

Regional Crisis Response Agency
Executive Board Meeting
July 6, 2023

11:00 AM – 12:00 PM
[Click here to join the meeting](#)
Meeting ID: 236 347 370 06
Passcode: Vj34rJ

--On-site option available--
Kirkland City Hall
123 5th Ave, Kirkland, WA, 98033
Peter Kirk Room, Lower Level

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting June 1, 2023
- 5) Adoption of Resolution R-2023-14 Authorizing RCR Executive Director Approval Authority
- 6) Executive Director Report
- 7) Principals Assembly Debrief
- 8) Good of the Order
- 9) Adjournment

Regional Crisis Response Agency
Executive Board Meeting Minutes
June 1, 2023

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- 1) Call to Order
Board President Kurt Triplett called the meeting to order at 11:01 am.
- 2) Roll Call
Members Present: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 3) Items from the Audience
None presented.
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting May 4, 2023
Phillip Hill moved to approve, seconded by Bristol Ellington.
Vote: Motion carried 5-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 5) Adoption of Resolution R-2023-12 Appointing Members of the RCR Operations Board
Bristol Ellington moved to adopt Resolution R-2023-12 Appointing Members of the Operations Board, seconded by Kyle Stannert. Kyle Stannert moved to amend Resolution R-2023-12 with an update to Grace Meyer's agency as "City of Bothell", seconded by Phillip Hill.
Vote: Motion as amended carried 5-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 6) Adoption of Resolution R-2023-13 Adopting Existing Operational and Safety Policies
Phillip Hill moved to adopt Resolution R-2023-13 Adopting Existing Operational and Safety Policies, seconded by Stephanie Lucash.
Vote: Motion carried 5-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington.

7) Discussion of the proposed agenda for Principals Assembly meeting June 28, 2023

The Board provided feedback and suggestions on the proposed Principals Assembly meeting agenda. Executive Director will send a list of Principals Assembly members appointed by their Principals and a finalized agenda packet to the Executive Board in advance of the June 28, 2023 meeting.

8) Executive Director Report

Executive Director provided an update on RCR operations and answered questions from the Board. Executive Director shared a brief background on the Washington State Legislature HB 1477, establishing the Crisis Response Improvement Strategy (CRIS) Committee and Steering Committee. Phillip Hill discussed recent resignations from the CRIS Committee in protest of lack of engagement with the first response system and suggested the Executive Board or Principals Assembly consider some formal position. Executive Director will provide a policy brief to the Board regarding the CRIS Committee.

9) Good of the Order

None presented.

10) Adjournment

The RCR Executive Board Regular Meeting of June 1, 2023 adjourned at 11:48 am.

Kurt Triplett, President

Attest:

Heather Lantz-Brazil, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: June 20, 2023

Subject: AUTHORIZING RCR EXECUTIVE DIRECTOR APPROVAL AUTHORITY

RECOMMENDATION:

That the RCR Executive Board authorize RCR Executive Director Approval Authority by Resolution R-2023-14.

BACKGROUND DISCUSSION:

At the May 4, 2023 Executive Board meeting, exploring a resolution for setting the signature authority for RCR was discussed at the “Upcoming Agenda Items” portion of the meeting. The RCR Executive Director and RCR Administrative Assistant researched the signature authority for Program Managers, Directors, City Managers/Administrators, and Councils at the five RCR Agency principals, Northeast King County Regional Public Safety Communication Agency (NORCOM), and Puget Sound Emergency Radio Network (PSERN) as shown below.

