

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, January 9, 2019 @ 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
Jim Cooper - City of Olympia
Leatta Dahlhoff – City of Tumwater
Gary Edwards – Board of County Commissioners
Tim Braniff – Thurston County Sheriff's Office

TCOMM Staff:

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

Guests: John Wood

Call to Order

Chair, J. Wilson called meeting to order at 3:32 p.m.

Approval of Agenda & Minutes

M/S/C approval of the January 9, 2019 agenda. (J. Cooper/M. Hutchins)
M/S/C approval of the November 14, 2018 Admin Board meeting minutes (M. Hutchins/L. Dahlhoff)

Correspondence:

Thurston County Sheriff's Office Support Letter
OFM Funding
Nisqually Tribe Grant Status Notification

Public Testimony – None

Executive Director's Report:

Radio Replacement Project & Sales/Use Tax Activity: K. Flewelling reported that two actions were underway to secure funding for the replacement project: 1) inclusion in the Governor's Proposed Biennial Budget and 2) enabling the increase to 0.2% Sales/Use Tax for Emergency Communications by the Legislature. TCOMM's request to the Governor was not accepted and no further action has been taken. The sales/use tax effort is continuing. We are looking for a sponsor from the Senate Ways and Means Committee and /or the House Appropriations Committee. Once we have a committed sponsor then we will encourage the Thurston County legislative contingent to sign on as co-sponsors.

911 Outage: K. Flewelling reported that at about 8:30 PM PDT on December 27th the primary 911 system in Thurston County became inoperable. It was some time later that it was learned that the outage was more widespread than just Thurston County. Thurston 911 Communications immediately notified Thurston County Emergency Management to broadcast notifications to the community informing them of the event and what to do in case of an emergency. In this case, citizens were encouraged to call the TCOMM911 10-digit non-emergency telephone line -- 360 704 2740.

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Notifications to the community were completed by Emergency Management via social media, Thurston Community Alert, and Emergency Alert System. Separately, public safety response agencies and community leadership were alerted via text messaging. Later in the evening the State 911 Office set-up a conference bridge for the 911 community to exchange information and get updates from the telecom providers.

CenturyLink was able to restore 911 services to Thurston County and the majority of Washington State counties by 8:30 AM PDT on December 28th.

The State E911 Office has conducted one "hot-wash" review of the event and conducted a more thorough after action review on January 4th. TCOMM and TC Emergency Management will also review activities on a local level to determine any lessons learned from the event, scheduled for January 16th.

Nisqually Tribal: K. Flewelling reported that we have not heard any further from the Tribe regarding the request for Member status, but did receive notification that TCOMM's application for this year's charitable grant was not granted. K. Flewelling had a follow-up conversation with Chief Iyall where they went back through the documents needed to request member status. The documents were provided again and Chief Iyall will try to get the agreement that was left with them signed and in place.

Staffing: W. Hill reported there are 43 telecommunicator full time equivalents (FTEs) authorized in Operations, and they are currently four positions down. . There are three employees in the extra help (part-time on-call) category, which helps to reduce overtime. A current recruitment process is underway to get the vacant positions filled.

2019 Strategic Plan: The update to the strategic plan is not ready for release but will be available for the March Administration Board meeting.

Financial Reports: C. Mai reported that all revenue is above budget, and expenditures are under budget through November. Expected year end totals are to continue this trend. E911 reimbursement is expected to be lower by approximately 10K due to the State 911 office budget shortfall; expenditures were modified to reflect the decrease in revenue. There is also late rent payment from a tower lease, expected to be paid in 2019.

Old Business

Lewis County: K. Flewelling stated that discussions were still being held with Lewis County. He also reported that another entity within Lewis County asked for a meeting to discuss the issue and look at their options. The discussion is progressing to the point that the Administration Board of Directors will likely have to make some policy decisions about the agency's direction in the near future.

Bylaws & IGA Committee: K. Flewelling provided the Board options for going over the Bylaws or having another committee meeting. J. Wilson stated that, with the recent inquires by others to become members; some new questions aren't addressed in the proposed changes. J. Cooper offered to assist the Bylaws Committee because he has extensive background in non-profit organizational governance.

Request to reconvene the Bylaws Committee until later. M/S/C (L. Dahlhoff/L. Greenstein)