

**Board of Directors Meeting Minutes**

**Meeting Date:** May 26, 2021  
**Meeting Time:** 9:00am  
**Meeting Place:** WebEx video conference

I. **Call to Order** - Chair Lillian Hunter called the meeting to order at 9:01 a.m.

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. J. Kelly McClimans, City of Bonney Lake Councilmember  | present |
| 6. Pat McElligott, East Pierce Fire & Rescue Commissioner | present |
| 7. Bill Pugh, City of Sumner Mayor                        | present |
| 8. Dan Rankin, West Pierce Fire & Rescue Commissioner     | present |
| 9. Robert Thoms, City of Tacoma Councilmember             | present |
| 10. Derek Young, Pierce County Councilmember              | present |
| 11. Lillian Hunter, City of Tacoma Councilmember          | present |

III. **Public Comment** - None

IV. **Consent Agenda**

1. A motion was made to approve the consent agenda as presented (Door); 2<sup>nd</sup> (Thoms), passed – unanimously.

VI. **Chair Comments**

- Chair Hunter reminded the Board that a virtual executive session would be held at the end of the meeting to discuss the performance of a public employee.

VII. **Committee & Other Reports**

1. Finance Committee Briefing – Finance Chair Michael Brandstetter
  - Finance Chair Michael Brandstetter advised the Finance Committee discussed what was learned at the E911 study session.
  - The Finance Committee discussed the ongoing negotiations for the 35<sup>th</sup> Street lease. It is anticipated the lease will be brought to the Board for approval at the July meeting and the effective date of the lease will be August 1.
  - An RFP was distributed to look for consultants to assist in a compensation study for non-represented employees. Finance Committee members may join the interview panel with staff.
  - The Finance Committee is on track to make a 2022 budget proposal to the Board at the August 11 study session.

Chair Hunter advised that Boardmember Bruce Dammeier and Boardmember Derek Young joined the meeting at 9:10 a.m.

- Boardmember Dammeier noted that sales tax numbers appear to be much higher than anticipated. Finance Chair Brandstetter advised the sales tax numbers are being monitored and at this time it does not appear to be an item of concern or elation.
- 2. LE Support Services Allocation Workgroup – Chair Michael Brandstetter
  - Chair Brandstetter advised the workgroup held its first meeting and identified information and data that will be required in order for the group to provide recommendations on allocation adjustments for the 2023 budget. The group will meet regularly beginning in August.
- 3. Transition Committee – Chair Lillian Hunter
  - Chair Hunter encouraged Boardmembers to review the Transition Team material in the agenda packet. If any Boardmember is interested in attending a meeting, Executive Director Deborah Grady can provide the link.
- 4. PSCOC Report – Chief Jim Sharp
  - Chief Jim Sharp shared that chiefs are looking forward to the move to the PSCC and the move to Priority Dispatch. He expressed his appreciation for the communication and involvement from South Sound 911 to make the transitions as seamless as possible.
- 5. Radio System Providers Update – City of Tacoma & CCN
  - Executive Director Grady advised that there is no update from the radio system owners.

VIII. **Staff Updates**

1. Executive Director Briefing – Deborah Grady
  - Executive Director Grady reported that the 2019 audit is complete and the exit conference will take place on Friday.
  - Executive Director Grady thanked the Boardmembers that participated in the PSCC photo op and noted there will be other opportunities available to Boardmembers in the future.
  - Boardmember Dammeier asked for additional information regarding Fire Comm’s call processing time on the monthly dashboard. Executive Director Grady advised the NENA call standard was different than the standard used in the fire grade. She asked Deputy Director Jim Duggan to provide additional details.
    - (a) Deputy Director Duggan advised that there are two reasons the standard has not yet been met:
      - (i) Additional COVID questions - dispatchers and the community are getting more comfortable with asking/answering these questions; Priority Dispatch will help with call consistency.
      - (ii) Double address verification – this practice is currently being evaluated so dispatchers will no longer have to revalidate an address.
  - Deputy Director Duggan noted that he is currently working on a report to share with the Board that will provide additional information regarding call processing times. The caller experience remains South Sound 911’s priority.
  - Boardmember Brandstetter suggested Deputy Director Duggan’s report include how universal call-taking could change the dynamics of call processing times along with what standard should be used for universal call-taking.
2. PSCC Update – Deputy Director Mark Mears
  - Deputy Director Mark Mears advised that the substantial completion date still shows May 27, however the agency could receive a delay letter from the contractor.

