

SNOCOM – SNOPAC Joint Task Force
Meeting Summary for April 18, 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	✓
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 make final preparations for the Joint Board meeting this Thursday.

Standing Items:

- a. **Communications Updates / Roundtable.** Brad reported that the Mill Creek City Manager has voiced concerns about finances related to consolidation. Terry offered that he had a lengthy meeting with Mill Creek’s Finance Manager and he was unaware of any outstanding questions. *Terry will invite the City Manager to the next JTF meeting* so the questions can be addressed. Bob noted that Mill Creek’s concern, and his as well, is cost control; some individuals want written guarantees. Kurt, Terry, and Karen gave a presentation at the Mukilteo City Council meeting last night and it went well. Kurt thanked Terry for meeting individually with Fire District 1 and Everett while he was out of town. Kurt reported that the Facility RFQ is out and can be found on the County’s website. Terry will sit on the group that evaluates submissions. The second finance debrief was held on 4/11; additional meetings are not anticipated.

- b. **Schedule Updates.** *Brenda will make sure the JTF calendar invite has continued into May.* The May meetings will be on 5/2 and 5/16. The JTF picked dates for May and June Joint Board Meetings: 5/30 and 6/20. *Brenda will send calendar invites.*

Approval of Meeting Summary from 3/21. The meeting summary from 3/21 was unanimously approved. Bryan Stanifer abstained as he was not at the meeting.

Approval of Meeting Summary from 4/4. The meeting summary from 4/4 was unanimously approved.

Approval of Meeting Summary from 4/11. The meeting summary from 4/11 was unanimously approved. Bob Colinas abstained as he was not at the meeting. *Brenda will forward all three approved summaries to the PSAP IT managers for upload to the websites.*

Scenario Cost Modelling and Assessment – feedback so far and next steps.

- a. **“Smoothing” options/issues – to share on 4/20.** Karen noted that with Fire District 1 is seeing an over 30% increase in assessments, and the Commissioners are interested in smoothing options. Karen suggested walking the Boards through the document on 4/20, asking for feedback, and seeing if there is broad interest in the JTF developing a proposal. There was discussion about bringing a recommendation for smoothing rather than several options, but it was agreed that bringing all options reinforced the desire to be completely transparent in the process.
- b. **Model of status quo, no normalization?** A Woodway representative requested this report at the first finance meeting. Terry adjusted the status quo model for SNOCOM to reflect authorized FTE’s only. It was noted that with authorized staffing, the NENA standard is met 55% of the time; all other models assumed 90%. As the report did not reflect the likely decrease in E911 funds, it was suggested that the report be given to the SNOCOM Board only, with a cover sheet detailing assumptions, and not be a work product of the Task Force.

Governance.

- a. **Input from Boards.** Karen attended both Board meetings on 4/13 and reported there was good discussion at both.

SNOCOM’s meeting was a work session, so while no formal action was taken, the Board made a preliminary decision to support Option 1 for both Police and Fire. SNOCOM did amend the option to not include TAC representatives, preferring instead that electeds decide who sits on the Board. Brad offered that fire agencies would likely be agreeable to having electeds represent them on the Board. *Al and Bryan will raise the issue at the next police chiefs’ meeting.*

SNOPAC chose Option 3 for police, as written; and Option 1 for fire, as written. A primary concern for the SNOPAC Board was guaranteeing a mix of electeds and operational staff and not leaving it to chance.

Terry attended both Board meetings and came away with a sense that the Boards are not that far apart. Rick saw room for discussion during the SNOPAC meeting, but agreed that the issue for the police chiefs will be guaranteeing a mix of elected and

operational staff. Board decisions are not all financial in nature and a mix guarantees that the decisions are based off well-rounded information.

b. April Joint Board meeting approach/goals. Karen walked the group through the 4-slide Power Point that would be presented at the beginning of the meeting on 4/20. Notes from discussion:

- Karen asked about the initial concerns about cost. JTF members offered that it was important that costs didn't go up; concerns over the E911 funding distribution also mentioned.
- Redundancy: the SNOCOM Budget Committee's memo reflects that this is a concern; the reality is that having SNOCOM as a warm back-up makes Snohomish County better off than 90% of the PSAP's in the country. Steve suggested that the small risk of having to "bug out" of the SNOCOM facility shouldn't derail the focus of eliminating call transfer delays that occur 24/7/365. Karen asked if operational procedures can be developed to minimize this risk. Chiefs, Kurt and Terry agreed that procedures could be developed to address this.
- Governance: Bob confirmed that for a few electeds on the SNOCOM side, the concerns about cost escalation translate to concerns about governance structure: allowing electeds to decide who sits on the Board. Brad offered that there are no guarantees in government. Karen said that while voting details—supermajority vote definitions and the like—are where this concern will be addressed, it is important to not jump ahead: governance structure first and voting second.
- The JTF made a few suggestions about the content of the Power Point which *Karen will incorporate.*
- It was noted that the Boards are in agreement on three of the four priorities which is commendable progress.
- If the Boards authorize the JTF to continue work, the next steps will be working through the matrix with the attorney, Jay Reich, and to define supermajority voting requirements.

The JTF decided to provide one possible option / compromise in governance structure to facilitate progress in the discussion on 4/20. Notes from discussion:

- Typically, a caucus picks its own rules as long as they stay within certain parameters
- Fire District 1 Commissioners want the ability to choose a Board representative

- For Fire: recommend Option 1 amended to give the top caucus three seats and eliminate the TAC representative (this was SNOCOM's proposal).
 - For Police: compromise recommendation is to adopt Option 3 but to move the 2 TAC positions into the two smallest caucuses and require each of the 4 police caucuses (all of which will have multiple votes) to choose at least one operational staff in their board seat selections.
- c. Non-service provider cities issues and options.** The JTF reviewed three Options to address the non-service provider concerns. They recommended Option 1 (non-service providers would be associate members and signatories to the ILA, would be guaranteed of full membership status should they become direct service providers). There was clarification about the Tribal government contracting agencies: the SNOPAC Board considers them to contract for services; as a sovereign nation, a Tribal government would typically not sign an interlocal agreement like this as a member but would continue to contract for services with the new consolidated agency.
- d. Options for accomplishing consolidation (matrix).** The JTF decided it was best to save the full presentation and discussion for the May Joint Board meeting. The matrix will be made available on 4/20, but Board members will be asked to review the material and be ready to discuss in May. Karen *will let Jay Reich* with Pacifica Law Firm know that he does not need to be at the Joint Board meeting this month.
- e. SNOCOM Budget Committee proposal.** Bob noted that this was a Budget Committee proposal that has not been reviewed by the SNOCOM Board. The JTF *will review and discuss* at their next meeting.

April Joint Board Meeting 4/20 Proposed Agenda & Materials. Karen *will make recommended updates to the materials, email them to JTF members* for final review, and packets *will be emailed* to Board members later today.

Next Joint Task Force Meeting 5/2.

Closing Comments / Adjourn. The JTF adjourned at 11:25 a.m.