

Emergency Advisory and Facilities Program Advisory Board

Meeting Minutes

February 7, 2019 at 10: 30 am

Members Present:

Ty Trenary – Chair
Chris Alexander
Bob Colinas

George Hurst
Susan Neely
Jon Nehring

Dan Templeman
Richard Schrock

Others:

Brian Haseleu
James Martin

Kurt Mills
Brad Steiner

Terry Peterson
Jill Iversen

Meeting Minutes Approval

December 20, 2018 Meeting Minutes	Motion for Approval 2 nd	Chris Alexander Jon Nehring
January 17, 2019 Meeting Minutes	Motion for Approval 2 nd	Chris Alexander Jon Nehring

Minutes will be posted on a website along with all the various Council actions our Council has taken.

Radio Replacement Project (RRP) Update (Brad Steiner)

Motorola Official Project kickoff is at today, February 7th, 1:30 pm at North Campus (Everett Mall Way). They will be spending three hours introducing who the players are from SNOCO-911 and Motorola staff, as well as giving a full scope review.

February 11th Design Review – Three hours, every Monday afternoon from 1:30 pm to 4:30 pm. This is where they will be going over the contract, reviewing the scope and everything before they hit the make order button. Design Reviews can last anywhere from three months to years. The current schedule is written for a very aggressive design review.

Representatives:

Snohomish County Sheriff Lieutenant Jeff Brand

Everett Police Department Officer Travis Katzer

Commissioner Schrock will work with Chief Alexander to find two representatives for Fire.

Representative's responsibility is to keep the end operations in mind.

It is critical to get a realistic schedule developed and governance plan.

RRP Staffing Plan (Brad Steiner)

Currently still trying to fill the Project Manager (PM) position that was approved by the SERS Board in the beginning of December. We have posted the position with SNOCO-911 and have been working with the recruiter. We have been running into challenges finding qualified people; finding people with no radio experience in the beginning is not acceptable. We've had over two-hundred applicants from Subway delivery drivers to ex-basketball players. Currently, we have switched to active recruiting, paying for additional access to LinkedIn and other places and we are officially going after people who are not

Emergency Advisory and Facilities Program Advisory Board

Meeting Minutes

February 7, 2019 at 10: 30 am

looking for a job to make sure we have a pool to decide from. There were twenty candidates we found through that process and we have dialog with fourteen of them. This has taken much longer than anticipated and is not ideal that we are starting the project without our PM but we cannot afford to wait.

Currently Salary Range for PM: 130k plus benefits for five years

Plan B will be to hiring a consultant part time (three firms within Puget Sound)

RRP Priorities for the Next 30 Days (Brad Steiner)

Design Review

Civil and Site Work - First step is to get the Motorola and all of the subcontractors out to the sites to make sure that we have all the civil work identified. After that we will be starting our contract discussions.

Brand new site at Machias Fire, Fire District 7, and getting the lease in place.

Another site at North Stanwood that we'd be leasing from an existing cellular carrier that still needs negotiations.

Mill Creek site needs to get the contracts moving.

Also need contracts with the County for the permitting and construction.

Decisions

Assignment for Committee Members - Who makes the decision?

Richard Schrock – Just deal with SNOCO-911 to authorize signature on decisions. We have done our part with budget. We need to have discussion on policy but the general work of the project should fall on the authorization of SNOCO-911.

Ty Trenary – Agrees with Richard Schrock but if in that process we need a budget amendment, then I think the Advisory Board needs to be involved.

Brian Haseleu – Rules of Budget: We have a lot of flexibility at the SNOCO-911 level which is where the authority currently lies. We've got an appropriation action in place for the County to be able reimburse SNOCO-911 for the costs that occur. The decision making authority that you guys are discussing right now really will be at the SNOCO-911 Board level and then they would have the authority to delegate down. This Board here would not have to get into that level of detail.

Susan Neely – The SNOCO-911 Board will need to look at what the thresholds are.

Ty Trenary – I would encourage us to recommend to staff that they add this as an agenda item and come up with a plan based on what works for the SNOCO-911 Board.

