

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, JULY 5, 2017 @ 3:30 P.M.

MEMBERS PRESENT:

Judy Wilson, Chair – Lacey Fire District #3
Lenny Greenstein, Vice Chair – City of Lacey
Julie Hankins – City of Olympia
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

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 July 5, 2017 agenda.
M/S/C approval of the May 3, 2017 Administration Board meeting minutes
(G. Pearson/G. Edwards)

Correspondence – Letter from the City of Olympia to St. Peter Hospital – K.

Flewelling reviewed the correspondence from the Olympia Fire Department to St. Peter Hospital regarding ongoing concerns over in-building radio coverage within the hospital. St. Peter Hospital has recommitted to addressing the radio coverage concerns outlined by TCOMM and other public safety agencies.

Public Testimony – None.

Old Business

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

- C. Mai reported TCOMM received an additional \$69,000 believed to be a one-time payment (noted in miscellaneous revenue) due to a Department of Revenue audit on a specific excise tax subscriber.
- Admin expenditures appear high due to the annual loan payment to the City of Lacey for \$173,000 as well as the annual insurance payment for \$44,000.
- Sales tax revenue is 7.59% over actual revenue collected in 2016.
- Land line revenue continues to decrease and there is a slight decrease in VoIP revenue.

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, JULY 5, 2017 @ 3:30 P.M.

Radio System Update – K. Flewelling provided a brief update on the Radio System Project. The consulting firm Hatfield & Dawson was retained to review and make recommendations for replacement of the current system. TCOMM staff along with Hatfield & Dawson met with Pierce County Combined Communications Network staff to review their Intergovernmental Agreement with Pierce Transit and the purchase of their 700 MHz public safety radio system. This group will provide a presentation to the steering committee on July 18, 2017 at 9 a.m. to discuss the feasibility of a partnership between TCOMM and Pierce County. K. Flewelling reported a Gap Analysis Report has been received and will be distributed after review. K. Flewelling clarified once the coverage gaps are addressed, TCOMM will pursue either a stand-alone radio system or partnering with another system.

K. Flewelling and W. Hill have concluded meetings with local city councils as well as the Board of County Commissioners. The smaller cities voiced concerns regarding inadequate representation on the Administration Board and these concerns were shared with the south county representative, Tracey Wood.

FirstNet Update – K. Flewelling reported FirstNet has signed a contract with AT&T to develop a nationwide public safety broadband data network. The Washington State plan released last week included coverage maps, pricing and proposed tiered service levels. The pros and cons of joining the statewide plan were briefly reviewed. The State Interoperability Executive Committee will meet with FirstNet on July 6th to discuss plan details for Washington State.

New Business

Staff Report 2017-07 Radio Microwave Project – K. Flewelling reviewed Staff Report 2017-07 regarding the Microwave Replacement Project (attachment). He reported the microwave links in need of replacement are located at the Bucoda and Kamilche Ridge radio sites. K. Flewelling clarified the replacement of these links will transfer to the future radio system. The total cost of the project is approximately \$267,000 and requires Administration Board approval to expend the funds.

M/S/C authorizing Resolution 2017-07 allowing the Executive Director to purchase replacement microwave radio links for both the Kamilche and Bucoda radio sites in the amount of \$267,494. (L. Greenstein/J. Hankins)

2018 Budget Committee – K. Flewelling requested three volunteers from the Administration Board to serve on the 2018 TCOMM Budget Committee. J. Wilson, L. Greenstein and G. Pearson volunteered to represent the board along with volunteers from the Operations Board.

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, JULY 5, 2017 @ 3:30 P.M.

November Meeting Date Adjustment – K. Flewelling requested an adjustment to the regularly scheduled November 1st Administration Board meeting date. This would allow TCOMM to meet the requirement for public comment on the 2018 preliminary budget. Board representatives agreed to reschedule the November 1st meeting to Wednesday, November 8, 2017.

November Administration Board Work Session – K. Flewelling recommended holding a work session with the Administration Board and representatives from the radio systems consultants Hatfield & Dawson on November 8th at 2 p.m. prior to the Administration Board meeting scheduled for 3:30 p.m. This will provide an opportunity for the consultants to present recommendations to the Board for review and discussion before the regular meeting.

Text to 911 TCTV Video Presentation – The Board reviewed the TCTV Video Presentation regarding Text to 911 in Thurston County. K. Flewelling noted the video is also available on the TCOMM911 website for viewing. L. Greenstein suggested TCOMM provide the video to Panorama City as well.

Other Business

APCO Award – K. Flewelling reported a team from TCOMM received the Telecommunicator Team of the Year Award at the Washington APCO-NENA Conference for their excellent handling of the of the Twitter DDOS incident in October, 2016. TCOMM team members included Amber Albright, Jennifer Rodgers, Laurie Shefler and Dana Libby.

Meeting adjourned at 4:10 p.m. Next meeting to be held Wednesday, September 6th at 3:30 p.m.