

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2016 @ 3:30 P.M.

MEMBERS PRESENT:

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

TCOMM STAFF:

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

GUESTS:

Terry Ware – Olympic Ambulance
Jan Hovda – TCOMM Operations Supervisor
Jen Wood-Riddle – TCOMM Operations Supervisor
Cathy Moe – TCOMM Training Supervisor

Call to Order

Chair, Judy Wilson called meeting to order at 3:31 p.m.

Approval of Agenda & Minutes

M/S/C approval of the December 7, 2016 Agenda (J. Hankins/L. Greenstein)
M/S/C approval of the November 9, 2016 Administration Board meeting minutes.
(E. Hildreth/G. Pearson)

Correspondence – None.

Public Testimony – None.

Employee Recognition – The Administration Board formally recognized Operations Supervisor Jan Hovda as she is retiring and thanked her for her service to TCOMM 911 and the citizens of Thurston County.

Closed Session

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

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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 Board convened into executive session at 3:40 p.m.
The Board reconvened the regular meeting at 3:48 p.m.

Old Business

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

- Sales Tax is still on the increase at 9.24% over 2015 and 8.28% over budget.
- Excise tax is remaining steady while wireline tax is down.
- \$345,000 remaining in loan debt to pay for 2016. This includes a final payment for one of the Thurston County loans.

New Business

Financial Policy Update – W. Hill reported that the process of merging and revising the TCOMM Policies to include Personnel, Financial, Operations, and Administration continues. The Financial Policies have been cleaned up were distributed for review and approval (attachment) with a brief review of the changes, noting the major change came to the purchasing policy, which was also reviewed by the TCOMM 911 attorney. W. Hill further reported the petty cash policy was deleted as TCOMM is at a point where the fund is no longer needed.

M/S/C adopting the revised Thurston 911 Communications Financial Policies and Procedures and the dissolution of the Petty Cash Fund effective December 7, 2016. (T. Wood/J. Hankins)

2017- 2019 AFSCME Collective Bargaining Agreement – W. Hill reported the 2017 – 2019 AFSCME Collective Bargaining Agreement between TCOMM and Local 618C has been settled and is brought forward for approval and ratification.

M/S/C approval of the 2017 - 2019 AFSCME Local 618C Collective Bargaining Agreement. (E. Hildreth/J. Hankins)

2017 2019 IAFF L468 Collective Bargaining Agreement – W. Hill reported the 2017 – 2019 IAFF Collective Bargaining Agreement between TCOMM and Local 468 has been settled and is brought forward for approval and ratification.

M/S/C approval of the 2017 – 2019 IAFF Local 468 Collective Bargaining Agreement. (G. Pearson/T. Braniff)

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On behalf of the Board, J. Wilson thanked all those involved in the negotiations for their professionalism in settling the contracts.

Letter of Agency and Carrier Notification – K. Flewelling brought forward a Letter of Agency and Carrier Notification from the State E911 office, who is replacing the infrastructure that routes 911 calls in the state of Washington. The State E911 office does not have the authority to work on behalf of Thurston County for 911 routing with the carriers and is requesting each of the counties to authorize the state to act on its behalf to implement the new ESInet. K. Flewelling stated the letter has been reviewed and approved by the attorney as TCOMM has an MOA with the County authorizing TCOMM to act on their behalf regarding 911 matters. K. Flewelling clarified the item does not require any action. T. Braniff questioned where TCOMM stands regarding One Net? K. Flewelling provided a summary of incoming NG911 information vs. information pushed out to first responders as well as an overview of First Net and how it affects the state of Washington. He stated the SIEC is the agency responsible for advising the Governor in regards to the First Net Plan.

NPSPAC Region 43 Planning Committee Representation – K. Flewelling requested a signature on documentation to be sent to the NPSPAC to secure a voting position for TCOMM on this committee. K. Flewelling reported the committee is responsible for writing the plans for the 700 MHz and 800 MHz distribution within the state of Washington for public safety frequencies. There are frequencies pre-allocated for Thurston County though these frequencies are not currently licensed or being used to date. He further reported the established steering committee is at a point where TCOMM may be interested in looking at the frequencies, thus the importance of being involved at the committee level to secure those frequencies. K. Flewelling stated in recent months the Washington State Department of Transportation requested a large number of frequencies within those bands beyond the state allocation.

The consensus of the Board is to authorize the Chair to sign the letter provided requesting K. Flewelling obtain a voting position on the NPSPAC Region 43 Planning Committee.

Other Business

Lacey Fire District #3 CPR Campaign – J. Wilson distributed virtual reality CPR boxes to the Board as Lacey Fire District #3 has begun their CPR Campaign countywide. The instructions were reviewed and are available on the Lacey Fire website as well. The campaign goal is for 20,000 citizens to learn CPR.

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911 Fund Sweep – E. Hildreth questioned if there again there is the possibility of the E911 fund being swept. K. Flewelling reported the Governor's budget is due out next week and it will then be known if those funds are in jeopardy again. He further stated some of the funds previously swept were restored in the last biennium. K. Flewelling along with the APCO/NENA lobbyist have a meeting scheduled with the OFM Advisor to the Governor on Friday, December 16, 2016.

Meeting adjourned at 4:24 p.m. Next meeting to be held Wednesday, January 4, 2017 @ 3:30 p.m.