

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, July 11, 2018 @ 3:30 P.M.

MEMBERS PRESENT:

Judy Wilson, Chair – Lacey Fire District #3
Lenny Greenstein, Vice Chair – City of Lacey
Lisa Parshley - City of Olympia
Leatta Dahlhoff – City of Tumwater
Meredith Hutchins – Fire Commissioner’s Association
Gary Edwards – Board of County Commissioners

TCOMM STAFF:

Keith Flewelling – Executive Director
Carla Mai – Financial Manager
Bré Skaggs – Administrative Assistant

GUESTS:

RicTorgerson - Director Joint Animal Services Thurston County
Paul Bressi – Nisqually Towing

Call to Order

Chair, Judy Wilson called meeting to order at 3:34 p.m.

Approval of Agenda & Minutes

M/S/C approval of the July 11, 2018 agenda.

- K. Flewelling requested we add introductions to the agenda due to the public being in attendance. (L. Greenstein/G. Edwards)

M/S/C approval of the May 2, 2018 Administration Board meeting minutes (L. Greenstein/G. Edwards)

Information: February 26, 2018 Operations Board meeting minutes

Introductions

Public Hearing – Proposed Fees for Non-Member Agencies (See Attached)

The proposed fees would be effective for the budget year following approval by the Administration Board.

- **Paul Bressi** questioned how the fees were calculated. L. Greenstein stated tow companies will now be charged a flat rate of \$100 plus an additional \$30 per each appearance on a tow list (provided by the law enforcement jurisdictions). In the past, each owner was assessed a flat rate regardless of the number of tow lists and regardless of the number of companies owned.
- **G. Edwards** asked for figures on how many calls or dispatches are for towing. C. Mai didn't have those numbers with her and K. Flewelling explained that these figures are calculated by hand.

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- **Paul Bressi from Nisqually Towing** spoke to the board and raised concerns regarding the new policy of allowing more than one tow from a single company and stated it is unfair to the single truck companies. K. Flewelling stated he would like to revisit this change in business rules at the next TCOMM Operations Board meeting scheduled for August 20th at 1:00 at TCOMM.

Correspondence – None

Public Testimony – None

Directors Report

Radio Replacement Project Update – Radio Replacement Project Update – K. Flewelling reported on a legislative luncheon that was held on June 20, 2018, where all of the Thurston County Legislators were invited to attend. Chiefs from both Fire/Police attended as well as the WSP radio system administrator. He presented the case/problem and asked for some level of commitment or general help on a legislative level in regards to the Public Safety Radio System Replacement Project. Two of the options considered will require legislative assistance. He hopes to come away with an idea of what they can tolerate in terms of support from legislators for one of the two options, or both. If there is a great deal of support for increasing the one tenth of one percent emergency communications sales use tax, then that will be pursued as the best option for three reasons: it will cover debt service, go a long way towards funding a replacement system, and will help TCOMM with ongoing agency operational expenses. Hopefully by the end of August we'll have firm direction on multiple sources of funding and start hitting the ground to drum it up. He also reports a meeting with Rep. Griffey on Monday July 16, 2018 to discuss options.

- G. Edwards – Would like to see a pilot program that the rest of the State can then follow and refer to when implementing new radio systems. He suggested TCOMM could be that radio pilot program.
- J. Wilson asked what it would look like for TCOMM if they decided to implement a State Radio route instead. K. Flewelling stated that this would be a model to sell to the legislature.

Operations Update –

Staffing – During the last two months one PST tendered his resignation and five new hires started academy training. Three of the five new hires will fill full time regular positions with the remaining two filling extra help positions. Operations are fully staffed however there are seven PSTs in various stages of training.

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Remodel Project – Excitement and anticipation is building as the communications center remodel project gets closer to implementation. Supervisors and PSTs are participating in the details of the project whenever it is possible. Thurston County Central Services personnel are very engaged in their responsibilities associated with the project.

QA/QI Project – The revised Quality Assurance and Quality Improvement program completed its first full month of reviews. The results were impressive with average scoring in the three categories in the high 90 percentiles. Among the nearly 100 reviews were a few issues that were addressed by supervisors with individual PSTs.

TCOMM COOP Revision 2018 – K. Flewelling reports the COOP is finished and if anyone would like to have a copy or would like to read it to contact him.

Strategic Plan Update – (See attached tracking report) K. Flewelling briefly went over the Strategic Plan and Project statuses.

Bylaws & IGA Review Committee Update – The committee met one time this month to review the committee's purpose and materials. Then set a course of action to begin the mission. The committee will meet once a month until the project is completed and a recommendation is brought back to the Administration Board.

Old Business

SR Proposed Fees for Non-Member Agencies – L. Greenstein requested approval for the proposed Type 2 Non-Member fees for use in the 2019 and future budgets.

M/S/C the approval of Resolution 2018-09 in which the Administration Board concurs with the new Type 2 Non-Member Agency Fee Structure and authorizing the Executive Director to execute service level agreements with the Type 2 Non-Member Agencies. (L. Greenstein/L. Parshley)

Financial Report Review – C. Mai provided an update. Highlights/items for discussion included:

- May YTD revenue is above budget for all revenue types except for the WA State E911 and WA State NG911 contracts, both of which are received on a reimbursement basis. The NG911 revenue (approx. 84K) was just submitted for reimbursement and should be received soon. The E911 contract for FY17-18 was reduced by the state as explained to the Board at the last board meeting.
- May YTD Expenditures are all under budget with the exception of the Admin dept. The Admin Dept. paid several large annual expenditures at the beginning of the year which includes; \$7,600 for the WA State Auditor, \$47,500 for insurance, \$174K to the City of Lacey for our last loan payment, and leave cash-

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outs for an Admin employee who separated from employment in the amount of \$5,600.

- Sales tax collected is 7% over 2017 YTD partially due to the WA Marketplace Fairness Act. Commissioner Edwards asked for a definition of the act: This bill authorized WA State to collect retail sales tax from internet businesses doing business in WA.
- 911 Excise taxes are also above 2017 collections, with the exception of wireline phones: -14% wireline, +6% for wireless, +6% VoIP, and +14% for prepaids.
- In 2017, TCOMM received \$69K from a VoIP audit completed by DOR and also received \$28K from Nisqually for the 2016 Quarter 4 communications services, which were the main causes of the difference between 2017 & 2018 YTD other revenue figures.
- The 2017 Radio expenditures were higher than 2018 due to the purchase of the Bald Hills microwave and radio test equipment. The 2018 Ops expenditures have increased due to unfreezing 3 positions, and the training class for new hires.

New Business

Chehalis Tribal Police Department Agreement – K. Flewelling reports that the Chehalis Tribe has completed a signed agreement including the liability terms that we requested and he asked approval of Resolution 2018-10.

M/S/C the approval of Resolution 2018-10 in which the Administration Board concurs with authorizing the Executive Director to execute the agreement with the Chehalis Tribal Police Department for emergency communication services. (L. Greenstein/L. Parshley)

2019 Budget Sub-Committee Volunteers – Carla Mai requested three volunteers from the Administration Board for the 2019 budget subcommittee. Meetings are typically held 1-2 times, and will begin after Labor Day. L. Parshley, L. Greenstein, M. Hutchins volunteered to participate.

Meeting adjourned at 4:41 p.m.

Next meeting to be held Wednesday, September 5, 2018 @ 3:30 p.m.