

SNOHOMISH COUNTY 911 BOARD OF DIRECTORS
BOARD MEETING AGENDA
January 15, 2026 at 8:30 a.m.

VIRTUAL MEETING

<https://us02web.zoom.us/j/84187143466?pwd=z9mY0pGgkcfybQXbQrSDJbCQeUxYTb.1>

Webinar ID: 841 8714 3466

Passcode: 425854

or dial +1 253 205 0468

1. Call to Order

A. Roll Call

B. Announcements

- i. Employee Recognition – Kim Crannell for 20 years of service.

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 December 18, 2025 Regular Board Meeting3

B. December 2025 Blanket Voucher & Payroll Approval Form:7

- i. Checks 1157-1164; 20973-21105, for a total of \$2,340,818.72

- ii. Payroll Direct Deposit, in the amount of \$1,447,913.04

4. Executive Session (if needed)

5. Old Business (None)

6. New Business

A. Finance Committee Guiding Principles8

B. APF – SNO911 Board Retreat38

C. APF – Generator Services.....39

D. Emergency Declaration Resolution.....41

7. Reports

A. Agency Report.....54

B. Police TAC (No December meeting)

C. Fire TAC (No December meeting)

8. Committee Reports

A. Finance Committee58

B. Personnel Committee60

C. Public Safety Technology Committee

D. County EESCS (E911) Committee

E. County ECSF Program Advisory Board

9. Good of the Order

10. Adjourn - The next meeting is scheduled for February 19th, 2026 in person at SNO911.

SNOHOMISH COUNTY 911 BOARD of DIRECTORS MEETING

Zoom Meeting December 18, 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	☒ Deanna Gregory	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	Buck Mimms – NPSG	Judi Torrico – NPSG	John Chalfant – SCF/EMS	
	Tiffani Brown – SNO911			

AGENDA ITEMS		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 8:30 a.m. Roll call was taken and a quorum was confirmed. B. Announcements: SNO911's Executive Director Kurt Mills introduced Deanna Gregory the Board's new legal representation with Summit Law and visitors from National Public Safety Group (NPSG) Buck Mimms and Judi Torrico. He also announced committee vacancies; one on the Radio Advisory Board with Snohomish County and two vacancies on the Public Safety Technology Committee (PSTC). This announcement serves as the required 30-day notice and will ask to be filled at the next board meeting.	
2. Public Comment	None	
3. Approval of Agenda	The agenda was approved as presented. Chief Joel Johnson moved to approve the agenda, seconded by Chief Ryan Lundquist and approved unanimously.	Agenda Approved
4. Consent Agenda	Chief Cole Langdon moved to approve the Consent Agenda, including: A. Minutes from the October 16, 2025 regular board meeting (no November meeting) B. October & November 2025 Blanket Voucher & Payroll Approval Forms	

AGENDA ITEMS		ACTION OR FOLLOW-UP
	E. County ECSF Program Advisory Board. No meeting. The community impact report was approved and will be posted to the SNO911 website.	
11. Good of the Order	Director Mills reflected on the monumental year for the county and agency and thanked the board for all the hard work.	
12. Adjourn	Mayor Nehring motioned to adjourn the meeting at 10:09 a.m. The next board meeting will be virtual and is scheduled for January 15, 2026 at 8:30 a.m. via Zoom.	

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

VOUCHER CLAIM CHECK # 1157-1164, 20973-21105

General Operations	70	\$	1,982,799.64
Capital Fund	80	\$	53,354.36
Radio Capital	85	\$	48,742.60
Radio Replacement	130	\$	184,615.84
Fleet Expansion	140	\$	11,493.52
DDA Future Facility	150	\$	59,812.76
Bond Repayment	155		

TOTAL	\$2,340,818.72
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PAYROLL/SALARIES CHECK – Direct Deposit

Operations:

Admin	\$	143,535.23
Tech	\$	182,388.31
Ops	\$	90,086.20
Dispatch	\$	943,058.86
Wireless 100	\$	88,844.44
Radio Replacement Project		

TOTAL	\$	1,447,913.04
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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
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Executive Director	DATE
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SNO911 Finance Committee

Guiding Principles

Purpose

The Finance Committee operates under delegated authority from the full Board. Its role is to provide informed financial oversight that strengthens internal controls, reduces organizational risk, and supports sound decision-making on behalf of all member agencies.

1. Preparation, Transparency, and Line of Sight

- Finance packets are typically distributed **one to two days prior** to committee meetings to allow adequate time for review.
- Committee members are expected to **review materials in advance** and arrive prepared to ask questions.
- Questions and discussion are encouraged. They improve shared understanding, surface risks, and guide continuous improvement in financial reporting.
- Regular review of standing monthly materials is a **key internal control** that maintains financial line of sight and reinforces Board oversight.
- Staff will highlight **key items, trends, exceptions, and emerging risks**.
- While the Finance Committee provides review and recommendation, **the full Board retains approval authority for all expenditures**.

2. Standing Financial Reports

The Finance Committee routinely reviews the following reports from the Director of Finance:

1. **Voucher Claims & Payroll**
2. **Fund Balances Report**
3. **Quarterly Budget vs. Actual Report**

Best Practice:

A Finance Committee member should make the motion for Voucher Claims & Payroll as part of the Board's consent agenda. This provides assurance to the full Board that the Finance Committee has reviewed these items prior to Board action.



3. Oversight, Not Operations

Finance Committee members serve in a **governance and oversight role**, not a management role.

Committee members should:

- Ask:
 - *Why did this change?*
 - *What has changed since the last review?*
 - *What risk does this present?*
 - *How was agency policy followed, particularly with respect to procurement requirements and bid rules?*
- Focus on:
 - Trends
 - Exceptions
 - Sustainability
 - Financial, legal, and operational risk exposure

Committee members should avoid:

- Redesigning staff workflows
- Directing day-to-day operations
- Approving tactics instead of outcomes

Many committee members bring deep public safety and operational expertise. That experience is valuable, but on this committee it is applied through an **oversight lens**, not an operational one.

4. Strengthening Board Decision-Making

The Finance Committee exists to make full Board action **clearer, safer, and better informed**.

- Link financial decisions to the agency's **mission, service outcomes, and strategic priorities**.
- When reviewing Action Proposal Forms (APFs), budget packages, and major expenditures, ask:
 - *How does this advance our core mission?*
 - *What service outcome will improve?*
 - *What are the risks or consequences of not making this investment?*
- Provide **clear recommendations** to the Board.
- Call out **risks, tradeoffs, and alternatives** to support informed deliberation.
- Ensure the **rationale for major financial decisions is documented**, particularly when tradeoffs are involved.



5. Culture and Accountability

- The Finance Committee is neither a rubber stamp nor an adversarial body.
- Effective oversight is **curious, constructive, and disciplined**.
- A strong Finance Committee:
 - Reduces surprises
 - Builds trust with member agencies
 - Protects the organization
 - Strengthens public confidence

SNO911 Finance Committee

Agency Finance Snapshot

How SNO911 Funding Is Organized

Operating (70)

Supports Daily operations (personnel, maintenance, insurance, etc.)

Operating Reserves (90)

These undesignated reserves protect service continuity during disruptions. Covers agencies PTO liability.

Capital (80-85-86)

Capital funds pay for long life assets and technical systems. Funding sources require separate funds

Facility (125-155)

F125 acts as a reserve for unexpected needs, and periodic capital needs (HVAC replacement, etc.) F155 repays bond.

Fiscal Policy Guardrails

- Strive for stability year-to-year
- Three months undesignated reserves
- Capital Plan for minimum of 5 years

Carryover dollars priority order:

- ⇒ Rebuild Unrestricted Reserves
- ⇒ Fund unanticipated operating costs
- ⇒ Fund Capital Plan
- ⇒ Distribute of unrestricted funds to member agencies

2026 Operating Budget Snapshot

- Total Operating Budget: \$36,267,766
- Revenues:
 - Law Assessments: 31.5%
 - Fire Assessments: 19.8%
 - E911 Excise Tax*: 21%
 - EC Sales Tax*: 20.3%
 - Other: 7.4%
- 94% of budget covers Personnel (76%), and general operating (maint, rent, utilities, insurance) 18%
- 2026 Assessments reduced -0.4%
- * Restricted Funds

Assessment Formula

Defined within ILA (Exhibit B)

- Calls for service (54%)
- Assessed value (23%)
- Population (23%)
- Fire / Law Assessments Calculated separately.
- Balanced to ensure fairness, demand, and stability.

Long Range Plans

- SNO911 Capital Plans projects 10+ years.
- General capital historically funded from operational underspend guided by Fiscal Policy
- Radio Capital & Facility plans linked to County's long-range ECSF funding.
- County ECSF Long-Range Plan: [Recommended by SNO911 BOD > County ECSF Committee, then approved as part of County's bi-annual budget]

SNO911 2026 Finance Committee Annual Planner Updated: January 8, 2026		
January - Review 2026 committee objectives 2025 SAO Financial and Accountability audit exit conference	February (In Person) - Fund 70 Operating: Review prior year underspend - Recommendation to board disposition of prior year underspend - Prior year Budget Report	March Review EESCS (E911) unbudgeted revenue, if any.
April - ECSF: First review of budget & 15-year forecast submitted to SNO911 Board - Q1 Budget Report - Board Retreat	May - ECSF: First review of budget & 15-year forecast submitted to ECSF Radio Advisory Board - ECSF: Adoption of ECSF budget request - ECSF: Submit ECSF budget request to County - First review of SNO911 2027 budget assumptions	June (In Person) First review of SNO911 Operating budget presentation
July - First review of budget presentation to board (required by Aug 1st) - Q2 Budget Report	August Board adoption of annual operating budget	September - Board must adopt budget by Sep 25th - SNO911 assessments distributed to members by Sep 30th
October Q3 Budget Report	November (In Person) First review of General Capital Plan 80 and Radio Capital plan 85	December (In Person) - Board approval of Capital Plan 80 and Radio Capital plan 85 - County Council approves ECSF & EESCS Bi-annual Budgets
- Other upcoming project/policy discussions: - South Campus/Backup Facility Remodel - Funding for future CAD/RMS/JMS - Motorola long-term lifecycle planning - SAO 2025 Audit ECSF = Emergency Communications Systems & Facilities aka County Radio Advisory Board EESCS = Enhanced Emergency Services Communication System formerly the County E911 Office.		

