency will strive to budget in a way that provides stability for agency assessments and that lessens the potential for mid-year budget amendments.

Unrestricted Reserves: The agency recognizes the critical role that 911 plays for Snohomish County and has determined a minimum of three months of operating expenses should be held in reserves to ensure continuity of operations through a disaster or emergency. Unrestricted reserves may not fall below the PTO liability for the agency. The agency will prioritize replenishing reserves if it falls below the required balance.

Capital: The capital plans will cover no less than five years of anticipated needs to include capital replacement for technical and facility needs. The Board will review and approve the capital plan annually including a decision whether to fund capital from carry-over or assessments.

Carry Over

Each year the Board will make decisions how to account for any carry-over or other fund disbursements with the following priorities:

Priority 1: Fund unrestricted reserves.

Priority 2: Fund unanticipated operating costs.

Priority 3: Fund the Capital Plan.

Priority 4: Distribution of unrestricted funds to participating member agencies.

Accounting Methods

Cash Basis: The agency shall use the Cash Basis of Accounting where revenues are recorded when cash is received and expenses are recorded when paid.

Financial Statements: Financial statements will be presented in accordance with the State Auditor's public agency uniform guidelines (RCW 43.09.200).

Bank

U.S. Bank is the authorized institution for banking. U.S. Bank is designated on the Public Deposit Protection Commission list of banks eligible to U.S. public deposits.

Acceptance of Cash

The Agency will not accept cash as a means of payment for services. Individuals wishing to purchase copies of tapes or other records will be instructed that a money order or cashier's check must accompany their request.

Acceptance of Unbudgeted/Undesignated Funds

The Executive Director shall be authorized to receive, deposit and temporarily transfer unbudgeted funds until the next Board meeting when a determination is made.

Approval of Payroll and Accounts Payable

The Executive Director shall be authorized within current budget to execute payment of monthly payroll and all monthly payables, prior to settlement through the monthly board consent calendar. The Director of Finance and Human Resources shall be the alternate authority for the above authority in the Executive Director's absence.

Approval For the Use of Operational Reserve Funds from Fund 90

The Finance Director may request, and the Executive Director shall be authorized to, transfer between Fund 90 Operational Reserve and Fund 70 Operating to mitigate volatility in operational cash flow with a target to return funds within 15 business days. These transactions will be reported to the Finance Committee.

ACTION PROPOSAL FORM

Date: 2/17/2025

Action Title: Creation of Fund 90 Operating Reserve ICS Account

Time Sensitivity: Normal

Background / Purpose:



In October of 2022 the Board of Directors authorized SNO911 staff to invest the future facility funds into an FDIC insured cash sweep (ICS) account. This decision was a great success, having earned approximately \$1.7MM in interest in the two years ended December 31, 2024. Building on that success staff propose creating a new ICS account specifically for operating reserves.

This matter was discussed and is recommended for approval by the Finance Committee.

Recommendation/Motion:

Authorize staff to create an Operating Reserve Fund 90 insured cash sweep (ICS) account and manage transfers between the DDA and ICS Fund 90 accounts to maximize interest opportunities.

Action Proposal Form

Date: February 4, 2025

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 September 2024 till February 2025 completed fleet expansion requests are included below:

Date	Agency	Type	Qty Police APX8000 Portable	Qty Corrections APX6000 Portable	Qty Mobile Single Head	Qty Fire APX8000H Portable	QTY Mobile Dual Head	Estimated Amount w/ Tax
9/27/2024	Lake Roesiger Fire	Growth			1			\$5,672
9/27/2024	Lake Roesiger Fire	Growth				2		\$16,338
9/28/2024	Everett PD	Damage	1					\$6,045
1/22/2025	NCRFA	Growth			1			\$5,672
1/15/2025	Tulalip PD	Growth			5			\$28,360
1/29/2025	Marysville PD	Growth			5			\$28,360
2/3/2025	Lynnwood PD	Growth			5			\$28,360

Table 1 – September 2024 through February 2025 Fleet Expansion Requests

Requests for fleet expansion are due to agencies adding vehicles to their fleets. SNO911 will need to place an order with Motorola to meet a portion of these expansion requests. Not all of the above requests cannot be met with current stock on hand. Staff recommends purchasing the below radios from Fund 140 which has a sufficient fund balance to cover these costs. Staff estimates that 7 mobiles and 1 APX8000 Law Portable can be met from inventory.

Staff recommends the purchases of:

40 Mobile radios at a cost of \$226,880
5 Fire portable radios at a cost of \$40,845

Suggested Action/Recommendation:

Authorize staff to move forward with the fleet expansion requests for new radio equipment from existing inventory if available.

Authorize staff to purchase additional mobile and portable radios at a total cost of \$267,525.00 to meet current and anticipated requests in 2025.

Fund: Fund 140



Board Packet Memorandum

Date: February 20, 2025

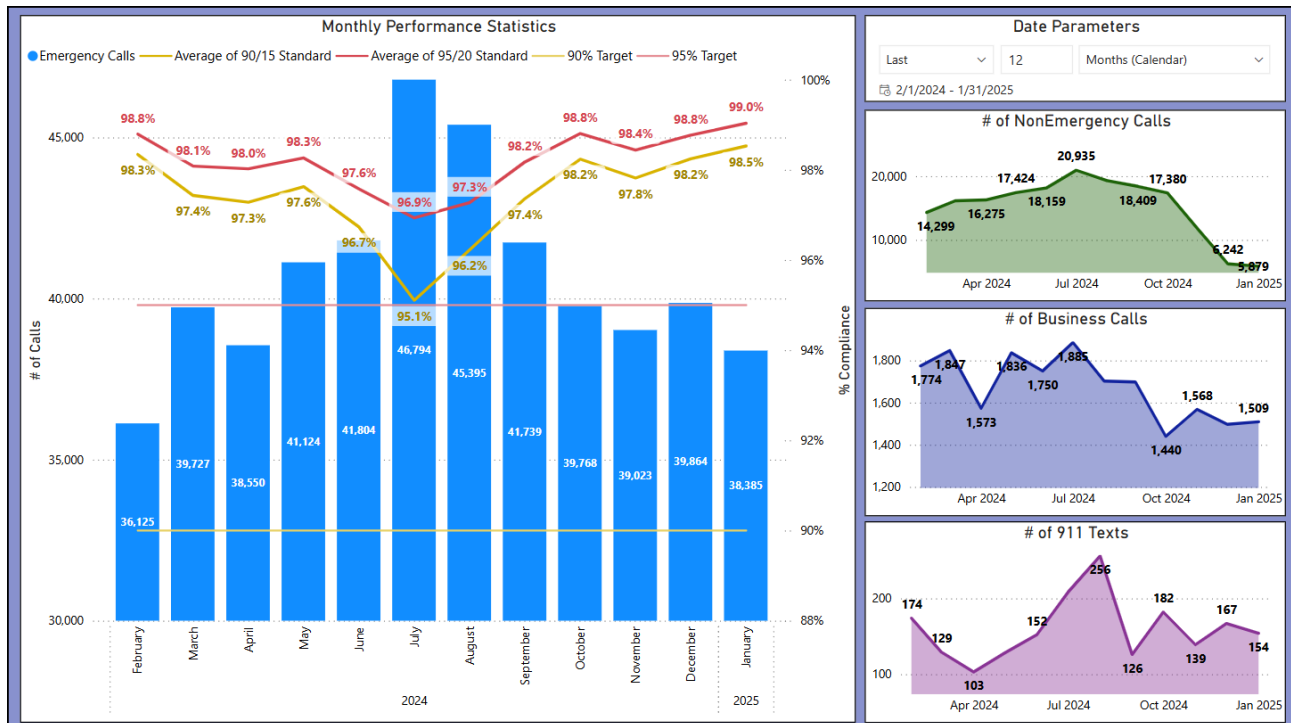
To: Snohomish County 911 Board Members

From: Leadership Team

General

Mission-critical systems [1] have been operating at normal since the last Agency Report.

