

Emergency Communication System and Facilities Program Advisory Board

Meeting Minutes

April 1, 2021 at 10:00 am via Teams

Members Present:

Adam Fortney – Chair	Jon Nehring	Nate Nehring
Jason Biermann	Dan Templeman	Roy Waugh
George Hurst	Vince Cavaleri	

Others:

Brad Steiner	Kurt Mills	Brian Haseleu
Terry Peterson	James Martin	Jill Iversen

Sheriff Fortney Call to Order 10:02 am

Meeting Attendance (Fortney)

Meeting Minutes Approval

December 3, 2020 Meeting Minutes

Motion for Approval Jon Nehring
2nd George Hurst

All Approved

Overview of Portable Deployments to Date and Potential Press Release (Steiner)

We've deployed 56% of the portable units, but we are over 80% completed with the portable deployments to date for the reason that 34 of 42 agencies have been delivered. The last couple of weeks represent the largest agencies, the Sheriff's Office, South County Fire and so on.

We are planning on 100% of the portables will be programmed, ready to go in the warehouse by April 7th and 100% of the portables delivered to the agencies by May 3rd.

We've been overcoming a complete reprogramming of all the fielded portables. SNO911 has set up three hotspots, two are active and the third will be active May 5th. For LE, the agencies are driving up and the radios are being reprogrammed over the Wi-Fi connection and they are rolling out within five minutes. We are taking the wireless to the fire stations for their reprogramming.

Multi Agency Press Release (Peterson)

Multi-Agency press release would be a great idea to acknowledge where we are at and the progress we've made, that speaks to the use of the sales tax and the successes that we've had. We (SNO911) have a draft and we'd like to share it with this community and make it a multi-agency press release.

Steiner – Sheriff would you contribute a quote and someone from the fire community as well. We just want to communicate how much the collaboration is happening.

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Peterson – We'll pass it around with some of the key players. Ideally it will be released in two to three weeks.

Site Planning & Construction Update (Steiner)

80% complete with the engineering and planning work. This is us going out to every site looking at all the wiring, antennas, full engineering design and construction permits. We did engage a contractor to help us out with this. We have started our permitting process and a large way through our lease modification process.

We will start our next major phase in the next sixty days with regards to publishing a procurement for construction services and implementation.

- The FCC licensing ties to construction work/plans
- Construction and licensing represent largest contingency spend in project
- Actual cost won't be fully understood for 4-6 months

We've had two new sites, Mill Creek and Machias, that have been delayed. The landowners reviewed their operations and realized the radio site was going to encumber their operations too much. They ended up backing out of the leases that we had.

We do have a thirty day target at looking at what is the impact, scope, schedule and cost to see if we can come up with alternate sites and keep the project on the original schedule, or is it worth delaying, or is it worth moving these to a second phase.

Additional Scope Items for Potential 2021 Budget Modification Request (Steiner)

These numbers are representative of not only the original budget of 66.867 million at the top, but it also represents our current expenditures as well as our forecasted expenditures.

Total Project Budget (through 2023)	\$ 66,867,302.60
Actual/Forecasted Operational Expenses	\$ (4,428,180.19)
Actual/Forecasted Motorola Expenses	\$ (50,581,049.10)
Actual/Forecasted Contingency Expenses	\$ (9,359,341.20)
Unidentified Contingency Balance	\$ 2,498,732.11

Note: "Contingency" contains both planned and unplanned expenditures

Right now, through the project duration, which is through 2023, we are still planning on having a contingency balance of over 2 Million dollars.

Of course, the dollar amount on these site issues are fairly significant.

- Notable contingency spending/forecast to date
 - Staffing (Sub-contractors to support team): **\$1.08M (higher than anticipated)**
 - Changes to radio quantities: **\$1.275M (unplanned)**
 - Changes to radio configurations: **\$1.938M (unplanned feature additions)**

Peterson – To clarify, these notable contingency spending/forecasts are included in the 9.3 in the table above and the staffing portion is projected all the way through the end of the project.

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Templeman – As far as the revenue, will we get an update again on that at some point in the near future?

Haseleu – We did see a dip last year when the pandemic first started but we've seen a very strong bounce back. We are still tracking from where we anticipated to be.

