

SNOCOM – SNOPAC Joint Task Force

Meeting Summary for June 27, 2017/8:30 – 10:00 am

Location: Station 11, 12310 Meridian Ave. S.

Note: *Follow-up action items are noted in italics. Decisions are underlined.*

Meeting Attendance:

Joint Task Force Members					
Bob Colinas	X	Jon Nehring	✓	Rick Smith	X
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. The goal for today will be to work through as many of the remaining issues as possible; recommendations from the JTF will be on the agenda for the August 1 Joint Board meeting.

Schedule Updates: There was discussion about possible dates for Joint Board meetings in September and October. The following will be communicated:

- September 7 at 8:30am; at Edmonds City Hall before the SERS Board meeting; Jon Nehring and Ralph Krusey suggested the SERS Board will plan on meeting at the conclusion of the Joint Board meeting
- October 12 at 8:30am; at FD1 – this is SNOCOM’s October Board meeting date
- October 19 at 8:30am; at FD1 – this is SNOPAC’s October Board meeting date

Brenda will send out invites to the JTF; Brenda and Sharon Brendle will send invites to the SNOPAC and SNOCOM Boards.

Approval of June 6 Meeting Summary. The meeting summary was unanimously approved. *Brenda will forward to the PSAP IT managers for upload to the websites.*

Remaining Issues discussion & recommendations. Karen reviewed the Joint Boards Action Status Re-cap and the list of outstanding issues. Notes from discussion:

1. Name of agency: the name must be in the ILA. Karen encouraged the Directors to speak with the consultant about employee engagement on this issue. *Kurt and Terry will work on an employee update and schedule mid-July follow up meetings with union reps.* The Joint Boards will have final say on the name, but suggestions should be narrowed down no later than August.

2. Choice of legal entity: Karen has spoken with Deanna Gregory. She recommends we stay on the path of non-profit consolidation. JTF unanimously agrees. SNOPAC voting on incorporation at July Board meeting. *Kurt will reach out to WCIA.*
3. Initial term of agreement with no withdrawal: the JTF unanimously approved to recommend a minimum term of 5 years for members and subscribers alike.
4. Annual Principals Assembly: in addition to the list of items for an annual meeting, the meeting may provide the opportunity for a one agency/one vote on issues, advisory to the Board of Directors. Every four years the assembly breaks out into caucuses to elect representatives to the Board. The JTF unanimously approved the idea of holding an annual assembly. There was discussion about the role of the TACs. There was agreement that there should be a police TAC and a fire TAC that are advisory to the Board. Brad Reading noted that some of the TAC decisions do not require Board review, but are still considered advisory to the Executive Director. *Karen will draft a document with some parameters matching our situation and bring back to the JTF for review.*
6. Budget Development Schedule: SNOPAC – target is July. SNOCOM is October. There was discussion about when OFM and CPI numbers are published. The JTF will recommend that a final, Board-approved budget be distributed no later than September 15th.
7. Delinquencies/Non-payment: There was discussion about how to enforce, but agreement that the language provides necessary legal authority. The JTF will recommend that there should be penalties, notice provisions should apply, and action should require a supermajority vote.
8. Dispute resolution: The JTF agreed with proposed next steps – a tiered process ending in nonbinding mediation before parties could go to court.
9. Budget year: The JTF agreed with proposed next steps – an annual calendar year budget, with option to move to 2 years in the future.
11. Budget Principles: *Kurt and Terry will identify the core principles in the current hypothetical budget.* JTF agreed to hold off for now on where/whether to insert these into documents.
12. Withdrawal from Agency: Because of the impact if a large agency withdrew, the JTF recommended 18 months' notice to coincide on or about the end of budget year (January 1 termination and switch over can be very problematic).
13. Reserves: The JTF agreed with adding a generic reserves requirement in the ILA.

14. Assessment formula details-including definition of CFS: there was lengthy discussion about the definition of CFS in the packet. *Kurt and Terry will work through JPACC on some of the nuances, including CHECKS. The JTF expressed that the most important issue is officer safety, but if the incident requires attention from the dispatcher it should be counted. The issue of how to count CFS during the transition year was raised; Karen, Terry, and Kurt will work on this.*
15. Smoothing formula details: Karen reviewed pages 13 and 14 of the remaining issues packet; the JTF agreed to propose the cap on total smoothing payments should be the maximum in the hypothetical 2017 assessments; the maximum any agency should pay would be 25% of their savings; the savings should be determined by comparing 2018 and 2019 assessments.

Karen will update the remaining issues documents for the next JTF meeting.

Assessment Formula discussion notes:

- The cost pools need to be clearly defined – what is in and outside of each
- Need language about ancillary services that are outside of the assessment formula (pass through costs), such as ESO and ACCESS
- Records is a service at SNOCOM, but not SNO PAC. Need to figure out charge for this.
- We have a commitment to remain *status quo* with services during transition period; Board can weigh in during transition and create a path forward.

Karen had to leave for a prior commitment, but the JTF was able to have discussion on a few additional items:

Contract Service Cities. Renewed concern has been expressed by the City Manager of Snohomish about lack of voting representation on the consolidated board. A few small cities have asked for briefings; *these are being scheduled.* In discussion it was noted:

- The Board should not be placed in the position of having to referee between contract cities and their service provider.
- There is a different set of incentives and interests in place if one has officers or line staff in the field whose lives depend on dispatch service, as compared to someone who is simply purchasing police or fire service from another agency.
- Kurt is communicating with the City Manager of Snohomish.
- Idea of providing an update to MAG group
- *Kurt will let the Sheriff know there is still a concern, but the JTF has no further action planned*

Attorney Review of ILA. The JTF agreed it was important that a small group of lawyers be engaged in the initial review, not a large group. They agreed upon the following names:

- Rich Davis – Experience working with fire agencies across the county.

- Mark Bucklin – General Council for WCIA insurance and well respected among nearly all city members
- Rosemary Larson – Attorney for City of Lynnwood and also does some Brier work
- Mark Roe – Snohomish County PA (connect with Sheriff or Susan Neely for intro)
- Scott Missall – City of Mill Creek Attorney

Cost Control Proposal from SNOCOM members:

- Request Scott Hugill make his proposal at JTF's next meeting on 7/11; *Terry will send the invite*
- There has to be a deadline on this issue if we are to make the timeline approved by the Joint Boards.

Next Joint Task Force Meeting 7/11. Work on remaining issues and possibly hear a proposal from Scott Hugill and others on cost control. There is a JTF meeting scheduled for 7/18; the JTF will decide on 7/11 if this meeting is necessary.

Closing Comments / Adjourn. The JTF adjourned at 10:30 am