

**SNOCOM – SNOPAC Joint Task Force**  
**Meeting Summary for August 15, 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	X
Steve Guptill	✓	Bryan Stanifer	✓	Ralph Krusey	✓
Staff Support Team					
Kurt Mills	X	Karen Reed	✓		
Terry Peterson	✓	Brenda Froland	✓		

**Welcome / Review of Today’s Agenda.** Karen welcomed the group including Deanna Gregory via conference call and Angie Baird from SNOPAC. Today the JTF will address some additional issues that came up during staff review of the ILA.

**Standing Items:**

**a. Communications Updates:**

- Kurt met with the Stanwood City Council last night and it went well; they requested the fee for an associate agency be very nominal.
- The Lynnwood City Council met recently and unanimously passed a resolution in support of consolidation.
- Edmonds City Council meets tonight and is expected to pass a resolution as well.
- Fire District 1 also meets tonight and will vote on a resolution.
- The draft ILA, with today’s updates, *will be distributed* to the small group of attorneys tomorrow. The JTF will see it on 9/5. The Joint Boards on 9/7.
- Mayor Pruitt has mentioned a one-time overview of the budget by finance staff, though the JTF is not aware if it has happened. There was a suggestion to establish, in the Bylaws, an annual meeting for agency finance staff to review the budget. Karen and Deanna noted that if it’s in the ILA or Bylaws, it may be considered a public meeting. The JTF was supportive of the annual review, but prefers establishing it through Board resolution.

Karen noted that the Legislative Packet would include: briefing memo, transition plan, draft ILA, draft Articles of Incorporation, and the identical Board Resolutions passed in October by a minimum 2/3 vote. *Deanna is drafting the Resolutions.*

Terry noted that on the SNOCOM side, there is some interest in seeing a draft of the Bylaws. *Karen will draft a skeleton set of bylaws* for the Boards. She noted that the Bylaws will be established by the new Board, must be consistent with the ILA, and she would not recommend they be part of the legislative packet.

**b. Schedule Updates:**

- The JTF will not meet on August 22; *Brenda will send a cancellation.*
- We may need an additional Joint Board meeting in September; 9/21 is a tentative date. *Brenda will send out a meeting invite for 9/21.* FD1 is not available; *Al will check on the availability of Edmonds City Hall.*

**Approval of July 11 Meeting Summary.** The meeting summary was unanimously approved. *Brenda will forward to the PSAP IT managers for upload to the websites.*

**Update: due diligence work.** Terry reported that due diligence is underway. The Directors are reviewing contracts and forwarding some to attorneys to determine if there is any problem with the contract transferring to a new agency. The biggest contract is New World who is well aware of consolidation discussions and they have no concerns about the creation of the new agency and its assumption of the existing contacts.

**Review of Draft transition plan.** Terry reviewed the document and received feedback from the JTF. Notes from discussion:

- The plan should note an estimate of reserves that will come with each agency on 1/1/18.
- Angie reported that US Bank can set up accounts ahead of time and make them effective upon consolidation.
- The JTF determined the new agency would likely not need a third-party fiscal agent.
- Karen and Terry reviewed the Police Records Services document. The JTF decided to recommend status quo for two years and leave all options on the table for the new Board in 2020 and beyond. SNOCOM does 20,000 records a year so it's a significant consideration if larger agencies participate. The Sheriff's Office currently offers this service for a nominal fee. Al noted that this could be a sensitive issue and transparency will be vital.
- There was discussion about the process of securing legal representation; the Directors preferred to have the flexibility to engage attorneys for special situations as needed. Karen offered that best practice is have the Board sign off on a short list of names.
- The Transition Plan has received a high-level legal review by someone in Rich Davis's office. *Deanna will review in detail.* Karen offered that anything not addressed in the Transition Plan can be addressed in the Resolution.
- Rick suggested adding some verbiage about how the capital plans will be combined. *Terry and Kurt will add this.*

## ILA Issues/Schedule.

a. **Police Records Services – treatment initially, next steps.** Already discussed.

b. **Scope of Agency Services.** Karen reviewed the document with the JTF.

i. **Ancillary versus Additional Services.** There was clarification on the definitions of Ancillary and Additional Services. The JTF agreed that Ancillary Services should be approved by a supermajority vote and Additional Services by a simple majority vote. The JTF reviewed New Agency Services and decided the User Fees and Assessments Versus Other Revenues table would be a constructive document to share with the Joint Boards on 9/7.

c. **User Fees and Assessments versus other revenues.** This document will be shared on 9/7.

d. **Other ILA issues.** Karen reviewed the list of issues. This document will be shared with the Boards on 9/7. Notes from discussion:

- Subscriber Fees in 2018: the JTF recommends that there are no subscriber premiums in 2018
- Term of Subscriber Contracts: the JTF recommends subscriber contracts have a term of four years.
- Subscriber Contract Logistics and Pricing: the JTF agreed that the subscriber contracts should not be a part of the package transmittal and should only be drafted if needed; highlights will be covered in the briefing memo. The JTF recommended a 10% risk premium for agencies who could be principals but choose to be a subscriber instead; it was clarified that if a legislative body doesn't sign the ILA by 1/15/18 when the Board is chosen, they will not be able to serve on the Board for two years. It was clarified that on 1/1/18 the transition board can extend subscriber contracts for one year, including Stillaguamish Tribal Police, Snohomish County Fire Marshal, and Paine Field Fire.
- TAC role: the JTF recommended the following:
  - eliminating the requirement for Police and Fire TACs to meet together;
  - requiring TAC groups meet at least 2x per year;
  - no requirement to seek TAC input on budget as this is not current practice for either SNOCOM or SNOPAC;
  - eliminating the requirement to get TAC input on hiring an Executive Director;
  - a clarification that the Board does not supervise the TACs.
- Penalty for not signing ILA on time (by 12/31/17): the JTF recommended a 25% penalty for the period between 1/1/18 and the time the document is signed.
- Delegation of items to Executive Director: After good discussion, the JTF recommended that the Board delegate procedural decisions to the Director, but the Board will be responsible for policy decisions. This is Deanna's recommendation as

best practice also. It was suggested the Board additionally delegate the following to the Director: hiring/firing, discipline, and ensuring compliance with the CBA.

- Creating new agencies: this needs to be addressed in the ILA. Prefer no required Board action.
- Single Service Principals Definition: the JTF agreed with staff recommendation
- Annual Assembly Presentation of Proposed Budget Policy: the JTF recommended that the Executive Director presents the budget
- *Karen will update the ILA issues document.*

**Next Joint Task Force Meeting – September 5.** The JTF will review the Draft ILA.

**Next Joint Board Meeting – September 7.**

New Name: The next step is for employees to vote on submissions – *a survey should be distributed as soon as possible*. The top 6 names will be presented to the Boards on 9/7; the Boards will need to vote on a name no later than October 1. *Deanna will do legal searches on the top 6. Terry will secure all domains on or before 9/7.*

Draft Articles of Incorporation: *Deanna is drafting*. Language is very standard.

Draft ILA: After the Joint Boards review this, it can be made available to all agency attorneys. Comments/questions will need to be received by 9/18.

**Closing Comments / Adjourn.** The JTF adjourned at 11:05 a.m.