



Regional Crisis Response Agency  
Executive Board Meeting  
April 3, 2025

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa-gov.zoom.us/j/88652463332?pwd=tMWV1gTzBTjGGwt31yO27xtajkIZIM.1>

Meeting ID: 886 5246 3332

Passcode: 849977

*--On-site option available--*

Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Norkirk Room, Upper Level

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
  - a. Minutes from Regular Meeting March 6, 2025
- 5) Executive Session pursuant to RCW 42.30.110(1)(g) for Executive Director Annual Performance Review
- 6) 2023-2025 WASPC Mental Health Field Response Team Grant Budget Adjustment Fiscal Note
- 7) 2024 Annual Report Data Dashboard
- 8) Executive Session pursuant to RCW 42.30.110(1)(g) to Discuss Personnel Matters
- 9) Executive Director Report
- 10) Good of the Order
- 11) Adjournment



Regional Crisis Response Agency  
Executive Board Meeting Minutes  
March 6, 2025

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa.gov.zoom.us/j/88652463332?pwd=tMWV1gTzBTjGGwt31yO27xtajkIZIM.1>

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- 1) Call to Order  
Board President Kurt Triplett called the meeting to order at 11:03 a.m.
- 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 February 6, 2025  
Bristol Ellington moved to approve the February 6, 2025 meeting minutes, seconded by Phillip Hill.  
Vote: Motion passed 5-0  
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington
- 5) Executive Session pursuant to RCW 42.30.110(1)(g) for Executive Director Annual Performance Review  
  
Entered Executive Session – 11:05 a.m.  
Exited Executive Session – 11:25 a.m.
- 6) 2024 Budget to Actuals Report  
RCR Treasurer and Kirkland Finance and Administration Director Michael Olson presented the 2024 Budget to Actuals Report highlights. Staff received feedback from the Board to bring forward recommendations regarding ending fund balance and rate stabilization as part of a future budget adjustment.
- 7) 2023-2025 WASPC Mental Health Field Response Team Grant Underspend  
RCR Executive Director Brook Buettner presented potential options for a

budget adjustment request to capture underspent funds from the Washington Association of Sheriffs and Police Chiefs (WASPC) grant for the Board's review and consideration. Staff were directed to pursue one vehicle and grocery gift cards.

- 8) Issue Brief: Emerging Trends in 911 and Crisis Response  
RCR Executive Director Brook Buettner presented strategies of collaboration and relationship building, Operations Board Workplan, and monitoring national trends and emerging research to address the emerging trends in 911 and Crisis Response.
- 9) Fiscal Risk Assessment Process  
RCR Executive Director Brook Buettner presented current fiscal risks and non-fiscal risks to the RCR Agency, as well as strategies to offset fiscal risks, such as cost-cutting measures or a pause on contemplated program expansion.
- 10) 2024 Quarter 4 Data Dashboard  
2024 Quarter 4 Data was presented through a written report.
- 11) Executive Director Report  
The Executive Director's Report was presented through a written report.
- 12) Good of the Order  
None presented.
- 13) Adjournment  
Board President Kurt Triplett adjourned the meeting at 12:01 p.m.

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Kurt Triplett, President

Attest:

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Heather Lantz-Brazil, Secretary



**REGIONAL CRISIS RESPONSE AGENCY**  
**123 Fifth Avenue, Kirkland, WA 98033**  
**425-587-3504**  
**info@rcrwa.org**

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## **MEMORANDUM**

**To:** RCR Executive Board

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

**Date:** March 25, 2025

**Subject:** Executive Session pursuant to RCW 42.30.110(1)(g) for Executive Director Annual Performance Review

## **RECOMMENDATION:**

Staff recommends that the Executive Board convene to Executive Session to complete an annual performance review of the Executive Director.

## **EXECUTIVE SUMMARY:**

This recommendation proposes that the Executive Board convene in Executive Session to conclude the annual performance review of Brook Buettner, the Executive Director. Brook Buettner was appointed as Executive Director on March 20, 2023, under an Employment Agreement authorized by the Board through Resolution R-2023-08.