Monthly Statistical Reports



Text-to-911 Report

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

911 Texts	Type	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD TOTAL	YTD GROUP TOTAL
Appropriate Use	True Emergency	11												11	11
Incorrect Use	Follow-Up	4												4	44
	Area Checks	5												5	
	Info	3												3	
	Noise	8												8	
	Traffic	3												3	
	Other Complaints	21												21	
Misuse	Accidental	3												3	61
	Behavioral Health	53												53	
	Prank	5												5	
Other	Test	1												1	38
	Abandoned	11												11	
	Non-English	0												0	
	Outgoing	0												0	
	Subsequent	14												14	
	Transfer	3												3	
	Voice Call	9												9	
Month Total		154	0	0	0	0	0	0	0	0	0	0	0	154	154
<u>Abandoned:</u> Non-Responsive <u>Accidental:</u> Device or person accidentally texted 9-1-1 <u>Area Check:</u> Check of area for person, vehicle, etc. <u>Behavioral Health:</u> Calls that result in BHC by LE/EMS <u>Follow-up:</u> Where is officer?, Subject is no longer here <u>Info:</u> What is the phone number for animal control? <u>Noise:</u> Music, People, Fireworks, Alarm w/o Emergency, etc. <u>Non-English:</u> Texter uses language other than English <u>True:</u> Texter is Deaf, Texter is fearful that a voice call will put them in danger, Call results in transport to jail/hospital <u>Other:</u> Any other request or complaint, Media from Intrado <u>Outgoing:</u> Text calls initiated by SNO911 <u>Prank:</u> Calls that do not attempt to give any valid/useful information <u>Subsequent:</u> Additional inbound text after call released by call taker <u>Test:</u> PSAP testing, Training TXT29-1-1, Vendor test <u>Traffic:</u> Speeders, DUIs, Parking, etc. <u>Transfer:</u> Text calls that result in a Transfer to another PSAP or Entity <u>Voice Call:</u> Dispatchers called the texter/texter placed voice call															

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	526	59.10%
3 - Satisfied	312	35.06%
2 - Neither Satisfied nor Dissatisfied	35	3.93%
1 - Somewhat Dissatisfied	3	0.34%
0 - Very Dissatisfied	14	1.57%
Total	890	100.00%
911 dispatchers are trained to be efficient and deliberate when speaking with you, while remaining professional. Do you feel the exchange of information between you and the 911 dispatcher was efficient and professional?		
Professionalism Rating	# of Surveys	% of Surveys
Yes	1,198	93.59%
Somewhat	46	3.59%
No	36	2.81%
Total	1,280	100.00%

Survey responses for calls that occurred during the previous month.
Surveys are sent to a select number of type codes (typically lower priority) chosen by each police agency.

Fire Calls - All

IncidentDepartment	01-Jan	Total
+ Everett Fire Department	2,144	2,144
+ Marysville Fire District	1,193	1,193
+ Mukilteo Fire	178	178
+ North County Regional Fire Authority	751	751
+ Sky Valley Fire	74	74
+ Snohomish County Airport Fire Department	24	24
+ Snohomish County Fire District #15	108	108
+ Snohomish County Fire District #16	30	30
+ Snohomish County Fire District #17	155	155
+ Snohomish County Fire District #19	37	37
+ Snohomish County Fire District #21	72	72
+ Snohomish County Fire District #22	37	37
+ Snohomish County Fire District #24	32	32
+ Snohomish County Fire District #25	7	7
+ Snohomish County Fire District #27	2	2
+ Snohomish County Fire District #4	309	309
+ Snohomish County Fire District #5	100	100
+ Snohomish Regional Fire and Rescue	1,011	1,011
+ South Snohomish County Fire and Rescue	3,195	3,195
Total	9,459	9,459

Police Calls - All

IncidentDepartment	01-Jan	Total ▼
+ Snohomish County Sheriff's Office	12,268	12,268
+ Everett Police Department	9,433	9,433
+ Marysville Police Department	5,744	5,744
+ Lynnwood Police Department	3,568	3,568
+ Stillaguamish Tribal Police	2,321	2,321
+ Arlington Police Department	2,241	2,241
+ Edmonds Police Department	2,127	2,127
+ Mukilteo Police Department	1,976	1,976
+ Lake Stevens Police Department	1,943	1,943
+ Mill Creek Police Department	1,934	1,934
+ Mountlake Terrace Police Department	1,869	1,869
+ Monroe Police Department	1,561	1,561
+ Brier Police Department	1,117	1,117
+ Snohomish Police Department	947	947
+ Stanwood Police Department	686	686
+ Sultan Police Department	571	571
+ Granite Falls Police Department	326	326
+ Gold Bar Police Department	247	247
+ Darrington Police Department	159	159
+ Index Police Department	53	53
+ Woodway Police Department	43	43
Total	51,134	51,134

Radio Site Break-in

On Jan 29th two individual broke into our Granite Falls radio site, stolen and damaged equipment and temporarily disrupted emergency communications in the area. This was a remote mountaintop location so while staff monitored activity, SCSO was began responding. While fleeing the scene driving down the mountain, encountered deputies, then bailed from their vehicle and fled into the woods. One suspect was quickly capture with the help of the K9, while the second suspect fled deep into the woods along a cliff. This resulted in a several hour search/rescue using K9s and both helicopters, ultimately capturing and then rescuing the second individual. **A huge thank you to Sheriff Johnson and her team for the rapid response and capture.**

KOMONewsNEWSWEATHERREFINEDGAME CENTERCHIME INWATCHLIVE

Deputies arrest 2 men after radio tower burglary near Granite Falls

by KOMO News Staff | Thu, January 30th 2025 at 8:49 AM
Updated Thu, January 30th 2025 at 9:50 AM



5
VIEW ALL PHOTOS

An image of a Snohomish County Sheriff's Office deputy and K-9 Knox. (Courtesy: SCSO)



Aurelian Non-Emergency AI Call Processing Update

The AI has answered over 42,000 non-emergency calls in the relatively in just over 90 days since deployment. Some key statistics thus far include:

- 51% of calls are handled by Aurelian without transferring the caller to a call taker/dispatcher
- Approx. 3,000 non-emergency line callers were reporting a situation that triggered an emergency condition (request for Fire/EMS, weapons, in-progress/recent events, or events of sensitive of a sensitive nature). Historically, these callers would have sat in queue to be answered in the order received
- The current average hold time for calls transferred through is dramatically reduced. Many callers experience no wait time compared to consistent waits during peak hours prior to implementation

Since implementation dozens of adjustments to the questions and behavior of the AI have been made including:

- Rewording questions that were ineffective at producing the needed information
- Adding new types of calls for the AI to handle without transferring through
- Scaling back the AI's ability to handle incidents that we have identified as better fit for a call taker

Aurelian has also implemented several key features and enhancements to the core product based directly on feedback from SNO911 including:

- Enhanced address suggestions
- Additional fail-safe mitigations for callers with poor connection
- Direct internet-based form submission has been provided to police department clerks and jails to streamline the submission of counter contact and victim notification events
- Visual indicator of calls that involved “suspicious circumstances” as the priority of these events can vary greatly

# of Calls Received by Aurelian		
40,465		
# of Calls Handled By Aurelian	% of Calls Handled by Aurelian	Average Time to Resolve
20,686	51.1%	7.6 Minutes
# of Calls Forwarded to Other Entities	% of Calls Forwarded to Other Entities	
46	0.1%	
# of Calls Transferred to Emergency	% of Calls Transferred to Emergency	Average Answer Time for Emergency Transfers
2,957	7.3%	2.2 Seconds
# of Calls Transferred to NEQ	% of Calls Transferred to NEQ	Average Answer Time for Non-Emergency Transfers
16,725	41.3%	45.8 Seconds

SNO911 Real Time Intelligence Center (RTIC) Pilot

With the support of the Snohomish County Sheriff & Police Chiefs Association, SNO911 launched an RTIC pilot project on Tuesday, February 4th. The pilot project will run for 90 days and is staffed Tuesdays and Fridays from 1500 to 0300 hours out of SNO911 South Campus in Mountlake Terrace. The RTIC team is staffed by dispatchers and supervisors who have undergone extensive specialized training and exposure to the technologies RTIC will be primarily using.

An RTIC will enhance public and responder safety through improved situational awareness, increase collaboration between dispatch and law enforcement, and shift vital intelligence sharing to a specialized position in order to lessen workload on frontline staff.

