

THURSTON 911 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
WEDNESDAY, MAY 5, 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
Gary Edwards – Board of County Commissioners
John Snaza – Sheriff’s Office

TCOMM STAFF:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Carla Mai – Financial Manager

GUESTS:

Sandra Bush – Medic One

Call to Order

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

Approval of Agenda & Minutes

M/S/C approval of the May 2, 2018 agenda (L. Greenstein/J. Snaza)
M/S/C approval of the March 7, 2018 Administration Board meeting minutes (L. Greenstein/J. Snaza)

Correspondence – None

Public Testimony – None

Executive Director’s Report

The Director’s report is included in the packet; however, staff provided highlights on the following items; **1)** Radio Replacement Project Update: K. Flewelling has reached out for help and suggestions to fund this project, and he hopes to have a solid road map by August 2018. TCOMM has approx., \$100,000 in the 2018 budget intended for the radio replacement project and may need to approach the board later to discuss using these funds for a public media/marketing individual to help with this project. **2)** SMART911: This has been turned on in the 911 center; however, it will not go public until the week of May 21st. Promotional materials were distributed to Board members. **3)** Non-Member Fee Review Committee: C. Mai, L. Greenstein, Leatta Dahlhoff and John Wood met as a group to formulate a recommendation for a fee structure that will be equitable to all non-member agencies. The group’s goal is to finish this at their May 10th meeting, and will present to the Board on July 11th. Users will be invited to attend this meeting and will have an opportunity for public comment. **4)** TCOMM’s Deputy Director implemented a new human resource tracking software program, which will work as a tool for supervisors to document HR activities, and will allow employees to view what has been

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documented. **5)** There are 43 FTE positions in the communication center, with 42 of these positions filled, and 1 additional vacancy expected. Staff is screening applications for Public Safety Testing, and hope to start an academy mid-June. In addition, there is a recruitment taking place for the Administrative Assistant position, which will close at 5pm tomorrow. Approximately 45 applications have been received, and 8 will be scheduled to interview.

Old Business

Financial Report Review – Budget Variance Analysis for March 2018, and Sales Tax Collected as of March 31, 2018 reports are included in the packet. C. Mai provided the following information

- 1st Quarter revenues from sales and excise tax were above budget.
- Expenditures look good – a couple of large expenditures in Administration (\$47,000 annual insurance payment, and the last significant payment to the City of Lacey); however, the rest of the departments are under budget.

New Business

2015 & 2016 Accountability & Financial Audit Update – C. Mai reported: This was a very clean audit with no findings and no recommendations.

TCOMM Annual Report – This was provided to the board.

2018 Executive Director Goals – J. Wilson reported on the following goals;

1) Orientate new board members: this has been completed. **2)** Review Radio project: this has been done and will be a continuing process throughout the year. **3)** Complete the Service Level Agreements with User Groups: this is in process. **4)** Review By-laws and the Interlocal Agreement: J. Wilson, L. Parshley, and L. Dahlhoff will meet as a group to work on this goal, with K. Flewelling as staff. It was suggested to invite 1 or 2 Ops Committee members to assist with this review. The group will meet on Mondays. **5)** Develop a communications plan for the Radio Replacement Project, and to build and expand the Operations Quality Improvement Program (this update was deferred to K. Flewelling): One of the goals of this program is to get enough statistically significant data to quantify what a performance level is for each telecommunicator. An intermediate program has been designed where all supervisors are reviewing two calls per each telecommunicator they are responsible for, each month. At this time only 911 calls are being reviewed, with a goal to review all calls and radio communications at random.

SR CCR (Communications Center Remodel Project (Resolution 2018-07) – W. Hill reported: This project is scheduled to begin September 1st with hopes of being finished by the end of October. The project will consist of replacing flooring, removing carpet from the walls, new lighting, and replacing 20 year old furnishings, with a budget not to exceed \$525,000. The large and small EOC has been secured to staff dispatchers during this project.

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M/S/C authorizing Resolution 2018-07, authorizing the Executive Director to execute all purchases associated with this project, within the scope of the budget, and following the agency purchasing policy. (J. Snaza/L. Parshley)

SR HR Policy 106 310 322 Revision (Resolution 2018-08) – W. Hill reported: 1) Policy 106 - update the Public Records Officer, listing the Executive Director. 2) Policy 310 - Adding a meal period within a certain hour. 3) Policy 322 – Update the employee benefits policy as we can no longer pro-rate the employer’s portion of a terminating employee’s health insurance premium during their last month of employment.

M/S/C authorizing Resolution 2018-08 (L. Greenstein/G. Edwards)

Chehalis Tribal Policy Application for TCOMM Non Member Type I Status – K. Flewelling reported: TCOMM received a letter from the Chehalis Tribal Law Enforcement expressing their desire to switch dispatch services from Grays Harbor 911 Communications to TCOMM. Staff is requesting the Board’s approval to begin the process for entering into an agreement with the Chehalis Tribal Law Enforcement agency. Board members expressed that they would like to see some provision in the agreement that specifies that the Tribe will be responsible for purchasing subscriber radio equipment when the radio system is replaced. Once the agreement is complete, the board will review for final approval.

M/S/C to approve the Chehalis Tribal Law Enforcement the ability to become a non-member of TCOMM (L. Parshley/L. Greenstein)

Meeting adjourned at 4:34 p.m. Next meeting to be held Wednesday, July 11, 2018 @ 3:30 p.m.