

**Board of Directors Meeting Minutes**

**Meeting Date:** July 27, 2022  
**Meeting Time:** 9:00am  
**Meeting Place:** South Sound 911/Zoom

I. **Call to Order** - Chair Julie Door called the meeting to order at 9:01am.

II. **Roll Call** -

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|--|---------|
| 1. Michael Brandstetter, City of Lakewood Councilmember                            | present |
| 2. Joe Bushnell, City of Tacoma Councilmember                                      | present |
| 3. Alternate Dan Grimm for Bruce Dammeier, Pierce County Executive                 | present |
| 4. Kathy Hayden, City of Sumner Mayor  | present |
| 5. Matt Holm, Central Pierce Fire & Rescue Commissioner                            | present |
| 6. Pat Hulcey, City of Fife Councilmember  | present |
| 7. Alternate Tom Sutich for Pat McElligott, East Pierce Fire & Rescue Commissioner | present |
| 8. Dan Rankin, West Pierce Fire & Rescue Commissioner                              | present |
| 9. Alternate Sarah Rumbaugh, City of Tacoma Councilmember                          | present |
| 10. Derek Young, Pierce County Councilmember                                       | present |
| 11. Julie Door, City of Puyallup Councilmember                                     | present |

III. **Public Comment**

No comments received.

IV. **Approval of Agenda**

1. A motion was made to approve the agenda as presented (Brandstetter); 2<sup>nd</sup> (Bushnell); passed - unanimously.

V. **Consent Agenda**

1. A motion was made to approve the consent agenda as presented (Brandstetter); 2<sup>nd</sup> (Bushnell), passed – unanimously.

VI. **Committee & Other Reports**

1. Finance Committee Briefing – Finance Chair Michael Brandstetter
  - Finance Chair Michael Brandstetter reported that the Finance Committee has met twice in the time since the June Board of Directors meeting. In that time, the committee has been working on finalizing the proposed 2023 budget, with a planned completion date in August. He also noted that the non-represented employee salary schedule was reviewed for the 2023 budget, which showed a recommendation for adjustments following a consultant study. Boardmember Brandstetter explained that the general concurrence is that some adjustments will be needed, with exact parameters to be determined. The finance committee will continue discussions at their next meeting, it is anticipated a revised salary schedule will be brought to the Board, most likely in September.
  - Boardmember Brandstetter reminded the Board of Directors of the August 10<sup>th</sup> 2023 Budget Study Session. The second focus of the Finance Committee is on the communications allocations needs for 2023 to balance the budget. If we follow the normal course of developing an allocation, we were seeing there would be an

increase in allocations to the agencies. But, we looked at the availability of using additional funds from the ending fund balance, so the committee can recommend freezing allocations at the 2022 budget level. The third focus was the financial policies.

- Boardmember Brandstetter noted that the Financial Policy and Reimbursement Policy amendments were also reviewed.
  - Boardmember Brandstetter recommended that in the Reimbursement Policy, radio subscriber units be removed from the list of eligible requests, as it differs from other items on the list, and will eventually be a need of all agencies currently utilizing the units. Additionally, he stated, a decision needs to be made on the percentage of reimbursement that will be provided by South Sound 911. Elements that were mentioned to consider were whether the reimbursement includes only the cost of the unit, or would include maintenance as well, and does this policy only apply to the units that were originally purchased by South Sound 911. Boardmember Brandstetter suggested a separate policy be created with regard to only the radio subscriber units.
  - Boardmember Bushnell expressed his appreciation for the work completed by the Finance Committee on the Reimbursement Policy.
  - Vice-Chair Young asked for clarification on freezing the communications allocation. Finance Chair Brandstetter explained there is a formula for calculating allocations. The Finance Committee looked at our revenue projection, coupled with the debt service reduction, and saw there were funds available to keep the allocation at the 2022 level. This would be in addition to the financial policy in place for fund balance use. The Finance Committee recognized budgets across the agencies are going to be affected by inflation, but the allocation for South Sound 911 could be non-inflationary for the agencies.
  - Vice-Chair Young wishes to make sure the Finance Committee has anticipated inflationary costs for South Sound 911's 2023 budget to include employee salaries.
2. Radio System Providers Update – City of Tacoma, Pierce County and City of Puyallup – DEM Director Jody Ferguson
- DEM Director Jody Ferguson noted that the subscriber replacement work is continuing through the designated steering group. In addition, test portables are being provided to the first responder units in the field, following the vendor demonstration days.
  - Ms. Ferguson noted that a project team for work on a single radio system comprised of radio system owners, South Sound 911, and representatives from the Fire and Police Chiefs association, will provide oversight from design review to implementation. Ms. Ferguson advised a meeting will take place with each of the stakeholders, and the entire process is anticipated to take around 2 years, 6-8 months of that being the detailed design review, then another 18 months for full implementation of the single system.
  - Ms. Ferguson shared that the oversight team has connected with Executive Director Grady, Chief Sharp, and Chief Fisher, to ask for representatives to serve on the oversight team, with a deadline for submission of July 29<sup>th</sup>.