Task Priorities for RTIC Dispatchers:

The initial focus will be to utilize FLOCK technology to alert patrol units to Automatic License Plate Reader (ALPR) notifications. Dispatchers working in the RTIC will also monitor CAD and radio talk groups for priority incidents and gather actionable intelligence through FLOCK and other resources to share with field users. The RTIC dispatchers will function separately from the primary dispatcher, remaining off the air unless critical to scene safety. Updates from RTIC will occur via call narrative. These are broadcast to field units by the primary dispatcher or viewed by patrol via mobile. The following is a non-comprehensive list of identified tasks assigned to an RTIC dispatcher:

- Monitor FLOCK hits and enter ALPR incidents in CAD on behalf of field users. Keep the call for service (CFS) updated if additional FLOCK alerts are received and gather information on the related hit(s) using available resources as well as prior FLOCK hits.
- Search for wanted or outstanding vehicles involved in priority calls through FLOCK as well as in other local crime databases.
- Process requests for FLOCK Custom Hotlist entries from user agencies
- Monitor radios and CAD for priority calls where RTIC capabilities could be of assistance. Monitor FLOCK cameras and perform data mining from CAD and other resources to assist responding units.

Success of the pilot will be defined and measured through proper documentation, tracking and successful use cases. A tracking sheet will be created that will document successes and categorize them appropriately.

- Track the number of incidents where RTIC provided data directly influenced responder actions or decision making.
- Assess clearance dispositions on incidents where RTIC data was provided.
- Measure the frequency and accuracy of RTIC provided updates that contribute to successful incident resolution.
- Partner with Law Enforcement and dispatchers to evaluate the perceived value and effectiveness of RTIC support.
- Track the number of data points utilized (ex. FLOCK hits, DAPS searches etc.)
- Assess how well the RTIC workflows integrate with existing field operations.
- Document areas for improvement to refine processes and technological integrations.

Professional Accomplishment – FBI-LEEDA Trilogy Award

Director of Operations Andie Burton completed the prestigious Trilogy Award in late January. The award is given after completion of FBI-LEEDA's comprehensive leadership program consisting of three courses: Supervisor Leadership Institute, Command Leadership Institute, and Executive Leadership Institute.

Trilogy Award recipients from the course hosted by Marysville Police Department are shown in the photo below. Back row (L-R): Andie Burton, Commander Chris Jones, Marysville Police Department. Front row (L-R): Sergeants James Maples and Matt Goolsby, Marysville Police Department.





Radio Project Timelines

- Paging system cutover: March 25, 2025
- Radio system cutover: April 8, 2025 08:00
- Stakeholder communications underway

2/20/2025

Police Chiefs Association

3/3/2025

County Executive Cabinet

3/3/2025

Fire Chiefs Association

3/11/2025

SNO911 Police TAC

3/19/2025

SNO911 Fire TAC

3/20/2025

SNO911 Board Meeting – In-person

TBD

County Council

4/30/2025 10a (Tent.)

Press Event

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for January 14th, 2025 / 10:30-11:30 p.m.
In Person Location: Everett PD, multipurpose room

Meeting Attendance:

POLICE TAC REPRESENTATIVES					
Lt. Mike Gilbert - Arlington	X	Asst. Chief, Jim Lawless – Marysville	X	Lt. Raulie Robertson - SCSO	X
Clerk Karen Howell – Brier		Chief, Stan White – Mill Creek		Chief Nathan Alanis – Snohomish	
Cmdr. Shane Hawley – Edmonds	X	Dep. Chief, Ryan Irving – Monroe		Lt. Jason Toner – Stanwood	X
Capt. Bob Goetz- Everett	X	Cmdr. Mike Haynes – Mountlake Terrace		Megan Newman - Stillaguamish	X
Sgt. Jim Barnes – Lake Stevens		Asst. Chief, Colt Davis – Mukilteo	X		
Cmdr. Pat Fagan - Lynnwood		Rob Martin – SCSO	X		
ALTERNATE REPRESENTATIVES					
Lt. Peter Barrett - Arlington		Cmdr. Brian Jorgensen - Lynnwood	X	Det. Sgt. Nicole Stone – Mukilteo	
Antonia Buell – Brier	X	Cmdr. Adam Vermeulen – Marysville	X	Capt. Andy Kahler - SCSO	
Corporal Brittany Harris – Edmonds		Mike Young - Marysville	X	Capt. Steve McDonald – SCSO	
Dep. Chief Jeff Hendrickson – Everett		Dep. Dir. Eric Chartrand – Mill Creek		Sgt. Karl Gilije - Stanwood	
Dep. Chief, Jeff Young – Lake Stevens		Chief, Jeff Jolley - Monroe		Capt. James Massingale - Stillaguamish	
Cmdr. Dean Thomas – Lake Stevens		Chief Pet Caw – Mountlake Terrace		Officer Pete Knowlton – Stillaguamish	
SNO911					
Executive Director Kurt Mills	X	Ops. Manager Derek Wilson	X	Admin Assist – Rebekah Keumple	X
Deputy Director Terry Peterson	X	Ops Manager Karen McKay	X	Executive Asst - Tiff Brown	X
Electronic Comms – Jeremy Waldner	X	App. Team Mgr. Brent Meyer	X		
SUPPORT STAFF & GUESTS					

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

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

1. **Roll Call** – taken via sign in sheet.
2. **Approval of Minutes:** **Commander Shane Hawley moved to approve the November 2024 minutes as presented. Seconded by Asst. Chief Colt Davis and approved unanimously.**
3. **Announcements:** Kurt announced the Director of Technology vacancy and introduced Rebekah Keumple the new Administrative Assistant. Chief Lawless thanked everyone who assisted with the officer involved shooting last week.
4. **Action Items:** None
5. **Reports:**
 - A. **SNO911 Updates** – Kurt shared that the future facility progress is moving along with a tentative move in date around May of this year. He also announced that the consultant who was hired to review the Tyler contract will be reaching out regarding the public safety software system kickoff on February 24th. They would like to assemble individuals from all partnering agencies and disciplines to get a good feeling for how things are going with the current Tyler suite.
 - B. **State Dept of Corrections Interop** – This discussion will be tied in with agenda item 8C.
 - C. **Mobile Users Group** – No meeting
 - D. **PTCC Report** – Brent spoke about the 11 priority one issues which are still outstanding that staff is focusing on. Tyler should be releasing a patch later this week to address some of those issues including the mobile server crashes. Once staff gets the patch and conducts testing, a date will be set for an outage and install update. On February 25th a Windows update is scheduled for 0200 – 0700. He also asked that

if anyone is interested in PTCC and wants to participate on the committee can let him know directly.

This coordination committee focuses on software bugs and has representation from SNO911 IT, Dispatch, Police, Fire and Corrections.

- E. Radio Replacement Project** – Jeremy announced that the radio transition is slated for early April. Current in building coverage will be turned off for a period of time ranging from 4 weeks to 12 months depending on how quickly the building owner coordinates the reset to the new frequency. A third-party provider (such as Day Wireless) will need to do this work. Staff will distribute a list of buildings that need their BDA updated and he noted that radio will alert the user of lost coverage. Terry added that SNO911 hired a consultant to help coordinate these activities with the building owners. SNO911 is in a coordinating roll with the third-party companies to help provide a priority list for work to be done, if Agencies have a short list of their top priorities this can be shared.

Jeremy added that between now and April all radios will need to be reprogrammed, there is no date set as testing still needs to be done. There are 17 access points around the county set up to install the update, this information can be found on the Agency Portal which can be accessed through the SNO911 website at www.sno911.org. Terry added Motorola has completed coverage testing and have successfully met their contractual obligations of radio systems coverage for the county. He added that Police radio talk groups will be moving to encrypted channels as requested by the Police Chiefs.

F. Policy Review Committee – None

- 6. Technical Update:** Brent announced that the main focus for staff is moving into the new facility.

- 7. New Business:** None

8. Old Business:

- A. Radio Talkgroup Usage Analysis** – Kurt reported that analysis between the different talk groups has been conducted to review talk times, push to talks and number of incidents in an effort to find opportunities to optimize usage. There was robust conversation about radio talk group discipline, when policy is not followed day to day, during crisis times can become a problem impacting responder safety. This messaging will be brought up at various gatherings including the Chiefs meetings/breakfast and patrol briefings.

- B. RTIC Pilot Update** – Kurt shared a document which outlined the Real Time Intelligence Center Pilot Project that will go live in February, two days a week for a few months. CAD will show when this is active and a phone number will be distributed to obtain information from this program.

- C. DOC Radio Access/Usage Update** – Chief Lawless updated the group on DOC's request to access SNO911 radio channels for emergency situations. DOC will call dispatch with the location of their visit and dispatch will enter the call so it shows on screens for situational awareness. This will help with Police support in the event aid is needed. Karen reminded any agencies who are going to sponsor an outside agency who need their radios reprogrammed, should submit the Interoperability form as soon as possible so the radio techs can schedule the radio upgrade.

