

THURSTON 911 COMMUNICATIONS  
ADMINISTRATION BOARD MEETING MINUTES  
WEDNESDAY, MAY 3, 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  
Gary Edwards – Thurston County Commissioner  
John Snaza – Thurston County Sheriff's Office  
Meredith Hutchins, Alternate – Fire Commissioner's Association

**TCOMM STAFF:**

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

**GUESTS:**

Terry Ware – Olympic Ambulance  
Kelsey Loftness – TCOMM Employee of the Year

**Call to Order**

Chair, Judy Wilson called meeting to order at 3:33 p.m.

**Approval of Agenda & Minutes**

M/S/C approval of the May 3, 2017 Agenda with the addition of comments (E. Hildreth/G. Edwards)  
M/S/C approval of the March 1, 2017 Administration Board meeting minutes (J. Hankins/G. Edwards)

**Correspondence – Letter from Law, Lyman, Daniel, Kamerrer and Bogdanovich, P.s. to PDC** – K. Flewelling reviewed an issue brought forward by L. Greenstein regarding whether elected officials are required to file a personal financial information form with the Public Disclosure Commission for each Board they serve on. There was a concern regarding elected officials being part of boards that make decisions for organizations that receive revenue in excess of \$12,000 per year. K. Flewelling contacted the TCOMM's General Counsel who provided a letter from Law, Lyman, Daniel, Kamerrer to the PDC regarding this issue. E. Hildreth reported receiving communication from the Tumwater City Attorney and reported the issue has been deferred to the Attorney General for a decision due to a possible change in the statute.

**Public Testimony** – None.

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**2016 Employee of the Year Recognition** – K. Loftness was honored by the Board as the 2016 TCOMM Employee of the Year. K. Flewelling provided an overview of her nomination and presented Kelsey with the award on behalf of TCOMM and the Board.

**Old Business**

**Financial Report Review** – C. Mai provided the March 2017 Budget Variance Analysis and Sales Tax Report for review as well as the Annual Report submitted to the State Auditor's Office (attachment). Highlights/items for discussion included:

- Sales tax is 3.5% over budget and 8.6% above 2016 actual figures.
- Excise tax remains steady and close to budgeted amounts.
- Miscellaneous revenue is higher than predicted as the credit card provided extra rebates this year.
- All departments are under budget for expenditures except the Admin Department, due to annual payments to WCIA and the City of Lacey.
- E. Hildreth asked for clarification regarding the lease payments listed in the Schedule of Liabilities within the auditor's report. C. Mai clarified TCOMM has two capital leases, both being the printers with five year agreements. At the end of either lease TCOMM has the option to create a new lease at that time. Two bonds with Thurston County and one bond with the City of Lacey will be paid off by the end of 2018 as well.

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

- The Travis Bill – This bill requires 911 centers to have an active display when there is a person with disabilities involved at the emergency location. This bill is awaiting signature by the Governor. The bill has been modified from a mandate to a feasibility study to be performed by the State 911 Office and the Department of Health. A report would be delivered to the legislature by the end of 2018.
- Substitute Senate Bill 5046 – This bill requires public notifications be given in the language of the residents of the area being notified. This bill is on the governor's desk for signature as well and will impact primarily emergency management but could slightly impact TCOMM.
- Senate Bill 5122 – Senate Bill 5122 passed, which raises the compensation for Fire Commissioners compensation effective July 23, 2017.
- Substitute Senate Bill 5573 – The State Interoperability Executive Committee bill passed which increases the seats on the committee to include 911 representation.
- Governor's Budget – To date, 911 funds are allocated for 911 services only.

