

THURSTON 9-1-1 COMMUNICATIONS  
ADMINISTRATION BOARD MEETING MINUTES  
WEDNESDAY, NOVEMBER 9, 2016 @ 3:30 P.M.

**ADMINISTRATION BOARD MEETING MINUTES**

Judy Wilson, Chair – Lacey Fire District #3  
Lenny Greenstein, Vice Chair – City of Lacey  
Ed Hildreth, City of Tumwater  
Julie Hankins – City of Olympia  
Tracey Wood – South County Representative  
Gary Pearson – Fire Commissioners Association  
Tim Braniff – Alternate for Thurston County Sheriff and Chair of the Operations Board

**TCOMM STAFF:**

Keith Flewelling – Executive Director  
Wendy Hill – Deputy Director  
Carla Mai – Finance Manager  
Lisa Cummings – Administrative Assistant

**Call to Order**

Chair, Judy Wilson called meeting to order at 3:30 p.m.

**Approval of Agenda & Minutes**

M/S/C approval of the October 5, 2016 Joint Administration Board and Operations Board meeting minutes. (G. Pearson/T. Wood)

M/S/C approval of the November 9, 2016 Agenda with the addition of Executive Director Report under 5.A. (T. Wood/J. Hankins)

**Correspondence** – None

**Public Testimony** – None

**Executive Director Report** – K. Flewelling distributed the Executive Director Report for review and discussion (attachment). Highlights/Items for discussion included:

- The Radio Steering Committee met with both Motorola and E.F. Johnson, who presented options for the future of the public radio system in Thurston County. Both vendors presented viable solutions as well as a rough order of magnitude pricing for each option. Next, the committee has or will meet with radio system administrators from Spokane County, King County, WSP, and Pierce County. G. Pearson reported productive meetings with Spokane and the WSP and believes these will be beneficial partnerships moving forward. After these meetings, the committee will meet again and begin work developing a more detailed course of action.
- On November 9<sup>th</sup>, the connectivity and routing between TCOMM and CRESA was completed to its initially designed specifications. This project is now fully capable and ready to add additional partners to the network. Wahkiakum County 911 will be joining the network in 2017.

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- A long-time TCOMM supervisor will be retiring in December and staff plan to recognize her at the December Administration Board meeting.

K. Flewelling reported there are currently no legislative initiatives moving forward as there does not seem to be enough support. Due to the current legislative session, it was determined this was not the opportune time to attempt to raise the 1/10<sup>th</sup> of 1% sales use tax.

### **Closed Session**

The TCOMM Administration Board of Directors met in a closed session for a period of 15 minutes to discuss labor negotiations.

RCW 42.30.140(A) provides the requirements of the Open Public Meeting Act do not apply to: “that portion of a meeting which the governing body is planning or adopting the strategy or position to be taken by the governing body, during any collective bargaining professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.”

The Administration Board is not expected to take final action following this executive session.

The Board convened into executive session at 3:40 p.m.  
The Board reconvened the regular meeting at 3:53 p.m.

### **Old Business**

**Financial Report Review** – C. Mai provided the September 2016 Budget Variance Analysis and Sales Tax for review(attachment). Highlights/Items for discussion included:

- Sales tax and excise tax are showing a steady increase with the trend expected to continue through the end of the year.
- C. Mai is still working with the Department of the Army regarding lease collection of approximately \$19,000.
- Loan payment and tower payments will be expended by the end of the year.

### **New Business**

**WCIA Annual Audit Report** – C. Mai reported TCOMM successfully completed its annual WCIA Audit Report, with this year’s topic of Contracts. TCOMM received no findings and WCIA provided contract samples for other companies for information. K. Flewelling stated TCOMM was made aware of the ability to place provisions to limit liability in the contract language and were provided samples on how to do this.

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**Resolution 2016-11 Salary and Benefits** – W. Hill provided the resolution with background information as well as salary charts for review(attachment). She reported the resolution authorizes setting the salaries and medical contributions for non-union TCOMM employees.

**M/S/C authorizing Resolution 2016-11 setting the salaries and medical contributions for non-union TCOMM employees effective January 1, 2017. (E. Hildreth/T. Wood)**

**Denial of Service** – K. Flewelling provided an overview of the Denial of Service (Twitter) event which occurred on October 25, 2016 at 9:30 p.m. TCOMM dispatch was praised by the Lacey Police Department on their investigative efforts which led directly to an arrest.

**2017 Budget Review and Approval** – K. Flewelling reported receiving no comments for the TCOMM Preliminary Budget which was posted October 6, 2016 for review and is requesting the Administration Board formally adopt the 2017 budget for the agency.

**M/S/C to approve the TCOMM 2017 Budget as presented at the October 5, 2016 Joint Administration and Operations Board meeting. (L. Greenstein/J. Hankins)**

**Pulse Point Smart Phone Application** – J. Wilson provided information on the Pulse Point smart phone application (attachment). She reported Lacey Fire District #3 is promoting a CPR initiative throughout the community that emphasizes public education. The Pulse Point smart phone application was reviewed and discussed by the Board to include the fee for the application, who would absorb the cost, and who would manage the application. K Flewelling clarified the reason this is brought forward to 9-1-1 centers is the information is triggered by GPS coordinates from the CAD system. K. Flewelling will review the issue with the Medic One Director.

**TCOMM Website Refresh** – K. Flewelling provided a brief overview of the TCOMM website, which has been refreshed using Nisqually grant monies received last year. J. Wilson suggested adding contact information for ORCAA to the resource section.

**Meeting adjourned at 4:26 p.m. Next meeting to be held Wednesday, December 7, 2016 at 3:30 p.m.**