

**SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA**

December 18, 2025 at 8:30 a.m.

In Person Meeting

Physical Location: 332 SW Everett Mall Way in the Boardroom

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

Webinar ID: 876 0445 3850

Passcode: 144950

or dial +1 253 215 8782

- 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. Approval of Agenda**
- 3. Consent Agenda**
 - A. Minutes from the October 16, 2025 Regular Board Meeting3**
(No November meeting)
 - B. October 2025 Blanket Voucher & Payroll Approval Form:**
 - i. October Checks 1144-1150, 2005, 20748-20864 for a total of \$6,217,442.966
 - ii. October Payroll Direct Deposit, in the amount of \$1,457,472.20
 - iii. November Checks 1151-1156, 20865-20972 for a total of \$1,830,440.177
 - iv. November Payroll Direct Deposit, in the amount of \$1,572,251.44
 - C. APF – ECSF Community Impact Report Adoption8**
 - D. APF – PAM Personnel Policy Updates17**
- 4. Executive Session (if needed)**
- 5. Public Safety Technology Committee Consultant Presentation**
 - A. NPSG**
- 6. Old Business - None**
- 7. New Business**
 - A. APF – Mechanical, Electrical and Plumbing Maint. Contract.....42**
 - B. APF – Radio Fleet Expansion: Arlington PD, Everett FD, NCFRA55**
 - C. APF – Paine Field Access to Radio System.....59**
 - D. APF – Aurelian Innovation Partnership MOU65**
 - E. APF – 2026 General (80) & Radio Capital Plan (85)70**
 - F. APF – SCEMSA Interlocal Agreement for lease of Office Space86**

8. Reports

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9. Committee Reports

A. Finance Committee	111
B. Personnel Committee.....	114
C. Public Safety Technology Committee.....	115
D. County EESCS Committee (formerly County E911 Office)	
E. County ECSF Program Advisory Board	

10. Good of the Order

11. Adjourn - The next meeting is scheduled for January 15th 2026

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

Zoom Meeting October 16, 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
	☐ Loi Dawkins	Edmonds Police	☒ Chris Carlton-Bishop	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	☒ Robert Goetz	Everett Police
Staff Attending	Tiffani Brown – SNO911			

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
1. Call to Order, Roll Call and Announcements	A. Call to Order: Board Chair, Mayor Jon Nehring called the meeting to order at 8:31 a.m. Roll call was taken and a quorum was confirmed. B. Announcements: Mayor Nehring announced that the Board's legal representative, Jordan Stevens is relocating and will no longer serve the Board after November 1st. Jordan Stevens thanked the Agency; it's staff and all user agencies for being excellent partners over the years. Executive Director Mills thanked Jordan for her steadfast voice of reason and the professionalism of the longstanding relationship.	
2. Public Comment	None.	
3. Approval of Agenda	The agenda was approved as presented. Chief Jeff Beazizo moved to approve the agenda. The motion was seconded by Deputy Chief Robert Goetz and approved unanimously.	Agenda Approved
4. Consent Agenda	Chief Beazizo moved to approve the Consent Agenda, including: A. Minutes from the September 17, 2025 Regular Board Meeting. B. September 2025 Blanket Voucher & Payroll Approval Form: i. Checks 1137-1143, 20645-20747 for a total of \$1,726,942.20 ii. Payroll Direct Deposit, in the amount of \$1,468,338.49 The motion was seconded by Executive Director Ken Klein and approved unanimously.	Consent Agenda Approved

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
5. Executive Session	None.	
6. Old Business	A. Fire Chief Vacancy – ECSF Radio Advisory Board. SNO911's Deputy Director Terry Peterson announced that, following the ILA procedures, this vacancy was announced last month and this month, Marysville Fire Chief, Ned Vander Pol has expressed interest in this position and staff did not hear from anyone else. <i>Joel Johnson moved to approve Ned Vanderpol as the new ECSF Radio Advisory Board member. Seconded by Chief Beazizo and approved unanimously.</i>	Motion Passed
7. New Business	A. SNO911 General Council Change. Deputy Director Peterson introduced Deanna Gregory of Pacifica Law Group, SNO911's recommendation to the board for legal counsel. This is specifically for the Board and is separate from legal counsel for things like labor negotiations or procurement. Her resume was included in the packet. This change will take place on November 1st. <i>Chief Beazizo motioned to approved the general council of Pacifica Law Group for the SNO911 Board. Seconded by Councilmember Chris Eck and approved unanimously.</i> B. APF – City of Everett Master License Agreement/Site License Agreement. Deputy Director Peterson explained that on some of the radio sites there are co-locaters. One example is within the city of Mountlake Terrace on the water tower site, the land is owned by the city, the tower structure is owned by SNO911 and Snohomish County PUD is a co-locator in that instance. The MLA and SLA governs what can be put on the tower. The City of Everett has requested to use the radio tower at their south precinct to install radar equipment related to their "drones as first responders" program. The agreement has been reviewed by the city and legal counsel. <i>Chief Jeff Beazizo motioned to authorize the execution of the City of Everett MLA and SLA, substantially in the form presented, subject to final legal review. Seconded by Councilmember Klein and approved unanimously.</i> C. APF – Draft Emergency Communication Systems & Facilities (ECSF) Community Impact Report. Over the past several years SNO911 staff has been asked to deliver information regarding how and where the tax money for this program is collected. In 2018 voters approved Proposition 1 to fund this program and Deputy Director Peterson shared the report created to help communicate this process to the public. This is not intended to be a financial statement, rather, information for any stakeholder to see how much taxes have been collected and where the tax money is going. One of the commitments made back in 2018 was the new radio system and now that, that project is complete, staff feels it's the appropriate time to release this information. Currently in draft form, feedback is welcome and staff plans to present it at the next Radio Advisory Committee meeting in	Motion Passed Motion Passed

AGENDA ITEMS	REPORTS & COMMENTS	ACTION OR FOLLOW-UP
	November. Councilmember Eck acknowledged the transparency within the report and thanked staff for the hard work. <i>No motion at this time, draft report being circulated for feedback.</i> D. APF – Tyler Technology Contract Extension. SNO911's Executive Director Kurt Mills commented on the work of the Public Safety Technology Committee who has been evaluating the future software needs of the county. He presented a list which represents the culmination of the PSTC's work and spells out the concessions granted to the agency as a result of the negotiation process. <i>Councilmember Chris Eck motioned to approve the Tyler Technology Amendment through June 2029 pending final legal review. Seconded by Chief Joel Johnson and approved unanimously.</i>	
8. Reports	A. Agency Report. SNO911's Radio Systems Team Manager, Howard Tucker gave a report on the Lights & Sirens Interoperability Workshop which was also included in the packet. Deputy Director Peterson also announced a special Finance Meeting being held on November 27th as requested by the Board to conduct a deep dive into the Capital and Reserve Funds. All are welcome to attend this meeting. SNO911's Director of Operations, Andie Burton announced that the CommsCoach training platform is underway. B. Police TAC. The minutes were included in the packet and no further discussion needed. C. Fire TAC. The minutes were included in the packet and no further discussion needed.	
9. Committee Reports	A. Finance Committee. Previously discussed. B. Personnel Committee. No meeting. C. Public Safety Tech Committee (PSTC). D. County EESCS Committee (formerly County E911 Office). E. County ECSF Program Advisory Board.	
10. Good of the Order	None.	
11. Adjourn	Mayor Nehring motioned to adjourn the meeting at 9:03 a.m. The next meeting is scheduled for November 20, 2025 at 8:30 a.m. SNO911 is located at: 332 SW Everett Mall Way, Everett 98208	

SNOHOMISH COUNTY 911
BLANKET VOUCHER & PAYROLL APPROVAL FORM
Oct-25

VOUCHER CLAIM CHECK # 1144-1150, 2005, 20748-20817

General Operations	70	\$	1,175,934.42
Capital Fund	80	\$	96,964.12
Radio Capital	85	\$	65,459.93
Radio Replacement	130	\$	1,249,766.78
Fleet Expansion	140	\$	4,595.75
DDA Future Facility	150	\$	363,736.30
Bond Repayment	155	\$	3,259,875.00
TOTAL			\$6,216,332.30

PAYROLL/SALARIES CHECK – Direct Deposit

Operations:

Admin	\$	154,209.53
Tech	\$	173,885.19
Ops	\$	89,586.25
Dispatch	\$	948,229.96
Wireless 100	\$	91,561.27
Radio Replacement Project		
TOTAL	\$	1,457,472.20

We the undersigned members/officers of the Snohomish County 911 Board of Directors do hereby certify that the merchandise/services herein specified have been received and that the vouchers and personnel reimbursements listed is approved for payment, and that we are authorized to certify and authenticate said claim.

President

DATE

Executive Director

DATE

SNOHOMISH COUNTY 911
BLANKET VOUCHER & PAYROLL APPROVAL FORM
Nov-25

VOUCHER CLAIM CHECK # 1151-1156, 20865-20972

General Operations	70	\$	1,520,762.59
Capital Fund	80	\$	251,598.51
Radio Capital	85	\$	-
Radio Replacement	130	\$	4,867.40
Fleet Expansion	140	\$	2,062.19
DDA Future Facility	150	\$	51,149.48
Bond Repayment	155		
TOTAL			\$1,830,440.17

PAYROLL/SALARIES CHECK – Direct Deposit

Operations:

Admin	\$	142,176.23
Tech	\$	231,763.78
Ops	\$	83,412.21
Dispatch	\$	1,022,903.54
Wireless 100	\$	91,995.68
Radio Replacement Project		
TOTAL	\$	1,572,251.44

We the undersigned members/officers of the Snohomish County 911 Board of Directors do hereby certify that the merchandise/services herein specified have been received and that the vouchers and personnel reimbursements listed is approved for payment, and that we are authorized to certify and authenticate said claim.

President

DATE

Executive Director

DATE

Action Proposal Form

Date: December 3, 2025

Title: Adoption of ECSF – Community Impact Report



Background / Purpose:

In 2018, Snohomish County voters approved *Proposition 1*, establishing a 0.1% sales and use tax to fund emergency communication systems and facility improvements (ECSF). The ECSF Advisory Board—comprised of elected and operational leaders—has met annually to guide investment priorities and ensure compliance with **RCW 82.14.420**. Advisory Board agendas and minutes are available on the Snohomish County website.

The **Community Impact Report** was developed to provide clear, public-facing communication about how ECSF tax revenues have been used to date, including:

- System replacement and modernization
- Facility investments (e.g., SNO911's Future Facility)
- Operational and maintenance support
- Long-term planning and reserve funding

A draft of the report was shared with the SNO911 Board in October and with the ECSF Advisory Board in November. This edition is updated to incorporate all feedback that was collected. Staff recommend adoption of the report and will post it on the SNO911 website for public access.

Suggested Action/Recommendation:

Adopt the ECSF Community Impact Report as presented.

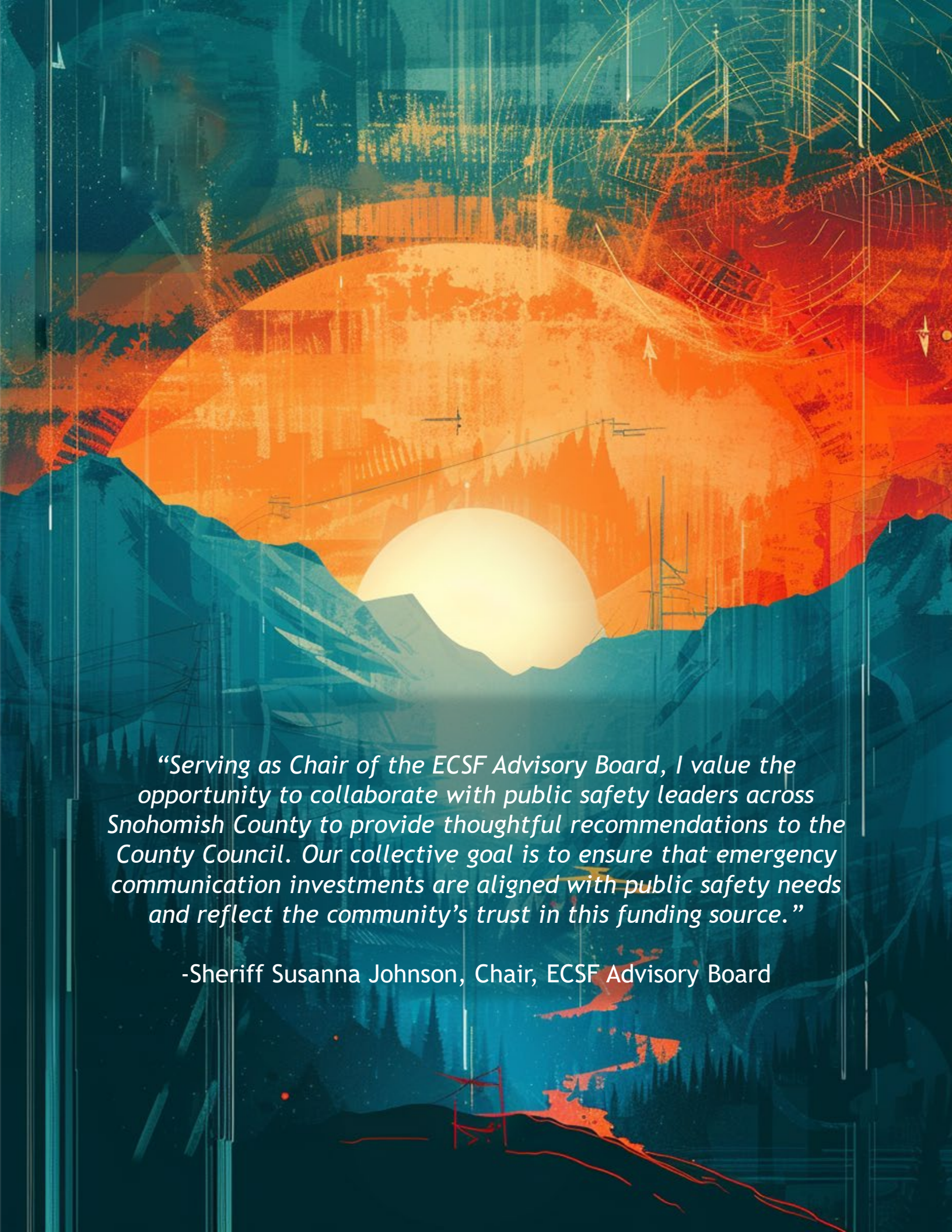
Fund: N/A



2025 Community Impact Report

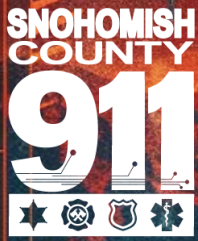
**Snohomish County Emergency
Communication Systems &
Facilities (ECSF)**

December 2025



“Serving as Chair of the ECSF Advisory Board, I value the opportunity to collaborate with public safety leaders across Snohomish County to provide thoughtful recommendations to the County Council. Our collective goal is to ensure that emergency communication investments are aligned with public safety needs and reflect the community’s trust in this funding source.”

-Sheriff Susanna Johnson, Chair, ECSF Advisory Board



Snohomish County Emergency Communication Systems & Facilities (ECSF)

*2025 Community Impact Report
December 3, 2025*

Advisory Board Members:

Chair:

Sheriff Susanna Johnson

Fire Commissioner:

Snohomish Regional Fire & Rescue Commissioner Roy Waugh

City Official:

Marysville Mayor Jon Nehring

City Official:

Brier Mayor Dale Kaemingk

City Official:

Mukilteo City Councilmember Tom Jordal

City Police Chief:

Everett Police Chief John DeRousse

City Fire Chief: Marysville Fire Chief Ned Vander Pol

County Council Representative:

Nate Nehring

County Executive's Designee:

Ken Klein, Executive Director, Snohomish County

Executive Summary

In 2018, voters approved Proposition 1 to fund the modernization of Snohomish County's aging emergency radio infrastructure through a dedicated 0.1% sales tax. This report provides an overview of how the ECSF tax has been collected, allocated, and used to advance public safety communications from 2019 through 2025.

About the ECSF Tax

The Emergency Communication Systems and Facilities (ECSF) sales tax was enacted countywide beginning April 1, 2019. This tax is legally restricted to public safety communications systems and infrastructure. It cannot be diverted for general fund purposes. Key uses include replacing an end-of-life radio network facing hardware failures and supply shortages, delivering modern features previously unavailable, and ensuring long-term sustainability.

Transparency & Oversight

The ECSF Advisory Board provides structured oversight of the tax and ensures that all spending is aligned with **authorized uses under Washington State law (RCW 82.14.420)**.

The Board is composed of elected officials, fire and law enforcement leaders, and representatives from across Snohomish County who bring operational and fiscal insight to the process.

In addition to annual budgeting and public meetings, the Board takes a **pragmatic, future-focused approach**—placing strong emphasis on **long-range planning and financial sustainability**.

This includes setting aside reserves for future system replacements, facility needs, and evolving technologies, so that the next generation of emergency communication infrastructure can be funded **without requiring new taxes**.

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All decisions are guided by transparency, collaboration, and a shared commitment to ensuring that **every dollar spent delivers durable, countywide public safety value.**

Commitment (2018)	Status (2025)
Replace failing SERS radio system	✓ Complete system cutover (May 2025) ✓ Emergency paging system replaced ✓ Microwave and Backhaul ✓ Emergency power systems
Provide new radios to every responder	✓ 5,000+ encryption capable radios installed and distributed at a cost of roughly \$23M
Expand coverage countywide	✓ 22 sites online, including two new towers (Machias site anticipated completion in 2026)
Improved Regional Interoperability	✓ Direct interconnection with King County & transitioning to non-proprietary platform
Support long-term maintenance	✓ Lifecycle reserve and maintenance plan in place

Funding the Radio Project

The \$72.2M Radio Replacement Project (RRP) was funded by a \$35M bond and direct project contributions from ECSF tax revenue. Bond repayments are allocated each year and are planned through 2034.

Project Budget and Expenditures through 2024:

Category	Adopted Project Budget	Amended Project Budget ¹	Expenditures through 12/31/2024
Project Management	\$5,739,576	\$6,050,576	\$3,981,457
Motorola Infrastructure²	\$33,686,461	\$33,686,461	\$24,950,386
Subscribers³	\$16,894,588	\$22,236,425	\$23,345,211
Contingency	\$10,546,678	\$10,235,678	\$5,551,785
TOTAL	\$66,867,303	\$72,209,140	\$57,828,839
¹ Amended on September 16, 2021			
² Includes Fire Paging scope			
³ Change order 6 added additional radios that were funded from contingency			

Supporting the Radio System Long-Term

To ensure that the public safety radio system remains reliable, current, and resilient for years to come, ECSF funding supports a long-term strategy for ongoing upgrades, maintenance, and infrastructure sustainability.

✓ System Update Service (SUS)

SNO911 has contracted for two major system upgrades through 2028 as part of Motorola's System Update Service (SUS). This ensures that the core infrastructure stays up-to-date with supported software versions and avoids potential gaps in vendor support.

✓ Maintenance and Operations Funding

Ongoing ECSF allocations are used to support third-party service providers for system maintenance, performance monitoring, and security updates to ensure high reliability of critical communications.

✓ Hardware & Infrastructure Reserve

A dedicated reserve fund ensures long-term sustainability of the system by supporting:

- Additional radio site development
- Console replacements for dispatch center
- Scheduled replacements of essential infrastructure such as:
 - Generators
 - Shelter roofs
 - HVAC systems
 - Microwave backhaul
 - Service vehicles

✓ Lifecycle Replacement of Radios & Future System Funding

Planning is already underway for the **next lifecycle replacement of radios**, anticipated to be needed around 2037. ECSF reserves are being **strategically set aside** to ensure SNO911 can fund the **next-generation public safety radio system** without requiring new taxes or a return to voters.

Supporting Long-Term Infrastructure: Future Facility Investment

While replacing radios and towers was the core of the Radio Replacement Project, long-term success also depends on the facilities that house the critical systems behind them. ECSF funding helped make the SNO911 Future Facility a reality—providing secure, resilient infrastructure for the region's **radio core, microwave network, paging systems, and cybersecurity operations**. The Future Facility project was financed through a **blend of direct ECSF contributions and long-term bond repayment**, ensuring durable infrastructure without the need for new taxes.



Future Facility Project Contributions from ECSF:

Year	Purpose	Amount
2022	Facility Project Fund	\$1,250,000
2023	Facility Project Fund	\$3,000,000
2024	Facility Project Fund	\$1,912,987
2025	Facility Project Fund	\$3,000,000
Total (2022-2025)		\$9,162,987

Ongoing Facility-Related Commitments

In addition to upfront contributions, ECSF funding continues to support the Future Facility through several key long-term investments:

- ✓ **Future Facility Bond Repayment (2022–2037)**
A 15-year debt service agreement ensures the capital investment is repaid steadily over time.
- ✓ **Facility Infrastructure Reserve**
A lifecycle reserve is being built to support long-term upkeep, including HVAC systems, backup power, building systems, and IT infrastructure upgrades.
- ✓ **Backup Facility Remodel Project**
ECSF also supports upgrades to the backup dispatch and radio site, enhancing operational continuity and resilience in the event of disruption.

Supporting SNO911 Operations

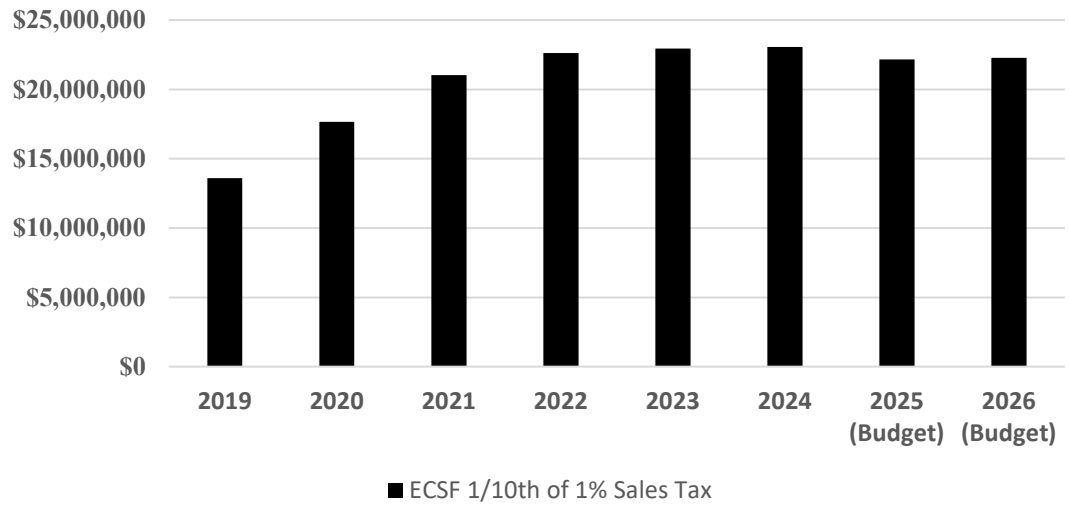
In addition to system upgrades and infrastructure, ECSF funding also helps sustain **SNO911’s day-to-day operations**. These funds support **radio technicians, IT staff, and maintenance contracts** that ensure the emergency radio system is monitored, maintained, and reliable 24/7. Importantly, this funding also helps **offset the cost of operations for member agencies**, reducing their contributions to shared system services. This not only helps keep regional public safety communications affordable—it also **frees up local budgets to address other critical needs in their communities**, from staffing and training to essential equipment and public safety initiatives.

SNO911 Operations Support from ECSF:

Year	Amount
2020	\$1,200,000
2021	\$1,200,000
2022	\$2,000,000
2023	\$3,500,000
2024	\$5,100,000
2025 (Budget)	\$5,865,000
2026 (Budget)	\$6,011,625
Total (2020-2026)	\$24,876,625

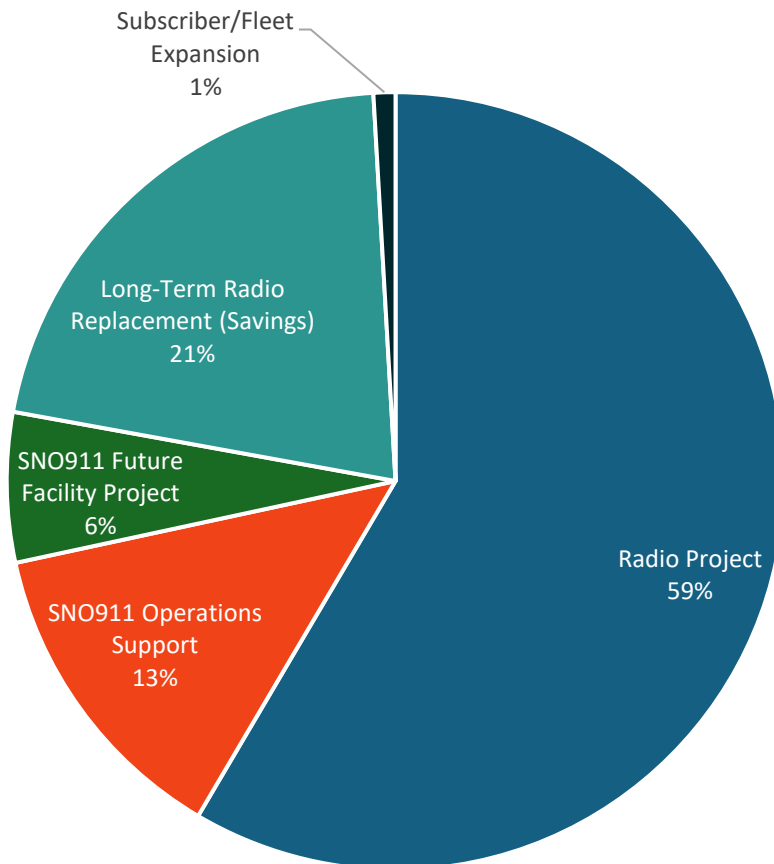
How Much Tax Has Been Collected?