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**Public Safety Radio System Project Update** – K. Flewelling provided an update regarding the Radio System Project. Highlights/items for discussion included:

- K. Flewelling and W. Hill are involved in a road tour visiting local governments and agencies in Thurston County. The presentation provided outlines services provided by the 911 center as well as the current radio system status and the need for replacement. To date, presentations have been given to the Board of County Commissioners, the City of Tumwater, and the City of Rainer as well as the Fire Chiefs Association. Future meetings are scheduled with the cities of Lacey, Yelm, and Tenino.
- An FAQ regarding the Public Safety Radio System is distributed during each presentation to provide elected officials with important information regarding the current radio system and the need for its replacement.
- There were five respondents to the RFP for a consultant to conduct a study of the current radio system. After the completion of the study, the consultant will provide recommendations for replacement of the existing system as well as a cost/benefit analysis. All five responses were evaluated and narrowed to two finalists. Interviews were conducted and a preferred contractor was selected and will be notified pending action of the Board today.
- J. Hankins questioned if every radio in every city will need to be replaced once replacement of the current system takes place? K. Flewelling clarified this would depend on whether TCOMM retains the same frequency band currently utilized. Currently there are not enough frequencies for the type of communications needed and in order to achieve functionality. TCOMM will almost certainly have to move to another frequency band which would require replacing all of the radios. TCOMM would potentially replace all the equipment, both subscriber and infrastructure, at the same time at the initial replacement. Each agency would then be responsible for replacement of their equipment in the future.
- G. Edwards asked for background information on the Text-to-911 program that aired on TCTV. K. Flewelling reported working with staff from TCTV to create three short scenarios on the appropriate use of Text-to-911. This included the deaf and hard of hearing community, a domestic violence situation, and a child home while an intruder breaks in. K. Flewelling was also interviewed regarding the dos and don'ts regarding Text-to-911. He will provide the video at the July Administration Board meeting.
- K. Flewelling reported FirstNet contracted with AT&T to construct their nationwide broadband network. FirstNet reported it will have their statewide plans distributed by June.

**New Business**

**T-Mobile Lease Staff Report and Resolution 2017-03** – K. Flewelling provided Staff Report 2017-03 and Resolution 2017-03 regarding the proposed co-location lease agreement with T-Mobile at the Crawford Mountain Radio Site (attachment). T-Mobile has agreed to \$25,000 per year with built-in escalators (per the 5 year lease agreement) for co-location at this site. K. Flewelling clarified TCOMM leases the land from DNR

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where the radio site is located, whowould receive \$15,000 with TCOMM receiving the remaining \$10,000.This is due to the current lease with DNR which requires TCOMM to pay an additional fee for any co-locators on its radio tower. Resolution 2017-03 authorizes the Executive Director to enter into a lease agreement with T-Mobile in the amount of \$25,000. J. Snaza questioned if TCOMM charges DNR for use of frequencies? K. Flewelling clarified TCOMM does not charge DNR nor do they charge TCOMM for use of their frequencies as most use occurs during wildland fire incidents.

**M/S/C authorizing the Executive Director to sign the T-Mobile Co-location agreement effective May 3, 2017. (T. Wood/J. Hankins)**

**Policy Compilation Project Staff Report and Resolution 2017-04** – W. Hill provided Staff Report 2017-04 and Resolution 2017-04 regarding the Policy Compilation Project for review and approval (attachment). She reported the HR policies and procedures package was vetted by the attorney and both labor unions and is brought forward today for board approval through resolution. W. Hill thanked Operations Supervisor J. Wood for her effort in the Policy Compilation Project. She reported the Operations Section of the Policies and Procedures Manual will now be reviewed with some of the information contained in those policies moved into the Training Manual.

**M/S/C to adopt the revised Human Resources policies and procedures effective May 3, 2017. (T. Wood/J. Snaza)**

**Radio Equipment Replacement Staff Report and Resolution 2017-05** – K. Flewelling provided Staff Report 2017-05 and Resolution 2017-05 regarding replacement of the Radio Test/Service Monitor for review and approval (attachment). He reported the Radio Services Department is requesting purchase of a replacement spectrum frequency analyzer for use in maintenance of the radio system. The new equipment being purchased will have the necessary components to make it to the next generation. The purchase price of \$42,809 reflects the cost of purchasing off the state contract, which is above the Executive Director purchase authorization. K. Flewelling reported this item was budgeted at \$34,000, but funds can be moved from another line item within the Radio Services Department budget. He clarified the current analyzer will be utilized for the VHF legacy system after the replacement analyzer is received.

