



Regional Crisis Response Agency
Executive Board Meeting
October 1, 2026

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa-gov.zoom.us/j/84496034503?pwd=y2bZQOSbF2VDzqF0ZQCLweeA7rF7Qp.1>

Meeting ID: 844 9603 4503

Passcode: 836970

--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 September 3, 2026
- 5) Executive Board Review and Authorization of RCR Payments January 2023 – August 2026
- 6) Executive Director Report
- 7) Good of the Order
- 8) Adjournment



Regional Crisis Response Agency Executive Board Meeting Minutes September 3, 2026

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa-gov.zoom.us/j/84496034503?pwd=y2bZQOSbF2VDzqF0ZQCLweeA7rF7Qp.1>

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Norkirk Room, Upper Level

1) Call to Order

President Kurt Triplett called the meeting to order at 11:01 a.m.

2) Roll Call

Members present:	Kurt Triplett (President)	City of Kirkland
	Kyle Stannert (Vice-President)	City of Bothell
	Teri Killgore	City of Kenmore
	Phillip Hill	City of Lake Forest Park
	Bristol Ellington	City of Shoreline

Members absent: None

3) Items from the Audience

None presented.

4) Approval of the Minutes

a. Minutes from Regular Meeting August 6, 2026

Phillip Hill moved to approve the August 6, 2026 regular meeting minutes, seconded by Bristol Ellington.

Vote: Motion passed 5-0

Yes: Kurt Triplett, Kyle Stannert, Teri Killgore, Phillip Hill, Bristol Ellington

5) Executive Director Report

The Executive Director provided updates on governance and crisis responders in the community including:

- reviewing the Budget Approval Timeline (Interlocal Agreement – Section 12(b)) with each Principal submitting documentation confirming approval of its budget share by December 1, 2026, and the Board adopting the 2027-2028 Budget by December 15, 2026;
- a proposed new Executive Boardmember Onboarding structure;
- the agenda for the annual in-person Operations Board meeting on September 9, 2026;
- status on the Community Advisory Group recruitment efforts;
- and community impact highlights, demonstrating successful community member outcomes.

6) Crisis Responder Staff Spotlight

Toshua Henry, RCR Crisis Responder provided a brief introduction to her background and experience. Toshua shared a recent successful community member outcome in the City of Bothell, followed by an informal discussion and questions from the Executive Board.

7) Good of the Order

President Kurt Triplett shared that Crisis Responder Svetlana Kirilova was nominated and will be receiving a Kirkland City Manager award for customer service at the Kirkland employee appreciation BBQ scheduled for September 9, 2026.

8) Adjournment

President Kurt Triplett adjourned the meeting at 11:45 a.m.

Kurt Triplett, President

Attest:

Heather Lantz-Brazil, Secretary



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

MEMORANDUM

To: RCR Executive Board

From: Brook Buttner, Executive Director
Michael Olson, Treasurer

Date: October 1, 2026

Subject: Executive Board Review and Authorization of RCR Payments January 2023-August 2026

RECOMMENDATION:

Staff recommend that the Executive Board authorize a payment process allowing the Executive Director and Treasurer to issue routine payments between Board meetings, subject to appropriate internal controls, documentation, and subsequent Board review and approval in accordance with applicable requirements.

EXECUTIVE SUMMARY:

- RCW 42.24.180 provides a process under which qualifying governmental entities may issue warrants or checks prior to legislative-body approval, provided appropriate policies and internal controls are established and the payments are subsequently reviewed and approved at a regularly scheduled public meeting.
- RCW 42.24.180 states: (3) The legislative body shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting.
- Staff is requesting that the Executive Board authorize a process for issuing routine RCR payments prior to formal Board review, while maintaining appropriate financial oversight.
- For this initial report, staff is providing financial information covering the period from RCR's establishment on January 1, 2023, through August 31, 2026 (year-to-date).
- Staff are seeking direction from the Executive Board on the desired presentation of the Accounts Payable Report, summary information on check numbers and payment total, or detail on each payment made.
- This process is intended to allow RCR to meet routine financial obligations in a timely manner while maintaining transparency, accountability, and Board oversight.

BACKGROUND:

RCR periodically has financial obligations that require payment between regularly scheduled Executive Board meetings. Requiring prior Board approval for every routine payment can delay otherwise authorized expenditures.

RCW 42.24.180 authorizes municipal corporation's legislative bodies to approve an organization's payments after payments have been made in order to expedite the payment of



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claims, with the requirement that the legislative body reviews documentation supporting claims paid at its next regularly scheduled meeting.

DISCUSSION/ANALYSIS:

Under the current process authorized by the Regional Crisis Response Interlocal Agreement and the Service Agreement between City of Kirkland and RCR, invoices and other requests for payment are reviewed for appropriate supporting documentation and authorization, processed for payment by staff in accordance with applicable policies and procedures, and recorded in the organization's financial records. Payment records and supporting documentation are maintained for reconciliation, reporting, and Board review. This procedure is intended to allow routine vendor payments to be made in a timely manner while maintaining appropriate financial controls and separation of duties.

To provide the Executive Board with a clear and consistent process for reviewing and approving completed expenses, staff recommend that the Board approve expenses from completed months rather than attempting to approve payments immediately after they are issued. Because Executive Board meetings are held early in the month, staff recommend that the Executive Board review and formally approve expenses on a two-month lag. For example, at the November Executive Board meeting, the Board would review and approve September expenses. This timing will allow staff to provide a complete month of payment activity and supporting documentation for Board review.

Staff are requesting Executive Board direction on the presentation of the payment information in one of the following formats.

1. **Summary of payments:** A listing of checks, ACH payments, and other applicable payment methods, including the payee and amount, similar to the format used by the City of Kirkland.
2. **Check/payment register:** A detailed register showing each check number or ACH payment, date issued, payee, and amount, similar to Attachment 2.

