



SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
May 15, 2025 at 8:30 a.m.

IN PERSON ONLY

Physical location: 332 SW Everett Mall Way, Everett 98208

- 1. Call to Order**
 - A. Roll Call**
 - B. Announcements.**
 - C. Public Comment Policy:** Public Comments limited to 3 minutes on discussion items related to agency business.
- 2. Public Comments**
- 3. Approval of Agenda**
- 4. Consent Agenda**
 - A.** Minutes from the April 17, 2025 Regular Board Meeting.....3
 - B.** April 2025 Blanket Voucher & Payroll Approval Form:
 - i. Checks 1093-1107,20114-20252, for a total of \$4,833,906.53
 - ii. Payroll Direct Deposit, in the amount of \$1,477,787.74
 - C.** APF - Personnel Policy Updates.....7
- 5. Executive Session (if needed)**
- 6. Old Business**
 - A.** Radio Replacement Project Update
- 7. New Business**
 - A.** APF - June Board Meeting Date Change.....15
 - B.** APF - 2025 Assessment Formula Issue.....16
 - C.** SNO911 HQ Review
- 8. Reports**
 - A.** Agency Report.....17
 - B.** New Facility Project Update.....21
 - C.** Police TAC (no April meeting)
 - D.** Fire TAC24
- 9. Committee Reports**
 - A.** Finance Committee.....26
 - B.** Personnel Committee (no April meeting)

- C. Future Facility Committee (no April meeting)
- D. Public Safety Technology Committee.....27
- E. County EESCS Committee (formerly County E911 Office)
- F. County ECSF Program Advisory Board
- 10. **Good of the Order**
- 11. **Adjourn** - The next meeting is scheduled for June 12, 2025

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

Zoom Meeting April 17, 2025

Board Members & Management in Attendance	☒ Jon Nehring-President	Marysville	☒ Patrick Decker	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	☒ Rita Simmons-Owens	SNO911
Alternate Board Members in Attendance	☒ Bob Eastman	South County Fire	☐ Don Schwab	Everett
	☒ Roy Waugh	SRFR	☒ Jim Lawless	Marysville Police
	☐ Paul Gagnon	Everett Fire	☒ Chris Eck	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		
Guests and Staff in Attendance	Robert Thurston, DEM	Afisco, citizen	William Fresh, citizen	
	Tom Lawnsby, King 5, media	Riley McGininis, citizen	Ellen Hiatt, citizen	
	Steve Gunn, citizen	Mothership, citizen	Keith Shipman, citizen	
	KOMO, media	Rebekah Kuempel, public space	Tiffani Brown, note taker	

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: SNO911's Executive Director Kurt Mills addressed the media and citizens in the audience and noted that in respect to the Police radio talk groups moving to encrypted channels, that Snohomish County Police Chiefs is actively working to coordinate a meeting on this topic specifically. Staff believes that venue will provide the most appropriate and productive forum for the conversation.	
2. Public Comment	None.	
3. Approval of Agenda	No changes to the agenda were proposed. <i>Sheriff Susy Johnson moved to approve the agenda as presented. The motion was seconded by Chief Joel Johnson and approved unanimously.</i>	Agenda Approved
4. Consent Agenda	<i>Chief DeMarco moved to approve the Consent Agenda, including:</i> <i>A. Minutes from the March 20, 2025 Regular Board Meeting.</i> <i>B. March 2025 Blanket Voucher & Payroll Approval Form:</i>	

	<i>i. Checks 1085-1095, 19996-20113 & 2004 for a total of \$8,598,052.36</i> <i>ii. Payroll Direct Deposit, in the amount of \$1,362,298.18.</i> <i>iii. APF – Copiers NW Future Facility Contract</i> <i>The motion was seconded by Chief Rod Sniffen and approved unanimously.</i>	Consent Agenda Approved
5. Executive Session	None.	
6. Old Business	A. ILA Update. SNO911's Deputy Director Terry Peterson reminded the group that the ILA updates have been distributed to all stakeholders for review and approval by their governing body. The due date is May 15th.	
7. New Business	A. Sky Valley Fire & King County Fire District 50 Consolidation. Director Mills reported the potential merger between Sky Valley Fire and King County Fire District #50. Sky Valley Fire has asked SNO911 to develop some costing to use in their new program. Staff is looking for validation on the cost analysis. As a reminder, SNO911 member agencies receive an estimated 44% reduction in agency costs derived from local taxes (E911 tax and Emergency Communications sales tax). When staff calculates the potential cost for King County, Staff should not include those tax benefits to King County agencies. B. APF – Disposal of Old Dispatch Consoles. SNO911's Finance Director Wade Anderson spoke about the surplus of old dispatch consoles which in accordance with RCW 43.19.1919, requires that surplus property first be made available to other Washington State government agencies, SNO911 has been made aware of interest in the consoles from Seattle Fire Department and Snohomish County Department of Emergency Management (SNO DEM). The consoles are considered to have no fair market value. Chief Rod Sniffen motioned to declare the existing Watson dispatch consoles at SNO911's current facility as surplus and authorize SNO911 staff to transfer them to the Seattle Fire Department, SNO DEM, the Department of Enterprise Services or any other government agency, or dispose of them in the most economical manner without requiring further Board approval. Seconded by Chief Joel Johnson and approved unanimously. C. APF – Future Facility Janitorial Services Contract. Director Anderson spoke to the new janitorial contract required for the new facility, pointing out the increase in square footage from 11,000 sq. ft. to approximately 90,000 sq. ft. An RFP was issued and three contracts are being reviewed. This has been reviewed by the Finance Committee who asked that after the agency move takes place, a full review of this service be done to evaluate cost saving potential. Councilmember Ken Klein shared the services of the Snohomish County Facilities Department who may be able to assist in the process. Chief Sniffen authorized execution of a new janitorial service contract upon service provider selection in an amount not to exceed	Motion passed Motion passed

