

SNOCOM – SNOPAC Joint Task Force
Meeting Summary for July 11, 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	X	Jon Nehring	✓	Rick Smith	✓
Al Compaan	✓	Brad Reading	✓	Roy Waugh	✓
Steve Guptill	X	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. The updated document will go to both Boards in July and be presented at the Joint Board meeting on August 1 for discussion and possible action. The agenda for the September 7 Joint Board meeting will include the draft ILA, transition plan, resolutions, and briefing memo.

Standing Items:

a. Communications Updates:

- County Council re-brief was yesterday. There were supportive comments about trying to address call transfers.
- The Stanwood City Council has a briefing on August 10th
- The Lynnwood City Council was updated last night; there were good questions and it went well
- Kurt is drafting a letter to the City Manager of Snohomish to address his concerns; the letter may be finalized and sent from the SNOPAC Board or Board Chair.
- Terry and Kurt are scheduling a time to meet with labor representatives to share an update
- Terry has reached out several times to Mill Creek about their cost control proposal but has not heard back. The JTF will continue to move forward.
- Karen, Kurt and Terry are briefing the Mill Creek Council tonight.
- A staff survey about a name for the new agency is open until the end of July. Results will be compiled and given to the Boards.

b. Schedule Updates:

- The September Joint Board meeting is scheduled for 9/7.

Approval of June 27 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 list of outstanding issues. She noted that the JTF has already made recommendations on the bigger issues; the remaining issues are second tier issues. Notes from discussion:

- Annual Principals Assembly: Exhibit A was reviewed. The JTF agreed with the details in Exhibit A, and added that (1) the Annual Assembly should include Subscribers, and (2) the non-voting seat must be filled by a representative from an agency that does not already have a seat on the Board.
- Assessment Formula Details:
 - a. Definition of CFS: this is under active review by JPACC. There may be another way for agencies to track activity without generating a CFS. For now, the updated document will be shared with the Boards as an informational item.
 - b. Payment dates: the JTF agreed to recommend quarterly payments, but acknowledged that agencies can pay more regularly and ultimately, the Board will weigh in.
 - c. Special services: the JTF agreed that special services will be priced to recover direct and indirect costs. SNOCOM currently provides law enforcement records services (warrants, missing persons, etc.) while SNOBAC does not. *Terry is discussing the issue with Joannie Fadden, and operations staff from both PSAPs are reconciling what current practice is.* It was reiterated that there will be no decrease in current levels of service. More to come from staff.
 - d. Definition of other formula components: *Kurt and Terry will work on these definitions.*
- Smoothing: the Boards have already seen this, but Karen asked for confirmation on two items. The JTF agreed that both principals and subscribers should be eligible for smoothing. There are currently three SNOBAC subscribers: Stillaguamish Tribal Police, Fire Marshal, and Paine Field Fire. The JTF agreed that smoothing will still be based on the full budget year even if consolidation were to be delayed a few weeks after January 1st of 2019.
- Term of Office of Board Members:
 - a. When do terms begin? Under Item #4 the JTF agreed that the Annual Assembly should occur in April. The JTF agreed to two year terms that begin in May following the Assembly. *Karen will draft a few straightforward caucus rules and bring back to the JTF.*

b. When are caucuses to appoint members? At the Annual Assembly.

c. How is the initial board structured prior to the initial caucuses? The JTF reviewed Exhibit H. There was discussion about the benefit of getting a new Board in place as soon as possible. The JTF agreed to recommend a transition board, comprised of three Board members from each PSAP. The transition board would meet (in person or via conference call) on January 1 to take essential actions only. Caucuses would meet no later than January 10 and appoint the new Board.

- Debt service issued in support of the Agency: The agency cannot issue debt, but may need capital financing in the future. After discussion, the JTF decided the SERS radio system is a separate issue from consolidation, decisions on it will come later, and financing of the radio system should not be mentioned in the ILA. With this adjustment, the JTF agreed with the proposal.
- Threshold of # of signatories for the ILA to go into effect: The JTF agreed to remove this item from the list.
- Dissolution, Consolidation, Merger, or Sale or Transfer of All or Substantially All Assets: The JTF agreed that this should require a supermajority vote.
- Transition Plan: Kurt and Terry *are working on* a long list of items they will need to accomplish in 2018. Integrated policies, such as the personnel manual and fiscal policy, will go to the new agency's board for approval. Kurt offered that SNOPAC is *actively working on clearing out space*, and the City of Everett believes they can add parking on the Everett Mall Way side of the building

Karen will update and simplify the remaining issues document and forward to the Directors for the July Board meetings.

Launching Due Diligence Work. The process is underway at both PSAPs.

Attorney Team – next steps. The proposed communication to attorney team was reviewed. Kurt, Terry, Karen, and Deanna Gregory will meet with the small group. The JTF unanimously approved finalizing and sending the letter. By the end of August, a packet including the draft ILA reviewed by the advance team of attorneys should go to all agency attorneys.

Next Joint Task Force Meeting 7/18. Karen will be out of town. *The Directors will continue to work on the transition plan* and JTF members were encouraged to share feedback. The JTF decided it was not necessary to meet on 7/18. *Brenda will cancel the meeting invite.*

Joint Board Meeting 8/1: Proposed Agenda. The draft ILA was removed from the Agenda; it will be presented at the Joint Board meeting in September. Packet materials for the 8/1 meeting *will be emailed* to Board members by 7/26.

Closing Comments / Adjourn. The JTF adjourned at 10:55 a.m.