- 9. Good of the Order:** None

- 10. Adjourned** at 1113 hours.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

January 15th, 2025

Committee Members in Attendance	☒ Eric Andrews	Sky Valley Fire	☐ Joel Johnson	Fire District 24
	☒ John Chalfant	South County Fire	☐ Willie Harper	Fire District 25
	☐ Jason Hodkinson	Fire District 4	☐ Mike Worthy	Fire District 27
	☒ Seth Johnson	Fire District 5	☒ Mike Calvert	Everett Fire
	☐ Ryan Shaughnessy	Fire District 15	☐ Jeff Cole	Marysville Fire
	☐ Justin Johnson	Fire District 16	☒ Blake Engnes	Mukilteo Fire
	☐ Jim Haverfield	Fire District 17	☒ Dave Kraski	North County RFA
	☐ Keith Strotz	Fire District 19	☐ Brett Blankenship	Paine Field Airport FD
	☐ Chad Schmidt	Fire District 21	☐ Ryan Lundquist	SRFR
	☐ Travis Hots	Fire District 22	☐ Roy Waugh	SRFR
Alternates in Attendance	☒ Whitney Mansfield	Fire District 4	☐ Ned Vander Pol	Marysville Fire
	☐ Scott Anderson	Fire District 16	☐ Chris Clark	Mukilteo Fire
	☐ Bill Dane	First District 17	☐ John Cermak	North County RFA
	☐ Gino Bellizzi	Fire District 19	☐ Tony Mace	Paine Field Airport FD
	☒ Jeremy Stocker	Fire District 22	☐ Ernie Walters	Sky Valley Fire
	☐ Ryan White	Fire District 15	☒ Colby Titland	SRFR
	☐ Dave DeMarco	Everett Fire	☐ Jarrod Spence	Fire District 5
	☐ Zach Hanson	North County	☐ Drew Bono	SCFD 22
Guests and Staff in Attendance	Terry Peterson	Derek Wilson	Rae Wade	
	Howard Tucker	Laura Stiers	Rebekah Kuempel	

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

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

1. **ANNOUNCEMENTS.** None
2. **APPROVAL OF MINUTES.** Jason Hodkinson moved to approve the October 2024 Fire TAC/Ops meeting minutes as written. Seconded by Seth Johnson. Unanimously approved.
3. **COMMITTEE UPDATES.**
 - A. **PTCC / NWS.** Brent spoke about the 11 priority one issues which are still outstanding that staff is focusing on. Tyler should be releasing a patch later this week to address some of those issues. Once staff gets the patch and conducts testing, a date will be set for an outage and install update. On Tuesday, February 25th a Windows update is scheduled for 0200 – 0700 please let Brent know if that time does not work. He also asked that if anyone is interested in PTCC and wants to participate on the committee can let him know directly.
 - A. **Technical Update.** Staff is heavily focused on moving operations over to the new facility. Terry added that there is a vacancy in the Director of IT position and staff is actively working to fill that role.
 - B. **Radio Replacement Committee.** Howard noted that system cutover is scheduled for April as well as cutover to the new paging system in late February. Legacy transmitters will be turned off and bring on

the new transmitters one by one. A template committee to review the Fire code book and reconfiguring for ease of use. Chief Chalfant added that the committee is welcoming attendees.

- C. **Radio Procedures Committee.** Derek announced one last call for volunteers to join the workgroup. The committee will be setting up monthly reoccurring meetings shortly.
 - D. **Fire User Group.** No meeting
 - E. **Fire Standards/Data.** Brittney announced that the group is working on a 2025 roadmap with goals including the CAD data extract converted from Excel over to SQL and a countywide dashboard. She also urged the group to submit suggestions to this group.
 - F. **County Fire Resource Plan Committee.** The Resource Planning group met to discuss the November storm and first real deployment of the recently updated FOC concept. The two major topics discussed included the inability for fire users to add narrative to pending calls and a lack of brevity on radio during the storm.
 - Adding Narrative to Calls: PTCC approved the configuration change for Mobile to enable this setting for fire users and it will be done so shortly (has since been completed 01/16)
 - Radio Discipline: A redline document for the Fire Radio Procedures manual was drafted by the group and brought to TAC for approval to detail a new process for setting the expectation that radio traffic during storms and FOCs is limited to information that needs to be broadcast. After discussion, it was determined that moving this direction is supported however there was unanimous support for the wording to be adjusted to exclude confusion with existing radio protocols. Derek will provide an updated version to TAC for approval at the next meeting.
 - G. **SNO911 DRC/DSC.** Terry reviewed the need to rewrite the lift assist informational bulletin. Scott added the importance of creating brief reports for calls to document the involvement in each event. Scott also asked the State for examples of reporting needed and he will distribute once received and will share the RCW's that are impacted. Terry added that grant money from NorthSound ACH has been issued to fund half of the Nurse Navigation program for 2025 and staff will be providing an update at the Fire Chiefs meeting next month. The committee is also reviewing MedEx/Overdose calls to evaluate if overdose calls should continue to be classified as MedEx or can they be downgraded.
 - H. **Public Safety Tech Committee (PSTC).** Kurt announced that Brent will be emailing out a solicitation asking subject matter experts to participate in a needs assessment conducted by a consultant who is helping SNO911 with an evaluation of the public safety software systems. Ideally 8 representatives from the Fire community and two data analysts will be available to participate from each size of Agency. The two-week long event kicks off on February 24th.
4. **SNO911 UPDATE.** Kurt shared that the new facility is progressing in a timely manner and move in is scheduled for sometime in May. PUD power was turned on yesterday and the generator is scheduled to be installed next month. Staff was approached by a Fire Agency Training group expressing interest in leasing some of the space available in the new facility.
5. **SNOHOMISH COUNTY EMS.** Scott asked the group about what needs they have from this committee moving forward and welcomed input while reworking the outline of SCEMS. He also shared the current wall time data as compared to last August.

6. **OLD BUSINESS.** Colby Titland spoke about local hospitals having radios available onsite and possibly offering training at the hospitals around the county.
7. **NEW BUSINESS.**
 - A. **Stressed Operations Radio Traffic – Derek.** Discussed earlier in the meeting.
8. **GOOD OF THE ORDER.** Chief Chalfant announced they still need assessors for the Captains Promotional Exam happening March 11th – 13th volunteers can contact Chief Chalfant directly.
9. **ADJOURN.** At 2:19pm.

The next Fire Technical Advisory/Operations Committee meeting is scheduled for February 19th at 1:30 p.m. via Zoom, or in-person at F.D. #4 in Snohomish.

Snohomish County 911
Finance Committee
Meeting Summary for February 13, 2024 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom

Meeting Attendance:

Finance Committee					
Dave DeMarco		Ryan Lundquist		Jim Lawless	X
Ken Klein	X				
Staff and Guests					
Kurt Mills	X	Wade Anderson	X	Rebekah Kuempel	X
Terry Peterson	X	Tiffani Brown	X		

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

1. **Call to Order, Introductions, and Announcements.** The meeting was called to order at 1:30p.m. by Executive Director Klein. There were no announcements.
2. **Reports.**
 - A. **Blanket Voucher Report for December.** There were no questions.
 - B. **Fund Balance Report for December.** Wade noted a new column on the report stating the name of each fund, for ease of use.
Chief Lawless moved to recommend the Blanket Voucher Report for January 2025 for Board approval. Seconded by Ken Klein and passed unanimously.
3. **Old Business.** None.
4. **New Business.**
 - A. **APF – 2022/2023 Unbudgeted E911 Revenue.** Wade reported on the additional E911 revenue from the County which Staff recommends be transferred into the general reserve Fund 90. Later this year, staff will bring forward recommendations of how to apply funds, both additional revenue and underspent from E911, Future Facility, Radio Replacement and 2024 operating budget underspend, which will allow an all-encompassing discussion on funding future Agency needs.
Chief Lawless moved to recommend the Board authorize acceptance of the \$5613.359.42 combined amount of unbudgeted revenue and transfer to General Reserve Fund 90. Seconded by Councilmember Klein and passed unanimously.
 - B. **APF – Fiscal Policy Updates.** A redlined version of proposed updates was included in the packet. Wade spoke about the occasional volatility in cash flows that SNO911 has experienced over the years. Staff is requesting to be allowed (in short term cases) to deduct funds from Fund 90 if necessary, in an effort to smooth out cash flows. The Committee provided feedback to be included in the revised policy.
Chief Lawless moved to recommend this to the Board for approval of the policy update with two amendments. First with the addition of having a two-person authorization process and

second by adding a clause that the funds will be returned to that account within 15 days. Seconded by Ken Klein and approved unanimously.