<u>Entity</u>	<u>Program Manager</u>	<u>Director</u>	<u>City Manager/ Administrator</u>	<u>Council or Governing Board</u>	<u>Notes</u>
Bothell	< \$5K	< \$30K	< \$100K	≥ \$100K	Ordinance No. 2375 – Revises City Procurement Policy; repeals Ord. 2256
Kenmore	< \$10K	PW: ≤ \$25K Other: ≤ \$50K	PW: ≤ \$50K Other: > \$50K	> \$50K	Kenmore Purchasing and Contracting Policies and Procedures
Kirkland	< \$7.5K	< \$50K	≥ \$50K	≥ \$50K	Contract ≥ \$50K awarded by Council or City Manager (depends on type) Purchase Contract ((KMC 3.85.080(a)) Interlocal Agreement (KMC 3.16.065(a)) Professional Srvcs (KMC 3.16.065(b)) Grants (Kirkland Admin Policy 3-4) Purchase Orders (KMC 3.85)
Lake Forest Park		PW: \$50K All others: \$30K		Over amounts listed	Resolution No. 1399 – Establishing Delegated Authority for Certain Types of Contracts, Grant Applications, and Establishing Reporting Requirements
Shoreline	≤ \$10K	≤ \$50K	> \$50K & ≤ \$100K	> \$100K	SMC 2.60 Purchasing
NORCOM		Bidding thresholds: Purchase: \$7.5K Purchase Contract: \$15K		> \$50K	Complies with most restrictive purchasing thresholds of its principal establishing entities as required under RCW 39.34.080
PSERN	Up to \$5K	Individually adds ≤ \$200K in contract costs		> \$200K	Project Director authority per PSERN ILA, Exhibit 1 Contracting Plan

The City of Kirkland acts as the Fiscal Agent for the RCR Agency per the Interlocal Agreement Section 15(b) and provides RCR Staff standard fiscal services, including billing, invoicing, account receivables/payables, revenue receipt, investment of funds, expenditure recording, and payroll per the Service Level Agreement (SLA) Section D(2) between the City of Kirkland and the RCR Agency.

The SLA also states in Section F. Policies:

*“The Agency hereby approves the application of and adopts, for the purposes of this Agreement, the City’s policies and procedures related to the services to be provided and the employees to be loaned by the City to the Agency hereunder. Such policies and procedures include, but are not limited to, policies and procedures relating to information technology, facilities, **Fiscal Agent, financial, and personnel.**”*

The City of Kirkland’s fiscal authority thresholds fall within the norm when compared to the five principals, NORCOM and PSERN.

Board Action Requested:

It is recommended that the Board authorize RCR Executive Director Approval Authority of less than fifty thousand dollars as “Director” per City of Kirkland’s fiscal policies by Resolution R-2023-14 attached.

Suggested motion language:

“Move to adopt Resolution R-2023-14 Authorizing RCR Executive Director Approval Authority of less than fifty thousand dollars as “Director” per City of Kirkland’s Fiscal Policies.”

List of Attachments

Resolution R-2023-14 Authorizing RCR Executive Director Approval Authority

RESOLUTION R-2023-14

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE (RCR) AGENCY AUTHORIZING RCR EXECUTIVE DIRECTOR APPROVAL AUTHORITY.

WHEREAS, the Cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline have formed the Regional Crisis Response (RCR) Agency by interlocal agreement (ILA) to provide consolidated and expanded mobile crisis response services to the five-city region; and

WHEREAS, the City of Kirkland acts as the Fiscal Agent for the RCR Agency per the ILA Section 15(b); and

WHEREAS, Brook Buettner was appointed by majority vote through Resolution R-2023-08 to the position of Executive Director of the RCR Agency; and

NOW, THEREFORE, be it resolved by the Executive Board of the RCR Agency as follows:

Section 1. The Executive Director is hereby authorized the approval authority of less than fifty thousand dollars as “Director” per Kirkland’s Fiscal Policies, including the following:

Purchase Contract [Kirkland Municipal Code (KMC) 3.85.080(a)]
Interlocal Agreements (KMC 3.16.065(a))
Professional Services (KMC 3.16.065(b))
Grants (Kirkland Admin Policy 3-4)
Purchase Orders (KMC 3.85)
Pay/Recurring obligations
Purchase Card statements
Claim for Expenses
Petty Cash

Passed by majority vote of the RCR Executive Board in open meeting this 6th day of July, 2023.

Signed in authentication thereof this ____ day of July, 2023.

Kurt Triplett, President

Attest:

Heather Lantz-Brazil, Secretary