

Board of Directors Meeting Minutes

Meeting Date: December 8, 2021
Meeting Time: 9:00am
Meeting Place: WebEx video conference

I. **Call to Order** - Chair Lillian Hunter called the meeting to order at 9:00 a.m.

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. 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. **Presentation – Chair Lillian Hunter, Vice-Chair Julie Door, Boardmember Pugh**

- Chair Lillian Hunter presented Boardmember Bill Pugh with a jacket and thanked him for his service as the 2020 Board of Directors Chair.
- Chair Lillian Hunter presented Vice-Chair Julie Door with a jacket and acknowledged her service and dedication to South Sound 911.
- Vice-Chair Door recognized Chair Hunter for her service as the 2021 Chair and presented her with a jacket. Vice-Chair Door thanked Chair Hunter for her service to the City of Tacoma and South Sound 911.

IV. **Public Comment** – None

V. **Consent Agenda**

1. A motion was made to approve the consent agenda as presented (Door); 2nd (Pugh), passed – unanimously.

VI. **Chair Comments**

- Chair Hunter shared that she considered it a privilege to be chairing the board meeting from the new facility.

VII. **Committee & Other Reports**

1. Finance Committee Briefing – Finance Chair Michael Brandstetter
 - Finance Chair Michael Brandstetter advised that the Finance Committee met twice since the last board meeting.

- The Finance Committee discussed the Tacoma Emergency Management lease agreement that is presented to the Board of Directors today and recommends approving the lease.
- Another item discussed was the transition of the 911 program office and the 911 excise tax. Chair Brandstetter noted the importance of ensuring that the transition does not result in any gaps of essential services to the community and first responders.
- An agreement has been reached on the transition of the 911 program office and the 911 excise tax. The agreement was memorialized by Pierce County in their recent budget adoption.
- The Finance Committee is not ready to present a budget amendment to the Board until an updated funding agreement is approved.
- Resolution 2021-05 acknowledges the Board's acceptance of the 911 program office and commits to provide funding for the CCN radio system for 2022. Any future long-term funding requests will be considered at the Board of Directors strategic retreat in 2022.
- The Finance Committee recommends approval of Resolution 2021-05.

Boardmember Robert Thoms joined the meeting at 9:20am.

2. PSCOC Report – Chief Jim Sharp
 - Chief Jim Sharp shared that while 2021 had some challenges, it was also a very productive and successful year due to teamwork and collaboration. He thanked the Board of Directors for their continued support to the operations committee.
3. Radio System Providers Update – City of Tacoma & CCN
 - No report provided

VIII. **Staff Updates**

1. Executive Director Briefing – Executive Director Deborah Grady
 - Executive Director Deborah Grady advised that DEM and South Sound 911 met to discuss the transition of the 911 program office that will include approximately 14 service agreements, some Pierce County assets, and the 911 education and coordination functions. Most of the 911 program office responsibilities will transition over to South Sound 911 in January 2022.
 - Executive Director Grady thanked Chair Hunter and Boardmember Pugh for their leadership and support on the Board of Directors.
2. Operations and Facility Update – Deputy Director Mark Mears
 - Deputy Director Mark Mears advised that his report will now include an operations update. He will continue to report out on the 35th Street remodel.
 - Staff is working with the architects on final drawings for the 35th Street facility.
 - The new generator for 35th Street is expected on December 17 and installation work will begin right away.
 - Progress continues to be made on the Universal Call Taking (UCT) initiative. Priority Dispatch training will begin at the end of December and run through the end of February. The expectation is to have about 60 people trained on UCT by the end of the training period. A detailed report out on the UCT process will be presented to the Board in March.

- Deputy Director Mears thanked the Board of Directors for their continued support of South Sound 911.
- 3. Support Services Update – Deputy Director Scott Hamel
 - Deputy Director Scott Hamel followed up on a network connectivity issue that affected South Sound 911 in October. Dynamic routing with automatic failover is now in place ensuring multiple network paths are available, allowing the agency to maintain network connectivity during an outage.
 - A public awareness campaign will begin next week for RapidSOS. The agency will begin promoting the opportunity for the public to establish an online profile that associates their mobile phone number to medical and emergency contact information. The 911 call taker can pass this information on to first responders to create a more successful response.
 - Chair Hunter asked how this information will be rolled out to the community. Deputy Director Hamel advised that a press release will be distributed next week. The agency will also engage with community contacts throughout the county that represent the more vulnerable populations to ensure the words gets out.
 - Boardmember Brandstetter asked if the examples provided in the report are a depiction of what the 911 call taker will see. Deputy Director Hamel advised that the examples provided are actual screenshots from the system.
 - Boardmember Brandstetter asked what type of training will be provided to staff in regards to what information will be proactively shared with responders. Deputy Director Hamel advised that he will follow up with the operations management team to get additional information regarding the training that will be provided. Boardmember Brandstetter suggested that the platform would best serve first responders if rather than requesting the additional information, it was provided proactively.
 - Boardmember Brandstetter asked if this program will only work if a person calls 911 from their cell phone in Pierce County. Deputy Director Hamel advised that not every PSAP utilizes RapidSOS so he is not able to speak to what happens when someone calls 911 outside of Pierce County.

