

Policy Board Meeting Minutes

Meeting Date: May 22, 2019
Meeting Time: 9:00am
Meeting Place: Lakewood City Hall, Council Chambers

I. Vice Chair Bill Pugh called the meeting to order at 9:04am.

II. Roll Call –

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| 1. Michael Brandstetter, City of Lakewood Councilmember | present |
| 2. Tim Curtis, City of Fife Councilmember | present |
| 3. Don Anderson for Bruce Dammeier, Pierce County Executive | present |
| 4. Julie Door, City of Puyallup Councilmember | excused |
| 5. Lillian Hunter, City of Tacoma Councilmember | present |
| 6. Paul Pastor, Pierce County Sheriff | excused |
| 7. Vice Chair Bill Pugh, City of Sumner Mayor | present |
| 8. Dan Rankin, West Pierce Fire & Rescue Commissioner | present |
| 9. Robert Thoms, City of Tacoma Mayor | present |
| 10. Chair Doug Richardson, Pierce County Councilmember | excused |

III. Public Comment

IV. Consent Agenda

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

VI. Old Business - None

VII. Staff Updates

1. Executive Director Briefing
 - The Operations Board will not be providing an update as both Chair Jim Sharp and Vice Chair Pete Fisher are attending a Chiefs conference.
 - Executive Director, Andrew Neiditz, presented the April performance dashboard. Mr. Neiditz noted April was the first full month of Text to 911 and there are not any overuse problems.

Boardmember Robert Thoms arrived at 9:08am

- Mr. Neiditz shared the 1st Quarter 2019 Financial Report and advised the 2020 budget is currently in progress and will be presented to the Policy Board in July 2019, with approval in August 2019. The Finance Committee will be meeting at the beginning of June 2019 to discuss long-term financing of the PSCC.

- Mr. Neiditz presented the current Strategic Issues Summary. This form was previously presented to the Policy Board every month, but was discontinued due to lack of changes. Mr. Neiditz advised the Strategic Issues Summary will be once again presented to the Policy Board on a monthly basis in order to provide status on the strategic study implementations currently in motion.

Boardmember Bruce Dammeier arrived at 9:15am.

- Mr. Neiditz advised he attended a meeting with the City of Tacoma and Puyallup last week to ensure there was a clear understanding of what the move to a unified radio system will look like and to dispel any misunderstandings. Assistant Director of Communication Systems, Tim Hannah, will play a support role for the Puyallup sub-system and moving toward the unified radio system. The City of Tacoma and Pierce County are hosting a meeting this afternoon for public agencies with representatives from the radio systems and IXP Corporation.
- Fire Services Deputy Director Ken Sharp will be retiring at the end of the month. Mr. Neiditz shared that Mr. Sharp has done an exemplary job as the Deputy Director for the past four years and played a key role in the start of the Operations Board. Mr. Neiditz asked to acknowledge Mr. Sharp's service with a round of applause for the excellent commitment he has made to South Sound 911.
- Mr. Sharp thanked the Policy Board for their work and acknowledged the hard work performed by all the Police and Fire Chiefs, and all the agencies South Sound 911 has partnered with. Mr. Sharp thanked Mr. Neiditz for his leadership.
- Vice Chair Bill Pugh thanked Mr. Sharp for his leadership and dedication to South Sound 911.
- Mr. Neiditz provided an update on the governance proposal to move toward a Public Authority. South Sound 911 currently has a consensus to move forward with the governance change from all 6 entities. The City of Fife has already taken formal action, and several other agencies are expected to take formal action in the coming weeks. Pierce County has discussed the governance change several times and they are expecting to take action at the end of June/beginning of July. The City of Tacoma advised action will take place on June 24, 2019 with the chartering in July 2019.
- General Counsel, Peter Beckwith, reviewed the governance/financing/construction timeline noting several key dates:
 - (a) July 2 – approval of ILA by all South Sound 911 agencies
 - (b) July 2 – designation of initial Public Authority representatives
 - (c) July 9 – approval of charter
 - (d) July 23 (tentative date, subject to change) – first meeting of Public Authority
 - (e) September 1 – SS911 ILA terminated