Title/Number	SNO911 Fiscal Policy		
	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.

PROCUREMENT POLICY AND PROCEDURE

Approved December 19, 2024

1. PURPOSE

It is the purpose of this policy to provide guidelines for the purchase of goods and services by SNOHOMISH COUNTY 911 in order to maintain an accountable procurement process. As an agency created pursuant to the Washington State Interlocal Cooperation Act, the procurement process is based on the most restrictive statutory requirements applicable to the member agencies. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost-effective purchases where their strict application would not be in SNOHOMISH COUNTY 911's best interest.

2. DEFINITIONS

- 2.1 *Bid Exemptions*. RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.
- 2.2 *Budget*. The formally adopted budget of SNOHOMISH COUNTY 911.
- 2.3 *Commercially Reasonable Means*. Any method of purchasing property, equipment, materials, supplies and services that ensures SNOHOMISH COUNTY 911 and its members are getting the best deal possible. Examples could include negotiated, purchases, bidding procedures, obtaining multiple quotes, etc.
- 2.4 *Cooperative Purchase*. A Cooperative Purchase allows SNOHOMISH COUNTY 911 to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded or a purchase through a Purchasing Cooperative. Use of a Cooperative Purchase requires Cooperative Purchasing Agreement with the municipal corporation that is going to bid or has gone to bid and requires staff to obtain documentation that the purchasing agency complied with the bid laws applicable to the municipal corporation that went to bid.
- 2.5 *Cooperative Purchasing Agreement*. An Interlocal agreement substantially in the form of the Agreement attached as **Exhibit A** to this policy. The Governing Board delegates to the Executive Director the authority to sign Cooperative Purchasing Agreements.
- 2.6 *Electronic Signature* (e-signature) – An electronic sound, symbol, or process attached to or logically associated with a contract and executed or adopted by a person with the intent to sign the record as authorized by SNOHOMISH COUNTY 911 Policy.
- 2.7 *Emergency*. Unforeseen circumstances beyond the control of SNOHOMISH COUNTY 911 that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- 2.8 *Facsimile Signature*. A handwritten signature that is copied or scanned from a document bearing an authorized original signature. A facsimile signature can be created

when a document is copied on a copy machine, when it is scanned, or when it is transmitted via email or fax machine.

- 2.9 Governing Board. The Governing Board of SNOHOMISH COUNTY 911 as established and operating under the SNOHOMISH COUNTY 911 Interlocal Agreement.
- 2.10 Lowest Responsible Bidder with Lowest Responsive Bid. A bidder that has submitted the lowest bid that is responsive to SNOHOMISH COUNTY 911's specifications, and is determined to be a Responsible Bidder and for:
 - 2.10.1 Equipment, Materials and Supplies Purchases:
 - 2.10.1.1 The bidder with the lowest price, or if SNOHOMISH COUNTY 911 has provided for best value criteria consideration, then price may be considered along with the following best value criteria:
 - 2.10.1.1.1 Whether the bid satisfies the needs of SNOHOMISH COUNTY 911 as specified in the solicitation documents;
 - 2.10.1.1.2 Whether the bid encourages diverse contractor participation;
 - 2.10.1.1.3 Whether the bid provides competitive pricing, economies, and efficiencies;
 - 2.10.1.1.4 Whether the bid considers human health and environmental impacts;
 - 2.10.1.1.5 Whether the bid appropriately weighs cost and non-cost considerations; and
 - 2.10.1.1.6 Life-cycle cost.
 - 2.10.1.1.7 Other relevant criteria established by SNOHOMISH COUNTY 911 as part of the product specifications.
 - 2.10.2 Public Works Projects.
 - 2.10.2.1 The bidder with the lowest price, or if SNOHOMISH COUNTY 911 has established "supplemental criteria" in accordance with RCW 39.04.350 and the procedure set forth at Section 4.B.1.1.2.10 then price will need to be considered along with the supplemental criteria.
- 2.11 On-call contract. A contract that is awarded with general provisions for the services to be rendered. As services are to be rendered, specific task orders are initiated that are to be completed by the contracting firm.
- 2.12 Progressive Design Build. An alternative Public Works contracting procedure authorized in chapter 39.10 RCW.
- 2.13 Public Work. Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of SNOHOMISH COUNTY 911, or which is by law a lien or charge on any property within SNOHOMISH COUNTY 911 (RCW 39.04.010).
- 2.14 Responsible Bidder. In determining whether the bidder is a responsible bidder,

SNOHOMISH COUNTY 911 must consider the following elements:

2.14.1 Equipment, Materials and Supplies Purchases

- 2.14.1.1 The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- 2.13.1.2 The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- 2.13.1.3 Whether the bidder can perform the contract within the time specified;
- 2.13.1.4 The quality of performance of previous contracts or services;
- 2.13.1.5 The previous and existing compliance by the bidder with laws relating to the contract or services; and
- 2.13.1.6 Such other information as may be secured having a bearing on the decision to award the contract.

2.14.2 Public Works Projects.

- 2.14.2.1 Contractor must have valid certificate of registration.
- 2.14.2.2 Contractor must have valid State UBI number.
- 2.14.2.3 Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- 2.14.2.4 Contractor cannot have been disqualified from bidding on any previous public works contract.
- 2.14.2.5 Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to SNOHOMISH COUNTY 911's Project.
- 2.14.2.6 Contractor must certify that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.
- 2.14.2.7 Contractor must certify that Contractor has complied with or is exempt from the public works training requirement set forth in RCW 39.04.350(1)(f).

2.15 Small Works Roster. A process authorized by RCW 39.04.151-.154 that allows SNOHOMISH COUNTY 911 to publish and maintain a roster of contractors available to perform public works contracts. SNOHOMISH COUNTY 911 designates MRSC Rosters as its Small Works Roster.

2.16 Telecommunications & Data Processing. Telecommunications are the means of electronic transmission of information over distances. The information may be in the

form of voice telephone calls, data, text, images, or video. Today, telecommunications are used to organize more or less remote computer systems into telecommunications networks.

- 2.17 Unit Priced Contract. Competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of SNOHOMISH COUNTY 911, under which the contractor agrees to a fixed period indefinite quantity delivery of work, at a defined unit price for each category of work.
- 2.18 Vendor List. A process authorized by RCW 39.04.190 that allows SNOHOMISH COUNTY 911 to publish and maintain a roster of vendors available to sell equipment and supplies to SNOHOMISH COUNTY 911. SNOHOMISH COUNTY 911 designates MRSC Rosters as its official Vendor List.

3. PURCHASING AUTHORITY

- 3.1 Change orders. Change Orders which fall within the approved scope, project budget, and project contingency may be executed by the Executive Director or his/her designee. Change orders which would change the scope of the project and/or exceed the Board approved project budget and approved project contingency would require additional Board action.
- 3.2 Emergency Purchases. In the event of an emergency, the Executive Director, or in the Executive Director's absence the Executive Director's designee, may approve a purchase outside of the budget if it is not feasible to obtain advance approval of the Governing Board. In such situations, the Board shall ratify the purchase at the earliest reasonable opportunity following the purchase.
- 3.3 Executive Director. The Executive Director, or designee shall have authority to make expenditures within the general budgetary limits adopted by the Board and as outlined in the Authority Matrix.
- 3.4 General Purchasing Authority: See Matrix at Section 5 of this policy.
- 3.5 Governing Board. The SNOHOMISH COUNTY 911 Governing Board shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall also review and approve all vouchers on at least a monthly basis.
- 3.6 Purchase Orders. Purchase Orders shall be prepared for all purchases exceeding \$1000.00. Only an annual Purchase Order, issued at the time of contract execution, shall be required for equipment, materials, supplies or services purchased or delivered over a contractual term, including contractual extensions.
- 3.7 Purchases Made Using a Sole Source Bid Exemption. Purchases made using a Sole Source Bid Exemption shall require a sole source justification form authorized by the Executive Director (see Exhibit C).
- 3.8 Staff Purchases. The routine re-ordering of materials, supplies and equipment, as defined and limited by the Executive Director or designee, may be made by staff members without requiring any additional advance approval.

4.A PROCEDURES

4.1 Purchase of Materials, Equipment and Supplies.

4.A.1 **Purchases Under \$7,500.** No statutory process requirements. Staff shall use Commercially Reasonable Means to make such purchases consistent with the following procedures.

4.A.1.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.

4.A.1.2 Negotiate terms of purchase and obtain proper documentation to make purchase, i.e., purchase order or contract. Obtain legal counsel review if necessary.

4.A.1.3 Obtain appropriate authorization under Section 3.

4.A.2 **Purchases from \$7,500 to \$15,000.** Purchases must be made from SNOHOMISH COUNTY 911's Vendor List or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through SNOHOMISH COUNTY 911's Vendor List, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$15,000.

4.A.2.1 If purchase is made under a Cooperative Purchase approach the following procedures shall be used:

4.A.2.1.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.

4.A.2.1.2 Identify if the purchase can be made utilizing existing state contracts with DES (Department of Enterprise Services) or other "piggyback" arrangements.

4.A.2.1.3 Verify that the purchaser complied with statutory public bidding laws of the awarding agency and obtain necessary approval from Executive Director or designee to make a cooperative purchase.

4.A.2.1.4 Document that the product being purchased is the same as the product that the vendor bid. As a general rule there can be approximately a 10% variation in the specifications or price from product that was actually bid for the product to be considered the same product. Cosmetic variations such as paint color vehicle markings etc. are permitted variations.

4.A.2.1.5 Complete all necessary applications and agreements to join the Purchasing Cooperative or enter into a Cooperative Purchasing Agreement if purchasing off of another municipal corporations bid.

4.A.2.1.6 Collect all documents that demonstrate the Purchasing Cooperative or other municipal corporation went through a proper public bidding process for the product to be purchased. This documentation must be collected and maintained by

SNOHOMISH COUNTY 911 until the time period in which the product was purchased has been subject to Audit by the State Auditor.