- C. **APF – Fund 90 General Reserve Fund Investment.** Wade reminded the group of the Board's decision in October of 2022 to invest in an FDIC Insured Cash Sweep (ICS) account. This investment has earned approximately \$1.7MM in interest in two years. Staff is requesting to create a new ICS account with these funds specifically for general reserves.

Chief Lawless moved to recommend this to the Board for consideration to authorize staff to create an Operating Reserve Fund 90 Insured Cash Sweep (ICS) account and manage transfers between the DDA and ICS Fund 90 accounts to maximize interest opportunities. Seconded by Ken Klein and passed unanimously.

- D. **APF – Fleet Expansion.** Terry explained that SNO911 is buying radios in bulk from Motorola to have on hand instead of ordering based off individual requests, which makes turnaround time much quicker. He explained there are two action requests being presented. One is to review the individual agency fleet expansion requests which were included in the packet. The second is to allow staff to purchase additional radios to meet current and anticipated requests in 2025.

Ken Klein authorized staff to recommend to the full Board to move forward with the fleet expansion requests for new radio equipment from existing inventory if available. Chief Lawless abstained and the recommendation.

Ken Klein authorized staff to recommend to the Board to purchase additional mobile and portable radios at the total cost of \$267,525.00 to meet current and anticipated requests in 2025, Chief Lawless seconded and approved unanimously.

5. **Good of the Order.** The radio systems cutover is scheduled for April 8th at 0800.
6. **Adjourn.** The meeting was adjourned at 2:03 p.m. The next Finance Meeting is scheduled for March 13th, 2025 at 1:30 p.m.

Snohomish County 911
Personnel Committee
Meeting Summary for February 12th, 2025 9:00 a.m.

Meeting Attendance:

Committee Members					
Jeff Beazizo (Chair)	x	Don Waller	x	Jonathan Ventura	x
Staff Support Team					
Kurt Mills	x	Terry Peterson	x	Rosie Akopyan	x
Tiffani Brown (note taker)	x			Rebekah Kuempel	x

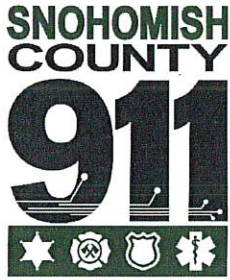
Decisions are underlined; follow up matters are in *italic*.

The meeting was called to order by Committee Chair Chief Beazizo at 9:00am.

1. **Review Staffing Report.** Terry pointed out the change made to the report focusing on the dispatch center staffing and strength section which relates to the engagement schedule goal. Once dispatch staffing reaches that level this will allow staff time to engage in agency activities beyond the console such as meetings, trainings, professional development, etc. He also reminded the group that the Board has approved 3-4 more positions in the 2026 budget bringing the total authorized headcount for dispatchers to 115.
2. **IT Director Recruitment Update.** Kurt reported that over 100 applications were received in response to the IT Director position, last week he and Terry conducted 30 quick interviews and 6 have been chosen to move forward in the interview process.
3. **Exemplary Service Award.** Terry explained that this recognition is given when an employee who makes a meaningful and significant impact to a project or budget. In this case, Laura Stiers provided information and evidence of accessible radio coverage testing to Motorola which saved the Agency countless dollars and work hours. This is the third time anyone has received this award in the history of SNO911.
4. **Round Table.** Chief Beazizo encouraged everyone to get familiar with House Bill 1672.

Terry announced that the radio team has discovered some interference in downtown Everett and are working to identify the cause. He stated that the radio cutover date has been set for April 8th at 0800. A full presentation about this information will be shared at the Fire and Police Chiefs meetings.

5. The committee adjourned at 9:15am. The next Personnel Committee Meeting is scheduled for Wednesday, March 12th at 9:00 am.



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

February 10, 2025

Letter of Exemplary Service

Dear Laura,

It is with great appreciation and admiration that I recognize your outstanding contributions to the **Radio Replacement Project (RRP) Coverage Acceptance Test Plan (CATP)**. Your innovative problem-solving, keen attention to detail, and exceptional communication skills have had a substantial and measurable impact on the success of this critical project.

When faced with the challenge of verifying thousands of grid squares for accessibility, your quick thinking and technical expertise eliminated weeks of unnecessary fieldwork. Rather than relying on traditional methods that would have required extensive travel by the Radio Team, you developed **GIS-based validation tools** that efficiently and accurately assessed the contractor's claims. Your ability to synthesize data from multiple sources—including Emergency Management road databases, SNO911 data, and online mapping tools—allowed you to **identify and correct hundreds of misclassified grid squares**, ensuring a more precise and reliable coverage assessment.

Your unwavering professionalism in presenting and defending your findings to Motorola was instrumental in keeping the project on schedule. By eliminating unnecessary field verification, your efforts **saved SNO911 thousands of dollars in staff time and vehicle costs** and allowed the Radio Team to remain focused on critical technical tasks. Thanks to your diligence, the CATP was completed **on time and ahead of schedule**, significantly increasing our confidence in the radio system's accuracy.

This level of service exemplifies the core values of SNO911 and highlights the tangible benefits of collaboration between SERS and SNO911. In recognition of your **exceptional service and dedication**, you are being awarded **8 hours of additional PTO** under the **Exemplary Service Recognition Program**.

On behalf of the leadership team and your colleagues, thank you for your outstanding contributions to this project and to SNO911. Your work has made a lasting impact, and we are grateful for your commitment to excellence.


Kurt Mills


Terry Peterson

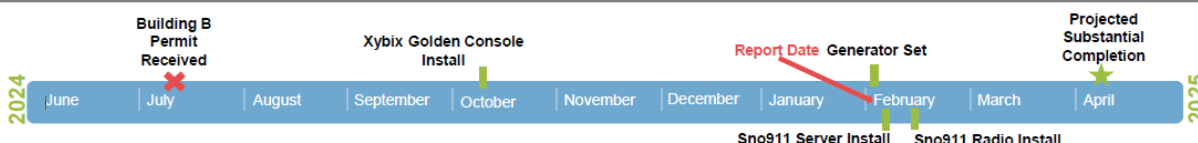

Wade Anderson


Rosie Akopyan

Future Facility Feb 2025 Update



Snohomish County 911
ECC/Dispatch Project
January Project Update – 02.04.25



Progress

- Carpet has been delivered and being installed.
- Aluminum Storefront Systems are being Installed
- Site Fencing and gates are being installed.
- Sound masking system is being installed

Schedule

- Substantial Completion is still tracking April 9, 2025.
- Owner Move in on schedule for April 2025.
- Carpet delay has shifted Xybix console roughly a week.

Budget Updates

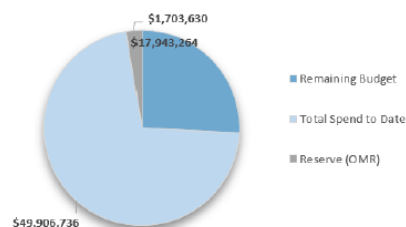
- Change Order #2 has been executed.
- Budget review determined that there was enough savings that all remaining betterments could be purchased. .
- 2nd Generator has been approved and will be ordered.

Upcoming Milestones

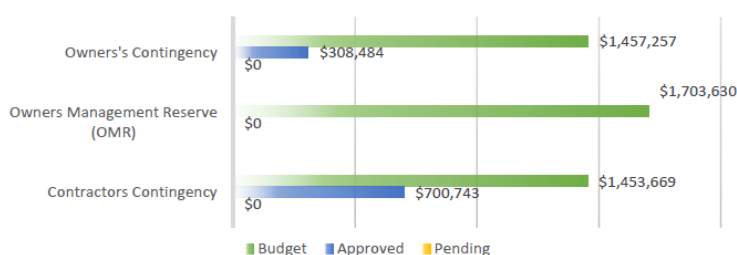
- Ballistic Glazing frames are being installed.
- Permanent Power cut over was complete on 1/16 with no issues.
- Generator scheduled to be placed onsite early February.
- Owner trainings will begin mid-March for all new building systems.
- Building move phasing schedule is being worked on and should be released mid-February.