	\$250,000 annually. Seconded by Chief Lundquist and passed unanimously. D. APF – Future Facility Food & Beverage Contract. Director Anderson shared the findings in research for an updated vending solution at the new facility. Evergreen Refreshments will provide the fresh vending solution as well as the coffee. A copy of the contract was included in the board packet. Sheriff Susy Johnson moved to authorize the execution of the attached agreement with Evergreen Refreshments. Seconded by Chief Rod Sniffen and approved unanimously. E. APF – Annual Report. Director Mills spoke about the draft report which was included in the board packet, this year there was a major focus on the radio replacement project. Chief Ryan Lundquist moved to approve the 2024 Annual Report pending final fact-checking and proofing. Seconded by Chief Joel Johnson and approved unanimously.	Motion passed Motion passed
8. Reports	A. Agency Report. Director Mills commented that at this phase the Radio Replacement Project and the Future Facility Project are becoming one. He acknowledged how hard staff has been working, across all levels of the agency, to complete these monumental tasks. SNO911's Director of Operations, Andie Burton announced National Public Safety Telecommunicator's Week which runs April 13th – 19th. Pictures and information on this was included in the packet. She also announced the fundraising event for the Southern California Wildfire Relief Support. Custom T-shirts were designed and are for sale with partial proceeds going towards a vetted relief charity in Southern California. B. New Facility Project Update. Director Mills announced the ribbon cutting ceremony will be held on May 15th directly after the regularly scheduled board meeting. Immediately following there will be employee guided tours available of the new space. Deputy Director Peterson added that there is additional space available and are considering building a large capacity training space which would be available for user agencies. Group feedback was positive and thought a space of that size (seating for 70) would be greatly beneficial. C. Radio Replacement Project (RRP). Deputy Director Peterson continued that radio cutover day is May 6th at 8:00am. SNO911's Radio Systems Team Manager added that the system is being used in limited capacity now, it sounds much clearer and coverage is full. Director Mills also spoke about a letter, which was included in the packet, regarding local media's concern with the police channels being encrypted. D. Police TAC. No April meeting. E. Fire TAC. The group focused F. on operational needs and the minutes were included in the packet.	

9. Committee Reports	A. Finance Committee. Items previously discussed. B. Personnel Committee. No meeting. C. Future Facility Committee. No meeting. D. EMS Joint Task Force. Chief Dave DeMarco announced that this committee is officially functioning and working on their Interlocal Agreement (ILA) with the participating agencies. As a standing committee this line item can be removed from the board agenda moving forward. Negotiation meetings are being scheduled to enter into a Service Level Agreement (SLA) with SNO911 which will then be brought back to the board for approval in May. E. Public Safety Tech Committee (PSTC). An update was included in the board packet. F. County EESCS Committee (formerly County E911 Office). Deputy Director Peterson reported business as usual with discussion around the state wide 911 issue. G. County ECSF Program Advisory Board. This group meets next on April 21st.	
10. Good of the Order	Kurt announced that next month the board will meet the new IT Director, Chris Carlton-Bishop.	
11. Adjourn	The meeting was adjourned at 9:10 a.m. The next meeting is scheduled for May 15, 2025 at 8:30 a.m. at the new facility located at: 332 SW Everett Mall Way, Everett 98208	



ACTION PROPOSAL FORM

Date: 05/14/2025

Action Title: Personnel Administrative Policy Revisions

Background / Purpose:

The agency is submitting the following policy revisions for your review and consideration.

PAM	TITLE	Brief Description of Changes
6.10	Paid Family and Medical Leave (PFML)	Removing language regarding requirements for employees to provide screen prints of State PFML balances for Intermittent PFML use. This requirement does not align with how the state administers PFML and was causing confusion and frustration for the employees.
7.6	Building & Security	Edits being made to capture changes to building security in the new headquarters and minor language clean up.

Recommendation/Motion:

Recommend approval of all revisions as presented, with any edits suggested at the meeting.

SNOHOMISH COUNTY 911
Personnel Administrative Manual
POLICY #6.10

WASHINGTON PAID FAMILY MEDICAL LEAVE PROGRAM

Issued 5/21/2020

Revised 5/16/2024,
9/19/2024, 5/14/2025

I. Introduction

Washington's Paid Family and Medical Leave (PFML) program, as administered by Washington's Employment Security Department (ESD), provides paid leave benefits and job protections to eligible employees who need leave for approved family and medical reasons. This policy provides a summary of the PFML program. Employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, Snohomish County 911 will administer this benefit program consistent with applicable statutes and regulations.

II. Payroll Deductions

The PFML program is funded through premiums collected by ESD. The premium rate is established by law and is subject to annual change. Through a payroll deduction, employees shall pay the full portion of the PFML premium that is authorized by law. In the future, should ESD modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, Snohomish County 911 will modify payroll practices to reflect those statutory changes. Exceptions exist only where expressly stated in an applicable collective bargaining agreement.

III. Eligibility

Employees may be eligible for PFML monetary benefits and job protections when taking leave for covered family and medical reasons. Eligibility requirements are as follows:

Monetary Benefits: In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim (the qualifying period).

Job Protection: In order to be eligible for job protection under PFML, an employee must have worked for Snohomish County 911 for at least 12 months and have worked 1,250 hours in the last year. In addition, employees may be eligible for job protections under other Agency policies.

An employee is ineligible for PFML benefits during any period of suspension from employment, such as a layoff or unpaid leave, or when the employee receives wages or profits from an outside source (for example, authorized outside employment or L&I time- loss

compensation).

IV. Leave Entitlement

Eligible employees may be entitled to receive PFML benefits for up to 12 weeks when taking medical or family leave, or for a combined total of 16 weeks of family and medical leave per claim year, or up to a maximum of 18 weeks in the event an employee's leave involves incapacity due to pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML benefits may be available in connection with leave taken for the following reasons:

Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time-loss benefits under the workers' compensation system.

Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

Intermittent PFML: PFML leave may be taken intermittently. ~~In order to administer Intermittent PFML accurately, employees who qualify under this section, will not be paid PTO for any days absent for Intermittent PFML, until they provide evidence of weekly ESD claims. The employee must provide the ESD timesheets, by the 15th day of each month, for the previous calendar month for reconciliation purposes. Once the reconciliation of SNO911 payroll records with ESD timesheets is completed, the equivalent number of hours reflected in ESD timesheets, will be reimbursed to the employee's PTO accrual bank.~~

V. PFML Application Process

An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website (www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Application Notification Requirements

An employee applying for PFML benefits, must provide the ESD determination letter to Human Resources as soon as possible. In addition, the employee is required to submit a completed Leave Pay Designation Form upon commencement of the leave or as soon as possible.

If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, including emergencies, notice must be given as soon as possible under the circumstances. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to Snohomish County 911, ESD may temporarily deny PFML benefits.

VI. PFML Coordination with Other Benefits

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of the agency's other policies and benefit programs. Employees may use available accrued leave to cover any absences during the waiting period. Outside of the waiting period, paid leave accruals are not supplemental to monetary PFML benefits provided by ESD. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to Snohomish County 911 policy and subject to any FMLA or other legal requirements requiring continuation of coverage. PFML approved leave will run concurrently with FMLA and Pregnancy Disability Leave, when applicable.

Snohomish County 911 will maintain an employee's group healthcare benefits during PFML. The employee is responsible for self-paying the employee portion of monthly benefit premiums while on PFML (if enrolled). Payroll deductions for all medical/dental/vision benefits will cease immediately when unpaid leave begins. The employee has the option to submit payment for the employee portion of benefit premiums in full by the 7th of each month, or to submit ½ of the employee portion of benefit premiums by the 7th of the month, and the second half by the 22nd.

If the employee portion of premiums have not been paid, group healthcare coverage may be cancelled upon notification in writing, at least seven (7) days prior to the lapse of coverage. If group healthcare coverage is cancelled, it will not be reinstated until the first of the month following the employee's return to work. If the employee has obtained alternate healthcare coverage elsewhere, and does not wish for reinstatement of Snohomish County 911 benefits upon return to work, advanced written notice must be submitted to Human Resources.

Employees taking PFML are considered to be in unpaid status through Snohomish County 911 and are therefore not eligible to:

- Accrue Paid Time Off (PTO)
- Receive holiday pay
- Receive holiday PTO (if applicable)
- Make employee PERS contributions
- Accrue service credit toward PERS/PSERS (if worked less than 69 hours/mo)
- Accrue Employer PERS contributions
- Receive employer contributions to a deferred compensation plan.

VII. Return to Work

Upon the conclusion of PFML leave, Snohomish County 911 may require a return-to-work certification from a healthcare provider before restoring the employee to work. Such

certification, when requested, is applicable only when the employee has taken PFML leave for the employee's own serious health condition. Any other requests for medical certification will be made in accordance with the ADA.

Employees should contact Human Resources to obtain further information and forms relating to PFML leave requests.

**Snohomish County 911
Personnel Administrative Manual
POLICY #7.6**

BUILDING AND SECURITY

Issued 5/23/2018

Revised 2/17/2022, 9/19/2024, 5/14/25

POLICY

It is the policy of Snohomish County 911 to provide a safe and secure working environment for all employees at all campuses, and to ensure uninterrupted emergency communication without threat of intrusion.

BUSINESS NECESSITY FOR THIS POLICY

It is the fundamental obligation of this organization and its staff to ensure appropriate building security for the purpose of avoiding intrusion by unauthorized individuals and to maintain a safe work environment.

REQUIREMENTS OF THIS POLICY:

1. ~~North Campus Headquarters Main-public~~ entrance security: The ~~main-public~~ entrance shall remain locked, except during regular business hours ~~of 8:30am to 4:30pm~~. The inner main entrance door shall be locked at all times and authorized access shall be administered by SNO911 staff. The secured parking will be accessed by authorized badge entry only. The public parking gates will be open during regular business hours.

2. Marysville and South Campus doors will remain locked at all times.

~~North Campus Southwest Emergency exit security: The emergency exit door on the southwest corner of the Dispatch Center (both interior and exterior door) shall remain locked at all times. This door shall be used for emergency egress only.~~

- ~~3. Inner-connecting doors: All inner doors within the North and South Campus facilities that provide potential access to the Dispatch Center must remain locked at all times.~~
- ~~4. If it becomes necessary to prop open a Dispatch Center door, for ventilation or other reason, an employee must be present to prevent unauthorized entrance.~~
- ~~5. The door providing entrance to the administration offices at North Campus should remain locked at all times.~~

~~6.3.~~ ~~6.~~ Facility security is everyone's responsibility and employees should not grant access to others, including those who may appear to be, or present themselves as, authorized to be within the facility. Visitors, vendors and others must check-in with staff in order to obtain a visitor badge and be granted access at the front desk with administrative staff or with a supervisor after hours. Reference A-016 and A-017 for procedural details.

4. Access for use of Training Room(s) by non-employees: Individuals or agencies that reserve the SNO911 training room(s) must submit a room reservation request form and accept responsibility for ensuring that attendees abide by safety protocols. Individuals (non SNO911 employees) attending training will be required to comply with safety protocols as instructed by their trainer.