The agreement stipulates that the Executive Board will assess the Executive Director's performance annually and make salary recommendations in line with Fiscal Agent Kirkland's Administrative Policies. As per the agreement, the annual evaluation is due on March 20, 2025. This review will help ensure adherence to policies and determine necessary adjustments.

## **BACKGROUND:**

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 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.

The Executive Director compensation increase to Step 6, effective September 16, 2023, was authorized by majority vote in Executive Session at the October 5, 2023 regular meeting.

Section 2.C. of the Executive Director Employment Agreement states that the Executive Board will evaluate the Executive Director's performance annually and make recommendations to Kirkland regarding merit and any other increases to the Executive Director's salary that are not

automatic under Kirkland's policies, provided that any such merit or other increases shall be awarded consistent with Kirkland policies.

The Board President, as RCR's Fiscal Agent (Kirkland) City Manager was directed to approve a merit-based step increase for the Executive Director in accordance with Kirkland's Administrative Policies (Kirkland APM Policy 4-50 Employee Merit Pay Policy), passed by majority vote in open meeting on May 2, 2024.

The annual evaluation date for the Executive Director is March 20, 2025.

The Executive Board met on March 6, 2025 in Executive Session to conduct the annual performance review of the Executive Director and directed staff to include an Executive Session at the next regular meeting scheduled for April 3, 2025 to conclude the performance review.

**NEXT STEPS:**

It is recommended the Executive Board convene to Executive Session pursuant to [RCW 42.30.110\(1\)\(g\)](#)<sup>1</sup> to complete an annual performance review of the Executive Director.

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<sup>1</sup> "RCW 42.30.110 Executive sessions." *Washington State Legislature*, July 12, 2024, <https://app.leg.wa.gov/RCW/default.aspx?cite=42.30.110&pdf=true>



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## MEMORANDUM

**To:** RCR Executive Board

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

**Date:** March 31, 2025

**Subject:** 2023-2025 WASPC Mental Health Field Response Team Grant Budget Adjustment Fiscal Note

## RECOMMENDATION:

Staff recommends that the Executive Board approve a fiscal note in the amount of \$22,000, sourced from projected salary savings from the vacant Crisis Responder position, to cover the Operations and Maintenance (O&M) and Replacement annual costs for the 2025 and 2026 fiscal years. This funding will support the additional vehicle approved under the Washington Association of Sheriffs and Police Chiefs (WASPC) pass-through grant provided to the City of Kirkland Police Department for Mental Health Field Response Team services.

## EXECUTIVE SUMMARY:

Staff is requesting approval for the appropriation of projected salary savings through a fiscal note (Attachment 1) to cover the Operations and Maintenance (O&M) and Replacement annual costs for 2025-2026. This funding is necessary to support the additional vehicle awarded to the City of Kirkland Police Department under the WASPC pass-through grant.

This memo addresses the Executive Board's request for information regarding the fiscal impact of the O&M and Replacement annual costs for the 2025-2026 fiscal years.

Under the terms of the WASPC grant, the Kirkland Police Department is obligated to maintain ownership of the vehicle for its entire useful life. To meet this requirement, RCR will allocate funding for the O&M and replacement costs, which are estimated to be between \$11k and \$12k annually. Upon the vehicle's end of life, RCR will purchase a replacement vehicle, retain ownership, and continue to account for O&M and Replacement costs in future biennial budgets.

## BACKGROUND:

At the [regular Executive Board meeting on March 6, 2025](#)<sup>1</sup>, the RCR Executive Director provided the Executive Board with the following information:

- Overview of the WASPC Grant History
- Review of WASPC Grant underspend and past successful budget adjustment requests

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<sup>1</sup> "RCR Executive Board Meeting Packet 2025-03-06." *Regional Crisis Response Agency*, March 04, 2025, <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-executive-board-meeting-packet-2025-03-06.pdf>

- Explanation of the current WASPC Grant underspend
- Parameters and scope of potential budget adjustment requests that could be considered by WASPC

Staff recommended that the board consider endorsing a WASPC Grant budget adjustment request to purchase one or two vehicles, contingent on the board's willingness to accept the ongoing costs of vehicle O&M and replacement, along with gift cards in small amounts to be used as engagement items with community members in crisis.

