SOUTH SOUND 911
YOUR CONNECTION TO POLICE, FIRE AND MEDICAL AID

Board of Directors Meeting Minutes

Meeting Date: September 16, 2026
Meeting Time: 9:00 a.m.
Meeting Place: South Sound 911/Zoom

I. **Call to Order** – Chair Rumbaugh called the meeting to order at 9:00 a.m.

II. **Roll Call** –

- Michael Brandstetter, City of Lakewood Councilmember — present
- Joe Bushnell, City of Tacoma Deputy Mayor — present
- Scott Casebolt, West Pierce Fire & Rescue Commissioner — excused
- Robyn Denson, Pierce County Councilmember — present
- Matt Holm, Central Pierce Fire & Rescue Commissioner — present
- Kerri Hubler, City of Bonney Lake Councilmember — present
- Pat Hulcey, City of Fife Councilmember — present
- Dennis King, City of Puyallup Councilmember — present
- Ryan Mello, Pierce County Executive — present
- Sarah Rumbaugh, City of Tacoma Councilmember — present
- Pat McElligott, East Pierce Fire & Rescue — present

III. **Public Comment**
No public comment.

IV. **Approval of Agenda**

- A motion was made to approve the Agenda (McElligott); 2nd (Bushnell); passed unanimously.

Boardmember King joined the meeting at 9:01 a.m.

V. **Consent Agenda**

1. Boardmember Brandstetter asked for further discussion of Resolution 2026-11 to approve the South Sound 911 Fee Schedule.
    - Boardmember Brandstetter requested clarification of section 2, "As rates expire or require modification, the Executive Director may remove the expired rate entries without affecting amounts previously billed, paid, outstanding, or uncollected and is authorized to implement further updates to the fee schedule as required by law changes or governmental action, subject to annual ratification by the Board."
        - Executive Director (ED) Yamamoto responded this additional language is the result of the Washington State Patrol (WSP) recently notifying agencies that the Federal Bureau of Investigation (FBI) is increasing fingerprint fees by $3.00. The resultant change is mid-year and not during the normal timeframe. The additional language allows for the Executive Director to approve fee changes rather than bring an amendment to the Board each time a change is made outside the normal schedule, and to then ratify it with the Board during the annual fee schedule update.
        - Boardmember Brandstetter expressed concern that the Board may fall behind on awareness of the issue, and believes the Board should retain the authority to

approve these changes when they occur. He noted, the language does not appear to resolve an ongoing issue.
    - ED Yamamoto advised the authority to approve these changes would fall only under circumstances when it is required by law or governmental action during the interim, and does not remove the authority of the Board when it comes to official approval.
- Boardmember Hubler asked if by leaving the language in as is, whether it would be resolved by having the Executive Director notifying the Board of any upcoming changes, with the intent of discussing it at the next Board of Directors meeting.
- Boardmember Brandstetter asked if there's a motion to make an amendment to the resolution how should the Board proceed.
    - General Counsel (GC) Rosenberg recommended moving the resolution to the "Other Business" portion of the agenda for further discussion and action, and for the Board to make a motion to approve the remainder of the consent agenda.

2. A motion was made to remove Resolution 2026-11 from the Consent Agenda (McElligott); 2nd (Bushnell); passed unanimously.
3. A motion was made to approve the remainder of the consent agenda as presented (McElligott); 2nd (Bushnell); passed unanimously.
    - Approval of the minutes of the August 19, 2026 Board of Directors Meeting.
    - Motion 2026-24 to authorize payment of the Hexagon Computer-Aided Dispatch (CAD) Annual Maintenance in an amount not to exceed $909,275 plus any applicable sales tax.
    - Resolution 2026-12 to designate a Registered Agent for Service, Notice, or Demand, and to Receive Claims for Damages.

VI. **American Legion Award Presentation – Nicholas Blum, Commander Post 67; Commander, 4th District, Department of Washington**

- Commander Nicholas Blum and former Commander Rex Faubion presented, on behalf of Post 67 of the American Legion, the annual awards for going above and beyond in emergency communications to Telecommunicators Katie Varga and Chey Greenway.
- Chair Rumbaugh and Boardmember Holm commended Telecommunicators Varga and Greenway for their hard work, and ability to stay calm and focused during these emergency calls.