- Ms. Ferguson stated that project management has been established with IXP Corporation, working with Representative Kevin Kerns, and there is a plan to meet with Motorola in the coming weeks. Ms. Ferguson believes it is first important to determine what the single system looks like as a whole, then move to determining the governance.
  - Chief Scott Engle expressed the importance of understanding the financial impact, details of the governance, and working cohesively with Police, Fire, and South Sound 911.
  - Boardmember Brandstetter asked for clarification on the status of the project team. Ms. Ferguson advised she is waiting on determination of the members by Executive Director Grady, Chief Sharp, and Chief Fisher. Boardmember Brandstetter also asked if any additional action is needed by the South Sound 911 Board of Directors at this time, to which Ms. Ferguson advised, there is not, though budgetary decisions will be made at a later date by the South Sound 911 Board of Directors.
  - Vice-Chair Young provided an update that the Pierce County resolution draft is nearly finished and will be completed by the August meeting.
3. PSCOC Report – Chief Jim Sharp
- Chief Jim Sharp advised that a joint letter was sent by the Police and Fire Chiefs Association, to the radio system owners and Executive Director Grady, expressing the need for prioritization to be placed on the completion of the single radio system along with funding and governance.

Computer issues required Chief sharp begin his presentation again at 9:44am.

- Chief Sharp noted that he and Executive Director Grady are currently working on establishing the appropriate individuals for the work groups. He also believes the discussions around governance and finance should take place along with the strategic work group, rather than at a later date, with the goal to keep from delays arising further into the process.
- Chief Sharp expressed that subscriber replacements are a high priority for first responders universally, and noted that he strongly opposes their removal from the Reimbursement Policy without some other commitment to a different specified policy.

VII. **Staff Reports**

1. Executive Director Briefing – Executive Director Deborah Grady
- Executive Director Deborah Grady advised the Board of Directors that two service disruptions have taken place since the June Board of Directors meeting. First, was an issue with the ISSI interface, which was quickly resolved and is noted in the agenda packet, and the second disruption took place after the Board of Directors were provided with the agenda packets. She advised this issue involved fire alerting, and was addressed internally by technicians.
  - Executive Director Grady shared that the new online fireworks reporting tool has provided successful results following the July 4<sup>th</sup> holiday, and feedback indicates both the public and communications center employees appreciated this tool.

Executive Director Grady noted the plan is to continue with the online reporting tool next year.

- A congratulations was provided by Executive Director Grady to General Counsel Peter Beckwith, who was commended for participating in the University of Chicago's Transform 911 Project and received an award for doing so.
- Executive Director Grady also congratulated the 'Heroes Wear Headsets' recipients, Ethan Trimble, Alison Clark, Helen Johnson and Whitney Hobbs.
- Executive Director Grady directed focus to the 911 Program Team update, noting that transfer levels were tracked both prior to and following the call routing project implementation, and the results in the included chart were reviewed. She also shared that the positive impact of South Sound 911 participating in this program, has led to other counties participating as well.
- Executive Director Grady reminded the Board of Directors of the following:
  - The 2023 Budget Study Session is scheduled for August 10<sup>th</sup>.
  - On August 22<sup>nd</sup>, South Sound 911 is part of a PSAP Contingent to visit a 911 center in Tucson, AZ. The group hopes to learn the outcomes from Tucson's implementing a Mental Health Clinician in the 911 center. She advised that in the 2023 budget, there will be a request for funds to hire a Mental Health Clinician for South Sound 911, who would be contracted through MultiCare.
  - The Retreat Follow-up Study Session is scheduled for September 14<sup>th</sup>.
  - The November and December meeting dates are scheduled for November 14<sup>th</sup> and December 12<sup>th</sup>.
- Executive Director Grady reviewed the call processing times with regard to the NFPA standards and noted that the fire operations team is monitoring medical and fire dispatches on a daily basis. Processing has been compared to the International Academy of Emergency Dispatch standards from 2021.
- Executive Director Grady highlighted that Records met an all-time high for firearms transactions in the month of June, while wait times are tracking significantly less than the year prior. She also shared that South Sound 911 is showing less vacancies in all divisions, and the recruiting team, supervisors, and management were commended for the efforts being put forth.
- Executive Director Grady directed the Board of Directors to Deputy Director Scott Hamel's report and noted that between January and June, as compared to 2018-2021, an 8% increase in call volume is reported.
- Boardmember Bushnell asked about possibility of extending the timeframe that the fireworks portal is available, and if it would be possible to utilize this tool for New Year's Eve and New Year's Day. Executive Grady advised the plan is to extend the portal availability.
- Boardmember Brandstetter explained that the city of Lakewood chose not to participate in the utilization of the fireworks online reporting tool, due to the possibility of public perception being that fireworks reports are nuisance calls. He also noted that it would be useful to see specifics on the calls received on 911 lines verses the routine line.
- Boardmember Brandstetter asked for specifics on the training which is provided to Calltakers with regards to providing CPR instructions. Executive Director Grady

advised that the call takers complete a 40-hour Priority Dispatch training class and are CPR certified.