- 4.A.2.1.7 Obtain appropriate authorization under Section 3.
- 4.A.2.1.8 Execute necessary purchase documents with vendor. Obtain legal counsel review if necessary.
- 4.A.2.2 If using a **Vendor List**, the following procedures shall be used.
 - 4.A.2.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.A.2.2.2 Whenever possible, contact at least three vendors on the applicable list and obtain written or telephone quotations for the purchase of the items.
 - 4.A.2.2.3 A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
 - 4.A.2.2.4 Identify the Responsible Bidders and select the Lowest Responsive Bidder based on the quotes received.
 - 4.A.2.2.5 Obtain appropriate authorization under Section 3.
 - 4.A.2.2.6 Execute necessary purchase documents. Obtain legal counsel review if necessary.
- 4.A.2.3 If the Purchase is made using a **Sole Source Bid Exemption** the following procedures shall be used:
 - 4.A.2.3.1 The easiest way to determine whether a vendor is a sole source provider is to ask the following question. If we go out for public bidding for the product we want, is there any possibility we will receive more than one bid. If the answer is yes, this is not a sole source purchase and SNOHOMISH COUNTY 911 will need to proceed with a competitive bidding process.
 - 4.A.2.3.2 Obtain documentation that the vendor is the sole source. Generally, the product manufacturer will provide a letter documenting that a vendor is the sole source to purchase the product.
 - 4.A.2.3.3 Complete the Sole Source Justification Form to identify why the selected vendor is the sole source.
- 4.A.2.4 If the Purchase is made using a **Special Facilities/Market Conditions Bid Exemption** the following procedures shall be used.
 - 4.A.2.4.1 This exemption is similar to the sole source exemption and is often used in conjunction with the sole source exemption. The exemption can be used for unique circumstances that would preclude SNOHOMISH COUNTY 911 from obtaining multiple bids for a product. For example, the purchase of a used vehicle or a demo vehicle that is only available for a limited time period

can fit within this exemption.

- 4.A.2.4.2 Obtain or create documentation that establishes what the special facility or market condition is that requires the use of a bid exemption.

- 4.A.2.5 If the purchase is made using an **Emergency Bid Exemption** the following procedures shall be used.

- 4.A.2.5.1 Emergency purchases are allowed only when there is a true Emergency meeting the definition set forth in this policy.
- 4.A.2.5.2 Negotiate terms of purchase using Commercially Reasonable Means.
- 4.A.2.5.3 The Board will review and take necessary action at the next Board Meeting
- 4.A.2.5.4 Draft Resolution substantially in the form of **Exhibit B** that includes the following information.
 - 4.A.2.5.4.1 Identify the basis for the Emergency that addresses the elements set forth in the definition of Emergency.
 - 4.A.2.5.4.2 Authorize the waiving of the competitive bid process and authorize the purchase.

- 4.A.3 **Purchases over \$15,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.

- 4.A.3.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 4.A.2.1
- 4.A.3.2 If purchase is made through a Bid Exemption following the process outlined at Section 4.A.2.3, 4 or 5.
- 4.A.3.3 If purchase is made through formal sealed bidding the following procedures shall be used.
 - 4.A.3.3.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.A.3.3.2 Obtain appropriate authorization under Section 3.
 - 4.A.3.3.3 Prepare Product specifications. Product specifications may be drafted broadly or narrowly depending on the needs of SNOHOMISH COUNTY 911. The bid laws require an open competitive process for the product but the bid laws do not require SNOHOMISH COUNTY 911 to go out to bid with general specifications that could result in bids for a product that does not meet SNOHOMISH COUNTY 911's needs.
 - 4.A.3.3.4 Prepare Instructions to Bidders specific to the product being purchased. The Instructions to Bidders are your opportunity not only to define the product you want to purchase but the terms and conditions that you want to make the purchase under. Legal

counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.

- 4.A.3.3.4.1 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.
- 4.A.3.3.4.2 Identification of product and product specifications.
- 4.A.3.3.4.3 Identification of where bids should be submitted, bid opening time, bid award time frame.
- 4.A.3.3.4.4 Financing terms (if any).
- 4.A.3.3.4.5 Delivery date for product.
- 4.A.3.3.4.6 Liquidated damages.
- 4.A.3.3.4.7 Warranty requirements.
- 4.A.3.3.4.8 Contract form.
- 4.A.3.3.4.9 Evaluation and bid award criteria based on Responsible Bidder and Lowest Responsive /Responsible Bidder criteria.
- 4.A.3.3.5 Publish bid advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the bid opening.
- 4.A.3.3.6 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
- 4.A.3.3.7 Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder with Responsive Bid.
- 4.A.3.3.8 Execute contract.

4.B Public Works

- 4.B.1 **Public Works Projects under \$350,000.** SNOHOMISH COUNTY 911 may establish and use a Small Works Roster, a formal sealed bidding process or in an Emergency may use the Emergency Bid Exemption. SNOHOMISH COUNTY 911 establishes MRSC Rosters as its official Small Works Roster.
 - 4.B.1.1 If using a Small Works Roster, the following procedures shall be used.
 - 4.B.1.1.1 Identify the need for the project and determine whether the project is included in the Budget.
 - 4.B.1.1.2 Develop specifications for project that will allow contractors to provide comparable bids and that establish basic requirements such as Prevailing Wage requirement, contractor registration requirements, contract requirements and warranty requirements. Specifications under the small works roster, in contrast to a sealed bid process, may be more general to allow contractors some flexibility in providing design suggestions and cost savings

approaches. The more general the specification, however, the more difficult it may become to identify the Lowest Responsive Bidder and the more critical it becomes to identify the criteria that will be used to select the Lowest Responsive Bidder. If soliciting unit price contract with an estimated cost of \$30,000 or less per year, the invitation for bid must include estimated quantities of the anticipated types of work or trades and specify how SNOHOMISH COUNTY 911 will issue or release work orders. In addition, the specifications should include the following elements:

- 4.B.1.1.2.1 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.
- 4.B.1.1.2.2 Identification of where bids should be submitted and bid award time frame.
- 4.B.1.1.2.3 Payment terms (if any).
- 4.B.1.1.2.4 Time frame for project and completion dates.
- 4.B.1.1.2.5 Liquidated damages.
- 4.B.1.1.2.6 Warranty requirements.
- 4.B.1.1.2.7 Contract Forms (including a properly drafted contract form will incorporate the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.). Unit priced contract initial term may not exceed one year, with the option to extend or renew the contract for one additional year.
- 4.B.1.1.2.8 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that SNOHOMISH COUNTY 911 be able to print a copy for any bidder that requests a copy).
<https://secure.lni.wa.gov/wagelookup/rates/journey-level-rates>
- 4.B.1.1.2.9 The mandatory Responsible Bidder requirements set forth at Section 2.10.2
- 4.B.1.1.2.10 SNOHOMISH COUNTY 911 may also include "supplemental criteria" that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following
 - 4.B.1.1.2.10.1 The basis for evaluating the specified criteria.
 - 4.B.1.1.2.10.2 An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - 4.B.1.1.2.10.3 A process for allowing bidders to request a modification of the supplemental criteria.

- 4.B.1.1.3 For projects estimated to cost under \$150,000:
 - 4.B.1.1.3.1 Seek quotes from all eligible contractors that have expressed interest in working in SNOHOMISH COUNTY 911's geographical area. Or
 - 4.B.1.1.3.2 Use Direct Contracting.
 - 4.B.1.1.3.3 Prior to using direct contracting, SNOHOMISH COUNTY 911 must adopt a small, minority, women or veteran owned businesses use plan.
 - 4.B.1.1.3.4 If there are six or more contractors meeting the definition of small, minority, women or veteran owned businesses on your roster, SNOHOMISH COUNTY 911 may directly contract with one of those small businesses that have indicated interest in performing work in SNOHOMISH COUNTY 911's geographical area.
 - 4.B.1.1.3.5 SNOHOMISH COUNTY 911 shall rotate through the eligible contractors and shall, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, use different contractors on different projects.
 - 4.B.1.1.3.6 If there are five or less contractors meeting the definition of small business on your roster, you may direct contract with any of those small businesses that have indicated interest in performing work in your geographical area.
 - 4.B.1.1.3.7 Under both of the above procedures you must notify all small, minority, women or veteran owned businesses on the roster for your geographical area that you are using direct contracting.
- 4.B.1.1.4 For projects estimated to cost between \$150,000 and \$350,000 seek quotes from all eligible contractors that have expressed interest in working in SNOHOMISH COUNTY 911's geographical area.
- 4.B.1.1.5 A record of quotations received must be maintained for a period of three years and shall be open to public inspection.
- 4.B.1.1.6 Identify the Responsible Bidders and select the Lowest Responsible Bidder with a responsive bid based on the quotes received.
- 4.B.1.1.7 Obtain appropriate authorization under Section 3.
- 4.B.1.1.8 Execute necessary purchase documents. Obtain legal counsel review if necessary.
- 4.B.1.2 If using a formal sealed bidding process follow the procedures outlined Section 4.B.2.

- 4.B.1.3 If using an Emergency exemption follow the procedures outlined under Section 4.A.2.5.
- 4.B.2 **Public Works Projects over \$350,000.** Formal sealed bidding shall be used except in case of an Emergency or when the Progressive Design Build process is used pursuant to Section 4.B.4.
 - 4.B.2.1 If using an Emergency exemption follow the procedures outlined under Section 4.A.2.5.
 - 4.B.2.2 If purchase is made through formal sealed bidding the following procedures shall be used.
 - 4.B.2.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - 4.B.2.2.2 Obtain appropriate authorization under Section 3.
 - 4.B.2.2.3 Prepare project specifications including estimate per RCW 39.04.020.
 - 4.B.2.2.4 Prepare Instructions to Bidders specific to the Project. The Instructions to Bidders are your opportunity to define the terms and conditions for the Project. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.
 - 4.B.2.2.4.1 Identification of project specifications.
 - 4.B.2.2.4.2 Identification of where bids should be submitted, bid opening time, bid award time frame.
 - 4.B.2.2.4.3 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all bids.
 - 4.B.2.2.4.4 Payment terms (if any).
 - 4.B.2.2.4.5 Time frame for project and completion dates.
 - 4.B.2.2.4.6 Liquidated damages.
 - 4.B.2.2.4.7 Warranty requirements.
 - 4.B.2.2.4.8 Contract Forms (including a properly drafted contract form will incorporate into the Instructions to Bidders the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).
 - 4.B.2.2.4.9 Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that SNOHOMISH COUNTY 911 be able to print a copy for any bidder that requests a copy).
 - 4.B.2.2.4.10 The Responsible Bidder requirements set forth at Section 2.10.2.

