

**Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, May 8, 2019 @ 3:30 P.M.**

Members Present:

Administration Board:

Lenny Greenstein, Chair – City of Lacey Councilmember
Pete Kmet – Mayor, City of Tumwater
Meredith Hutchins – Fire Commissioners Association
Renata Rollins - City of Olympia Councilmember
Gary Edwards – Thurston County Commissioner
Judy Wilson – Commissioner, Lacey Fire District #3
Tracey Wood – City of Yelm Councilmember

Guests Present:

John Wood – Chief, Griffin Fire Department

TCOMM911 Staff:

Keith Flewelling – Executive Director
Wendy Hill – Deputy 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 May 8, 2019 agenda. (J. Wilson/G. Edwards)
M/S/C approval of the April 3, 2019 meeting minutes (J. Wilson/R. Rollins)

Correspondence – None

Public Testimony – None

Financial Reports: C. Mai provided the latest financial reports. Key performance indicator reports, for managerial purposes, were also presented to the Board for their information. These KPI reports will provide management an early warning of negative trends on either the expense or revenue side of the agency finances.

Executive Session: The Board went into executive session to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. Executive session began at 3:40 p.m. and the regular Board meeting resumed at 4:04 p.m.

OLD BUSINESS

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Public Safety Radio System: K. Flewelling reports that the emergency communications sales/use bill was passed by the legislature then signed by the Governor on May 7th. Discussion continued about next steps which included the intention to place a measure on the November 2019 ballot in Thurston County to approve the increase the emergency communications sales/use tax from 1/10th percent to 2/10^{ths} percent. K. Flewelling and W. Hill will be meeting with R. Chavez, the County Manager, to discuss the ballot measure logistics as it relates to the Board of County Commissioners' actions necessary to place the measure on the ballot.

NG911 Telephone System Update: K. Flewelling reported that there is one more vendor demonstration to see before meeting with the consortium to decide on how to proceed with replacing the NG911 phone system. It is anticipated that funding from a Federal grant in the amount of \$600,000 will be granted to the consortium for this purpose. June 2020 is the date support on the current phone system will end.

Intercity Transit: K. Flewelling reports the amendment to the Intercity Transit Co-location Agreement was fully executed in the past month which brings this matter to a close.

NEW BUSINESS

Staff Report 2019-08 Yelm Radio Site Microwave Project: K. Flewelling requested approval from the Administration Board to purchase replacement microwave radio links for the Yelm Radio site due to heavy microwave interference and limited capacity plaguing the microwave radio that links the site back to the 911 center. The project was budgeted at \$250,000 but is expected to cost closer to \$157,000.

M/S/C Resolution 2019-09, authorizing the Executive Director to negotiate and execute a contract for the Yelm Radio Site microwave radio replacements. (J. Wilson/G. Edwards)

Staff Report 2019-09 TCOMM Policy Revisions: W. Hill requested approval from the Administration Board to amend TCOMM Policies 106, 201, 207, 213, 214, 215.

Policy 106: Several updates and enhancements to the current policy, based on recommendations from the Public Records Consultation Program/Attorney General's Office. Updates include more specific information relating to the disclosure of public records to a requestor, what constitutes a final response to a public records request, and the ability to provide third party notice when applicable.

Policy 201: Administrative changes, including modified language governing the use of privately-owned vehicles.

Policy 207: Updated the process for asset disposal to include the sale of assets at fair market value via private or public sale, and added language referencing the disposal process for assets purchased with grant funds.

Policy 213: Removed requirement that the Affidavit of Lost or Destroyed Warrant form be notarized. Removed language that outstanding warrants will be presented to the Administration Board for voiding via resolution, which is no longer statutorily required.

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Policy 214: Added or updated language of several definitions based on the purchasing guidelines from MRSC/SAO. Added language for TCOMM to use the MRSC Roster process, which will be implemented on June 1, 2019. Replaced all references to the Executive Director's \$25,000 spending authority with "per the Bylaws" in order to automatically reflect future changes to this limit in the Bylaws. Also updated new purchasing requirements as well as clarified prevailing wage requirements.

Policy 215: Administrative changes regarding the use of TCOMM vehicles.

M/S/C Resolution 2019-10, authorizing the adopted revised Policies 106, 201, 207, 213, 214, and Policy 215, effective May 8, 2019. (M. Hutchins/T. Wood)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned.

Next meeting: June 5, 2019 @ 3:30 p.m.