

**Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, July 10, 2019 @ 3:30 P.M.**

**Members Present:**

**Administration Board:**

Lenny Greenstein – Chair, City of Lacey, Councilmember  
Leatta Dahlhoff – Vice-Chair, City of Tumwater, Councilmember  
Meredith Hutchins – Fire Commissioners Association  
Renata Rollins - City of Olympia Councilmember  
Tracey Wood – City of Yelm Councilmember  
John Snaza – Sheriff, Thurston County Sheriff's Office  
Gary Edwards – Board of County Commissioners  
Judy Wilson – Lacey Fire Commissioner  
Diana McMaster – Alternate Fire Commissioners Association Representative

**Guests Present:**

Erik Martin – Lewis County Manager  
Edna Fund – Lewis County Commissioner District No. 1  
Bobby Jackson - Lewis County Commissioner District No. 2  
Gary Stamper - Lewis County Commissioner District No. 3  
Jill Anderson – Chehalis City Manager

**TCOMM911 Staff:**

Keith Flewelling – Executive Director  
Carla Mai – Financial Manager  
Bré Skaggs – Administrative Assistant  
Jen Wood-Riddle – Operations Supervisor  
Emily Maxwell - Operations Supervisor

**Call to Order**

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

**Approval of Agenda & Minutes**

M/S/C approval of the June 5, 2019 agenda. (T. Wood/R. Rollins)  
M/S/C approval of the May 8, 2019 meeting minutes (T. Wood/M. Hutchins)

**Correspondence** – Letter from the Board of Lewis County Commissioners

**Public Testimony** – None

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

**OLD BUSINESS**

**Lewis County Request** – Lewis County Manager E. Martin provided the Board with information on their request for a feasibility study on regionalization. Mr. Martin reported that they are looking at other governance structures but a regional approach would provide a standardized and stable public safety service. Another benefit would be the effective and efficient use of public funds between two counties. Lewis County would like a unified approach that provides a strong benefit for everyone involved. Mr. Martin asked the Board to approve a continued discussion

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between TCOMM and Lewis County staff to put together a plan of what a feasibility study might look like, what it would cost, and how it would be paid for.

Chehalis City Manager Jill Anderson stated that as a representative from one of the largest Lewis County organizations they fully support the feasibility study on regionalization and want the same level of service for their citizens that TCOMM provides for Thurston County.

A discussion was had and the Board agreed to allow Lewis County and TCOMM staff to continue discussions regarding a plan for a feasibility study. **M/S/C (J. Snaza/T. Wood)**

**Radio System Update** – K. Flewelling updated the board with next steps and provided the board with upcoming deadlines. TCOMM was asked to get affirmation of the IGA from the original signatures as that was a prerequisite within the RCW. The BoCC are set to meet on July 23<sup>rd</sup>. The filing deadline is August 6<sup>th</sup>. The “Say Yes to 911” citizens committee has been set up and they will be responsible for all the voter pamphlet materials. TCOMM’s direct mailings with factual statements should be sent out around October 9<sup>th</sup>. The ballots will be mailed a week or two later. There will also be a Community Public Safety kickoff event with information available and all public safety will be invited.

**NG911 Telephone System Update:** K. Flewelling reported on the search for a new telephone system. From the five vendor presentations held, the Consortium was able to narrow the list to two vendors. A small team from each organization of the Consortium will be sent for site visits July 22<sup>nd</sup> for the two vendors chosen. Once both site visits have taken place, the Consortium will choose their preferred vendor and will move to next steps on funding and purchasing. The State E911 office has not received grant information from the Feds yet; which was due at the end of June. TCOMM feels confident that they will get the monies that were applied for.

**NEW BUSINESS**

**Budget Subcommittee Volunteers** – K. Flewelling requested three volunteers from the Administration Board for the 2020 budget subcommittee. Meetings are typically held 1-2 times and will begin after Labor Day. Leatta Dahlhoff, Meredith Hutchins, Lenny Greenstein volunteered to participate.

**Labor Negotiations Subcommittee** – K. Flewelling requested two volunteers to serve on the Labor Negotiations Subcommittee. Historically the committee sets the direction for contract negotiations and then reconvenes for discussion once a tentative agreement is reached. Subcommittee volunteers include J. Wilson, T. Wood and J. Snaza as an alternate.

**Resolution 2019-14** authorizing the Executive Director to purchase direct mail to be sent to the citizens of Thurston County regarding the need to replace the public safety radio system not to exceed \$35,000. **M/S/C (J. Snaza/M. Hutchins)**

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:38 pm.

**Next meeting: August 7, 2019 @ 3:30 p.m.**