Staff also recommend that the Executive Board create a consent agenda on the Executive Board Meeting agenda where the previous meeting's minutes and the Accounts Payable Report could be efficiently approved. This would provide a consistent mechanism for approving the prior period's expenses while allowing the Board to review the supporting payment information as part of its regular meeting materials.

Payments processed between Board meetings would be presented to the Executive Board for review and formal approval at the applicable subsequent meeting, subject to any applicable statutory deadlines and the two-month reporting cycle described above.

This approach provides operational flexibility for timely payment of routine invoices while maintaining appropriate financial controls, documentation, reconciliation, and Executive Board oversight.



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NEXT STEPS:

Executive Board provides direction on the format and process preferred for legislative approval of RCR accounts payables.

Staff will implement the approved at the next scheduled Executive Board Meeting.

ATTACHMENTS:

Attachment 1 – AP Report January 2023-August 2026

Attachment 2 – AP Detailed Report January 2023-August 2026



REGIONAL CRISIS RESPONSE AGENCY
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ATTACHMENT 1
RCR CLAIM CERTIFICATION AND EXECUTIVE BOARD APPROVAL

Payment/Claim Period: January 2023-August 2026
Board Meeting Date: October 1, 2026
Check Range: 735186-1100112
ACH/Wire Range: 1142-900396
Total Claims Presented: \$8,300,295.64

CERTIFICATION OF CLAIM

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services have been rendered, or the labor has been performed as described herein; that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation; that the claim is a just, due, and unpaid obligation of **RCR**; and that I am authorized to authenticate and certify said claim.

Michael Olson, Treasurer

Signature: _____
Date: _____

EXECUTIVE BOARD REVIEW AND APPROVAL

We, the undersigned RCR Executive Board Members, do hereby certify that the claims presented in the amount detailed above have been reviewed and are hereby approved.

Executive Board Chair

Signature: _____
Date: _____

Executive Board Vice Chair

Signature: _____
Date: _____

BOARD RECORD

Date Claims Reviewed: _____

Board Action: ☐ Approved ☐ Not Approved ☐ Approved with Exceptions

Exceptions/Comments, if applicable:



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ATTACHMENT 2
RCR CLAIM CERTIFICATION AND EXECUTIVE BOARD APPROVAL

Payment/Claim Period: January 2023-August 2026
Board Meeting Date: October 1, 2026
Total Claims Presented: \$8,300,295.64

CERTIFICATION OF CLAIM

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services have been rendered, or the labor has been performed as described herein; that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation; that the claim is a just, due, and unpaid obligation of **RCR**; and that I am authorized to authenticate and certify said claim.

Michael Olson, Treasurer

Signature: _____
Date: _____

EXECUTIVE BOARD REVIEW AND APPROVAL

We, the undersigned RCR Executive Board Members, do hereby certify that the claims presented in the amount detailed above have been reviewed and are hereby approved.

Executive Board Chair

Signature: _____
Date: _____

Executive Board Vice Chair

Signature: _____
Date: _____

BOARD RECORD

Date Claims Reviewed: _____

Board Action: ☐ Approved ☐ Not Approved ☐ Approved with Exceptions

Exceptions/Comments, if applicable:

ATTACHMENT 2
RCR
ACCOUNTS PAYABLE
CHECKS DETAILS BY CHECK DATE

CHECK/ PAYMENT		INVOICE DESCRIPTION	GROSS	
DATE	VENDOR NAME		CHECK #	AMOUNT
6/28/2023	KITZ, MOLLY	EMPLOYEE REIMBURSEMENT CRISIS REG CONF OR 5/23-24	735186	\$ 336.17
8/30/2023	KIRILOVA, SVETLANA	EMPLOYEE REIMBURSEMENT RCR MILEAGE JUNE-JULY	1100001	\$ 77.62
9/20/2023	NORTH URBAN HUMAN SERVICES ALLIANCE	NUHSA Annual Membership Dues	1100002	\$ 250.00
9/20/2023	REBECCA, ROBERT	RCR EMPLOYEE REIMBURSEMENT SPOKANE 6/11-6/15	1100003	\$ 677.43
10/4/2023	KIRILOVA, SVETLANA	RCR EMPLOYEE REIMBURSEMENT HOSTAGE DUPONT 8/6-11	1100004	\$ 282.49
11/15/2023	BUETTNER, BROOK	EMPLOYEE REIMBURSEMENT PARK, AIRLINE FEE & ENGAGE	1100005	\$ 364.38
11/15/2023	COBB-KAKALECIK, CHRISTINE	RESPONS	1100006	\$ 48.46
11/15/2023	LANTZ-BRAZIL, HEATHER	EMPLOYEE REIMBURSEMENT MILES 5/1-10/18/23	1100007	\$ 110.63
11/15/2023	STERNHAGEN, SHERRY	EMPLOYEE REIMBURSEMENT CO-OCCURING YAKIMA 10/15-17	1100008	\$ 486.84
12/13/2023	KIRILOVA, SVETLANA	EMPLOYEE REIMBURSEMENT MILES 8/1-10/30	1100011	\$ 97.40
12/13/2023	REBECCA, ROBERT	EMPLOYEE REIMBURSEMENT MEAL FOR CLIENT 11/19/23	1100012	\$ 7.70
12/13/2023	BALODIS-COX, SUSAN RENEE	EMPLOYEE REIMBURSEMENT SEASIDE OR 5/23-24	1100009	\$ 65.00
12/13/2023	BALODIS-COX, SUSAN RENEE	EMPLOYEE REIMBURSEMENT CORCON SPOKANE 6/11-13	1100009	\$ 86.00
12/13/2023	BUETTNER, BROOK	EMPLOYEE REIMBURSEMENT MILES CAR RENTAL	1100010	\$ 538.44
12/20/2023	WA ST CRIMINAL JUSTICE TRNG COMM	NW Regional CIT Conference, R.Rebecca	1100013	\$ 50.00
12/20/2023	STERNHAGEN, SHERRY	EMPLOYEE REIMBURSEMENT MILES 6/7-11/7	1100014	\$ 287.00
1/10/2024	NORCOM 911	2023 IT Software Development Services	1100016	\$ 3,500.00
1/10/2024	NORCOM 911	2023 Navigator Database Hosting Fee	1100016	\$ 6,000.00
1/10/2024	HARTLEY, MELISSA	2023 EMPLOYEE REIMBURSEMENT MILEAGE PERSONAL VEHIC	1100015	\$ 487.58
1/10/2024	WA CITIES INSURANCE AUTHORITY	2024 Liability Coverage	1100017	\$ 5,000.00
1/31/2024	MOTOROLA SOLUTIONS INC	Portable Radio, Service, Accessories	1100018	\$ 2,340.33
1/31/2024	OLSON, MICHAEL	2024 REIMBURSEMENT RCR ANNUAL REPORT FEE	1100019	\$ 10.00
2/7/2024	CORSPONDER OUTREACH ALLIANCE	CROA Team Membership Jul '23-Jun '24	1100020	\$ 200.00
2/14/2024	MOTOROLA SOLUTIONS INC	Radio Accessories	1100021	\$ 907.12
2/14/2024	MOTOROLA SOLUTIONS INC	Two Radio Chargers	1100021	\$ 170.00
2/28/2024	STERNHAGEN, SHERRY	2024 EMPLOYEE REIMBURSEMENT PC CHARG CABLES	1100023	\$ 61.28
2/28/2024	MOTOROLA SOLUTIONS INC	Two Batteries for Portable Radios	1100022	\$ 246.74
3/13/2024	COBB-KAKALECIK, CHRISTINE	EMPLOYEE REIMBURSEMENT 2/1/24 SUPPLIES RESPONSE	1100024	\$ 45.11
3/27/2024	REBECCA, ROBERT	EMPLOYEE REIMBURSEMENT RECOVERY SUPPORT CRISIS	1100025	\$ 32.24
4/10/2024	LEE JOHNSON CHEVROLET	2024 Kia Sorento	1100027	\$ 41,933.50
4/10/2024	LANTZ-BRAZIL, HEATHER	EMPLOYEE REIMBURSEMENT MILEAGE RCR DUTIES	1100026	\$ 86.63
4/17/2024	OLSON, MICHAEL	EMPLOYMENT REIMBURSEMENT RCR BL	1100029	\$ 5.13
4/17/2024	LEE JOHNSON CHEVROLET	KIA Sorento Hybrid EX	1100028	\$ 41,875.50
5/1/2024	ASSOCIATION OF WA CITIES	Member dues (prorated for 2024)	1100030	\$ 333.35

ATTACHMENT 2
RCR
ACCOUNTS PAYABLE
CHECKS DETAILS BY CHECK DATE

CHECK/ PAYMENT DATE	VENDOR NAME	INVOICE DESCRIPTION	GROSS	
			CHECK #	AMOUNT
5/8/2024	TOWNSEND, RUBY	REIMBURSE MILES FOR RCR DUTIES	1100031	\$ 40.87
5/15/2024	REBECCA, ROBERT	REIMBURSEMENT FOR RESPONDER JACKETS	1100032	\$ 213.00
5/22/2024	RAIDER TACTICAL LLC	6 hour Self Defense Training UBI# 604 082 535	1100033	\$ 2,000.00
6/12/2024	STERNHAGEN, SHERRY	REIMBURSE MILES 11/8-21/23 & 1/04-4/10/24	1100036	\$ 187.15
6/12/2024	KIRILOVA, SVETLANA	REIMBURSE MILES 11/8-21/23 & 1/04-4/10/24	1100035	\$ 92.14
6/12/2024	EVANS, EMILY	REIMBURSE MILES 4/9-5/13	1100034	\$ 69.61
6/21/2024	ACORN CATERING	Deposit for Catering Anniversary Celebration Event	1100037	\$ 1,000.00
7/12/2024	NORTH URBAN HUMAN SERVICES ALLIANCE	Annual Membership Dues 2024	1100039	\$ 250.00
7/12/2024	ACORN CATERING	Catering for Anniversary Event	1100038	\$ 2,244.42
7/17/2024	BUETTNER, BROOK	REIMBURSE TRAVEL OMAHA NE 6/9-12	1100040	\$ 178.02
7/31/2024	REBECCA, ROBERT	REIMBURSE TRAINING ON MOTOVATIONAL INTERVIEWING	1100043	\$ 470.00
7/31/2024	BUETTNER, BROOK	RCR LOGO DESIGN DEPOST REIMBURSEMENT	1100041	\$ 250.00
7/31/2024	LANTZ-BRAZIL, HEATHER	EMPLOYEE REIMBURSEMENT MILES 4/3-6/26	1100042	\$ 128.71
8/14/2024	WA CITIES INSURANCE AUTHORITY	Training No Show Fee R.Cox	1100046	\$ 100.00
8/14/2024	BUETTNER, BROOK	REIMBURSEMENT PARKING SEATTLE CARE 8/6	1100045	\$ 12.00
8/14/2024	BALODIS-COX, SUSAN RENEE	REIMBURSE ENGAGEMENT ITEM 6/20/24	1100044	\$ 3.30
8/21/2024	MOTOROLA SOLUTIONS INC	Two Portable Radios and Accessories	1100047	\$ 6,169.84
9/4/2024	FUENTES, JOSE	REIMBURSE MILES MEALS RIDE ALONG WENATCHEE 8/5	1100050	\$ 250.98
9/4/2024	BALODIS-COX, SUSAN RENEE	MEALS CORCON OMAHA, NB 6/10	1100048	\$ 103.00
9/4/2024	STERNHAGEN, SHERRY	REIMBURSE MILEAGE MEAL RIDE ALONG WENATCHEE 8/5	1100051	\$ 274.16
9/4/2024	EVANS, EMILY	REIMBURSEMENT RIDE ALONG WENATCHEE 8/5	1100049	\$ 54.00
9/18/2024	COBB-KAKALECIK, CHRISTINE	REIMBURSE WEATHER OUTWEAR UNIFORM KIT	1100053	\$ 129.11
9/18/2024	STERNHAGEN, SHERRY	CEU CREDITS TO MAINTAIN LICENSE	1100054	\$ 299.00
10/9/2024	BUETTNER, BROOK	CRISISCON PHOENIX AZ OCT FLIGHT TRAVEL	1100055	\$ 416.20
10/9/2024	EVANS, EMILY	REIMBURSE RECOVERY SUPPORT FOR CRISIS DUTIES	1100056	\$ 9.34
10/16/2024	SAULS, REBECCA	Stress Management for Crisis Responders Training	1100057	\$ 600.00
10/30/2024	LANTZ-BRAZIL, HEATHER	REIMBURSE PERSONAL USE OF VEHICLE MILES 7/1-9/25	1100058	\$ 92.86
11/6/2024	COBB-KAKALECIK, CHRISTINE	REIMBURSE CRISISCON24 TRAVEL PHOENIX AZ 10/13-17	1100059	\$ 330.27
11/27/2024	BUETTNER, BROOK	CRISISCON PHOENIX, AZ REIMBURSE 10/13-10/17	1100060	\$ 240.50
12/11/2024	REBECCA, ROBERT	RECOVERY SUPPORT RCR DUTIES 11/20/24	1100062	\$ 28.07
12/11/2024	ORGANIZATIONAL CHANGE	2024 Motivational Interviewing/Travel Expenses	1100061	\$ 7,941.91
12/11/2024	TOWNSEND, RUBY	REIMBURSE RECOVERY SUPPORT EXPENSES	1100063	\$ 143.62
1/8/2025	ASSOCIATION OF WA CITIES	2025 AWC Associate Member dues	1100064	\$ 500.00
1/8/2025	NORCOM 911	2024 RADAR Navigator Hosting Fee	1100065	\$ 6,000.00