4.B.2.2.4.11 The Instructions to Bidders may also include “supplemental criteria” as provided under Section 4.B.1.1.2.10

4.B.2.2.4.11.1 Publish bid advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the bid opening.

4.B.2.2.4.11.2 Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.

4.B.2.2.4.11.3 Identify Responsible Bidders and award bid to Lowest Responsible Bidder with responsive bid.

4.B.2.2.4.11.4 Execute contract.

4.B.3 Unit Priced Contracts may be bid under the small works roster or sealed competitive bidding procedures for projects that are not expected to exceed **\$30,000** per year subject to the following requirements.

4.B.3.1 Unit Priced Contracts must be executed for an initial contract term not to exceed one year, with the option of extending or renewing the unit priced contract for one additional year.

4.B.3.2 Invitations for unit price bids must include, for purposes of the bid evaluation, estimated quantities of the anticipated types of work or trades, the process for issuing or releasing work assignments, work orders, or task authorizations for projects, tasks, or other work based on the hourly rates or unit prices bid by the contractor.

4.B.3.3 Unit Priced Contracts must be awarded to the Lowest Responsible Bidder. Whenever possible, at least one proposal from a certified minority or woman contractor who otherwise qualifies under this section should be obtained.

4.B.3.4 Prevailing wages shall be paid for all work performed pursuant to each work order at the prevailing wage rates in effect at the beginning date for each contract year. Intents and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve-month period of the unit priced contract.

4.B.4 Progressive Design Build procedures may be used for the following Public Works Projects in accordance with the procedural requirements contained in chapter 39.10 RCW.

4.B.4.1 Public works projects in which the total project cost is over \$2,000,000 and where:

4.B.4.1.1 The construction activities are highly specialized and a design-build approach is critical in developing the construction methodology; or

4.B.4.1.2 The projects selected provide opportunity for greater innovation or efficiencies between the designer and the builder; or

4.B.4.1.3 Significant savings in project delivery time would be realized.

4.B.4.2 Parking garages and pre-engineered metal buildings, regardless of cost.

- 4.B.4.3 Construction or erection of portable facilities as defined in WAC 392-343-018, or not more than 10 prefabricated modular buildings per installation site, regardless of cost.

4.C Services – Architect and Engineer and Land Surveyors

- 4.C.1 SNOHOMISH COUNTY 911 shall use the Request for Qualifications “RFQ” process established under chapter 39.80 RCW prior to retaining the services of architects, engineers and land surveyors “Consultants” or an Emergency exception. SNOHOMISH COUNTY 911 designates MRSC Rosters as its official consultant roster to comply with chapter 39.80 RCW
- 4.C.1.1 If using an emergency exemption follow the procedures outlined under Section 4.A.2.5.
- 4.C.1.2 If using the RFQ process, the following procedures shall be used:
- 4.C.1.2.1 Identify the need for the purchase and determine whether the purchase is included in the Budget.
- 4.C.1.2.2 Obtain appropriate authorization under Section 3.
- 4.C.1.2.3 SNOHOMISH COUNTY 911 will identify qualified Consultants from the established roster.
- 4.C.1.2.4 Evaluate and rank Consultants based on the specific needs for the project without considering price.
- 4.C.1.2.5 Notify top ranked Consultant and negotiate pricing and contract terms.
- 4.C.1.2.6 If SNOHOMISH COUNTY 911 cannot come to agreement on pricing or contract terms, SNOHOMISH COUNTY 911 can move to the next ranked Consultant.
- 4.C.1.2.7 Enter into contract.

4.D Services – Telecommunications and Data Processing.

- 4.D.1 If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption SNOHOMISH COUNTY 911 shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.
- 4.D.1.1 If purchase is made through a Cooperative Purchase follow the process outlined at Section 4.A.2.1.
- 4.D.1.2 If purchase is made through a Bid Exemption following the process outlined at Section 4.A.2.3, 4 or 5.
- 4.D.1.3 If the purchase is made using the competitive negotiation process the following procedure shall be used:
- 4.D.1.3.1 Preparation of a Request for Proposals “RFP” that includes the following elements.
- 4.D.1.3.1.1 General specifications for SNOHOMISH COUNTY 911’s

telecommunication/data processing needs.

- 4.D.1.3.1.2 Selection Criteria. The selection criteria are discretionary with SNOHOMISH COUNTY 911. Price can be included in the criteria but selection does not have to be based on low bidder.
- 4.D.1.3.1.3 Name and address of SNOHOMISH COUNTY 911 representative responsible for managing the RFP process.
- 4.D.1.3.1.4 Identification of where RFPs should be submitted, RFP award time frame.
- 4.D.1.3.1.5 Reservation of SNOHOMISH COUNTY 911's right to waive irregularities or to reject all RFPs.
- 4.D.1.3.1.6 Publish RFP advertisement in newspaper of general circulation within SNOHOMISH COUNTY 911 at least 13 days in advance of the RFP submittal date.
- 4.D.1.3.1.7 Evaluate and rank proposals using the selection criteria.
- 4.D.1.3.1.8 Notify top ranked vendor and negotiate contract terms.
- 4.D.1.3.1.9 If SNOHOMISH COUNTY 911 cannot come to agreement on pricing or contract terms, SNOHOMISH COUNTY 911 can move to the next proposal.
- 4.D.1.3.1.10 Enter into contract.

4.E Services – Other

- 4.E.1 No statutory procedures required. SNOHOMISH COUNTY 911 staff shall use Commercially Reasonable Means to identify and contract with service providers.

5. AUTHORITY MATRIX:

Type	Expected TOTAL cost includes tax	Signature Needed	Procurement Procedure
Goods (Not PW)	Under \$7,500	Executive Director or Designee	Commercially Reasonable Means
	\$7,500 - \$15,000	Executive Director or Designee	Vendor List or Coop Purchase or Bid Exemption
	Over \$15,000	Executive Director or Designee	Formal Sealed bid; Cooperative Purchase or Bid Exemption;
	Non-budgeted over \$50,000	Board of Directors	
Public Works (PW)	Up to \$350,000	Executive Director or Designee	Small Works Roster
	Over \$350,000 or Non-budgeted over \$50,000	Board of Directors	Formal Sealed Bid
Contract Price		Retained Percentage	Bond
Under \$5,000		Not required	Not required
\$5,000-\$150,000		Ten percent if waive bond Waivable if require bond (must be specified in bid documents and Agency assumes liability).	Waivable if require 10% retained percentage
\$150,000- \$350,000		Waivable (must be specified in bid documents and Agency assumes liability). Otherwise five percent required	Required
Over \$350,000		Five percent required	Required
Arch & Eng.	Budgeted	Executive Director or Designee	Formal RFQ or Emergency Bid Exemption
	Non-budgeted over \$50,000	Board of Directors	
Services	Budgeted Telecommunications & Data Processing	Executive Director or Designee	Designated Purchasing Cooperative or Cooperative Purchase; Competitive Negotiation or Bid Exemption
	Non-budgeted TC & DP Services over \$50,000	Board of Directors	
	Budgeted Professional Services	Executive Director or Designee	Commercial Reasonable Means
	Non-budgeted Professional Services over \$50,000	Board of Directors	

EXHIBIT A

COOPERATIVE PURCHASE CONTRACT FORM

This Agreement is entered into between the undersigned, municipal corporations of the State of Washington.

It is the purpose of this Agreement to provide for the cooperative purchase of materials, supplies and equipment by the parties to this Agreement when determined by the legislative body of a participating party to be in the best interest of such party. This Agreement is entered into under the authority of the Interlocal Cooperation Act, chapter 39.34 RCW.

It is agreed by the parties as follows:

1. **Term.** The term of this Agreement in respect to each party to this Agreement shall commence on the date of execution of the Agreement by that party and shall remain in effect until terminated by a party as provided in paragraph 5 of this Agreement.
2. **Cooperative Purchase.** Each party agrees to provide in bid proposals and specifications appropriate language to authorize and permit the other parties to the Agreement to purchase such materials, supplies and equipment under the terms and conditions of the purchase contract awarded by such party. Provided, however, the parties shall not be required to include such language when, in the sole discretion of the party going out to bid, the party determines that such language is not in the best interest of the party. The bid language to be included should be substantially as follows: “Interlocal Bids. The Bid proposal accepted shall permit and shall be subject to chapter 39.34 RCW, the Interlocal Cooperation Act, under which other governmental agencies may purchase under the bid proposal.”
3. **Discretion.** The determination of whether or not any party to this Agreement shall purchase materials, supplies or equipment under the terms and conditions of any purchase contract available to, or entered into, by the other parties under a statutory bidding procedure shall be made by the legislative body of the party desiring to make such purchase.
4. **Financial Responsibility.** Each party shall remain financially responsible for the payment of the purchase price of all materials, supplies and equipment purchased and received by such party under the terms of this Agreement.
5. **Ownership.** Title to all items purchased by any party to this Agreement shall remain in the name of such party.
6. **Termination.** Any party to this Agreement may terminate its participation in the Agreement by giving the other parties to the Agreement 30 days written notice of such intent to terminate.
7. **Limitations.** The parties shall not jointly acquire property or jointly budget funds under the authority of this Agreement.
8. **Statutory Compliance.** Each party agrees to comply with the statutory bidding requirements applicable to such party when acting under this Agreement.
9. **Administration.** No new or separate legal or administrative entity is created to administer the provisions of this agreement.

EXHIBIT A
COOPERATIVE PURCHASE CONTRACT FORM

10. **Right to Contract – Independent Action Preserved.** Each party reserves the right to contract independently for the acquisition of goods or services without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.
11. **Hold Harmless.** Each party shall indemnify, defend and hold the other party harmless from any liability arising from any negligent or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this agreement.