VII. **Committee & Other Reports**

1. Bylaws & Charter Committee Update – Boardmember Kerri Hubler and General Counsel (GC) Kendra Rosenberg.
    - Boardmember Hubler thanked committee members Joe Bushnell, Michael Brandstetter, and John Lane for their work on the Bylaws and Charter Committee, as well as ED Yamamoto and GC Rosenberg.
    - GC Rosenberg and Boardmember Hubler reviewed the proposed changes to the following articles and sections:
        - Article II – Purpose and Duties
        - Article III – Organization
            - Section 1 – Governing Board
                - Chair Rumbaugh requested clarification on how the agencies are determined.

- GC Rosenberg responded the agencies represented are based on the largest communications assessment and services provided by South Sound 911.
- ED Yamamoto confirmed the Board seats are not reserved for specific agencies, and the composition of the Board could change based on the annual communications assessment.
- Boardmember Brandstetter clarified any changes to the Board seats based on the assessment would occur in January at the start of the year after budget approval in the fall; so agencies would know in advance of any upcoming seat changes.

        - Section 2 – Officers
        - Section 5 – Code of Ethics
        - Section 7 – Finance Committee
        - Section 8 – Public Safety Communications Operations Committee (PSCOC)
            - Chair Rumbaugh asked if this change had been shared with PSCOC and discussed.
                - GC Rosenberg confirmed it has not been shared with PSCOC, but the cleanup language can be shared with the committee.
    - Article IV – Meetings
        - Section 1 – Regular Meetings
        - Section 2 – Special Meetings
        - Section 3 – Quorum
            - Chair Rumbaugh discussed her preference for the boardmember leading the meeting to be present in-person, which is why the Vice-Chair has led previous meetings when the Chair was only able to attend virtually.
            - Boardmember Holm recommended when asking to be excused, the Boardmember will submit a request in advance to the Chair or the Clerk of the Board, so only one notification needs to be sent.
        - Section 5 – Public Comment
        - Section 7 – Telephonic or Virtual Participation
        - Section 8 – Voting
        - Section 9 – Cancellation of Meetings
    - Article V – Administration – Section 2 – Budget
- Chair Rumbaugh asked what the next steps are for the Board of Directors.
    - GC Rosenberg advised the changes will made and a resolution presented to the Board at the October meeting, which satisfies the minimum 30-day notification. The resolution will not include the officer election and election timeframe as those first need to go before the Tacoma City Council for approval. Should the Tacoma City Council approve the proposed changes, an amendment will be made to the bylaws at a future Board of Directors meeting.

VIII. **Staff Reports**

1. Executive Director (ED) Briefing – ED Kevin Yamamoto
    - ED Yamamoto presented the Heroes Wear Headsets segment – Major Brush Fire on State Route (SR) 512 (Telecommunicators: Allison Cobb, Jazlyn Filion, Bella Guzman, Taylor McCrea, Samantha Vandegrift, Katie Varga; Law Dispatchers: Jessi Blankenship,

Ashley Brandon, Kiersten Madsen, Cody Rosier, Andrew Tan, Bailey Webster, Kris Woodrow; Fire Dispatchers: Brandi Jones, Val Tye, Justin Wood).

- Chief of Operations Kathy McAlpine presented the Heroes Wear Headsets segment – Suicidal Caller (Telecommunicator: Miguel Garcia).

IX. **Chair Comments**

- Chair Rumbaugh gave her time to Boardmember Denson who reissued an invitation to the Board of Directors and partner agencies to attend the Pierce County Suicide Prevention Summit this Friday, September 18, and to spread awareness with other public safety agencies and first responders to attend.
- Chair Rumbaugh invited Boardmember King to share updates regarding the Washington State Fair.
    - Boardmember King confirmed safety is paramount at the fair, and the event continues to be a large draw with attendance numbers slightly up over the previous year.