The board directed staff to gather additional information on the fiscal impact of O&M and replacement costs, and in collaboration with the City of Kirkland Police Department, to request funding for one vehicle and engagement item gift cards from WASPC.

#### **NEXT STEPS:**

If the Executive Board approves the staff recommendation and accompanying fiscal note, staff will proceed with the purchase of the new vehicle using WASPC funding. The vehicle must be acquired and in the possession of the City of Kirkland by the end of the grant period on June 30, 2025.

If the Executive Board does not approve the staff recommendation, only the engagement item gift cards from WASPC will be procured.

#### **ATTACHMENTS:**

Attachment 1 – Fiscal Note – O&M and Replacement of WASPC Funded Vehicle

## FISCAL NOTE

## REGIONAL CRISIS RESPONSE AGENCY

Source of Request							
Brook Buettner, Executive Director, RCR							
Description of Request							
Use of \$22,000 of projected salary savings from vacant Crisis Responder Supervisor position to fund Operations/Maintenance and Replacement annual cost for 2025 and 2026 fiscal years for an additional vehicle approved under the Washington Association of Sheriffs and Police Chiefs (WASPC) pass-through grant provided to the City of Kirkland Police Department for Mental Health services.							
Legality/Agency Policy Basis							
Fiscal Impact							
The City of Kirkland is required by the grantor to maintain ownership for the life of the vehicle. RCR will provide funding for the operations/maintenance and replacement costs estimated at \$11k-\$12k annually for the useful life of the vehicle. RCR will then purchase a replacement vehicle and retain ownership; continuing to include the cost of O/M and Replacement in the biennial budgets going forward.							
Recommended Funding Source(s)							
	Description	2026 Est End Balance	Prior Auth. 2025-26 Uses	Prior Auth. 2025-26 Additions	This Request	Revised 2026 End Balance	2026 Target
Reserve							
Revenue/Exp Savings	\$22,000 of projected salary savings from the vacant Crisis Responder Supervisor position will fund this request.						
Other Source							
Other Information							

Prepared By	Veronica Hill, Interim FP Supervisor, City Of Kirkland Fiscal Agent	Date	March 26, 2025
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## **MEMORANDUM**

**To:** RCR Executive Board

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

**Date:** March 27, 2025

**Subject:** 2024 Annual Report Data Dashboard

## **RECOMMENDATION:**

That the Executive Board receive information and ask any questions.

## **EXECUTIVE SUMMARY:**

During 2024, the RCR Agency provided services to 1,880 individuals in crisis. Of those for whom data was available, approximately 65% were White, and 35% Black, Indigenous and People of Color (BIPOC); 53% were women, 46% were men, and 1% identified in some other way. Of all individuals served, roughly 12% were experiencing homelessness.

## **DISCUSSION/ANALYSIS:**

RCR staff are proud of the number of people in crisis who received the right resource at the right time when they called 911 in our community. One metric that RCR staff will continue to watch closely is "Call Nature," which tells us the amount of Crisis Responder time that is spent on responding to in-progress 911 calls. We would like to see that number increase over time. In addition, RCR staff will monitor the percentage of calls that are directly deployed by a 911 dispatcher, which will help us understand our 911 system partners are utilization of the Crisis Responder resource.

## **NEXT STEPS:**

RCR Staff and a contracted graphic designer are completing "City Sheets" with graphic representations of city-specific data points.

