

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, MARCH 7, 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
Tracey Wood – South County Representative
Gary Edwards – Board of County Commissioners

TCOMM STAFF:

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

GUESTS:

Chief Scott LaVielle – Tumwater Fire Department
Chief Jon Weiks – Tumwater Police Department
Ed Trevorrow – TCOMM Employee of the Year

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 7, 2018 agenda (L. Greenstein/G. Edwards)
M/S/C approval of the January 3, 2018 Administration Board meeting minutes (L. Greenstein/G. Edwards)

Correspondence – None

Public Testimony – None

Board Member Recognition – J. Wilson recognized the three new members to the TCOMM Administration Board, L. Parshley representing the City of Olympia, Leatta Dahlhoff representing the City of Tumwater, and Meredith Hutchins representing the Fire Commissioners Association. K. Flewelling stated an orientation to TCOMM was provided to benefit the incoming board members.

2017 Employee of the Year Recognition – E. Trevorrow was honored by the Administration Board as the 2017 TCOMM Employee of the Year.

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, MARCH 7, 2018 @ 3:30 P.M.

Old Business

Financial Report Review – C. Mai provided the January 2018 Sales Tax and Budget Variance Analysis for review. Highlights/items for discussion included:

- The state auditor will be onsite beginning Monday, March 12th and will be auditing years 2015 and 2016. C. Mai reported the state auditor requested to meet with an Administration Board member on Monday as well. J. Wilson volunteered to represent the board on March 12th.
- Noted item: A large annual insurance payment due in January (approximately \$47,000) is reflected in the statistics for Administration as well as two annual Radio Department expenditures due in January; approximately \$48,000 for the Crawford Mountain radio site lease as well as two invoices for microwave repairs (\$12,000).
- The last significant payment was made to the City of Lacey for \$174,000.
- Sales tax collection is 5.29% over last year's collection rate.

Public Safety Radio System – K. Flewelling reviewed the Alternatives Analysis provided by Hatfield and Dawson and the Steering Committee Recommendation provided in the meeting materials (attachment) and requested direction from the Administration Board as to how to move forward. Highlights/items for discussion included:

- L. Greenstein voiced support for the steering committee recommendation as the primary function of local government is public safety. He further stated the current state of the radio system is not sufficient for public safety or the safety of first responders.
- T. Wood questioned the mechanism for funding the replacement radio system. K. Flewelling clarified the resolution directs staff to pursue funding options. Four potential options include increased 1/10th of 1% sales use tax; a general obligation bond floated by the county commissioners for this specific purpose; user fees; and a criminal justice sales use tax which would provide the county up to 3/10th of 1% sales use tax. This would be generated countywide but with an obligation to split the revenue 40% for each of the cities and county per capita basis. TCOMM will explore federal grants which could possibly fund the radio equipment on vehicles and personnel.

M/S/C the approval of Resolution 2018-05 in which the Administration Board concurs with the recommendation to replace the public radio system and direct the Executive Director to pursue funding options for Administration Board consideration. (L. Greenstein/T. Wood)

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, MARCH 7, 2018 @ 3:30 P.M.

Non-Member Fee Review Committee – K. Flewelling reported significant progress in 2017, with signed non-member agreements now in place with Olympic Ambulance and AMR. The committee will now circle back and consider the remaining Type 2 non-members in order to devise a fair and equitable plan for their contributions to TCOMM. TCOMM Financial Manager C. Mai will staff the Subcommittee. Lenny Greenstein and Leatta Dahlhoff will represent the Administration Board.

Strategic Positioning Update – K. Flewelling provided a summary of the Strategic Positioning Plan, stating the management team reviewed the remaining tasks and developed a plan for 2018. Item #6 in the summary outlines the major projects scheduled for completion in 2018.

New Business

Election of Administration Board Officers – J. Wilson called for nominations for the Chair and Vice Chair for the 2018-19 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 2018-19. (L. Greenstein/G. Edwards)

M/S/C to re-appoint L. Greenstein as Vice-Chair of the Administration Board for 2018-19. (G. Edwards/T. Wood)

Confirm or Modify Administration Board Schedule – The Administration Board confirmed the proposed 2018 meeting schedule as required in the Bylaws.

Open Government Training Act – C. Mai reported as required by law, public officials serving on a multi-member governing board must receive the Open Government Training upon appointment and complete refresher training no less than every four years. She provided information on free training options. Board members will forward a confirmation of training completion to TCOMM.

Staff Report 2018-04 ESC Lease with Thurston County – K. Flewelling reviewed the proposed property lease between Thurston County and Thurston 911 Communications. K. Flewelling clarified the lease will memorialize the current practice as well as provide protection where needed (e.g. equipment replacement/repair).

M/S/C authorizing Resolution 2018-04 authorizing the Executive Director to execute the proposed property lease agreement between Thurston County and Thurston 911 Communications in the amount of \$191,634.60. (T. Wood/L. Greenstein)

Staff Report 2018-05 Microwave Equipment Replacement – K. Flewelling reviewed Staff Report 2018-05 regarding the replacement of microwave test equipment. K. Flewelling clarified the equipment replacement is a budgeted item but exceeds the \$25,000 spending authority and requires the approval, procurement, and purchase. K.

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, MARCH 7, 2018 @ 3:30 P.M.

Flewelling reported the proposed equipment purchase would be compatible with the radio system.

M/S/C authorizing Resolution 2018-05 authorizing the Executive Director to purchase the replacement microwave communications test/service equipment for the amount not to exceed the 2018 budgeted amount of \$46,800. (G. Edwards/T. Wood)

Staff Report 2018-06 Comcast Fiber Service Agreement – K. Flewelling reviewed Staff Report 2018-06 outlining the proposed Comcast Fiber Service Agreement. K. Flewelling reported this to be a budgeted item and the agreement would increase the reliability and stability of TCOMM’s internet connection. This is a multi-year commitment thus exceeding the approved spending authority.

M/S/C authorizing the Executive Director to approve and sign the Comcast sales order form. (L. Parshley/L. Greenstein)

Executive Director Performance Evaluation - The TCOMM Administration Board of Directors met in a closed session for a period of 20 minutes to discuss the Executive Director’s 2017 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 4:11 p.m.
The Board reconvened the regular meeting at 4:31 p.m.

M/S/C to award the Executive Director a 2% performance increase and five MTP days. (G. Edwards/L. Greenstein)

Meeting adjourned at 4:35 p.m. Next meeting to be held Wednesday, May 2, 2018 @ 3:30 p.m.