.

Eastside Public Safety

Communications Agency



**Executive Board**

**City of Bellevue**

**City of Kirkland**

**City of Redmond**

**City of Mercer Island**

**City of Issaquah**

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**EXECUTIVE BOARD**

**SUMMARY OF MINUTES**

May 10, 2018 Redmond City Hall

10:00 a.m. Council Conference Room, Lobby Level

 Redmond, Washington

PRESENT: Kurt Triplett, Emily Moon

ALTERNATES: Jane Christenson (John Marchione), Mike Mandella (Steve Heitman)

ABSENT: Brad Miyake

OTHERS PRESENT: Scott Hatfield (by phone), Kale Fong

1. Call to Order

The meeting was called to order at 10:09 a.m. by Kurt Triplett, who presided.

1. Roll Call

3. Approve Agenda

Jane Christenson motioned to approve the agenda, it was seconded by Mike Mandella and carried 4-0.

4. Consent Agenda

 a) Approval of Minutes of April 12, 2018

Emily Moon motioned to approve the Consent Agenda, it was seconded by Mike Mandella and carried 4-0.

5. Action Items

 a) Revised EPSCA Training & Transition Coordinator – Scott Hatfield

Scott Hatfield reported he has made some changes to the new EPSCA position job description. The title has been renamed from Operations & Training Coordinator to Training & Transition Coordinator to more accurately reflect the duties of the position and more details have been added to the same end. Following further input, the expected salary range has been increased to draw in a pool of candidates with the experience and expertise necessary to perform well in the position. Kurt Triplett added language for the position to work with and be accountable to the Executive Board and Chair as well as EPSCA Executive Director on projects, tracking, reporting & monitoring progress, and duties as assigned. There was also language added for post-transition collaboration with the future EPSCA PSERN representative and attending not only PSERN meetings but PSERN subcommittees and task forces as appropriate. Jane Christenson added language regarding strong interpersonal and communications skills. The interested candidate list will be compiled by June 1, 2018 and be reviewed at the next Executive Board meeting.

Mike Mandella motioned to approve the job description as revised, it was seconded by Jane Christenson and carried 4-0.

b) Resolution R-20: Funding Training & Transition Coordinator using Reserve Funds

Emily Moon motioned to approve Resolution R-20, it was seconded by Jane Christenson and carried 4-0.

c) Elections

Jane Christenson motioned Kurt Triplett to continue as Chair of the EPSCA Executive Board, it was seconded by Mike Mandella and carried 4-0.

Mike Mandella motioned Jane Christenson to continue as Vice Chair of the EPSCA Executive Board, it was seconded by Emily Moon and carried 4-0.

6. Reports

 a) PSERN Update

Scott Hatfield reported that the PSERN project team will provide feedback on the In-building coverage report at the PSERN Joint Board Meeting next Thursday. Jane Christenson reported that the quarterly update was released and that the project may be back on its previous schedule of 2020/2021 completion date. Kurt Triplett reported that at the special meeting, the service level agreement with dispatch centers was approved. He also advised Issaquah and Redmond to ensure their dispatch centers have requested the consoles needed from PSERN.

7. Other/Information

8. Executive Session

9. Adjourn

Being no further business, meeting adjourned at 10:51 a.m.

**Next Meeting**

**Scheduled for:**

**June 14, 2018**

**10:00 a.m.**