

Board of Directors Meeting Minutes

Meeting Date: August 26, 2020
Meeting Time: 9:00am
Meeting Place: WebEx video conference

I. **Call to Order** - Chair Bill Pugh called the meeting to order at 9:02am.

II. **Roll Call** –

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| 1. Michael Brandstetter, City of Lakewood Councilmember | present |
| 2. Bruce Dammeier, Pierce County Executive | present |
| 3. Julie Door, City of Puyallup Mayor | present |
| 4. Matt Holm, Central Pierce Fire & Rescue Commissioner | present |
| 5. Lillian Hunter, City of Tacoma Councilmember | present |
| 6. Kelly McClimans, City of Bonney Lake Councilmember | present |
| 7. Pat McElligott, East Pierce Fire & Rescue Commissioner | present |
| 8. Dan Rankin, West Pierce Fire & Rescue Commissioner | present |
| 9. Doug Richardson, Pierce County Councilmember | present |
| 10. Robert Thoms, City of Tacoma Councilmember | present |
| 11. 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 (Hunter); 2nd (Thoms); passed – unanimously.

V. **Committee Reports**

1. Finance Committee Briefing – Finance Chair Michael Brandstetter
 - Finance Chair Michael Brandstetter reviewed the budget presentation slides for Option A and Option B. The Finance Committee recommends Option A for the 2021 budget which discontinues the radio subsidy and does not increase the communications allocation revenue for 2021.
 - Finance Chair Brandstetter reviewed and answered the questions that were submitted by board members after the budget study session.
 - Finance Chair Brandstetter reviewed the 6 year budget forecast and highlighted future budget challenges the agency will face in 2022 and 2023. The general fund balance is projected to be under \$1M at the end of 2022 which means both 2023 and 2024 will start out with an inadequate cash balance. The budget forecast is based on conservative estimates and if the sales tax numbers begin to come in above agency estimates, the general fund balance will increase.
 - Boardmember Bruce Dammeier asked what the current 2020 sales tax revenues are compared to the projections. Finance Chair Brandstetter noted that the current activity is better than the conservative projections, and any increase in the sales tax revenue would impact the ending 2020 balance.

- It was noted that through actions in the past, the Board has recognized the need for radio stability for users and that if the subsidy that has stabilized radio costs is eliminated, the increased costs are going to be pushed back on to users of the two radio systems.
 - Finance Chair Brandstetter advised the Finance Committee received estimates regarding the additional costs from the two radio system owners. The costs that would be passed on to the users was presented at the study session.
- Chair Pugh advised that budget projections were very conservative and all agencies are hoping the sales tax revenue is stronger than anticipated. If revenue is stronger, it will go toward future budget pinch points. Moving forward, all revenue source options should be on the table and examined.

Vice-Chair Lillian Hunter advised Boardmember Pat McElligott joined the meeting at 9:46am.

- Vice-Chair Hunter noted this is a survival budget and would like to see further examination of the E911 excise tax and what the original intent was of those dollars and compare it to how it is being used today. Boardmembers discussed concerns regarding transparency of the E911 dollars and whether an independent audit should be completed. It was noted that several audits have already been completed and are available for Boardmembers to review.
 - A discussion took place regarding the importance of moving to a single radio system within the county and how it is imperative that the two radio system owners continue discussions to make that a reality.
2. Transition Committee – Vice-Chair Lillian Hunter
 - Vice-Chair Hunter advised the Board that the Transition Team will be meeting on Friday and a full report out will be provided at the next meeting.
 3. PSCOC Report – Chief Jim Sharp, Chair
 - Chief Jim Sharp reported that the vast majority of police and fire chiefs understand the difficult spot the radio subsidy places on South Sound 911 as they have no control over system functionality or costs.

VI. Staff Reports

1. Executive Director Briefing – Deborah Grady
 - Executive Director Deborah Grady advised the Board that there is an action item to approve the purchase of a UPS unit for the 35th Street facility. This is the first step in getting resolution and stability to the power issues the facility has faced due to end of life equipment. The costs are already included in the PSCC budget designated for the 35th Street remodel.
2. PSCC Update – Deputy Director Mark Mears
 - Deputy Director Mark Mears advised the Board that the construction of the PSCC is over the 50% mark for completion and costs.
 - Deputy Director Mears indicated there was a power issue over the weekend at the 35th Street facility and it is currently on generator power. Remodel diagrams will be reviewed with the City of Tacoma to ensure everyone's needs will be met.

VII. New Business

1. Radio System Providers Update – City of Tacoma & CCN

- City of Tacoma IT Director Daniel Key reported that the two radio system owners have met multiple times to create a presentation of finances, costs and rates to show how both systems are supported and operated. Early analysis of both systems show costs are fairly consistent based on capital costs, labor costs and professional services. Mr. Key noted that while there is opportunity for better interoperability and improvement of services, the review of cost bases does not show any dramatic cause for concern. A complete picture on what is driving the costs on all systems should be complete by the end of next week.
- Finance Chair Brandstetter requested the report out include how costs are shared amongst the various radio needs, not just first responder agencies.
- Vice-Chair Hunter requested a Study Session for a radio presentation that will provide a complete review of the current radio systems and what the future of a single radio system would look like.
- Boardmember Dammeier noted the significance of both system owners coming up with a joint cost model as it will form the foundation to move to a single radio system. Pierce County will only have first responders using radios in the near future as Sound Transit and other agencies are moving more toward using cellular technology.
- Boardmember Doug Richardson expressed his disappointment when he learned that discussions between the radio system owners had not progressed. He is hopeful that the current discussions will help energize the two groups to find a solution that gets Pierce County to one system.
- Boardmember McElligott believes many of these problems can be solved by the first quarter of 2021.

