

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, MARCH 1, 2017 @ 3:30 P.M.

MEMBERS PRESENT:

Judy Wilson, Chair – Lacey Fire District #3
Julie Hankins – City of Olympia
Ed Hildreth – City of Tumwater
Tracey Wood – South County Representative
John Snaza – Thurston County Sheriff's Office
Gary Edwards – Thurston County Commissioner
Gary Pearson – Fire Commissioner's Association

TCOMM STAFF:

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

GUESTS:

Meredith Hutchins – Fire Commissioner's Association
Terry Ware – Olympic Ambulance

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 March 1, 2017 Agenda (G. Edwards/E. Hildreth)
M/S/C approval of the December 7, 2016 Administration Board meeting minutes.
(G. Pearson/J. Hankins)

Correspondence – None.

Public Testimony – None.

Old Business

Financial Report Review – C. Mai provided the January 2017 Budget Variance Analysis and Sales Tax Report for review (attachment). Highlights/items for discussion included:

- C. Mai reported sales tax is down slightly, noting this is typical for January. She clarified that although the sales tax is down it is considerably higher than January of 2016.
- Excise tax decreased and will be monitored closely. C. Mai clarified the excise tax is collected from wireline, wireless, pre-paid and VoIP phone service.
- Expenditures remain under budget with the exception of the Radio Department due to a proposed budget amendment for a 2016 equipment purchase invoice not received until January of this year.

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Text to 911 Update – W. Hill provided a brief update on text-to-911, which has been in place for one year in Thurston County (attachment):

- In 2016, 202 text messages were processed, of which 11 (5.4%) were valid text-to-911 messages (unable to speak or make a voice call).
- 21 (10.4%) emergency texts were received where a voice call could have been placed to 911 instead.
- The majority of texts received were classified as non-emergency. These categories included abandoned, prank, accidental, cell phone SOS, etc. W. Hill clarified when abandoned texts are received, TCOMM policy requires staff to text the individual back, asking if they can safely take a 911 call and to silence their phone.
- W. Hill reported a text-to-911 panel will take place at the APCO-NENA Spring Forum where agencies will discuss text-to-911 implementation and statistics to date.
- K. Flewelling reported TCOMM's data is comparable to the 7 other counties in Washington who have deployed text-to-911.

Legislative Update – K. Flewelling provided a legislative update to include:

- House Bill 1786 – This bill increases the membership of the State Interoperability Executive Committee to include the 911 associations. The bill made it out of the Rules Committee and is currently on the senate floor.
- House Bill 1284 – This bill creates a statewide school emergency panic button. Due to funding issues, this bill died in committee.
- Senate Bill 5046 – This bill requires 911 centers to have an active display when there is a person with disabilities involved in the emergency location. The software needed would cost approximately \$25,000 to install and \$20,000 a year to maintain. The bill has been modified to just a feasibility study and requires the state 911 office to perform the study on implementing this program. The fiscal impact of the study is approximately \$43,000 to the state office. Once the study comes back there may be another attempt to pass the bill with 911 centers responsible for the cost.
- Collective Bargaining Agreement Bill – This bill requires all collective bargaining meetings to be open to the public. The bill died in committee.
- Governor's Budget – The Governor's Budget is now in the House and Senate and currently being revised with with their respective proposals and amendments. The only item of concern is the \$221,000 in the state 911 budget that funds a WSP project. APCO is actively working with the Ways and Means Committee in an attempt to move those funds before committee hearings. K. Flewelling reported if the inappropriate use of 911 dollars remains in the budget, TCOMM may not be able to secure or apply for federal grants. In the next biennium, the 911 program in Washington State could be eligible for up to 5 million dollars in grants from the federal government.

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- K. Flewelling reported the attempt to increase the sales tax is on hold because of current legislative initiatives but will revisit the issue in the next legislative session and attempt to get sponsorship.

Nisqually Grant Update – K. Flewelling reported receiving a \$19,904.74 grant from the Nisqually Indian Tribe after requesting \$20,500 to be used for two software applications. Ultimately, one of the applications was purchased in 2016.

Public Safety Radio System Project Update – K. Flewelling reported the Public Safety Radio Steering Committee met on February 28th to review the presentations made by the manufacturers and 911 system administrators in Washington.