ATTACHMENT 2
RCR
ACCOUNTS PAYABLE
CHECKS DETAILS BY CHECK DATE

CHECK/ PAYMENT		INVOICE DESCRIPTION	GROSS	
DATE	VENDOR NAME		CHECK #	AMOUNT
1/8/2025	WA CITIES INSURANCE AUTHORITY	2025 WCIA Insurance - Liability	1100066	\$ 5,000.00
1/22/2025	BALODIS-COX, SUSAN RENEE	2024 REIMBURSE OFFICE SUPPLIES IN SHORELINE	1100067	\$ 14.36
1/22/2025	EVANS, EMILY	20245 REIMBURSE RECOVERY SUPPORT FOR CRISIS	1100068	\$ 18.82
1/22/2025	LANTZ-BRAZIL, HEATHER	2024 USE OF PERSONAL VEHICLE MILES 10/7-12/13	1100069	\$ 82.61
2/12/2025	HARTLEY, MELISSA	2024 CRISIS RECOVERY SUPPORT	1100070	\$ 453.76
3/12/2025	NORTH URBAN HUMAN SERVICES ALLIANCE	NUHSA Annual Membership Dues	1100071	\$ 250.00
3/12/2025	STREIMIKES, JOHN	REIMBURSE CLAIM FOR DUTIES OF CRISIS	1100072	\$ 52.73
3/19/2025	EVANS, SOPHIA	REIMBURSEMENT RECOVERY SUPPORT INCIDENT 24-31600	1100073	\$ 36.38
3/19/2025	TOWNSEND, RUBY	REIMBURSE DUTIES & PARKING KC BEHAVIORAL LEG	1100074	\$ 67.95
3/26/2025	BUETTNER, BROOK	2024 REIMBURSE MILES	1100075	\$ 113.63
3/26/2025	BUETTNER, BROOK	REIMBURSE MILES 1/6-3/18	1100075	\$ 283.22
3/26/2025	LANTZ-BRAZIL, HEATHER	REIMBURSE MILES 2/6-3/19/25	1100076	\$ 70.98
4/23/2025	EVANS, SOPHIA	REIMBURSEMENT TRAVEL UTAH 03/31-4/05	1100077	\$ 301.22
6/18/2025	REBECCA, ROBERT	TRAVEL FOR HOUSE BILL 1811 OLYMPIA 5/19	1100078	\$ 111.28
7/16/2025	CENTER FOR HUMAN SERVICES	Q1-Q3 Planning Year Services for DOJ Grant	1100080	\$ 75,000.00
7/16/2025	BUETTNER, BROOK	REIMBURSE RCR DUTIES 5/5-5/28	1100079	\$ 183.54
7/16/2025	REBECCA, ROBERT	REIMBURSE ADLERIAN PSY PORTLAND 5/29-6/1	1100081	\$ 975.04
8/6/2025	BUETTNER, BROOK	REIMBURSE NY ADVANCING THE FIELD	1100083	\$ 227.00
8/6/2025	BALODIS-COX, SUSAN RENEE	TRAVEL ATLANTA GA LYT 5/31/25	1100082	\$ 38.15
8/13/2025	COBB-KAKALECIK, CHRISTINE	RCR SUPPLY DUTIES	1100084	\$ 33.09
8/13/2025	COBB-KAKALECIK, CHRISTINE	REIMBURSE RCR ENGAGEMENT ITEMS PUBLIC	1100084	\$ 107.85
10/29/2025	TOSHUA, HENRY	REIMBURSE SUPPLIES FOR DUTIES IN CRISIS	1100086	\$ 91.64
10/29/2025	WA ST AUDITORS OFFICE	Accountability and Financial Audit	1100087	\$ 6,050.85
10/29/2025	STERNHAGEN, SHERRY	TRAUMA TRAINING 10/21	1100085	\$ 229.50
11/12/2025	CENTER FOR HUMAN SERVICES	Planning Year Services for DOJ	1100088	\$ 25,000.00
11/19/2025	RAIDER TACTICAL LLC	6 hour Personal Safety for Co-Responder Training	1100089	\$ 2,000.00
12/3/2025	WA ST AUDITORS OFFICE	Accountability and Financial Audit 138 hours	1100090	\$ 19,195.80
12/17/2025	NORCOM 911	RADAR Navigator Hosting Fee	1100091	\$ 6,120.00
1/7/2026	WA CITIES INSURANCE AUTHORITY	2026 Liability Insurance	1100092	\$ 5,000.00
1/14/2026	COBB-KAKALECIK, CHRISTINE	2025 CLAIM FOR EXPENSE RCR DUTIES	1100094	\$ 6.60
1/14/2026	TOSHUA, HENRY	2025 REIMBURSEMENT RCR DUTIES	1100095	\$ 16.63
1/14/2026	WA ST AUDITORS OFFICE	2025 Accountability and Financial Audit	1100096	\$ 5,981.30
1/14/2026	ASSOCIATION OF WA CITIES	2026 AWC Associate Member dues - Public agency	1100093	\$ 500.00
2/4/2026	WA ST AUDITORS OFFICE	2025 Accountability and Financial Audit	1100097	\$ 16,552.90

