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Radio Replacement Project Policy – Additional Subscribers

Approved by SNO911 Board on 4/16/2020

Purpose

The purpose of this document is to define the policy for reimbursement by SNO911 to a member agency for Subscriber Equipment purchased that is considered to be outside, and in addition to, the scope of the RRP.

Definitions

- **Subscribers** are the mobile and portable radios provided by the RRP used both within the current and future radio system.
- **Mobiles** are the units permanently installed in vehicles/apparatus. This definition includes the radio, control head(s) and connecting cable(s), antenna and coaxial cable, power cable, wired OEM microphone, and adaptor/connector cables to interface to the existing in-vehicle systems. Please note that per the RRP Law and Fire Subscriber Replacement policies the RRP is not scoped to provide any other vehicle mounted radio option (e.g. portable vehicle adaptors, portable radio chargers) currently.
- **Portables** are the units used by individuals and are typically worn on the body. This definition includes the radio, battery, antenna, speaker microphone (if provided) and “belt-clip” or “swivel-case” mounting hardware. The RRP is also providing an additional equivalent battery and a single 110V/AC wall charger per portable. All other related or connected items are considered accessories and are not provided by the RRP.
- **RRP Law Subscriber Replacement Policy** is the policy adopted by Police TAC and subsequently the SNO911 Board which defines the specific quantity and configuration of mobile and portable units to be provided per agency.
- **RRP Fire Subscriber Replacement Policy** is the policy adopted by Fire TAC and subsequently the SNO911 Board which defines the specific quantity and configuration of mobile and portable units to be provided per agency.

Background and Requirement for Policy

To date, there are two policies that have been approved by the SNO911 Board that define the type and quantities of Subscriber equipment to be purchased and distributed to each member agency through the Radio Replacement Project (RRP). They are the:

- Uniform Policy for Fire Subscriber Replacements provided by Radio Replacement Project

- Uniform Policy for Law Subscriber Replacements provided by Radio Replacement Project

These policies are subject to change as the project progresses, but represent the bulk of the Subscriber equipment within the RRP. As the above policies and the budget/contract that defines the RRP are a “snapshot in time”, some agencies have an immediate need for Subscriber equipment in addition to the quantities represented in the above policies. This Subscriber equipment will be put into immediate use as this equipment is needed for new users and/or apparatus/vehicles that do not currently have Subscriber equipment. This policy establishes the process and parameters for reimbursement.

Equipment Eligible for Reimbursement

Purchases eligible for reimbursement through this policy is limited to:

- Motorola Solutions Mobile and Portable equipment that was purchased after 1/1/2019
- Mobile and Portable equipment that will be used for new/additional personnel/vehicles/apparatus that represent an increase to the overall agency Mobile and Portable radio quantities as describe in the applicable policies above
 - This policy is not a mechanism for agencies to obtain their RRP-provided radios early
- Mobile and Portable equipment that is largely consistent in configuration as those described in the above Law and Fire policies and will be utilized both on the current and upgraded SNO911 radio system.
 - SNO911 will validate requested configurations, and encourages agencies to coordinate prior to purchase to ensure reimbursement.
- Funding availability per the SNO911 board

Reimbursement Process

SNO911 requests that agencies utilize the following process to ensure a smooth delivery of equipment and reimbursement.

1. Upon agency determination of need and schedule, agency contacts SNO911 Wireless Tech via email at “WTOorders@sno911.org”.
2. A SNO911 technical representative will follow-up with the Agency to determine what equipment is required and develop a reimbursement-eligible equipment quote with the Agency and Motorola.
3. The quote will be provided via SNO911 to the agency for purchase directly from Motorola.
4. Upon delivery of equipment to the Agency, the following will be provided to SNO911 via email at “WTOorders@sno911.org”:

- a. The original quote from Motorola
 - b. Proof of payment to Motorola
 - c. Proof of receipt from Motorola (e.g. packing slip)
5. SNO911 will validate provided materials and provide a reimbursement request form for your Agency signature (see Appendix A for sample).
6. Upon receipt of signed request form, SNO911 will process the reimbursement request immediately, and upon SNO911 agency approval, send the Agency a check via regular mail.

APPENDIX A

SNO911 Additional Subscriber Equipment Reimbursement Request Form

Date: _____

Prepared By: _____

Purpose of Equipment/Services:

Agency: _____

Total Reimbursement Amount: _____

Supporting Documentation:

I certify that my agency paid the above reimbursement amount and received equipment to be used and/or services to facilitate services allowed per RCW 82.14.420. I am requesting reimbursement through SNO911 as allowed by the "Interlocal Agreement for Emergency Radio System Replacement between Snohomish County and Snohomish County Emergency Radio System" and SNO911 Board approval.

Signature: _____

Name (printed): _____

Title: _____

I, Brad Steiner, _____, Deputy Director of Wireless Tech., as authorized by SNO911 hereby certify that the costs/expenditures requested by this action are in technical compliance with the "Interlocal Agreement for Emergency Radio System Replacement between Snohomish County and Snohomish County Emergency Radio System." as well as the SNO911 Board of Directors.