The table below reflects the actual sales tax collected years 2019-2024, with estimated collections for 2025/2026.



Where the Tax Dollars Go

Estimated Allocation of ECSF Tax Revenue (2018-2024)



Contact

For public records or more information about the ECSF tax, visit

<https://snohomishcountywa.gov/5349/Emergency-Communication-Systems-Advisory>



ECSF Detailed Report

	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Budget 2025 (Budget)	Budget 2026 (Budget)
Revenue and Other Sources:									
ECSF 1/10th of 1% Sales Tax	\$0	\$13,605,176	\$17,660,221	\$21,043,114	\$22,630,000	\$22,950,300	\$23,063,491	\$22,160,250	\$22,271,051
Interest	\$0	\$539,229	\$185,167	\$24,795	\$625,050	\$2,426,317	\$2,715,033	\$10,000	\$10,000
Short-Term Bond Anticipation Note	\$0	\$35,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2019 Radio Project Bond Proceeds	\$0	\$35,776,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2022 SNO911 Future Facility Bond Proceeds					\$49,000,000				
Total Revenue	\$0	\$85,021,169	\$17,845,388	\$21,067,909	\$72,255,050	\$25,376,617	\$25,778,524	\$22,170,250	\$22,281,051
Expenditures:									
Radio Project									
RRP - Project Management	0	\$222,484	\$549,715	\$720,378	\$1,037,556	\$850,987	\$623,628	\$2,000,000	\$630,489
RRP - Infrastructure	\$3,368,646	\$13,708,443	\$68	\$426,048	\$1,988,678	\$2,646,858	\$2,807,612	\$11,101,249	\$442,439
RRP - Subscribers	\$0	\$0	\$16,879,145	\$114,761	\$2,272,952	\$0	\$0	\$0	\$0
RRP - Contingency	\$0	\$85,757	\$4,613,160	\$1,803,255	\$1,516,731	\$599,011	\$992,965	\$4,519,172	\$4,000,000
RRP - 15 Year Bond Repayment	\$0	\$323,942	\$2,797,578	\$2,796,050	\$2,794,800	\$2,794,800	\$2,794,800	\$2,794,800	\$2,794,800
RRP - Bond Anticipation Note	\$0	\$35,596,208	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Radio Project Sub-Total	\$3,368,646	\$49,936,834	\$24,839,666	\$5,860,492	\$9,610,717	\$6,891,655	\$7,219,005	\$20,415,221	\$7,867,728
SNO911 Support									
Future Facility Project	\$0	\$0	\$0	\$0	\$1,250,000	\$3,000,000	\$0	\$0	\$0
Future Facility Debt Repayment	\$0	\$0	\$0	\$0	\$0	\$0	\$1,912,987	\$3,000,000	\$3,479,232
Operations Support	\$0	\$0	\$1,200,000	\$1,200,000	\$2,000,000	\$3,500,000	\$5,100,000	\$5,865,000	\$6,011,625
Radio Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$552,687	\$1,057,321
Radio Maintenance & Upgrades	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,320,390	\$1,365,127
SNO911 Support Sub-Total	\$0	\$0	\$1,200,000	\$1,200,000	\$3,250,000	\$6,500,000	\$7,012,987	\$10,738,077	\$11,913,305
Reserve Contributions									
Long-Term Radio System Replacement (Held in Snohomish County Fund 170 fund balance)	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000,000	\$6,000,000	\$6,000,000
ECC Infrastructure (SNO911 Fund 125)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$5,400,000
Radio Subscriber Fleet Expansion & Repair (SNO911 Fund 140)	\$0	\$0	\$0	\$150,000	\$150,000	\$600,000	\$0	\$300,000	\$150,000
Reserve Contributions Sub-Total	\$0	\$0	\$0	\$150,000	\$150,000	\$600,000	\$21,000,000	\$7,200,000	\$11,550,000

Note: SNO911 reports financials on a cash basis, while Snohomish County reports using Generally Accepted Accounting Principles (GAAP). As a result, figures in this composite report may differ due to the timing of revenue and expenditure recognition, such as accruals versus actual cash transactions.

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ACTION PROPOSAL FORM

Date: 12/10/2025

Action Title: Personnel Administrative Policy Revisions

Background / Purpose:



The agency has completed an update and review of certain policies impacted by current and upcoming regulatory changes. The revisions have been completed with the assistance and review by legal. A brief explanation of changes to each policy is identified in the table below and the red-lined versions are attached for your review.

PAM	TITLE	Brief Description of Changes
2.11	Harassment Discrimination in Violation of State and Federal Laws	Substantial language updates as provided by legal. The essence of changes captures additional protections against harassment and discrimination in the workplace.
3.7	Personnel Records	Updated to comply with new legislative language regarding providing employees access to their personnel file
5.7	Washington State Paid Leave	Several legislative changes have impacted this policy. The amendments to the usage of WASL were changed and the law goes into effect on January 1, 2026, we will publish the updated policy, upon Board approval, after January 1 st .
6.7	Domestic Violence Leave	Substantial updates were made in consultation with our legal advisor in order to capture legislative changes that go into effect as of January 1, 2026, which we will publish upon Board approval and after January 1, 2026. The changes expand protections for victims of hate crimes and domestic violence.
6.10	Paid Family and Medical Leave (PFML)	Substantial updates and language cleanup were made to this policy by our legal advisor.

Recommendation/Motion:

Recommend approval of all revisions as presented.
Consider for consent agenda.

**Snohomish County 911
Personnel Administrative Manual
POLICY #2.11**

HARASSMENT DISCRIMINATION IN VIOLATION OF STATE AND FEDERAL LAWS

Issued 5/23/2018

Revised TBD

INTRODUCTION

Snohomish County 911 has a responsibility to provide a work environment free from unlawful harassment, discrimination, or retaliation, and to set forth the procedure for investigating and resolving such complaints ~~of unlawful harassment~~.

GUIDELINES

Harassment, discrimination, or retaliation against an applicant or employee by a supervisor, management employee, co-worker, client, contractor, business invitee, or customer on the basis of race, creed, religion, color, national origin, disability, age, marital status, sex, sexual orientation, veteran's status, or other protected class status is explicitly in violation of sState and/or fFederal law and will not be tolerated by Snohomish County 911.

~~At~~ Snohomish County 911 takes its responsibilities under state and federal law seriously and we want strives to ensure that no one is subjected to behavior that is harassing, intimidating, retaliatory, discriminatory, ~~(HARD)~~ or creates a hostile working environment because of a legally protected status.

Employees, supervisors, or managers found to ~~be participating~~ have participated in any form of unlawful harassment, discrimination, or retaliation against any other employee individual shall be subject to disciplinary action, up to and **including termination from employment**.

All jobs with Snohomish County 911 are extremely important to the public safety of our community. It is critical all employees treat all other employees individuals, including the public, with dignity and respect. It is the responsibility of each and every employee to make sure any suspected violations of this policy are immediately reported so that violations can be promptly addressed. Snohomish County 911 is committed in order to ensure ing a professional and respectful work environment for all employees, and therefore reserves the right to take disciplinary action against any employee found to have engaged in inappropriate workplace behavior, even if such behavior does not amount to a legal violation of state or federal law free from unlawful harassment, discrimination and/or retaliation.

DEFINITIONS:

ALL EMPLOYEES ARE RESPONSIBLE FOR UNDERSTANDING THE DEFINITIONS

For the purposes of clarification, harassment includes but is not limited to the following behaviors:

Verbal Harassment - Epithets, derogatory comments, intimidating or threatening remarks, slurs, propositioning, or otherwise offensive words or comments on the basis of race, creed, religion, color, national origin, disability, age, marital status, sex, sexual orientation, age, veteran's status, or other protected class status, whether made in general, directed to an individual, or to a group of people, and regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race-oriented stories, remarks, or jokes.

Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, creed, religion, color, national origin, disability, age, marital status, sex, sexual orientation, age, veteran's status, or other protected class status. This includes pinching, patting, grabbing, inappropriate behavior in work areas, in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.

Visual Forms of Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes (~~to include~~ including electronic communications on both employer and personal electronic devices), bulletins, drawings or pictures on the basis of race, creed, religion, color, national origin, disability, age, marital status, sex, sexual orientation, age, veteran's status, or other protected class status. This applies to both posted material and material maintained in or on Snohomish County 911 equipment or personal property in the workplace.

Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

ALL EMPLOYEES AND MANAGERS ARE EXPECTED TO BE AWARE OF THEIR RESPONSIBILITIES

Managers and Supervisors:

It is the responsibility of management level personnel to develop this policy, keep it up to date, and to ensure that any violation of this policy of which they become aware is dealt with fairly, quickly promptly, and impartially. All supervisors, managers, and directors ~~and supervisors also~~ have the responsibility of setting the proper example.

It is the responsibility of all supervisors, managers, and directors, regardless of level, to enforce this policy, and exemplify model appropriate conduct, and to actively monitor the workplace to ensure expectations under this policy are met, ~~to conduct and document an annual review with each employee to ensure they know the policy, and to regularly check the workplace and environs to make sure the policy is being followed.~~ When a supervisor observes a suspected violation of this policy, or when a supervisor receives a complaint by another employee of a suspected policy violation, the supervisor shall promptly bring this information to a Department Director, the HR Department, or the Executive Director. ~~When a deviation from this policy is noted or reported, supervisors shall bring this information to management a department director and/or the HR Department immediately.~~ All supervisors also have the responsibility of setting the proper example. Any supervisor who fails to meet reporting requirements under this policy will be subject to disciplinary action, up to and including termination of employment.

All supervisors, managers, and directors will be expected to complete Anti-Harassment training upon hire, and every 3 years thereafter.

Employees:

It is the responsibility of each and every employee to know the policy and to follow the policy. It is imperative that every employee treats every other employee with dignity and respect. Workers-Employees have a responsibility to report violations of this policy if they are an offended party or if they observe offensive behavior in violation of this policy in their work environment.

Employees (non-management) will be expected to complete Anti-Harassment training upon hire, and every 5 years thereafter.

Workforce Training:

On periodic intervals, Snohomish County 911 schedules anti-harassment training for employees, supervisors, managers, and directors. In addition, newly-hired employees will be provided training during the probationary period and onboarding process.

ALL EMPLOYEES AND MANAGERS WILL BE EXPECTED TO OBSERVE THE FOLLOWING COMPLAINT PROCEDURE

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she/they finds it offensive. This informal, one-on-one ~~confrontation~~ communication has been demonstrated to be an effective way to end harassing behaviors. The offended employee, however, may not feel comfortable ~~confronting~~ approaching the offending employee, or may find that such ~~confrontation~~ communication was ineffective in stopping the behavior. In these circumstances, the offended employee can initiate a formal complaint as described below, whether or not the employee ~~confronts~~ first communicates with the offending party.

Complaints should be reported immediately after the objectionable event occurs.

Complaints may be submitted verbally or in writing. However written documentation is desirable and helpful to the investigation. A written account of the situation should include the following:

- The name(s) of the person(s) alleged to have engaged in the prohibited conduct and the date(s) it occurred.
- A specific and detailed description of the conduct that the employee believes is discriminatory or harassing.
- Any witnesses, although the lack of witnesses should not dissuade an employee from reporting concerns under this policy.
- A description of an appropriate remedy suggested by the employee.

Complaints may be submitted to ~~either the~~ affected party's supervisor or manager, a manager in another division, to Human Resources, or directly to the Executive Director.

All supervisors, ~~and~~ managers, and directors are required to report complaints (verbal and written) and incidents brought to their attention with their Department Director (as applicable), the HR Director, or to the Executive Director.

INVESTIGATIONS

All complaints brought by or against Snohomish County 911 employees will be reviewed, and where deemed necessary, promptly investigated.

Investigations will be thorough, honest, impartial, discrete, and conducted in accordance with contemporary legal and technical requirements.

In some cases, the matter may be referred to outside investigatory resources as necessary, to ensure a proper investigation and/or the prevention of conflicts of interests.

All employees are required to fully and truthfully cooperate with an~~the~~ investigation ~~in a truthful manner~~truthfully. Failure to do so may result in disciplinary action, up to and including termination.

DISCIPLINARY ACTION WILL BE TAKEN AS APPROPRIATE

If unlawful harassment, discrimination, or retaliation is determined to have occurred, Snohomish County 911 will take prompt and effective remedial action against the harasser, designed to end the harassing, discriminatory, or retaliatory behavior. Snohomish County 911 also reserves the right to take prompt and effective remedial action, including disciplinary action, for any rude, unprofessional, threatening, or demeaning behavior, even if such behavior does not amount to a legal violation of state or federal law.

~~The~~ Disciplinary and remedial action will be commensurate with the severity of the offense, up to and including termination from employment.

RETALIATION IS PROHIBITED

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including dismissal. The Executive Director will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

CONFIDENTIALITY

Snohomish County 911 strives to conduct investigations as discreetly as possible under the circumstances. In order to conduct a full, fair, and impartial investigation, confidentiality and/or anonymity cannot be guaranteed, but will be maintained to the fullest extent possible.

**Snohomish County 911
Personnel Administrative Manual
POLICY #3.7**

PERSONNEL RECORDS

Issued 5/23/2018

Revised TBD

INTRODUCTION

~~The agency~~Snohomish County 911 will establish and maintain a personnel records system ~~which that can will~~ include a copy of each employee's job application, the employee's job title, the rate of pay and payroll records, dates of employment, the organizational shift assignment, reports of all personnel actions including disciplinary actions, reports of work performance and evaluations, employment history, and such other records, reports, or information as deemed pertinent by the Agency. The Human Resources office shall be the central deposit for all such personnel records and files. These records may be maintained in paper or electronic form.

Medical records, including medical leave and reasonable accommodation records, will be maintained in a confidential file separate from the personnel file and are not subject to public disclosure.

Supervisors may maintain a working file of notes relating to subordinate performance, copies of formal counseling records, evaluations, and training documentation. Such files will be purged from the record when no longer valid.

CONFIDENTIALITY

Each employee's personnel records shall be confidential and shall not be open to inspection by any person other than the employee, the employee's manager, the Executive Director and Human Resources staff in the conduct of personnel administration, unless the law requires disclosure or the employee consents in writing to other inspection. When applicable, Snohomish County 911 will comply with all public disclosure laws and PECBA union information-sharing obligations. Personnel records and files specifically exempt from public disclosure by law shall be considered confidential and shall not be subject to public disclosure unless otherwise specifically designated by the Executive Director. Any employee who fails to maintain the confidentiality of personnel records shall be subject to disciplinary action.

INSPECTION AND COPYING OF PERSONNEL FILES

Employees who wish to inspect their personnel file shall submit a written request to Human Resources. Within 21 calendar days, Human Resources staff will respond by providing a copy of the personnel file to the employee. The copy provided by Human Resources staff

will include, at a minimum, all records required by RCW 49.12.240(2).

Alternatively, upon consent of the employee, the employee will be permitted to visit the Human Resources office and review the employee's personnel file under the supervision of Human Resources staff. If the employee elects an in-person review, the employee will not be permitted to add, remove, or alter any records contained in the personnel file (see below for procedure). Employees may inspect their personnel file by advance request to the Human Resources office. The personnel file must remain under the supervision of Human Resources staff while review is being conducted. No documents may be removed from the personnel file. Copy requests will be handled by the Human Resources staff.

REMOVAL OR REBUTTAL OF INFORMATION

*Disciplinary Documents – An*The employee may petition, in writing, the employer~~the Agency~~ to remove a disciplinary document from their personnel file. The employer~~In evaluating the request, the Agency~~ will determine if sufficient time has passed from the date of ~~the~~ discipline, the severity of the underlying conduct that resulted in discipline, the terms of any applicable collective bargaining agreements, and if the conduct that was the initial cause of discipline has been consistently corrected. The Agency has the sole discretion to grant or deny requests made under this section.

Irrelevant or Erroneous Information - If an employee finds irrelevant or erroneous information in their personnel file, they can submit a written request to Human Resources to remove all such information from the file.

If the ~~employer~~ Agency does not agree with a request for removal of any record from the employee's personnel file, the employee may submit a statement of rebuttal or correction for entry into the personnel record. The Executive Director has the final authority on determining the outcome of requests for removal of disciplinary documents from an employee's personnel file.

APPLICATION OF POLICY TO ACTIVE AND FORMER EMPLOYEES

This policy shall apply to all active Agency employees and to any former Agency employee who separated from the Agency within the past three (3) years. Former employees requesting to review their personnel files shall contact the Human Resources office.

**Snohomish County 911
Personnel Administrative Manual
POLICY #5.7**

WASHINGTON STATE PAID SICK LEAVE - Non-Exempt Employees

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Scope and Coverage

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

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

Authorized Usage

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

1. An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
2. To allow an employee to provide care for a covered "family member" (as defined below) with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
3. When the nature of the absence is related to sexual assault, domestic violence, ~~or~~ stalking, or hate crimes qualifying for leave under Washington's Domestic Violence Leave Act (RCW 49.76); ~~and~~
- ~~3.4.~~ To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member; and
- ~~4.5.~~ When Snohomish County 911 or an employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason for any health-related reason or following the declaration of an emergency by a local or state government or agency, or by the federal government.

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

- *Child* – Biological, adopted, foster, step, or a child for whom the employee is legally responsible;
- *Parent* – Biological, adopted, foster, step, or someone who was the legal guardian of the employee or employee’s spouse or registered domestic partner when the employee, spouse, or registered domestic partner was a minor;
- *Spouse*;
- *Registered domestic partner*;
- *Grandparent*;
- *Grandchild*; ~~and~~
- *Sibling; and*
- *Any other individual who regularly resides in the employee’s home, or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.*

When an employee’s absence is for a purpose authorized by Washington’s Paid Sick Leave Law, PTO hours designated as WASL shall be deducted first. In case of an FMLA qualified/approved leave, please refer to PAM 6.4. If an employee does not have sufficient WASL hours to cover the absence, additional PTO hours will be deducted as necessary to cover the absence.

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

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

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

remaining, of which 20 hours remain designated as WASL.

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

Notification and Scheduling of Absences – WASL-Designated PTO

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

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

For bargaining unit employees, additional notification requirements, including on-call procedures, are addressed in the applicable CBA. Bargaining unit employees shall refer to their CBA to ensure their knowledge and understanding of such requirements.

Employees applying for Paid Family & Medical Leave (PFML) for covered medical and family leave absences should refer to the PAM 6.10 PFML Policy, for notification requirements.

Annual WASL Rollover

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

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

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

AFSME/SCEA bargaining unit employees eligible to receive WASL are front-loaded 70 hours of PTO, with all 70 hours designated as WASL. Front-loading occurs on the date of hire (for new employees) or the anniversary date of hire (for ongoing employees).

Front-loaded hours represent the first 70 hours an employee would have earned through the accrual rates stated in the AFSCME/SCEA CBA. Once 70 hours have been accrued during the year, an employee will resume accruals consistent with the rates listed in the CBA. Front-loaded WASL hours are based on a reasonable calculation of the amount of hours each employee is expected to earn during their upcoming year, as determined by Snohomish County 911 based on the work schedule and work projections of each employee.

- Example #1 – An AFSCME/SCEA bargaining unit employee has 200 hours of PTO, of which 30 are designated as WASL. The employee's anniversary date of hire is March 1, at which time the employee is front-loaded with 70 hours of PTO, with all 70 hours designated as WASL. The employee now has 270 hours of PTO, of which 100 (30 existing + 70 frontloaded) hours are designated as WASL and available for immediate use. Assuming the employee accrues PTO at the rate of 20 hours per month and works a regular full-time schedule, the employee will resume accruing additional PTO in June.
- Example #2 – An AFSCME/SCEA bargaining unit employee has no accrued PTO. The employee's anniversary date of hire is July 1, at which time the employee is front-loaded with 70 hours of PTO, with all 70 hours designated as WASL. The employee now has 70 hours of PTO, of which 70 hours are designated as WASL and available for immediate use. Assuming the employee accrues PTO at the rate of 16 hours per month and works a regular full-time schedule, the employee will resume accruing additional PTO in November.

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

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

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

Verification of Absences –WASL Designated PTO Hours

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

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

When requested, an employee shall provide medical verification within 10 calendar days following the first day of the WASL absence. Employees experiencing an unreasonable burden or expense in connection with the requirement to provide medical verification shall consult with Human Resources for a discussion of alternative verification options.

Verification of Absences – PTO Hours Not Designated as WASL

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

Retaliation Prohibited

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

PAY-OUT UPON EMPLOYMENT SEPARATION

Upon separation of employment at Snohomish County 911, employees shall be paid for all accrued and unused PTO hours, at an employee's final base rate of pay, up to 750 hours.

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

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

References:

PAM 6.1 - Attendance Policy
WAC 296-128-600 through 296-128-760
RCW 49.46.200 through RCW 49.46.210

**Snohomish County 911
Personnel Administrative Manual
POLICY #6.7**

DOMESTIC VIOLENCE LEAVE AND PROTECTIONS

Issued 5/23/2018

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INTRODUCTION

Snohomish County 911 is committed to ~~working with~~accommodating employees who are victims of domestic violence, sexual assault, ~~or~~ stalking, ~~or hate crimes to prevent abuse and harassment from occurring in the workplace.~~ RCW 49.76 allows victims of domestic violence, sexual assault, ~~or~~ stalking, or hate crimes to take reasonable leave, including leave on an intermittent or reduced schedule basis, or intermittent leave from work, to engage in remedial activities related to the abuse, including:

- to take care of related legal or law enforcement needs,
- to obtain or assist in obtaining medical treatment related to abuse,
- social services assistance, or mental health counseling,
- to participate in safety planning, to temporarily or permanently relocate,
- or to take other actions to increase the safety of the employee or family member.

Family members may also take reasonable or intermittent leave to help a victim obtain needed treatment or services. Per RCW 49.76.020(5) a family member is defined as any individual whose relationship to the employee can be classified as a child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Guidelines for Domestic Violence Leave

Employees must give notice that they will be taking leave in advance, when possible. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, ~~or~~ stalking, or a hate crime, the employee or ~~his or her~~his/her/their designee must give notice to the employer no later than the end of the first day that the employee takes such leave.

An employee must communicate with the Human Resources Department to obtain approval for the leave of absence. Verification for leave will be required by Snohomish County 911. An employee may provide one or more of the following: a police report indicating the employee or employee's family member was a victim; a court order providing protection to the victim; documentation from a healthcare provider, advocate, clergy, or attorney; an

employee's written statement that the employee or employee's family member is a victim and needs assistance. Family relationship may be determined by birth certificate, court document, other similar record, or an employee's written statement.

During leave under this policy, Snohomish County 911 will continue health care coverage for employees who receive medical benefits under Snohomish County 911's group health plan.

Upon return from domestic violence leave, an employee shall be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment, unless unusual circumstances have arisen. If the employee chooses not to return to work for any reason, the employee should notify Snohomish County 911 as soon as possible. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment.

Additionally, Under Washington's Public Records Act, domestic violence, sexual assault, sexual abuse, and stalking survivors have privacy protections with respect to the disclosure of personally identifying information, under HB1355, RCW 42.56.250(1)(i).

Definitions and Guidelines for Public Records Privacy Protections for Survivors of Domestic Violence and Stalking

DEFINITIONS:

SURVIVOR – an employee that provides a sworn statement, signed under penalty of perjury and **verified** by the Executive Director or designee; or an employee that submits proof of participation in Survivors of a Confidentiality Program (SOA) provided by a courts.

VERIFIED - means that the Executive Director or designee ~~of the employing agency~~ confirmed that the sworn statement identifies the alleged perpetrator or perpetrators by name and, if possible, image or likeness, or that the employee provided a police report, protection order petition, or other documentation of allegations related to the domestic violence, sexual assault or abuse, stalking, or harassment.

QUALIFYING EVENT(S) FOR SURVIVOR PROTECTION:

- Domestic violence as defined in RCW 10.99.020 or 7.105.010.
- Sexual assault as defined in RCW 70.125.030.~~or~~
- Sexual abuse as defined in RCW 7.105.010.
- Stalking as described in RCW 9A.46.110 or defined in RCW 7.105.010.~~OR~~
- Harassment as described in RCW 9A.46.020 or defined in RCW 7.105.010.
- Hate crimes as defined in RCW 9A.36.080.