ATTACHMENT 2
RCR
ACCOUNTS PAYABLE
CHECKS DETAILS BY CHECK DATE

CHECK/ PAYMENT		INVOICE DESCRIPTION	GROSS	
DATE	VENDOR NAME		CHECK #	AMOUNT
2/11/2026	HAWKINS, MARIAN V	Sew RCR Patches on Jackets	1100098	\$ 209.67
3/18/2026	WA ST AUDITORS OFFICE	Accountability and Financial Audit	1100100	\$ 211.65
3/18/2026	BUETTNER, BROOK	AIRFARE CONFERENCE CHICAGO IL 6/3-8	1100099	\$ 572.79
4/1/2026	CENTER FOR HUMAN SERVICES	Initial Workplan & Y2Q1 Report	1100101	\$ 27,000.00
4/22/2026	CENTER FOR HUMAN SERVICES	DOJ Bridging the Gap Year 2-3	1100103	\$ 24,000.00
4/22/2026	PLLC	On-demand Therapy for RCR employees	1100102	\$ 1,200.00
5/6/2026	BUETTNER, BROOK	2025 & 2026 MILES PERSONAL VEH 7/30/25-4/30/26	1100104	\$ 469.42
5/20/2026	NORCOM 911	IT Services for Database (4 hours)	1100105	\$ 757.40
6/3/2026	TOWNSEND, RUBY	VIRTUAL TRAINING NETCE	1100107	\$ 132.00
6/3/2026	COBB-KAKALECIK, CHRISTINE	CRISIS RESPONSE CASE 26-17939	1100106	\$ 14.22
7/22/2026	CENTER FOR HUMAN SERVICES	DOJ Bridging the Gap Year 2-3	1100110	\$ 24,000.00

Total Amount	\$ 386,556.13
Total Number of Checks	115

ATTACHMENT 2
RCR
ACCOUNTS PAYABLE
ACH AND WIRE BY DATE

CHECK/PAYMENT DATE	VENDOR NAME	INVOICE DESCRIPTION	ACH/WIRE #	GROSS AMOUNT
11/30/2023	CITY OF KIRKLAND	March 2023 COK Fiscal Agent Services	900000	\$33,224.35
11/30/2023	CITY OF KIRKLAND	April 2023 COK Fiscal Agent Services	900000	\$57,691.36
11/30/2023	CITY OF KIRKLAND	May 2023 COK Fiscal Agent Services	900000	\$70,241.96
11/30/2023	CITY OF KIRKLAND	June 2023 COK Fiscal Agent Services	900000	\$135,894.91
11/30/2023	CITY OF KIRKLAND	July 2023 COK Fiscal Agent Services	900000	\$117,874.98
11/30/2023	CITY OF KIRKLAND	August 2023 COK Fiscal Agent Services	900000	\$113,146.49
11/30/2023	CITY OF KIRKLAND	September 2023 COK Fiscal Agent Services	900000	\$131,039.44
12/20/2023	CITY OF KIRKLAND	January 2023 COK Fiscal Agent Services	900001	\$20,662.42
12/20/2023	CITY OF KIRKLAND	February 2023 COK Fiscal Agent Services	900001	\$20,662.42
12/20/2023	CITY OF KIRKLAND	November 2023 COK Fiscal Agent Services	900001	\$178,695.46
12/20/2023	CITY OF KIRKLAND	October 2023 COK Fiscal Agent Services	900001	\$154,498.94
12/20/2023	CITY OF KIRKLAND	Jan-Sep 2023 RCR Start-Up Costs	900001	\$11,389.32
1/30/2024	CITY OF KIRKLAND	December 2023 COK Fiscal Agent Services	900005	\$162,212.94
2/16/2024	CITY OF KIRKLAND	January 2024 COK Fiscal Agent Services	900007	\$179,515.89
3/15/2024	CITY OF KIRKLAND	February 2024 COK Fiscal Agent Services	900009	\$197,188.57
4/23/2024	CITY OF KIRKLAND	March 2024 COK Fiscal Agent Services	900011	\$179,947.79
6/11/2024	CITY OF KIRKLAND	April 2024 COK Fiscal Agent Services	900013	\$107,453.38
7/26/2024	CITY OF KIRKLAND	May '24 COK Fiscal Agent Services	900017	\$220,354.36
7/26/2024	CITY OF KIRKLAND	June '24 COK Fiscal Agent Services	900017	\$220,569.45
9/3/2024	CITY OF KIRKLAND	July '24 COK Fiscal Agent Services	900018	\$234,305.69
10/4/2024	CITY OF KIRKLAND	Aug '24 COK Fiscal Agent Services	900022	\$221,315.50
10/18/2024	CITY OF KIRKLAND	Sept '24 COK Fiscal Agent Services	900023	\$219,180.83
11/27/2024	KIRILOVA, SVETLANA	REIMBURSE MILEAGE RCR DUTIES	900074	\$141.44
11/29/2024	CITY OF KIRKLAND	October '24 COK Fiscal Agent Services	900075	\$215,165.67
12/17/2024	CITY OF KIRKLAND	Nov '24 COK Fiscal Agent Services	900078	\$212,407.91
1/30/2025	CITY OF KIRKLAND	2024 Dec COK Fiscal Agent Services	900084	\$221,258.30
3/3/2025	CITY OF KIRKLAND	Jan '25 COK Fiscal Agent Services	900086	\$241,858.72
3/14/2025	CITY OF KIRKLAND	Feb '25 COK Fiscal Agent Services	900089	\$236,731.39
4/25/2025	CITY OF KIRKLAND	COK Fiscal Agent Services	900094	\$241,491.92
5/16/2025	EVANS, EMILY	REIMBURSE RECOVERY SUPPORT	900110	\$33.09
5/16/2025	CITY OF KIRKLAND	Apr '25 COK Fiscal Agent Services	900111	\$242,525.44
6/27/2025	CITY OF KIRKLAND	May '25 COK Fiscal Agent Services	900133	\$247,757.10
7/15/2025	CITY OF KIRKLAND	Jun '25 COK Fiscal Agent Services	900152	\$229,094.81
7/18/2025	LANTZ-BRAZIL, HEATHER	REIMBURSE MILES 4/19-6/25	900151	\$63.91
7/18/2025	EVANS, EMILY	REIMBURSE MILES 4/16-6/26	900150	\$60.41
7/18/2025	EVANS, EMILY	REIMBURSE CORCON ATLANTA GA 6/1-4	900150	\$282.19