X. **Other Business / Announcements**

- Resolution 2026-11 to approve the South Sound 911 Fee Schedule.
    - Chair Rumbaugh reiterated section 2 of the resolution, and whether to keep or remove the language that would give the Executive Director the authority to make changes to the fee schedule prior to Board approval when required by law or governmental action.
    - Boardmember Bushnell believes the Board is covered with the inclusion of the "required by law" language. Regardless of how the Board feels about the change, if required by law, the fee schedule will need to be changed. The language allows for the Executive Director to make those changes prior to approval of the Board of Directors. This would also eliminate any potential for a gap in collecting those funds.
    - Vice-Chair McElligott recommended leaving the language as presented, noting the Executive Director was hired to do what is necessary in the Board's absence; and the Board will be made aware when a major change occurs with the fee structure, otherwise it is unnecessary to vote on minimal changes every month.
    - Boardmember Holm reiterated the previous suggestion to have the ED send a notification to the Board when an unusual change occurs, which would then be discussed at the next Board of Directors meeting; but otherwise agreed, the ED should have the authority to make the change.
        - ED Yamamoto confirmed the language can be amended to note the ED will notify the Board when utilizing the provision.
    - Boardmember Brandstetter recommended removing the "or governmental action" language and the provision only be utilized when it is required by law.
    - Vice-Chair McElligott recommended amending Resolution 2026-11 – Section 2. Update to Fee Schedule language, "…the Executive Director may remove the expired rate entries without affecting amounts previously billed, paid, outstanding, or uncollected and is authorized to implement further updates to the fee schedule as required by law ~~or governmental action~~, subject to advanced notice by the Executive Director and annual ratification by the Board."
    - A motion was made to approve Resolution 2026-11 to approve the South Sound 911 Fee Schedule (Brandstetter); 2nd (Bushnell). *(Clerk noted a scrivener's error*

in the draft minutes which indicated this motion was "passed unanimously". The corrected version has been filed.)

- A motion was made to amend Resolution 2026-11 to remove "governmental action" and add "advanced notice by the Executive Director" (McElligott); 2nd (Bushnell); passed unanimously.
- A motion was made to approve Resolution 2026-11 as amended (McElligott); 2nd (King); passed unanimously.

Chair Rumbaugh called for a 5-minute recess at 10:11 a.m. to allow Board members to move to the Summit Room for Executive session.

XI. **Executive session pursuant to:**

1. RCW 42.30.110(1)(g) – to discuss performance of a public employee.
   - Chair Rumbaugh called the executive session to order at 10:16 a.m. in the Summit Room at South Sound 911 – 3580 Pacific Avenue, Tacoma, WA 98418. Expected session duration is 5 minutes, to end at 10:21.
   - Present in the executive session: Board Chair Sarah Rumbaugh, Board Vice-Chair Pat McElligott, Boardmember Michael Brandstetter, Boardmember Joe Bushnell, Boardmember Robyn Denson, Boardmember Matt Holm, Boardmember Kerri Hubler, Boardmember Pat Hulcey, Boardmember Dennis King, Boardmember Ryan Mello, Board Alternate John Lane, Executive Director Kevin Yamamoto, General Counsel Kendra Rosenberg, Administrative Services Manager Marlena Lybarger, Human Resources (HR) Director Ryann Robinson.
   - HR Director Robinson exited executive session at 10:21.
2. RCW 42.30.110(1)(g) – to discuss performance of a public employee.
   - Chair Rumbaugh called the executive session to order at 10:21 a.m. Expected session duration is 15 minutes, to end at 10:36.
   - Present in the executive session: Board Chair Sarah Rumbaugh, Board Vice-Chair Pat McElligott, Boardmember Michael Brandstetter, Boardmember Joe Bushnell, Boardmember Robyn Denson, Boardmember Matt Holm, Boardmember Kerri Hubler, Boardmember Pat Hulcey, Boardmember Dennis King, Boardmember Ryan Mello, Board Alternate John Lane, Executive Director Kevin Yamamoto, General Counsel Kendra Rosenberg, Administrative Services Manager Marlena Lybarger.
   - The executive session was extended 15 minutes at 10:37, to end at 10:52 a.m.
   - ED Yamamoto exited the executive session at 10:43 a.m.
   - The executive session was extended 10 minutes at 10:52, to end at 11:02 a.m.
   - The executive session was extended 10 minutes at 11:03, to end at 11:13 a.m.
   - ED Yamamoto re-entered the executive session at 11:07 a.m.

The regular meeting was called back to order at 11:15 a.m.

XII. **Adjournment** – a motion was made to adjourn the meeting (McElligott); 2nd (King); passed unanimously. The meeting was adjourned at 11:16 a.m.

Jamie Rawlings, Administrative Clerk