

Thurston 911 Communications
Joint Administration / Operations Board Meeting Minutes
Wednesday, October 3, 2018 @ 3:30 P.M.

Members Present:

Administration Board:

Judy Wilson, Chair – Lacey Fire District #3
Lenny Greenstein, Vice Chair – City of Lacey
Meredith Hutchins – Fire Commissioners Association
Lisa Parshley - City of Olympia
Leatta Dahlhoff – City of Tumwater
Gary Edwards – Board of County Commissioners
John Snaza – TC Sheriff's Office

Operations Board:

Tim Braniff – TC Sheriff's Office
Dusty Pierpoint – Lacey Police Department
Chris Ward – Lacey Police Department
Mike Buchanan – Olympia Fire Department
Ryan Cox – Lacey Fire District #3

TCOMM staff:

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

GUESTS: None

Call to Order

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

Approval of Agenda & Minutes

Two items were added to the agenda: Public Safety Radio System update and Bylaws/IGA Committee update.

M/S/C approval of the October 3, 2018 agenda as amended. (L. Greenstein/J. Snaza)

M/S/C approval of the July 11, 2018 Administration Board meeting minutes (M. Hutchins/J. Snaza)

Correspondence – None

Public Testimony – None

Old Business

Update on Tow Rotation Decision: K. Flewelling

A public hearing for the non-member agency fee structure was held at the July 11th Administration Board Meeting. Paul Bressi from Nisqually Towing spoke to the Board originally 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. TCOMM brought that information to the August 20th Operations Board Meeting and they discussed it. The Executive Director invited Mr. Bressi to attend and he didn't, but the Sheriff's office did contact him and talked to

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him about his concerns. The Operations Board recommended that the tow rotation changes as presented by Thurston County Sheriff's office be adopted.

Communications Center Remodel Update: W. Hill

Dispatchers have been temporarily relocated to the conference rooms. Dispatch was moved out and downstairs within 40 minutes and it went really well. New lighting, carpet, and paint is almost complete, and the furniture will arrive mid-October. The project is on schedule, and a tentative move-in is set for the week of November 5.

Non-Member Agency Update: K. Flewelling

TCOMM will begin dispatching for the Chehalis Tribal Police soon; the intended start date was October 1st which didn't pan out for a number of reasons. The new date is November 1st. All agencies that are affected will get a letter from TCOMM letting them know of the changes. They will be using TAC1 for their radio frequency, along with the TCSO, Nisqually Tribal Police, and Yelm Police Department.

Lewis County Meeting Request: K. Flewelling

Four Lewis County agencies expressed interest in knowing what it would take for TCOMM to dispatch for them. The Executive and Deputy Directors met with them on September 25th. The Lewis County agencies inquiring are Centralia Police, Riverside Fire Authority, and the police and fire departments of Chehalis.

TCOMM staff discussed what services TCOMM offers and what is available to them as well as a rough order magnitude estimate of cost. They represent a much larger impact to the agency, which would add a work load of 18% to phones and 12% on CAD. If they are serious about this move, the Executive Director will come back to the Administration Board to discuss costs and other logistics of dispatching for their agencies.

L. Greenstein asked what is leading to this inquiry from Lewis County. K. Flewelling stated that there seems to be a division between cities and fire districts vs the county. The county operates the 911 communications center and these agencies feel disenfranchised. They're not included in decision making and the 911 agency hasn't kept pace with technology that could help them. This has been an ongoing issue for a few years.

Public Safety Radio System Update: K. Flewelling

K. Flewelling stated that staff is getting ready for the legislative session and he wanted to speak with the Board about the 2 options for funding.

Option 1: Go to the Capital Budget committees and try to get somewhere in the range of \$1.5 or \$2 million dollars within in the State Capital Budget for this project. After speaking with our legislators, there is a good possibility of getting some funding (up to \$2 million) if we commit to a partnership with WSP.

Option 2: The second option is to increase the one tenth of one percent to two tenths of a percent of the emergency communications sales use tax. This requires legislative action as well as a vote by Thurston County residents.

The Administration Board, by consensus, supported the plan presented by the Executive Director.

Bylaws & IGA Update: K. Flewelling

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The Committee was able to get through both documents and are providing the Administration Board with an update because following one more meeting, it is likely the Committee will bring their product back to the Administration Board for consideration.

New Business

2019 Directors Budget & Committee Report: K. Flewelling

Highlights of the Director's Budget include:

1. Revenue Growth:

The State of Washington and other jurisdictions in Thurston County are still very optimistic about revenue projections for 2019. TCOMM has elected to take a more conservative approach by only projecting a 3.5% increase in the emergency communications sales and use tax. As this is the largest revenue source for the agency, a conservative approach to growth reduces risk and better positions the agency to meet budget goals.