ATTACHMENT 2
RCR
ACCOUNTS PAYABLE
ACH AND WIRE BY DATE

CHECK/PAYMENT DATE	VENDOR NAME	INVOICE DESCRIPTION	ACH/WIRE #	GROSS AMOUNT
7/18/2025	EVANS, EMILY	REIMBURSE RCR DUTIES EXPENSE	900150	\$49.70
8/28/2025	CITY OF KIRKLAND	COK Fiscal Agent Services	900171	\$206,269.74
9/19/2025	CITY OF KIRKLAND	Aug '25 COK Fiscal Agent Services	900178	\$206,287.90
10/10/2025	EVANS, EMILY	REIMBURSE SUPPLIES FOR DUTIES IN CRISIS	900198	\$73.40
10/10/2025	EVANS, EMILY	REIMBURSE SUPPLIES FOR DUTIES IN CRISIS	900198	\$60.74
10/24/2025	CITY OF KIRKLAND	COK Fiscal Agent Services	900208	\$212,174.31
10/24/2025	LANTZ-BRAZIL, HEATHER	RCR DUTIES MILEAGE FOR PERSONAL VEHICLE	900209	\$206.15
11/19/2025	LANTZ-BRAZIL, HEATHER	COFFEE TRAVELER DEFENSIVE TACTICS 11/5/25	900239	\$22.06
11/21/2025	CITY OF KIRKLAND	Oct '25 COK Fiscal Agent Services	900240	\$215,922.55
12/12/2025	CITY OF KIRKLAND	Nov '25 COK Fiscal Agent Services	900252	\$195,448.20
1/15/2026	LANTZ-BRAZIL, HEATHER	2025 MILES 10/2-12/4 PERSONAL VEHICLE	900261	\$64.54
1/15/2026	CITY OF KIRKLAND	2025 Dec Fiscal Agent Services	900260	\$193,681.37
2/20/2026	CITY OF KIRKLAND	Jan 26 COK Fiscal Agent Services	900276	\$196,188.92
3/6/2026	OLSON, MICHAEL	2026 RCR BL & STATE FILING FEE	900282	\$16.00
3/20/2026	CITY OF KIRKLAND	Feb '26 COK Fiscal Agent Services	900288	\$195,448.39
4/24/2026	CITY OF KIRKLAND	Mar '26 COK Fiscal Agent Services	900312	\$230,813.33
5/8/2026	LANTZ-BRAZIL, HEATHER	VEHICLE MILES 1/5-3/30/26	900330	\$75.40
5/20/2026	WA ST DEPT OF REVENUE	RCR USE TAX 4/1/26-5/1/26	1142	\$94.95
5/22/2026	CITY OF KIRKLAND	Apr '26 COK Fiscal Agent Services	900340	\$237,845.23
6/19/2026	CITY OF KIRKLAND	May '26 COK Fiscal Agent Services	900352	\$244,284.20
7/3/2026	KIRILOVA, SVETLANA	REIMBURSE TRAVEL TX JUNE 7-10	900361	\$794.80
7/3/2026	EVANS, EMILY	TRAINING TX 7/7-10, CROA PARK 5/7 & MILES	900360	\$256.20
7/3/2026	LANTZ-BRAZIL, HEATHER	PERSONAL VEHICLE MILES FOR RCR BUSINESS	900362	\$65.69
7/10/2026	FOLEY, ADAM	REISSUE VOIDED CHECK 1100109	900363	\$186.00
7/17/2026	CITY OF KIRKLAND	Jun 26 COK Fiscal Agent Services	900372	\$240,105.70
8/28/2026	CITY OF KIRKLAND	Jul '26 COK Fiscal Agent Services	900396	\$261,365.29

Total Amount	\$7,913,739.51
Total No. of ACHs/Wires	62



MEMORANDUM

To: RCR Executive Board
From: Brook Buettner, Executive Director
Date: October 1, 2026
Subject: Executive Director Report

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

RECOMMENDATION:

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

DISCUSSION:

Governance Bodies

Executive Board

The Executive Board voted to finalize the draft 2027-2028 budget at the August 6, 2026 regular meeting. Principals are requested to submit confirmation of approval by legislative authority by Friday, November 20, 2026.