EMPLOYEE PROTECTIONS

Any employee that declares they (or a dependent-) are a survivor and provides the required sworn statement or SOA, will be protected from disclosures of their name or other personally identifying information, including but not limited to birthdate, job title, addresses of workstations and locations, work email address, work phone number, bargaining unit, or other similar information maintained by an agency in **personnel-related** records or systems, or responsive to a request for a list of individuals subject to the commercial purpose prohibition under RCW **42.56.070(8)**.

EMPLOYEE GUIDELINES

Employees must invoke their request for protections as a survivor by providing a sworn statement or provide proof to the employing agency of the employee's participation, or the participation of a dependent, in the address confidentiality program under chapter **40.24** RCW.

What does the survivor have to tell the agency in their sworn statement? Employees should notify the agency as to why they have a reasonable basis to believe that the risk of domestic violence, sexual assault, sexual abuse, stalking, or harassment continues to exist.

A sworn statement must include the survivor's (or dependent's) full name "declare" it is a qualifying event (as noted above) and why the employee has a reasonable basis to believe the risk of domestic violence, sexual assault, sexual abuse, stalking or harassment continues to exist.

How long is the declaration good for? A sworn statement under this subsection expires after two (2) years, but may be subsequently renewed by providing a new sworn statement to the employer.

The material submitted to the agency to qualify is also exempt from release.

(ii) Any documentation maintained by an agency to administer this subsection (1)(i) is exempt from disclosure under this chapter and is confidential and may not be disclosed without consent of the employee who submitted the documentation. Additionally, agencies may provide information to their employees on how to submit a request to anonymize their work email address.

The exemption does not apply to all requesters. Media exception to the exemption is as follows: (iv) The exemption in this subsection (1)(i) does not apply to public records requests from the new media as defined in RCW 5.68.010(5).

SNOHOMISH COUNTY 911
Personnel Administrative Manual POLICY
#6.10

WASHINGTON PAID FAMILY MEDICAL LEAVE PROGRAM

Issued 5/21/2020
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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/or 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 at a covered employer in Washington (for any employer or combination of employers) during the year preceding the claim (the qualifying period). during the "qualifying period," defined as an employee's work history over the previous 12 months. Further information regarding benefits eligibility is available on ESD's PFML webpage. ESD looks at an applicant's work history for a 12-month period. Full-time, part-time, temporary, and seasonal work counts. If an individual has worked for more than 1 job or switches employers, all the reportable hours worked in WAashington count toward eligibility. Qualifying periods always start on the first day of a calendar quarter, and it usually starts about 15 months before the date the employee applies for leave or their leave start date, whichever is earlier.

Job Protections: Employees at Snohomish County 911 qualify for PFML job protections after 180 calendar days of employment with the Agency.
In order to be eligible for job protection under PFML, an employee must If an employee

~~have has worked for Snohomish County 911 for at least 12 months and have has worked at least 1,250 hours in the last year before taking leave, their job is likely protected. The agency can deny job restoration if:~~

- ~~1. The employee is within the highest paid 10% of salaried employees, or~~
- ~~The agency can show that the employee's job would not have existed when they returned from leave~~

~~Effective 1/1/2026, the length of service requirement for job protection will decrease from 12 months to 180 calendar days, AND an employee will lose their legal right to job restoration if they do not report to work for their first scheduled shift after their approved PFML end date.~~

~~In addition, employees may be eligible for job protections under other Agency policies. If an employee does not have job protection with PFML, there may be other local, state, or federal laws that offer job protection or restoration. The employee will need to continue to follow the leave notification policies of Snohomish County 911.~~

~~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 workers' compensation coverage).~~

IV. Leave Entitlement

~~Paid Medical Leave – May be taken for:~~

~~Employee's own serious health condition~~

~~Generally, *Aa* serious health condition could include an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, 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 they are receiving time-loss benefits under the WA State workers' compensation system.~~

~~Paid Family Leave – May be taken for:~~

- ~~1. A qualifying family member (as defined below) with a serious health condition~~
- ~~2. Adoption, birth, or placement of a child~~
- ~~3. For a qualifying military exigency~~

~~For purposes of paid family leave, qualifying family members include:~~

- ~~1. Employee's spouse or domestic partner~~
- ~~2. Children (biological, adopted, foster, stepchild, legal guardian, de facto, or loco parentis)~~

3. Parents and legal guardians (or spouse's parents)
4. Siblings
5. Grandchildren
6. Grandparents (or spouse's grandparents)
7. Son-in-law
8. Daughter-in-law
9. ~~Someone~~An individual who has an expectation to rely on the employee for care, whether they live together or not

SNO911 Snohomish County 911 may require documentation to confirm the relationship to the person, and certification of the medical need.

Eligible employees may be entitled to receive PFML benefits forWithin an employee's PFML "claim year" (i.e., the period of time, approximately one year after application date, upon which PFML benefits and job protections apply), the employee may take:

1. Up to 12 weeks of:
 - a. Medical leave to recover from, or ~~get~~receive treatment for, a "serious health condition", or
 - b. Family leave to ~~take care of~~care for a qualifying family member who is ill or injured with a "serious health condition", to bond with a new child, or for certain covered military events.
2. Up to 16 weeks of:
 - a. Combined medical and family leave if the ~~employee~~ hasve multiple events covered by both in the same claim year. Any medical leave designated as the "postnatal period" is included in the total amount of leave available.
3. Up to 18 weeks of:
 - a. Combined medical and family leave if the ~~employee~~ experiences a complication related to pregnancy or birth (i.e., being put on bedrest or experiencing postpartum depression), and then take bonding leave. Any medical leave designated as the "postnatal period" is included in the total amount of leave available.

~~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 in a consecutive block of time or intermittently, provided that there is a minimum claim requirement of four (4) consecutive hours of leave in each week for which PFML benefits are sought. Employees who qualify under this section, will not be paid PTO for any full or partial days absent under for Intermittent PFML (outside of the PFML waiting period).

V. PFML Application Process and Administration

An employee must submit an PFML application to ESD in order to seek-receive 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. Any questions or concerns pertaining to an eligibility determination should be directed to ESD.

If the need for leave is foreseeable, notice must be given by the employee to Human Resources 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. If an employee fails to provide this required notice to Snohomish County 911, ESD may temporarily deny PFML benefits.

Application Notification Requirements: An employee applying for PFML benefits, must do all of the following as soon as possible when the need for leave is known:

1. Notify SNO 911 Human Resources of yourthe need for leave, and include the anticipated leave dates.
2. Complete the SNO 911 Leave of Absence Request Form and submit it to HR. The A copy of this form can be obtained by emailing HR@sno911.org.
- 4.3. Create an online profile at www.paidleave.wa.gov and complete the PFML application process. in its entirety
- 2.4. Provide a copy of the ESD determination letter to SNO 911 HR upon receipt. Thereafter, upon request by Human Resources, the employee may be required to provide copies of weekly benefit claims. 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.~~

If an employee needs to take leave for more than one qualifying event in the same claim year, a separate PFML application will need to be submitted for each event. For example, an employee will need to submit one application for PFML leave for six (6) weeks of postnatal medical leave after the birth of a child, followed by a second PFML application if the employee later wishes to take bonding leave for any length of time. an employee had a baby and applies for six weeks of paid medical leave for recovery during the "postnatal period." Then, a second application would need to be submitted for the (up to) 12 additional weeks of paid family leave (to bond with the child).

VI. PFML Coordination with Other Benefits

When an employee is on leave and only receiving PFML benefits, with sole exception for the maintenance of healthcare benefits (see below), the employee is deemed to be in unpaid status for purposes of the Agency's other policies and benefit programs.

During the PFML waiting period, eEmployees may use available accrued leave to cover any absences ~~during the PFML waiting period~~. Outside of the PFML waiting period, paid leave accruals are not supplemental to monetary PFML benefits provided by ESD and therefore may not be used in conjunction with PFML benefits. ~~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 existing group healthcare benefits during PFML while on approved PFML, and will continue to pay the "employer" portion of the monthly premiums. Healthcare benefits will continue without a break in coverage until the employee's approved PFML ends.

~~The employee is responsible for self-paying the "employee" portion of monthly benefit premiums (if enrolled) while on PFML (if enrolled). Payroll deductions for all medical/dental/vision benefits will cease immediately when unpaid leave begins. Thus, when an employee receives PFML benefits, the employee must submit monthly payments for their portion of monthly medical, dental, and vision premiums.~~ The employee has the option to submit payment for the employee portion of benefit premiums:

1. In full by the 7th of each calendar month, or ~~to submit~~

4.2. Submit ½half of the employee portion of benefit premiums by the 7th of the

calendar month, and the second half by the 22nd of the month.

If the employee portion of premium payments have not been paid (in-person or via mail) by the due date(s) listed above, the employee will be provided a grace period of 30 calendar days to make the missed premium payments prior to discontinuation of coverage. During this grace period, and no later than 15 calendar days prior to the discontinuation of coverage, the Agency will send a notice to the employee warning that coverage will be discontinued (29 CFR 825.212). 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 regularly working full-time hourswork. If the employee has obtained alternate healthcare coverage elsewhere while on leave, and does not wish for reinstatement of Snohomish County 911 benefits upon return to work, advanced written notice must-should be submitted to Human Resources as soon as possible.

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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/month)
- Accrue Employer PERS contributions
- Receive employer contributions to a deferred compensation plan
- Receive the employer's "waiver incentive" for waiving benefits-

PFML approved leave will run concurrently with FMLA and Pregnancy Disability Leave, when applicable.

Effective 1/1/2026, amendments to WA State Paid Family & Medical Leave apply, specifically addressing the issue of "stacking" leave. The amendments prevent employees from using leave under both the federal Family and Medical Leave Act (FMLA) and PFML separately to extend their job-protected leave time. Although employers still cannot require employees to apply for PFML benefits (WAC 192-610-075), employers are able to count FMLA leave toward the total amount of leave entitled to job protection under the PFML if they provide written notice within 5 business days of the employee's initial request for, or use of, FMLA leave and then monthly thereafter during the leave year.

Using FMLA does not reduce the employee's allowed PFML benefit. However, SNO911 will run FMLA concurrently with PFML if the employee is eligible, and the medical leave condition qualifies for both.

VII. Coordination with FMLA Leave

Employees may also qualify for family and medical leave protections under the Family Medical Leave Act of 1993 (FMLA), see PAM Policy #6.4. PFML runs concurrently with FMLA where an absence is covered by both laws, and the Agency limits the ability to "stack" leave entitlements as provided by law.

An employee may take leave for purposes covered by both the FMLA and PFML, but elect not to receive PFML job protections and benefits. Under such a scenario, by written notice to the employee, the Agency may reduce the employee's PFML job protections and available PFML leave by the amount of FMLA leave taken. The written notice will comply with Washington regulations and include an explanation of the Agency's intent to reduce available PFML job protections and leave, the employee's available FMLA and PFML entitlements, the estimated dates of application, and a summary of rights. Such written notice will be provided within five (5) business days of the employee requesting or taking FMLA leave, and monthly thereafter.

VII.VIII. Return to Work Notices and Obligations

For any continuous period of PFML leave exceeding two (2) typical workweeks, or any combined period of intermittent PFML leave exceeding 14 typical workdays, Human Resources will provide a written notice to the employee, informing the employee of the estimated return to work date and estimated date upon which job restoration rights terminate. Such notice will be sent by Human Resources at least five (5) business days ahead of the employee's estimated return to work date, or as soon as practical under the circumstances known to the Agency. Estimated dates will be based on available information shared by ESD and the employee.

An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). Under certain conditions, the Agency may deny job restoration to a salaried employee who is among the highest paid 10% of employees. If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify the Human Resources as soon as possible.

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 ~~ir-employee's~~ own serious health condition. Any other requests for medical certification, including those related to workplace accommodations, will be made in accordance with the ADA.

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

Action Proposal Form

Date: December 8, 2025

Title: MacDonald-Miller Maintenance and Facilities Contract



Background / Purpose:

In November 2025 we issued an RFP for annual Mechanical, Electrical, and Plumbing (MEP) systems for the new facility. We received 3 responses to the RFP. Each response was evaluated per SNO911 guidelines and the posted RFP requirements. MacDonald-Miller was the most responsible bidder and are offering their services for annual maintenance at \$59,833.96 for the first year. The negotiated contract terms are for an initial 3 years with the option to renew for a fourth and fifth year.

In addition to the MEP contract, NFPA 70B requires us to perform routine infrared imaging and maintenance of our main electrical systems. As part of the MEP RFP, we included a one-time, initial infrared imaging of our main electrical systems in order to establish a baseline. MacDonald-Miller's proposal for the service of \$18,529.14 was the most economical of the three responses.

Suggested Action/Recommendation:

Authorize execution of the negotiated maintenance contract with MacDonald-Miller, including the one-time infrared imaging of the electrical systems in a form substantially as provided pending any final legal review.

Fund: N/A

MAINTENANCE SERVICES CONTRACT DRAFT

This Contract is entered into between SNOHOMISH COUNTY 911, a Washington Interlocal Nonprofit Corporation, referred to as "Owner", and **MacDonald-Miller Facility Solutions, LLC** referred to as "Contractor."

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

1. THE PROJECT

- 1.1. The Contractor shall perform all work and furnish all tools, materials, labor and equipment for the Owner and all work associated with the project entitled: MEP PM Maintenance Services as set forth in Attached Exhibit 1.
- 1.2. The work shall be performed in accordance with the following Contract Documents: ITB 2025-002, Contractor's Bid Proposal and all other forms and documents referenced in such documents which are hereby referred to as the Contract Documents and by this reference are made a part of this Contract. The terms of this Contract shall take precedence over the terms of the RFP 2025-002 and Contractor's Bid Proposal.
- 1.3. The Contractor shall provide and bear all expense of all equipment, supplies, work, and labor of any sort whatsoever that may be required for completing the work provided for in this Contract.
- 1.4. In the event of any conflict between the provisions of this Contract and incorporated Contract Documents and other terms and conditions, the provisions of this Contract shall control. The conflict shall be brought to the attention of the Owner.
- 1.5. Owner agrees to use its best efforts to allow Contractor full access and use of the premises as necessary for Contractor to perform the work with minimal interruption or interference from Owner's personnel and activities.
- 1.6. The Contractor is responsible for complying with all Federal, State, and local regulations affecting the work including but not limited to Chapter 70.86 RCW, Chapter 296-305 WAC and Chapter 294-24WAC.

2. COMPENSATION

- 2.1. Annual Cost. The Owner shall pay the Contractor for the full performance of the Contract the annual fee of \$_____ pre-tax amount in accordance with the provisions below.
- 2.2. The Contractor shall provide monthly statements which shall indicate the work performed as of the end of the period covered by the statement. Invoices for supplies purchased to include original order inventory and packing slip.
- 2.3. Statements received by the 10th day of the month and approved by the Owner will be processed for payment the same month. Purchase Orders shall be utilized to connect prevailing wage fillings.
- 2.4. The Owner shall determine the amounts owing to the Contractor based on compliance with the work requirements and on evaluations of Contractor's statements.
- 2.5. In coordination with Contractor, SNO911 reserves the right to add or subtract services based on the standard cost per task chart and schedule as needed per site.

2.6. Washington State Sales Tax shall be included on each statement submitted by the Contractor.

2.7. Other Repairs and Services: Other Repairs and Services. Owner shall pay the Contractor for other repairs and services at the Contractor's rates identified in the Contractor's bid proposal plus applicable tax. (see Exhibit 1) Any necessary minor repairs up to \$1,000 including tax may be completed by Contractor with verbal consent. Any such additional services over \$1,000 must be authorized by work order signed by the Owner in advance of the work being performed. Contractor shall invoice the Owner for approved additional services within 30 days of completion of a work order and Owner shall pay all approved and accepted additional services within 30 days of receipt of a detailed invoice provided by Contractor

3. BOND

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

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

4. INDEMNIFICATION AND HOLD HARMLESS

4.1. The Contractor shall indemnify, defend and save the Owner and its commissioners, officers, employees, agents and volunteers harmless from any and all claims and risks and losses, damages, demands, suits, judgments and attorney's fees or other expenses of any kind on account of or relating to injury to or death of any and all persons or on account of all property damage of any kind, or in any manner connected with the work performed under this Contract, or caused in whole or in part by the Contractor, a subcontractor or their property, employees or agents during performance of the work, except only for those losses resulting from the sole negligence of the Owner with regard to activities within the Contractor's scope of work

4.2. However, should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Owner, its members, officers, employees and agents, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

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

4.4. Notwithstanding anything to the contrary herein, Contractor's defense and indemnity obligations apply only to third-party claims, risks, losses, damages, demands, suits, judgments, attorney's fees and other expenses, and then only to the extent caused by Contractor's negligence, breach hereof or other fault.

5. INSURANCE

- 5.1. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-VII or higher in the A.M. Best's Key Rating Guide. The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
- 5.2. The Contractor shall keep this insurance in force during the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated in Section 5.3.
- 5.3. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this Contract, and the Contractor shall annually provide the Owner with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Owner to assure financial responsibility for liability for services performed.
- 5.4. The Contractor's and all sub contractors' insurance coverage shall be primary and non-contributory insurance as respects the Owner's insurance, self-insurance, or insurance pool coverage.
- 5.5. The Contractor and the Owner waive all rights against each other, any of their Subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.
- 5.6. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
- 5.7. The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Owner's recourse to any remedy available at law or in equity. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
- 5.8. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 5.9. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 5.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
- 5.11. All insurance policies, with the exception of Automobile and Workers Compensation, shall name the following listed entities as additional insured(s):

5.11.1. The Owner and its officers, elected officials, employees, agents, and volunteers;

5.12. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Owner is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

5.13. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein before commencement of the work.

6. TYPES OF INSURANCE REQUIREMENTS

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

6.1.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

6.1.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products completed operations for three years following substantial completion of the work, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Owner shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Owner using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

6.1.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

7. MINIMUM AMOUNTS OF INSURANCE

7.1. The Contractor shall maintain the following insurance limits:

7.1.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

7.1.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

7.1.3. If the Contractor maintains higher insurance limits than the minimums shown above, the Owner shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Owner evidences limits of liability lower than those maintained by the Contractor.

8. CHANGE ORDERS

- 8.1. The Owner reserves the right to make, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the work. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered. Among others, these changes and alterations may include:
 - 8.1.1. Deleting any part of the work,
 - 8.1.2. Increasing or decreasing quantities,
 - 8.1.3. Altering the way the work is to be done,
 - 8.1.4. Adding new work,
 - 8.1.5. Ordering the Contractor to speed up or delay the work.
- 8.2. The Owner will issue a written change order for any change. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Owner may determine to be fair and equitable.
- 8.3. The Contractor shall proceed with the work upon receiving:
 - 8.3.1. A written change order approved by the Owner.
- 8.4. The Contractor accepts all requirements of a change order by:
 - 8.4.1. endorsing it,
 - 8.4.2. writing a separate acceptance, or
 - 8.4.3. not protesting in the way this section provides.
- 8.5. A change order that is not protested as provided in this section shall be full payment and final settlement of all claims for contract time and for all costs of any kind, including costs of delays, related to any work either covered or affected by the change. By not protesting as this section provides, the Contractor also waives any additional entitlement and accepts from the Owner any written or oral order (including directions, instructions, interpretations, and determinations). By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work as to the change order.
- 8.6. The Contractor may protest change orders or other claims as provided below:
 - 8.6.1. If the Contractor is in disagreement with anything required in a change order or another written order from the Owner, including any direction, instruction, interpretation, or determination by the Owner, the Contractor shall:
 - 8.6.2. Immediately give a signed written notice of protest to the Owner before doing the work specified in the change order or within fourteen (14) calendar days of the occurrence of an event or events giving rise to a claims, or within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to a claim, whichever occurs first;
 - 8.6.3. Supplement the written protest within 15 calendar days with a written statement providing the following:
 - (a) The date of the protested order or claim

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

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

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

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

9. CLAIMS

9.1. The Contractor shall give written notice to the Owner of all claims other than change orders within ten(10) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Section 8.6 regarding protests.

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

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

10. TERM, TERMINATION AND RENEWAL:

10.1. Except as provided in Section 10.2, this Contract shall be effective [REDACTED] and shall remain in effect for three calendar years until **December 31, 2028** unless terminated earlier in accordance with the early termination provisions herein. The Owner may, in Owner's sole discretion, grant a renewal of this Contract for two additional one-year terms subject to mutual agreement on the adjustment of any Compensation under Section 2.

10.2. The On-Call Services portion of this Contract, Section 2.7 shall be effective on the effective date and shall remain in effect until one calendar year-end until **December 31, 2026**. The Owner may in Owner's sole discretion, grant renewal of this On-Call Services portion for five additional one-year terms.

10.3. The Infrared Imaging Services portion of this Contract, see Scope and Section 4 H (d) on page 6 of RFP shall be effective on the effective date and shall remain in effect until one calendar year-end until **December 31, 2026**.

10.4. If Contractor breaches any of its obligations under this Contract, and fails to cure the same within five (5) days of written notice to do so, (or, if cure cannot reasonably be completed in five (5) days of written notice, fails to provide a plan for cure and diligently commences execution of the plan with five (5) days of written notice) the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.

10.5. The Owner may terminate this Contract upon twenty (20) days written notice to the Contractor for any reason and without cause in which case the Owner shall pay the Contractor for costs incurred to the date of written notice.

10.6. In the event the Owner substantially changes the scope of the Work identified in Section 1, Contractor shall have the right to terminate this Contract upon thirty (30) days written notice to the Owner.

11. CONTRACTOR RECORDS

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

12. DEFECTIVE OR UNAUTHORIZED WORK

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

13. PREVAILING WAGES

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

13.2. Service Provider and any sub-contractor must pay at least the prevailing wage rates for Snohomish County throughout the duration of the agreement. At each annual anniversary, Vendor and any sub-contractor shall review the then current Prevailing Wage Rates. The Service Provider shall increase wages paid *if* required to meet no less than the current prevailing wage rates for those positions that are covered by such wage rates, in effect at the time of the agreement anniversary. Any price or rate increases made as a result of a change

in the prevailing wages will be compensated by the Agency on a pass-through basis if the Service Provider requests a price increase in accordance with the price increase request requirements provided elsewhere in this agreement. The Vendor must follow the agreement instructions for pricing increases, by notifying the Agency at least 90 days prior to the agreement anniversary date of any resulting price increase and clearly documenting the increase.

13.3. Prevailing Wages for the county in which the Project is located can be found at: <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

14. RETAINAGE

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

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

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

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

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

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

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

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

15. PROJECT SAFETY.

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

16. DISPUTE RESOLUTION

- 16.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days of a party notifying the other parties in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 16.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 45 calendar days of the Dispute Notice or within 30 days of end of the mediation, either party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Superior Court as amended, located in the county in which the Project is located, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party, in addition to costs, shall be entitled to reasonable attorney's fees as determined by the arbitrator.
- 16.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Superior Court of the County in which the Project is located. The court shall determine all questions of law and fact without empaneling a jury for any purpose.
- 16.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.
- 16.5. The prevailing party in any action to enforce the terms of this contract, in addition to costs, shall be entitled to reasonable attorney's fees and expenses of arbitration including expert witness fees, paralegal costs and copying costs as determined by the arbitrator or court including costs and fees incurred on appeal.

17. LIMITATION OF ACTIONS

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

18. MISCELLANEOUS PROVISIONS

- 18.1. Independent Contractor. The parties intend that the Contract Document will create an independent contractor relationship.
- 18.2. Nondiscrimination. In the hiring of employees for the performance of work under the Contract Documents the Contractor, its subcontractors, or any person acting on behalf of Contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

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

Owner- SNO911

Contractor/MacDonald-Miller

By:_____

By: _____

Name:_____

Name:_____

CONTRACT EXHIBIT 1 SCOPE OF WORK -as listed in Section 5 of 2025-002 RFP

PRICING SHEET

Contractor Name: MacDonald-Miller Facility Solutions, LLC

Mechanical / Electrical / Optional Controls

1. ANNUAL CONTRACT AMOUNT FOR MEP MAINT SERVICES \$47,880 / \$16,860 / \$6,564
subject to annual 3% increase due to rising labor & material costs

2. On Call Services:

Technician Type	General Rate	Overtime Rate	Holiday Rate	Emergency Call-out	Comment (Optional)
HVAC Journeyman	\$203.00	\$305.00	\$406.00	\$203.00	Emergency Rates will depend on when we are called out.
HVAC Apprentice	\$203.00	\$305.00	\$406.00	\$203.00	
Electrical Journeyman	\$195.00	\$293.00	\$390.00	\$195.00	
Electrical Apprentice	\$195.00	\$293.00	\$390.00	\$195.00	

Plumbing Journeyman	\$218.00	\$327.00	\$436.00	\$218.00	
Plumbing Apprentice	\$218.00	\$327.00	\$436.00	\$218.00	

DRAFT



Action Proposal Form

Date December 3, 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 through November completed fleet expansion requests are included below:

Date	Agency	APX8000 Portable	APX6000 Portable	Mobile Single Head	Fire APX8000H Portable	Mobile Dual Head	Estimated Amount w/ Tax
10/23/25	Arlington PD			1			\$5,672
10/15/25	Everett Fire			2			\$11,344
11/24/25	North County Fire			3	2		\$27,682
Total				6	2		\$44,698

Inventory status:

	APX8000 Portable	APX6000 Portable	Mobile 8500	Fire APX8000H Portable
Inventory	30	0	12	30
Requests	0	0	6	2
Remaining	30	0	6	28

Requests for fleet expansion are due to agencies adding vehicles to their fleets. Staff anticipate returning to the board for additional stock requests in early 2026.