Budget Summary

Total Project Budget \$67,850,00.00



CONTINGENCY USAGE



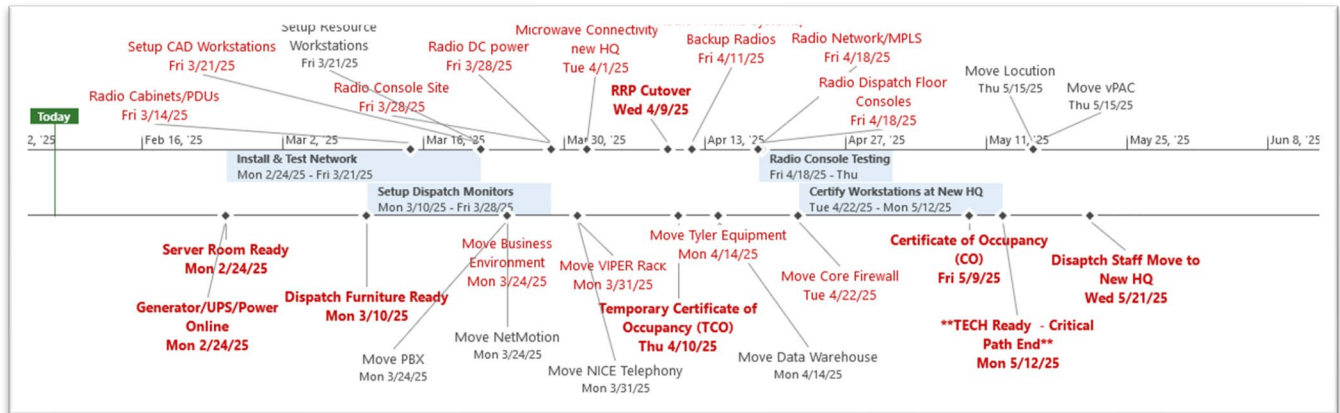
Lydig reported again no time loss injuries.

In late Jan. an individual approached crews with a large stick and arbitrarily threatened them, and then rode off on his bike.

We are reaching a peak of activity in the building with up to 120 crews on site working completing work.

The timeline is very tight and we have encountered supply chain issues that are causing the target for temporary occupancy to push from April 9 to April 11, however most of these issues have been resolved and Lydig will try to push back to the original date.

Planning and work around moving options into the new building is well underway. The target to transition 9-1-1 operations is May 21st. We are still actively working on the transition plans and more information will be forthcoming. Below is the agency related work to transition us into the new building.

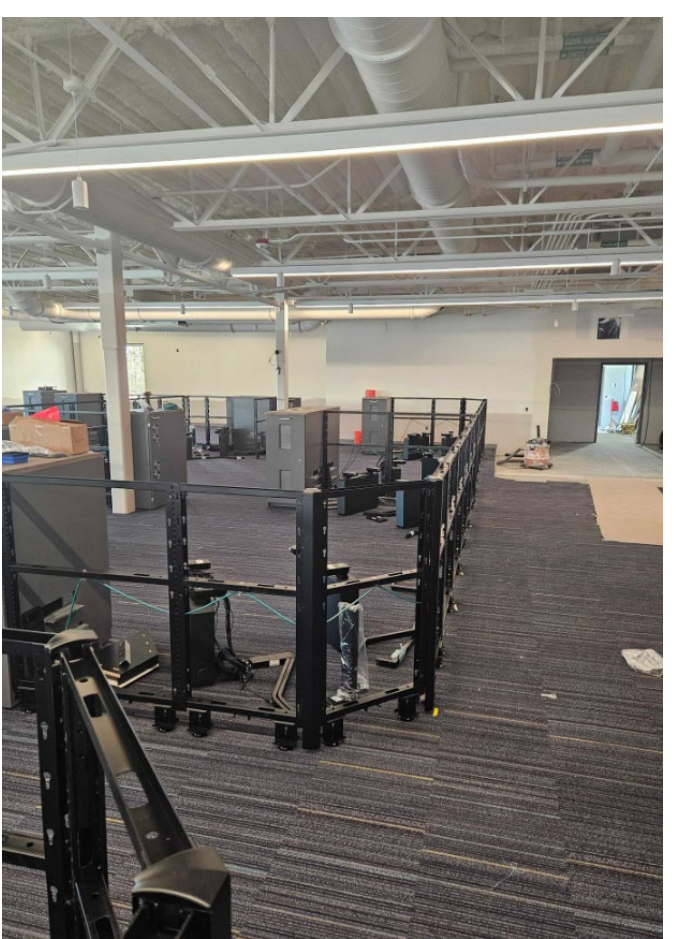
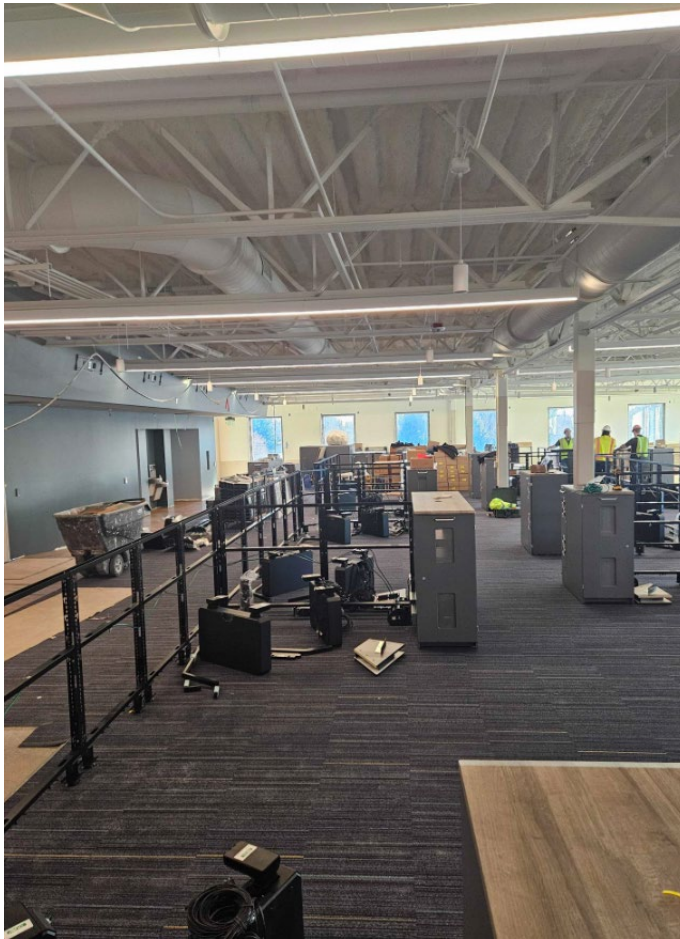
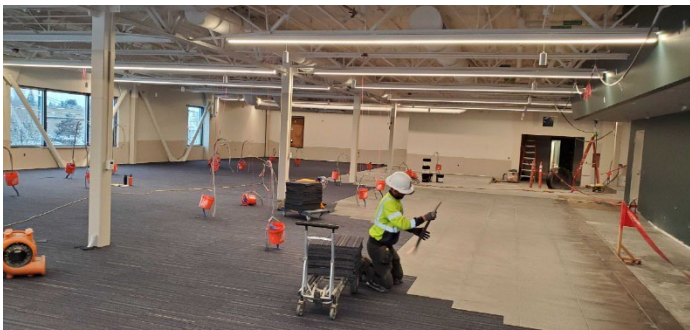
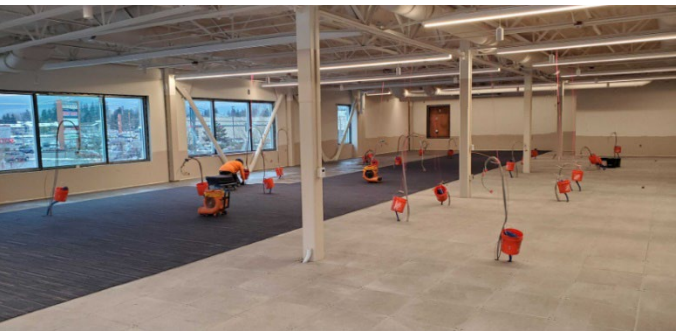
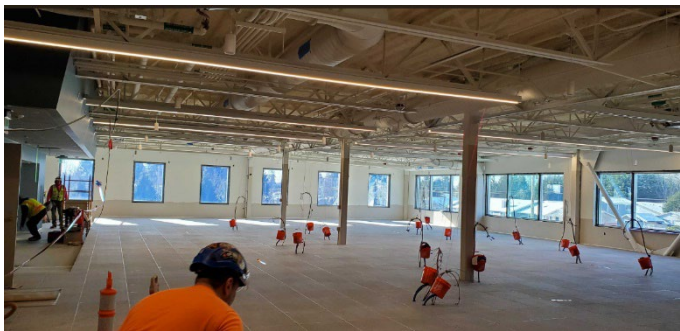


We are happy to report funding primarily from contingencies will allow us to purchase the second generator. While not a requirement for move-in, the second generator will provide an important layer of redundancy that currently exists at SNO911's north campus. The second generator is loosely targeted for installation in early 2026.