**M/S/C authorizing the Executive Director to to purchase the replacement radio test/service monitor in the amount of \$42,809.01. (T. Wood/J. Snaza)**

**Radio Systems Professional Services Contract and Resolution 2017-06** – K. Flewelling provided Staff Report 2017-06 and Resolution 2017-06 regarding the Professional Services Contract for public safety radio system consulting. A finalist has been chosen (the approximate proposed cost not to exceed \$79,000). K. Flewelling requested approval to conclude the contract with the preferred contractor and execute on behalf of the Administration Board. After contact is made, K. Flewelling will notify the board of the selected contractor.

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**M/S/C authorizing the Executive Director to negotiate and execute a professional services contract with the preferred contractor to complete the scope of work described in the RFP. (T. Wood/J. Snaza)**

**2016 TCOMM Annual Report** – K. Flewelling reviewed the final 2016 TCOMM Annual Report. A draft copy was previously distributed for comment prior to publishing. The final report is available on the TCOMM website as well. A graphic representation of TCOMM's budget and performance cycle was distributed for discussion. TCOMM's ending fund balance was reviewed, and the effort to build up the ending fund balance in order to cover the down payment for future large expenses was noted. Also noteworthy were the increased revenues and decreased expenses. TCOMM managers have worked diligently on expense control while monitoring the budget. J. Wilson stated the TCOMM budget and performance information should be included in the FAQ distributed during the scheduled city council presentations. M. Hutchins questioned if there are still vacancies in the dispatch center? W. Hill clarified there is one frozen dispatcher position as well as one frozen Operations Supervisor position. E. Hildreth commended staff for the efforts taken to restore fund balances.

E. Hildreth questioned if services have been hampered due to being down 2 FTE's. K. Flewelling clarified services were cut in 2013 by eliminating the law enforcement DATA function. To date, this service has not been restored as a result of the Workload Study which indicated a need for more call takers due to the volume of calls received.

M. Hutchins questioned if there has been an increase or decrease in call volume? W. Hill clarified the number of 911 calls remained fairly consistent over the past three years though the number of outbound calls and incoming ten digit calls decreased. This is likely in part due to the less frequent use of officers calling in as they are utilizing the MCT's to obtain information. K. Flewelling stated TCOMM is looking into the correlation between call volume and the increasing population of Thurston County.

T. Wood stated Yelm Chief T. Stancil reported TCOMM is removing its non-emergency dispatch number and questioned if this is because of a decline in non-emergency calls over the last three years? K. Flewelling stated TCOMM will not be removing its non-emergency number. He further stated the decline in calls is misleading because this is the number that officers use to call in to TCOMM and because they are utilizing their computers more, the result is decreased call volume.

**Other Business**

E. Hildreth questioned if the May Day demonstrations impacted TCOMM? W. Hill reported an increase in call volume and as well as a slight radio coverage issue in the downtown Olympia area but dispatch handled the situation very well. Additional staffing was not called in as the supervisor had the option of holding someone over or calling someone in if needed. Ultimately this was not needed.

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E. Hildreth requested an update regarding the status Non-Member Fee Subcommittee. K. Flewelling reported receiving a draft service level agreement from Olympic Ambulance. Once an agreement is reached, TCOMM will move forward with the process. J. Wilson questioned if an agreement is in place with AMR? K. Flewelling stated AMR should not be an issue once an agreement is reached with Olympic Ambulance.

G. Edwards suggested the TCTV video be added to the TCOMM website for public viewing.

J. Wilson stated after reviewing procedures for adjournment in Roberts Rules of Order, it was determined a formal motion is not needed adjourn the meeting.

**Meeting adjourned at 4:30 p.m. Next meeting to be held Wednesday, July 5, 2017 @ 3:30 p.m.**