The telephone excise tax still remains in a marginal growth mode with landline revenue decreasing following a multi-year trend and wireless, voice over internet (VoIP), and pre-paid revenues increases offsetting with marginal gains.

TCOMM will add a new Non-Member Agency in 2019, which accounts for an additional \$107,000 of revenue while not increasing any expenses as a result.

2. Authorized Positions:

In FY2018, the agency was able to attain staffing levels that existed prior to the recession and the reductions in staffing enacted in 2013. There are no new positions added in the 2019 budget. To prepare for the 2020 budget, a position analysis will be conducted in early 2019 to determine whether the agency's staffing meets workload demands.

3. General Wage Increase:

There are two collective bargaining units within TCOMM, and both of their agreements will expire in 2019. As the bargaining units comprise over 80% of the workforce, their agreements are the main drivers for the agency's budgeted general wage increase. For 2019, the general wage increase is budgeted at 2.5% for both represented and non-represented staff.

4. Benefits:

With the elimination of the premium benefits package by the Association of Washington Cities (AWC) in 2018, there was some uncertainty about the amount to budget. Managers did not know which plans employees would choose for the new year. Now, the agency has a full year of experience with the new benefit plans and is better prepared to budget accordingly. Again, taking a conservative approach, the 2019 budget contains a 5.5% increase over FY2018 for employee benefits.

5. Service Levels:

There are no proposed changes in services provided for FY2019 other than adding Chehalis Tribal Police as a new Non-Member Agency.

6. Operational Reserve:

The operating reserve amount is set by the Administration Board of Directors at 14% of the total annual amount necessary to continue operations. The overall fund balance, for the agency, easily accounts for the 14% operating reserve.

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7. Capital Expenditures:

Total capital expenditures are budgeted at \$463,828 for FY2019. Again this year, the agency elected not to replace any radio system components unless it is absolutely necessary or the components will be useful within the proposed new public safety radio system.

- A. Under those restraints, the radio system capital items make up \$342,428 of the capital budget.
- B. An additional radio project budgeted at \$40,000 will address an urgent coverage need for Olympia Fire Department (OFD). OFD is covering 35% of the expenses associated with this interim fix.
- C. \$41,400 is budgeted for IT servers and workstation replacements in line with the ER&R plan.
- D. A decision package to add a software interface that automatically populates alarm company calls into the computer aided dispatch (CAD) application was added to the budget. This project will be a partnership with Valley Communications Center (Valley Com), the regional 911 center for south King County. Both TCOMM and Valley Com have the same CAD system; therefore the interface development could be utilized by both centers. TCOMM's contribution to this project is budgeted at \$40,000.

8. Grants:

TCOMM plans to join Clark Regional Emergency Services Agency (CRESA) applying for a Federal NG911 grant to refresh the current geo-diverse NG911 telephone network. TCOMM may also apply for the same grant for a different NG911 project under the tribal section with Chehalis Tribal Police. This grant was just published and applications are not due back until the fall so TCOMM did not include the revenue or expenses in the 2019 budget. Instead, the agency will ask for a budget adjustment when and if the funds are granted.

9. Travel and Training:

The proposed budget includes professional development training and travel. All training and travel included in the proposed budget is necessary to maintain professional development and stay current with industry standards. Most, but not all, of the expenses are reimbursed through the professional development contract with the State E911 Office or through the Washington Cities Insurance Authority.

10. The 2019 Director's Budget proposes:

Total Revenue	\$ 9,400,758
Total Operating Expense	\$ 8,510,721
Debt Service	\$ 0
Total Capital Expense	\$ 463,828
Projected Ending Fund Balance	\$ 5,601,078

M/S/C to approve the TCOMM 911 Preliminary Budget Recommendation (G. Edwards/L. Greenstein)

K. Flewelling stated that the preliminary budget will be posted on the TCOMM website for the public response. The final budget will be brought before the Administration Board the second Wednesday of November for final approval.

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SR State E911 CPD Contract Signature Authority

Discussion took place regarding the annual signature required for the State E911 CPD Contract, and whether the Executive Director should be authorized to sign the contract on the Board's behalf.

M/S/C authorizing Resolution 2018-11, authorizing the Executive Director to sign the E911 County Coordinator Professional Development (CPD) Contracts with the Washington State Military Department. (L. Greenstein/G. Edwards)

**Next meeting to be held Wednesday, November 14, 2018 @ 3:30 p.m.
At Lacey Fire District #3 Headquarters.**