

**CITY OF LAKE STEVENS  
CITY COUNCIL WORKSHOP MEETING MINUTES**

Tuesday, March 28, 2017

Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 6:04 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Todd Welch, Rauchel McDaniel, Marcus Tageant

ELECTED OFFICIALS ABSENT: Kurt Hilt, Kathy Holder

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Public Works Director Eric Durpos, Police Chief John Dyer, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh and City Attorney Grant Weed (6:11 p.m.)

OTHERS: Kurt Mills, Director, SnoPac; Terry Peterson, Director, SnoCom

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Mayor Spencer called the meeting to order at 6:04 p.m. He then introduced Kurt Mills, Director of SnoPac; Mr. Mills introduced Terry Peterson, Director of SnoCom.

Mr. Mills provided a background for both SnoCom and SnoPac, both of which were formed in the 1970's; they are consolidated 911 centers and provide dispatch services for both police and fire agencies in the County. He identified a third player SERS, the Snohomish County Emergency Radio group. Mr. Mills reviewed a map showing areas that are served by SnoCom and SnoPac, and also an area that is jointly served. He said there is a service delivery issue that results in a high number of 911 call transfers that is driving the effort to consolidate services. Mr. Mills reviewed the process for identifying the need for a joint task force to resolve the issue calls being transferred between the two agencies.

Mr. Peterson commented on the work that is vetted by the joint task force to address these service delivery concerns. He said there is also consideration that SERS should be included in the consolidation, so SERS is serving in an ex officio capacity as this process moves forward. The process has been open and transparent throughout, including meeting with affected stakeholders, and making all approved documents available to the public on both the SnoCom and SnoPac websites.

Mr. Peterson said that a consultant was hired to assist the joint task force in developing a mission statement, purpose, scope, and membership. Mr. Peterson then reviewed the identified service level concerns and how they are being addressed. After reviewing several options the task force is focusing on the consolidation option.

Mr. Mills commented the task force is also focused on taking no steps backward in redundancy and resiliency. He identified that both SnoPac and SnoCom use the same computer-aided dispatch system, the same radios, and they already back each other up. The SnoPac facility is

larger than SnoCom and this creates some challenges on how to relocate. The current plan is to keep one of the facilities as a warm backup so that if there is a problem, it is available for use.

Mr. Peterson said the task force was asked to put together a 10-year pro-forma budget; he then reviewed the models and said that the consolidated option results in an annual cost reduction of \$1 million with equal or improved staffing and service levels. Mr. Peterson said there are potentially 50 agencies that would join a consolidated organization, and that the consolidated organization needs to be a participatory governance style, and they currently envision 15 members, with membership allocations of approximately 66% to police and 33% to fire. They are also working to make sure there is representation for large, medium and small cities. The joint task force also is seeing to have a balance of members between elected and operational members such as police or fire chiefs. They are also looking at establishing technical advisory committees that can make recommendations to the board.

Mr. Mills said the idea of merging services into a consolidated service is not unique to Snohomish County, and that other areas in the Puget Sound region are also looking into it. He further commented it is a multi-year process. Consolidation would result in one 911 center in the County and eliminate the transfer issue completely, while achieving significant economies. The end result would be the same level of service with the elimination of redundancies and duplications of effort. He commented that much of the savings would occur with employee attrition over a period of time.

Mr. Mills next reviewed the estimated one-time transition costs, which are estimated at approximately \$1.5 million.

Mr. Mills then turned to how cities, and Lake Stevens in particular, would be assessed for participation. Lake Stevens would realize an approximately 8.5 percent reduction in costs for the proposed consolidated services.

Mr. Peterson reviewed the next steps and approximate timeline in this process, including a detailed financial review, individual agency briefings, joint board review, and additional briefings to individual agencies. He estimated a new consolidated agency could begin work as soon as June 2018.

Chief Dyer commented that the Lake Stevens Police Department's partnership with SnoPac is critical and the police rely on their contact with 911 dispatchers, and secondly the contribution the city makes to the dispatch center is sizeable. Chief Dyer is very pleased with the services the dispatch center provides. Chief Dyer then commented that while the city is not directly affected, the issue of the transferred calls is a real problem that needs to be addressed. He added that he hopes that SERS becomes a part of the consolidation. Chief Dyer said that he is on the SnoPac Board of Directors, but that under the consolidated model Lake Stevens may not be represented on the Board of Directors. He reviewed how representation on the board will likely be determined. Chief Dyer said that he will continue to make sure that the city's voice is heard, whether he is on the board or participating at another level, such as on a technical advisory committee.

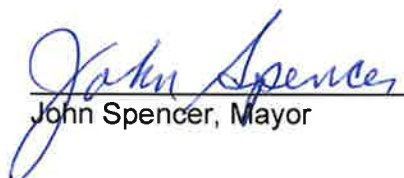
Responding to Councilmember Welch's question regarding whether cities contracting with the county for police services will have representation on the board, Mr. Mills said the current sentiment is that the agencies that are direct service providers are the ones who should have representation.

Responding to Mayor Spencer's question, Mr. Mills said that the budget does not include the capital expansion. He said that SnoPac's budget philosophy is to utilize yearend savings for capital improvements. There is recognition that since both SnoPac and SnoCom currently rent their facilities, that at some point they may need to purchase a facility.

Councilmember Daughtry asked if members would have to absorb the cost of the radio improvements in 2020 if SERS joins in the consolidation; Mr. Mills said that no decision has been made regarding whether they will be part of the consolidation. He has not heard that special assessments would be considered, but other options are being considered.

Discussion ensued, and Mr. Mills responded to additional questions, including the schedule for moving forward.

There being no further business the Workshop meeting was adjourned at 6:38 p.m.

  
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John Spencer, Mayor

  
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Kathy Pugh, Deputy City Clerk