Review Long-Term Funding Plan

RRP SCOPE ADDITIONS & MODIFICATIONS

Description	Estimated Costs	Notes
Additional Subscribers Due to Agency Corrections in Counts	\$ 250,163.43	
Additional Subscribers Due to Increase in Agency Vehicles/Staff	\$ 146,122.06	Current number, but will grow
Additional Funding for Tulalip PD	\$ 321,412.09	
Additional Funding for Sheriff/Corrections Request	\$ 768,016.05	Range starts at \$450k
Mill Creek Alternate Site Costs	\$ 1,187,541.14	Civil work, building, tower lease, etc.
Machias Redesign/Relocation Costs	\$ 500,000.00	Motorola services, rent increases and others in addition
Sub-Total	\$ 3,173,254.77	
Sub-Total w/ Taxes	\$ 3,328,034.81	Some taxes already included above
Contingency (10%)	\$ 332,803.48	
Grand Total	\$ 3,660,838.29	

- Potential source: 2022 \$4M coverage improvement budget reallocated for these priorities
- Desired schedule for some of these items however is 2021



The first line is for agencies that need additional radios.

Second line is for agency natural growth.

Third line is Tulalip PD that we discussed and approved at previous meetings. This is additional costs associated with them.

Fourth line is Sheriff's Office Corrections Bureau to add radios to their count.

Fifth line is Mill Creek new site costs.

Sixth line is Machias new site cost.

Templeman - These 3.6 million dollars is not part of any previous budget expenditures.

Haseleu – There is money set aside for a system scope increase, additional coverage. There is also 5 million set aside for the next system, there are two separate chunks of money, this 4 million would equate to scope increases.

Peterson – If we know that we need these funds in 2021, does that drive the path that we go for appropriations?

Haseleu – If it couldn't go through the normal protocol which would be queuing up to be included in the 2022 annual budget. If this were to necessitate additional dollars above and beyond the approved amount, we would then have to initiate an action to appropriate monies above and beyond that in 2021.

Peterson – We wanted to give the Radio Advisory Board a heads up that these things exists. We are going to continue to work with SNO911 Board to make some decisions on these things and then bring

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forward recommendations for the SNO911 Board to adopt. At some point, we will back in front of this board with this budget request for 2021.

Non-RRP Funding Items Related to Radios (Steiner)

SNO911 wants to start to communicate or draw the line on the scope of the RRP. There needs to be an end to the project as well. When does the RRP budget end and when does on going costs or other cost begin?

AFTER THE RRP... THE NEXT PHASE

- Additional Policies/Plans Under Development
 - Requests for "additional" radios – these are radios for new personnel apparatus that are beyond the counts within the RRP
 - Agency desire an "advanced replacement" for radios when they need repairs, so SNO911 would like to build a cache of radios and RRP-provided accessories
- SNO911 Future Facility Need

These are some items to think about for how we want to characterize these things that are outside the RRP and how does the funding and the dollars flow for that.

Peterson– The SNO911 Board authorized staff to continue to work on the Future Facility Needs project. The board requested us to come up with a funding plan for the future facility. We have about 11.2 million earmarked in reserves and earmarked through E911 funds. The additional money that we're putting together in our model, includes spending some of the funds from the 1/10 of 1% sales tax. Now all of that is already within the amounts that are allocated in the forecast for SNO911. If you remember in the five-year forecast the 2.1 million in 2022 and 5.3 million in 2026 going to SNO911 to offset operations and other cost. We are starting to put together a long-term funding strategy for future facility and it includes taking some of that money that's already allocated to SNO911 through this process which includes spending some of that money for dept service for future facility. So, no action being requested today, just a heads up that we are starting to build these plans.

Fortney – What timeline are you on for the Future Facility Need?

Peterson – We would like the board to take action and decide on the process to move forward. So, we're looking at options, do we do a design/bid/build, do we bring in a contractor and lease it back, and who are we co-locating with. So, we're hoping that decision is going to be made within the coming months and we could be buying property and breaking ground next year.

Waugh – Is there a defined policy or procedure on repairs and or replacement of lost items? Or is it an individual agency cost for replacement and not the responsibility of SNO911 to do.

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Steiner – The answer right now is, no. We do, however, have a draft policy that is going through the final staff reviews in regard to warranty repairs. Currently, the draft policy does not have any reference to replacement of lost radios. I can add it in the draft policy and let the debate begin when it gets brought in front of the board.

Roundtable

Mills – The agreement with Tulalip Tribe should be going to their council Friday (4/2/21) to get approved. Then it will move to our board in three weeks.

Hurst – Since we are an advisory board to the council, do we need to send a report to the council on what we've done as far as spending? I know for chemical dependency and the mental health sales tax; I believe the County Council gets a report on how those funds are spent. Do they expect a report from this advisory board?

Haseleu – When I look at when this advisory board was created, it was to give recommendations to the Executive Office and then onto Council on actions. I believe those are the deliverables. It was defined from a budget perspective as to the timeframe when those were to occur. When it comes to status on the project, I believe the intention was that SNO911 would have the specifics on the actual project.

Meeting adjourned at 11:09 am

Meeting minutes by:

Jill Iversen

Sheriff's Administrative Assistant