Suggested Action/Recommendation:

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

Fund: Fund 140



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

Name of Agency: _____ Date: _____

Contact Name: _____

Email: _____ Phone: _____

Describe the specific quantity and type of radio equipment being requested

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

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

Mike Gilbert

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

Staff Recommendation

SNO911 Board Action

Action Date	Action		
	Immediate Funding	Queued for Later	Denied



REQUEST FOR RADIO EQUIPMENT FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: Everett Fire Department Date: 10/15/25

Contact Name: Dave DeMarco

Email: ddemarco@everettwa.gov Phone: 425-257-8101

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
<i>Example: 1</i>	<i>APX8000</i>	<i>Single-Band, charger, etc.</i>	<i>March 13, 2022</i>
2	Desktop Radios	Desk mount with desk antenna	10/31/25

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

In reviewing the City of Everett EOC, it was found that the two desktop radios assigned there were never replaced as part of the RRP. The EOC is equipped with one desktop serving the Fire/EMS desk and one serving the Police desk. We are requesting replacement of these two legacy radios with current desktop models.

David DeMarco

Digitally signed by David DeMarco
Date: 2025.10.15 12:17:16 -07'00'

Signature of Agency Head, Mayor or Council President

Date signed

SNO911 Staff

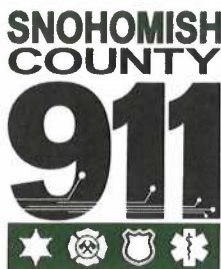
Approximate equipment value (not to exceed)

Staff Recommendation

Recommend approval

SNO911 Board Action

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



REQUEST FOR RADIO EQUIPMENT
FLEET ADDITIONS AND/OR PERSONNEL NEEDS

Name of Agency: North County Regional Fire Authority Date: 11/24/25

Contact Name: Doug ten Hoopen, Asst. Chief, Support Services

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

Describe the specific quantity and type of radio equipment being requested

Quantity	Model No.	Type/Accessories	Date Needed
Example: 1	APX8000	Single-Band, charger, etc.	March 13, 2022
3	APX8500	with Remote Head	4/1/26
2	APX8000HXE	with Lapel Mic (XE500) & charger	5/15/26

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

APX-8500s: We are adding a new Battalion Chief vehicle and two new Ambulances to our fleet in the second quarter of 2026.

APX-8000s: We hired two new FTE firefighters who graduate from the Recruit Academy on 11 Dec 2025, and have two more new FTE firefighters scheduled to graduate the Recruit Academy on 14 May 2026.

Signature of Agency Head, Mayor or Council President

12/2/2025

Date signed

SNO911 Staff

Approximate equipment value (not to exceed)

\$27,682

Staff Recommendation

Recommend approval

SNO911 Board Action

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

Action Proposal Form

Date December 4, 2025

Title: Paine Field Operations Temporary Access to SNO911 Radio System



Background / Purpose:

Paine Field Operations (PAE OPS) provides security, logistics, and maintenance for Paine Field Airport, which is owned by Snohomish County. Paine Field encompasses approximately 1,350 acres (2 square miles). Coordinating airport operations is critical for the safety and security of air travel.

PAE OPS is procuring a dedicated radio system for their use; however, implementation and licensing are not expected to be completed until sometime in 2026.

PAE OPS has requested temporary access to the SNO911 First Responder Radio system while they implement their dedicated radio system to ensure continuity of airport operations. The request includes a "best effort" priority talkgroup on the SNO911 radio system. First responder communications are prioritized at the highest system level. The new digital radio system has doubled radio system capacity. SNO911 Radio Team staff believe they can manage system capacity and provide radio service to PAE OPS during their transition to a dedicated radio system.

PAE OPS has purchased radios from their budget that will allow them to communicate on both their new radio system and the SNO911 First Responder Radio system. SNO911 has not expended any funds toward the equipment utilized by PAE OPS.

PAE OPS has agreed to reimburse SNO911 for reasonable costs to complete the radio programming and have agreed to pay \$40 per month per radio during their use the SNO911 radio system. An initial term of six months has been proposed, with month-to-month extensions available thereafter.

Suggested Action/Recommendation:

Authorize the negotiation and execution of a Paine Field Radio Access agreement consistent with the terms discussed pending any final legal review.

Fund: Revenue will be deposited into Fund 70.

DRAFT
AGREEMENT FOR RADIO SYSTEM SERVICES

BETWEEN
SNOHOMISH COUNTY 911
AND
SNOHOMISH COUNTY (for PAINE FIELD AIRPORT OPERATIONS)

This Intergovernmental Services Agreement for Radio System Services (“Agreement”) is entered into and effective the ____ day of _____, 202_ (the “Effective Date”) by and between **Snohomish County Regional Public Safety Communications Agency** (“**Snohomish County 911**” (“SNO911”), an interlocal non-profit corporation organized under the laws of the State of Washington, and **Snohomish County**, a political subdivision in the State of Washington, and a Member Agency of Snohomish County 911 for the Snohomish County Airport at **Paine Field, Airport Operations Division** (“PAE OPS”).

RECITALS

A. **SNO911** is an interlocal agency responsible for providing emergency and public safety communications, 9-1-1 operations, radio system management, and supporting technology services to participating agencies within Snohomish County, Washington.

B. **Snohomish County** is a **member agency** of SNO911 under the Snohomish County 911 Interlocal Agreement (“ILA”).

C. Snohomish County owns and operates **Paine Field Airport (PAE)**, which is responsible for maintenance, security, airfield operations, and other essential airport functions requiring reliable radio communications.

D. The SNO911 Interlocal Agreement (ILA) authorizes SNO911 to provide **Additional Services**—as defined in the ILA—to member agencies or their operational units, provided such services do not adversely impact SNO911’s core public safety mission or radio system performance.

E. **PAE OPS has procured approximately forty-four (44) radios compatible with the SNO911 radio system**, originally for emergency coordination purposes, and now seeks to use these radios for additional operational, maintenance, and business needs until such a time they build out their own radio system.

F. SNO911 has evaluated system capacity and determined that providing radio system access to PAE OPS as an Additional Service will **not negatively impact overall system performance**, and that **public safety traffic shall always retain priority** over PAE OPS traffic.

G. The parties agree that this Agreement represents an **efficient and cost-effective use of public resources**.

H. SNO911 and Snohomish County, , for the Snohomish County Airport at Paine Field, PAE OPS, desire to enter into this Agreement to establish the terms and conditions under which SNO911 will provide this Additional Service.

AGREEMENT

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, SNO911 and Member Agency SNOHOMISH COUNTY, for the Snohomish County Airport at Paine Field, PAE OPS, agree as follows:

Section 1. Purpose.

The purpose of this Agreement is to outline the terms under which SNO911 will provide radio system access and related services to PAE OPS as an Additional Service under the SNO911 ILA, and to establish the responsibilities and fees associated with that access.

Section 2. Scope of Services.

2.1 Radio System Access. SNO911 shall provide PAE OPS access to the SNO911 radio system for legitimate airport-related business, operations, maintenance, safety, and coordination purposes.

2.2 Dedicated Talk-Group. SNO911 shall provision and assign **one (1) dedicated talk-group** for PAE OPS operations. SNO911 administrators and public safety agencies may access this talk-group when necessary to support system management, troubleshooting, or safety purposes.

2.3 Talk-Group Priority Level. The dedicated talk-group assigned to PAE OPS shall be configured at a **low priority level**, consistent with the priority structure established in the SNO911 ILA and SNO911 radio technology policies. All public safety talk-groups and public safety user traffic shall retain higher system priority at all times.

Section 3. Responsibilities of PAE OPS.

3.1 Authorized Use. PAE OPS shall use the SNO911 radio system solely for airport-related operations, maintenance, business activities, and safety coordination.

3.2 Internal Controls. PAE OPS shall establish and enforce controls to prevent unauthorized or inappropriate use of radios or the SNO911 system.

3.3 Reporting Requirements. PAE OPS shall immediately report to SNO911 any unauthorized access to, misuse of, or disclosure of information from any SNO911 system.

3.4 Equipment, Software, Licenses, and Compliance. PAE OPS shall purchase, maintain, and manage all radios, equipment, software, and licenses required for participation in the SNO911 radio system. PAE OPS shall comply with all SNO911 operational, technical, and configuration practices.

3.5 Lost or Stolen Radios. PAE OPS shall immediately notify SNO911 of lost or stolen radios so SNO911 may disable system access.

Section 4. Fees.

4.1 User Fees.

PAE OPS shall pay:

- **\$40.00 per radio per month** for radio system access; and
- **A one-time codeplug development fee of \$500.00** for initial programming and configuration.

If this Agreement is extended beyond the initial six (6) month term, the monthly per-radio fee shall be subject to an annual **three percent (3%) escalator**, applied on each anniversary of the Agreement's effective date for as long as the Agreement remains in effect.

4.2 Billing and Payment. SNO911 shall invoice PAE OPS on a regular interval. PAE OPS shall remit payment within thirty (30) days of receiving an invoice.

4.3 Interest on Past-Due Fees. Past-due balances shall accrue interest at a rate of one percent (1%) per month, or the maximum allowed by law, until paid in full.

Section 5. Term and Renewal.

5.1 Initial Term. This Agreement shall commence on the effective date and remain in effect for an initial period of **six (6) months**.

5.2 Renewal Terms. This Agreement may be renewed in **six (6) month increments** upon mutual written agreement by both parties.

5.3 Termination. Either party may terminate this Agreement without cause by providing **fifteen (15) days' written notice**. Either party may terminate immediately for material breach. Upon termination, SNO911 shall disable PAE OPS system access. PAE OPS retains ownership of its radios.

Section 6. Access Restriction. SNO911 may restrict or temporarily suspend PAE OPS access if necessary to preserve system integrity, maintain public safety performance, or mitigate misuse.

Section 7. Indemnification. PAE OPS shall indemnify and hold harmless SNO911, its officers, employees, and volunteers from claims arising from PAE OPS' negligent acts or omissions related to its use of the SNO911 system. This indemnification does not apply to claims resulting from the negligence of SNO911.

Section 8. Disclaimer of Liability. SNO911 shall not be liable for indirect, special, incidental, or consequential damages, system downtime, equipment failure, or communications interruption. SNO911's total liability shall not exceed the total fees paid under this Agreement.

Section 9. Insurance.

Both parties shall maintain liability insurance and/or self-insurance coverage with limits of at least:

- **\$1,000,000 per occurrence, and**
- **\$2,000,000 aggregate.**

Section 10. Public Records. Both parties are subject to the Washington Public Records Act, Chapter 42.56 RCW.

Records created or received under this Agreement may be subject to public disclosure requirements.

Section 11. No Third-Party Beneficiaries. Nothing in this Agreement creates rights or benefits for third parties.

Section 12. Notices.

Notices to SNO911:

Snohomish County 911
Attn: Finance Department
1121 SE Everett Mall Way, Suite 200
Everett, WA 98208

Notices to Snohomish County / PAE OPS:

Snohomish County – Paine Field Airport
Attn: Brad Widrig
Address: 9901 24th Pl W, Everett, WA 98204
Email: Brad.Widrig@snoco.org

Section 13. Modification.

No modification to this Agreement is valid unless in writing and signed by both parties.

Section 14. Entire Agreement.

This Agreement constitutes the complete understanding between the parties regarding this Additional Service and supersedes any prior verbal or written discussions on the subject.

SIGNATURES

SNOHOMISH COUNTY 911

By: _____

Its: _____

Date: _____

SNOHOMISH COUNTY

By: _____

Its: _____

Date: _____

Action Proposal Form

Date: December 3, 2025

Title: SNO911 & Aurelian Innovation Partnership MOU



Background / Purpose:

In Nov 2024 SNO911 licensed local start-up Aurelian's AI Client for Non-Emergency Call management named Ava. At the time Aurelian was new to the market and SNO911 was their largest client. Through the implementation Aurelian and SNO911 began an informal partnership where SNO911 shared our real-world insights on the system which Aurelian incorporated into their product. These feedback sessions repeated numerous times and continue to this day to the great benefit of both entities.

This MOU formalizes the partnership agreement and will be the guiding principles as Aurelian develops other tools and systems. SNO911 has determined that it is in the public interest for it to continue participate in such collaboration, as its participation is intended to result in more efficient systems for its long-term use in its operations.

This agreement has been reviewed by both entities legal teams and is ready for adoptions.

Suggested Action/Recommendation:

Approve the SNO911 and Aurelian Innovation Partnership MOU in a form substantially as presented, pending final review.

Fund: N/A

Memorandum of Understanding

Between SNO911 and Aurelian

This Memorandum of Understanding (this “**MOU**”) is intended to confirm the understandings between Needl, Inc. dba Aurelian (“**Aurelian**”) and Snohomish County 911 (“**SNO911**”, and together with Aurelian, the “**Parties**” or individually, a “**Party**”) concerning possible cooperation between the Parties as described herein. The principal terms of these understandings as set forth in Part A below are an expression of the Parties’ intent, and are not intended to and will not create a binding obligation of the Parties. The binding agreements of the Parties are set forth in Part B below.

RECITALS

WHEREAS, SNO911 and Aurelian have established a strong and effective partnership through their collaboration in the Non-Emergency Call handling domain, demonstrating the ability to work closely and constructively for the shared benefit of both Parties; and

WHEREAS, both Parties recognize that the success of this collaboration can be extended and deepened by applying the same cooperative model to the design and development of other public safety technology tools; and

WHEREAS, the intent of this MOU is to set forth the understanding of the Parties to date regarding the design and development of such public safety technology tools, and any actual agreement or transaction between the Parties is subject to the subsequent execution of the definitive agreements (the “**Definitive Agreements**”), if any, to be negotiated by the Parties;

The Parties hereby acknowledge and agree as follows:

PART A. The Parties acknowledge and agree that the following deal points represent the understandings of the Parties to date. The Parties intend that the following understandings will aid in the development the Definitive Agreements, if any. The Parties intend that the understandings detailed herein will help facilitate any further details that may be relevant to finalizing the Definitive Agreements and to use the following as the basic deal points for any Definitive Agreements.

1. The Parties’ intent is to foster collaboration in ways that allow both Parties to benefit from shared expertise, resources, and operational insight, while supporting the design and evolution of public safety technology tools.
2. Shared Vision
The Parties recognize the importance of ensuring that emerging tools and systems reflect the operational, technical, and human realities of public safety

environments. They agree to work together in various capacities, as deemed appropriate, to support the development, validation, and deployment of solutions that advance the mission of emergency communications and public safety.

3. SNO911 Participation

SNO911 may, as appropriate and feasible:

- Share perspectives, insights, or experiences that can help shape the design and application of public safety technology tools.
- Provide opportunities for Aurelian to better understand operational contexts and workflows.
- Engage in testing, feedback, or other collaborative activities as mutually agreed upon.

4. Aurelian Participation

Aurelian may, as appropriate and feasible:

- Share concepts, prototypes, or emerging tools with SNO911 for input.
- Maintain transparency on the development of relevant solutions.
- Consider and integrate SNO911's feedback where appropriate.

5. Consideration/Compensation. The Parties acknowledge the mutual benefits to be derived from the collaborative relationship detailed herein. SNO911 has determined that it is in the public interest for it to participate in such collaboration, as its participation is intended to result in more efficient systems for its long-term use in its operations. The Parties acknowledge that SNO911's participation in this collaborative effort is intended to have additional benefits which will be detailed in the Definitive Agreements, such as beneficial pricing and terms and customized public safety technology tools, as determined by the Parties. While no compensation will be paid to SNO911 or Aurelian for its efforts under this MOU, the public benefits of SNO911's participation (as they exist and as they may exist under the Definitive Agreements), is hereby acknowledged and confirmed.

6. Mutual Benefits

SNO911 may receive:

Access to public safety technology and meaningful, mutually agreed upon cost reductions for its public safety technology tools. The reductions will reflect the material value SNO911 brings as a strategic partner and will create clear benefit for both organizations. The opportunity to influence the design and direction of tools relevant to its mission.

Aurelian may receive:

- Operational insights and perspectives that can improve the relevance, adoption, and performance of its tools.
 - The credibility and validation of working with a trusted public safety partner.
7. Ownership. Aurelian will own (a) all work product deliverables, technology, intellectual property arising from this MOU, and (b) all input, feedback, suggestions, or other materials or ideals provided by SNO911 to Aurelian in the course of performing. SNO911 will assign all of its rights in the foregoing to Aurelian as necessary and agreed to by the Parties.
8. Legal Considerations
This MOU is non-binding and does not constitute a contract, guarantee, or promise of procurement by either Party.

Any proprietary or sensitive data shared will be subject to appropriate confidentiality arrangements, subject to applicable law regarding disclosure of public records.

9. Advisory Role & Communication
The Parties agree to maintain open communication and collaborate at levels deemed appropriate to the circumstances, within the spirit of this agreement.
10. Term & Termination
This MOU will remain in effect as long as both Parties desire. Either Party may terminate the MOU at any time, for any reason, with written notice and no penalty.
11. Points of Contact
Each Party will identify one or more primary contacts to coordinate partnership activities and communications.
12. The Definitive Agreements will contain standard and appropriate risk allocation and risk mitigation terms and conditions.

PART B - BINDING PROVISIONS. The following paragraphs of this MOU (the “**Binding Provisions**”) are the legally binding and enforceable agreements of SNO911 and Aurelian.

1. **Confidentiality.** Subject to applicable laws which may require disclosure of information, including but not limited to Washington State public disclosure laws, each Party acknowledges and agrees that the terms and conditions of this MOU, together with all information of the disclosing Party that is identified as or would reasonably be understood to be confidential (including, without limitation, business and financial information, customer lists, marketing plans and similar

information) constitute the trade secrets of the disclosing Party, and neither Party will disclose to any third Party the terms of this MOU, except that SNO911 may share this MOU as necessary to conduct its business or meet its obligations under law. The relationship between the Parties contemplated hereby or any other Confidential Information of the other Party. Aurelian considers all discussions of its products, product roadmap, and pricing to be its trade secrets.

Aurelian acknowledges that, in the course of this collaboration, it may have access to or receive private information from SNO911, including but not limited to incident data, operational processes, system configurations, and communications-related records. Aurelian agrees that all such information will be used solely for product development, testing, or improvement purposes related to this MOU, and will not be shared, disclosed, or otherwise made available to any third party outside of Aurelian, without the prior written consent of SNO911.

2. **Entire Agreement.** The Binding Provisions constitute the entire agreement between the Parties, and supersede all prior oral or written agreements, understandings, representations and warranties, and courses of conduct and dealing between the Parties relating to the subject matter of such provisions. The Binding Provisions may be amended or modified only by a writing executed by the Parties.
3. **Governing Law.** The Binding Provisions will be governed by and construed under the laws of the State of Washington without regard to its conflicts of law principles.
4. **Counterparts.** This MOU may be executed by the Parties in counterparts, each of which shall be deemed an original and both of which will constitute together one and the same MOU Agreement.
5. **Binding Effect.** The paragraphs and provisions of Part A of this MOU do not constitute and will not give rise to any legally binding obligation on the part of either Party. Neither Party shall be liable to the other in any respect for a failure to conclude the Definitive Agreements.

Signed by:

To be completed upon mutual agreement.

Action Proposal Form

Date: 12/10/2025

Title: 2026 Fund 80 & Fund 85 Capital Plans



Background / Purpose:

Each year in December the Board considers the following year's capital plans. There are different funding streams and for ease of delineation there are two plans, 80 for general agency needs and 85 for specific Radio funds. Although the plans look out into future years, the Board is only approving expenditures for 2026.

Suggested Action/Recommendation:

Approval of Fund 80 & Fund 85 Capital Plans for 2026.

Fund: 80 & 85



2026 Capital Plan Overview

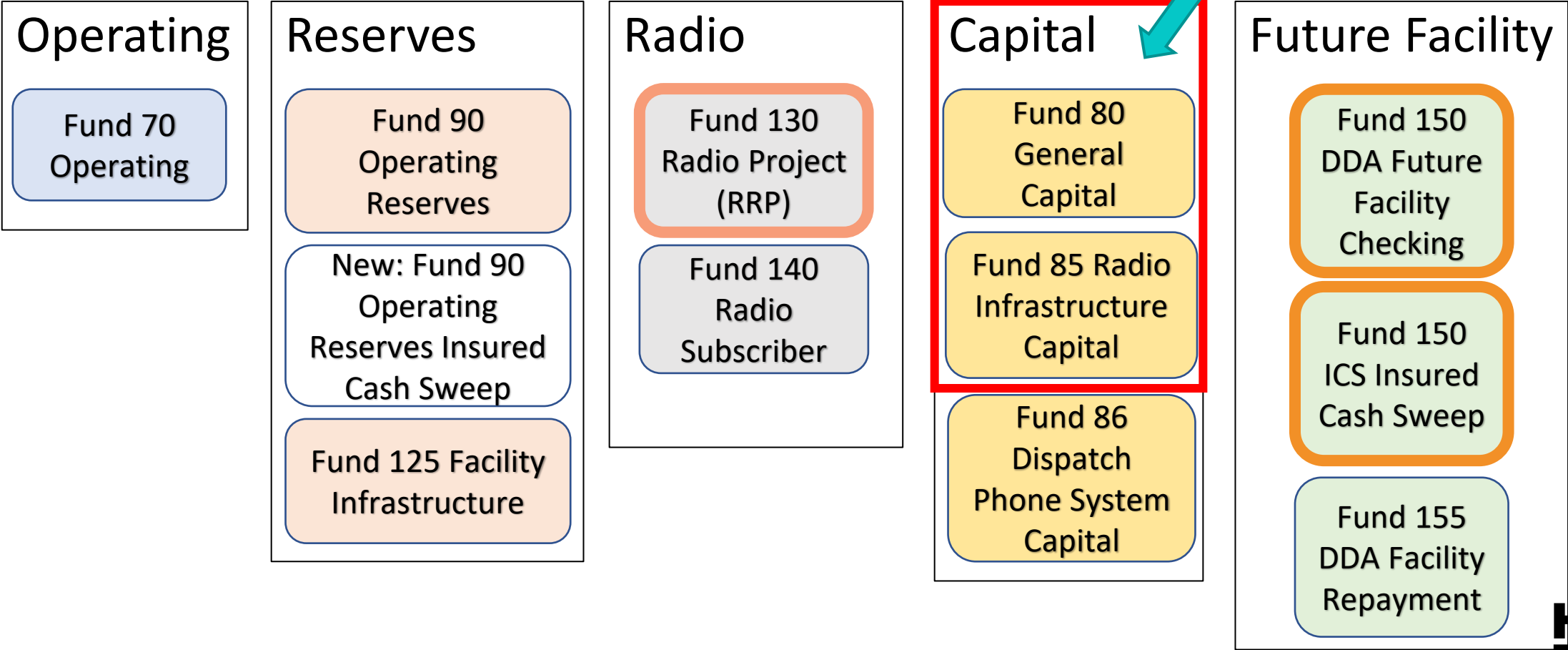
Finance Committee
2025



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SNO911 Fund Overview



Short-term; will be removed at the end of the project(s)

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Background

Separate funds improve transparency and strengthen oversight of restricted funding.

- **General Capital (F80):** Operating underspend
- **Radio Infrastructure (F85):** ECSF
- **Dispatch Phone (F86):** E911
- **Facility Infrastructure (F125):** ECSF
- **Radio Subscriber (F140):** ECSF

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Title/Number	SNO911 Fiscal Policy		
Approved:	Board of Directors	Author:	W. Anderson
Issued:	November 15, 2018	Revised:	February 20, 2025

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.



Fund 70 History

Operating

Fund 70
Operating

- This is the “general fund” for the agency
- Funding from ECSF, E911, and Assessments
- Timing of revenue and expenditures can vary
- Board adopted policy allows staff to borrow and quickly repay from general reserves to cover shortfalls caused by timing

Historical Budget Underspend					
	2020	2021	2022	2023	2024
Underspend %	1.5%	7.71%	6.2%	2.0%	3.4%
Underspend \$	\$368,173	\$1,962,987	\$1,784,921	\$1,486,573	\$1,095,801
Action(s)	\$329,145 to Fund 80 \$39,050 to Pulse Point	\$1,962,987 to Fund 80	\$1,089,921 to Fund 80 \$655,000 to Fund 90 \$40,000 to Fund 70 2023	\$1,086,573 to Fund 80 \$400,000 to Fund 125	\$1,095,801 to Fund 80

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Background

General Capital (80): Focused on sustaining the critical technology that supports Law Enforcement, Fire and EMS, 911 users, and SNO911 business systems. Ensures these systems remain reliable, compliant, and resilient.

