

**Board of Directors Meeting Minutes**

**Meeting Date:** August 25, 2021  
**Meeting Time:** 9:00am  
**Meeting Place:** WebEx video conference

I. **Call to Order** - Chair Lillian Hunter called the meeting to 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                          | present |
| 3. Julie Door, City of Puyallup Mayor                               | present |
| 4. Matt Holm, Central Pierce Fire & Rescue Commissioner             | present |
| 5. Todd Dole for 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                       | excused |
| 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> (Pugh), passed – unanimously.

V. **Chair Comments**

- Chair Lillian Hunter expressed her appreciation to Boardmember Bruce Dammeier for his letter regarding the transition of moving the E911 excise tax to South Sound 911 by the end of the biennium. Boardmember Dammeier advised that he is excited for the transition. He added that the Board must continue to evaluate how it can best serve the needs of citizens and first responders in Pierce County.
- Boardmember Brandstetter expressed his appreciation to Pierce County on moving quickly and setting a timeline in regards to the E911 excise tax transition. He advised that over the next several months, it is important that the Board gets a clear understanding of what work will shift over from DEM to South Sound 911. Boardmember Brandstetter suggested the Chair consider forming a subcommittee to take a closer look at what the transition entails and ensure timelines are met.

VI. **Committee & Other Reports**

1. Finance Committee Briefing – Finance Chair Michael Brandstetter
  - Finance Chair Michael Brandstetter advised that the Finance Committee met after the budget study session to discuss comments and items that were brought up in the meeting.

- The Finance Committee is not recommending any significant changes to the proposed budget that was discussed at the study session. There was a minor change to some allocation numbers and those are included in the agenda packet.
  - Chair Brandstetter advised the Committee discussed the budget item of moving \$3.5M from the general fund balance to the strategic reserve fund. The Committee believes this is an appropriate action as any money spent from the strategic reserve requires Board approval.
  - Boardmember Dammeier asked if any additional mechanisms were evaluated for placing the excess money. Finance Chair Brandstetter advised that there are three accounts the agency can use for extra funds: the capital fund, the allocation reduction account, and the strategic reserve. For the 2022 budget, \$1M put in the allocation reduction account and the Committee felt it was important to put the rest of the money in a place that will require Board approval to spend it. Finance Chair Brandstetter also noted that the Committee will be reviewing the financial policies and can discuss other options for excess funds.
2. Transition Committee – Chair Lillian Hunter
    - Chair Hunter advised that she was able to meet some members of the Transition Team when she was at the PSCC last week. She continues to appreciate the efforts and work that is being done by the team.
  3. PSCOC Report – Chief Jim Sharp
    - Chief Sharp expressed his appreciation for the efforts of Boardmember Derek Young and the response of Boardmember Dammeier on the E911 excise tax issue. The next PSCOC meeting will take place on September 10, 2021.
  4. Radio System Providers Update – City of Tacoma & CCN
    - Executive Director Deborah Grady advised that City of Tacoma IT Director Daniel Key and DEM Director Jody Ferguson have nothing new to report.

VII. **Staff Updates**

1. Executive Director Briefing – Deborah Grady
  - Executive Director Grady advised that the COVID outbreak that originated on July 24, 2021 has seen one additional positive employee from LE Comm, bringing the total number up to 18 positive cases. An incentive was rolled out to employees in the form of time off that would be issued with proof of vaccination. The agency will not know until mid-September if the incentive prompted any employees to get the vaccine, however there was an increase in proof verification once the incentive was rolled out. The agency continues to encourage all employees to get vaccinated.
  - The agency has a plan in the event that a COVID outbreak were to occur at the Puyallup facility. Executive Director Grady thanked the Tacoma Fire Department for being a backup.
  - The E911 transition workgroup is meeting regularly and successfully identified functions, responsibilities and tasks associated with 911 in Pierce County. Another update will be provided at the September Board meeting.
  - A tour of the new building for neighbors will be held on September 1, 2021. This invitation will be extended to all Board members. After Labor Day, Executive Director Grady will confirm the date of a ribbon cutting event for the Board and a “save the date” will be sent out.

