

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, March 13, 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
Renata Rollins - City of Olympia Councilmember
Leatta Dahlhoff – City of Tumwater Councilmember
Gary Edwards – Thurston County Commissioner

TCOMM911 Staff:

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

Guests: Tiffany Smith; Public Safety Telecommunicator

Call to Order

Chair, J. Wilson called the meeting to order at 3:31 p.m.

Approval of Agenda & Minutes

M/S/C approval of the March 13, 2019 agenda. (L. Greenstein/L. Dahlhoff)
M/S/C approval of the January 9, 2019 meeting minutes (L. Greenstein/M. Hutchins)

Board Member Recognition – J. Wilson recognized the new member of the TCOMM Administration Board, R. Rollins representing the City of Olympia. K. Flewelling stated an orientation to TCOMM was provided to benefit the incoming board member.

2018 Employee of the Year Recognition – Tiffany Smith was honored by the Administration Board as the 2018 TCOMM Employee of the Year.

Correspondence – None

Public Testimony – None

Executive Session: Executive Director Performance Evaluation - The TCOMM Administration Board of Directors met in a closed session for a period of 20 minutes to discuss the Executive Director's 2018 Performance Evaluation.

Related to local governments, the following topics set forth in RCW 42.30.110(1) (g) can be discussed in executive session: "Qualifications on an applicant for public employment or review of the performance of a public employee."

The Board convened into executive session at 3:34 p.m.
The Board reconvened the regular meeting at 3:52 p.m.

Motion for the Chair, Vice Chair to meet with the executive director to review the 2018 evaluation. (M. Hutchins/L. Dahlhoff)

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Executive Director's Report:

The Executive Director reviewed highlights from the Executive Directors report (attached). **Telephone System:** K. Flewelling reported that over the course of the last several month's staff has been working with our telephone system vendor to determine the next steps for our current system. It has been five years since we purchased and implemented the current system. What first started as a discussion on how to renew for another five-year maintenance and support contract has turned into a much more complex situation. Comtech/TCS, the current vendor, is in the process of acquiring another telephone systems provider, Solacom. Comtech has indicated they will not be progressing their current phone system but will instead offer migration paths to the new Solacom products. This situation, in essence, is forcing TCOMM, along with Clark County and Wahkiakum County as a part of the Consortium, to look at telephone system replacement. TCOMM will secure an extension to the current maintenance and support contract for another year in order to align the maintenance and support contract end date with Clark County, so any replacement will not take place prior to May 2020.

Additionally, the Consortium submitted a grant application to the Washington State E911 Coordination Office that, if granted, would cover 60% of the replacement costs for the entire 3-party network. The Consortium is actively researching alternative phone system replacement options which may include competitive bid processes or purchasing off an existing contract.

Staffing: W. Hill reported there are 43 telecommunicator Full-Time Equivalent (FTEs) authorized. Operations is currently staffed at 42 FTEs with the recent resignation of a tenured employee. A new telecommunicator academy started on February 1st with four new full-time regular employees. Another academy is scheduled to begin in late spring.

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

Old Business

Staff Report 2019-05 Public Safety Radio System Funding: K. Flewelling requested direction from the Administration Board of Directors for a specific approach to the project and funding for replacement of the Thurston County Public Safety Radio System.

M/S/C Resolution 2019-06, authorizing the Agency to pursue a partnership with WSP as the approach to replacement of the public safety radio system and the Agency should pursue increasing the emergency communications sales and use tax to fund the project. (M. Hutchins/L. Greenstein)

Staff Report 2019-03 IGA Bylaws Committee Recommendation: K. Flewelling reported that the Bylaws & IGA Committee met again on February 6, 2019, and discussed the Administration Board's concerns raised at the last Administration Board meeting. Modifications to the IGA and Bylaws were recommended as a result of the discussion. K. Flewelling requested the Board consider the recommended changes and actions as presented by the Bylaws/IGA Committee and determine next steps.

M/S/C Directing TCOMM management to forward the final drafts of the proposed Bylaws & IGA changes to all member agencies and schedule meetings with them to discuss the changes and address questions. (L. Dahlhoff/L. Greenstein)

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NEW BUSINESS

Election of Administration Board Officers – J. Wilson called for nominations for the Chair and Vice Chair for the 2019-2020 term, as the Bylaws require the elections be held at the TCOMM Annual Meeting.

G. Edwards nominated L. Greenstein for Chair. There were no other nominations.

Voted to appoint L. Greenstein as Chair of the Administration Board for 2019-2020.

G. Edwards nominated L. Dahlhoff for Vice Chair. There were no other nominations.

Voted to appoint L. Dahlhoff as Vice-Chair of the Administration Board for 2019-2020.

Confirm or Modify Administration Board Schedule – The Administration Board confirmed the proposed 2019 meeting schedule as required in the Bylaws. **M/S/C (J. Wilson/M. Hutchins)**

Staff Report 2019-01 NG911 Telephone Maintenance Agreement: K. Flewelling asked for authorization to execute the Comtech/TCS Maintenance Extension Agreement as previously discussed in the meeting.

M/S/C authorizing Resolution 2019-01, authorizing the Executive Director to purchase the Comtech System Maintenance Agreement Extension for the amount of \$74,418. (G. Edwards/L. Dahlhoff)

Staff Report 2019-02 Updated Contracts: K. Flewelling reported three contracts have been updated and asked for authorization to execute the agreements with 3 Cities, Inc. and CSN International, Inc.

M/S/C authorizing Resolution 2019-02, authorizing the Executive Director to execute the co-location agreement (CMT-1901) and the Service Level Agreement (SLA-1901) with 3 Cities, Inc. (KXXO) (J. Wilson/M. Hutchins)

M/S/C authorizing Resolution 2019-03, authorizing the Executive Director to execute the co-location Agreement (ESC-1901) with CSN International, Inc. (M. Hutchins/G. Edwards)

Staff Report 2019-04 Niederman Site Installation: K. Flewelling asked for approval to execute the contract with the lowest responsive bidder for the Niederman Reservoir Radio Site Installation, contingent on final approval and payment by the Chehalis Tribal Police Department (CTPD).

M/S/C authorizing Resolution 2019-05, authorizing the Executive Director to execute a contract for the Niederman Reservoir Radio Site Installation. (J. Wilson/M. Hutchins)

Proposed Budget Amendment: C. Mai discussed a proposed budget amendment for 2019, related to invoices received in 2019 for the communications center remodel in Fall, 2018.

M/S/C authorizing Resolution 2019-04, authorizing the Executive Director to amend the 2019 budget as detailed. (G. Edwards/J. Wilson)

Next meeting: April 3, 2019