7.5. All employees, visitors and vendors must display their badge at all times.

~~All visitors/vendors must check in with administrative staff at the front desk or be met by authorized employees to grant access into any Snohomish County 911 facility. At no time will any visitor/vendor be granted access onto the dispatch floor, systems/radio rooms, utility closets or other sensitive locations without prior approval from a Director or Manager. Visitors or vendors should be or when accompanied by an authorized Snohomish County 911 escort and all instructions as outlined in SOP A-017 should be completed and followed.~~

~~Exceptions to this section include tenants and contractors who access remote Wireless Tech sites/facilities. Those individuals are permitted to be present without an authorized Snohomish County 911 employee and will not be required to display a Snohomish County 911 badge; however, they should be able to produce or display an identifying document either issued by their employer or the government (Driver's License, etc.). Management reserves the right to establish notification policy with tenants and contractors as needed.~~

8.6. Weapons, self-defense sprays, firearms or ammunition shall not be brought into any work area except by commissioned police officers ~~(regular)~~. Nothing in this policy authorizes the employer to search an employee's personal vehicle unless otherwise authorized by RCW 49.44.230.

9.7. All visitors entering the facility for the purpose of Observations, including family members, shall follow the procedures outlined in SOP A-016- Visitor and Observation Procedure.

10.8. Suspicious person/vehicles/objects on or near Snohomish County 911 facilities will be promptly reported to the supervisor and appropriate law enforcement agency.

DANGEROUS/EMERGENCY SITUATIONS

~~Employees who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm and summon help as soon as it is safe to do so. Persons displaying signs of extreme stress, hostility, or anger shall not be allowed within secured areas. Although employees are not expected to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment in providing access to the facility.~~

RESPONSIBILITY AND ENFORCEMENT GUIDELINES

Snohomish County 911 employees and tenants shall be responsible for their visitors.

No employee shall lend their door keys, or any other electronic entrance device, to any individual, ~~without prior approval from the Executive Director or designee.~~ Although employees are not expected to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment in providing access to the facility.

~~Employees are responsible for immediately notifying a Director, Manager or Supervisor of any visitors, vendors or contractors accessing unauthorized areas, or displaying concerning or suspicious behavior.~~

Action Proposal Form

Date: May 12, 2025

Title: June Board Meeting

Background / Purpose:

The June Board Meeting falls on a holiday (Juneteenth) and staff propose to move the meeting one week earlier.

Suggested Action/Recommendation:

Move the June 2025 Board Meeting from June 19th to June 12th.

Fund:





Action Proposal Form

Date: May 12, 2025

Title: Updates and Corrections to 2025 Assessment Formula

Background / Purpose:

During an internal audit, we identified three errors that had an impact on the 2025 adopted member assessments.

- First, we found that the Call for Service (CFS) count used for assessments was based solely on 2023 vs. the average of 2022/2023 as required. This had an impact to both police and fire counts.
- Second, we found that Edmonds Fire's 6,100 2022 CFS were mistakenly included in SCF's 2022 CFS count, inflating SCF's total. This impacted all fire agencies.
- Thirdly, we found the SCF CFS included an additional 3,000 calls resulting from an entry error. This impacted all fire agencies.

Mill Creek Fire contracted with SRFR in 2022 and moved to a contract with SCF in 2023. Mill Creek had 2,369 CFS in 2022 and 2,436 CFS in 2023. This was not an error however, it is important to note that Mill Creek is included in SRFR's 2022's CFS and 2023's CFS were included in SCF in the corrected CFS volume.

Potential Solutions:

Option 1: Reimburse Overpayments from Reserves & Include Underpayments in 2026

- Issue reimbursement checks to all agencies who overpaid in 2025.
- All agencies continue to pay their current assessment, effectively offsetting underpayments from other agencies.
- Underpayments will be included in 2026 assessments, allowing time for agencies to budget accordingly.
- Outcome: SNO911 temporarily absorbs the impact via reserves, and all overpayments are made whole in 2025, underpayments repay reserves in 2026.

Option 2: Adjust Assessments in the Second Half of 2025

- Agencies that overpaid will receive reduced assessments from July to December 2025.
- Agencies that underpaid will see increased assessments during the same period.
- No reserve funds are used.
- Outcome: All agencies settle their corrected 2025 assessments by year-end.

Option 3: Reimburse Overpayments from Reserves

- Withdraw \$313,412 from Fund 90 Reserves.
- Issue reimbursement checks to all agencies who overpaid.
- All agencies pay their current assessment, effectively offsetting underpayments from other agencies.
- Outcome: SNO911 absorbs the impact via reserves, and all overpayments are made whole for the year.

Suggested Action/Recommendation:

The Finance Committee recommends Option 1 to quickly repay those agencies who have overpaid and provide a budget cycle for agencies who have underpaid and transfer the payments back to Fund 90.

Fund: Various as presented

DRAFT Updated Fire Agency Assessment Formula

Agency	Adopted CFS Used in 2025 Assessments (2023 Only - 4 QTRS)	Revised CFS 2022- 2023 8 QTRS	Difference In Call Volume	Adopted 2025 Assessments	Revised 2025 Assessments	Red = Underpaid Black = Overpaid
Edmonds Fire (Contracts With SCF)	6,133	6,117	(16)	\$412,605	\$426,539	(\$13,935)
Everett Fire	25,956	26,196	240	\$1,290,893	\$1,360,463	(\$69,570)
Fire 4 Snohomish	3,718	3,781	63	\$245,899	\$256,850	(\$10,951)
Fire 5	1,242	1,251	9	\$79,162	\$82,405	(\$3,243)
Snohomish Regional Fire & Rescue	12,375	13,799	1,424	\$1,069,089	\$1,147,349	(\$78,259)
Fire 15	1,043	1,085	42	\$49,633	\$53,543	(\$3,910)
Fire 16	244	250	6	\$21,536	\$22,319	(\$783)
Fire 17	2,156	2,156	0	\$124,268	\$129,361	(\$5,092)
Fire 19	378	425	47	\$27,011	\$29,522	(\$2,511)
Fire 21	945	934	(11)	\$66,309	\$68,162	(\$1,853)
Fire 22	481	518	37	\$37,937	\$40,347	(\$2,410)
Fire 24	523	530	7	\$28,494	\$29,970	(\$1,476)
Fire 25	112	116	4	\$7,452	\$7,854	(\$402)
Fire 26	827	898	71	\$45,871	\$50,269	(\$4,398)
Fire 27	32	30	(2)	\$2,371	\$2,377	(\$7)
Marysville RFA	14,521	14,294	(227)	\$789,667	\$816,149	(\$26,482)
Mukilteo Fire	2,276	2,297	21	\$178,515	\$184,613	(\$6,099)
North County RFA (Includes Stanwood & Arlington)	8,430	8,492	62	\$455,634	\$477,680	(\$22,046)
South County Fire RFA	38,918	28,888	(10,030)	\$2,212,633	\$1,959,206	\$253,426
Totals	120310	112057		\$7,144,978	\$7,144,978	\$0