- The July dashboard shows a drop in the call answer time from the NENA recommended standard. The call volume from July 2020 to July 2021 has increased 25% and the agency is actively and aggressively looking at additional recruiting efforts to increase staffing.
  - Chair Hunter advised that the City of Tacoma is reviewing how long it takes for a public safety officer to respond to calls. Chair Hunter would like to review what the municipalities have provided to South Sound 911 in regards to guidance for specific calls to see if response times can be improved.
  - Boardmember Dammeier asked if the agency could look into why call volumes are up and advise if there is anything the Board or Pierce County can do to help the agency respond to the demand. Executive Director Grady advised that staff will look into call volumes and see if a determination can be made. Executive Director Grady advised that other PSAPs are experiencing the increase in call volumes but the core of the issue for South Sound 911 remains staffing.
  - Boardmember Brandstetter would like Executive Director Grady to obtain data from comparable PSAPs in the region to determine what trends other agencies are seeing in terms of call volume and performance data. Boardmember Brandstetter also requested information regarding the diversity of the workforce at South Sound 911 and what efforts are being taken to improve diversity.
2. PSCC Update – Deputy Director Mark Mears
- Deputy Director Mark Mears advised that all three floors at the PSCC have received temporary occupancy. Systems being finalized include: heating/lighting, certification for UPS and generator, and the UPS systems in the data center. Motorola and Solacomm are on-site completing radio and 911 phone system installation.
  - The 35<sup>th</sup> Street facility is waiting on the generator to be shipped. There is a meeting scheduled on September 30, 2021 with the architects to discuss the initial costs of the remodel and the plan to go to bid.
3. Support Services Update – Deputy Director Scott Hamel
- Deputy Director Scott Hamel provided an overview of telephone denial of service events and the steps South Sound 911 has taken to mitigate any significant impacts on operations.
  - The Washington State Patrol provided an update on the timeline for full implementation of statewide centralized firearm background checks. Statewide implementation of the system should occur in January 2024.

IX. **Action Items**

1. Motion 2021-29 to authorize an amendment to the Hill International, Inc. contract in the amount of \$77,390 for additional Owner’s Representative services (construction management) for the PSCC project (Phase II and Phase III)
  - A motion was made (Door), 2<sup>nd</sup> (Dammeier).
  - Boardmember Dammeier asked if this cost could potentially be reimbursed by the contractor if they are found at fault for building delays. General Counsel Peter Beckwith advised that conversations with the contractor will be taking place and that these costs could potentially be reimbursed.
  - Chair Hunter called for a vote on the floor – passed unanimously.
2. Resolution 2021-02 Adoption of the 2022 Budget
  - A motion was made (Door), 2<sup>nd</sup> (Rankin).

- Boardmember Dammeier requested clarification regarding the changes in the allocation schedule that were mentioned during Finance Chair Brandstetter’s report. Finance Director Janet Caviezel advised that Sumner was charged for records services when they should not have been and the allocation has been updated to reflect that change.
- Boardmember Young asked if the Board could revisit the conversation regarding the strategic reserve and what the plan is moving forward. He is unclear what the purpose of the fund is other than setting aside dollars.
- Boardmember Dammeier expressed concerns regarding moving funds to sit in the strategic reserve and the increase of allocation to some of the smaller agencies. He suggested that the cost allocation formula may need some adjustment as the bigger agencies should be protecting the smaller agencies from large increases.
- Chair Hunter advised that it may be helpful to schedule a study session in the future to discuss the cost allocation formula.
- Boardmember Bill Pugh noted that \$5M is large amount of money to have in a reserve but feels that it is a good place to put the money for now.
- Boardmember Pat McElligott noted that the cost on smaller agencies is a real concern and appreciates more discussions in the future to help alleviate the challenges these smaller agencies face.
- Chair Hunter called for a vote on the floor – passed unanimously.

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

XI. **Adjournment** - A motion (Door) was made to adjourn the meeting at 10:13am; 2<sup>nd</sup> (Rankin), passed – unanimously.

Mandy Walters, Clerk of the Board