

THURSTON 911 COMMUNICATIONS  
OPERATIONS BOARD MEETING MINUTES  
MONDAY, June 18, 2018 @ 1:00 P.M.

**MEMBERS PRESENT:**

Mike Buchanan, Vice Chair – Olympia Fire Department  
Dusty Pierpoint – Lacey Police Department  
Steve Brooks – Lacey Fire District #3  
John Wood – Thurston County Fire Chiefs Association  
Kurt Hardin – Emergency Services Director  
Scott LaVielle – Tumwater Fire Department  
Gordon Phillips – Thurston County Sheriff's Office

**TCOMM STAFF:**

Keith Flewelling – Executive Director  
Wendy Hill – Deputy Director  
Bré Skaggs – Administrative Assistant  
Carla Mai – Financial Manager  
Jason Wilson – Systems Administrator  
David Taylor – Radio Systems Manager  
Jonica Elkins – Operations Supervisor

**GUESTS: None**

**Call to Order**

Vice Chair, Mike Buchanan called meeting to order at 1:00 p.m.

**Approval of Agenda & Minutes**

M/S/C approval of the June 18, 2018 agenda (Wood/Hardin)  
M/S/C approval of the February 26, 2018 Operations Board meeting minutes (Wood/Hardin)  
Informational: March 7, 2018 Administration Board Minutes

**Correspondence – None**

**Public Testimony – None**

**Subcommittee Reports**

**Radio Services –** D. Taylor reviewed the current Radio Systems Report (attachment). Updates included:

- Majority of last 4 months have been directed towards repairs and maintenance of the radio system.
- Work on annual and long term projects has been minimal.
- 4 main projects to work on in 2018: (see attachment)
  1. Replacement of legacy microwave systems test platforms.
  2. Replacement of the Crawford MTN backup generator
  3. Bald Hills solar off-grid system expansion
  4. System level repair of microwave antenna networks
- No progress on Evergreen State College radio and WSP rebroadcast in analog.
- Tac 2 North area coverage Issues: Changed the filters at Dupont for improved reception and tested for operation.

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- Jeremy Prine attended Technician Tower Climbing Training and Certification
- Crawford MTN power supply project from 2017 has all equipment ordered and preliminary work will begin for installation Thursday June 21<sup>st</sup>.

**IT Services** – J. Wilson reviewed the current IT Project List (attachment). Updates included:

- Project 6 Hardware Replacement - The replacement of the CAD workstations at the TCOMM Back-Up Center is complete.
- Project 8 Smart911 – Smart911 is an added project and deployed in May, 2018. Specific project details are listed below.

**FLAC Subcommittee Report –**

- Wes Vradenburg, WSP Communications Center Manager, attended the FLAC to discuss ways to keep WSP in the loop when big things happen in Thurston County. They would like notification on certain calls like school lockdowns or an active shooter, because if they have officers in the area they can assist. TCOMM IT staff is working with WSP to set up an Active911 account, and are waiting for WSP to set up an email account before proceeding further.
- Capitol Campus concern: W. Hill received an email from WSP (W. Vradenberg) last week about OPD calls that run through the Capitol Campus. A call occurred a couple of weeks ago where OPD had a foot pursuit that went onto the Capitol Campus, and Legislative Security was concerned for Legislators on campus. WSP would like to discuss these types of notifications as well. W. Hill reported that TCOMM dispatchers already notify the WSP communications center of events when they can, however this can be discussed further with TCOMM IT and WSP staff.
- Amber/Silver Alert – When a request is made by an agency for an Amber/Silver alert, WSP requires the requesting agency to approve the alert before it is activated. Agencies requesting the alert should be aware that an email is coming in order to proceed with the alerting process.

**Old Business**

**Radio Systems Replacement Project** – K. Flewelling reported a legislative luncheon is scheduled for June 20, 2018, where all of the Thurston County Legislators were invited to attend. He will present a case/problem and ask 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 that will be presented 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. Chiefs from both Fire/Police will be attending as well as the WSP radio system administrator.

**Non-Member Application Status** – K. Flewelling reported the Chehalis Tribal Police have applied for non-member status, and signed an agreement for TCOMM to provide dispatch services. The agreement will go to the Administration Board at their July 11<sup>th</sup> meeting for final approval. Once

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approved, staff will work on an implementation plan, with a target start date of late fall. K. Flewelling advised the additional services will have some impact for TAC1, which the TCSO is already aware of.

**HIRL Subcommittee Update** – W. Hill provided the final draft of the updated HIRL plan. She presented the plan highlights at the Fire Chiefs meeting earlier this month. There are four levels (attachment) Level 1 – Notification; Level 2 – Voluntary; Level 3 – Expected (County Wide) Level 4 – Catastrophic System Failure. Additionally, J. Elkins stated that the plan will be tested internally in the next few weeks to ensure operability, and a larger, four hour test will be planned during the Great Shakeout on October 18 @ 1018. It is also suggested that the HIRL plan be tested every six months.

S. Brooks questioned if, with the use of Active 911, the practice of duplicate broadcasts by the dispatchers is no longer needed. There is a lot of redundancy now with the duplicate broadcasts, taking up additional time and radio traffic. He requested that this topic be added to the next FLAC agenda for further discussion.

M/S/C approval of the HIRL Plan (Brooks/LaVielle)

**Smart911** – K. Flewelling sent an email out to the user agencies with Smart911 public information materials on June 12<sup>th</sup>. To date, it has been publicized via community television spots and on agency social media. K. Flewelling will also present to the Executive Seminar meeting tonight. Smart911 is a community based application that allows citizens to provide personal information to first responders to use during an emergency. This includes things like gate codes, pets, special conditions (medical) and other information. He encouraged everyone to look through the materials and distribute to staff.

It was asked whether premise files will remain in CAD, or will be migrated to Smart911. This will be discussed with our users once Smart911 is well established. This would put the responsibility of maintaining the information on the building owners rather than TCOMM staff, which might have negative impacts to the information needed by responders. It was also asked how many Thurston County residents have signed up for Smart911. K. Flewelling will research that information and report back.

**Non-Member Agency Fees:** C. Mai reported that in late 2016, the Administration Board requested a review of the non-member agency fee structure. After much work, a proposal will be presented to the Administration Board at their July 11<sup>th</sup> meeting. This proposal has been sent to the non-member agencies that will be affected by the change, and a public hearing will be held during the meeting as well.

**Budget Subcommittee Volunteers** – K. Flewelling requested three volunteers from the Operations Board for the 2019 budget subcommittee. Meetings are typically held 1-2 times, and will begin after Labor Day. S. LaVielle, M. Buchanan, and D. Pierpoint volunteered to participate.

**Meeting adjourned at 1:56 p.m. Next meeting to be held Monday, August 20, 2018 at 1:00 p.m.**