EXHIBIT B
EMERGENCY PROCUREMENT FORM

SNOHOMISH COUNTY 911 RESOLUTION 20XX-XX

A Resolution identifying an emergency, authorize the waiving of the competitive procurement process, and ratifying the purchase

WHEREAS, on XX, 20XX SNOHOMISH COUNTY 911 (“SNO911”) discovered *provide sufficient details to describe the emergency event or situation* for purposes of this Resolution, this event is hereinafter referred to as “the Emergency”; and

WHEREAS, the Emergency presented a real, immediate threat to the [proper performance of the essential functions of SNO911] and/or [would likely have resulted in material loss or damage to property if immediate action was not taken] because *provide sufficient details to describe the threat*; and

WHEREAS, as a result of the Emergency, SNO911 staff purchased XXX in an amount of \$XXX utilizing the Emergency Exemption as described in SNO911’s Procurement Policy and Procedure; and

WHEREAS, SNO911’s Procurement Policy and Procedure requires the Board of Directors of SNOHOMISH COUNTY 911 (“Board”) to, by resolution, identify the basis for the Emergency and authorize the waiving of the usage of the small works roster or formal sealed bidding process for public works projects under \$350,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SNOHOMISH COUNTY 911, as follows:

1. The Board identifies that the above-described Emergency constituted an unforeseen circumstance beyond the control of SNO911 and presented a real, immediate threat to the proper performance of essential functions of SNO911.
2. The Board identifies that the above-described Emergency constituted an unforeseen circumstance beyond the control of SNO911 and would likely have resulted in material loss or damage to property if immediate action was not taken.
3. The Board authorizes the waiving of the competitive procurement process required by the SNO911 Procurement Policy and Procedure and ratifies the above-described purchase.

Adopted by the SNOHOMISH COUNTY 911 Board of Directors on the XX day of XXX, 20XX.

Attest: This XX day of XXX, 20XX:

President

Secretary

EXHIBIT C

SOLE SOURCE JUSTIFICATION FORM

Item:

Requested Supplier/Vendor:

Cost Estimate: _____

Prior Purchases Order Number (if item had been approved previously):

1. **Description of the equipment/service and its function:**

2. **This is a sole source* because:**
 - ☐ sole provider of a licensed or patented good or service
 - ☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
 - ☐ sole provider of goods and services for which the SNOHOMISH COUNTY 911 has established a standard**
 - ☐ sole provider of factory-authorized warranty service
 - ☐ sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
 - ☐ the vendor/distributor is a holder of a used item that would represent good value and is advantageous to SNOHOMISH COUNTY 911(attach information on market price survey, availability, etc.)
3. **What necessary features does this vendor provide which are not available from other vendors? (Specifics)**

4. **What steps were taken to verify that these features are not available elsewhere?**
 - ☐ Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)
 - ☐ Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).
 - ☐ Other explanations and steps taken

EXHIBIT C

SOLE SOURCE JUSTIFICATION FORM

- * Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.
- ** Procurements of items for which SNOHOMISH COUNTY 911 has established a standard by designating a brand or manufacturer or by preapproving via a testing shall be competitively bid if there is more than one vendor of the item.

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost-effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED:

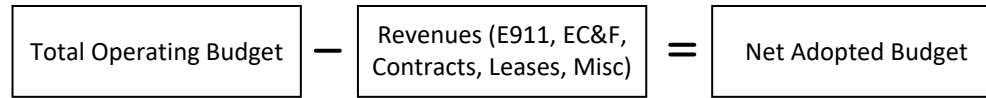
The recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the SNOHOMISH COUNTY 911. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist. Refer to the attached sole source justification to the attached review of available products/services.

Requestor	SNOHOMISH COUNTY 911 Director
Signature	Signature
Date	Date

SNO911 Assessment Formula Overview

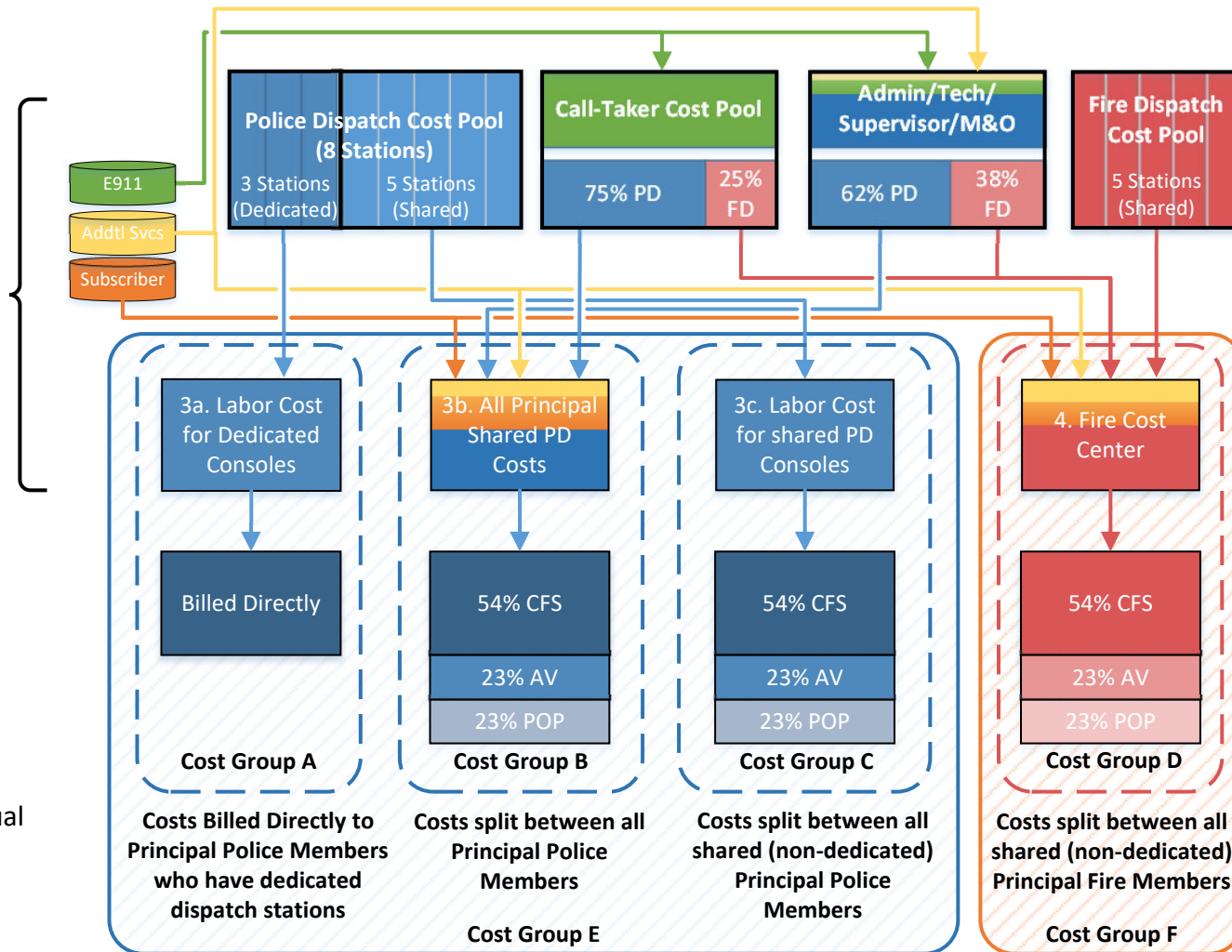
35

Step 1: Divide
Net Adopted
Budget into cost
pools



Step 2: Apply
Revenues

Step 3:
Divide cost
pools between
Police and Fire
(net of
subscriber
revenues)



Step 4: Allocate
costs to individual
Principals

Principal Assessment Calculation:

Principal Police Non-Dedicated = Cost Group B + Cost Group C

Principal Police Dedicated = Cost Group A + Cost Group B

Principal Fire Non-Dedicated = Cost Group D

Subscriber Assessment Calculation:

Subscriber = Cost-Per-Call (Calculated using Cost Group E for Police and Group F for Fire (less any subscriber revenues); Subscribers who are eligible to be a Principal, who have a cost cap, will pay an additional risk premium

SNOHOMISH COUNTY 911 Operating Budget with Prior Year Comparison

Ordinary Income/Expense	2025	2026	\$ Change	% Change
Income				
4020 · Dispatch Service Assessments	\$ 18,613,951	\$ 18,527,299	\$ (86,652)	-0.47%
4040 · E911 Excise Tax Revenue	\$ 7,328,218	\$ 7,626,803	\$ 298,585	4.07%
4045 · Emergency Communications Sales Tax Revenue	\$ 7,185,390	\$ 7,376,752	\$ 191,362	2.66%
4046 · Reimbursed Income	\$ 648,000	\$ 580,000	\$ (68,000)	-10.49%
4200 · Miscellaneous Income	\$ 1,964,697	\$ 2,076,911	\$ 112,214	5.71%
Total Income	\$ 35,740,256	\$ 36,187,766	\$ 447,509	1.25%
Expense				
Total 5000 · Payroll Expenses	\$ 27,407,541	\$ 28,129,559	\$ 722,018	2.63%
Total 6000 · Reimbursed Expenses	\$ 925,982	\$ 802,121	\$ (123,861)	-13.38%
Total 6150 · Professional Fees	\$ 333,300	\$ 302,500	\$ (30,800)	-9.24%
Total 6200 · Administrative Support	\$ 94,200	\$ 59,500	\$ (34,700)	-36.84%
Total 6201 · Operating Contingency	\$ -	\$ -	\$ -	
Total 6225 · Recognition	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 6250 · Rent	\$ 1,123,346	\$ 828,000	\$ (295,346)	-26.29%
Total 6252 · Utilities	\$ 250,000	\$ 350,000	\$ 100,000	40.00%
Total 6300 · Repairs & Maintenance	\$ 4,623,938	\$ 4,555,636	\$ (68,302)	-1.48%
Total 6350 · Insurance	\$ 480,000	\$ 596,000	\$ 116,000	24.17%
Total 6400 · Communication	\$ 135,000	\$ 182,000	\$ 47,000	34.81%
Total 6500 · Training & Travel	\$ 206,950	\$ 247,450	\$ 40,500	19.57%
Total 6600 · Minor Capital Equipment	\$ 100,000	\$ 75,000	\$ (25,000)	-25.00%
Total 6700 · Office Supplies	\$ 40,000	\$ 40,000	\$ -	0.00%
Total Expense	\$ 35,740,257	\$ 36,187,766	\$ 447,509	1.25%

Action Proposal Form

Date: January 6, 2026

Title: SNO911 Board Retreat



Background / Purpose:

Several upcoming discussions and decisions regarding the future of SNO911 public safety operations will have long-lasting impacts for all police and fire users. Staff recommend holding a focused workshop to support informed decision-making and help guide this work over the coming years.

