



Operations Board

Meeting Agenda

July 12, 2019; 9:30am

West Pierce Fire & Rescue - Station 20
10928 Pacific Hwy SW, Lakewood, WA

- I. Call to order
- II. Approval of Agenda
- III. Approval of Minutes – June 14, 2019
- IV. Public Comment
- V. Old Business
- VI. New Business
- VII. Staff Briefing
 - A. Executive Director Report
 - Governance update
 - JBLM CAD project update
 - Preliminary 2020 budget discussion
- VIII. Committee Reports
 - A. Fire Services
 - B. Law Enforcement Services
- IX. Action Items
- X. Good of The Order
- XI. Executive Session
- XII. Adjournment



Operations Board

Meeting Minutes - DRAFT

June 14, 2019

West Pierce Fire & Rescue - Station 20

10928 Pacific Hwy SW, Lakewood, WA

Chair: Pete Fisher (FPD)

Vice Chair: Jim Sharp (WPFR)

Attending: Peter Fisher (FPD), Jim Sharp (WPF&R), Tory Green (TFD), Nick Hausner (PCSO), Ed Wade (TPD), John Burgess (GHF & Medic One), Bud Backer (EPF&R), Dan Olson (CPF&R), Scott Engle (PPD), Brad Moericke (SPD), Andrew Neiditz (SS911), Mandy Walters (SS911)

- I. **Call to Order:** Chair Jim Sharp called meeting to order at 9:37am.
- II. **Approval of Agenda:** Chair Jim Sharp requested approval of agenda. Moved-Seconded-Approved.
- III. **Approval of Minutes:** Chair Jim Sharp requested approval of the minutes from April 12, 2019. Moved-Seconded-Approved.
- IV. **Public Comment** - None
- V. **Old Business** - None
- VI. **New Business** - None
- VII. **Staff Briefing**
 - A. **Executive Director Report**
 - Executive Director Andrew Neiditz referenced the May 2019 Dashboard and the Strategic Issues Summary update.
 - **Governance**
Executive Director Neiditz informed the Board that the governance change is moving forward. Four of the six local entities have formally approved the changes (Fife, Lakewood, West Pierce Fire & Rescue, and Puyallup). The City of Tacoma is meeting on June 25 to take action and will do the actual chartering on July 2. Pierce County still needs to approve the ILA, a funding agreement, a lease agreement for the PSCC, and a financing agreement for the \$65M bond issuance. All Pierce County agreements are scheduled for review during a Study Session scheduled for June 18. Within the next 30 days, there should be concurrence to move forward with the new governance structure. The Operations Board will work with Chair Sharp and Vice-Chair Fisher to make recommendations for scheduling and logistics for their new role.
 - **PSCC Project Schedule**
The PSCC project is currently out to bid and South Sound 911 is working with the City of Tacoma on permitting issues. A pre-bid conference took place on June 13 with 11 general contractors and approximately 20 sub-contractors in attendance. The due date for bids is July 23 so a contract can be approved in August, allowing construction to begin in September.
 - **QA/QI Emphasis**



Executive Director Neiditz discussed the recommendation in the strategic study to emphasize the QA/QI procedure, with the goal being a unified process.

- i. Scott Hamel, LE Communications Center Manager, reported that 1500 reviews were performed, with 700 radio calls and 800 phone calls.
- ii. Lisa Campbell, Fire Services Communications Center Manager, reported that 1200 reviews were performed for call taking only. The Fire Comm team is focused on adding dispatch reviews moving forward.
- iii. Assistant Director of Information Services, Rebecca Hendricks, reported that the QA/QI process is in its infancy for LE records. The department is working toward a more formalized program by the end of the year.

- **Gun Law Changes/LE Records Update**

Assistant Director Hendricks gave a presentation regarding gun law changes that become effective July 1 and how it will impact the records department.

- i. Chief Brad Moericke asked how many FTE are used to perform the firearm duties. Assistant Director Hendricks advised that 4 FTE are allocated under Records and Permitting and the department supplements with other staff and OT opportunities.
- ii. Chief Nick Hausner asked what databases the records department uses when performing background checks for guns. Assistant Director Hendricks advised there are multiple databases such as: NCIC, DOL, and HSA (mental health checks).
- iii. Chief Hausner asked if a reduction in service hours would be considered for CPL applications. Assistant Director Hendricks advised that it would be for CPL applications due to staffing issues with being open 6 days a week and staggered days off for employees.
- iv. Chief Hausner asked if there are CPL metrics that show how many applications come in and how many are denied. He also asked if there were appeal opportunities for denials. Assistant Director Hendricks advised that those metrics are available and employees will work with customers when an application is denied, such as explaining how to get rights restored and allowing the customer to inspect their record to see what caused the denial.

- **Universal Call-taking “Roadmap”**

Executive Director Neiditz advised that a roadmap to universal call-taking is being developed and is being treated as a priority for South Sound 911. The roadmap will be presented to the Board once the timeline is created.

VIII. Committee Reports

- **Fire Services**

Chief Sharp reported that the Fire Services Committee received an update on the PSCC and the governance transition timeline. The committee also discussed the NTSB report related to Amtrak 501 and the recommendations that were provided in regards to the communication side of the incident. Chief Sharp noted that some new Apple watches are making calls to 911 without being prompted and needs to be discussed further.

- **Law Enforcement Services**

Chief Fisher reported that the Law Enforcement Committee discussed the change in governance and what the makeup of the Operations Committee will look like under the



new model. The committee also received an update on the PSCC and CAD conference, and discussed universal call-taking, Initiative 1639, and the RMS Destruction Report

IX. Action Items - None

X. Good of The Order - None

XI. Executive Session

- At 10:20am, Chief Sharp announced an Executive Session per RCW 42.30.110(g), to review the performance of a public employee, would be held for 10 minutes and noted there may be action taken once the meeting reconvened.
- Chief Sharp reconvened the regular meeting at 10:36am.
- Chief Sharp asked if the Board would like to make a motion in support of a merit increase for Executive Director Neiditz. A motion was made for a 4% increase (Backer); 2nd (Wade), passed – unanimously.
- Chief Fisher shared that after looking at the number initiatives Mr. Neiditz has taken on during the past year, in terms of leading multiple projects, the 4% merit increase is easily justified.

XII. Adjournment – the meeting was adjourned at 10:38am.

Respectfully submitted,
Mandy Walters