Radio Capital (85): Focused on sustaining the critical radio systems that support Law Enforcement, Fire and EMS, 911 users, and field responders. Ensures countywide radio coverage remains reliable, secure, and resilient, while preparing for future needs, technology updates, and lifecycle replacements.

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Technology Smoothing

- Introducing the Tech Cost Smoothing concept as part of 2027 Agency Budget process.
- As systems move to cloud, costs will shift from Capital to Operating expenses.
- 2027 Budget will have program to re-allocate funding to smooth transition from capital investments to operating costs



General Capital (80) Categories

1: Core Public Safety Operations

Mission-critical dispatch and emergency response system

2: ECC Facility Infrastructure

All Emergency Communications Center facility systems and equipment ECC, Business & Workforce Solutions

3: IT Infrastructure & Business Systems

Enterprise IT infrastructure, security, and general business technology

4: Strategic Initiatives & Other

Innovation projects, citizen services, and facility support

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Projects by Category

Core Public Safety Operations

- 26-80-001 Core Public Safety Software
- 26-80-002 Core Public Safety Hardware
- 26-80-003 Core Data warehouse & Replication
- 26-80-004 Core Public Safety System Virtualization
- 26-80-005 Critical Systems Servers & Software
- 26-80-006 Critical and Business System Networking
- 26-80-007 Core Audio/Screen Logging System

ECC Facility Infrastructure

- 26-80-008 ECC CRAC Units
- 26-80-009 ECC Backup Power & UPS System
- 26-80-010 ECC UPS Battery Replacement
- 26-80-011 ECC FSA System
- 26-80-012 ECC CAD Workstations
- 26-80-013 ECC 911 Telephony Workstation Hardware
- 26-80-014 ECC Computer Workstation Hardware
- 26-80-015 ECC Furniture Workstation
- 26-80-016 Backup CAD System (CAD-Lite)

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Projects by Category

IT Infrastructure & Business Systems

- 26-80-017 Advanced Authentication and System Security
- 26-80-018 Business Workstation Hardware (Misc.)
- 26-80-019 Business Servers/Data Storage
- 26-80-020 Backup & Storage Systems
- 26-80-021 Business Office Phone System
- 26-80-022 Security and Safety
- 26-80-023 AV Systems
- 26-80-024 Remote Support System
- 26-80-025 Business Fixtures, Furniture, Equip and Appliances

Strategic Initiatives and Other

- 26-80-026 Online Citizen Reporting
- 26-80-027 AI / Cloud Initiatives
- 26-80-028 Managed Laptop Program
- 26-80-030 ECC Vehicle w/911 DF, Remote Comms
- 26-80-031 Real-Time Intelligence Center Initiative
- 26-80-032 Recruiting Video and multi-media
- 26-80-033 Agency Website & Related

SNO911 Capital Plan - Fund 80 - General Capital



12/11/2025

			Board Authorization	Planning and Projections													
Project #	Project Name	Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
26-80-001	Core Public Safety Software Improve/Upgrade	Maintaining funding for global needs directly related to core public safety software (Tyler).	\$ -														
26-80-002	Core Public Safety Hardware	Core system production, test and training servers and related hardware.	\$ -			\$ 900,000					\$ 1,012,500					\$ 1,139,063	
26-80-003	Core Data warehouse & Replication	Core data warehouse and replication for reporting and interfaces.	\$ -			\$ 37,500					\$ 45,000				\$ 54,000		
26-80-004	Core Public Safety System Virtualization	Virtualized systems are used heavily by agencies, diminishing agency IT workload, licensing and equipment costs.	\$ 365,000					\$ 438,000					\$ 525,600				
26-80-005	Critical Systems Servers & Software	Replacements and upgrades of critical system hardware, servers and software licenses.	\$ 15,000	\$ 15,000		\$ 15,000											
26-80-006	Critical and Business System Networking	Replacements and upgrades of critical systems network switches and infrastructure.	\$ 28,000	\$ 45,375		\$ -		\$ 1,300,000			\$ 550,000				\$ 1,325,000		
26-80-007	Core Audio/Screen Logging System	Core audio/screen recording logging for radios, CAD and telephony.	\$ 600,000								\$ 750,000						
26-80-008	ECC CRAC Units	CRAC Computer Room AC at south campus backup is due for replacement.	\$ 525,000								\$ 325,000						
26-80-009	ECC Backup Power & UPS System	Generators & UPS Systems	\$ -									\$ 2,500,000					
26-80-010	ECC UPS Battery Replacement	Data center UPS system battery refresh. HQ has 10 yr life, backup 3 yr life.	\$ -			\$ 22,000		\$ 24,200		\$ 26,620		\$ 29,282		\$ 32,210		\$ 35,431	
26-80-011	ECC FSA System	Fire Station Alerting hardware is nearing end of life. Still using original system	\$ 35,000							\$ 75,000			\$ 400,000				
26-80-012	ECC CAD Workstations	Dispatch PC & related hardware	\$ 25,000			\$ 155,000					\$ 201,500					\$ 261,950	
26-80-013	ECC 911 (Telephony) Workstation Hardware	ECC 911 Phone workstation PCs and related systems and equipment.	\$ -					\$ 400,000					\$ 500,000				
26-80-014	ECC Computer Workstation Hardware (Misc.)	Other ECC equipment including monitors, keyboards, mice, and Resource Computers	\$ 10,000	\$ 5,000	\$ 5,000	\$ 155,000	\$ 106,250	\$ 5,000	\$ 5,000	\$ 5,000	\$ 193,750	\$ 132,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
26-80-015	ECC Furniture Workstation	Replacement, expansion of specialized ECC Workstations and 24 hour chairs	\$ -		\$ 278,000		\$ 164,000					\$ 1,750,000					
26-80-016	Backup CAD System (CAD-Lite)	Updates and improvements to CAD-Lite and related systems.	\$ 35,000				\$ 50,000					\$ 50,000				\$ 50,000	
26-80-017	Advanced Authentication and System Security Improvements including security vulnerability testing.	Upgrades and improvements to security systems and user security including preparation for regulatory and best practice security practices including security vulnerability testing.	\$ 40,000	\$ 120,000		\$ 50,000											
26-80-018	Business Workstation Hardware (Misc.)	Business computer EQP including monitors, keyboards, mice, and Computers.	\$ 100,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000			\$ 43,000		\$ 86,000			
26-80-019	Business Servers/Data Storage	Non-ECC servers and related systems such as Email, File, HR, Finance, Print and other business and routine agency servers, storage and other systems. Periodic replacement of storage and related systems	\$16,500				\$406,000			\$507,000					\$600,000		
26-80-020	Backup & Storage Systems	Scheduled replacements and upgrades of back-up and related data storage.	\$ 375,000			\$ 162,500			\$ 75,000		\$ 203,125			\$ 85,000			
26-80-021	Business Office Phone System	Periodic replacements and upgrades to business phone system (Non-911).	\$ 75,000														
26-80-022	Facility Security and Safety	Funding to support facility security systems, access control, cameras and related items.	\$ 65,000					\$ 250,000					\$ 275,000				
26-80-023	Audio Visual Systems	Funding to support AV system updates and replacements	\$ 20,000					\$ 85,000									
26-80-024	Remote Support System	Funding to procure new appliances / Remote Support for agencies in the field not-on premise.	\$ 30,000														
26-80-025	Business Fixtures, Furniture, Eqp and Appliances	Periodic replacements and additions of appliances, business furniture and eqp.	\$ -	\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000	
26-80-026	Online Citizen Reporting	Funding to support improvements to the Online Citizen Reporting System.	\$ 15,000			\$ 40,000							\$ 60,000				
26-80-027	AI / Cloud Initiatives	Support the planned migrations of business systems to, dev of AI (Artificial intelligence) technology, to improve effectiveness and efficiencies throughout the Agency.	\$ 155,000	\$ 95,000	\$ 95,000												
26-80-028	Managed Laptop Program	Managed Laptop program for participating agencies. Funding supports 5-yr replacement as eqp ages out. Adding new agencies on hold.	\$ 140,000	\$ 265,500	\$ 155,000	\$ 421,250	\$ 221,950										
26-80-029	Integrated Public Safety (PS) Suite Replacement Options Initiative	Continuation and formalizing evaluation of PSS replacement. Conference attendance, site visits, summit in 2026, then if a change is warranted funding for RFP and implementation.	\$ 195,000			\$ 800,000											
26-80-030	ECC Vehicle w/911 DF, Remote Comms.	One of two non-radio agency vehicles. 2026 funding to support remote voice radio capability.	\$ 63,000				\$ 120,000										
26-80-031	Real-Time Intelligence Center Initiative	Development of countywide effort to evaluate centralized RTIC capabilities, focused on leveraging countywide buying power and centralized activities.	\$ 120,000														
26-80-032	Recruiting Video and multi-media	Creation of social media assets to support recruiting.	\$ 60,000														
26-80-033	Agency Website & Related	Periodic refreshing of agency website and web-capabilities.	\$ 50,000						\$ 75,000						\$ 85,000		
Beginning Balance			\$6,023,778	\$3,812,666	\$4,210,878	\$4,644,920	\$2,857,314	\$2,784,040	\$1,281,763	\$2,152,431	\$2,626,013	\$459,700	(\$2,921,791)	(\$3,535,462)	(\$2,581,646)	(\$3,457,518)	(\$3,743,678)
Planned Expenditures			(\$3,157,500)	(\$610,875)	(\$588,000)	(\$2,823,250)	(\$1,123,200)	(\$2,567,200)	(\$210,000)	(\$623,620)	(\$3,280,875)	(\$4,514,282)	(\$1,765,600)	(\$218,210)	(\$2,069,000)	(\$1,501,444)	\$0
Managed Laptop Reimburse			\$196,388	\$259,088	\$272,042	\$285,644	\$299,926	\$314,922	\$330,669	\$347,202	\$364,562	\$382,790	\$401,930	\$422,026	\$443,128	\$465,284	\$488,548
PY Underspend Proj. Transfers			\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
Ending Balance			\$3,812,666	\$4,210,878	\$4,644,920	\$2,857,314	\$2,784,040	\$1,281,763	\$2,152,431	\$2,626,013	\$459,700	(\$2,921,791)	(\$3,535,462)	(\$2,581,646)	(\$3,457,518)	(\$3,743,678)	(\$2,505,130)

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SNO911 Capital Plan - Fund 85 - Radio Capital Plan

12/11/2025

			Board Authorization	Planning and Projections													
Project #	Project Name	Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
26-85-001	Platform upgrade	Funding for Periodic Motorola platform upgrade -- virtual prime site	\$ -	\$ 2,389,478	\$ -	\$ -											
26-85-002	Radio Dispatch Workstations (Consoles)	Funding to replace, upgrade and add Radio workstation hardware and consolllette/backup systems	\$ -	\$ 6,348,243	\$ -	\$ -											
26-85-003	Radio Tower Site HVAC	Funding for Radio Tower Site HVAC replacements, improvements and other work related to the HVAC systems are the radio tower sites.	\$ 180,000	\$ 100,000	\$ 50,000	\$ -											
26-85-004	Radio Tower Site Roof	Funding for Radio Tower Site and generator roof replacements, improvements and other work related to the roofing systems at all radio tower sites.	\$ 270,000	\$ 202,500	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000									
26-85-005	Radio Generators	Funding for Radio Tower Site generator and trailered generator replacements, improvements and other work related to all radio related generators.	\$ 118,027	\$ 300,000	\$ 470,000	\$ 390,000		\$ 177,000									
26-85-006	Radio Tower Beacon Systems	Funding for radio tower beacon systems upgrades, replacements, improvements and other work related to the tower beacon systems.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000									
26-85-007	Radio Tower Site DC Plant Batteries	Funding for the replacements, upgrades, updates and all work related for the Radio Tower Site DC Plant Batteries.	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 210,000	\$ 140,000								
26-85-008	Radio Microwave Dish/Waveguide	Funding for scheduled replacements and upgrades of Radio Microwave Dishes and/or Waveguide replacements. This will include any improvements and other work related to the Microwave Dishes and/or Waveguides	\$ -	\$ 1,752,538	\$ -	\$ -											
26-85-009	Microwave Path Survey	Funding to conduct a comprehensive survey that will be performed every 10 yrs. This survey will exam the current microwave paths to ensure there are no obstructions that will interfere with signal paths (tree growth, sturcutres, etc)	\$ 200,000	\$ -	\$ -	\$ -							\$ 200,000				
26-85-010	Service Vehicles	Funding the periodic replacement of agencies existing agency vehicles (12 vehicles, 10 of which are Radio Trucks).	\$ 86,821	\$ 91,162	\$ 95,720	\$ 100,506	\$ 105,531	\$ 110,808	\$ 116,348	\$ 122,166	\$ 128,274	\$ 134,688	\$ 141,422				
26-85-011	Radio Batteries	Funding to replace subscriber batteries on the public safety radio systems. These include intrinsic safe batteries for the FDs and APX batteries for PD.	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Beginning Balance			\$ 1,043,131	\$ 1,095,604	\$ (689,434)	\$ 1,075,566	\$ 1,205,566	\$ 3,595,565	\$ 3,590,564	\$ 6,274,563	\$ 6,561,561	\$ 6,871,756	\$ 7,294,257	\$ 7,529,432	\$ 8,126,155	\$ 8,736,325	\$ 8,636,325
Planned Expenditures			\$ (1,004,848)	\$ (11,333,921)	\$ (795,720)	\$ (670,506)	\$ (435,531)	\$ (677,808)	\$ (356,348)	\$ (222,166)	\$ (228,274)	\$ (234,688)	\$ (441,422)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)
Annual ECSF Funding (Includes ECSF Forecast)			\$ 1,057,321	\$ 9,548,883	\$ 2,560,720	\$ 800,506	\$ 2,825,531	\$ 672,807	\$ 3,040,347	\$ 509,164	\$ 538,470	\$ 657,188	\$ 676,598	\$ 696,723	\$ 710,170		
Ending Balance			\$ 1,095,604	\$ (689,434)	\$ 1,075,566	\$ 1,205,566	\$ 3,595,565	\$ 3,590,564	\$ 6,274,563	\$ 6,561,561	\$ 6,871,756	\$ 7,294,257	\$ 7,529,432	\$ 8,126,155	\$ 8,736,325	\$ 8,636,325	\$ 8,536,325

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The background of the slide features a stylized illustration of a 911 dispatcher in profile, wearing a headset and looking towards the right. The dispatcher is set against a vibrant orange and red background with digital, circuit-like patterns. In the upper left corner, the Snohomish County 911 logo is displayed, which includes the text 'SNOHOMISH COUNTY' and '911' in large, bold letters, with a row of four emergency service icons (star, fire, police, medical) below it. To the right of the dispatcher, a teal and blue landscape with a mountain and a pine tree is visible.

**SNOHOMISH
COUNTY**

911



Discussion & Proposed Action

Background / Purpose:

Each year in December the Board considers the following year's capital plans. There are different funding streams and for ease of delineation there are two plans, 80 for general agency needs and 85 for specific Radio funds. Although the plans look out into future years, the Board is only approving expenditures for 2026.

Suggested Action/Recommendation:

Approval of Fund 80 & Fund 85 Capital Plans for 2026.

Fund: 80 & 85

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Informational:

2025 Plan with YTD Spend through 11/30/25

Updates to CPE in Red		UPDATED Through: 11/30/2025		2025 CP80		Finance Committee Packet 12/10/2024														
Project #	Description	None: 2025	2024	YTD-2024	2025	YTD-2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
CP-001	Funding for system improvements, interfaces, training, consultation, design and other work related to the Core Integrated Software Suite.	Funds for potential CAD/RMS upgrades, interfaces and systems.	\$ 257,836	\$ 55,738	\$ 174,300	\$ -	\$ 182,805	\$ 191,945	\$ 201,543	\$ 211,620	\$ 222,201	\$ 233,321	\$ 244,978	\$ 257,225	\$ 270,086	\$ 283,591	\$ 297,770	\$ 312,659	\$ 328,292	\$ 344,706
CP-002	Funding for scheduled replacements of servers and related hardware including related software licenses.	Carryover Continuation Funds: for NWS Host and Storage Replacement Willi order Q4 but my need to carryover for 2025 to pay invoice	\$ 717,000	\$ 615,688	\$ 197,350				\$ 897,000						\$ 1,120,000					
CP-003	Funding for scheduled replacement and upgrades to the replicated servers used by agencies and interfaces.								\$ 37,500				\$ 47,000					\$ 19,000		
CP-004	Funding to add and upgrade hardware and licensing for virtualized environments used by agencies and SNO911.	Refresh: VPAC Host and Storage Replacement 2025 Q4			\$ 375,000					\$ 470,000					\$ 590,000					
CP-005	Funding for replacements and upgrades of critical system hardware, servers and software licenses.		\$ 34,000	\$ 16,868					\$ 40,800	\$ 12,000	\$ 125,000		\$ 48,960	\$ 14,400		\$ 15,700	\$ 58,752	\$ 17,280		
CP-006	Funding for replacements and upgrades of critical systems network switches and infrastructure.	Carryover Continuation Funds: Funds to purchases fiber and network patch cables for the New Facility. This includes cables for the datacenter, end-user desks, dispatch consoles, agency printers, server room and all the network IOPs.	\$ 1,150,000	\$ 1,008,722	\$ 10,000	\$ 10,912			\$ 440,000			\$ 981,536			\$ 550,000			\$ 1,325,000		
CP-007	Funding for scheduled replacement and upgrades to voice logging recorder.							\$ 275,000					\$ 302,500					\$ 332,750		
CP-008	Funding for scheduled replacements and upgrades to server room CRAC units.	Rescheduled: South Campus CRAC unit Replacement out to 2026					\$ 250,000								\$ 325,000					
CP-009	Funding for replacements, upgrades, updates of ECC power systems including: UPS, generators, switches, circuits, systems and services.	Rescheduled: South Campus Generator Replacement out to 2026. Will want to replace the transfer switch also.					\$ 375,000								\$ 300,000					
CP-010	Funding for scheduled UPS battery replacements.	Funding available if there is a serious battery failure, otherwise we're moving into New Facility and won't need it.	\$ 50,000		\$ 50,000			\$ 52,500		\$ 55,125		\$ 57,881		\$ 60,775		\$ 63,814		\$ 67,005		
CP-011	Funding for scheduled replacements and upgrades of core fire station alerting SNO911 servers and hardware.						\$ 300,000													
CP-012	Funding to replace ECC workstation CAD Computers and related hardware and software.	Carryover Continuation Funds: Add funds for additional ECC Equip hardware and software. Black Box Invoice (2025)	\$ 140,000	\$ 34,795	\$ 151,205	\$ 92,195				\$ 155,000					\$ 193,750					
CP-013	Funding to replace ECC 911 Phone workstation PCs and related systems and equipment.	General: Add Funds for additional Equip hardware	\$ 330,000	\$ 233,136	\$ 10,000	\$ 54,515														
CP-014	Funding to replace other ECC equipment including monitors, keyboards, mice, and Resource Computers	Continue: Phase II - Dispatch Monitor Refresh. Will order most monitors in Q4 but will pay invoice 2025	\$ 214,000	\$ 141,045	\$ 80,000	\$ 110,927	\$ 5,000	\$ 5,000	\$ 5,000	\$ 155,000	\$ 106,250	\$ 5,000	\$ 5,000	\$ 5,000	\$ 193,750	\$ 132,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
CP-015	Funding for replacement, upgrade, updates of specialized ECC Workstations and 24 hour chairs	Continuation: Down payment was made in 2024. Final payment will be due in 2025	\$ 1,000,000	\$ 321,534	\$ 678,488	\$ 608,221		\$ 35,000		\$ 40,000					\$ 1,000,000					
CP-016	Funding to replace other Business equipment including monitors, keyboards, mice, and Computers.	Carryover Funds: Added \$75K Admin Monitors and rescheduled Admin PC replacements. CTO Laptops (R). Desk UPS \$25K	\$ 40,000	\$ 19,390	\$ 121,000	\$ 25,710		\$ 55,000		\$ 42,000			\$ 69,000		\$ 43,000		\$ 86,000			
CP-017	Funding to replace Non-ECC servers and related systems such as Email, File, HR, Finance, Print and other business and routine agency servers, storage and other systems. Periodic replacement of storage and related software.	Carryover Funds: Additional Business Equip	\$ 64,017		\$ 64,017				\$ 406,000					\$ 507,000						
CP-018	Funding for scheduled replacements and upgrades of back-up and related data storage.	Rescheduled: Replacement of the back-up system hardware and software (immutable backup feature to address ransomware attacks) (Oct 2025)			\$ 200,000					\$ 162,500			\$ 75,000		\$ 203,125			\$ 85,000		
CP-019	Periodic replacements and upgrades to business phone system (Non-911).	Carryover Fund: Add Funds for additional paging iPhones Equip hardware in new facility.	\$ 90,000	\$ 5,369	\$ 75,000								\$ 85,000							
CP-020	Updates and improvements to CAD-Lite and related systems.	General: Add Funding for additional CAD/Lite development to fulfill agency needs			\$ 18,000			\$ 15,000			\$ 17,000		\$ 18,000		\$ 19,000		\$ 20,000			
CP-021	Funding to support facility security systems, access control, cameras and related items.	General: Add Funding for additional development for agency work spaces.			\$ 18,000					\$ 250,000					\$ 275,000					
CP-022	Funding to support improvements to AV systems.	Carryover Continuation Fund: for additional development for agency work spaces.	\$ 65,000	\$ 12,074	\$ 52,926							\$ 85,000								
CP-023	Periodic refreshing of agency website and web-capabilities.	Carryover Funds: Additional SNO911 website enhancements	\$ 37,825		\$ 37,825					\$ 65,000					\$ 65,000					
CP-024	Periodic replacements and additions of appliances, business furniture and eqp.	General: Add Funding for additional signage, furniture or equipment if we missed anything.	\$ 20,000	\$ 19,892	\$ 12,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
CP-025	Funding to support improvements to the Online Citizen Reporting System.		\$ 20,000																	
CP-026	Upgrades and improvements to security systems and user security including preparation for regulatory and best practice security practices including security vulnerability testing.	New: the buildout of Zero Trust (2-factor) for New Facility and South campus. Add Security Vulnerability Solution	\$ 60,000	\$ 58,412	\$ 60,000	\$ 1,555	\$ 80,000							\$ 20,000				\$ 20,000		
CP-027	If necessary due to changes with existing provider will support replacement of community crime map.																			
CP-028	Funding to support initiative that supports remote 911 call-taking (from home or other locations).	Carryover Continuation Funds: Remote 911 Call-Taking Equipment and adding 8 kits	\$ 25,000	\$ 5,538	\$ 21,464															
CP-029	Funding to support exploration of hosting critical systems in secure cloud.																			
CP-030	Funding to support deployment of an LMS to improve effectiveness of dispatchers and other staff training.		\$ 17,535																	
CP-032	Managed Laptop program for participating agencies. Funding supports 5-yr replacement as eqp ages out. Adding new agencies on hold.	General: Manage Laptop Replacements (36 plus 10 additional) \$6k per Laptop	\$ 600,000	\$ 395,857	\$ 276,000	\$ 192,932	\$ 240,000	\$ 306,000												
CP-036	Funding to support the deployment of AI (Artificial Intelligence) technology to improve effectiveness and efficiencies throughout the Agency.	Add Funding for possible evaluation of AI software for internal testing.	\$ 50,000	\$ 31,998	\$ 15,000															
CP-037	Starting to investigate possible options for an Integrated Public Safety (PS) Suite Replacement	Consultant and site visits/conference attendance for PSTC.	\$ 250,000	\$ 12,569	\$ 316,000	\$ 289,469														
CP-038	Funding for software solutions to improve Agency work functions and process efficiencies	Evaluating new inventory management, procurement, secure faxing solutions.			\$ 150,000															
CP-039	Funding to support a vehicle that provides emergency communications and additional technologies that could help/assist in extraordinary situations or events.	Replacement for the 2014 Suburban and add remote sat/RDP comms ability.			\$ 186,000	\$ 40,026					\$ 175,000				\$ 200,000					
CP-040	Training & QA Systems Tool	Added to CP budget reallocating funds from CP002 per 8/18/25 BOD minutes (6-old busin)			\$ 75,900	\$ 69,000	\$ 75,900	\$ 79,695												
		Beginning Balance	\$ 7,026,459	\$ 7,026,459	\$ 6,222,438	\$ 6,222,438	\$ 9,011,693	\$ 1,757,275	\$ 1,009,177	\$ 616,478	\$ (1,299,240)	\$ (2,396,888)	\$ (3,453,028)	\$ (3,855,162)	\$ (4,492,000)	\$ (6,988,921)	\$ (8,540,096)	\$ (9,524,592)	\$ (10,012,158)	\$ (11,289,585)
		Planned Expenditures	\$ (5,232,213)	\$ (2,984,561)	\$ (3,457,291)	\$ (1,495,460)	\$ (1,513,705)	\$ (1,000,140)	\$ (859,843)	\$ (2,235,745)	\$ (1,412,451)	\$ (1,987,728)	\$ (788,438)	\$ (1,001,400)	\$ (2,879,711)	\$ (2,873,105)	\$ (886,532)	\$ (930,693)	\$ (1,722,293)	\$ (354,788)
		Managed Laptop Reimburs	\$ 235,000		\$ 246,750	\$ 195,988	\$ 259,088	\$ 272,042	\$ 285,644	\$ 299,926	\$ 314,922	\$ 330,669	\$ 347,202	\$ 364,562	\$ 382,790	\$ 401,930	\$ 422,026	\$ 443,128	\$ 465,284	\$ 488,548
		New Funding (BOD Fund Transfers)			\$ 2,178,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		PP Carry Over Funding & Interest	\$ 8,000	\$ 6,048		\$ 1,105,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Ending Balance	\$3,035,242	\$6,222,438	\$ 9,011,693	\$6,026,778	\$1,757,275	\$1,009,177	\$616,478	\$ (1,299,240)	\$ (2,396,888)	\$ (3,453,028)	\$ (3,855,162)	\$ (4,492,000)	\$ (6,988,921)	\$ (8,540,096)	\$ (9,524,592)	\$ (10,012,158)	\$ (11,289,585)	\$ (12,136,523)