Due to staff availability and logistical considerations, staff propose canceling the regularly scheduled April SNO911 Board meeting (currently set for April 16, 2026) and instead holding a half-day Board retreat during the last week of April. The following dates and times are suggested options, with the intent that the Board select the option that best fits member availability:

- A. April 28th 11:00AM to 3:00PM
- B. April 29th 9:00AM to 1:00PM
- C. April 30th 9:00AM to 1:00PM
- D. April 30th 2:00PM to 7:00PM

Draft Agenda Topics:

- Semi-Annual SNO911 Caucus – Selection/update of Board Members
- Future of Public Safety Technology – planning for governance, funding, and roadmap planning, including a decision regarding the Jail Management System
- SNO911 Backup Facility – Remodel South Campus or alternative approaches
- Real-Time Intelligence Center – Update and roadmap discussion
- Update on SNO911 Initiatives around employee hiring, onboarding, retention, and organizational culture
- Radio system long-term planning – Future of consoles, subscriber replacement strategy, Motorola upgrade path, policy discussions about using other vendors
- 2027 Budget Planning – Early planning/discussions

Suggested Action/Recommendation:

Officially cancel the regularly scheduled April 16, 2026 Board Meeting and schedule a board retreat at a date and time selected by the board.

Fund: N/A

Action Proposal Form

Date: January 6, 2026

Title: Generator Northwest Maintenance Contract



Background / Purpose:

In December 2025 we issued an RFP for annual generator maintenance services. Generators Services Northwest LLC was the selected bidder and are offering their services for annual maintenance at \$44,823.80 before tax for the first year. The annual amount with tax is budgeted and within Executive Director signing authority. The negotiated contract terms are for an initial 3 years with the option to renew for two additional three- year terms. Total 3-year contract value = \$134,471.40 pre-tax.

In addition to the regular generator maintenance services, the contract allows for necessary repairs with allowance for annual price increase due to prevailing wage requirements.

Suggested Action/Recommendation:

Authorize execution of the negotiated generator maintenance contract with Generator Services Northwest, LLC in a form substantially as provided pending any final legal review.

Fund: 70 Operations

GENERATOR MAINTENANCE SERVICES CONTRACT

EXHIBIT 1: MAINTENANCE & PRICING SCHEDULE

Site	Address	Generator KW	Make	Model	Serial	Number of Generators	Site Load-Banking Schedule & Maint (per year)	Calendar Month	Cost** Per Maintenance* (See description below)	Cost** Per Load Bank*	Response time to site	Labor Rate (per Hour)	Travel Rate (per mile or per hour, please specify	Margin on equip and supplies (% above cost)
76th St	319 76th SW @ Upper Ridge Rd / Everett	80	Onan/Cummins	DGBC-5571397	J020429671	1	1	July	\$ 730.00	\$ 646.25	1	125.00	\$1.75 per mile	25%
Apple Cove	27055 Ohio Ave. NE, Kingston	60	Onan/Cummins	DGCB-5600506	B030472660	1	1	August	\$ 651.00	\$ 446.25	2	125.00	\$1.75 per Mile	25%
Bothell Nike	22608 4th Ave. W Unit C, Bothell	40	Onan/Cummins	DGBC-5588590	A030454755	1	1	July	\$ 465.15	\$ 446.25	1	125.00	\$1.75 per Mile	25%
Camano Island	415 Windsun Way / Camano Island	35	Onan/Cummins	DGGD	G040671607	1	1	August	\$ 605.85	\$ 446.25	1	125.00	\$1.75 per Mile	25%
Clearview	8010 180th St SE / Clearview	40	Onan/Cummins	DGBC-5600507	B030472661	1	1	August	\$ 522.90	\$ 446.25	1	125.00	\$1.75 per Mile	25%
Deer Creek	48231 Reiter Road	20	Onan/Cummins	DSKBA-1215956	A140626528	2	2	May & October	\$ 1,207.50	\$ 446.25	1	125.00	\$1.75 per Mile	25%
Eagle Ridge	23500 35th Ave. NE / Arlington	40	Onan/Cummins	DGCB-5562722	E020376556	1	1	August	\$ 525.00	\$ 446.25	1	125.00	\$1.75 per Mile	25%
Fire Trail	1401 140th St. NW / Marysville	80	Onan/Cummins	DGHE-5679142	G040671262	1	1	October	\$ 730.00	\$ 646.25	1	125.00	1.75 per mile	25%
Frailey	18627 St. Route 530 NE / Arlington	80	Onan/Cummins	DGGD	G04066557	1	1	September	\$ 730.00	\$ 646.25	1	125.00	\$1.75per Mile	25%
Gold Hill	49667 Sauk Prairie Road, Darrington, WA	20	Onan/Cummins	DSKBA	L120426260, K120416150	2	2	May & September	\$ 1,470.00	\$ 892.50	1	125.00	\$1.75 per Mile	25%
Granite Falls	Russian Road	20	Cummins	S10020J4ENC	7HD0308, 7HC9795	2	2	May & September	\$ 1,470.00	\$ 892.50	1	125.00	\$1.75per Mile	25%
Gunnysack	15203 35th Ave W / Lynnwood	40	Onan/Cummins	DGBC-5571385	J020429672	1	1	July	\$ 412.65	\$ 446.25	1	125.00	1.75 per Mile	25%
Machias	13717 Divison St, Snohomish, WA 98290	50	Onan/Cummins	D50 D6		1	1		\$ 651.00	\$ 446.25	1	125.00	1.75 per mile	25%
Marysville Tank	8812 64th St. NE, Marysville	40	Onan/Cummins	DGBC-5571395	J020429674	1	1	August	\$ 412.65	\$ 446.25	1	125.00	\$1.75 per Mile	25%
MLT Tank	222nd @ 58th Ave W / Mountlake Terrace	80	Onan/Cummins	DGBC-5600509	B030472657	1	1	July	\$ 730.00	\$ 646.25	1	125.00	\$1.75 per Mile	25%
North Campus	1121 SE Everett Mall Way / Everett	230	Onan & Caterpillar	SR4B, 230FAB	6Y01198, H010273609	2	1	September	\$ 1,141.35	\$ 1,575.00	1	125.00	\$1.75 per Mile	25%
Rucker Hill	3702 Tulalip / Everett	40	Onan/Cummins	DGBC-5571393	J020429673	1	1	October	\$ 522.90	\$ 446.25	1	125.00	\$1.75 per Mile	25%
South Campus	6204 215th St SW, Mountlake Terrace	66	Onan/Cummins	100DGDBL32244A	C890223665	1	1	October	\$ 446.25	\$ 446.25	1	125.00	\$1.75per Mile	25%
Three Lakes	21933 89th St. SE Snohomish	40	Onan/Cummins	DGBC	F030515564	1	1	September	\$ 522.90	\$ 446.25	1	125.00	\$1.75 per Mile	25%
Sno 911 HQ	332 SW Everett Mall Way Everett	1500	Onan/Cummins	C1500 D6*2360063	K240390456	1	1	December	\$ 4,200.00	\$ 4,200.00	1	125.00	\$1.75 per Mile	25%
Sno 911 HQ	332 SW Everett Mall Way Everett	1500	Onan/Cummins	C1500 D6*2360063		1	1	December	\$ 4,200.00	\$ 4,200.00	1	125.00	1.75per mile	25%
Yearly Sub-totals									\$ 22,347.10	\$ 19,700.00				
Yearly Grand Total									\$ 42,047.10					
Total Contract Value									\$ 126,141.30					

GENERATOR MAINT

PORTABLES

EXHIBIT 1: MAINTENANCE & PRICING SCHEDULE

Site	Address	Generator KW	Make	Model	Serial	Generators	Banking	Calendar Month	Maintenance*	Bank*	time to	(per Hour)	mile or per hour,	equip and
SNO911 HQ	332 SW Everett Mall Way Everett Portable	60	Onan/Cummins	DGCB-5562722	E020376556	1	1		\$ 412.65	\$ 446.25	1	125.00	\$1.75 per Mile	25%
Sno911 HQ	332 SW Everett Mall Way Everett Portable	50	Onan/Cummins	DGCB-5562722	I050826674	1	1		\$ 412.65	\$ 446.25	1	125.00	\$1.75 per Mile	25%
SNO911 HQ	332 SW Everett Mall Way Everett Portable	45	Multi Quip	DCA-45SSIU4F	7257089	1	1		\$ 512.65	\$ 546.25	1	125.00	\$1.75 per Mile	25%
Yearly Sub-totals									\$ 1,337.95	\$ 1,438.75				
Yearly Grand Total									\$ 2,776.70					
Total Contract Value									\$ 8,330.10					
Work Included in Maintenance:														
1. Oil draining and replacement with HD15W40 or per manufacturer's recommendation														

Work Included in Maintenance:

1. Oil draining and replacement with HD15W40 or per manufacturer's recommendation
2. Fuel/oil/air filter replacement
3. Inspection of fuel tank(s) and lines for leakage and/or need for preventative maintenance
4. Test of transfer switching
5. Removal of used equipment/materials per Authorities Having Jurisdiction for disposal
6. Creation/Delivery of a written report of work performed and generator system "health" and associated recommendations

Work Included in Load-Bank:

1. 2-Hour load bank per generator on-site

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

** Travel time & mileage included in cost, taxes may be applicable, but not included

Annual Grand Total \$ 44,823.80

Contract Grand Total \$ 134,471.40

GENERATOR MAINTENANCE SERVICES CONTRACT DRAFT

This Contract is entered into between SNOHOMISH COUNTY 911, a municipal corporation, referred to as "Owner", and Generator Services Northwest, 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: GENERATOR MAINTENANCE SERVICES as set forth in Attached Exhibit 1.
- 1.2. The work shall be performed in accordance with the following Contract Documents: ITB 2025-003, 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 2025-003 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 **\$44,823.80** plus tax in accordance with the provisions below.
- 2.2. The Contractor shall provide monthly statements which shall indicate the work performed as of the end of the period covered by the statement. 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.
- 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 without further authorization. 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.

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, Sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.
- 5.6. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
- 5.7. The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Owner's recourse to any remedy available at law or in equity. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
- 5.8. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.