- Temporary occupancy is expected the week of June 6.
  - The Admin and Records divisions will be moved into the PSCC on June 11-14. It is anticipated that LE/Fire/Data Dispatch will be moved after July 4.
  - Boardmember Dammeier asked if there were any concerns regarding the console connectivity contracts. Executive Director Grady advised that South Sound 911 is working with the radio system owners to memorialize expectations and responsibilities of equipment and there are no concerns on South Sound 911's end.
  - To follow-up on a question asked at the April meeting, Deputy Director Mears noted that the bus stop in front of the PSCC on 36<sup>th</sup> & Pacific Avenue will be removed in 2025 when the Rapid Transit line begins on Pacific Avenue.
3. Support Services Update – Deputy Director Scott Hamel
- Deputy Director Scott Hamel provided additional information regarding the street racing metric that is reported on the monthly dashboard.
  - Ongoing public education continues in regards to text-to-911 as a phone call is still the preferred method of contacting 911. It is not expected to see an increase in text-to-911 numbers.
  - Deputy Director Hamel confirmed that the online report metric on the dashboard only includes reports that were submitted by the public via the online reporting system.
  - Chair Hunter asked if South Sound 911 tracks the numbers of calls received reporting the use of fireworks. Deputy Director Hamel advised that this number is tracked.
  - Boardmember McClimans asked if alcohol related firework calls are tracked. Deputy Director Hamel advised that alcohol involvement is not currently tracked as a flag to the firework event type.
  - Deputy Director Hamel provided an overview of Rapid SOS and the capabilities it has to provide a caller's real-time location. Uber also partners with Rapid SOS allowing the trip information (license plate, vehicle make/model/color, driver/rider info) to be transmitted to the 911 call-taker.
  - Boardmember Brandstetter asked if the public is aware that they would need to create an account in order to have their additional personal/medical information sent to the 911 call-taker. Deputy Director Hamel advised that South Sound 911 has not conducted an education campaign, but one could be implemented in coordination with the Uber technology. Boardmember Brandstetter would like to know the cost and timing of the campaign.
4. Legal Update – General Counsel Peter Beckwith
- General Counsel Peter Beckwith provided an overview on how South Sound interacts with partner agencies in regards to public records requests and agreements.
  - Boardmember Dammeier asked for clarification regarding South Sound 911's role in the public records request process. General Counsel Beckwith advised that South Sound 911 acts as the custodian of the records and the partner agencies will review/redact records and advise if South Sound 911 can release the record.
  - Boardmembers discussed how incident reports are managed and the difference between South Sound 911's responsibilities and the partner agency responsibilities for a public records request.

**X. Action Items**

1. Motion 2021-22 to authorize approval of a contract with Environment Control of South Sound, Inc. in the amount of \$250,412 for janitorial services for the PSCC
  - A motion was made (Door), 2<sup>nd</sup> (Thoms); no questions or comments from Boardmembers.
  - Chair Hunter called for a vote on the floor – passed unanimously.

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

**XI. Executive Session**

- Chair Hunter called an executive session per RCW 42.30.110(1)(g) to discuss the performance of a public employee at 10:15 a.m. for 30 minutes. Chair Hunter noted that action may be taken after the executive session. At 10:45 a.m., Clerk Mandy Walters announced that Chair Hunter extended the session for 15 more minutes. At 11 a.m., Clerk Walters announced that Chair Hunter extended the session for 10 more minutes. At 11:10 a.m., Clerk Walters announced that Chair Hunter extended the session for 5 more minutes. At 11:15 a.m., Clerk Walters announced that Chair Hunter extended the session for 5 more minutes.
- Boardmembers exited the executive session and Chair Hunter called the Board of Directors meeting back to order at 11:20 a.m.
- Chair Hunter called for a motion stating that the performance of Executive Director Grady for April 5, 2020 through April 5, 2021 is satisfactory. A motion was made (Pugh), 2<sup>nd</sup> (Rankin).
- Chair Hunter called for a vote on the floor – passed unanimously.
- Chair Hunter advised that both she and Vice-Chair Julie Door will meet with Executive Director Grady to set up goals and a work plan for the year forward. Once complete, Chair Hunter will bring it back to the Board to discuss during another executive session.

- XII. Adjournment** - A motion was made to adjourn the meeting at 11:21 a.m. (Rankin); 2<sup>nd</sup> (Thoms), passed – unanimously.

Mandy Walters, Clerk of the Board