2025 RCP85																	
20241008			UPDATED Through: 11/30/2025		Approval Request												
Project #	Project Name	Description	Note: 2025	YTD - 2024	2025	YTD - 2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
RCP-001	Platform upgrade	Funding for Periodic Motorola platform upgrade -- virtual prime site						\$ 2,389,478									
RCP-002	Radio Dispatch Workstations (Consoles)	Funding to replace, upgrade and add Radio workstation hardware and consollette/backups systems						\$ 6,348,243									
RCP-003	Radio Tower Site HVAC	Funding for Radio Tower Site HVAC replacements, improvements and other work related to the HVAC systems are the radio tower sites.	Refresh: Replacing HVAC at multiple radio tower sites	\$ 156,041	\$ 140,000	\$ 137,903	\$ 180,000	\$ 100,000	\$ 50,000								
RCP-004	Radio Tower Site Roof	Funding for Radio Tower Site and generator roof replacements, improvements and other work related to the roofing systems at all radio tower sites.	Refresh: Replace radio site building roof at multiple radio tower sites (4). Replace Gen Roof at Deer Creek	\$ 13,914	\$ 215,000		\$ 100,000	\$ 202,500									
RCP-005	Radio Generators	Funding for Radio Tower Site generator and trailered generator replacements, improvements and other work related to all radio related generators.	Refresh: Replacing generator at 2 radio tower sites Put Order in for a 2026 install	\$ 156,696	\$ 270,500	\$ 118,027	\$ -	\$ 290,500	\$ 470,000	\$ 390,000	\$ -	\$ 117,000					
RCP-006	Radio Tower Beacon Systems	Funding for radio tower beacon systems upgrades, replacements, improvements and other work related to the tower beacon systems.	Rucker beacon upgrade	\$ 29,172	\$ -		\$ 50,000										
RCP-007	Radio Tower Site DC Plant Batteries	Funding for the replacements, upgrades, updates and all work related for the Radio Tower Site DC Plant Batteries.									\$ 150,000	\$ 210,000	\$ 140,000				
RCP-008	Radio Microwave Dish/Waveguide	Funding for scheduled replacements and upgrades of Radio Microwave Dishes and/or Waveguide replacements. This will include any improvements and other work related to the Microwave Dishes and/or Waveguides					\$ 400,000										
RCP-009	Microwave Path Survey	Funding to conduct a comprehensive survey that will be performed every 10 yrs. This survey will exam the current microwave paths to ensure there are no obstructions that will interfere with signal paths (tree growth, sturcutres, etc)						\$ 200,000									\$ 200,000
RCP-010	Service Vehicles	Funding the periodic replacement of agencies existing agnecy vehicles (12 vehicles, 10 of which are Radio Trucks).	Rrefresh: Funding to replace 1 Radio Truck	\$ 72,158	\$ 82,687	\$ 61,890	\$ 86,821	\$ 91,162	\$ 95,720	\$ 100,506	\$ 105,531	\$ 110,807	\$ 416,347	\$ 122,164	\$ 128,272	\$ 134,685	\$ 141,419
RCP-011	Radio Batteries	Funding to replace subscriber batteries on the public safety radio systems. These include intrinsic safe batteries for the FDs and APX batteries for PD.	General: Adding funds for radio battery purchases		\$ 100,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
RCP-012	Site Improvements	2023 carryforward (Legacy load banks 23-243 paid 50%)	Migrated from Capital Plan 80-33	\$ 221,267		\$ 17,357											
RCP-013			Radio Site Land Survey (APF 25-16)		\$ 65,000	\$ 9,345											
			Beginning Balance	824,618	\$ 834,033	\$ 834,033	\$ 513,533	\$ 654,033	\$ 481,033	\$ 2,326,033	\$ 2,536,033	\$ 5,006,033	\$ 5,141,033	\$ 7,525,033	\$ 7,812,033	\$ 8,122,230	\$ 8,544,734
			Planned Expenditures	(649,247)	(873,187)	(344,522)	(916,821)	(9,721,883)	(715,720)	(590,506)	(355,531)	(537,807)	(656,347)	(222,164)	(228,272)	(234,685)	(441,419)
			Annual ECSF Funding (Includes ECSF Forecast)	657,750	\$ 552,687	\$ 552,687	\$ 1,057,321	\$ 9,548,883	\$ 2,560,720	\$ 800,506	\$ 2,825,531	\$ 672,807	\$ 3,040,347	\$ 509,164	\$ 538,470	\$ 657,188	\$ 676,598
			PY Carry Over Funding & Interest	912	\$ -	\$ 933	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			Ending Balance	834,033	\$513,533	\$1,043,131	\$654,033	\$481,033	\$2,326,033	\$2,536,033	\$5,006,033	\$5,141,033	\$7,525,033	\$7,812,033	\$8,122,230	\$8,544,734	\$8,779,912

Informational:

2025 Plan with YTD Spend
through 11/30/25

Action Proposal Form

Date: December 3, 2025

Title: SCEMSA Interlocal Agreement to Rent Office Space



Background / Purpose:

SCEMSA and SNO911 have negotiated an Interlocal Agreement for the lease of dedicated office space within the SNO911 facility. The agreement provides SCEMSA with access to its assigned office area as well as other facility spaces for meetings and training activities. The rent is \$800 per month with a 3% annual escalator at each renewal term, which reflects operational costs while recognizing the shared public-service mission of both agencies.

SCEMSA initially occupied the space on **July 1, 2025**, and the agreement provides for prorated rent beginning on that date. The formal lease term begins **January 1, 2026**. The agreement has been reviewed by legal counsel for both agencies and is ready for approval.

Suggested Action/Recommendation:

Approve the execution of the SCEMSA Interlocal Agreement substantially as presented, pending any final legal review.

Fund: N/A

INTERLOCAL AGREEMENT FOR LEASE OF OFFICE SPACE

THIS INTERLOCAL AGREEMENT FOR LEASE OF OFFICE SPACE (the “Lease”) is made and entered into by and between Snohomish County 911 (the “Landlord”), a governmental administrative agency and non-profit organized under the laws of the State of Washington, and Snohomish County EMS Agency (the “Tenant”), a governmental administrative agency and non-profit organized under the laws of the State of Washington (collectively, the “Parties” and individually as “Party”).

WHEREAS, the Parties both support emergency medical services (“EMS”) providers in Snohomish County in furtherance of the delivery of high-quality Emergency Medical Services to residents and others living, working or traveling in Snohomish County;

WHEREAS, the Parties desire to enter into an agreement whereby the Tenant may lease office space at 332 SW Everett Mall Way, Everett, Washington from Landlord for the provision of its EMS support services; and

WHEREAS, the Parties are authorized, pursuant to Chapter 39.34 of the Revised Code of Washington, to enter into this Agreement to allow the Parties to cooperate with each other to provide high-quality services to the public in the most efficient manner possible.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and terms hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. LEASE OF PREMISES, TERM, DEFINED TERMS. Landlord hereby leases the Premises to Tenant beginning on January 1, 2026 (the “Lease Commencement Date”). The Premises consist of approximately 836 square feet at 332 SW Everett Mall Way, Everett, Washington as described and depicted on **Exhibits A** hereto. Landlord covenants that Tenant shall have quiet enjoyment of the Premises during the term of this Lease so long as Tenant complies with this Lease and subject to Landlord’s right of entry onto the Premises as set forth herein.

1.1 Term and Early Termination. The term of this Lease shall be for one (1) year beginning on the Lease Commencement Date. Landlord or Tenant may terminate this Lease upon sixty (60) days’ written notice to the other Party.

1.2 Renewal. Subject to the terms and conditions herein, Tenant shall have the right to renew this Lease for consecutive one (1) year periods by giving written notice of such intention to Tenant at least sixty (60) days prior to the expiration of the term of this Lease or any renewal thereof. The terms and conditions of any renewal shall be the same as set forth in this Lease, except that Rent shall be recalculated to increase by three percent (3%) at the start of each renewal term.

2. **MONTHLY RENT.** The Tenant shall pay to the Landlord at Landlord's address stated below, or such other place as Landlord may hereafter designate, on the first day of each calendar month Eight Hundred Dollars (\$800) (the "Monthly Rent") during the Lease Term. The Parties acknowledge that the Monthly Rent is below other commercial rates as a recognition of the public service partnership between the parties and missions that overlap to include providing emergency medical services in Snohomish County.

2.1 Back Rent for Early Occupancy. Tenant acknowledges that it took early possession of the Premises on July 1, 2025, prior to the Lease Commencement Date. As consideration for use and occupancy of the Premises from July 1, 2025 through the Lease Commencement Date, Tenant shall pay to Landlord a prorated amount of rent at the rate of Eight Hundred Dollars (\$800.00) per month ("Early Occupancy Rent"). Early Occupancy Rent shall be payable in the same manner as Monthly Rent and due within thirty (30) days after execution of this Lease.

3. **FACILITY SERVICES AND UTILITIES.** Landlord will ensure the availability of and pay the charges for all utilities necessary for the use of the premises, including water, sewer, garbage disposal, electricity, heating/cooling, facilities services, janitorial services, and internet access for residential usage by Tenant. Landlord shall not be liable for any failure or interruption of utility service to the Premises, unless such failure is caused by the intentional misconduct of Landlord, or Landlord's employees.

4. **REPAIRS, MAINTENANCE AND CONDITION OF PREMISES.** Tenant accepts the Premises "as is" in their current condition. No warranties or representations concerning the condition or suitability of the Premises for intended use have been made. Landlord shall maintain the Premises in good condition, including making any necessary repairs. Tenant shall be responsible to Landlord for any loss or damage to the Premises caused by the Tenant, or its employees and its agents, except to the extent of the negligence or willful act of Landlord, or its employees and its agents.

5. **FURNISHINGS AND ALTERATIONS.** Landlord will provide the Premises to the Tenant in a professionally furnished capacity. Tenant will make no improvements or alterations to the Premises, including the furnishings provided, without Landlord's prior written approval, in its sole discretion, and on such terms and conditions as Landlord may require.

6. **ENTRY AND INSPECTION.** Tenant will permit Landlord or its agents to enter the Premises at reasonable times to inspect, clean, repair, alter, or improve the Premises, or to show the Premises to prospective purchasers or tenants. In exercising its rights under this section, Landlord will not unreasonably interfere with the conduct of Tenant's business.

7. **USE OF PREMISES.**

7.1 Nature of Use. Tenant shall use the Premises for the operation of an EMS agency, including as office, meeting, training space, and for no other uses except as Landlord may approve in writing the ("Use"). Tenant shall not make or permit any use of the Premises which may be unreasonably dangerous to persons or property.

7.2 Hazardous Substances. Tenant will comply with all federal and state laws and regulations regarding hazardous or toxic waste, materials or substances defined or regulated as such under applicable federal, state or local law (“Hazardous Substances”). In the event of any discharge by Tenant or Tenant's agents of Hazardous Substances on or to the Premises, Tenant shall immediately notify Landlord and all relevant governmental agencies and restore the Premises to its previous condition. After the termination of this Lease for any reason, Tenant shall remove all Hazardous Substances and containers for those materials from the Premises.

To the extent permitted by law, Tenant hereby indemnifies and holds harmless and agrees to defend the Landlord, its successors and assigns, from any and all claims, damages, fines, judgments, penalties, costs, liabilities or losses (including, without limitation any and all sums paid for settlement, claims, attorneys' fees, consulting and expert fees) relating to or in connection with the presence or suspected presence of Hazardous Substances in, under or on the Premises or originating from the Premises, caused by any act or omission of Tenant, its employees, agents, contractors or other invitees. Without limitation of the foregoing, this indemnification shall include any and all costs incurred due to any investigation of the site or any cleanup, removal or restoration mandated by any federal, state or local agency or political subdivision. This indemnification is intended to survive termination of this Lease.

7.3 Facility Security; Landlord's Right to Restrict Access. Tenant acknowledges that the Premises is located within a secure facility and that Landlord must maintain strict safety and security standards at all times. Landlord reserves the right, in its sole discretion, to modify, limit, or temporarily restrict Tenant's access to the Premises, Common Areas, or any portion thereof at any time and without prior notice, when Landlord determines such action is necessary to protect safety, security, or operational integrity. In the event Landlord restricts Tenant's access for reasons unrelated to Tenant's breach of this Lease, Landlord shall promptly notify Tenant and not charge Tenant Rent for the duration of such restricted access. Tenant shall comply immediately with all directives issued by Landlord related to safety or security and shall ensure its personnel and visitors do the same. SCEMSA staff may only access secure areas including the Emergency Communications Center, Data Center, IDF closets, Law Enforcement/Public Records area and systems areas upon invitation and escort of SNO911 staff.

7.4 Temporary Storage of Non-Hazardous Equipment and Supplies Landlord approves Tenant's temporary storage of non-hazardous equipment and supplies in designated areas of the Premises at no additional cost to Tenant. Such approval is conditioned on Tenant's continued compliance with all safety, security, and housekeeping standards. Landlord may modify or revoke this approval at any time, in Landlord's sole discretion, if the space is needed for other operations, required for safety or security purposes, or otherwise deemed necessary by Landlord. Upon receiving notice of modification or revocation, Tenant shall remove all stored items at Tenant's sole expense within 14 calendar days unless otherwise agreed upon.

7.5 Compliance With Law. Tenant shall not use the Premises or permit anything to be done in or about the Premises which will in any way conflict with any law, statute, zoning restriction, ordinance or governmental rule or regulation or requirements of duly constituted public authorities now in force or which may hereafter be enacted to promulgated.

7.6 Smoking. No smoking or vaping of tobacco, marijuana or any other substances is allowed in the Premises, common areas, or parking areas, as identified in this Lease, except in designated smoking areas established by the Landlord.

7.7 Security Access. Landlord will provide Tenant secure access to the building via assigned access badges for all of Tenant's personnel. Tenant will not change the locks on any door or mailbox of the Premises without Landlord's written consent.

7.8 Events, Visitors, and Temporary Use of Premises. Tenant may host events or gatherings on the Premises, subject to parameters established by Landlord, which may be modified by Landlord from time to time. Tenant shall coordinate and secure authorization in advance with Landlord to ensure that any such event operates smoothly and in accordance with all security, safety, and operational requirements. Tenant is responsible for monitoring, escorting, and policing all visitors, invitees, and event participants to ensure full compliance with this Lease, Landlord's security protocols, and all posted rules. Tenant shall ensure that no visitor or participant: (i) accesses secure or restricted areas without authorized escort; (ii) props open or otherwise interferes with secure doors; or (iii) engages in conduct that could compromise safety or security. Tenant shall immediately escort from the Premises any visitor, invitee, or participant who (i) commits a gross violation of these rules, security protocols, or Landlord's instructions, or (ii) repeatedly fails to comply with these rules, security protocols, or Landlord's instructions after being advised of such non-compliance. Tenant shall promptly notify Landlord in writing of any such incident. Tenant shall leave all common areas, event spaces, and shared facilities in the same condition they were found and shall promptly correct any condition or behavior identified by Landlord as a security or safety concern. Non-SCEMSA staff may only transit non-secure areas of the first floor of Building A & Building B without an escort. Upon completion of any hosted events, Following events, Tenant will inspect used spaces to secure, clean and return space to its readied state.

7.9 Security and Safety Incident Reporting. Tenant shall immediately notify Landlord of any actual or suspected security concern, breach, unauthorized access, tailgating incident, propped door, lost or stolen access badge, damage to the Premises, or any safety hazard observed within the Premises or Common Areas. Tenant and its personnel shall fully cooperate with Landlord in any investigation or response to such incidents. Tenant shall promptly implement corrective actions required by Landlord to address identified safety or security concerns. Failure to report or correct such concerns shall constitute a material breach of this Lease.

7.10 Common Areas. Tenant shall have access to use, without additional charge, shared areas with Landlord, including lobbies, hallways, training and conference spaces, break rooms, kitchen facilities, lounge areas, restrooms, electrical and mechanical areas, supply and janitorial rooms, walkways, service areas, and landscaped areas, as they may exist from time-to-time. Tenant shall be responsible with ensuring compliance with any reasonable rules and regulations adopted by Landlord for the Premises.

7.11 Housekeeping and Use of Common Areas. Tenant shall maintain all areas used by its personnel or visitors in a clean, orderly, and sanitary condition at all times. Tenant shall ensure that all trash, food waste, event materials, personal items, or other materials brought into Common Areas by Tenant or its visitors are promptly disposed of or removed. Tenant shall not store equipment, supplies, or personal property in any Common Area except as expressly authorized in writing by Landlord. Tenant's failure to maintain Common Areas in accordance with this Section may result in additional cleaning charges or other remedies as permitted under this Lease.

7.12 Parking Areas. Tenant shall have exclusive use of five parking spaces, designated Tenant (the "Parking Spaces") and guest parking. Parking in the Parking Spaces shall be limited to cars, motorcycles, SUVs and trucks, emergency vehicles not exceeding standard size pickups. Tenant shall have non-exclusive use of other parking spaces for occasional use, including by oversized vehicles. Tenant will comply with any reasonable rules and regulations adopted by Landlord for the Premises, which do not conflict with the express provisions of this Lease. Tenant will be responsible for preventing litter, loitering, or other misuse of the Parking Space by its users. Tenant will be responsible for the removal of any vehicles, other than vehicles owned by the Landlord, parked in the specified Parking Space.

7.13 Pets. Other than service animals, pets are not allowed inside the buildings unless they are authorized in advance and in compliance with Landlord's policies and procedures.

8. REAL ESTATE TAXES AND ASSESSMENTS. Landlord will pay all real estate taxes and assessments applicable to the Premises during the term of this Lease.

9. INSURANCE; INDEMNITY.

9.1 Commercial Liability Insurance. Tenant, at its expense, shall procure and maintain in effect commercial liability insurance coverage with limits of not less than One Million Dollars (\$1,000,000.00) combined single limits, insuring against any and all liability of Tenant with regard to the Premises or use or occupancy thereof, including a contractual liability endorsement. The limits of said policy will not be considered as limiting the liability of Tenant under this Lease. The policy shall name Landlord as additional insured and be with a company and with loss-payable clauses satisfactory to Landlord, and copies of policies or certificates evidencing such insurance shall be delivered to Landlord by Tenant on request, from time to time. The policy shall not be cancelable or amendable except after thirty (30) days' written notice to Landlord.

9.2 Casualty Insurance. Landlord, at its expense, shall maintain in effect policies of insurance covering the Premises for fire and other casualties as determined by Landlord. Tenant, at its expense, may maintain fire and extended coverage insurance covering its fixtures, inventory, equipment and other personal property of Tenant located on the Premises. Landlord shall have no liability whatsoever for any loss or damage to property of Tenant covered by Tenant's fire and extended coverage insurance, if any. Tenant agrees that with respect to any such insurance on its property in or about the Premises, the carrier shall not be subrogated to any claim of Tenant against Landlord, or Landlord's agents or employees. To the extent permitted by law, Tenant

agrees to indemnify and hold harmless Landlord from any expense, costs or damages, incurred by reason of any claim or action based in whole or in part upon such subrogation, including all attorneys' fees incurred by Landlord in connection with such claim or action.

9.3 Waiver of Subrogation. Landlord and Tenant waive their right of recovery against each other, and their respective officers, employees or agents, for losses or damages occurring on or about the Premises, or to the Premises, improvements, contents, other property of the waiving Party or under its control, or business interruptions related to the loss or damage to such property, arising from any peril insured or required to be insured hereunder, whether due to the negligence of either Party or otherwise. The waiver shall not apply to damages in excess of the amount collectible from such insurance (or which would have been covered by insurance required to be maintained hereunder). Landlord and Tenant each agree to have their respective insurance companies waive any rights of subrogation that such companies may have against Landlord or Tenant, as the case may be, and to provide written evidence of such agreement to the other Party upon request.

9.4 Indemnification of Landlord. Landlord shall not be liable for any loss or injury to persons or damage to property, in or about the Premises, from any cause, which at any time may be suffered by Tenant or by its invitees or employees or agents, except to the extent said damage is caused by the negligence or willful act of Landlord, its agents or employees. To the extent permitted by law, the Tenant agrees to indemnify, defend and save Landlord, its employees and its agents, harmless from any and all claims and expenses, including reasonable attorney's fees and costs, and litigation-related expenses arising out of said injury or damage, however occurring, on or about the Premises except to the extent of the negligence or willful act of Landlord, or its employees or agents.

9.5 Industrial Insurance Immunity Waiver. Solely for the purpose of effectuating Tenant's indemnification obligations under this Lease, and not for the benefit of any third parties (including but not limited to employees of the indemnifying Party), Tenant agrees that it will not assert in any indemnity action under this Lease any immunity that it may be entitled to claim under the Washington State Industrial Insurance Act, Title 51 of the Revised Code of Washington in a direct action by its employees. The Parties' indemnification obligations under this Lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under worker compensation acts, disability benefit acts or other employee benefit acts. This provision has been mutually negotiated by the Parties and each Party has had the opportunity to, and has been encouraged, to consult with independent counsel regarding this provision.

10. ASSIGNMENT AND SUBLETTING. Tenant shall not either voluntarily or by operation of law assign, sell, or otherwise transfer this Lease or any of Tenant's rights hereunder, or sublet the Premises or any portion thereof without Landlord's written consent, which will not be unreasonably withheld or delayed.

11. SURRENDER OF PREMISES, HOLDOVER. Tenant shall promptly surrender possession of the Premises to Landlord upon the termination of this Lease. The Premises shall be surrendered in the same condition as they were at the Lease Commencement Date, normal wear

and tear and casualty damage excepted. If with Landlord's consent Tenant remains at the Premises after termination of this Lease, the tenancy will continue on a month-to-month basis thereafter, subject to termination by either Party upon thirty (30) days notice without cause, on all other terms and conditions as are provided herein, with Monthly Rent at 125% of the Monthly Rent in effect immediately prior to this Lease termination date.

12. DEFAULT BY TENANT.

12.1 The occurrence of any one or more of the following events shall constitute breach of this Lease by Tenant:

12.1.1 Failure to Pay Rent. The failure by Tenant to make any payment of Monthly Rent as and when due, where such failure shall continue for a period of ten (10) days after written notice and opportunity to cure thereof by Landlord to Tenant.

12.1.2 Failure to Perform. The failure by Tenant to observe or perform any of the covenants, conditions or provisions of this Lease to be observed or performed by the Tenant, other than payment of rent, where such failure shall continue for a period of thirty (30) days after written notice thereof by Landlord to Tenant; provided, however, that if the nature of Tenant's default is such that more than thirty (30) days are reasonably required for its cure, then Tenant shall not be deemed to be in default if Tenant commences such cure within said thirty (30) day period and thereafter diligently prosecutes such cure to completion.

12.1.3 Bankruptcy. The making by Tenant of any general assignment for the benefit of creditors; or by the filing by or against Tenant of a petition to have Tenant adjudged bankrupt, or a petition or reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days filing); or the appointment of a trustee or a receiver to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged in thirty (30) days after appointment of said trustee or receiver, or the filing of a petition for the appointment of the same, whichever shall first occur.

12.2 Remedies in Default. In the event of any such default or breach by Tenant, Landlord may at any time thereafter, pursue any remedy in law or equity now or hereafter available to Landlord under the laws or judicial decisions of the state in which the Premises are located.

13. DEFAULT BY LANDLORD. In the event that Tenant believes Landlord to be in default with regard to performance of its obligations hereunder, Tenant shall give landlord thirty (30) days notice specifying the default, during which time Landlord shall have the opportunity to cure the default. Provided, however, if Landlord's obligation is such that more than thirty (30) days are required for its performance, Landlord shall not be deemed to be in default if it commences such performance within such thirty (30) day period and diligently prosecutes the same to completion. This remedy is in addition to and is not exclusive of any other remedies provided either by this Lease or by law.