RCR Staff has developed an Executive Board Member onboarding document, which is provided as Attachment 1 for the Board's review and comment.

Principals Assembly

The annual RCR Principals Assembly Annual meeting took place on Wednesday June 10, 2026.

Community Advisory Group

The Community Advisory Group continues to be in a season of active recruitment. This spring CAG members are participating in statewide lived experience meetings through the Crisis Response Improvement Strategy Lived Experience Committee. Principal cities are pushing Community Advisory Group recruitment materials on their social channels.

RCR Staff has received multiple inquiries and has conducted in-person orientation meetings with three community members who are interested in CAG participation. RCR staff has also been working with NAMI staff on recruitment and potential collaboration.

Operations Board

The RCR Operations Board annual in-person meeting took place on Wednesday September 9, 2026, at Shoreline City Hall. The meeting included a data walk, a presentation on King County Ex Girmay Zahilay's Breaking the Cycle initiative from County Executive Office Staff, the Crisis Continuum and 2026/2027 Strategies, and a brief discussion of RCR and Crisis System Outcome Measures and Evaluation Strategy.

Executive Board members decided to add a post-crisis follow-up strategy to the workplan for the coming year, which now includes:

1. The 911/988 connection and coordination with area PSAPs
2. Field resource deployment, largely focused on RCR unit deployment across jurisdictions
3. Community care and post-crisis follow-up care, especially with the coming reduction in coverage for outpatient services
4. Transportation and transport reimbursement across the continuum

Agency Operations

Team

AFSCME Negotiations and Shift Bidding

With support from City of Kirkland HR staff, RCR staff continues in discussion with AFSCME representatives to review RCR team member requests and move toward a final MOU.

With the AFSCME MOU still in negotiations, RCR staff, City of Kirkland staff and AFSCME representation created an interim shift bidding process for current available shifts. The process has now been successfully used twice and seems to be working well for both staff and the Agency.

Team Support

Crisis Responder Supervisors continue to work closely with Crisis Responder staff on both professional development and emotional support following traumatic events. With multiple new staff having started in the last several months, the Crisis Responder Supervisors took the opportunity to remind the entire team about an internal RCR policy that requires Crisis Responders to notify a Supervisor when there are certain types of incidents. This policy was developed collaboratively by the team, and is reviewed and updated every time it is brought to a team meeting. The list includes incident types that are likely to be traumatic for the Responder, and the goal is to take the decision-making out of the Responder's hands to increase the likelihood they will seek support.

Crisis Facility Update

Meetings between RCR Supervisors and ConnectionsHealth clinical leadership are ongoing.

Budget

The draft 2027-2028 budget was approved by the RCR Executive Board at the August 6, 2026 regular meeting. Principals are requested to submit confirmation of approval by legislative authority by Friday, November 20, 2026.

Grants

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

RCR is the subrecipient of a Washington Health Care Authority (HCA) DOJ-COSSUP grant to support RCR's response to the opioid crisis and services for people experiencing substance use disorders. A contract for Fiscal Years 2 and 3 (October 1, 2025 - September 30, 2027) for this grant was signed and executed, and work is underway.

MIDD/ Bridge

A contract with King County MIDD for 2026 has been signed and executed, indicating funding in the amount of \$574,832. King County MIDD staff have indicated that the County intends to award RCR \$595,756 for 2027, for a biennial total of \$1,170,588. Work under this grant is ongoing.

King County's MIDD Behavioral Health Sales Tax (originally standing for Mental Illness and Drug Dependency) has been officially renamed the King County Behavioral Health Bridge, or simply "The Bridge." During September, King County Bridge staff informed RCR staff of King County's intention to replace MIDD/Bridge dollars with the one-time Public Safety Grant dollars awarded to King County by the Criminal Justice Training Commission under Washington House Bill 2015.

Based on the most recent communication with King County Staff, RCR's MIDD award will be funded by CJTC HB2015 grant dollars for both 2026 and 2027. RCR's current contract goes through the end of 2027, and RCR will likely receive a contract amendment that specifies the new funding source.

County staff also notified RCR staff that all current MIDD/Bridge initiatives will be subject to procurement which will be announced in 2027 Q4, with subsequent selection process in 2028 to go into effect in 2029. There was no further information regarding the procurement or the anticipated award amount.

WASPC

The Mental Health Field Response Team Grant was awarded in the amount of \$948,965.40 for the grant period of July 1, 2025 - June 30, 2027. Work under this grant is ongoing by 2.5 temporary FTE Crisis Responders.

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. This funding allows RCR to subcontract with the Center for Human Services to offer Crisis Responders a dedicated front door to intake for outpatient services. RCR staff are actively working on implementation.

A no-cost extension has been approved by DOJ staff to expend funds that were unexpended due to the contracting timeline and staffing issues at Center for Human Services. The no-cost extension will make it possible to expend all awarded funds.

Monitoring Fiscal Risk

RCR and Fiscal Agent staff continue to closely monitor the changing federal, state and local funding environments. City of Kirkland Fiscal staff have undertaken a practice of carefully analyzing any potential funding with federal tie-backs for requirements and implications.

Elected Officials and other stakeholders participating in RCR Ride-Alongs

Upcoming:

Washington Representative Lauren Davis

Liz Elwert, staff for King County Councilmember Rod Dembowski

Landscape Analysis

Aligning Health and Safety

The University of Washington has completed a guided 911/988 mapping process and produced a set of recommendations regarding call triage between the public safety and behavioral health systems. King County Crisis Care Center Levy staff plan to recreate this mapping process with broader King County stakeholders in 2026 and 2027, as discussed at previous Executive Board meetings.

