Policy Board Members
Doug Richardson, Pierce County Councilmember
Tim Curtis, City of Fife Councilmember
Victoria Woodards, City of Tacoma Mayor
Bruce Dammeier, Pierce County Executive
Paul Pastor, Pierce County Sheriff
Robert Thoms, City of Tacoma Councilmember
Michael Brandstetter, City of Lakewood Councilmember
Grant Erb, West Pierce Fire & Rescue Commissioner
Julie Door, City of Puyallup Councilmember
Bill Pugh, City of Sumner Mayor

Policy Board Meeting
Meeting Date: April 25, 2018
Meeting Time: 9:00am
Meeting Place: Lakewood City Hall, Council Chambers

Meeting Agenda is as follows:
I. Call to Order
II. Roll Call
III. Public Comment
IV. Consent Agenda
   1. Approval of Agenda
   2. Approval of Minutes of March 28, 2018 Meeting (pg 2)
V. Old Business
   1. Public Safety Communications Center land ownership/financing process – discussion
VI. Presentation
   1. Puyallup Radio Sub-System – Tim Hannah, South Sound 911
VII. Staff Updates
   1. Executive Director Briefing – Andrew Neiditz
      a. Strategic Issues Summary (pg 5)
      b. Public Safety Communications Center
VIII. Operations Board Briefing –Pete Fisher, Chair
IX. New Business
   1. Proposed Fee Schedule (pg 6)
X. Action Items
   1. Motion 2018-07 to appoint Policy Board members to the Finance Committee (pg 9)
   2. Motion 2018-08 to change the location of the May 23, 2018 Policy Board meeting to hold a joint workshop with the Operations Board (pg 12)
XI. Other Business / Announcements
XII. Executive Session
   1. RCW 42.30.110(1)(i) – pending litigation
   2. RCW 42.30.110(1)(g) – performance of a public employee
XIII. Adjournment
XIV. Closed Session per RCW 42.30.140 (4) – labor negotiations

Posted on the Website: April 20, 2018 *Next meeting: May 23, 2018 - 9:00am
Policy Board Meeting Minutes

Meeting Date: March 28, 2018
Meeting Time: 9:00am
Meeting Place: Lakewood City Hall, Council Chambers

I. Chair Doug Richardson called the meeting to order at 9:05am.

II. Roll Call -
   1. Doug Richardson, Pierce County Councilmember present
   2. Tim Curtis, City of Fife Councilmember present
   3. Victoria Woodards, City of Tacoma Mayor present
   4. Bruce Dammeier, Pierce County Executive present
   5. Paul Pastor, Pierce County Sheriff present
   6. Robert Thoms, City of Tacoma Councilmember excused
   7. Michael Brandstetter, City of Lakewood Councilmember present
   8. Grant Erb, West Pierce Fire & Rescue Commissioner present
   9. Julie Door, City of Puyallup Councilmember excused
   10. Bill Pugh, City of Sumner Mayor present

III. Public Comment - None

IV. Consent Agenda
   1. A motion was made to approve the consent agenda as presented (Curtis); 2nd (Pugh), passed – unanimously.

V. Old Business - None

VI. Proclamation – Chair Richardson presented the Proclamation declaring the month of April as Records & Information Management Month and April 8th – 14th as National Public Safety Telecommunicators Week

VII. Staff Updates
   1. Executive Director Briefing
      • 2017 annual report provided to Boardmembers. Also available on website.
      • APCO Regional conference held in Tacoma this week. Various South Sound 911 staff members attending and presenting workshops.
      • The cost allocation study is underway with the next workshop scheduled in late April.
      • The law enforcement committee of the Operations Board is pursuing a validation/review of the in-house records management system (RMS) system.
      • Strategic Initiatives summary
         ○ Based on discussed at the recent special meeting, Executive Director provided a summary document with specific progress. Document lists decision maker, as South Sound 911 is often not the decision maker on the issue.
○ Pacifica Law to present to the ILA Executive Group in April on Governance options.
○ Dispatch operations - contract for operational assessment on agenda today for action.
○ Local back up operations - move will not occur until full-fledged backup is in place.
○ E911 office/funding - Pierce County staff doing internal review. South Sound 911 received the 2018 PSAP agreement with same allocation as 2017. Have not yet discussed with DEM.
○ PSCC financing agreement
  • Executive Director and General Counsel met with County staff to discuss contract terms. South Sound 911 working collaboratively with County and Member Agencies.
○ Subdivision - final decision to be made end of schematic design.
○ Board may need to push for timely resolution to the issues.
○ Boardmember Dammeier believes the document provides a good review to keep issues before Board, appreciates inclusion of Puyallup subsystem.
○ Boardmember Dammeier is very interested in the backup. He requested a monthly report on current operations and “downtime.”
○ Boardmember Dammeier would like a presentation on the bonding process and timing.
○ Chair Richardson likes format as well. As Board is updated, it can express concerns if movement is needed and focus on particular issues. Issues regarding radio fees and E911 allocations need to happen soon as the budget needs to be developed by June.
○ Chair Richardson stated that governance and transitioning to a single radio system are the top two priorities of the Board.

