

Board of Directors Meeting Minutes

Meeting Date: January 26, 2022
Meeting Time: 9:00am
Meeting Place: WebEx video conference

I. **Call to Order** - Chair Julie Door 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. Joe Bushnell, City of Tacoma Councilmember | present |
| 3. Bruce Dammeier, Pierce County Executive | present |
| 4. Kathy Hayden, City of Sumner Mayor | present |
| 5. Matt Holm, Central Pierce Fire & Rescue Commissioner | present |
| 6. Connor McCarthy, City of Tacoma Councilmember | present |
| 7. J. Kelly McClimans, City of Bonney Lake Councilmember | present |
| 8. Pat McElligott, East Pierce Fire & Rescue Commissioner | present |
| 9. Dan Rankin, West Pierce Fire & Rescue Commissioner | present |
| 10. Derek Young, Pierce County Councilmember | present |
| 11. Julie Door, City of Puyallup Councilmember | present |

III. **Transition Team Recognition**

- Chair Julie Door introduced the Transition Team members and extended her gratitude for their efforts during the transition of employees to the new Public Safety Communications Center. She noted that she and former Chair Lillian Hunter and former Boardmember Robert Thoms had the opportunity to interact with the Transition Team and that she was impressed with their participation in helping employees in four different locations come together in one building.

Boardmember Dammeier joined the meeting at 9:06 am.

- Members acknowledged for their participation on the Transition Team include:
 - Katie Baker, Communications
 - Amanda Easley, Records
 - Kelly Hicks, Records
 - Jan Kurz, Admin/HR
 - Patty O'Connor, Records
 - Stella Ramirez, Admin/Finance
 - Laura Redding, Communications
 - Ethan Trimble, Communications
 - Tina Wood, Communications

IV. **Public Comment** – None

V. **Consent Agenda**

1. A motion was made to approve the consent agenda as presented with an amendment to the agenda moving Motion 2022-06 under action items to other business (Young); 2nd (Rankin), passed – unanimously.

VI. Chair Comments

- Chair Door welcomed Boardmember Joe Bushnell, Boardmember Kathy Hayden and Boardmember Connor McCarthy to the South Sound 911 Board of Directors. She noted a new boardmember orientation will be held on March 9, 2022 and invitations to the orientation are being extended to other members of the boardmembers respective councils. She asked that Clerk of the Board Mandy Walters be notified if others are attending for public notice purposes.
- Chair Door announced that a discussion will take place at the February meeting to discuss the 2022 Board of Directors meeting format.
- Chair Door congratulated Boardmember Dan Rankin on his appointment to President of the Washington State Fire Commissioner Association.
- Boardmember Kelly McClimans was acknowledged for his service on the South Sound 911 Board of Directors and his participation with the Finance Committee.

VII. Committee & Other Reports

1. Finance Committee Briefing – Finance Chair Michael Brandstetter
 - Finance Chair Michael Brandstetter advised that the Finance Committee met earlier this month and discussed the uncertainty of implementing the WA Cares payroll tax. It was noted the Committee concurred with the Executive Director’s decision to hold off on collection of the tax until further legislative action.
 - The Finance Committee discussed the status of transitioning E911 Program Office contracts. He noted a budget amendment is anticipated at the April board meeting to account for additional revenues and expenditures associated with the transition.
 - Finance Chair Brandstetter discussed the proposed Teamsters contract and the COLA recommendation for non-represented and Fire Guild employees. Vice-Chair Young noted his concern about discussion prior to the closed session and Chair Door clarified the Finance Committee discussion was regarding fairness and equitability to all employees regarding the recommendation for the COLA.
 - It was noted the Finance Committee discussed the increase in the WCIA assessment and the budgetary impacts.
2. PSCOC Report – Chief Pete Fisher
 - No report provided
3. Radio System Providers Update – City of Tacoma & CCN
 - No report provided
 - Executive Director Deborah Grady noted a document from a recent steering committee meeting was included in the packet.

VIII. Staff Updates

1. Executive Director Briefing – Executive Director Deborah Grady
 - Executive Director Grady discussed an opportunity that resulted from an outage where neighboring PSAPs had calls transferred to Spokane. The new South Sound 911 facility is

now able to provide space to assist other agencies and there is an opportunity for reciprocation while we are waiting for the improvements to the 35th Street backup facility.