VIII. Action Items

1. Motion 2020-29 to authorize an amendment to the lease agreement with Pierce County for the facilities located at 945 Tacoma Ave S (Records Division).
 - A motion was made (Hunter), 2nd (Richardson); Executive Director Grady reminded the Board that approval of this motion would extend the current lease on the 945 building that is currently occupied by the records department. The lease has flexibility for 30 days written notice to terminate lease to accommodate moving into the PSCC in 2021.
 - Chair Pugh called for a vote on the floor; passed unanimously.
2. Motion 2020-30 to authorize approval of the purchase of Emergency Medical and Fire Dispatch software licensing, training and equipment in an amount not to exceed \$279, 272 plus any applicable sales tax.
 - A motion was made (Hunter), 2nd (Thoms); Deputy Director Jim Duggan reminded the Board that this motion is the next step forward for the EMD project to replace the manual process dispatchers are currently using. This software will provide the agency with the tools necessary to enhance the QA process.
 - Chair Pugh called for a vote on the floor; passed unanimously.
3. Motion 2020-31 to authorize approval of the purchase of a new uninterruptible power supply (UPS) system for the 35th Street facility in an amount not to exceed \$149,325 plus any applicable sales tax.
 - A motion was made (Hunter), 2nd (Thoms); Deputy Director Mears advised that this purchase will replace the end of life equipment at the 35th Street facility and is included in the PSCC budget.
 - Chair Pugh called for a vote on the floor; passed unanimously.
4. Resolution 2020-02 Adoption of the 2021 Budget

- A motion was made (Hunter), 2nd (Thoms); Finance Chair Brandstetter advised the motion is to approve Option A that was recommended by the Finance Committee and approve the three allocation formula spreadsheets that reflect the costs to all agencies.
- Vice-Chair Hunter noted that she will support the budget because if there are problems in the future, the Board has the ability to put the subsidy back in future budgets. Tacoma is willing to support the budget with the understanding that other revenue sources and questions regarding indirect costs will be examined and discussed in the future.
- Boardmember Dammeier advised he will reluctantly support the budget and expressed concern that the Board is taking actions that could inadvertently harm some of the smaller agencies.
- Boardmember McElligott indicated he would support the budget but would like to see an audit completed for the E911 dollars to find out what their indirect costs are.
- Chair Pugh thanked the Finance Committee and staff for the work done on the budget and advised the importance of transparency in future work that is done as it is the basis for all good policy making.
- Boardmember Kelly McClimans expressed he would support the budget but expressed the importance of moving toward a single radio system.
- Chair Pugh called for a roll call vote; passed unanimously.

Vice-Chair Hunter made a motion that directs Executive Director Grady to schedule a study session prior to the end of the calendar year for the purpose of discussing and developing solutions, and identifying the necessary steps to implement a regional radio system that equitably supports the safety of the citizens and first responders of Pierce County.

- 2nd (Dammeier)
- Vice-Chair Hunter believes the Board needs to take definitive action to explore the feasibility of having a single radio system.
- Finance Chair Brandstetter advised he is in favor of the motion and would also like the study session to address what South Sound 911's role would be in a new or improved radio system.
- Boardmember McElligott expressed support for the motion and would like to see the study session only focus on radios for first responders.
- Boardmember Richardson noted that South Sound 911 does not own any radios and the viability to move to one system will require commitment from both the radio system owners to stay at the table to get it done.
- Chair Pugh called for a vote on the floor; passed unanimously.

Boardmember Robert Thoms made a motion to ask for an independent audit of the different resources coming in and where they might go in terms of the operating offset and/or the indirect fees.

- 2nd (McElligott)
- Chair Pugh asked for clarification to define what the different resources may be. Boardmember Thoms answered that he does not know enough to reconcile what the operational offsets and indirect costs are that are necessary to the budget.
- Vice-Chair Hunter believes the intent of this motion is to have some clear accounting of the E911 dollars as there is an obligation to the tax payers to operate with clear accountability and transparency.

- Vice-Chair Hunter offered a friendly amendment to the motion to in the calendar year of 2021, direct the Executive Director to engage the Attorney General’s office for interpretation of the use of the South Sound 911 tax structure and the County’s use of the indirect funds and do so for the purposes of budget planning accountability and transparency.
 - Boardmember Thoms accepted the friendly amendment.
- Boardmembers discussed the motion and came to the conclusion that it would be better to present the motion in writing at the next regularly scheduled meeting.
- Boardmember Thoms withdrew his motion and would like to have it brought to the Board’s attention at the next regularly scheduled meeting.

IX. Other business

- Boardmember Dammeier noted that recent COVID cases counts have come down.
- Finance Chair Brandstetter shared that on Monday, the Lakewood City Council is going to recognize former Executive Director Andrew Neiditz for his work for South Sound 911 over the past years.

X. **Adjournment** – Chair Pugh adjourned the meeting at 11:28am.

Mandy Walters, Clerk of the Board