- 5.9. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 5.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
- 5.11. All insurance policies, with the exception of Automobile and Workers Compensation, shall name the following listed entities as additional insured(s):
- 5.11.1. The Owner and its officers, elected officials, employees, agents, and volunteers;
- 5.12. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Owner is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
- 5.13. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein before commencement of the work.

6. TYPES OF INSURANCE REQUIREMENTS

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

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

7. MINIMUM AMOUNTS OF INSURANCE

7.1. The Contractor shall maintain the following insurance limits:

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

8. CHANGE ORDERS

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

- 8.1.1. Deleting any part of the work,
- 8.1.2. Increasing or decreasing quantities,
- 8.1.3. Altering the way the work is to be done,
- 8.1.4. Adding new work,
- 8.1.5. Ordering the Contractor to speed up or delay the work.

8.2. The Owner will issue a written change order for any change. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Owner may determine to be fair and equitable.

8.3. The Contractor shall proceed with the work upon receiving:

- 8.3.1. A written change order approved by the Owner.

8.4. The Contractor accepts all requirements of a change order by:

- 8.4.1. endorsing it,
- 8.4.2. writing a separate acceptance, or
- 8.4.3. not protesting in the way this section provides.

8.5. A change order that is not protested as provided in this section shall be full payment and final settlement of all claims for contract time and for all costs of any kind, including costs of delays, related to any work either covered or affected by the change. By not protesting as this section

provides, the Contractor also waives any additional entitlement and accepts from the Owner any written or oral order (including directions, instructions, interpretations, and determinations). By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work.

8.6. The Contractor may protest change orders or other claims as provided below:

- 8.6.1. If the Contractor is in disagreement with anything required in a change order or another written order from the Owner, including any direction, instruction, interpretation, or determination by the Owner, the Contractor shall:
- 8.6.2. Immediately give a signed written notice of protest to the Owner before doing the work specified in the change order or within fourteen (14) calendar days of the occurrence of an event or events giving rise to a claims, or within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to a claim, whichever occurs first;
- 8.6.3. Supplement the written protest within 15 calendar days with a written statement providing the following:
 - (a) The date of the protested order or claim
 - (b) The nature and circumstances which caused the protest or claim;
 - (c) The contract provisions that support the protest or claim;
 - (d) The estimated dollar cost, if any, of the protested or claimed work and how that estimate was determined; and
 - (e) An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption; and

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

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

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

9. CLAIMS

9.1. The Contractor shall give written notice to the Owner of all claims other than change orders within five (5) calendar days of the occurrence of events giving rise to the claim. Any claim for

damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Section 8.6 regarding protests.

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

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

10. TERM, TERMINATION AND RENEWAL:

10.1. Except as provided in Section 10.2, this Contract shall be effective January 1, 2026 and shall remain in effect for three calendar years until **December 31, 2028** unless terminated earlier in accordance with the early termination provisions herein.

10.2. The On-Call Services portion of this contract, Section 2.7 shall be 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 additional one year terms.

10.3. If Contractor breaches any of its obligations under this Contract, and fails to cure the same within five (5) days of written notice to do so, the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.

10.4. The Owner may terminate this Contract upon thirty (30) 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.

10.5. The Owner may, in Owner's sole discretion, grant a renewal of this Contract for up to two additional three-year terms subject to mutual agreement on the adjustment of any Compensation under Section 2.

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. The contract sum is less than \$50,000. Accordingly, Owner hereby waives the retained percentage and Contractor expressly agrees that Contractor shall be strictly liable for any and all failures to pay the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract, including attorney fees incurred by Owner, to enforce this obligation.

Signature of Owner (SNO911)

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

- 14.2. 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.
- 14.3. 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.
- 14.4. The Contractor agrees to notify Owner within five (5) days of the receipt of any of the following:
- 14.4.1. 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.
 - 14.4.2. Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.
 - 14.4.3. The retained percentage may be held by Owner until all claims and proceedings referred to above have been resolved to the satisfaction of Owner.
 - 14.4.4. 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.
- 14.5 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

Name: _____

By: _____

Date: _____

Contractor -Generator Services NW

Name: _____

By: _____

Date: _____

CONTRACT EXHIBIT 1 SCOPE OF WORK

See Details in Maintenance & Pricing Schedule as shown separately in site costs attachment.

**SNOHOMISH COUNTY 911
RESOLUTION 2026-01**

A Resolution identifying an emergency, authorize the waiving of the competitive procurement process, and ratifying the purchase

WHEREAS, On December 2, 2025 Governor Bob Ferguson issued Proclamation 25-07 Declaring a State of Emergency throughout the entire State of Washington to address the impacts of the atmospheric river weather event. And

WHEREAS, on December 9, 2025, Snohomish County Executive Council declared a State of Emergency exists in Snohomish County; and

WHEREAS, on December 10, 2025 Snohomish County 911 (“SNO911”) discovered multiple culverts along United States Forest Service Road 24, Darrington, Washington, clogged with debris. The significant rainfall that occurred caused significant erosion to the road, potentially blocking access to the SNO911 Gold Hill radio site. Furthermore, a series of rain storms were predicted exacerbating the potential damage to the road. For purposes of this Resolution, this event is hereinafter referred to as “the Emergency”; and

WHEREAS, the Emergency presented a real, immediate threat to the maintenance and operation of the public safety radio system and would prevent essential fuel deliveries because this site depends on generators that run on diesel fuel had the road erosion continue.

WHEREAS, as a result of the Emergency, SNO911 staff purchased road repair and excavation services in an amount of \$5182.25 utilizing the Emergency Exemption as described in SNO911’s Procurement Policy and Procedure; and

WHEREAS, SNO911’s Procurement Policy and Procedure requires the Board of Directors of Snohomish County 911 (“Board”) to, by resolution, identify the basis for the Emergency and authorize the waiving of the usage of the small works roster or formal sealed bidding process for public works projects under \$350,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SNOHOMISH COUNTY 911, as follows:

1. The Board identifies that the above-described Emergency constituted an unforeseen circumstance beyond the control of SNO911 and presented a real, immediate threat to the proper performance of essential functions of SNO911.
2. The Board identifies that the above-described Emergency constituted an unforeseen circumstance beyond the control of SNO911 and would likely have resulted in material loss or damage to property if immediate action was not taken.
3. The Board authorizes the waiving of the competitive procurement process required by the SNO911 Procurement Policy and Procedure and ratifies the above-described purchase.

Adopted by the Snohomish County 911 Board of Directors on the 15th day of January, 2026.

Attest: This 15th day of January, 2026:

President

Secretary



Board Packet Memorandum

Date: January 12th, 2026
To: Snohomish County 911 Board Members
From: Leadership Team

General

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

2025 Year End Incident Comparisons:

SNO911 processed 484,654 9-1-1 calls in 2025. This is a reduction of 4,950 calls compared to 2024, or 1.01 percent.

Law enforcement activity declined 1 percent in 2025 while Fire activity increased 1.2 percent. Together, these shifts resulted in SNO911 processing 0.7 percent fewer incidents in 2025 compared to 2024.

E911 Phone System Upgrade:

On January 5th and 6th, SNO911 IT Staff upgraded our VIPER 911 phone system software to the latest Service Pack (SP4). The upgrade contained some long-awaited fixes from our last upgrade. The upgrade went as planned and was seamless for Operations and IT Staff.

ADAPT Team

SNO911 launched the ADAPT team, the AI Development, Alignment, Partnerships Team, to evaluate agency needs using AI tools. ADAPT brings together Operations and Tech in a cross-department effort where collaboration and AI can improve workflows, address unmet needs, and increase efficiency and effectiveness.

The team meets weekly to review projects, assess new needs, and track emerging technology. While still early, ADAPT is already delivering practical results. Initial work suggests the team may reduce or eliminate the need to purchase new systems by developing tools and processes in house. Early results are promising and point to meaningful long-term value for the agency.

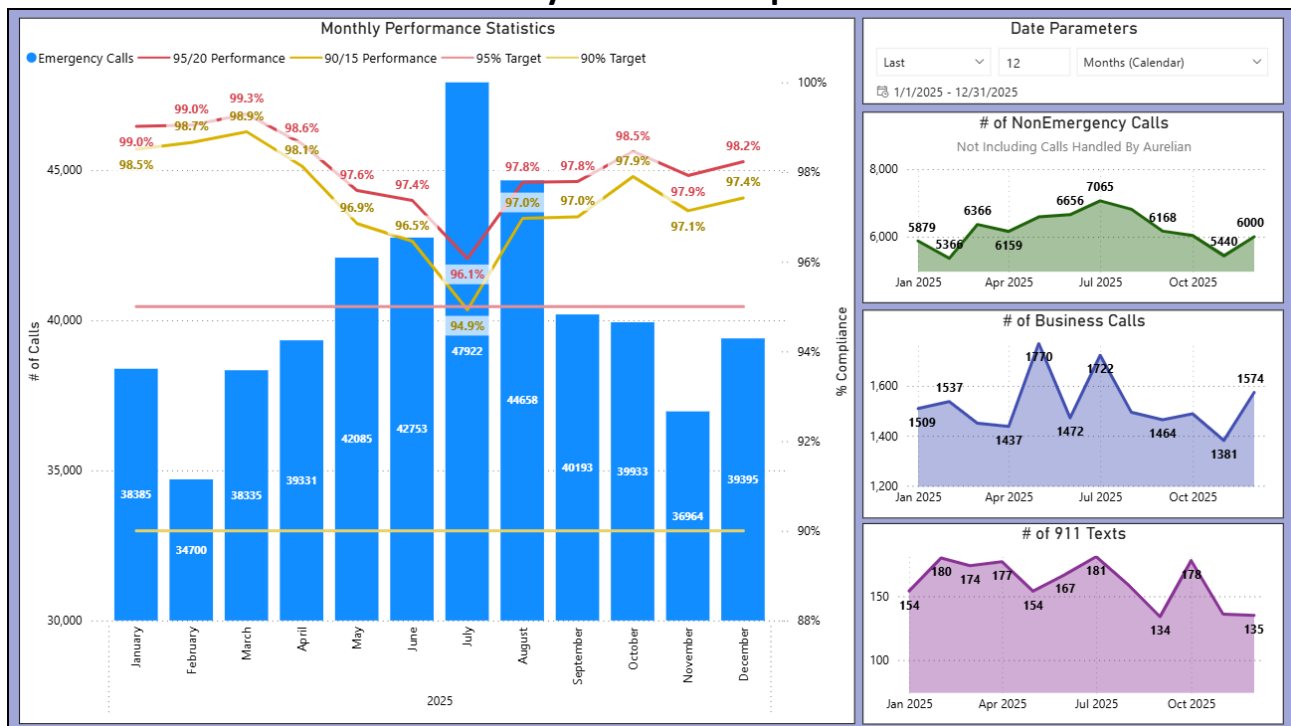
[1] 911 Phones, CAD, Radio, Critical Systems [Unplanned]

Senior Infrastructure & Innovation Engineer

We recently filled the Senior Infrastructure & Innovation Engineer position, and the employee is currently onboarding. This role serves as a bridge between 911 operations and technology, ensuring that infrastructure modernization, reliability, and security are aligned with the day-to-day needs of dispatchers and public safety partners.

