

SNOCOM – SNOPAC Joint Task Force

Location: Fire District 1 Headquarters

June 7, 2016 / 9:00-11:15am

Note: *Action items are noted in italics.* Decisions are underlined.

Meeting Attendance:

Joint Task Force Members					
Bob Colinas	✓	Jon Nehring	✓	Rick Smith	✓
Al Compaan	✓	Brad Reading	✓	Roy Waugh (via phone)	✓
Steve Guptill	✓	Bryan Stanifer	✓	Jon Wiswell	✓
Staff Support Team					
Kurt Mills	✓	Karen Reed	✓		
Terry Peterson	✓	Brenda Froland	✓		

Welcome / Review of Today's Agenda. Bob Colinas called the meeting to order and turned it over to Karen Reed to facilitate. Karen reviewed the proposed agenda with the group.

Report from facilitator: Themes from telephone conversations with Task Force members. A handout was circulated sharing the results from Karen's phone calls with all the Joint Task Force members and the staff team. Karen reviewed her findings with the group. *Karen will shorten the question template and forward to Staff Directors at SNOCOM, SNOPAC and SERS, who will circulate to their respective Boards and ask everyone to fill out and return to her.*

Proposed Ground Rules. Karen reviewed proposed ground rules for the Joint Task Force, which were unanimously approved. At the next meeting, the group will revisit whether meeting summaries will be posted on SNOPAC and SNOCOM websites.

Discussion: Proposed Task Force Mission Statement. Karen reviewed the proposed Joint Task Force Mission Statement, process, members, and voting. The group discussed options for how the Task Force will make decisions and recommendations. It was agreed to try to seek consensus, defined as support from at least 4 of 6 members. If consensus cannot be reached, agreement would require at least half of the members present both from SNOCOM and SNOPAC to approve an item. If no recommendation can be agreed upon, options will be forwarded to the Boards for consideration. The group agreed it is important for all three Boards to get consistent messages throughout the project. It was agreed that Karen or Terry and Kurt together could be on point for this. The Task Force agreed it would be important for the Boards to hear from Karen at times. *Karen will incorporate the discussion about decision making and other items into the draft document and bring it to the next meeting for formal approval by the group.*

Discussion: Scope and Purpose Statement. Karen reviewed the proposed work plan for the Joint Task Force, developed in consultation with Kurt and Terry. It includes 4 phases of work.

The Boards would be asked to review and provide input on all the work products prepared during each phase. After the end of each phase, the Boards would be asked whether they want to proceed to the next phase. Work of the Joint Task Force would be completed in January. The group discussed the need to develop an agreed set of information around the issue of call transfers: what is happening now, can it be improved, and if so, how? *Terry and Kurt will develop a template outlining the data they would propose to collect on this issue, and the questions they would answer.* At the next meeting, the group will review the template and approve an approach for gathering the data.

In discussion, it was agreed the two agencies should consider including placeholders in their 2017 budgets that would support a consolidation project, so that funding is available if the agencies decide to move ahead in Q1 2017.

Upcoming Meeting Dates and Times. The Task Force scheduled subsequent meetings, as set forth below. As Roy will be out of town for some of the dates, he asked whether he should appoint an alternate. There was discussion about the Boards identifying any alternates to the Task Force if needed. It was agreed that if designated alternates are approved by the Board, they should begin attending the meetings now so that the discussions can proceed as smoothly as possible.

- Friday, June 24th from 9:00-11:00am
- Tuesday, July 19th from 9:00-11:30am
- Tuesday, August 9th from 9:00-11:30am
- Tuesday, August 16th from 9:00-11:30am
- Tuesday, August 30th from 9:00-11:30am

All meetings will be in Fire District 1 offices. *Kurt will send meeting invitations out via email.*

Discussion: Statement of Values and Principles. Karen passed out a sample “Statement of Operating Value and Principles.” The group discussed the document and what shared values and principles they have that are applicable to either operating stand-alone dispatch centers or a consolidated dispatch agency. *Between now and the next meeting, members will consider whether there are additional ideas to add to a draft “statement of values and principles.” Karen will prepare a draft based on today’s discussion.* The group will take this item up at the next meeting.

Adjourn. The meeting adjourned at 11:15.