Total of Additional Assessments (\$253,426)

Total of Over Assessments \$253,426

\$0

DRAFT Updated Police Agency Assessment Formula

Agency	Adopted CFS Used in 2025 Assessments (2023 Only - 4 QTRS)	Revised CFS 2022-2023 8 QTRS	Difference In Call Volume	Adopted 2025 Assessments	Revised 2025 Assessments	Red = Underpaid Black = Overpaid
Arlington Police	24,411	23,952	(459)	\$ 353,449	\$355,140	(\$1,692)
Brier Police	4,448	4,618	170	\$ 94,851	\$98,037	(\$3,186)
Darrington Police	1,456	1,237	(219)	\$ 21,132	\$19,329	\$1,803
Edmonds Police	25,096	24,890	(206)	\$ 598,167	\$603,207	(\$5,041)
Everett Police	143,412	138,573	(4,839)	\$ 2,481,928	\$2,479,265	\$2,663
Gold Bar Police	3,526	2,894	(632)	\$ 44,184	\$38,809	\$5,375
Granite Falls Police	4,380	4,017	(363)	\$ 64,385	\$61,901	\$2,484
Lake Stevens Police	21,370	21,756	386	\$ 414,479	\$423,786	(\$9,307)
Lynnwood Police	44,181	41,724	(2,457)	\$ 737,284	\$722,903	\$14,381
Marysville Police	67,457	63,021	(4,436)	\$ 1,247,189	\$1,235,846	\$11,343
Mill Creek Police	14,679	13,777	(902)	\$ 305,674	\$299,945	\$5,729
MLT Police	20,244	19,299	(945)	\$ 360,116	\$355,534	\$4,582
Monroe Police	21,799	21,596	(203)	\$ 318,924	\$322,490	(\$3,566)
Mukilteo Police	26,715	26,888	173	\$ 448,560	\$458,282	(\$9,722)
SCSO (unincorp)	160,354	158,846	(1,508)	\$ 3,582,387	\$3,608,471	(\$26,084)
Snohomish Police	10,657	10,512	(145)	\$ 158,861	\$160,150	(\$1,289)
Stanwood Police	8,698	7,418	(1,280)	\$ 125,977	\$115,489	\$10,488
Sultan Police	5,564	5,306	(258)	\$ 86,458	\$85,319	\$1,138
Woodway Police	649	641	(8)	\$ 24,970	\$25,071	(\$101)
Totals	609,096	590,965		\$ 11,468,974	\$ 11,468,974	(\$0)
Total of Additional Assessments						(\$59,986)
Total of Over Assessments						\$59,986
						(\$0)