BOARD ACTION RECOMMENDED:

No formal action is recommended at this time.

ATTACHMENTS:

Attachment 1 - RCR Executive Board Onboarding Document



Regional Crisis Response Agency Executive Boardmember Onboarding

Executive Summary

The Regional Crisis Response (RCR, pronounced 'racer') Agency is a municipal services nonprofit organization established through an Interlocal Agreement between the five Principal cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline to transform the first response system and provide consolidated and standardized behavioral health first response services for the region.

Mission

The RCR Agency deploys Crisis Responder Mental Health Professionals (MHPs) to serve community members in the five-city region who are experiencing behavioral health emergency. Typically, law enforcement, fire, and emergency medical services (EMS) respond to 911 calls regarding community members in crisis. With the RCR Agency, the five Principals are changing that approach to public safety. The five-city coalition that formed RCR did so in part to reduce any over-reliance on traditional public safety response to behavioral health calls by providing an alternative – Crisis Responders. These Mental Health Professionals are available to respond with police or firefighters/EMTs to 911 calls with a behavioral health or human services component. The Crisis Responders have their own radios and arrive at the scene in their RCR fleet vehicles. Once on scene, they coordinate with other first responders to determine the best type of response for the individual(s) in crisis. The five cities have set a goal to work with 911 dispatch centers and the new 988 crisis hotline call center to ultimately be able to directly dispatch Crisis Responders independently when safe and appropriate.

History

In 2016, the Shoreline Police Department started a pilot program called RADAR, after being one of seven successful applicants out of over 100 to receive a United States Department of Justice grant for projects under their Smart Policing Initiative (SPI) in October 2015. The goal of SPI was to identify the development of programs and strategies that are effective, efficient, and economical ways to reduce crime, ensure higher case closure rates, and increase agency efficiency and improve community collaboration and relations. When the program was first envisioned, the overall goal of RADAR was to enhance community and first responder safety through relationship-based policing, community care-taking, and procedural justice. In 2019, the cities of Bothell, Lake Forest Park, Kenmore, Kirkland, and Shoreline entered into an Interlocal Agreement for the North Sound RADAR Navigator Program, with the City of Bothell serving as fiscal agent. The cities hired a Program Manager to focus on formalizing and growing the RADAR Navigator Program and to provide the member cities with an economical mechanism for the efficient administration and coordination of a RADAR program to be used in the event of a behavioral health crisis.

In 2020, the City of Kirkland also created a Community Responder program with four new, temporary mental health professionals as part of its 2021 Community Safety Initiative. Ultimately, City of Kirkland expanded the program staffing to six full-time employees and began filling these positions in 2022.

In 2021, the five RADAR cities began discussing and exploring expanding the program across Bothell, Kenmore, Lake Forest Park, and Shoreline by merging Kirkland's Community Responder program with the existing RADAR Navigator program to form a single, jointly funded regional model. The City Councils of each of the five formation Principals formally adopted the Interlocal Agreement to establish the Regional Crisis Response Agency, which formally came into being on January 1, 2023. Through negotiations with unions representing employees of the RADAR Navigator Program and the City of Kirkland Community Responder Program, all employees ultimately became City of Kirkland Employees on loan to the RCR Agency. Services formally launched as the RCR Agency on June 1, 2023.

Services

RCR Crisis Responders are highly-trained Mental Health Professionals who deploy directly to in-progress 911 calls with a behavioral health or human services component to provide de-escalation, resource navigation, basic needs items, and referrals to appropriate community care providers. Crisis Responders engage in some limited follow-up engagement with individuals and their families to ensure that people are connected to the community of care and do not fall into crisis again but prioritize availability for incoming 911 calls.

(Most recent organizational service and demographic data, for full area and for new Board Member city)

Individuals served refers to the total number of individual community members who received services from RCR during a given period of time. One individual may receive multiple service Encounters, ranging from hours-long crisis interventions and de-escalation during a high acuity event, to follow-up calls ensuring the individual made it to their mental health appointment.

Budget

The RCR Agency operates on a biennial budget with formal approval of the five Principal City Councils and final adoption by the Executive Board. Principal contributions are calculated on a per capita basis and invoiced quarterly by City of Kirkland fiscal agent staff.

(Most current approved budget and per capita contribution table)

Executive Board

The RCR Executive Board is comprised of one City Manager/Administrator from each member agency. The Board will be responsible for hiring an Executive Director who will oversee the day-to-day operations of the agency. The Executive Board will appoint individuals to serve on two advisory groups who will advise the Executive Director and the Executive Board: A Community Advisory Group and a multi-disciplinary Operations Board. The Community Advisory Group will be comprised of individuals with lived experience receiving behavioral health services. The Operations Board draws on multiple disciplines that intersect the criminal justice, first response, and behavioral health systems including police, fire, dispatch, health and human service partner agencies, and other stakeholders as determined by the Executive Board. Finally, several times per year the agency will hold a Principle's Assembly which is joint meeting of the Executive Board and elected officials from each member agency to review the agency's activities, work plan items, proposed budget, and other items related to the agency's operations

Orientation Meetings:

- Executive Director briefing
- Board President welcome meeting
- Other Board Member welcome meetings (optional)

Key Contacts

Executive Director: Brook Buettner

Board President: Kurt Triplett, City of Kirkland

Board Vice President: Kyle Stannert, City of Bothell

Board Treasurer: Michael Olson, City of Kirkland Director of Finance and Administration

Board Secretary and Administrative Support: Heather Lantz-Brazil, RCR Agency
Administrative Assistant

Upcoming Dates and Meetings:

(Update as needed)

ATTACHMENTS:

- Interlocal Agreement
- Approved Biennial Budget
- Most recent Annual Report
- Organizational Chart
- Crisis Responder Face Sheet
- Operations Board Information Sheet and Strategic Workplan
- Community Advisory Group Information Sheet