



RESOLUTION NO. 23-12

**A RESOLUTION OF THE PSERN OPERATOR
BOARD OF DIRECTORS APPOINTING AN EXECUTIVE DIRECTOR AND
AUTHORIZING NEGOTIATION, EXECUTION AND DELIVERY OF AN EMPLOYMENT
AGREEMENT FOR THE EXECUTIVE DIRECTOR, AND MATTERS RELATED
THERETO.**

WHEREAS, pursuant to the terms of the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement (the “Operator ILA”), the Puget Sound Emergency Radio Network Operator (the “PSERN Operator”) Board of Directors (the “Board”) is authorized to hire, set the compensation for, and oversee the activities of an Executive Director for the PSERN Operator; and

WHEREAS, the Executive Director shall be responsible for managing the day-to-day operations of the PSERN Operator consistent with the Operator ILA and policies adopted by the Board; and

WHEREAS, the Board now desires to appoint an Executive Director and to authorize the Chair of the Board to negotiate and execute an employment agreement for such position consistent with the terms of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the PSERN Operator Board of Directors as follows:

Section 1. The Board hereby appoints Michael Webb as the Executive Director of the PSERN Operator (the “Executive Director”). The Executive Director’s duties shall include those duties listed in Exhibit A attached hereto, and other matters as directed by the Board.

The Chair of the Board is hereby authorized to negotiate and execute on behalf of the PSERN Operator an employment agreement with Mr. Webb that is consistent with this resolution, the PSERN Operator Classification Schedule and Salary Schedules approved by the Board, and the PSERN Operator Employee Policy Handbook, subject to the following terms: the Executive Director position shall have a starting salary of Grade 49, Step 3, and shall include no more than 25 and 12 days’ vacation and sick days for calendar year 2024, available immediately upon hire.

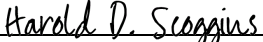
All actions taken pursuant to the authorization provided for in this resolution are hereby ratified and confirmed.

Section 2. The Board hereby reserves the right to make future adjustments to the out-of-state work policy for the Executive Director.

Section 3. This resolution shall take effect and be in force from and after passage and approval.

ADOPTED at the regular meeting of the PSERN Operator Board of Directors, this 26 day of October 2023.

**PSERN OPERATOR
KING COUNTY, WASHINGTON**

DocuSigned by:


Chief Harold Scoggins, Chair

Exhibit A

Puget Sound Emergency Radio Network Operator Executive Director

JOB TYPE: Executive Director
Full Time, 40 hrs./week, FLSA Exempt

The Opportunity

Under limited supervision, this position provides leadership for the Puget Sound Emergency Radio Network (PSERN) Operator and is responsible for developing and overseeing programs and systems to support and promote high performance strategies to meet organizational needs, vision and values. It reports to the PSERN Operator's Board of Directors.

The responsibilities of the PSERN Operator Executive Director include providing leadership and strategic direction for determining priorities, goals and objectives to meet the needs of the PSERN Operator. Functions include providing strategic regional leadership for the PSERN's mission critical radio system infrastructure, consultation services to internal and external regional entities to align radio initiatives with business needs and strategic plans, drafting strategic plan initiatives related to radio, overseeing radio communications services, which include the development of long and short term plans for the maintenance, operation and repair of the PSERN regional public safety radio systems, radio network infrastructure, microwave network and other conventional radio systems for the PSERN Operator and its regional partners.

JOB DUTIES:

- The Executive Director shall report to the Board of Directors and shall regularly advise the Board on matters related to the operation and functions of the PSERN System and the PSERN Operator, including proposed budgets, financial and liability issues, and all other appropriate matters related to the PSERN System and the PSERN Operator.
- Direct the day-to-day management of the professional staff directly and through subordinate supervisors, develop performance measures and conduct performance evaluations, make and/or authorize hiring decisions and authorize and implement disciplinary actions.
- Develop, administer and revise policies and procedures relating to assigned enterprise system(s); develop and implement processes, documentation and training for customers using system(s); ensure compliance with the PSERN Operator's technology policies and standards.
- Manage the PSERN Operator's day-to-day activities consistent with applicable policies, procedures, and standards.
- Propose and administer regular budgets including a contingency.
- Consistent with applicable budget and procurement policies adopted by the Board, approve

expenditures and sign contracts in amounts as established by the Board of Directors without additional approval of the Board of Directors.

- Track and report on the performance of PSERN systems and services.
- Provide support to the Board of Directors.
- Recommend policies, procedures, and standards, and changes thereto, including without limitation policies governing the procurement of goods, services, public works and improvements, staffing and emergency responses.
- Provide written monthly reports to the Board of Directors describing the PSERN Operator's budget status, PSERN System performance against targets, partial or full PSERN System outages, purchases equal to or greater than \$10,000, and usage statistics.
- Maintain and manage records in accordance with applicable state and federal laws and regulations.
- Work with internal and external customers to identify technology needs, including the identification of strategies, potential solutions, and resource requirements; determine or make recommendations to the Board of Directors regarding the best method to assist customers in meeting their business needs.
- Prepare an annual report for the PSERN Operator as required by RCW 23.95.255.
- Lead the PSERN Operator's enterprise operations including maintenance and operational responsibility for the 800 MHz Radio Communication System and customer management functions for all service delivery options provided by PSERN.
- Lead the strategic regional planning for PSERN's mission critical emergency radio system infrastructure.
- Represent the PSERN Operator on various regulatory, governing, or planning venue activities and/or agencies.
- Develop and implement plan(s) for systems maintenance, upgrades and conversions for assigned enterprise wide system(s); direct the development and oversee the implementation of long and short-range plans for assigned system(s).
- Support the Board of Directors with the development of capital project business case proposals, budgetary revenue/expense planning, and expense recovery rate planning.
- During emergency events the Executive Director shall be available and manage the organization as necessary during the emergency and shall have the authority to take emergency actions consistent with the policy of the Board of Directors and applicable laws.
- Perform other duties as assigned by the Board of Directors.