This position was intentionally shaped to advance continuous modernization and innovation within our technology environment, supporting long-term operational resilience and adaptability.

Monthly Statistical Reports



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	7	112	112
Incorrect Use	Follow-Up	4	6	7	9	2	9	7	4	10	15	4	10	87	567
	Area Checks	5	3	5	5	4	9	10	11	11	5	11	5	84	
	Info	3	1	0	0	0	0	1	2	1	0	0	0	8	
	Noise	8	8	4	7	4	7	9	7	9	4	3	5	75	
	Traffic	3	4	1	0	0	1	3	2	5	1	2	2	24	
	Other Complaints	21	18	19	25	21	26	42	30	32	25	14	16	289	
Misuse	Accidental	3	6	3	10	5	9	10	3	3	0	7	2	61	648
	Behavioral Health	53	70	67	66	58	27	31	24	23	53	51	39	562	
	Prank	5	2	3	3	2	0	1	1	0	4	2	2	25	
Other	Test	1	0	1	3	5	11	3	4	0	12	4	4	48	603
	Abandoned	11	6	6	7	12	3	7	7	6	13	10	11	99	
	Non-English	0	2	0	0	0	1	0	0	1	1	1	0	6	
	Outgoing	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Subsequent	14	30	17	13	15	21	28	30	13	18	9	7	215	
	Transfer	3	2	7	5	2	7	2	6	3	6	6	11	60	
	Voice Call	9	16	20	14	19	18	19	12	12	15	7	14	175	
Month Total		154	181	174	177	154	167	181	159	134	178	136	135	1,930	1,930
<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															

SPIDR Tech Survey Report

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	455	57.67%
3 - Satisfied	282	35.74%
2 - Neither Satisfied nor Dissatisfied	36	4.56%
1 - Somewhat Dissatisfied	7	0.89%
0 - Very Dissatisfied	9	1.14%
Total	789	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	1,205	93.41%
Somewhat	64	4.96%
No	21	1.63%
Total	1,290	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	12-Dec	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	2,032	24,527	24,527
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	1,271	14,423	14,423
Mukilteo Fire	178	165	207	170	204	175	212	185	195	189	158	193	2,231	2,231
North County Regional Fire Authority	751	678	738	733	721	769	895	817	750	768	667	816	9,103	9,103
Sky Valley Fire	74	87	73	73	68	64	101	94	72	68	68	68	910	910
Snohomish County Airport Fire Department	24	27	37	23	64	41	30	31	24	31	14	24	370	370
Snohomish County Fire District #15	108	111	117	134	111	125	156	133	109	125	116	139	1,484	1,484
Snohomish County Fire District #16	30	24	13	20	15	12	26	21	20	25	23	25	254	254
Snohomish County Fire District #17	155	154	138	163	169	162	244	184	154	173	158	196	2,050	2,050
Snohomish County Fire District #19	37	29	34	37	40	28	48	32	28	34	35	34	416	416
Snohomish County Fire District #21	72	80	76	64	77	82	82	70	72	82	78	80	915	915
Snohomish County Fire District #22	37	39	53	37	55	51	41	55	56	51	29	52	556	556
Snohomish County Fire District #24	32	29	45	43	48	54	74	60	49	51	35	51	571	571
Snohomish County Fire District #25	7	8	9	6	9	9	10	14	8	6	8	12	106	106
Snohomish County Fire District #27	2	1	1	1	4	5	3	4	1	2	1	2	27	27
Snohomish County Fire District #4	309	288	318	288	340	324	354	344	314	325	263	346	3,813	3,813
Snohomish County Fire District #5	100	108	91	98	100	107	103	101	102	94	94	105	1,203	1,203
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	1,105	12,950	12,950
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	3,158	37,413	37,413
Total	9,459	8,805	9,252	8,919	9,456	9,449	10,501	10,166	9,306	9,440	8,860	9,709	113,322	113,322

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	12-Dec	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	1,707	25,222	25,222
Brier Police Department	1,117	880	914	689	599	629	503	481	502	505	438	421	7,678	7,678
Darrington Police Department	159	93	165	119	124	137	132	124	108	125	86	98	1,470	1,470
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	1,896	25,035	25,035
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	9,515	122,140	122,140
Gold Bar Police Department	247	164	201	226	220	202	235	259	283	206	177	173	2,593	2,593
Granite Falls Police Department	326	309	317	345	357	333	322	367	445	392	289	378	4,180	4,180
Index Police Department	53	49	46	53	45	47	47	47	51	56	47	60	601	601
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	2,128	23,407	23,407
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	3,579	43,388	43,388
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	5,095	66,292	66,292
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	1,424	21,253	21,253
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	1,558	22,050	22,050
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	1,660	22,654	22,654
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	1,806	22,355	22,355
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	12,798	165,401	165,401
Snohomish Police Department	947	855	1,104	1,120	1,233	951	1,121	1,105	928	909	929	855	12,057	12,057
Stanwood Police Department	686	592	744	591	548	563	553	571	667	782	534	570	7,401	7,401
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	1,710	27,816	27,816
Sultan Police Department	571	522	589	521	668	558	661	631	568	523	444	403	6,659	6,659
Woodway Police Department	43	86	115	130	119	113	140	121	79	158	184	199	1,487	1,487
Total	52,622	47,474	54,197	53,397	55,445	54,797	58,370	55,520	53,346	51,634	46,304	48,033	631,139	631,139

Snohomish County 911 - Finance Committee
Meeting Summary for January 8, 2026 / 1:30 – 3:00 pm
Location: Remote Meeting via Zoom

Meeting Attendance:

Finance Committee					
Dave DeMarco [Chair]	x	Ryan Lundquist	x	Jim Lawless	x
Ken Klein					
Staff and Guests					
Kurt Mills	x	Wade Anderson	x	Terry Peterson	x
Chris Carlton-Bishop		Rita Simmons-Owens	x	Tiff Brown	x

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

1. **Call to Order, Introductions, and Announcements.** Meeting began at 1:30pm.
2. **Reports.**
 - A. Blanket Voucher Report for December 2025. Kurt brought attention to the Motorola expenditure explaining it's the single most expensive bill for the agency and is within the operating budget. Terry gave an update on the paging system project and noted that in the future pagers will need to be replaced. Wade will send out an updated Blanket Voucher Report to the committee and after their review will be voted upon to bring to the Board.
 - B. Fund Balance Report for December 2025. Included in the packet as information. Wade added definition for the Insured Cash Sweep which is an account that is held in several different banks so it is fully FDIC insured, closed out each night and interest is earned return on the money, capped at 3%.
3. **Old Business.** None
4. **New Business.**
 - A. **Committee Planning.** In an effort to appropriate oversight of capital plan needed so the committee has necessary information a three-piece guiding principles plan was reviewed and included in the packet. Kurt walked the group through all three steps of this plan and emphasized the need for questions and open discussion amongst the group. He reviewed the schedule for digesting the capital plans. The group would like to recommend this best practices document to all other committees. After some discussion the group agreed on identify the months which may be better served as in-person meetings instead of virtual. It was agreed that February and June finance committee meetings need to be in person. Going forward this calendar will be included in the packet agenda to keep attendees on track.

The committee will present this to the Board.

- B. **DRAFT APF – Radio Interop Planning.** No committee action was needed today this plan was shared as informational only. Terry described that feedback from the workshops held last year has brought on this particular interop discussion. Estimated costs and quantities (per agency) for VHF capabilities was shared and in order to get more accurate numbers will be shared with Fire TAC. There are contingency funds left in the RRP budget due to underspend which will be sufficient to fund this project.
- C. **APF – SNO911 Board Retreat.** Terry explained that due to the substance of the topics, a half day retreat would be beneficial for the group. Initial topics were listed and included in the packet which is still in a working draft format. It was asked if an adjustment to the calendar could be made, perhaps budget review can happen in May then move budget assumptions into April. Wade added that budget revenues are contingent on ECSF getting through its decision-making process so it may be hard to

have this data by April. OFM (Wa State Office of Financial Management) population numbers and a lot of 3rd party information doesn't come in until April.

Chief Lawless moved to recommend to the board to suggest canceling the April 16th board meeting and having the board retreat instead. Time to be selected by the Board. Chief Lundquist seconded. All in favor.

- D. **APF – Generator Services.** The group reviewed the maintenance service contract which is a multi-year contract needing to be brought to the board.

Chief Lundquist moved to recommend bringing the Generator contract to the full board. Chief Lawless seconded and all in favor.

- E. **Emergency Declaration Resolution.** Due to a storm, a culvert washed out on the road to Gold Hill radio site, a third party was hired to remove logs out of culvert and repaired the roadway. Usually, a public works issue this was declared an emergency which needs review by the full board.

Chief Lawless moved to bring the resolution in front of the full board. Chief DeMarco seconded and approved unanimously.

5. **Good of the Order.** Wade gave an SAO audit update, no red flags so far, still anticipating the exit meeting by the end of January or beginning of February.
6. **Adjourn.** The meeting was adjourned at 2:27p.m.

The next Finance meeting is scheduled for Thursday, February 12th at 1:30 pm.

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.

- Review Staffing Report.** Included in the packet as informational.
- 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.
- 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.
- 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.
- 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 for full review and approval.

- 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.
- The committee adjourned at 9:12 am. The next Personnel Committee Meeting is scheduled for Wednesday, January 14, 2026 at 9:00 am.