14. TERMINATION. This Lease shall terminate for default if Landlord or Tenant fails to cure any default within the time provided for herein. Upon termination of this Lease or any extension thereof, whether by expiration of the stated term or sooner termination thereon, as herein provided, Tenant shall surrender to Landlord the Premises peaceably and quietly. Tenant shall restore the Premises to the condition existing at the time of initiation of this Lease, except for: (i) normal wear and tear, and (ii) any improvements which Landlord permits to remain on the Premises.

15. MISCELLANEOUS.

15.1 Notices. All notices shall be in writing and delivered in person or sent by United States mail, certified, postage prepaid, to Tenant at the address of the Premises, unless a different Tenant address is stated below, or to Landlord at its address shown below, or at such other address as may be designated by either Party in writing, or to Tenant at the Premises if required by law for the particular notice.

15.2 Interest on Past Due Obligations. Any amount due hereunder which is not paid when due shall bear interest at the rate of 1% per month, from the date due until paid, but the payment of interest shall not excuse or cure any default by Tenant.

15.3 Construction. This Lease shall be construed and governed by the laws of the State of Washington. The invalidity or unenforceability of any provision hereof shall not affect or impair any other provisions hereof. This Lease constitutes the entire agreement of the Parties and supersedes all prior agreements or understandings between the Parties with respect to the subject matter hereof. This Lease may not be modified or amended, nor may any obligation be waived, except by written agreement signed and acknowledged by both Parties. Time is of the essence of this Lease in each and every provisions thereof. Nothing contained herein shall create the relationship of principal and agent or of partnership or of joint venture between the Parties hereto and no provisions contained herein shall be deemed to create any relationship other than that of landlord and tenant. Tenant has had the opportunity to have this document reviewed by counsel of its choice and Tenant agrees that no interpretation or construction shall be made with respect to this document based on which Party drafted the document.

15.4 Successor. Subject to any limitations on assignments herein, all of the provisions of this Lease shall inure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

DATED this ____ day of _____, 2025.

[Signature pages to follow]

TENANT:

SNOHOMISH COUNTY EMS AGENCY

By: _____
Its _____
Address: _____

LANDLORD:

SNOHOMISH COUNTY 911

By: _____
Its _____
Address: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

I certify that I have evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ of **Snohomish County EMS Agency** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

PRINTED NAME: _____
NOTARY PUBLIC
in and for the State of Washington.
My commission expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

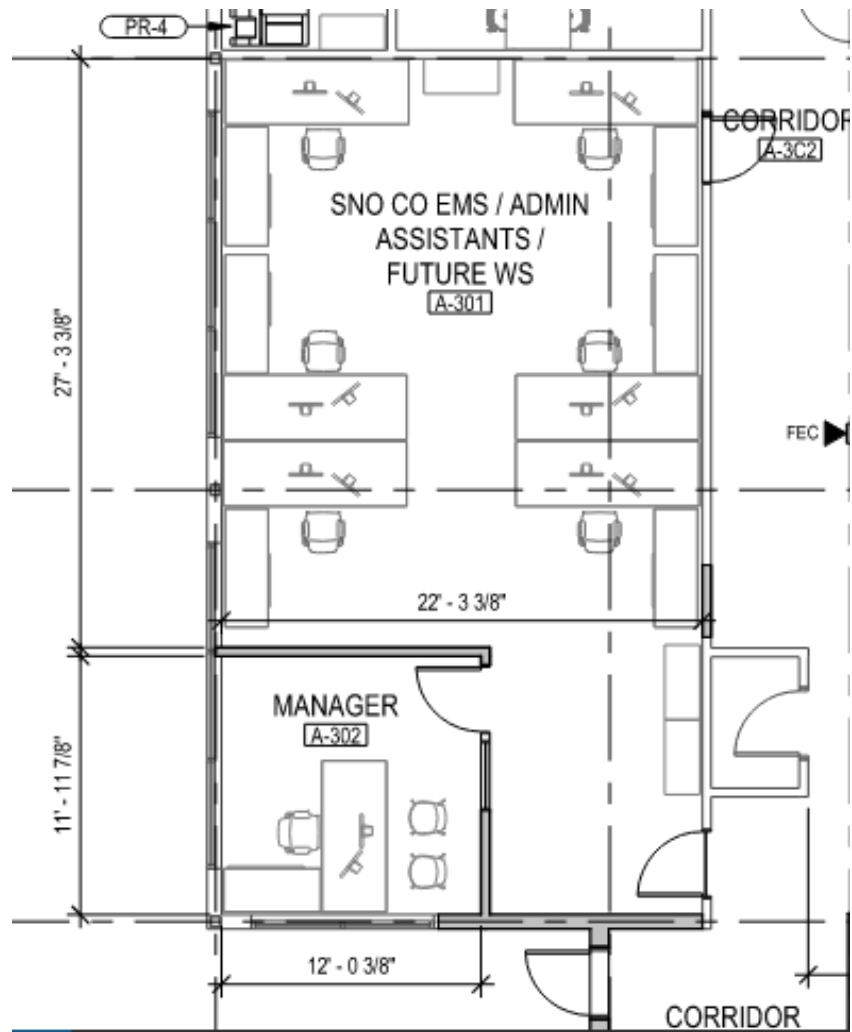
I certify that I have evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ of **Snohomish County 911** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

PRINTED NAME: _____
NOTARY PUBLIC
in and for the State of Washington.
My commission expires: _____

EXHIBIT A-1

FLOOR PLAN





Board Packet Memorandum

Date: November 20, 2025

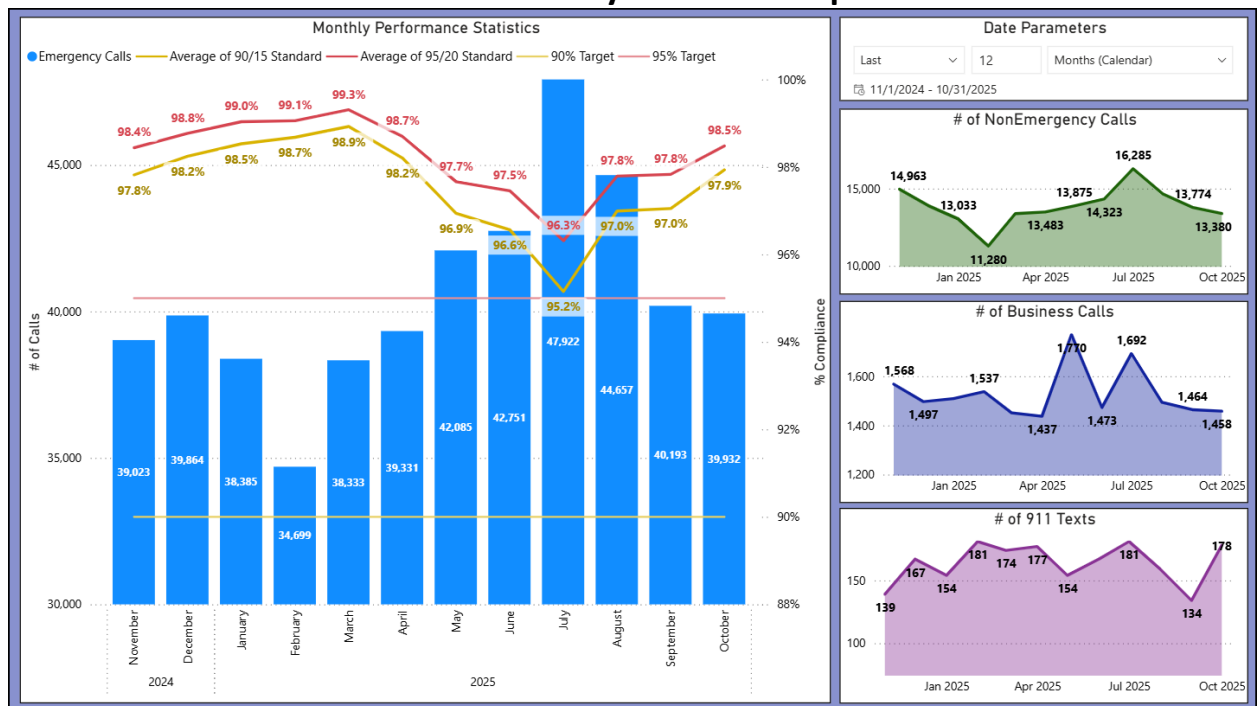
To: Snohomish County 911 Board Members

From: Leadership Team

General

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

October Monthly Statistical Reports



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

October 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	5	18	8	16	5	6			100	100
Incorrect Use	Follow-Up	4	6	7	9	2	9	7	4	10	15			73	495
	Area Checks	5	3	5	5	4	9	10	11	11	5			68	
	Info	3	1	0	0	0	0	1	2	1	0			8	
	Noise	8	8	4	7	4	7	9	7	9	4			67	
	Traffic	3	4	1	0	0	1	3	2	5	1			20	
	Other Complaints	21	18	19	25	21	26	42	30	32	25			259	
Misuse	Accidental	3	6	3	10	5	9	10	3	3	0			52	545
	Behavioral Health	53	70	67	66	58	27	31	24	23	53			472	
	Prank	5	2	3	3	2	0	1	1	0	4			21	
Other	Test	1	0	1	3	5	11	3	4	0	12			40	519
	Abandoned	11	6	6	7	12	3	7	7	6	13			78	
	Non-English	0	2	0	0	0	1	0	0	1	1			5	
	Outgoing	0	0	0	0	0	0	0	0	0	0			0	
	Subsequent	14	30	17	13	15	21	28	30	13	18			199	
	Transfer	3	2	7	5	2	7	2	6	3	6			43	
	Voice Call	9	16	20	14	19	18	19	12	12	15			154	
Month Total		154	181	174	177	154	167	181	159	134	178	0	0	1,659	1,659
<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															

October SPIDR Tech Survey Reports

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	522	60.49%
3 - Satisfied	289	33.49%
2 - Neither Satisfied nor Dissatisfied	30	3.48%
1 - Somewhat Dissatisfied	12	1.39%
0 - Very Dissatisfied	10	1.16%
Total	863	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	1,279	93.36%
Somewhat	61	4.45%
No	30	2.19%
Total	1,370	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.

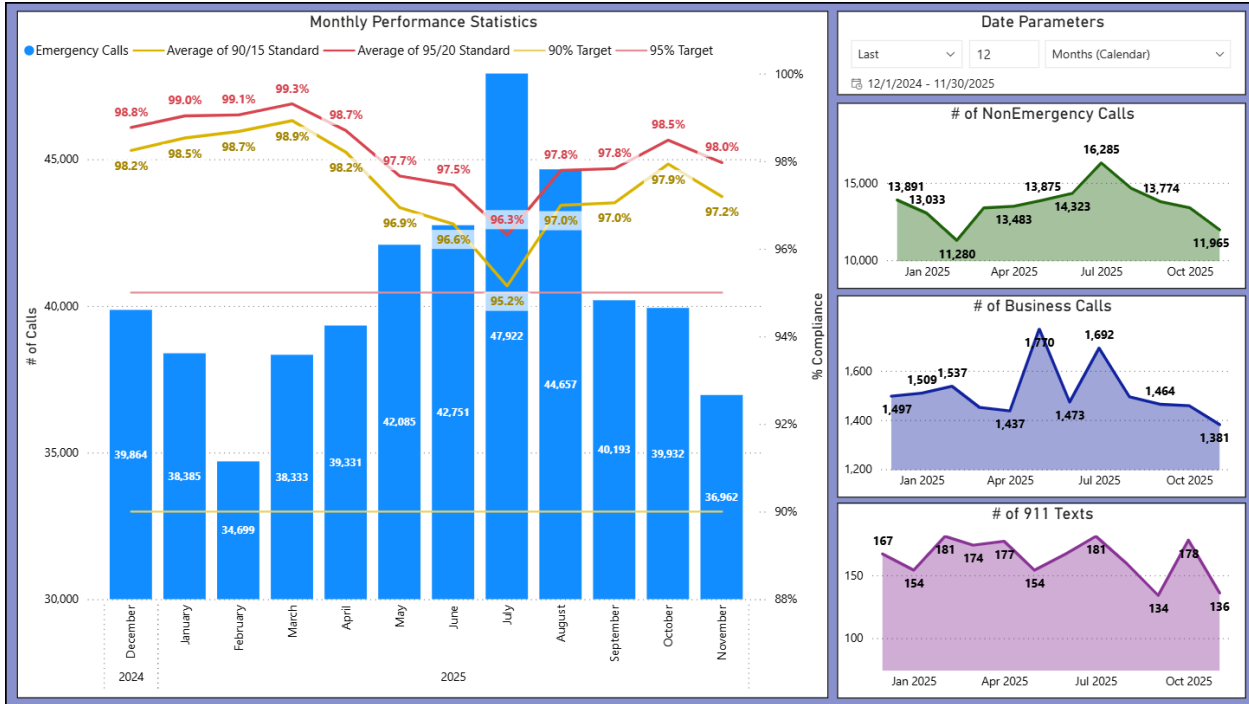
Fire Calls - All

Year	2025											Total
Jurisdiction	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	08-Aug	09-Sep	10-Oct	Total	
⊞ Everett Fire Department	2,144	1,877	2,010	1,952	2,000	1,994	2,214	2,288	2,048	2,098	20,625	20,625
⊞ Marysville Fire District	1,193	1,138	1,105	1,147	1,267	1,162	1,280	1,301	1,215	1,189	11,997	11,997
⊞ Mukilteo Fire	178	165	207	170	204	175	212	185	195	189	1,880	1,880
⊞ North County Regional Fire Authority	751	678	738	733	721	769	895	817	750	768	7,620	7,620
⊞ Sky Valley Fire	74	87	73	73	68	64	101	94	72	68	774	774
⊞ Snohomish County Airport Fire Department	24	27	37	23	64	41	30	31	24	31	332	332
⊞ Snohomish County Fire District #15	108	111	117	134	111	125	156	133	109	125	1,229	1,229
⊞ Snohomish County Fire District #16	30	24	13	20	15	12	26	21	20	25	206	206
⊞ Snohomish County Fire District #17	155	154	138	163	169	162	244	184	154	173	1,696	1,696
⊞ Snohomish County Fire District #19	37	29	34	37	40	28	48	32	28	34	347	347
⊞ Snohomish County Fire District #21	72	80	76	64	77	82	82	70	72	82	757	757
⊞ Snohomish County Fire District #22	37	39	53	37	55	51	41	55	56	51	475	475
⊞ Snohomish County Fire District #24	32	29	45	43	48	54	74	60	49	51	485	485
⊞ Snohomish County Fire District #25	7	8	9	6	9	9	10	14	8	6	86	86
⊞ Snohomish County Fire District #27	2	1	1	1	4	5	3	4	1	2	24	24
⊞ Snohomish County Fire District #4	309	288	318	288	340	324	354	344	314	325	3,204	3,204
⊞ Snohomish County Fire District #5	100	108	91	98	100	107	103	101	102	94	1,004	1,004
⊞ Snohomish Regional Fire and Rescue	1,011	990	1,051	997	1,059	1,076	1,251	1,207	1,077	1,077	10,796	10,796
⊞ South Snohomish County Fire and Rescue	3,195	2,972	3,136	2,933	3,105	3,209	3,377	3,225	3,012	3,052	31,216	31,216
Total	9,459	8,805	9,252	8,919	9,456	9,449	10,501	10,166	9,306	9,440	94,753	94,753

Police Calls - All

Year	2025											Total
Jurisdiction	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	08-Aug	09-Sep	10-Oct	Total	
⊞ Arlington Police Department	2,350	2,032	2,312	2,258	2,340	2,225	2,266	2,177	1,963	1,861	21,784	21,784
⊞ Brier Police Department	1,117	880	914	689	599	629	503	481	502	505	6,819	6,819
⊞ Darrington Police Department	159	93	165	119	124	137	132	124	108	125	1,286	1,286
⊞ Edmonds Police Department	2,130	1,733	2,032	2,089	2,216	2,099	2,298	2,249	2,180	2,183	21,209	21,209
⊞ Everett Police Department	9,894	9,018	10,477	10,440	10,646	10,922	11,543	10,753	9,968	9,678	103,339	103,339
⊞ Gold Bar Police Department	247	164	201	226	220	202	235	259	283	206	2,243	2,243
⊞ Granite Falls Police Department	326	309	317	345	357	333	322	367	445	392	3,513	3,513
⊞ Index Police Department	53	49	46	53	45	47	47	47	51	56	494	494
⊞ Lake Stevens Police Department	1,944	1,671	1,937	1,879	2,040	1,947	2,212	1,949	1,920	1,982	19,481	19,481
⊞ Lynnwood Police Department	3,611	3,076	3,567	3,413	3,703	3,614	3,893	4,008	3,793	3,708	36,386	36,386
⊞ Marysville Police Department	5,744	5,331	5,851	5,868	5,742	5,440	5,689	5,375	5,677	5,683	56,400	56,400
⊞ Mill Creek Police Department	1,960	1,605	1,997	1,857	2,006	1,753	1,922	2,022	1,699	1,586	18,407	18,407
⊞ Monroe Police Department	1,562	1,575	1,719	1,693	1,719	2,223	2,441	2,148	2,031	1,870	18,981	18,981
⊞ Mountlake Terrace Police Department	1,869	1,813	2,245	2,045	2,159	1,834	2,036	1,864	1,670	1,817	19,352	19,352
⊞ Mukilteo Police Department	1,976	1,782	2,119	2,117	2,028	2,023	1,588	1,570	1,833	1,750	18,786	18,786
⊞ Snohomish County Sheriff's Office	13,112	12,108	13,679	13,589	14,185	14,539	16,088	15,318	14,524	13,655	140,797	140,797
⊞ Snohomish Police Department	947	855	1,104	1,120	1,233	951	1,121	1,105	928	909	10,273	10,273
⊞ Stanwood Police Department	686	592	744	591	548	563	553	571	667	782	6,297	6,297
⊞ Stillaguamish Tribal Police	2,321	2,180	2,067	2,355	2,748	2,645	2,680	2,381	2,457	2,205	24,039	24,039
⊞ Sultan Police Department	571	522	589	521	668	558	661	631	568	523	5,812	5,812
⊞ Woodway Police Department	43	86	115	130	119	113	140	121	79	158	1,104	1,104
Total	52,622	47,474	54,197	53,397	55,445	54,797	58,370	55,520	53,346	51,634	536,802	536,802

November Monthly Statistical Reports



November 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	5	18	8	16	5	6	5		105	105
Incorrect Use	Follow-Up	4	6	7	9	2	9	7	4	10	15	4		77	529
	Area Checks	5	3	5	5	4	9	10	11	11	5	11		79	
	Info	3	1	0	0	0	0	1	2	1	0	0		8	
	Noise	8	8	4	7	4	7	9	7	9	4	3		70	
	Traffic	3	4	1	0	0	1	3	2	5	1	2		22	
	Other Complaints	21	18	19	25	21	26	42	30	32	25	14		273	
Misuse	Accidental	3	6	3	10	5	9	10	3	3	0	7		59	605
	Behavioral Health	53	70	67	66	58	27	31	24	23	53	51		523	
	Prank	5	2	3	3	2	0	1	1	0	4	2		23	
Other	Test	1	0	1	3	5	11	3	4	0	12	4		44	556
	Abandoned	11	6	6	7	12	3	7	7	6	13	10		88	
	Non-English	0	2	0	0	0	1	0	0	1	1	1		6	
	Outgoing	0	0	0	0	0	0	0	0	0	0	0		0	
	Subsequent	14	30	17	13	15	21	28	30	13	18	9		208	
	Transfer	3	2	7	5	2	7	2	6	3	6	6		49	
	Voice Call	9	16	20	14	19	18	19	12	12	15	7		161	
Month Total		154	181	174	177	154	167	181	159	134	178	136	0	1,795	1,795
<u>Abandoned:</u> Non-Responsive <u>Other:</u> Any other request or complaint, Media from Intrado <u>Accidental:</u> Device or person accidentally texted 9-1-1 <u>Outgoing:</u> Text calls initiated by SNO911 <u>Area Check:</u> Check of area for person, vehicle, etc. <u>Prank:</u> Calls that do not attempt to give any valid/useful information <u>Behavioral Health:</u> Calls that result in BHC by LE/EMS <u>Subsequent:</u> Additional inbound text after call released by call taker <u>Follow-up:</u> Where is officer?, Subject is no longer here <u>Test:</u> PSAP testing, Training TXT29-1-1, Vendor test <u>Info:</u> What is the phone number for animal control? <u>Traffic:</u> Speeders, DUIs, Parking, etc. <u>Noise:</u> Music, People, Fireworks, Alarm w/o Emergency, etc. <u>Transfer:</u> Text calls that result in a Transfer to another PSAP or Entity <u>Non-English:</u> Texter uses language other than English <u>Voice Call:</u> Dispatchers called the texter/texter placed voice call <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															

November SPIDR Tech Survey Reports

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	431	61.75%
3 - Satisfied	217	31.09%
2 - Neither Satisfied nor Dissatisfied	33	4.73%
1 - Somewhat Dissatisfied	7	1.00%
0 - Very Dissatisfied	11	1.58%
Total	698	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	1,074	93.39%
Somewhat	46	4.00%
No	30	2.61%
Total	1,150	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	05-May	06-Jun	07-Jul	08-Aug	09-Sep	10-Oct	11-Nov	Total	
⊞ Everett Fire Department	2,144	1,877	2,010	1,952	2,000	1,994	2,214	2,288	2,048	2,098	1,870	22,495	22,495
⊞ Marysville Fire District	1,193	1,138	1,105	1,147	1,267	1,162	1,280	1,301	1,215	1,189	1,155	13,152	13,152
⊞ Mukilteo Fire	178	165	207	170	204	175	212	185	195	189	158	2,038	2,038
⊞ North County Regional Fire Authority	751	678	738	733	721	769	895	817	750	768	667	8,287	8,287
⊞ Sky Valley Fire	74	87	73	73	68	64	101	94	72	68	68	842	842
⊞ Snohomish County Airport Fire Department	24	27	37	23	64	41	30	31	24	31	14	346	346
⊞ Snohomish County Fire District #15	108	111	117	134	111	125	156	133	109	125	116	1,345	1,345
⊞ Snohomish County Fire District #16	30	24	13	20	15	12	26	21	20	25	23	229	229
⊞ Snohomish County Fire District #17	155	154	138	163	169	162	244	184	154	173	158	1,854	1,854
⊞ Snohomish County Fire District #19	37	29	34	37	40	28	48	32	28	34	35	382	382
⊞ Snohomish County Fire District #21	72	80	76	64	77	82	82	70	72	82	78	835	835
⊞ Snohomish County Fire District #22	37	39	53	37	55	51	41	55	56	51	29	504	504
⊞ Snohomish County Fire District #24	32	29	45	43	48	54	74	60	49	51	35	520	520
⊞ Snohomish County Fire District #25	7	8	9	6	9	9	10	14	8	6	8	94	94
⊞ Snohomish County Fire District #27	2	1	1	1	4	5	3	4	1	2	1	25	25
⊞ Snohomish County Fire District #4	309	288	318	288	340	324	354	344	314	325	263	3,467	3,467
⊞ Snohomish County Fire District #5	100	108	91	98	100	107	103	101	102	94	94	1,098	1,098
⊞ Snohomish Regional Fire and Rescue	1,011	990	1,051	997	1,059	1,076	1,251	1,207	1,077	1,077	1,049	11,845	11,845
⊞ South Snohomish County Fire and Rescue	3,195	2,972	3,136	2,933	3,105	3,209	3,377	3,225	3,012	3,052	3,039	34,255	34,255
Total	9,459	8,805	9,252	8,919	9,456	9,449	10,501	10,166	9,306	9,440	8,860	103,613	103,613