Highlights/items for discussion included:

- The current public safety radio system was put in place in 1978 with upgrades occurring in 1992, 1999, and 2008.
- Two core components of the system are nearing end of life and these are costly components.
- System replacement was one of two recommendations resulting for the consultant study performed in 2008. The narrow banding option was chosen at that time.
- The current system operates on VHF frequencies and technology does not deliver the function and futures upgrades, which are common to other public safety radio systems.
- The unanimous consensus of the committee is to support replacement of the radio system. The committee further recommended TCOMM hire a consultant and perform a radio study to ensure nothing was missed in the data and information collection. The consultant would also provide a cost/benefit analysis of whether TCOMM should purchase a stand-alone radio system or if it would be more beneficial to partner with another agency on their radio system (e.g. Washington State Patrol, Peirce County). In this scenario, TCOMM would be charged the cost of the host agency increasing their system to meet the needs of TCOMM. He provided an overview of how a shared system might operate. The consultant will recommend a procurement method as TCOMM works on the funding mechanism.
- K. Flewelling stated monies were set aside in the TCOMM radio budget (\$120,000) to cover the cost of the consultant. An RFQ will be drafted as this is a contract for professional services and once the RFQ process is complete, staff will report back to the board for final authorization.

The consensus of the board was to authorize K. Flewelling to move forward with the RFQ process and provide the board a recommendation for contract approval at the May Administration Board meeting.

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New Business

Resolution 2017-01 Budget Adjustment – C. Mai provided an overview of the resolution authorizing the necessary 2017 budget adjustment. The adjustment pertains to the purchase of the Bald Hills Microwave Link in the amount of \$77,497. This item was budgeted in 2016 but due to the year-end cut-off the invoice was not received until this year, which requires approval to move the funds from the 2016 budget into this year's budget.

M/S/C authorizing the semi-annual budget adjustment effective March 1, 2017 in the amount of \$77,497 for radio services machinery and equipment expenditures. (E. Hildreth/J. Snaza)

Recognize New Board Member – J. Wilson recognized new board member, Commissioner G. Edwards as the new representative to the Administration Board.

Election of Administration Board Officers – J. Wilson called for nominations for the Chair and Vice Chair for the 2017-18 Term as the Bylaws require the elections be held at the TCOMM Annual Meeting.

M/S/C to re-appoint J. Wilson as Chair of the Administration Board for 2017. (E. Hildreth/T. Wood)

M/S/C to reappoint L. Greenstein as Vice-Chair of the Administration Board for 2017. (G. Edwards/T. Wood)

Policy Compilation Project Update – W. Hill provided an overview of the Policy Compilation Project. Both Administrative and Human Resources policies were provided for review. It was determined the HR policies require further review, therefore only the Administrative Policies are brought forward for approval through Resolution 2017-02.

M/S/C adopting the revised Thurston 911 Communications Administrative Policies and Procedures effective March 1, 2017. (J. Snaza/T. Wood)

Executive Director Performance Evaluation – The TCOMM Administration Board of Directors met in a closed session for a period of 30 minutes to discuss the Executive Director Performance Evaluation.

Related to local governments, the following topics set forth in RCW 42.30.110(1) (g) can be discussed in executive session: "Qualifications on an applicant for public employment or review of performance of a public employee."

The Board convened into executive session at 4:25 p.m.
The Board reconvened the regular meeting at 4:55 p.m.

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M/S/C directing the Chair and Vice Chair review the Executive Director Evaluation and determine the appropriate performance rating and additional leave days. (J. Snaza/J. Hankins)

Other Business

Non-Member Fee Schedule Update – K. Flewelling reported meeting with the Olympic Ambulance to discuss their specific issues with the proposed fee schedule. TCOMM provided a template of a service-level agreement and requested Olympic Ambulance fill out the agreement and meet again for negotiations. Olympic Ambulance staff report working on the agreement and will schedule to meet with TCOMM soon. Once a service-level agreement is reached, the model will be used to work through the remaining non-member agencies.

Meeting adjourned at 5:00 p.m. Next meeting to be held Wednesday, May 3, 2017 @ 3:30 p.m.