Board Packet Memorandum

Date: May 12, 2025

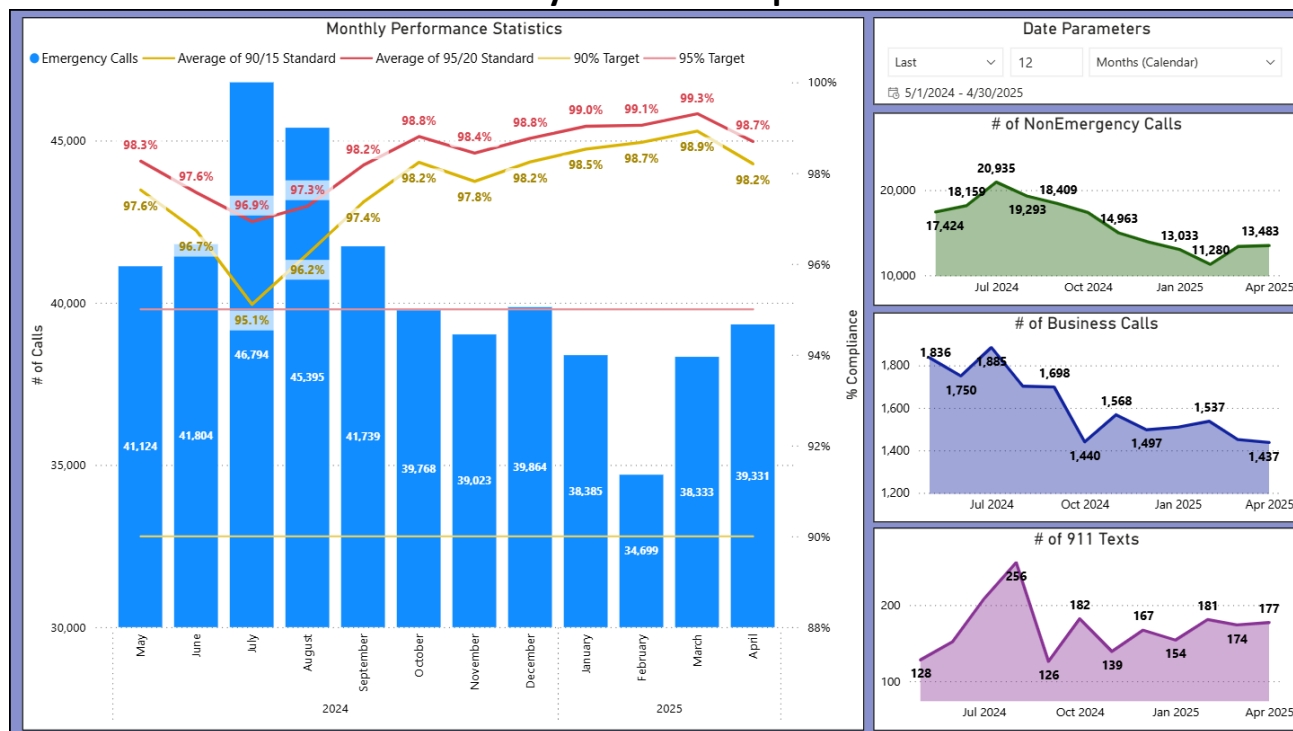
To: Snohomish County 911 Board Members

From: Leadership Team

General

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

Monthly Statistical Reports



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

Text-to-911 Report

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	7	14	10									42	42
Incorrect Use	Follow-Up	4	6	7	9									26	166
	Area Checks	5	3	5	5									18	
	Info	3	1	0	0									4	
	Noise	8	8	4	7									27	
	Traffic	3	4	1	0									8	
	Other Complaints	21	18	19	25									83	
Misuse	Accidental	3	6	3	10									22	291
	Behavioral Health	53	70	67	66									256	
	Prank	5	2	3	3									13	
Other	Test	1	0	1	3									5	187
	Abandoned	11	6	6	7									30	
	Non-English	0	2	0	0									2	
	Outgoing	0	0	0	0									0	
	Subsequent	14	30	17	13									74	
	Transfer	3	2	7	5									17	
	Voice Call	9	16	20	14									59	
Month Total		154	181	174	177	0	0	0	0	0	0	0	0	686	686
<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	576	60.89%
3 - Satisfied	297	31.40%
2 - Neither Satisfied nor Dissatisfied	54	5.71%
1 - Somewhat Dissatisfied	10	1.06%
0 - Very Dissatisfied	9	0.95%
Total	946	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?

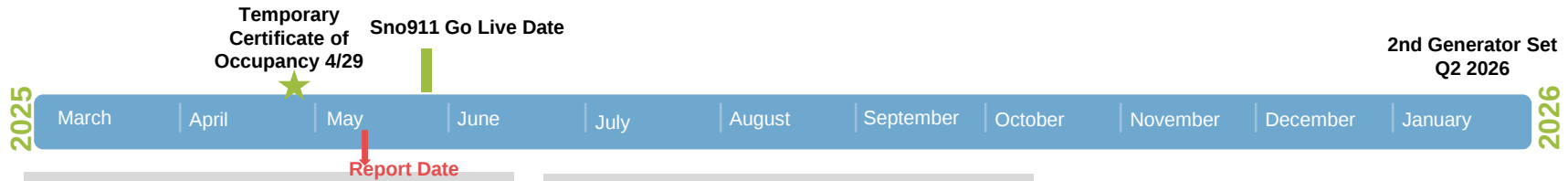
Professionalism Rating	# of Surveys	% of Surveys
Yes	1,367	93.37%
Somewhat	64	4.37%
No	33	2.25%
Total	1,464	100.00%

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

Year	2025					Total
Jurisdiction	01-Jan	02-Feb	03-Mar	04-Apr	Total	
⊕ Everett Fire Department	2,144	1,877	2,010	1,952	7,983	7,983
⊕ Marysville Fire District	1,193	1,138	1,105	1,148	4,584	4,584
⊕ Mukilteo Fire	178	165	207	170	720	720
⊕ North County Regional Fire Authority	751	678	738	733	2,900	2,900
⊕ Sky Valley Fire	74	87	73	73	307	307
⊕ Snohomish County Airport Fire Department	24	27	37	23	111	111
⊕ Snohomish County Fire District #15	108	111	117	134	470	470
⊕ Snohomish County Fire District #16	30	24	13	20	87	87
⊕ Snohomish County Fire District #17	155	154	138	163	610	610
⊕ Snohomish County Fire District #19	37	29	34	37	137	137
⊕ Snohomish County Fire District #21	72	80	76	64	292	292
⊕ Snohomish County Fire District #22	37	39	53	37	166	166
⊕ Snohomish County Fire District #24	32	29	45	43	149	149
⊕ Snohomish County Fire District #25	7	8	9	6	30	30
⊕ Snohomish County Fire District #27	2	1	1	1	5	5
⊕ Snohomish County Fire District #4	309	288	318	288	1,203	1,203
⊕ Snohomish County Fire District #5	100	108	91	98	397	397
⊕ Snohomish Regional Fire and Rescue	1,011	990	1,051	997	4,049	4,049
⊕ South Snohomish County Fire and Rescue	3,195	2,972	3,136	2,933	12,236	12,236
Total	9,459	8,805	9,252	8,920	36,436	36,436

Police Calls - All						
Year	2025					Total
Jurisdiction	01-Jan	02-Feb	03-Mar	04-Apr	Total	
⊕ Arlington Police Department	2,350	2,032	2,312	2,258	8,952	8,952
⊕ Brier Police Department	1,117	880	914	689	3,600	3,600
⊕ Darrington Police Department	159	93	165	119	536	536
⊕ Edmonds Police Department	2,130	1,733	2,032	2,089	7,984	7,984
⊕ Everett Police Department	9,894	9,018	10,477	10,440	39,829	39,829
⊕ Gold Bar Police Department	247	164	201	226	838	838
⊕ Granite Falls Police Department	326	309	317	345	1,297	1,297
⊕ Index Police Department	53	49	46	53	201	201
⊕ Lake Stevens Police Department	1,944	1,671	1,937	1,879	7,431	7,431
⊕ Lynnwood Police Department	3,611	3,076	3,567	3,413	13,667	13,667
⊕ Marysville Police Department	5,744	5,331	5,851	5,868	22,794	22,794
⊕ Mill Creek Police Department	1,960	1,605	1,997	1,857	7,419	7,419
⊕ Monroe Police Department	1,562	1,575	1,719	1,693	6,549	6,549
⊕ Mountlake Terrace Police Department	1,869	1,813	2,245	2,045	7,972	7,972
⊕ Mukilteo Police Department	1,976	1,782	2,119	2,117	7,994	7,994
⊕ Snohomish County Sheriff's Office	13,112	12,108	13,679	13,589	52,488	52,488
⊕ Snohomish Police Department	947	855	1,104	1,120	4,026	4,026
⊕ Stanwood Police Department	686	592	744	591	2,613	2,613
⊕ Stillaguamish Tribal Police	2,321	2,180	2,067	2,355	8,923	8,923
⊕ Sultan Police Department	571	522	589	521	2,203	2,203
⊕ Woodway Police Department	43	86	115	130	374	374
Total	52,622	47,474	54,197	53,397	207,690	207,690



