

SNOCOM – SNOPAC Joint Task Force
Meeting Summary for October 3, 2016/ 9:00-11:00pm
 Location: Fire District 1 Headquarters

Note: *Follow-up 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	✓
Steve Guptill	✓	Bryan Stanifer	✓	Jon Wiswell	X
Staff Support Team					
Kurt Mills	✓	Karen Reed	✓		
Terry Peterson	✓	Brenda Froland	✓		

Welcome / Review of Today’s Agenda. Karen reviewed the Agenda with the group and noted the primary goal is to decide what we are sending to the SNOCOM and SNOPAC Boards for their regular meetings in October. We will wrap up governance principles and if there is time, begin looking at redundancy options and assessment formulas.

Standing Items:

- a. **Approval of Meeting Summary from Sept 20.** The meeting summary was unanimously approved with recommended changes. *Brenda will update the meeting summary and send to the Directors to upload to their websites.*
- b. **Communications Roundtable.** George Hurst, Lynnwood City Council, requested clarification on call transfers; Bryan Stanifer met with him, answered his questions, and summarized that New World has positively impacted, but not eliminated call transfers. The Everett City Council has asked for a 15-minute briefing at their October 12th regular council meeting. The JTF and Karen were supportive of Kurt and Terry providing the briefing along with requests expected from Lynnwood and Edmonds City Councils. If additional requests for briefings are received, the JTF will re-evaluate if other members should provide the briefings to avoid taxing the directors. Brad and Steve will provide an update at today’s meeting of the Snohomish County Fire Chiefs. Karen reminded the JTF to distinguish between personal opinions and JTF positions when providing briefings on the project. The group agreed not to link media coverage/articles to the project websites.
- c. **Process Issues.**
 1. **Schedule Updates.** This is the last JTF meeting before SNOCOM’s October Board Meeting. The next Joint Task Force meeting is October 18th.
 2. **Communications updated.** There have been no emails via the web links.

Revised Employee Survey – results summary. Earlier this morning, Karen received the results from five more responses to the survey. The group agreed to receive an updated summary via email and sign-off in kind so that it can be forwarded to both PSAP Boards in October. Karen reiterated that this document is informational only and requires no Board action.

- a. Next steps: *Karen will update the document and email to the JTF for sign-off. The document will go to the Boards in October.*

Scope of Services – preferred option for consolidated agency. Karen asked JTF members to confirm the proposed JTF recommendation regarding scope of services in a consolidated agency, which is *“The Joint Task Force (JTF) unanimously recommends that we proceed to model the consolidation option assuming that all current services offered by both SNOCOM and SNOAC would be offered by a consolidated agency, and that all call-taker and dispatch staff be cross-trained to take both police, fire and emergency medical calls.”* The recommendation was unanimously approved and will be sent to the Boards for approval in October.

Governance: Action on Governance Framework Principles Document. Karen reviewed the changes made to the document since the last JTF meeting, reminding the group that these are governance principles that while narrowing the range of outcomes could still result in dozens of different governance configurations. The JTF was supportive of approving the document and forwarding to the Boards. Bob noted that he would abstain from the vote as he doesn’t entirely agree with it but doesn’t see it changing. Karen and other members expressed the importance of understanding Bob’s concerns and talking them over as a group to see if a consensus could be reached. Bob noted he was concerned about the importance of carefully stewarding public funds and ensuring this perspective is strongly represented at any board table. JTF members concurred with this being an important issue and noted that operational staff also share this concern about stewardship of public funds.

The group agreed to add reference to “Being an effective and efficient steward of public funds” (from the adopted Statement of Values and Principles) to the introductory section of the document, and to expand upon this same issue in the rationale for proposed principle #6 (“There should be a mix of Operational and Electeds Representatives on the Board.”) Some JTF members noted that if having an all elected board is necessary to get people comfortable with a governance proposal, then they are willing to agree to that. Bob stated that with these changes he was convinced to support the document for discussion at the Board level. The document was unanimously approved with recommended changes.

The JTF discussed the importance of having Karen at the October Board meetings to help present the action items. SNOAC is planning to have Karen present at their October Board meeting. Bob agreed to talk to the SNOCOM Board President and make a decision offline about whether Karen should be at their Board meeting.

- a. Next step: *Karen will finalize the document which will be forwarded to Boards in October for review/approval.*

Review and Approval: Update Memo to Boards. Karen briefly reviewed the new document with the JTF. Bob expressed concern that the Next Gen cell phone technology isn't expressly mentioned in the "take-aways" about call transfers. Karen noted the issue is covered in item 7, and agreed it would be stronger to mention Next Gen specifically; the group agreed. The document was unanimously approved with recommended changes.

- a. Next step: *Karen will make the changes to the document which will be forwarded to the Boards in October for review/approval.*

Update: Building the budget templates for the two scenarios. Karen asked Kurt and Terry for a status on this item. Kurt noted that they are still gathering data and have a meeting later today. Additional details:

- In the process of establishing a formula for 10-year pro forma
- Population growth is being considered
- An org chart is almost ready
- The Matrix Study recommendations are being considered
- Approaching dispatcher staffing from a best practice / status quo position (no national standards), but recognizing some possible efficiencies with regard to call taker staffing (national standards are available and being considered).

Discussion: Redundancy/Survivability. For the sake of time, this item was tabled until the next JTF meeting, but Karen acknowledged it will be important for the JTF to address this soon.

Current assessment formulas: side-by-side comparison. Terry and Kurt explained their respective portions of the document. Some specifics:

- SNOCOM spreads the cost of the entire operation across all members: 66% for police and 32% for fire. Fire has 10% of the CFS but there are smoothing factors (assessed value and population)
- SNOCOM has no special fees or pass through costs, while SNOPAC does.
- SNOPAC also uses three factors to allocate cost: CFS, population, and assessed value
- SNOCOM dispatches for mostly cities and they charge cities for both police and fire dispatch even though fire service is provided in most instances by Fire District 1. SNOPAC dispatches for many fire districts and they break costs out between police and fire agencies.

- SNOPAC has a cost center for call taking to ensure more accurate and transparent distribution of E911 funds
- At SNOPAC, agencies pay a percentage of the cost for talk groups, based on their usage; Kurt noted that practice has limitations as some agencies can't choose their talk group
- In SNOPAC, SCSO pays for its contract agencies except for Snohomish and Stanwood
 - a. *Next steps: Karen asked the members think about principles of cost allocation for discussion next time. We will map these out and then move toward specifics. Possible examples: transparency, equity, simplicity of calculation, etc. Karen will turn the assessment explanation document into a matrix that compares the differences between SNOCOM and SNOPAC.*

Closing Comments / Adjourn. The JTF adjourned at 11:00am.