

**SNOCOM – SNOPAC Joint Task Force**  
**Meeting Summary for February 21, 2017/9:00-11:00 am**  
 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	X
Steve Guptill	✓	Bryan Stanifer	✓	Ralph Krusey	✓
Staff Support Team					
Kurt Mills	✓	Karen Reed	✓		
Terry Peterson	✓	Brenda Froland	✓		

**Welcome / Review of Today's Agenda.** Karen welcomed the group and noted the primary goal for the day is to prepare for the Joint Board meeting on 3/9.

**Standing Items:**

**a. Communications Updates / Roundtable.**

1. Combined Fire TAC and Fire Ops met last week and recommended fire governance option 1. North County Regional Fire Authority *needs to be added* to the list of member agencies. There was general support for the assessment formula, but questions about whether assessments were a better measure than population, specifically for fire districts.
2. There was a briefing for Snohomish County's Law & Justice Committee. It was noted that Mayor Colinas and some others from SNOCOM Board attended the briefing and met with individual Committee members before and after the meeting. JTF members asked Mayor Colinas for information on the nature of those discussions. After a brief discussion, Mayor Colinas left the meeting.
3. SNOPAC recently hosted a stakeholder WebEx. With lower than expected attendance, Police TAC will be asked to weigh in on governance.
4. Karen asked if either Board had further direction on governance at this time. The SNOPAC Board did not; the SNOCOM Board does not want to address governance until costs are known. Governance was removed from the agenda for today.
5. Terry gave a briefing to the South County Mayors who expressed interest in seeing the project through.
6. There are briefings scheduled with City Councils in Lake Stevens, Edmonds, and Lynnwood in the next couple of months.
7. The JTF reiterated that all options remain on the table; that facts will be presented on 3/9; and that the JTF has agreed upon procedures for briefing stakeholders.

8. SERS will schedule a discussion at their next Board meeting.
9. County Executive should be briefed.
10. At some point, union representatives should be updated and encouraged to begin thinking about their process.

**b. Schedule Updates.** The 3/21 JTF meeting will be at the fire station across the street from FD1 HQ.

**Approval of Meeting Summaries from 2/1 and 2/7.** The meetings summaries were unanimously approved. *Brenda will forward them to the PSAP IT managers to upload to their websites.*

**Scenario Cost Modelling – final review.** The Directors will have a presentation ready for the 3/9 Joint Board meeting. Spreadsheets and executive summaries for each option were distributed, and the Directors asked for feedback on the pros and cons of each option. The JTF provided feedback *which will be incorporated* into the executive summaries.

Additional notes:

- Identify fiscal impacts when possible
- Option 3 (Aggressive Cross PSAP Call Entry) may need more detailed explanation
- Highlight that all options are compared to the 2016 adopted budget for each agency
- Need to explain why -14FTE only generates - \$1MM savings
- Directors tried to take a conservative approach to potential savings
- Need to have an idea of transition costs for 3/9 meeting

**Assessments Presentation for March Joint Board Meeting.** The Executive Directors have applied the assessment formula to scenario 4B (Consolidation with warm back-up facility). The cost allocation factors have been adjusted slightly to better reflect actual workload. Terry handed out draft documents and walked the JTF through the assessment process. Agencies that see a large cost swing have been or will be briefed in advance of the Joint Board meeting. There was discussion about the possibility of implementing a smoothing factor for 2-3 years that could mitigate significant rate increases, funded from reserves. Would need to identify threshold for what agencies qualified for mitigation. Future decision will need to be made about entities that receive ancillary services--potential revenue from those agencies is not factored in; for some of these it is not possible to verify numbers for population or AV so their assessments have been based on the cost per call average. FD1 revenue/cost shown is for unincorporated area only.

The JTF unanimously approved the assessment formula as presented by the Executive Directors. The presentation should focus on agency bills.

The JTF unanimously approved using Option 4B to calculate individual agency assessments.

Karen summarized that on 3/9, the JTF's recommendations will be presented along with the assessment formula and individual agency assessments for Option 4B. The Boards will not be asked to make a decision on these items until the Joint Board meeting scheduled for 4/20.

**Joint Board Meeting Agenda for March – still on track? Adds? Deletes?**

- a. Proposed agenda review.** The bulk of the meeting will be spent on the Presentation of All Cost Scenarios and to follow, Assessment Formula Components, Impacts and Options. The cost presentation should also include a range of total transition costs.
- b. What to present on project schedule?** Idea of using a decision-making tree. Option of providing agency briefings in writing instead of in person during April – June timeframe. Karen recommends getting independent legal advice on the various paths to consolidate. The JTF favored a mid-2018 start-up date for a consolidated agency, as compared to January 2019.

**Next Joint Task Force Meeting Target Date / Agenda.** The next meeting is scheduled for 3/7. Discuss a media briefing, transition costs, and project schedule.

**Closing Comments / Adjourn.** The JTF adjourned at 11:33 a.m.