Staff-Proposed Project Governance Plan (Kurt Mills)

Radio Replacement Project Structure:

Deputy Director Wireless Tech (Brad Steiner)

Project Manager

Project Performance Committee (2-Fire, 2-Police, 1-Dispatch)

- Maintain relationships with vendors on the outside of the project

Key functions: Contract Administration, Development of Policy and Financial Oversight

Emergency Advisory and Facilities Program Advisory Board

Meeting Minutes

February 7, 2019 at 10: 30 am

Kurt Mills reports to the Board and needs to be added to the structure above Deputy Director Brad Steiner.

(See Draft Structure)

Role of Performance Committee (TAC): Operations and acceptance. How is it going to perform and what does “done” look like?

Ty Trenary – We need to define what a decision means and establish criteria.

Brad Steiner – If the Project Performance Committee establishes criteria, expectances, a, b, and c. If they stayed within those guidelines, would the Board agree we could move?

-Board agrees

Susan Neely – This Board is here to make recommendations to the Executive and Legislative Branches of County Government relating to implementation and use of the tax.

Richard Schrock – A practical issue of extending coverage to outlining areas which we are committed to doing as part of this project. There is a question about a million dollar site being whether it is good or bad, or should be changed. This is a very important decision that should be made correctly. This structure seems to be a good one of flushing that out and if need be, bring it to the board for approval.

If not, create rules that give staff more appropriate authority. We need to come up with a principal of how important extending coverage is and other issues that the SERS Board spoke to last year. The budgets we recommend to the County Council and the Executive are going to include extended coverage of this type and we’ll leave it to the SNOCO-911 Board to figure out how to do that.

Brad Steiner – This project has a charter and we are developing it with Motorola. Don’t think of the project as delivering nineteen sites, we’re delivering 95% reliable coverage. If we can do that in nineteen sites or eighteen sites, as long as we can still meet the criteria that we’ve agreed upon, it is done.

Ty Trenary – I will be interested in coverage with growth and building coverage. I believe that you deserve the opportunity to get the foundational pieces done before we take that on. These are things we do have to consider because they do speak to radio performance which is in the ordinance. This is an add-on to the project not the foundation and it would be wrong to make you work on that today, but coverage is important not just mathematically. We may need to talk about what success looks like and as long as our subject matter experts on this team determine we are good, then I’m comfortable with not having to also be a layer in that.

Ty Trenary – Motion to accept SNOCO-911 Governance Plan

Richard Schrock – 2nd

Ty Trenary – Amended with Kurt Mills between the Board and the Structure of the purposed draft.
All in favor

Policy Questions (Kurt Mills & Brad Steiner)

Kurt Mills – We are not prepared yet to bring forward some of the policy decisions that we are considering. The model is to take inventory of all of them and make recommendations to vet through the groups. Some will go up to the board and some may be discussed at the TAC level. Example: What

Emergency Advisory and Facilities Program Advisory Board

Meeting Minutes

February 7, 2019 at 10: 30 am

are we going to replace, what's the radio going to be, does everybody get the same thing, does fire get something different than police, who's going to own the radios? We are not at a point to dive into those.

Brad Steiner – Our intent is to go to the SNOCO-911 Board with our recommendations on these policies, following this model, get their agreement and then we'd bring it back here to this board.

- What equipment is provided by the Project? (We have the scope defined)
- How to handle if agencies want more? (Need to look at budget and fairness)
- Validating the need for multiband and is the additional cost justified? (Is there a pressing need for everyone to have it or just a few groups or radios within an agency?)
- Standardize on a single radio family across the County?
- Interoperability requirements that we should be addressing upfront.
- What is the replacement plan or long term sustainment model for the system?
- Are subscribers included in that model or not?
- Agencies may need radios in advance of what's coming with the project schedule. (Who pays for those and how big of a need is that?)
- In-building coverage (When do we address that?)

Ty Trenary – We need to figure out what we want to prioritize, how this board supports that and definitions for the rules before we pick things off the list.

Susan Neely – Budget is approved with dual band radios.

Roundtable

SNOCO-911 Board Retreat Thursday, March 21, 2019 8:30 am – 12:30 pm at South County Fire
Forward invite to Commissioner Schrock and Councilmember Nehring

Next Emergency Advisory and Facilities Program Advisory Board meeting will be March 7, 2019 at 10:00 am in the Executive Room SXO-Conf, AdmW, 6F02 (025)

Meeting adjourned at 11:43 am

Meeting minutes by:

Jill Iversen

Sheriff's Administrative Assistant