IX. New Business

1. Elections

- Chair Hunter advised that the Board of Directors traditionally holds elections for Chair and Vice-Chair in February, however, there are several board members who will cycle off at the end of the year.
- Chair Hunter, Boardmember Kelly McClimans and Boardmember Robert Thoms terms will be up at the end of December. Chair Hunter thanked Boardmember McClimans and Boardmember Thoms for their service to their cities and the South Sound 911 Board of Directors.
- In order to avoid a gap in leadership, Chair Hunter moved to nominate Vice-Chair Julie Door as the next Chair of the South Sound 911 Board of Directors.
 - (a) 2nd (Holm).
 - (b) Chair Hunter opened the floor for discussion; no other nominations received.
 - (c) Chair Hunter called for a vote on the floor – passed unanimously.

- Chair Julie Door moved to nominate Boardmember Derek Young as the Vice-Chair of the South Sound 911 Board of Directors.
 - (a) 2nd (Pugh).
 - (b) Chair Door opened the floor for discussion; no other nominations received.
 - (c) Chair Door called for a vote on the floor – passed unanimously.
- Boardmember Brandstetter noted that the two previous motions did not specify the terms of the Chair and Vice-Chair. Chair Door advised that her intention would be to hold elections again in February.

X. **Action Items**

1. Resolution 2021-04 to authorize the Executive Director to enter into a five year lease with the City of Tacoma for use of office space in the Public Safety Communications Center for emergency management purposes
 - A motion was made (McElligott), 2nd (Hunter).
 - Chair Door called for a vote on the floor – passed unanimously.
2. Resolution 2021-05 authorizing the transition of the Pierce County 911 Program Office responsibilities and associated 911 excise tax revenue to South Sound 911 and committing to remit \$1,350,330 to Pierce County in 2022 for public safety radio communications
 - A motion was made (Hunter), 2nd (McClimans).
 - Executive Director Grady advised that Resolution 2021-05 states that South Sound 911 will accept the responsibility of the 911 program office which will include the transition of approximately 14 service agreements, some Pierce County assets, and the 911 education and coordination functions, along with the associated 911 excise tax revenue.
 - Pierce County Executive Counsel, Don Anderson, requested to speak on behalf of Boardmember Bruce Dammeier. Mr. Anderson noted that the draft funding agreement attached to the Resolution is not yet final. It was noted that remittance of funds to South Sound 911 will be on a monthly basis and not an annual basis.
 - (a) Boardmember Pat McElligott asked Mr. Anderson for confirmation that the funds noted in Resolution 2021-05 would go to South Sound 911. Mr. Anderson confirmed the funds would be provided to South Sound 911 with some minor adjustments for indirect costs. Mr. Anderson noted there could be a slight increase or decrease in funds based on a formula change but it would be considered “budget dust”.
 - (b) Chair Door advised that the funding agreement will be brought before the South Sound 911 Board of Directors for approval.
 - (c) Vice-Chair Young noted that the Pierce County Council is committed to transitioning all E911 excise tax funds to South Sound 911.
 - Chair Door called for a vote on the floor – passed unanimously.

XI. **Other Business / Announcements**

- Boardmember Matt Holm advised that Chief Dan Olson from Central Pierce has retired and Chief Dustin Morrow is the new Chief.
- Boardmember Bill Pugh introduced Mayor Elect Kathy Hayden who will be serving on the South Sound Board of Directors beginning in 2022.

XII. **Adjournment**

- A motion was made (Hunter) to move into closed session per RCW 42.30.140(4)(b) and adjourn as no action will be taken after the closed session; 2nd (Pugh)
- Chair Door called for a vote on the floor - passed unanimously.
- The meeting was adjourned at 10:06am.

XIII. **Closed Session per RCW 42.30.140(4)(b) to discuss labor negotiations**

Mandy Walters, Clerk of the Board