## **ATTACHMENTS:**

Attachment 1 – 2024 Annual Report Data Dashboard



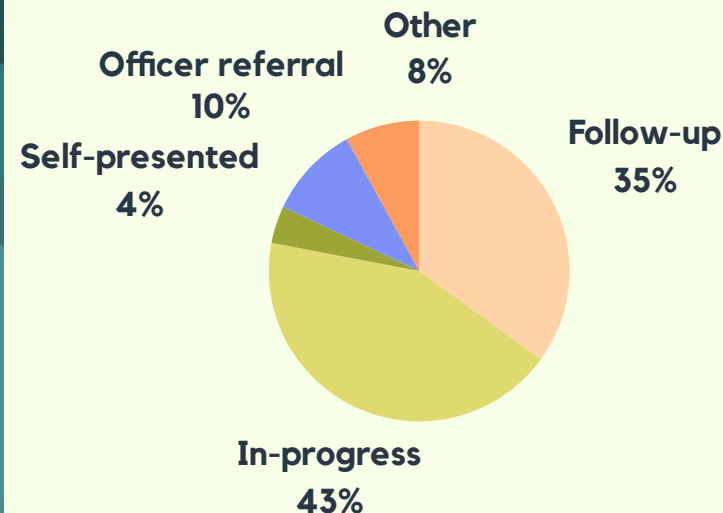
REGIONAL CRISIS RESPONSE (RCR) AGENCY

# 2024 ANNUAL REPORT

Transforming First Response in North King County

ATTACHMENT 1

## NATURE OF THE CALL



5 Cities



13 Mental Health Professional Crisis Responders in the field responding to 911 calls



1,880

Individuals in crisis who received the right resource at the right time

## Outcomes: Reduction

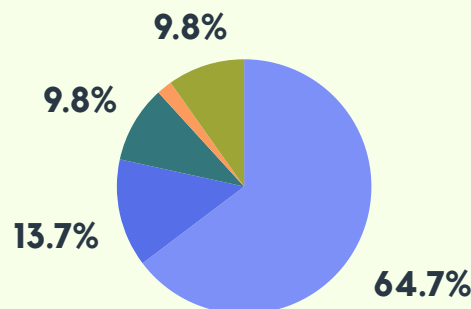
68% less Jail Bookings



4% less Emergency Dept. Visits

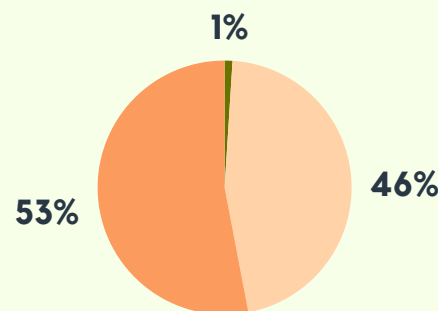


48% less Crisis Events



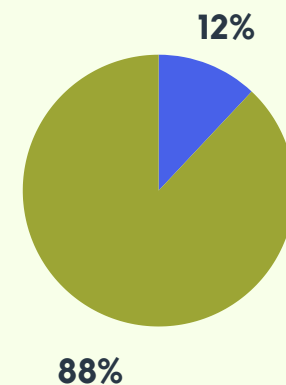
RACE n = 999

66% White  
14% Black/ African American  
10% Asian/ Pacific Islander  
8% Hispanic/ Latinx  
2% Alaska Native/ Indigenous



GENDER n = 1803

53% Women  
46% Men  
1% Other



HOMELESS STATUS

12% Experiencing Homelessness



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## **MEMORANDUM**

**To:** RCR Executive Board  
**From:** Brook Buettner, Executive Director  
**Date:** March 31, 2025  
**Subject:** Executive Director Report

### **RECOMMENDATION:**

That the RCR Executive Board receive information from the Executive Director on several identified key areas, ask questions and provide feedback and direction.

**FORMAT NOTE:** New and emerging information is in grey boxes, with context/ historical information from previous memos below.

### **DISCUSSION:**

#### **Governance Bodies**

##### ***Executive Board***

Executive Board members will be asked to nominate and vote for Executive Board officers at the May 1, 2025 meeting of the Executive Board.

Elections for Executive Board officers are Per the RCR Agency Interlocal Agreement (ILA) Section 7.h. Officers, "...the first meeting of the Executive Board following the Effective Date of this Agreement, the Executive Board officers shall be elected, and shall serve in this capacity through May 31, 2024, whereupon new officers shall be elected by the Executive Board. Annually thereafter, the Executive Board shall elect a new President and Vice President for one-year terms commencing each June 1."

##### ***Principals Assembly***

The Principals Assembly is scheduled for its annual meeting June 18, 2025, 6:30-8pm at Lake Forest Park City Hall.

