

Regional Crisis Response Agency
Executive Board Meeting
September 7, 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 July 6, 2023
- 5) Mid-Biennium Budget Timeline Presentation
- 6) Executive Session pursuant to RCW 42.30.110(1)(g) for 6-month Executive Director Performance Review
- 7) Executive Director Report
 - a. Operations Board
 - b. Hiring and Operations
 - c. Community Visioning Process
 - d. Principals Assembly
- 8) Good of the Order
- 9) Adjournment

Regional Crisis Response Agency
Executive Board Meeting Minutes
July 6, 2023

11:00 AM – 12:00 PM
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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 June 1, 2023
Bristol Ellington moved to approve, seconded by Phillip Hill.
Vote: Motion carried 5-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 5) Adoption of Resolution R-2023-14 Authorizing RCR Executive Director Approval Authority
Bristol Ellington moved 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, seconded by Kyle Stannert.
Vote: Motion carried 5-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 6) Executive Director Report
Brook Buettner, RCR Executive Director reported on:
RCR Operations including the Radio Air Project and an update on RCR Facilities;
RCR staffing; RCR grant funding; University of Washington’s Landscape Analysis for WA State Legislature on Co-Response: An Essential Crisis Service; and opportunities for the RCR Executive Director to engage as appropriate with CRIS or subcommittee work, work with King County to integrate the crisis system

and the 911/ first response system locally and regionally. RCR Executive Director answered questions from the RCR Executive Board.

Elizabeth Adkisson, City of Kirkland Administrative Services Manager was introduced and shared the City of Kirkland Fiscal Agent Support Team's plan for RCR's billing structure, grants status, asset management, mid-biannual budget adjustment process, and reporting for RCR leadership (monthly) and quarterly for the RCR Executive Board beginning November 2023 for June through September 2023.

- 7) Principals Assembly Debrief
The RCR Executive Board discussed outcomes and feedback from the RCR Principals Assembly meeting on June 28, 2023.
- 8) Good of the Order
Kyle Stannert, Bothell City Manager reported potential partnership with NORCOM.
Phillip Hill, Lake Forest Park City Administrator discussed potential for partnership with NORCOM.
Stephanie Lucash, Board Vice-President reported Rob Karlinsey, Kenmore City Manager will be attending the next Executive Board meeting in her absence.
- 9) Adjournment
Board President Kurt Triplett adjourned the meeting at 11:56 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: August 30, 2023

Subject: EXECUTIVE SESSION PURSUANT TO RCR 42.30.110(1)(g) FOR 6-MONTH EXECUTIVE DIRECTOR PERFORMANCE REVIEW

RECOMMENDATION:

That the RCR Executive Board review the performance of the Executive Director at the 6-month period to consider a potential step increase to Step 6.

BACKGROUND DISCUSSION:

A first priority of the newly formed RCR Agency was to recruit and hire its first Executive Director. Brook Buettner was appointed to the position of Executive Director, and the Board President was authorized and directed to enter into an Employment Agreement through Resolution R-2023-08 passed by majority vote in open meeting on March 16, 2023 and signed into authentication on March 29, 2023.

The Executive Director Employment Agreement with RCR Agency Section 1.B. states the employment of Brook Buettner as Executive Director shall be effective March 20, 2023. Section 2.B. and states that the Executive Board will evaluate the performance of the Executive Director at the time the Employment Agreement has been in effect for its initial period of six months to consider a potential step increase to Step 6.

Board Action Recommended

It is recommended the Board adjourn to Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of the Executive Director at the 6-month period to consider a potential step increase to Step 6.