Countertop / Chair Storage on the east side of the dispatch floor.



The Center itself is transforming rapidly and a well-coordinated installation of anti-static carpeting by one crew, immediately followed by dispatch consoles by another.



Casework and countertops being installed in the breakroom. This space is large enough for the entire agency and adequate for future growth. Includes a full kitchen, seating, a TV, ping-pong table and other accommodations for staff. Below: Ballistic glass and sound mask being installed in Center.



 Snohomish County, WA Kick-Off and Discovery Agenda: Week 1					
Week 1: Day 1 - Monday, February 24					
Kick-Off Meeting Location: South County Fire HQ					
Meeting Address: 12425 Meridian Ave, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
9:30 AM	Snohomish County Intro. / NPSG Kickoff Presentation	1:00	Kurt Mills / NPSG	All	<i>Introduction presentation and discussions</i>
10:30 AM	Break	0:15			
10:45 AM	Goals & Objectives	1:15	Kurt Mills / Rausch / Burke / Hufham	All	<i>General project discussion with staff</i>
12:00 PM	Lunch	1:00	Onsite	All	NPSG will provide lunch
Operations and IT Meeting Location: SNO911 North Campus					
Meeting Address: 1121 SE Everett Mall Way, #200, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
1:00 PM	Operations and Information Technology / Data Conversion / Cloud vs. On Prem./ Interfaces	1:45	Rausch / Pender	SNO911 IT	<i>Initial discussions: IT and data conversion needs. What interfaces are you using today? Are the interfaces imports or exports (or both)? What 3rd party software applications that you are utilizing today would you like to interface with so you are not performing duplicate data entry?</i>
2:45 PM	Break	0:15			
3:00 PM	GIS Administration and Deployment	0:30	Rausch / Pender	SNO911 GIS /SNO911 IT	<i>Current GIS infrastructure and needs</i>
3:30 PM	Questions and Follow-up	0:30			
4:00 PM	Close				
RMS Location: Everett Police South Precinct Training Room					
Meeting Address: 1121 SE Everett Mall Way, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
1:00 PM	General Records and Modules	1:30	Burke	Records staff	<i>User workflows, report approvals and workflows, IBR, sealing, expunging, redacting, warrants, NCIC / DMV</i>
2:30 PM	Break	0:15			
2:45 PM	General Records and Modules, and Master Indices	1:15	Burke	Records staff	<i>Master names, name merging, master vehicles, master businesses</i>
4:00 PM	Questions and Close				
JMS: Tour Snohomish County Corrections					
Lynnwood Jail Address: 19321 44th Ave W, Lynnwood, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
2:00 PM	Tour Lynnwood Jail	2:00	Hufham	Personnel from all 3 jails	<i>Tour facility to observe and document workflows</i>
4:00 PM	Questions and Close				

Snohomish County, WA: Discovery Agenda: Week 1					
Week 1: Day 2 - Tuesday, February 25					
CAD Location: SNO911 North Campus					
Meeting Address: 1121 SE Everett Mall Way, #200, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Introductions and CAD Kick-Off	0:30	Rausch / Pender	Dispatch center staff / admin.	
9:30 AM	CAD: User Experience and User Interface	1:00	Rausch / Pender	Dispatch center staff	Screen layouts, templates, configurability
10:30 AM	Break	0:15			
10:45 AM	CAD: Navigation, Entering Information, and Searching Capabilities	1:15	Rausch / Pender	Dispatch center staff	Command Line, mouse, hot keys, etc. Methods to enter and search for calls and related information
12:00 PM	Lunch	1:00			On your own
1:00 PM	CAD: Call Taking (Including 911 and Text-to-911)	1:30	Rausch / Pender	Dispatch center staff	Receiving and processing calls, multi-discipline call processing, EMD/EPD/EPD, questionnaires, calls ready for transfer to dispatch
2:30 PM	CAD: Call Taking (continued)	0:45	Rausch / Pender	Dispatch center staff	Receiving and processing calls, multi-discipline call processing, EMD/EPD/EPD, questionnaires, calls ready for transfer to dispatch
3:15 PM	Break	0:15			
3:30 PM	CAD: Call Transfer to Dispatch, Receiving Multiple Calls, Associating Calls	0:30	Rausch / Pender	Dispatch center admin.	Workflows, issues, needs, wants
4:00 PM	Questions and Close				
RMS Location: Everett Police South Precinct Training Room					
Meeting Address: 1121 SE Everett Mall Way, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	General Records (continued)	1:00	Burke	Records staff	User workflows, report approvals and workflows, IBR, name merging, sealing, expunging, redacting, warrants, NCIC/DMV
10:00 AM	Break	0:15			
10:15 AM	Investigations / Detectives	1:45	Burke	Investigators, Records	Case workflows and case management, needs, wants
12:00 PM	Lunch	1:00			On your own
1:00 PM	Crime Scene / Property & Evidence	2:00	Burke	Investigators, Property	Workflows, needs, wants
3:00 PM	Break	0:15			
3:15 PM	Concealed Weapon Permits	0:45	Burke	Permits / Records staff	Workflows, needs, wants
4:00 PM	Questions and Close				
JMS Location: South County Fire HQ					
Meeting Address: 12425 Meridian Ave, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Current Modules Review, Intake / Booking / Release	1:00	Hufham	Corrections staff - all 3 jails	Processes, workflows, review of current modules, needs, wants
10:00 AM	Inmate Classification	1:00	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
11:00 AM	Break	0:15			
11:15 AM	Inmate Property / Issued Items / Housing Assignment	0:45	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
12:00 PM	Lunch	1:00			On your own
1:00 PM	Bonds / Sentence Calculation	0:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
1:30 PM	Inmate Incidents / Discipline / Grievances	0:45	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
2:15 PM	Break	0:15			
2:30 PM	Inmate Tracking and Movement	0:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
3:00 PM	Facility and Inmate Logs	1:00	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
4:00 PM	Questions and Close				

 Snohomish County, WA: Discovery Agenda: Week 1					
Week 1: Day 3 - Wednesday, February 26					
CAD Location: SNO911 North Campus					
Meeting Address: 1121 SE Everett Mall Way, #200, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Introductions	0:15	Rausch / Pender	Dispatch center staff / admin.	
9:15 AM	CAD: Dispatching and Response Plans	1:30	Rausch / Pender	Dispatch center staff	Receiving calls from call takers, notifications, unit recommendations, alerts
10:45 AM	Break	0:15			
11:00 AM	CAD: Dispatching and response plans (continued)	1:00	Rausch / Pender	Dispatch center staff	Routine and complex responses, multi-discipline responses, elevated alarms, etc.
12:00 PM	Lunch	1:00			On your own
1:00 PM	CAD: Dispatching and response plans (continued)	1:00	Rausch / Pender		Complex responses, multi-discipline responses, elevated alarms, etc.
2:00 PM	Break	0:15	Rausch / Pender	Dispatch center staff	Workflows for sending information to Mobile devices (dispatches, messaging, notifications, etc.)
2:15 PM	CAD: CAD to Mobile Workflows and Messaging	1:00	Rausch / Pender	Dispatch center staff	Workflows for sending information to Mobile devices (dispatches, messages, notifications, etc.)
3:15 PM	Tour Dispatch Center		Rausch / Pender		Observe dispatch operations and workstations
RMS Location: Everett Police South Precinct Training Room					
Meeting Address: 1121 SE Everett Mall Way, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Civil Process	1:00	Burke	Civil / Records staff	Paper types, funds/accounting, workflows, needs, wants
10:00 AM	Break	0:15			
10:15 AM	Personnel / Training / Quartermaster	1:00	Burke	Records staff	Workflows, needs, wants
11:15 AM	Additional Modules and Workflows (e.g., Equipment, Fleet, Inventory, Animal Services, etc.)	1:00	Burke	Records staff	Workflows, needs, wants
12:15 PM	Lunch	1:00			On your own
1:15 PM	Special Teams	1:15	Burke	Any Special Teams / Special Units	Workflows, needs, wants
2:30 PM	Break	0:15			Workflows, needs, wants
2:45 PM	Crime Analysis / Reporting / Analytics	1:15	Burke	Crime Analyst(s), Reporting staff	Workflows, needs, wants
4:00 PM	Questions and Close				
JMS Location: South County Fire HQ					
Meeting Address: 12425 Meridian Ave, Everett, WA					
Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Inmate Transportation	0:45	Hufham	Corrections / Transport staff	Workflows, needs, wants
9:45 AM	Inmate Programs / Training	0:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
10:15 AM	Inmate Workers / Work Release / Electronic Monitoring	0:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
10:45 AM	Break	0:15			
11:00 AM	Medical / ADA	1:00	Hufham	Medical / Corrections staff	Workflows, needs, wants
12:00 PM	Lunch	1:00			On your own
1:00 PM	Inmate Banking / Commissary	0:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
1:30 PM	Visitation / Mail	0:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
2:00 PM	Facility Inventory	0:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
2:30 PM	Break	0:15			
2:45 PM	Billing / Reporting / Sealing	1:30	Hufham	Corrections staff - all 3 jails	Workflows, needs, wants
4:15 PM	Questions and Close				