- Boardmember Michael Brandstetter asked for clarification in regards to the participants of the first Public Authority meeting being listed as South Sound 911 and Pierce County. Mr. Beckwith advised Pierce County was listed as a participant because the agreements that will be discussed at the first meeting are with Pierce County.
- Boardmember Brandstetter asked if the Policy Board would be approving the construction contract prior to the Public Authority approving the financing agreement, lease agreement, and ILA funding. Mr. Beckwith advised the South Sound 911 Board will approve the construction contract and there will be provisions in place that will allow whatever Board is operating at the time to assign the contract to the Public Authority for approval if necessary. Mr. Beckwith noted the approval date for the construction contract is August 16, 2019 and the Public Authority should be in place by that time.
 - (a) Mr. Neiditz advised there will be a need for a special meeting in mid-August to approve the construction contract.
 - (b) Mr. Neiditz noted the City of Tacoma will need the names of the Public Authority participants by July 2, 2019 in order to prepare the charter, however the names can be changed if necessary. Mr. Neiditz anticipates most of the eleven names of the new Board of Directors will overlap with the current Policy Board.
 - (c) Mr. Neiditz confirmed the July 23, 2019 is an arbitrary date on the draft timeline for the Public Authority to meet. The timeline is showing the steps needing to take place and the various parties involved to ensure deadlines are met.
- Boardmember Brandstetter advised the July 23, 2019 meeting sounds like it may turn into a joint meeting between the Policy Board and the Public Authority and the agenda should include selection of Chair/Vice Chair for the Public Authority.
- Boardmember Bruce Dammeier thanked Mr. Beckwith for the updated timeline and the specificity that was included. Boardmember Dammeier indicated the timeline is tight and the Policy Board and all agencies will need to work hard to hit these dates as there is no slack built in to the schedule.
- Vice Chair Pugh advised that it may help to put “draft” on the timeline, rather than “revised”. He noted that everyone will need to remain diligent to stick to the timeline and there may be a need to include some flexibility.
- Mr. Neiditz advised there is forward movement on the 35th St improvement project. A draft scope of work has been created and will be shared with the Policy Board so all members are aware of what is being done specifically to ensure that 35th Street will be a hot operational backup facility. Current projects at 35th Street include: parking lot expansion, UPS upgrade, and HVAC improvements. New improvements listed in the scope of work include: opening up the atrium, upgrading the kitchen and de-stress room, enlarging restrooms, changing the dispatch configuration, and reconfiguring some of the consoles.

- Boardmember Robert Thoms ask if it would be considered a proposed scope of work that will be presented to Policy Board for input. Mr. Neiditz answered that the scope of work is proposed, it will be distributed to the Board, and he is open to input.
- Boardmember Thoms asked if the proposed scope of work for the 35th Street facility would be shared with the Tacoma Fire Department. Mr. Neiditz answered that the proposed scope of work will be shared with the City of Tacoma. Mr. Neiditz noted that the Tacoma Fire Department can fit into the PSCC on the Comm Center floor, or they can choose to work out of the 35th Street facility if that is their preferred option – each option is available and feasible.
- Mr. Neiditz shared that South Sound 911 is on schedule for PSCC to advertise for bids the first week of June, with a pre bid conference scheduled for June 13, 2019, an opening bid scheduled for July 23, 2019, and an expectation of an approved contract by mid-August. The construction period is estimated at 18 months. There has been extensive outreach to the construction community and Mr. Neiditz believes there will be lots of interest in the project and expects a good response and good numbers to report back to the Policy Board.
- Boardmember Brandstetter requested an update to the E911 office/funding issue on the Strategic Issue Summary that includes the status and direction of where the issue is moving.
- Boardmember Brandstetter suggested the governance timeline includes the approval of budgets as the Public Authority may want to approve what is remaining of the ILA budget for the remainder of the year, along with the 2020 budget.
- Boardmember Brandstetter asked how public hearings are mandated under the Public Authority governance and if additional research could be done on this topic and reported back to the Policy Board.

VIII. New Business - none

IX. Action Items – none

IX. Other Business / Announcements

- Vice Chair Pugh advised the Executive Director evaluation has been completed by both the Policy and Operations Board and a combined report has been created. Mr. Beckwith can be contacted for a copy of the report.

X. A motion was made to adjourn the meeting at 9:47am; 2nd, passed – unanimously.

Respectfully Submitted
Mandy Walters