

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, November 14, 2018 @ 3:30 P.M.

Members Present:

Administration Board:

Judy Wilson, Chair – Lacey Fire District #3
Meredith Hutchins – Fire Commissioners Association
Lisa Parshley - City of Olympia
Leatta Dahlhoff – City of Tumwater
Tracey Wood – Yelm City Council

TCOMM911 Staff:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Carla Mai – Financial Manager
Bré Skaggs – Administrative Assistant
Jeff Myers – TCOMM911 General Counsel

Guests: Chief Iyall and Lieutenant Bradley McDonald attended from Nisqually Tribal Police Department.

Call to Order

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

Approval of Agenda & Minutes

M/S/C approval of the November 14, 2018 agenda. (L. Parshley/T. Wood)
M/S/C approval of the October 3, 2018 Joint Board meeting minutes (L. Dahlhoff/L. Parshley)

Correspondence – None

Public Testimony – Chief Iyall attended the Administration Board meeting to ask how the Nisqually Tribal Police Department can become a Member Agency. He stated that his understanding of why they are not currently a Member Agency is because the Tribe does not contribute taxes that support TCOMM911. The Chief provided Nisqually Tribe tax information for the Board's information (attached tax information). The Board discussed what the process would be for Nisqually to become a Member Agency. Article 8 of the TCOMM911 Intergovernmental Agreement details the process for adding new Member Agencies to the agreement; K. Flewelling stated he would send the information to Chief Iyall on how to start the process.

Executive Director's Report

Radio Replacement Project & Sales/Use Tax Activity: K. Flewelling reported that he is researching options for funding, including asking the legislature to increase the sales tax limit from one-tenth to two tenths of a percent. Various meetings are scheduled with Senators and State Representatives seeking sponsorship of this endeavor, including a meeting today with Senators Hunt and Carlyle. He is also requesting funding from the Governor's general fund budget. K. Flewelling sent a written request to the Governor last week, asking for funding between \$2-\$4 million dollars.

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Other sources of funding include TCOMM911 contributing \$5 million if the ending fund balance permits it at the time, possibly another \$2 million from a Regional Assistance to Firefighters grant (AFG), and money from the State.

If not successful with the legislature to increase sales tax, TCOMM911 will discuss the option of a general obligation bond or a revenue bond with Thurston County. A revenue bond would almost certainly be paired with user fees because the current TCOMM911 revenue sources do not support debt payments adequate to meet this large an obligation.

NG911 Telephone System: K. Flewelling reports TCOMM911 purchased the microDATA (now Comtech) NG911 telephone system in 2014 following a competitive bid process. The maintenance and support contract for the system will expire in June of 2019. This system is one part of a consortium with CRESA in Clark County acting as the second host and Wahkiakum County 911 as a remote agency on the network. Working with the consortium partners, TCOMM911 has requested pricing and logistics assistance from Comtech so that the three agencies will be able to migrate to a new maintenance and support contract without losing years of support that are already under contract.

TCOMM911 will try to execute an extended maintenance contract to align with the end date of CRESA's contract in 2020. The consortium would like to proceed together and maintain the geo-diverse host/remote network.

Staffing: W. Hill reports that there are three open positions in dispatch. A recruitment is in progress and a class is tentatively scheduled for late January, 2019.

Old Business

Financial Reports: C. Mai reports that all revenue is above budgeted projections (see attached). Expenditures in every department are under budget. Sales Tax is 6.8% over what was collected in 2017.

SR Bylaws & IGA Committee – Findings and Recommendations: A discussion took place regarding the Bylaws & IGA committee's attached report. The report included their recommended changes and actions for consideration and to determine the next steps. K. Flewelling will draw up a procedural document and discuss in the next board meeting.

2019 Thurston 911 Communications Budget Adoption: K. Flewelling stated that the preliminary budget was posted on the TCOMM911 website for the public response for greater than 30 days. There were no public comments.

M/S/C to adopt the 2019 Thurston 911 Communications Budget (T. Wood/L. Parshley)

Remodel Update: W. Hill stated the remodel is done and the dispatchers have been moved back upstairs. There are some small fixes and tweaks that need to be finished. Everything has been going well so far.

SR Lewis County Emergency Services: Discussion was held regarding Lewis County public safety agencies exploring the possibility of obtaining emergency communications services from TCOMM911. The Executive Director and Deputy Director have met with the four public safety chiefs twice in the last few months. Both city managers from Chehalis and Centralia were present for the first meeting. Prior to the first meeting, TCOMM staff obtained a feasibility study

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performed by ADCOMM Engineering at Lewis County's request. The study numbers indicate an increase for TCOMM911 of 11.4% in CAD incident call volume and 18.7% increase in 911 and non-emergency telephone traffic if the four Lewis County agencies were added to TCOMM911; which would almost certainly require TCOMM911 to add staff in order to accommodate the increased workload.

New Business

2019 Salary and Benefits for Non-represented Employees: W. Hill presented the salary charts for non-represented employees in the Pay and Classification Plan for 2019. The plan reflects a 2.5% general wage increase. Insurance coverage for 2019 for non-represented employees shall include full employee coverage under the Employer's insurance plans for medical, dental, vision, basic life insurance, and long-term disability and includes up to \$725/month toward dependent medical, dental, and vision coverage and full coverage for dependent basic life insurance. Both the general wage increase and increase to dependent coverage are consistent with what the two bargaining units will receive for 2019.

M/S/C authorizing Resolution 2018-12, authorizing the 2019 Salary and Benefits for Non-represented Employees effective January 1, 2019. (M. Hutchins/ L. Dahlhoff)

Next meeting to be held Wednesday, January 9, 2019 @ 3:30 p.m.