Snohomish County, WA: Discovery Agenda: Week 1

Week 1: Day 4 - Thursday, February 27

Mobile Location: SNO911 North Campus

Meeting Address: 1121 SE Everett Mall Way, #200, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Introductions	0:15	Rausch	Dispatch center staff / admin.	
9:15 AM	Law Enforcement Mobile: Dispatch Operations and Inquiries	1:30	Rausch	Mobile users / Dispatch center staff	<i>Receiving calls in the field, workflows, status changes, inquiries, messaging, AVL, etc.</i>
10:45 AM	Break	0:15			
11:00 AM	Law Enforcement Mobile: Dispatch Operations and Inquiries (continued)	1:00	Rausch	Mobile users / Dispatch center staff	<i>Receiving calls in the field, workflows, status changes, inquiries, messaging, AVL, etc.</i>
12:00 PM	Lunch	1:00			<i>On your own</i>
1:00 PM	Fire and EMS Mobile: Dispatch Operations and Inquiries	1:30	Rausch	Mobile users / Dispatch center staff	<i>Receiving calls in the field, workflows, status changes, inquiries, messaging, AVL, etc.</i>
2:30 PM	Break	0:15			
2:45 PM	EMS Mobile and ePCR	1:15	Rausch	Fire/EMS staff / admin.	<i>Workflows, needs, wants</i>
4:00 PM	Questions and Close				

RMS Location: Everett Police South Precinct Training Room

Meeting Address: 1121 SE Everett Mall Way, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
1:00 PM	Rerport Writing / Field Reporting / Report Approval Workflows	1:45	Burke	Records staff / Report Writing staff (patrol)	<i>Report types, procedures, User workflows, report approvals and workflows, IBR, review of current application use.</i>
2:45 PM	Break	0:15			
3:00 PM	Court and Prosecutors	1:00	Burke	Court Staff and Prosecutors	<i>Current system use, workflows, needs, wants</i>
3:30 AM	Discuss Agency Visits	:30		SCSO, Everett PD, Marysville PD, SNO911 IT	
4:00 PM	Questions and Close				

JMS: Tour Lynnwood and Marysville Jails

SCSO Jail Address: 3025 Oakes Ave, Everett, WA

Marysville Jail Address: 601 Delta Ave, Marysville, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Tour Jails		Hufham	Detention Center staff	<i>Tour both facilities to observe and document workflows</i>



Snohomish County, WA: Discovery Agenda: Week 1

Week 1: Day 5 - Friday, February 28

Mobile Location: SNO911 North Campus

Meeting Address: 1121 SE Everett Mall Way, #200, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Interfaces and Data Conversion	3:00	Rausch / Burke	SNO911 IT, law and fire agencies	<i>Additional and more detailed discussions: IT and data conversion needs. What interfaces are you using today? Are the interfaces imports or exports (or both)? What 3rd party software applications that you are utilizing today would you like to interface with so you are not performing duplicate data entry?</i>
12:00 PM	Questions and Close				

RMS: Onsite Visits

Meeting Locations: SCSO

Address: 3000 Rockefeller Ave, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Visits with Agencies		Burke / Pender	SCSO Staff	<i>Visits to agencies to determine additional workflows, needs, wants</i>



Snohomish County, WA: Discovery Agenda: Week 2

Week 2: Day 1 - Monday, March 3

Fire / EMS RMS Location: South County Fire HQ

Meeting Address: 12425 Meridian Ave, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Introductions	0:15	Rausch	Fire/EMS staff / admin.	
9:15 AM	NFIRS/NERIS Reporting and Compliance	1:30	Rausch	Fire/EMS staff / admin.	Workflows, needs, wants
10:45 AM	Break	0:15			
11:00 AM	NEMSIS Reporting and Compliance	1:00	Rausch		Workflows, needs, wants
12:00 PM	Lunch	1:00			On your own
1:00 PM	General Fire Records and Current Modules Review	1:00	Rausch	Fire/EMS staff / admin.	Workflows, needs, wants
2:00 PM	Break	0:15			
2:15 PM	Additional Modules and Workflows (Equipment, Fleet, Inventory, Personnel and Training, EMS, etc.)	1:00	Rausch	Fire/EMS staff / admin.	Workflows, needs, wants
3:15 PM	Fire and EMS Analytics, Reports, and Statistics	1:00	Rausch	Fire Data Standards	Workflows, needs, wants
4:15 PM	Questions and Close				

Meeting with Cliff for Discussions on Additional Contract Components: SNO911 North Campus

Meeting Address: 1121 SE Everett Mall Way, #200, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Requirements Discussions	3:00	Micham	SNO911	Discuss additional components and requirements
12:00 PM	Questions and Close				

RMS: Onsite Visits

Meeting Locations: Marysville PD

Address: 501 Delta Ave, Marysville, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Visits with Agencies		Burke / Pender	Marysville PD Staff	Visits to agencies to determine additional workflows, needs, wants

Meeting Locations: Available

Address:

Time	Item	Length	Led by	Agency Personnel	Notes
1:00 PM	Visits with Agencies		Burke / Pender	SNO911 Records Staff	Visits with law enforcement agencies to determine additional workflows, needs, wants



Snohomish County, WA: Discovery Agenda: Week 2

Week 2: Day 2 - Tuesday, March 4

Briefing Location: SNO911 North Campus

Meeting Address: 1121 SE Everett Mall Way, #200, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Briefing with PSTC and Administration	2:00	Rausch / Burke	PSTC and SNO911	<i>Update on discovery days thus far, discuss next steps</i>
11:00 AM	Questions and Close				

RMS: Onsite Visits

Meeting Locations: Everett PD

Address: 3002 Wetmore Ave, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Visits with Agencies		Burke / Pender	Everett PD Staff	<i>Visits with law enforcement agencies to determine additional workflows, needs, wants</i>

Meeting Locations: SNO911 Records

Address: 1121 SE Everett Mall Way, #200, Everett, WA

Time	Item	Length	Led by	Agency Personnel	Notes
1:00 PM	Visits with Agencies		Burke / Pender	SNO911 Records Staff	<i>Visits with law enforcement agencies to determine additional workflows, needs, wants</i>



Snohomish County, WA: Discovery Agenda: Week 2

Week 2: Day 3 - Wednesday, March 5

Meeting Locations: Available

Address:

Time	Item	Length	Led by	Agency Personnel	Notes
9:00 AM	Visits with Agencies		Burke / Pender	SNO911 Records Staff	<i>Visits with law enforcement agencies to determine additional workflows, needs, wants</i>

Meeting Locations: Available

Address:

Time	Item	Length	Led by	Agency Personnel	Notes
1:00 PM	Visits with Agencies		Burke / Pender	SNO911 Records Staff	<i>Visits with law enforcement agencies to determine additional workflows, needs, wants</i>