Progress

- Finishes and Trims nearly complete.
- Exterior scope nearly complete.
- Weather dependent scopes are remaining until a better weather window happens.
- All betterment scopes, including training room refresh, have been released and are tracking for late May and early June for the training room refresh.

Schedule

- TCO granted 04/30/2025.
- Substantial completion date forthcoming from Lydig.
- Owner furniture move in near complete with punch underway.
- Punch list of both buildings complete minus misc. areas and exterior. Back punch yet to be scheduled by Lydig.

Budget Updates

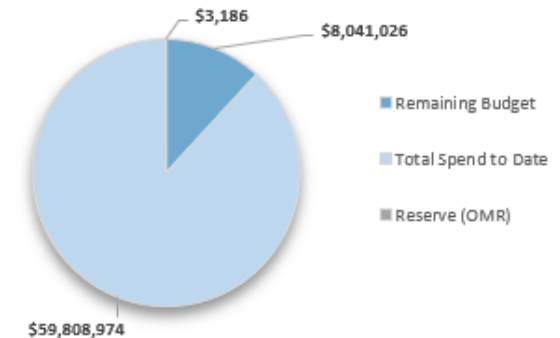
- Remaining PCOs under review.
- Change Order #6 forthcoming
- Training room refresh pricing finalized and released.
- McKinstry post project support services contract executed and kick off meeting scheduled for 5/13.

Upcoming Milestones

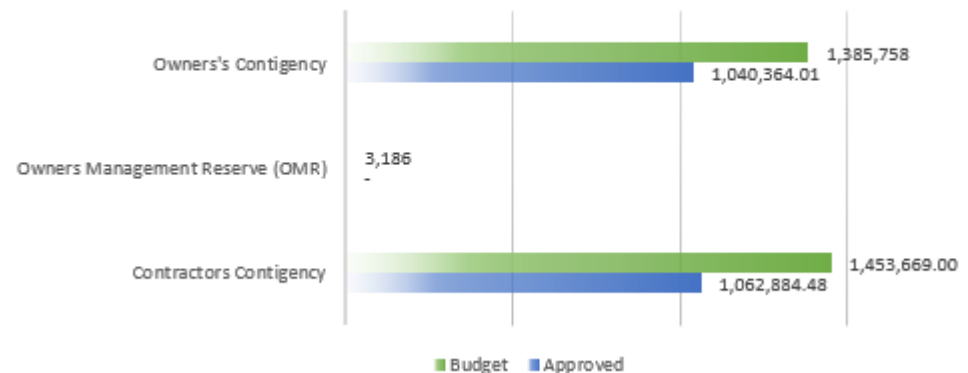
- Sno911 Move In starting week of May 5th
- Ribbon cutting ceremony is scheduled for May 15th
- Sno911 occupying building May 21st
- Temporary site fencing will be coming down the week of 5/12.
- Final audit data collection process kicked off.

Budget Summary

Total Project Budget \$67,850,00.00



CONTINGENCY USAGE







SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

April 16th, 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	☐ Theresa Ramey	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	☐ Jason Allen	Camano Island Fire		
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	☐ Chad Crandall			
	☒ Ryan White	Fire District 15	☒ Colby Titland	SRFR		
	☐ Dave DeMarco	Everett Fire	☒ Jarrod Spence	Fire District 5		
	☐ Zach Hanson	North County	☒ Micahel McConnell	SRFR		
	☒ Brien Gronemyer	Tribal Bay FD	☐			
Guests and Staff in Attendance	Kurt Mills	Andie Burton	Derek Wilson	Brent Meyer	Laura Stiers	Rae Wade
	Howard Tucker	Hattie Schweitzer	Rebekah Kuempel	Tiff Brown	Brian Ackles	

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

Committee Chair, Eric Andrews called the meeting to order at 1:30pm.

1. ANNOUNCEMENTS.

SNO911 is hosting an open house for all user agencies May 13th and 20th from 1400 – 1600. The new building will be open with tour guides standing by.

The May Fire TAC meeting has been canceled and will meet again June 18th.

2. APPROVAL OF MINUTES. Colby Titland motioned to approve the March 2025 Fire TAC/Ops meeting minutes as presented. Seconded by Keith Strotz and unanimously approved.

3. COMMITTEE UPDATES.

A. PTCC / NWS. Brent reported that the entire Tyler environment has been moved from north campus to the new facility. Staff plans to move to VPac on May 31st, an outage will occur during that move and agencies can work with Tech staff for local installs during that time. Locution will be moved June 3rd. The outage scheduled for April 17th needs to be rescheduled and is tentatively booked for April 29th from 0330 – 0630, notifications will go out as reminders before this happens. PTCC will start testing the Delta environment next week and then staff can install the new patch after the move into

the new building. This committee has canceled their May meeting due to the focus on moving facilities.