Police Calls - All

Year	2025											Total
Jurisdiction	01-Jan	02-Feb	03-Mar	04-Apr	05-May	06-Jun	07-Jul	08-Aug	09-Sep	10-Oct	11-Nov	Total
⊞ Arlington Police Department	2,350	2,032	2,312	2,258	2,340	2,225	2,266	2,177	1,963	1,861	1,731	23,515
⊞ Brier Police Department	1,117	880	914	689	599	629	503	481	502	505	438	7,257
⊞ Darrington Police Department	159	93	165	119	124	137	132	124	108	125	86	1,372
⊞ Edmonds Police Department	2,130	1,733	2,032	2,089	2,216	2,099	2,298	2,249	2,180	2,183	1,930	23,139
⊞ Everett Police Department	9,894	9,018	10,477	10,440	10,646	10,922	11,543	10,753	9,968	9,678	9,286	112,625
⊞ Gold Bar Police Department	247	164	201	226	220	202	235	259	283	206	177	2,420
⊞ Granite Falls Police Department	326	309	317	345	357	333	322	367	445	392	289	3,802
⊞ Index Police Department	53	49	46	53	45	47	47	47	51	56	47	541
⊞ Lake Stevens Police Department	1,944	1,671	1,937	1,879	2,040	1,947	2,212	1,949	1,920	1,982	1,798	21,279
⊞ Lynnwood Police Department	3,611	3,076	3,567	3,413	3,703	3,614	3,893	4,008	3,793	3,708	3,423	39,809
⊞ Marysville Police Department	5,744	5,331	5,851	5,868	5,742	5,440	5,689	5,375	5,677	5,683	4,797	61,197
⊞ Mill Creek Police Department	1,960	1,605	1,997	1,857	2,006	1,753	1,922	2,022	1,699	1,586	1,422	19,829
⊞ Monroe Police Department	1,562	1,575	1,719	1,693	1,719	2,223	2,441	2,148	2,031	1,870	1,511	20,492
⊞ Mountlake Terrace Police Department	1,869	1,813	2,245	2,045	2,159	1,834	2,036	1,864	1,670	1,817	1,642	20,994
⊞ Mukilteo Police Department	1,976	1,782	2,119	2,117	2,028	2,023	1,588	1,570	1,833	1,750	1,763	20,549
⊞ Snohomish County Sheriff's Office	13,112	12,108	13,679	13,589	14,185	14,539	16,088	15,318	14,524	13,655	11,806	152,603
⊞ Snohomish Police Department	947	855	1,104	1,120	1,233	951	1,121	1,105	928	909	929	11,202
⊞ Stanwood Police Department	686	592	744	591	548	563	553	571	667	782	534	6,831
⊞ Stillaguamish Tribal Police	2,321	2,180	2,067	2,355	2,748	2,645	2,680	2,381	2,457	2,205	2,067	26,106
⊞ Sultan Police Department	571	522	589	521	668	558	661	631	568	523	444	6,256
⊞ Woodway Police Department	43	86	115	130	119	113	140	121	79	158	184	1,288
Total	52,622	47,474	54,197	53,397	55,445	54,797	58,370	55,520	53,346	51,634	46,304	583,106

Snohomish County 911
Police Technical Advisory Committee
Meeting Summary for November 4, 2025 / 10:30-11:30 p.m.
NEW HQ – 332 SW EVERETT MALL WAY, BOARDROOM

Meeting Attendance:

POLICE TAC REPRESENTATIVES					
Lt. Mike Gilbert - Arlington	x	Cmdr. Brian Jorgensen – Lynnwood	x	Bureau Chief – Mike Martin - SCSO	x
Clerk Antonia Buell – Brier	x	Asst. Chief, Jim Lawless – Marysville	x	Chief Nathan Alanis – Snohomish	
Cmdr. Shane Hawley – Edmonds	x	Chief, Stan White – Mill Creek	x	Lt. Jason Toner – Stanwood	x
Capt. Bob Goetz- Everett		Dep. Chief, Ryan Irving – Monroe		Megan Newman - Stillaguamish	x
Sgt. Jim Barnes – Lake Stevens		Cmdr. Mike Haynes – Mountlake Terrace		Lt. Tim Morgan – Everett	x
Lt. Mike Martin – SCSO	x	Asst. Chief, Colt Davis – Mukilteo	x	Glen Albright – Mukilteo	
Dep. Chief Curtis Zatylny – Lynnwood		Raulie Robertson – SCSO	x		
ALTERNATE REPRESENTATIVES					
Lt. Peter Barrett - Arlington		Cmdr. Brian Jorgensen - Lynnwood	x	Capt. Steve McDonald – SCSO	
Corporal Brittany Harris – Edmonds		Cmdr. Adam Vermeulen – Marysville	x	Sgt. Karl Gilije - Stanwood	
Dep. Chief Jeff Hendrickson – Everett		Dep. Dir. Eric Chartrand – Mill Creek	x	Capt. James Massingale - Stillaguamish	
Dep. Chief, Jeff Young – Lake Stevens		Chief, Jeff Jolley - Monroe		Officer Pete Knowlton – Stillaguamish	
Cmdr. Dean Thomas – Lake Stevens		Chief Pet Caw – Mountlake Terrace		VACANT – Snohomish Alternate	
Det. Sgt. Nicole Stone – Mukilteo		Capt. Andy Kahler - SCSO			
SNO911					
Executive Director Kurt Mills		Ops Manager Karen McKay	x	Records & Admin Manager Sheila Betts	x
Deputy Director Terry Peterson		Ops Manager Hattie Schweitzer		Snr. Records Specialist Taylor Favorite	x
Director of Tech Chris Carlton-Bishop	x	App. Team Mgr. Brent Meyer	x	Administrative Asst Rebekah Kuempel	x
Director of Ops Andie Burton	x	Sec./Inf. Team Manager Bleu Jaegel			
Ops. Manager Derek Wilson	x	Radio Sys. Mgr. Howard Tucker	x		
SUPPORT STAFF & GUESTS					
Master PO Travis Katzer - Everett	x				

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 1031 hours.

1. **Roll Call** – taken via sign-in sheet as attendees arrived
2. **Approval of Minutes from September meeting:** Commander Hawley – motion to approve, 2nd by Lt. Gilbert. No opposition, passes unanimously.
3. **Announcements:**
4. **Action Items:**
5. **Reports:**
 - A. **Mobile Users Group:** *Travis Katzer* - User group hasn't met. This group not active currently, can come off the agenda for now.
 - B. **SNO911 Updates:** *Andie* – No updates outside of what is on the agenda.
 - C. **PTCC:** *Brent Meyer* – meeting occurring this afternoon. Big topic will be the next update coming in December and next year. March is anticipated for the production upgrade.

D. Policy Review Committee – n/a

E. PSTC – n/a

F. RTIC Status Update *Andie* – executive committee established with LE representation (Rob Martin, Chief Lawless and Chief Langdon). Will be a standing agenda item going forward. Chief Lawless gave a summary regarding upcoming legislation regarding Flock and ALPR and how that may affect the use of those tools by law enforcement.

6. Technical Update: *Chris Carlton-Bishop* – nothing applicable

7. New Business:

A. PRA Requests for Bulk Radio Traffic/Open Investigations – *Sheila Betts & Taylor Favorite*
Sheila provided a follow-up to Kurt's email regarding these types of requests and introduced Senior Records Specialist Taylor Favorite.

Taylor gave a summary about the current situation regarding daily requests for LE radio traffic and how it isn't feasible for Records to listen to all of that traffic, every day, to check for open investigations.

Records is proposing that all agencies be given a 14-day window in which agencies will reach out to SNO911 records regarding their open investigations and which ones require withholding.

Travis requested that agencies still be contacted directly regarding SMART calls.

Andie confirmed that we'll go ahead with the 14-day window and adjust accordingly as needed,

B. Field Unit Requests to Call Reporting Party – *Andie*

Andie asked the group about some context and background as to why this is becoming common practice amongst multiple agencies – requested clarification on if this is an issue with confidence in call taking or something broader.

Discussion regarding specifics of this practice – couple of questions about what types of calls is this happening on.

Derek advised it's becoming more common on in-progress calls of all types, not just shoplifting as it used to be.

Questioning about Live 911 and how it may be useful in these situations and whether or not it's being considered – Andie and Travis advised it is not being considered for use at SNO911 at this time.

C. Darrington Radio Coverage – *Howard*

Marysville Fire has had some complaints with missed dispatches – was able to confirm that this was a scanning issue and has been rectified. In Darrington, complaints about poor coverage. Analysis is ongoing as to how to fix this issue with new or moved antennas.

8. Old Business:

9. Good of the Order:

A. 2026 Meeting scheduling & Outlook Calendar invites

Chief Lawless advised to carry forward the current schedule; Rebekah will send out 2026 calendar invites.

SCSO received permitting for first Flock cameras – conversations ongoing with Deputies regarding smart responses to alerts when they're received.

10. Adjourned at 1056 hours.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

October 15, 2025 @ 1330

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	☒ Seth Albright	Everett Fire
	☐ Ryan Shaughnessy	Fire District 15	☒ Jeff Cole	Marysville Fire
	☐ Justin Johnson	Fire District 16	☒ Blake Engnes	Mukilteo Fire
	☒ Chad Crandall	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
	☐ Jim Haverfield	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	SRFR
	☐ Zach Hanson	North County	☒ Drew Bono	SCFD 22
	☐ Corey Wiley	Paine Field Airport FD		
Guests and Staff in Attendance	Derek Wilson - SNO911	Chris Carlton-Bishop – SNO911		
	Andie Burton – SNO911	Jeremy Waldner – SNO911		
	Brent Meyer – SNO911	Howard Tucker – SNO911		
	Terry Peterson – SNO911	Rebekah Kuempel – SNO911		

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

Chairman Eric Andrews called the meeting to order at 1330.

1. ANNOUNCEMENTS.

2. APPROVAL OF MINUTES. A motion was made by Drew Bono to approve the September Fire TAC/Ops meeting minutes as written. Seconded by Mansfield. Unanimously approved.

3. COMMITTEE UPDATES.

A. PTCC / NWS – Brent: Tyler go-live looking like March, more to come about dates after our meeting next month

B. Technical Update – CCB: nothing more to add

C. Radio Replacement Committee – Howard: sent out 60K pages, huge improvement to First Due. Red Net change to come in December.

D. Fire Radio Procedures Committee

i. New Type Code – ELEV – Derek: Derek shared the APF regarding the proposal of new call type “ELEV”. This response plan was agreed upon based on the need for certain tools needed by responders for people stuck in elevators. Any agency not interested in utilizing this call type will

continue to default to previous response plan. Go live is scheduled for 11/3. Hope to have Fire Tac adopt this as presented.

Motion – Mansfield

2nd – Albright

Passes unanimously

ii. Move-Up Process FRP Update – *Derek*: this proposal came about after realizing that Move Up processes are somewhat inconsistent. Most of what is contained in this proposal is not new, this proposal just streamlines the process. Hope to have Fire TAC adopt this proposal as presented. Discussion around conducting move-ups and cross staffing via chat vs. over the radio – the preference is over the radio. Robust discussion surrounding the logistics of move-ups and how they negatively and/or positively effect operations.

Motion to adopt new move-up processes – Andrews

2nd – Hodkinson

Passes unanimously

- E. Fire User Group** n/a
- F. Fire Standards/Data** – Brittany away at conference, no meeting
- G. County Fire Resource Plan Committee** – Some agencies haven't completed the survey yet, plans to have surveys sent out again to those missing.
- H. SNO911 DRC/DSC** – *Terry*: Agency has been operating at accreditation levels for a couple months now, so we're on our way to accreditation. Text message system related to Nurse Nav program implemented – that is an outcome directly from the nurse nav workshop back in April. Committee discussed relaunching that program – Joe Hughes will be heading up that effort.
- I. Public Safety Tech Committee (PSTC)** – meeting is next Wednesday.
- J. RTIC Update** – *Derek*: Recent trip to Redmond PD to look at their RTIC program to obtain some recommendations. Fire will also play a role in that as well. Updates will continue to filter through TACs.
- K. Response Plan Updates** – *Derek*: Rae and Laura at TYLER conference, Derek shared some data on their behalf. (FRP ME Tickets spreadsheet that went out with the agenda ahead of the meeting)
- 4. SNO911 UPDATE** – *Terry*: nothing further than what has already been shared
- 5. Snohomish County EMS** – *Scott Dorsey*: n/a
- 6. OLD BUSINESS**
 - A. CFS by units** – *Drew*: The thought is to enable certain users to self-initiate calls. After some discussion with Derek and some dispatchers, there isn't considerable opposition to it. Some agencies may have a need for this, some may not, and the hope is that it would be allowed for those who are interested even if some aren't. Derek advised that the biggest issue would be tech-related, as it relates to the creation of those profiles and the maintenance of it. Unverified addresses for instance can cause issues on the back end. Drew suggested a pilot program with a handful of users.

Motion to approve pilot program – Andrews

2nd – Bono

Passes unanimously

7. NEW BUSINESS

A. 3 Minute Trauma Timer – Derek: Recent call where 3-minute trauma timer was requested from command on scene and it didn't function properly. Currently have a ticket in with Tyler about that. Discussion around AWWX type code and whether it might be better practice not to have default timers, and whether the timer should be for 3 minutes. General consensus is that AWWX should have the default 3-minute timer removed.

Motion to remove default 3-minute trauma timer from AWWX – Albright

2nd – Bono

Passes unanimously

B. Firmware updates for handheld radios – Jeremy: known issue with batteries, need to get 20-minute updates installed on Tuesday, December 2. Howard advised a Rave notification will be sent about these updates as well.

Question about indications of issues with batteries.

Jeremy advised that Motorola says that it's an issue where the radio says the battery is low when it isn't or may try to overcharge. Station chargers will likely be a separate update.

8. GOOD OF THE ORDER.

Question regarding dual responses and on-scene vs. staged times.

Derek advised that we used to have a "staged" status but no longer do. Response time is based off of that and then patient care based off of patient contact.

Albright expressed concern that those statuses can throw off data to which Derek assured that the times would be obvious based off the statuses.

Some discussion surrounding whether or not "staged" should be brought back as a status.

9. ADJOURN. The Fire TAC / Operations Committee adjourned at 1438.

The next Fire Technical Advisory/Operations Committee meeting is scheduled for November 19, 2025, at 1:30 p.m. via Zoom, or in-person at the Snohomish Training Annex.

SNOHOMISH COUNTY 911

Fire Technical Advisory / Operations Committee

November 19, 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	☒ Seth Albright	Everett Fire
	☐ Ryan Shaughnessy	Fire District 15	☒ Jeff Cole	Marysville Fire
	☐ Justin Johnson	Fire District 16	☐ Blake Engnes	Mukilteo Fire
	☐ Chad Crandall	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
	☐ Jim Haverfield	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
	☐ Corey Wiley	Paine Field Airport FD	☐ Vince Read	SRFR
	☒ Tom Keene	South County Fire		
Guests and Staff in Attendance	Andie Burton – SNO911	Brent Meyer – SNO911	Rae Wade – SNO911	
	Chris Carlton-Bishop – SNO911	Howard Tucker – SNO911	Laura Stiers – SNO911	
	Hattie Schweitzer – SNO911	Brittney Martens – SNO911	Rebekah Kuempel – SNO911	
	Derek Wilson – SNO911	Scott Dorsey – SC EMS		

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

Chairman Eric Andrews called the meeting to order at 1332

1. ANNOUNCEMENTS.

- 2. APPROVAL OF MINUTES.** A motion was made by Hodkinson to approve the Fire TAC/Ops meeting minutes as written. Seconded by Titland. Unanimously approved.

3. COMMITTEE UPDATES.

- A. PTCC / NWS – Brent:** Met last week, lacking some fire representation. Biggest topic was the upcoming Tyler upgrade. Delta will be down while data is copied over from production. Testing will be happening on December 18th. Looking for testers – anyone interested in being a tester should reach out to the applications team. If all goes well, March 24th will be go live for production.
- B. Technical Update – CCB:** 11/25 – Tyler will be down from 0200-0700.
- C. Radio Replacement Committee – Howard:** Still wrapping up some of this project, working on getting over the air encryption working.
- D. Fire Radio Procedures Committee** n/a

E. Fire User Group: didn't meet

F. Fire Standards/Data – Brittney: Making headway on county wide on dashboard. Useful to agencies even without representation on the committee. Any agencies with specific requests should let the committee know of those as we're building the dashboard. Brittney confirmed that access will be available through Power BI accounts.

G. County Fire Resource Plan Committee – n/a

H. SNO911 DRC/DSC – Andie: meeting coming up first week of December. ProQA upgrade is happening on 12/8 – any questions or concerns should be brought to the upcoming meeting. This is the last step towards accreditation.

I. Public Safety Tech Committee (PSTC) – Derek: CPR reports being finalized.

4. SNO911 UPDATE – nothing further

5. SNOHOMISH COUNTY EMS – Scott Dorsey: working on hiring some admin positions to help us move forward in meeting goals.

6. OLD BUSINESS.

A. Response Plan Updates – Rae and Laura: shared ME FRP ticket data, discussed some changes to response plans – Granite Falls are substantial.

7. NEW BUSINESS.

A. Area of Refuge Alarms – Derek: This came up due to an alarm company calling this in and referring to it oddly. It's been inconsistent on whether these are treated as fire or police. Discussion in the room about whether this may need to be updated to a more appropriate call type or named something more appropriate, or whether these even need to be dispatched on. Room agrees that the idea of this is so that a wheelchair bound person can go to an "area of refuge" and sound this alarm to communicate that there is a hazard nearby but they are safe. Derek expressed concern that the approach to these across agencies is still inconsistent. A change can be worked up in the subcommittee and brought to Fire TAC for approval.

B. Fire portables firmware update – Howard: this update is needed so that radios accurately reflect their charge. These changes are anticipated for early December.

C. Extra radio batteries available – Howard: still have some batteries available from our initial purpose. Just reach out to Radio Help is needed.

D. Fire Chief's Assn Meeting – Andrews: some police agencies requested that police channels be removed from fire radios. This proposal wasn't met with a lot of support. SNOOPS1 was the suggested solution but there are logistical issues with that.

Drew – we're trying to present a different perspective to LE as to why this is helpful for us to be able to do. Request to have LE allow us to address individual issues rather than make wholesale changes.

E. Station 41 – will be renamed Station 44.

Andrews – there may be issues with Bothell Fire with that numbering. Some research will need to be done.

F. Recent issue with a BC entering some notes in a call and changing times; narrative can also affect these, apparently. Discussion in the room about issues with arrival and en route times, and on scene times.

Rae requested that any logs with these issues be sent to her so she can take a look. Derek advised that it would be helpful if we had a county wide definition of “response time” so that the metric is better defined.

8. GOOD OF THE ORDER.

A. 2026 meeting schedule and Outlook calendar invites – Andie will lead a discussion off-line and come up with some options.

9. ADJOURN. The Fire TAC / Operations Committee adjourned at 1435.

The next Fire Technical Advisory/Operations Committee meeting is scheduled for

Snohomish County 911 - Finance Committee
Meeting Summary for October 9, 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					
Staff and Guests					
Kurt Mills		Wade Anderson	X	Terry Peterson	X
Tiffani Brown	X	Rita Simmons-Owens	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. No announcements.
2. **Reports.**
 - A. **Blanket Voucher Report for September** There were no questions about the report this month.
Jim Lawless moved to recommend the Blanket Voucher Report for September 2025 for Board approval. Seconded by Dave DeMarco and passed unanimously.
 - B. **Fund Balance Report for September.** Included in the packet as information.
3. **Old Business.** None
4. **New Business.**
 - A. **APF – City of Everett Master License Agreement/Site License Agreement.** EVT is starting drone as first responder program, being installed on the top of the Evertt precinct, want to put the drone on the radio tower on that site, this agreement allows them to collocate on our tower. In MLT, PUD collocates on that radio tower. Is there any technical review for interference? It's included as exhibits in the packet as well as a tower loading study, which meets the technical requirements.
Lawless moves to approve, seconded by DeMarco.
 - B. **APF – Draft ECSF Community Impact Report.** Over time, we get questions from elected officials "is there someplace I can see the sales tax from EESCS where it comes in and how it's being spent". The county is the fiscal responsible party for this but the expenditures happen here at SnO9111. We were asked to generate a community facing report to say where the monies are applied. after approval of concept. County advisory board at Nov 5th, if they approve, we'll post it on our website. this ties back to original commitments when Prop 1 was passed in 2018 – how we've met the original commitments. The frequency of issuing the report needs to be decided up on, quarterly, yearly, etc. posted on the SNO9111 website and radio advisory board website would have a link as well. keep separate from the board packet – not included in the actual packet as a draft, for circulation to produce questions from key stakeholders.
Lawless moves to approve, seconded by DeMarco.

- C. **Tyler Contract Amendment.** Informational Tery reviewed the current agreement and the new agreement which is \$100k lower per year for a 4-year term. Operational issues are being hammered out, the relationship feels refreshed. This will be taken to the full board for ratification next week. Brought to this group as info and awareness, will be approved at the PSTC meeting for movement to the board agenda.

Good of the Order. Special Finance October 27th at 1pm, calendar invite will come out today.

DeMarco wants wade to create an agency financial forecast, referenced the Cushman finance model. A tool for tax levy, property tax levy funded organizations can use to forecast the future. He showing the fund balance and cash balance reserve, future inflations of operating expenses, employee pay, etc. helps run EMS levies to collect funds. Demonstrate the fiscal course at SNO911, forecast or revenues/expenses and the agencies finances going forward. Property value = assumptions on assessed valuation.

5. **Adjourn.** The meeting was adjourned at 1:54 pm. The next Finance meeting is scheduled for November 13th, 2025 at 1:30 p.m.

Snohomish County 911 - Finance Committee
Meeting Summary for November 13, 2025 / 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					
Staff and Guests					
Kurt Mills	X	Wade Anderson	X	Terry Peterson	
Tiffani Brown	X	Rita Simmons-Owens	X		

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

- Call to Order, Introductions, and Announcements.** The meeting was called to order at 1:30 p.m. by Chief Jim Lawless. There were no announcements.
Kurt announced that the November Board meeting will be cancelled and the December meeting will be in person.
- Reports.**
 - Blanket Voucher Report for October.** There were no questions about the report this month.
Jim Lawless moved to recommend the Blanket Voucher Report for October 2025 for Board approval. Seconded by Ryan Lundquist and passed unanimously.
 - Fund Balance Report for October.** Included in the packet as information.
- Old Business.** None
- New Business.** None
- Good of the Order.** Kurt announced that next month the Capitol Plan and lease agreement for SCEMSA will be on the agenda.
- Adjourn.** The meeting was adjourned at 1:33 p.m. The next Finance meeting is scheduled for December 11th, 2025.

Snohomish County 911
Personnel Committee
Meeting Summary for December 10th, 2025 9:00 a.m.

Meeting Attendance:

Committee Members					
Jeff Beazizo (Chair)	X	Don Waller		Jonathan Ventura	
Staff Support Team					
Kurt Mills	X	Terry Peterson	X	Rosie Akopyan	X
Tara Larkins	X	Andie Burton	X	Rebekah Kuempel	X
Marie Arnold	X	Kirsten White	X		

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

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

1. **Review Staffing Report.** Included in the packet as informational.
2. **ACE Accreditation Update.** Andie gave an update on the Agency goal to become accredited and explained the application process and compliance rates in order to keep the accreditation. Tara explained specific percentages regarding reaching compliance. Chief Beazizo offered sincere congratulations on the achievement. Andie also reported that staff are working on a press release and other internal notifications to celebrate the event when it happens.
3. **CommsCoach Train & QA Implementation Update.** Staff is heavily focused on training. Kurt spoke to the importance of this tool being used to expose trainees to high stakes calls in a training environment. Two trainers presented a demonstration video showcasing CommsCoach and what the trainees see and hear when using the tool. Marie spoke about the quality assurance evaluator which will help the trainers in guiding the training topics. Kristin spoke about the ease of building and editing the simulations, noting that the program is very user friendly. The QA portion is still being tweaked getting ready for implementation. Eventually this program will be available for radio traffic in addition to phone calls.
4. **2026 Fiscal & Bargaining Planning.** Noted as informational at this point, the dispatcher's union contract expires at the end of May. Legal representation will be presenting to the board; they are currently working on a cost study. A salary survey will be done so any adjustments will be made in the 2027 budget. Kurt invited anyone from this committee to be as involved in that process as they'd like to be.
5. **PAM Policy Updates & Revisions.** All edits were included in the packet and Rosie walked the group through all the revisions.
Chief Beazizo approved to bring the revisions to the Board on the consent agenda.
6. **Round Table.** Andie reported that the training workshops are completed which will help build the roadmap for next year. There is discussion about having this be an annual event.
7. The committee adjourned at 9:12 am. The next Personnel Committee Meeting is scheduled for Wednesday, January 14, 2026 at 9:00 am.

Public Safety Technology Committee
Meeting Summary for October 29th, 2025

Meeting Attendance:

Committee Members					
Dave DeMarco	X	Jonathan Ventura		John DeRousse	
Cole Langdon		Bob Eastman	X	Ryan Lundquist	X
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. Employee Survey Approval. NPSG created a few different surveys directed towards the specific end user to get a better idea on how everyone is using Tyler and to identify any gaps. The group reviewed the survey questions pertaining to navigations, efficiency and reporting and made edits to better suit each stakeholder. This included adding a survey directed towards command and admin staff, Fire Response Lists (FRL's) and data analytics.
2. Enterprise Records Planning. There may not be a "one size fits all" solution and the group is committed to setting up the agency for success in the decade ahead. A question was raised around the option of finding a CAD member who will accept 5 separate integrations and are there junior products in the market that could grow into a suitable fit for the Agency. Another option is for Staff to establish the vision for functional definitions and capabilities needed to create an RFP/RFQ for a more strategic partnership in the future.
3. Vendor Analysis Profiles. Emailed separately for review.
4. 2026 Planning. Kurt announced the Capitol plan will be going before the Board in December and funds will be allocated for this group to conduct research such as site/vendor visits, tradeshow or consultant needs.
5. Round Table. None

Meeting adjourned at 3:33 pm. The next PSTC Meeting is Thursday, November 26th, 2025.