

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, NOVEMBER 8, 2017 @ 3:30 P.M.

MEMBERS PRESENT:

Lenny Greenstein, Vice Chair – City of Lacey
Ed Hildreth – City of Tumwater
Julie Hankins – City of Olympia
John Snaza – Thurston County Sheriff's Office
Gary Edwards – Thurston County Commissioner
Meredith Hutchins, Alternate – Fire Commissioner's Association
Sylvia Roberts, Alternate – Lacey Fire District #3

TCOMM STAFF:

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

Call to Order

Vice Chair, Lenny Greenstein called meeting to order at 3:32 p.m.

Approval of Agenda & Minutes

M/S/C approval of the November 8, 2017 agenda. (J. Hankins/E. Hildreth)
M/S/C approval of the October 4, 2017 Joint Administration and Operations Board meeting minutes. (E. Hildreth/J. Hankins)

Correspondence – None.

Public Testimony – None.

Retiring Board Member Presentation – The Administration Board honored retiring board members J. Hankins and E. Hildreth for their service to the TCOMM Administration Board and the citizens of Thurston County.

Old Business

Financial Report Review – C. Mai presented the September Budget Variance Analysis and Sales Tax reports for review. Highlights included:

- Sales tax revenue is currently 5.3% over budget.
- TCOMM received a \$20,000 lease payment from the Army which is not reflected on the report as it was just received.
- The last loan payment (approximately \$106,000) will be paid to Thurston County in December 2017.

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New Business

Social Media Policy – W. Hill provided the Social Media Staff Report for review (attachment), and requested the draft Social Media policy be adopted by the Board. The policy provides policy and guidelines to TCOMM employees regarding social media use.

M/S/C to approve Resolution 2017-08 adopting TCOMM Social Media Policy 112 effective November 8, 2017. (J. Snaza/M. Hutchins)

Staff Report 2017-10 Legal Services Contract – K. Flewelling provided SR 2017-10 Legal Services Contract for review (attachment). K. Flewelling requested authorization from the Board to renew the current legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., effective January 1, 2018. K. Flewelling clarified the proposed budget for 2018 includes \$6,000 for the purpose of general counsel retainer.

M/S/C to authorize the Executive Director to renew the current Legal Services Contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S. in the amount of \$6,000 effective January 1, 2018. (G. Edwards/J. Snaza)

Staff Report 2017-09 Olympic Ambulance Service Level Agreement – K. Flewelling provided Staff Report 2017-09 Olympic Ambulance SLA for review (attachment). K. Flewelling and L. Greenstein provided background information regarding the Non-Member Fee Subcommittee meetings for the benefit of the Board. K. Flewelling reported the service level agreement (SLA) with Olympic Ambulance will document the levels of service the company receives from TCOMM911 as well as the fees the company will pay for those services. K. Flewelling clarified the term of the agreement is for five years, which is renewable with a beginning price of \$30,000 per year. Cost of living escalators will begin in years two through five.

M/S/C to approve Resolution 2017-09 authorizing the Executive Director sign the Service Level Agreement with Olympic Ambulance in the amount of \$30,000 with cost of living escalators beginning in years two through five. (J. Snaza/E. Hildreth)

Resolution 2017-10 Salary and Benefits – W. Hill reviewed Resolution 2017-10 which relates to setting salaries and medical contributions for non-union TCOMM employees effective January 1, 2018 (attachment). W. Hill clarified the resolution mirrors the general wage increase of 3% and depending medical contribution of \$700 per month established in the current union contracts.

M/S/C approving Resolution 2017-10 setting the salaries and medical contributions for non-union TCOMM employees effective January 1, 2018 (J. Hankins/E. Hildreth).

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2018 Budget Review and Approval – K. Flewelling reported TCOMM's preliminary budget was posted to the TCOMM website and sent to the Timberland Regional Library and TCOMM received no public comment. Additionally, there are no changes noted to the preliminary budget.

M/S/C to approve the 2018 TCOMM Final Budget in the amount of \$9,049,874 (E. Hildreth/J. Snaza).

Non-Member Agency Application Process – K. Flewelling reported contact from the Chehalis Tribal Police requesting information on how to become a non-member fee-paying agency with TCOMM. Chehalis Tribal reports issues with radio coverage in Grays Harbor and are looking for a better solution to meet their needs as the bulk of their business concerns are in Thurston County. Their agency also provides mutual aid with TCSO and would benefit from using the same frequency. J. Snaza agreed it would be beneficial to the Sheriff's office to have the ability to monitor Chehalis Tribal Police radio traffic. Currently this is just information only for the Board. Once TCOMM receives an application letter from the tribe K. Flewelling will bring the issue back before the Administration Board.

December Administration Board meeting – K. Flewelling reported there is not a current need for the Administration Board to meet in December. The next regularly scheduled meeting will be held January 3, 2018 @ 3:30 p.m.

Meeting adjourned at 4:12 p.m. Next meeting to be held Wednesday, January 3, 2018 @ 3:30 p.m.