- Executive Director Grady informed the Board that year-end phone data is still being evaluated due to the new 911 phone system.
 - COVID cases increased following the holidays, with a total of 40 confirmed cases during the current outbreak. Cumulatively, there are almost 90 employees with confirmed cases and our current agency-wide vaccination rate is at 78%.
 - Staffing levels remain under the budgeted authority and we continue to vigorously recruit employees.
 - Executive Director Grady announced the 911 Program Team led by former South Sound 911 employee Kathy Loye, which includes Training Coordinator Carly Swanson, 911 Education Coordinator Kris McNamar and 911/GIS Coordinator Tim Hannah. The team has begun outreach to the other PSAPs (TFD, WSP, JBLM and Puyallup Tribal). She thanked Tim Lenk from Pierce County DEM for his help in transitioning duties to Kathy Loye.
 - In the 2021 Annual Legislative Update from the State 911 Advisory Committee, South Sound 911 was recognized for the consolidation to the new facility and for the technology sharing agreement with JBLM.
 - Executive Director Grady reported that she provided a briefing on South Sound 911 to the Pierce County Public Safety Committee and noted that she plans to offer similar updates to city councils.
 - It was noted the virtual platform for future South Sound 911 Board of Directors meetings will be moved to Zoom at the request of the Chair and Vice-Chair. The Board was reminded of the Strategic Retreat currently scheduled for June 8, 2022.
 - Boardmember Dammeier noted that Kathy Loye is a good addition to the 911 Program Team and inquired about law enforcement call processing time. Discussion ensued regarding the effects of the new phone system and implementation of Priority Dispatch software on call statistics. Boardmember Dammeier noted that transfer times were trending upward from May to September and asked if that was going to continue to be an upward trend. Executive Director Grady noted that implementation of universal call-taking will eliminate call transfers, except those to Tacoma Fire Communications.
 - Boardmember Brandstetter asked about a new date for the year-end employee event. Executive Director Grady noted the date may be changed later this week and that it will be a virtual format. The family event has been postponed due to COVID issues.
 - In discussions regarding staffing shortages, Chair Door noted that staffing is a statewide problem affecting many agencies.
2. Operations and Facility Update – Deputy Director Mark Mears
- Deputy Director Mark Mears briefly reported on operations, noting the COVID impacts previously discussed.
 - The recent snow storm resulted in evaluation of maintenance needs to adequately remove snow and ice for employee safety.
 - Final work on the PSCC includes refining the HVAC system, completing door security and intercoms and completing the fence. Fire suppression system repairs were recently completed.

- The changeover of the new generator at the 35th Street backup facility is anticipated for February 1, 2022, but may be postponed due to supply issues.
 - Progress continues to be made on the Universal Call Taking (UCT) initiative. Two of three groups have completed training and future training will be developed into the new hire process.
 - Work is continuing on developing bid documents for the remodel of the 35th Street backup facility.
3. Support Services Update – Deputy Director Scott Hamel
- Deputy Director Scott Hamel provided a recap from last year when the front counter was closed for firearm permitting, which resulted in a significant backlog. There was a significant drop in wait time when additional fingerprinting options were added; however, another backlog was created on the processing side. It was noted that we are now on a very good trend in decreasing wait time for CPLs.
4. Legal Update – General Counsel Peter Beckwith
- General Counsel Peter Beckwith provided a highlight of SB5555 which establishes minimum training and a certification process for telecommunicators. There was a public hearing last Friday and most were in support of the bill. He noted that 31 other states have implemented standards and the bill intends to enhance the profession by classifying telecommunicators as first responders.
 - It was noted that Teamsters 117 had not supported this initiative in the past, but took a neutral position on this bill. There is a currently a meeting on the bill and General Counsel Beckwith anticipates it moving to the senate floor for approval.

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

- The Board of Directors went into closed session at 9:50 am and Chair Door announced that further board action would occur after the closed session.
- The Board of Directors meeting resumed at 10:14 am.

X. Action Items

1. Motion 2022-04 to authorize the Executive Director to enter into a 2021-2024 Collective Bargaining Agreement with Teamsters 117
 - A motion was made (Young), 2nd (Dammeier).
 - Chair Door called for a vote on the floor – passed unanimously.
2. Motion 2022-05 to authorize an amendment to the classification plan for non-represented employees
 - A motion was made (Young), 2nd (Rankin).
 - Chair Door called for a vote on the floor – passed unanimously.
3. Motion 2022-07 to authorize an amendment to the Hill International, Inc. contract in the amount of \$33,015 to cover project close out, claim management, and consulting services for the PSCC project
 - A motion was made (Young), 2nd (Rankin).
 - Chair Door called for a vote on the floor – passed unanimously.

4. Motion 2022-08 to authorize in substantially the same form an amendment to the Priority Dispatch Corp. contract in the amount of \$283,120 in 2022, not including applicable taxes, for additional software licensing and training
 - A motion was made (Young), 2nd (Rankin).
 - Chair Door called for a vote on the floor – passed unanimously.

XI. **Other Business / Announcements**

- General Counsel Beckwith discussed Motion 2022-06 that was removed from action items. He noted that historically we enter into an annual agreement with Pierce County to receive a share of the \$0.50 portion of the E911 Excise Tax retained by the Pierce County E911 Program Office. The proposed PSAP Participation agreement discusses the transition of the E911 Program Office to South Sound 911 and Pierce County has requested that all agreements relating to funding be approved by Pierce County prior to the South Sound 911 board taking action. He noted he was not aware of any changes in the agreement, and believes the County wants to ensure there are no conflicts.
- Boardmember Dammeier noted that Pierce County would like the PSCC Financing agreement, the Interlocal Funding agreement and the PSAP Participation agreement aligned. He does not believe there is any contention, Pierce County would like them reviewed at the same time.
- Boardmember McElligott asked Boardmember Dammeier if this was going to be a legal discussion or a budget & finance discussion and Boardmember Dammeier noted that both are involved.
- Chair Door requested that General Counsel Beckwith reach out to Pierce County to be involved in the discussion.
- Vice-Chair Young added that he wanted the Board to be clear that there was no concern and the Council will take action as soon as finance and legal have reviewed.
- Chair Door announced that Councilmember Lisa McClellan is on the line and noted that she will be an alternate board member for the City of Fife beginning in February.

XII. **Adjournment**

- The meeting was adjourned at 10:28am.

Janet Caviezel, Acting Clerk of the Board