- B. **Technical Update.** A new Director of IT is scheduled to start on April 21st.
 - C. **Radio Replacement Committee.** Howard announced the Radio Cutover is planned for May 6th with the ERCES Shutoff's planned for priority 1S and below the week prior. Mismatched software versions were identified as the issue with the radio system not functioning properly. Additional link, failover and fault tolerance testing has been performed and staff is comfortable with the transition moving forward. Staff is publishing PowerBi twice a day for reference during reprogramming.
 - D. **Radio Procedures Committee.** None.
 - E. **Fire User Group.** None.
 - F. **Fire Standards/Data.** Michael McConnell stated that this group has been working with FirstWatch to update the program making it more viable for users. Also working with Sequill for better access to data.
 - G. **County Fire Rescue Plan Committee.** None
 - H. **SNO911/DRC/DSC.** Two half day Nurse Navigator workshops are scheduled for next week. Currently 29 rsvp's have been gathered comprising of user agencies and representatives from GMR. The group will deep dive into some of the questions and concerns around the program. Day 1 will be held at Everett PD from 0900 – 1300, Day 2 will be at SNO911 in glacier peak from 1200 – 1600. Refreshments will be provided.
 - I. **Public Safety Tech Committee (PSTC).** The consultants provided a draft of the needs assessment results last week. Staff plans to review the findings next week and distribute to all stakeholders.
- 4. **SNO911 UPDATE.** Kurt announced that staff plans to move operations to the new facility on May 21st. April 30th is the press event for the cutover to the new radio system. May 15th after the Board meeting is the ribbon cutting ceremony for the new facility.
 - 5. **SNOHOMISH COUNTY EMS.** ILA changes have been shared with all user agencies for governing body review and approval.
 - 6. **OLD BUSINESS.** Derek announced that the FM1D call type will go live on April 24th.
 - 7. **NEW BUSINESS.** AT&T and FirstNet CAD texting issues have been resolved. Staff is looking into other texting options that will fit agency needs while staying within FCC rules and regulations.
 - 8. **GOOD OF THE ORDER.** PageGate the backup paging system is active and accepting subscribers.
 - 9. **ADJOURNED at 1:59 pm.**

The next Fire Technical Advisory/Operations Committee meeting is scheduled for June 18th (the May meeting has been canceled) at 1:30 p.m. via Zoom, or in-person at FD#4 in the Harvey Room.

Snohomish County 911 - Finance Committee
Meeting Summary for May 8, 2024 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom

Meeting Attendance:

Finance Committee					
Dave DeMarco	X	Ryan Lundquist	X	Jim Lawless	X
Ken Klein	X				
Staff and Guests					
Kurt Mills	X	Wade Anderson	X	Terry Peterson	X
Chris Carlton-Bishop	X	Rita Simmons-Owens	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 1:30 p.m. by Committee Chair, Chief DeMarco. Kurt introduced Chris Carlton-Bishop the new IT Director.
2. **Reports.**
 - A. **Blanket Voucher Report for March.** Kurt commented on the SPIDRTEK platform (which was acquired on behalf of the agencies and is entering the last year on contract) line item and reported that it will be brought to the Police Chiefs meeting to make sure this platform is still providing the value for the cost they envisioned and potential alternate options.
Jim Lawless moved to recommend the Blanket Voucher Report for April 2025 for Board approval. Seconded by Ryan Lundquist and passed unanimously.
 - B. **Fund Balance Report for March.** Included in the packet as information.
3. **Old Business.** None
4. **New Business.**

APF – Updates & Corrections to 2025 Assessment Formula. Wade gave some background on the findings from the 2022/2023 assessment calculations which were drafted from a 4 quarter period and the ILA states this needs to be an 8 quarter history. Edmonds was included in South County Fire's totals as well. A chart defining the total impact for each agency was included in the packet. The group discussed and reviewed several options to resolve and amend the mistake. Processes were put in place to assure this will not happen in the future.
Jim Lawless moved to bring this to the board using updated options as discussed. Seconded by Ryan Lundquist and approved unanimously.
5. **Good of the Order.**

Terry Peterson noted that the June board meeting will be moved to the week prior as it currently falls on a holiday.

Kurt Mills reported that the agreement with SCEMSA will not happen in June and likely will be July or later.
6. **Adjourn.** The meeting was adjourned at 2:03 pm.
The next Finance Meeting is scheduled for June 12th, 2025 at 1:30 p.m.

Snohomish County 911
Public Safety Technology Committee
Meeting Summary for April 30th, 2025

Meeting Attendance:

Committee Members					
Dave DeMarco	x	Jonathan Ventura		John DeRousse	x
Cole Langdon		Bob Eastman	x	Ryan Lundquist	x
NPSG Team					
Buck Mims		Bob Rausch		Cliff Micham	x
Dennis Vrooman		Craig Bickley			
Staff Support Team					
Kurt Mills	x	Terry Peterson	x	Chris Carlton-Bishop	x
Andie Burton		Brent Meyer		Tiffani Brown (note taker)	x

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

The meeting was called to order at 2:30pm.

1. Kurt asked for participation at the June 10th meeting with Tyler Technologies at the new facility. Bob Eastman, Dave DeMarco, John DeRousse and Ryan Lundquist will attend.
2. Cliff announced that the 1st draft of the needs assessment is done. After the move, NPSG will provide the report to staff for markups and comments. The 2nd draft of the risk assessment report is complete, that will be the focus for the next couple months. The 1st draft of market trend analysis and vender profile report was just received yesterday. Research for the cost analysis has begun and the worksheet was shared with Kurt. Tyler will present a formal in writing on May 27th, after a couple weeks, comments from NPSG will be given. Erin Miller (Sr. VP) is taking the lead on that piece. NPSG requested staff to inventory all software, modules, hardware and any other component being used with the on-premise product. Discussion of a hybrid solution is also an option, cloud and on-premise options.

Meeting adjourned at 2:43pm. Next meeting scheduled for Wednesday, May 28th at 2:30 pm.