VIII. Operations Board Briefing, Chair Pete Fisher
○ Law Enforcement Committee in support of evaluation of RMS system
○ Operations Board supports operational assessment on agenda today
○ Operations Board thanks the Policy Board for the approval of the design contract for unified communications center
○ Chief Jim Sharp re-elected as Chair of Fire Services Committee and is the now the vice chair of Operations Board.

IX. New Business - None

X. Action Items
○ Motion 2018-06 to authorize the executive director to enter into an agreement with DETLAWRX for an Operational Assessment and Tactical Plan in an amount not to exceed $133,954
• A motion was made (Curtis); 2nd (Brandstetter)
  o Boardmember Brandstetter asked if Board action is envisioned at end of assessment. Executive Director Neiditz advised that there will be both operational and policy decisions eventually, to include extensive labor negotiations. Board will be kept apprised and will be involved in policy decisions.
  o Chair Richardson called for a vote, passed unanimously.

XI. Other Business / Announcements
• Boardmember Dammeier expressed concern with proceeding with the design of the building, while working on resolving policy issues. He suggested involving representatives from the Member Agencies.
• Executive Director Neiditz stated the ILA Executive Group is providing input on the financing of PSCC and can also be advised on the design progress. Chair Richardson does not want the ILA Executive Group to have any approval authority and is not abdicating the Policy Board’s decision-making responsibilities.
• Chair Richardson reminded the Board to send executive director performance appraisal comments to Peter Beckwith.

XII. Executive Session – Not held
XIII. A motion was made to adjourn the meeting at 10:10am; 2nd, passed – unanimously.

Respectfully Submitted
Rebecca Hendricks
# Strategic Issues Summary - Status Report

<table>
<thead>
<tr>
<th>Issue</th>
<th>Decision Maker(s)</th>
<th>Status</th>
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<tbody>
<tr>
<td><strong>Governance</strong></td>
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<tr>
<td><strong>Radio Systems</strong></td>
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<tr>
<td>Key Recommendations:</td>
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<tr>
<td>• Transition to a true, single-system; single org responsible for system O&amp;M</td>
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<td>• SS911 should play key role in admin/ O&amp;M if system receives SS911 funds</td>
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<td><strong>Dispatch Operations</strong></td>
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<tr>
<td>Key Recommendations:</td>
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<tr>
<td>• Transition to universal call takers; implement formal QA program</td>
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<td><strong>Tacoma Fire Integration</strong></td>
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<td><strong>Local Backup Operations</strong></td>
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<tr>
<td><strong>E911 Office/Funding</strong></td>
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<tr>
<td>Key Recommendations:</td>
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<tr>
<td>• Determine whether some/all of the E911 Office responsibilities should be relocated to SS911</td>
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<td>• County-wide governance for E911 admin; formal and public policy re: priorities/use of E911 funds</td>
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<tr>
<td><strong>PSCC Financing Agreement; Roles &amp; Responsibilities:</strong></td>
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<tr>
<td>• Member Agencies agree to financing</td>
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<tr>
<td>• PC will issues bonds; PC/SS911 will procure construction bids</td>
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<td>• PC/SS911 to pursue construction contract and construction project mgr.</td>
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<tr>
<td>• SS911 will make bond payments and maintain building and property</td>
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<tr>
<td>• PC will assign building and land ownership to SS911 once bonds are paid</td>
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<tr>
<td><strong>Subdivision of Parcel Located at 3580 Pacific Ave</strong></td>
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4.20.2018
MEMORANDUM

DATE: April 20, 2018

TO: South Sound 911 Policy Board

FROM: Peter Beckwith, General Counsel

RE: Fee Schedule

South Sound 911 provides services to the public for which it collects fees. These services include background checks, concealed pistol licenses and public records. The current fees were established in 2009 under South Sound 911’s predecessor agency (LESA) and have never been formally updated by South Sound 911. The fees for the following services are proposed to be increased based on similar services provided by other agencies:

- Individual requests for inspection of local conviction criminal history records information. Includes fingerprinting, state background check, 1:1 appt., and letter of findings. Increase from $30 to $40.
- Fingerprinting. Increase from $5 to $10.
- Electronic Records. Increase from $0 to $6.25 per 25 incidents. State law requires a public hearing to impose this charge which is the annual cost of electronic processing, file transfer and storage service divided by the annual number of electronic incident requests processed.

It is recommended that the Policy Board hold the required Public Hearing on this issue at an upcoming meeting and subsequently take action by resolution. Proposed Fee Schedule is attached for your review.
South Sound 911 Fee Schedule

Individual requests for inspection of local conviction criminal history records information. Includes fingerprinting, state background check, 1:1 appt., and letter of findings.

Individual requests for inspection of local conviction criminal history records information, by name and date of birth only.

