

SNOCOM – SNOPAC Joint Task Force
Meeting Summary for September 19, 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	X	Rick Smith	✓
Al Compaan	✓	Brad Reading	✓	Roy Waugh	✓
Steve Guptill	X	Bryan Stanifer	X	Ralph Krusey	✓
Staff Support Team					
Kurt Mills	✓	Karen Reed – by phone	✓	Angie Baird	✓
Terry Peterson	✓	Brenda Froland	✓		

Welcome / Review of Today’s Agenda. Karen was conferenced in by phone and welcomed the group. There are two substantive policy issues to discuss today, an update to the schedule, and discussion about the best way to present materials to the Joint Boards on Thursday.

Standing Items:

- a. Communications Updates:
 - Terry met with the Mountlake Terrace City Council last week and it went very well. They had questions prepared and spent an hour on Q&A. Scott Hugill notified Terry that after he left the meeting there was additional discussion, and the Council is supportive of consolidation.
 - The JTF decided it was timely to remind Board members that the caucuses can be realigned every two years to accommodate changes in population.
 - The Mukilteo City Council unanimously approved a resolution on consolidation.
 - Terry meets with the Brier City Council tonight.
 - Kurt and Terry meet with the Everett City Council tomorrow night.
 - Kurt and Terry meet with the Fire Commissioners on October 2.

- b. Schedule Updates: Karen noted that the Secretary of State’s office has never reviewed a consolidation before, and it would best to get them Draft Articles of Incorporation as soon as possible after the Boards vote in October. Every blank will need to be filled in.

Approval of September 5 Meeting Summary. The meeting summary was unanimously approved. *Brenda will forward to the PSAP IT managers for upload to the websites.*

Preparations for Joint Board Meeting: Karen reviewed the Agenda Items for the Joint Board meeting. Notes from discussion:

- The second agency attorney review of the ILA was yesterday and very productive. The Marysville City Attorney has expressed concern about the definition of a supermajority vote including the wording "... of those present and voting". The concern is that six members could take action on supermajority items such as terminating a member. The JTF discussed this concern and came up with some options. Rick suggested that *he meet with the Mayor and City Attorney and let Karen, Kurt and Terry know* if the JTF should discuss further.
- The JTF discussed the outstanding request for a secondary budget committee, made up of agency finance staff. Several options were proposed and discussed. The JTF agreed that it would be beneficial to have agency finance staff on the Budget Committee, but having two committees would be confusing. The JTF decided to recommend wording in the Plan of Consolidation that calls for a Finance Advisory Group to be created, with the clarification that the Board may decide to merge these two groups into one at some point in the future. The finance managers should be from principal agencies. *Karen will update the Plan of Consolidation.*
- Karen outlined that the Transition Board will include 6 members, 2 alternates, 1 registered agent, and 2 staff members (Secretary and Treasurer). In order to get the Articles of Consolidation to the Secretary of State's office in a timely manner, the JTF decided to move forward with recommendations on the Secretary, Treasurer, and registered agent. There will be wording that allows the Board chosen in mid-January to change these designations if they so choose.
- The JTF discussed possible dates the Boards could caucus to choose Transition Board members. It was decided that 20 minutes could be set aside at the Joint Board meeting this Thursday for the two Boards to break out and each choose three members and an alternate. *Kurt and Terry will email Board members* about this addition to the Agenda.
- The JTF unanimously approved the following recommendations:
 - Designating Deanna Gregory as the registered agent
 - Designating Angie Baird as the Treasurer
 - Designating Terry Peterson as the Secretary

- Presentation on Thursday: The updated Briefing Memo will be distributed. Karen will provide a high-level, section-by-section review of the Draft ILA. The importance of staying on schedule between now and December 31st will be emphasized. *Karen will add today's JTF recommendations to the Agenda* for possible Board action. Reference to Fire District 3 *will be removed* from Exhibit E. Mark Bucklin is forwarding some suggested language to Karen *who will incorporate it and today's recommendations* into Thursday's packet materials. Updated documents *will be forwarded* to Board members later this afternoon.

JTF members expressed confidence in Kurt and Terry's leadership and appreciation for their diligent work over the past 18+ months on this project. As mention of a national search for new leadership has been raised at Joint Board meetings, the JTF felt it necessary to make a recommendation to the Boards. The JTF unanimously agreed to recommend Kurt Mills as the Executive Director and Terry Peterson as the Deputy Director of Snohomish County 9-1-1.

There have been some questions and misinformation about purchasing policies for interlocal agencies. Kurt referenced two documents in the JTF packet that provide guidance on this topic. *Karen will add Procurement to the Agenda* for Thursday and the documents will be part of the packet that is distributed later today to Board members.

Schedule:

- a. Joint Boards 10/12, 10/19. The next JTF meeting is scheduled for October 3.

Closing Comments / Adjourn. The JTF adjourned at 10:25 a.m.