

Board of Director Meeting Minutes

Meeting Date: October 28, 2020
Meeting Time: 9:00am
Meeting Place: WebEx video conference

I. **Call to Order** – Chair Bill Pugh called the meeting order at 9:00am.

II. **Roll Call** –

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| 1. Michael Brandstetter, City of Lakewood Councilmember | present |
| 2. Bruce Dammeier, Pierce County Executive | excused |
| 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. J. 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. 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. **Proclamation for Outstanding Performance** – State Route 167, Graham & Sumner Grade Fire Events

- Executive Director Deborah Grady commended South Sound 911 staff for their outstanding performance during the September fire events and expressed her appreciation for the partner agencies that are also bringing forward proclamations to their respective councils.
- Chair Pugh read the proclamation and recognized the partner agencies that have already issued proclamations. Additional proclamations will be brought forward by partner agencies in the coming months.
- Each employee recognized will receive a signed copy of the proclamation in their Guardian Tracking file.

VI. **Committee Reports**

1. Finance Committee Briefing – Finance Chair Michael Brandstetter
 - Finance Chair Michael Brandstetter advised that the Finance Committee met to review the execution of the 2020 budget and update the 6 year revenue forecast.
 - It was noted that the 2020 budget will be effectively executed as the sales tax numbers are healthier than initial forecasts.
 - The Finance Committee created two versions of a 6 year forecast – one with a 10% revenue reduction, and the other with a 15% revenue reduction.

- With the 10% reduction, it is estimated that fund balances will allow allocation reduction and capital reserve funding beginning in 2023.
 - With the 15% reduction, it is estimated that fund balances will allow for allocation reduction and capital reserve funding beginning in 2024.
 - The 3rd quarter financial report indicates the agency is effectively executing the 2020 budget and financial plan that includes the capital efforts of the PSCC and 35th Street facility.
2. Transition Team – Vice-Chair Lillian Hunter
- Vice-Chair Lillian Hunter reminded the Board about the Transition Team’s role in helping facilitate the joining of 250 employees at the PSCC.
 - The team sent out a 3 question survey to all employees regarding the current culture at South Sound 911 – what employees like about the current culture, what should be left behind, and what employees would like to do to build the culture.
 - The response rate was almost 50% and Vice-Chair Hunter noted that she was impressed with the genuine engagement of the team.
 - The Transition Team is coordinating several unifying events throughout the agency and will be meeting again in November to provide an update.
3. PSCOC Report – Chief Jim Sharp, Chair
- Chief Jim Sharp recognized the outstanding efforts from South Sound 911 staff during the September fires and commended the dispatchers on creating a calm and reassuring environment for crews out in the field.
 - Chief Sharp expressed his appreciation for the radio study session presentation and advised that the Pierce County Fire Chiefs Association has created a radio subcommittee that will communicate directly with radio system owners, rather than South Sound 911 staff.

VII. Staff Updates

1. Executive Director Briefing – Deborah Grady
- Executive Director Grady provided an overview of the state 911 disruption from last week and advised that it was due to the state vendor, Comtech, performing a network upgrade. The disruption lead to the incorrect routing of 911 calls – no calls were lost. LE Comm staff quickly recognized the issue and implemented a workaround right away.
 - South Sound 911 employees participated in a statewide recruiting video to be used for recruiting events and will be aired on TV during the “Emergency Call” television show. South Sound 911 is also featured on the recruiting page of the state 911 office.
 - South Sound 911 was asked by the state 911 office to participate in a study regarding efficiencies gained with consolidation efforts.
 - Deputy Director Mark Mears and Assistant Director of Technical Services Tim Hannah participated in discussions with Axon, City of Tacoma, and the Tacoma Police Department regarding body worn cameras.
 - Executive Director Grady shared a photo of a device that can be used to disinfect entire rooms with UV light. The agency will be proceeding with procurement and it will be presented to the Board for approval in December. The device will be eligible for CARES funding.

- Boardmember Brandstetter inquired about September LE dashboard showing the percentage of 911 calls answered fell below the NENA standard of 20 seconds. Executive Director Grady advised that the agency had a higher than normal call volume in September due to the fire events and expects to see this number improve next month.
2. PSCC Update – Deputy Director Mark Mears
 - Deputy Director Mark Mears advised that the PSCC completion time is currently at 63% and change orders are still within the contingency limit.
 - The remodel of the UPS room at the 35th Street facility will begin on November 4. The agency is moving forward with the generator purchase and final design elements are underway.
 - Boardmember Matt Holm asked if there was any additional information regarding the construction site thefts that occurred earlier in the month. Deputy Director Mears advised that onsite security will begin when the technology components start moving into the building and it is expected to be a shared cost with the contractor.
 3. Support Services Update – Deputy Director Jim Duggan
 - Deputy Director Jim Duggan advised that the CAD upgrade has been moved to December 8th to better accommodate the needs of partner agencies. On that day, South Sound 911 IT staff will be deployed to the three agency sites (LE, Fire, Records) to ensure a smooth cutover.
 - The upgrade will improve software efficiency and provide dispatchers a way to highlight critical information viewed by first responders. The upgrade will also pave the way for the Mobile Responder app.

VIII. **Other Business / Announcements** - None

IX. **Adjournment** - Chair Pugh adjourned the meeting at 9:55am.

IX. **Closed Session** - Chair Pugh called for a closed session per RCW 42.30.140(4)(b) to discuss collective bargaining negotiations.

Mandy Walters, Clerk of the Board