Proposed Agenda Items include:

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of the Minutes
5. Community Advisory Group Presentation
6. 2024 Annual Report Data Review
7. Operations Board Workplan on the Crisis Continuum of Care
8. Staffing and Coverage Overview
9. Good of the Order
10. Next Meeting
11. Adjournment

### ***Operations Board***

The RCR Operations Board met virtually on March 11, 2024. Crisis Connections, RCR , and ConnectionsHealth staff updated on key workplan items. Small group and regular virtual full-Board meetings are ongoing.

### ***Community Advisory Group***

The Community Advisory Group continues to focus on recruitment for 2025. RCR staff has met with partners at Eastside Pathways, a coalition of organizations working for social justice and equity, to move support with recruitment and diversification of the Community Advisory Group.

### ***Operations***

### ***Staffing***

An external candidate for the Crisis Responder Supervisor position started March 16, 2025.

### ***Crisis Facility Update***

RCR staff continues to work with ConnectionsHealth Crisis Facility staff to improve workflows. With the new Community Member Transport Policy in place, RCR leadership anticipates that referrals to the facility will increase. We have added an additional data collection element to our database to track the number of transports to the Crisis Facility.

### ***Budget and Grants***

#### ***Washington Health Care Authority/ Department of Justice (DOJ) Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP)***

The Washington Health Care Authority applied for and was awarded a DOJ-COSSUP grant to fund RCR's work. The award has not been finalized but the preliminary total award is \$705,565 over three years, to support staff time as we improve our response to the opioid crisis and people experiencing overdose.

RCR and fiscal agent staff have received contract language and await fiscal staff review.

### **MIDD**

King County staff have informed RCR and fiscal agent staff that 2025 will be a contract extension year as King County works on the MIDD Renewal Plan for 2026. King County has reported an annual award of \$555k, a \$52k reduction from 2024. The final contract is forthcoming. RCR staff continue to work with King County staff on MIDD renewal and ensuring ongoing support.

### **WASPC**

2.5 of the 3.0 Temporary FTE positions supported by the WASPC grant are actively working in the field. RCR, Kirkland Police Department and City of Kirkland fiscal staff have successfully submitted all invoices and documentation for the first fiscal year of this grant.

The WASPC RFP for the 2025-2027 award period has been submitted by Kirkland Police Department staff, requesting ongoing funding for the 3.0 temporary Crisis Responder positions. Kirkland PD and RCR staff were called for an interview with a rating panel on March 19, 2025.

### **Association of Washington Cities**

AWC is invoiced regularly for the cost of 2.0 FTE Crisis Responders. RCR Staff are providing monthly narrative reports. This is the third and final year of funding through the Alternative Response Team Grant.

### **Department of Justice Bureau of Justice Assistance**

The Department of Justice (DOJ) Bureau of Justice Assistance Connect and Protect Grant funding, previously awarded to the City of Shoreline/ RADAR Navigator Program, is now in the planning year. RCR staff is working with the Center for Human Services on the required Planning and Implementation Guide. This funding will allow RCR to subcontract with the Center for Human Services to offer Crisis Responders a dedicated front door to intake for outpatient services. This will be important because often outpatient services are not available for days or weeks. The DOJ has requested a budget amendment, and fiscal agent staff work on this amendment is underway.

### **2025 Legislative Session<sup>1</sup>**

#### [House Bill 1811](#)

The Co-Responder Outreach Alliance (CROA), In partnership with the University of Washington and the Washington Association of Sheriffs and Police Chiefs, has drafted legislation to define co-response and create protections for co-response peer support. Representative Osman Salahuddin sponsored the bill which has passed through the House and is scheduled for hearing at the Senate Ways and Means committee on Friday, April 7, 2025.

### **Elected Officials and other stakeholders participating in RCR Ride-Alongs**

#### *Completed during March:*

AWC Grant Manager Jacob Ewing

#### *Upcoming or pending:*

Washington State Representative Nicole Macri

Kelly Kinnison, CEO, King County Regional Homelessness Authority

CM Betsy Robertson, Shoreline

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<sup>1</sup> "HB 1811 – 2025-26", *Washington State Legislature*,  
<https://app.leg.wa.gov/billsummary?BillNumber=1811&Year=2025&Initiative=false>

**Board Action Recommended**

No formal action is recommended at this time.