2. Operations & Facility Update – Deputy Director Mark Mears

- Deputy Director Mark Mears reported there were no significant issues related to Operations in the past month. He noted that moving into August there are 15 trainees in one classroom, which is the first time South Sound 911 has had this capability. In addition, in August there will be 8 new dispatchers in academics.
- Deputy Director Mears advised that the final electrical coordination for the PSCC will be occurring on August 4<sup>th</sup> and 11<sup>th</sup>.
- Deputy Director Mears updated that at the 35<sup>th</sup> Street building, a final walk through has taken place, and the technology adjustments are the final outstanding piece.
- Deputy Director Mears noted that work is being done with Lakewood on the CodeRED project, and it is currently in legal review. This will be available to all other agencies as well if they choose to opt in in the future.
- He also noted that the Code Blue policy is finished, has been reviewed by police and fire, and shows an implementation date of August 1<sup>st</sup>.
- Lastly, Deputy Director Mears shared that McNeil Island has approached South Sound 911 to provide fire dispatch. A proposal has been completed and sent, and the next steps would be to view radio frequencies with system owners.

VIII. **Chair Comments**

- Chair Julie Door advised she concurs with the chiefs that it is important to establish governance early on in the work being done on the single system radio. At this time, Chair Door will not be assigning work groups.
- Chair Door congratulated General Counsel Peter Beckwith, Dispatcher Ethan Trimble, Communications Officer Alison Clark, and Dispatchers Helen Johnson and Whitney Hobbs for their ‘Heroes Wear Headsets’ awards, along with the work and professionalism of the entire agency as a whole.

IX. **Old Business**

1. CodeRED Discussion

- A motion was made (Holm); 2<sup>nd</sup> (Rankin).
- Boardmember Brandstetter expressed he felt it would be more appropriate to address this item after the Reimbursement Policy is acted on, and place it as a third Action Item.
- A motion was made to defer the CodeRED discussion to after the Action Items, making it Action Item #3 (Brandstetter); 2<sup>nd</sup> (Bushnell); opposed (Rankin). Motion passed per majority vote.

X. **Action Items**

1. Motion 2022-29 Revised Financial Policies

- A motion was made (Brandstetter); 2<sup>nd</sup> (Bushnell).
- Chair Door called for a vote on the floor – passed unanimously.

2. Motion 2022-30 Reimbursement Policy

- A motion was made to approve the revised Reimbursement Policy (Brandstetter); 2<sup>nd</sup> (Bushnell).
- A motion was made to amend the policy to remove the radio subscriber units from the list of eligible requests, (Brandstetter); 2<sup>nd</sup> (Grimm).

- Vice-Chair Young asked for clarification on the purpose of deleting the language. Boardmember Brandstetter advised the current list of single elements for reimbursement differ from the radio subscriber units. He also explained his reason for removal is not to get rid of the process, but to accomplish reimbursement of radio subscriber units by using an alternate policy. Boardmember Brandstetter also voiced he feels it is important that this policy be consistent with the financial policy, but stand on its own, and said that he feels the payment may be one that should be made up front, versus the agency coming to South Sound 911 for reimbursement after the purchase has been made.
  - Vice Chair Young expressed the need to keep from allowing the formulation of a new policy to delay the single system and would advise this element stay in the policy until a separate policy is created. Vice Chair Young advised that though he supports the logic in having a separate policy specific to the replacement of radio subscriber units, he feels they should be included in the Reimbursement Policy at this time, therefore not supporting the motion to remove them from the list of eligible items.
  - Chair Door explained in the policy there is a time frame of 30 days from receipt documentation, for the agencies to receive reimbursement. In addition, the approval process based on the amount of the funds, is addressed in the policy. Chair Door does not support removing the language.
  - Boardmember Bushnell advised that he is in agreeance of Boardmember Brandstetter's concern, but also agrees with Vice Chair Young that the radio subscriber units should be included in the Reimbursement Policy, until a separate policy, specific to the radio subscriber units, is created. Boardmember Bushnell also asked if a formal request needed to be made for the Finance Committee to discuss creating a Radio Subscriber Unit policy. Chair Door, and General Counsel Beckwith advised this was not needed.
  - Chair Door called for a vote on the floor to amend Motion 2022-30 to remove radio subscriber units from the list of eligible requests. (1) aye (Brandstetter), (10) nays. Amendment failed per majority vote.
  - Motion 2022-30 Reimbursement Policy - passed unanimously.
3. CodeRED
- A motion was made (Holm); 2nd (Rankin).
  - Chair Door called for a vote on the floor – (10) ayes, (1) nay (Young). Motion passed per majority vote.

XI. **Other Business / Announcements**

XII. **Adjournment** – Meeting was adjourned at 10:29am.

Marlena Lybarger, Interim Clerk of the Board