Issuing or renewing a Concealed Pistol License. Fee established by RCW 9.41.070 (subject to change)

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
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<tbody>
<tr>
<td>Original</td>
<td>$48.00</td>
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<tr>
<td>Renewal</td>
<td>$32.00</td>
</tr>
<tr>
<td>Late Renewal</td>
<td>$42.00</td>
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<tr>
<td>Replacement</td>
<td>$10.00</td>
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</tbody>
</table>

Clearance letter for Immigration, Passport or VISA. $20.00

Records search, furnish case control number or letter of loss. $5.00

Attachment of any insurance communication to a case record. $5.00 (requires a $5.00 check with each subrogation letter)

Public Disclosure.

<table>
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<tr>
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<th>Cost</th>
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<tbody>
<tr>
<td>Electronic requests</td>
<td>$6.50 per 25 separate incidents¹</td>
</tr>
<tr>
<td>Cost per printed page</td>
<td>$0.15</td>
</tr>
<tr>
<td>Cost per scanned page</td>
<td>$0.10</td>
</tr>
<tr>
<td>Cost of CD</td>
<td>$0.75</td>
</tr>
<tr>
<td>Cost of postage</td>
<td>Actual Cost</td>
</tr>
<tr>
<td>Other charges</td>
<td>Per RCW 42.56.120</td>
</tr>
</tbody>
</table>

¹ Annual cost of electronic processing, file transfer and storage service divided by the annual number of electronic incident requests received. Not collected for 25 or fewer incidents per request.
Taking fingerprints or thumbprints for other than County or City licensing purposes.

First fingerprint card $10.00
Second and each additional card $3.00

Civil court appearance by employees, to include those court appearances as directed by Subpoena

$75.00 per hr

Laminating of wallet sized documents.

$3.00

Certification of document.

$2.00
REQUEST FOR POLICY BOARD ACTION

Date action is requested: 4/25/2018
Title: Motion 2018-07 to appoint Policy Board members to the finance committee
Attachments: Finance Committee Scope
Type of action: Motion

SUBMITTED BY: Doug Richardson, Policy Board Chair

RECOMMENDATION: It is recommended that new appointments be made.

BACKGROUND: The Finance Committee is currently comprised of four Policy Board members. The current members include Mike Brandstetter, Grant Erb and Julie Door. There is also one vacancy due to the passing of Dave Enslow. All members’ two-year terms expire this month.

ALTERNATIVE: Refer for further discussion of alternate committee structures.

FINANCIAL IMPACT: None.

Executive Director Review
South Sound 911 Finance Committee

The South Sound 911 Policy Board will form an advisory Finance Committee to review and advise upon all matters related to the general fiscal and financial operations of the agency.

All matters requiring action shall be brought forth to the Policy Board for their consideration.

A. Membership

Membership of the Finance Committee will consist of four members of the Policy Board.

1. The members shall be appointed by the Policy Board Chair.
2. All members will serve a term of two years, and can be re-appointed.
3. In the event a member is unable to complete their term, the Policy Board Chair shall appoint another member to finish the unexpired term.
4. Members of the Operations Board are invited to attend and participate in the committee. Advance notice is required to accommodate a potential quorum.

B. Scope of Work

The Finance Committee Scope of Work shall include, but not be limited to, the following:

1. Annual Budget
   a. Develop budget objectives/goals
   b. Review revenue estimates
   c. Review expenditure estimates
   d. Review proposed capital expenditures
   e. Review performance measures
2. Cost Allocation
   a. Review methodology for allocating costs to member and non-member agencies
   b. Recommend use of fund balance and/or new revenues to apply to cost allocation
3. Quarterly Financial Reporting
   a. Review quarterly revenues and expenditures
   b. Monitor outstanding balances of current contracts and agreements
4. Grants
   a. Review grant opportunities to determine applicability and available funding
   b. Review grant applications prior to submittal when practicable
   c. Advise Operations Board and/or Policy Board regarding project feasibility prior to acceptance
   d. Review progress of all grant funded projects
5. Capital Projects
   a. Review budgets and scopes of work for major capital projects
b. Monitor bidding processes
c. Evaluate bid submittals when practicable
d. Review progress of all major capital projects
REQUEST FOR POLICY BOARD ACTION

Date action is requested: 4/25/2018

Title: Motion 2018-08 to change the location of the May 23, 2018 Policy Board meeting to hold a joint workshop with the Operations Board

Attachments: None

Type of action: Motion

SUBMITTED BY: Andrew E. Neiditz, Executive Director

RECOMMENDATION: It is recommended the Board approve the motion to change locations.

BACKGROUND: The May 23, 2018 meeting will be a workshop held in conjunction with the Operations Board. The regular meeting location at Lakewood City Hall will not accommodate the larger group. The workshop will begin at the regular meeting time of 9:00am and is estimated to end at 1:00pm.

FINANCIAL IMPACT: Nominal rental fees.

Executive Director Review