

**Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, April 3, 2019 @ 3:30 P.M.**

**Members Present:**

**Administration Board:**

Lenny Greenstein, Chair – City of Lacey Councilmember  
Leatta Dahlhoff, Vice Chair – City of Tumwater Councilmember  
Diana McMaster – Fire Commissioners Association Representative  
Renata Rollins - City of Olympia Councilmember  
John Hutchings – Thurston County Commissioner  
Judy Wilson – Commissioner, Lacey Fire District #3  
Tim Braniff – Undersheriff, Thurston Co. Sheriff's Office  
Tracey Wood – City of Yelm Councilmember

**Guests Present:**

Scott LaVielle – Fire Chief, City of Tumwater

**TCOMM911 Staff:**

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

**Call to Order**

Chair, L. Greenstein called meeting to order at 3:30 p.m.

**Approval of Agenda & Minutes**

M/S/C approval of the April 3, 2019 agenda. (L. Dahlhoff/T. Braniff)  
M/S/C approval of the March 13, 2019 meeting minutes (J. Wilson/R. Rollins)

**Introductions**

**Correspondence** – None

**Public Testimony** – None

**Financial Reports:** C. Mai provided the latest financial reports.

**OLD BUSINESS**

**Public Safety Radio System:** K. Flewelling updated the board on the progress of ESSB 5272. An amendment was proposed but did not pass and the Finance Committee voted to pass the ESSB 5272. Next step for the bill is most likely the House Rules Committee.

**NG911 Telephone System Update:** K. Flewelling reported that TCOMM911, with the consortium, has been researching a new NG911 provider. Several demos have been attended by the group and look promising. There are a few more demos scheduled in the coming weeks. Purchase options may include alternatives to requests for proposals (RFP), such as purchasing from competitive bid contracts already in place.

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**Staff Report 2019-07 Risk Exposure – Intercity Transit:** K. Flewelling reported on the Intercity contract and requested authorization to execute a contract amendment with Intercity Transit to resolve differences in contract language and historical application of contract fees by TCOMM911.

**M/S/C Resolution 2019-08, authorizing the Executive Director to execute a contract amendment with Intercity Transit to adjust contract fees for the remaining years in the current contract. (R. Rollins/T. Braniff)**

**State E911 Coordination Office After Action Report – 12/27/18 911 Outage:** K. Flewelling provided an AAR (attached) to the Board that provided strengths and areas of improvement. The State has assembled a group of 911 coordinators from around the State that will help them develop standard operating procedures for outages. There will be a communications plan/strategy that will also help with future outages and how messages are sent out to the public. TCOMM911 will be participating in that process.

**Executive Director Performance Evaluation:** J. Wilson/L. Greenstein updated the Board on the Executive Directors performance evaluation and their suggestions.

**M/S/C authorizing a 3% salary increase and 3 MTP days for the Executive Director. (J. Wilson/L. Dahlhoff)**

**NEW BUSINESS**

**Staff Report 2019-06 Municipal Research and Services Center Roster List:** C. Mai reported on a possible contract with the Municipal Research and Services Center of Washington (MRSC) to host TCOMM’s small public works, consultant, and vendor rosters.

**M/S/C Resolution 2019-07, authorizing the Executive Director to sign a contract with MRSC for the hosting of TCOMM’s small public works, consultant, and vendor rosters. (L. Dahlhoff/J. Hutchings)**

**Ballot Measure Education/Training:** K. Flewelling provided the Board two documents (attached): Public Disclosure Guidelines for Local Government Officials and Employees and Thurston County Local Voters’ Pamphlet Administrative Rules for Jurisdictions. K. Flewelling went over permitted/prohibited activities and general considerations.

**The 2018 Annual Report was provided to the Board.**

**Next meeting: May 8, 2019 @ 3:30 p.m.**