

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, November 6, 2019 @ 3:30 P.M.

Members Present:

Administration Board:

Lenny Greenstein – Chair, City of Lacey, Councilmember
Leatta Dahlhoff – Vice-Chair, City of Tumwater, Councilmember
Jim Cooper - City of Olympia, Councilmember
Gary Edwards – Thurston County Board of County Commissioners
Judy Wilson – Lacey Fire District #3, Fire Commissioner
Meredith Hutchins – Thurston County Fire Commissioners Association
John Snaza – Thurston County Sheriff's Office

TCOMM staff:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Bré Skaggs – Administrative Assistant
Carla Mai – Financial Manager
David Taylor – Radio Systems Manager
Jeremy Prine – Radio Systems Technician
Cathy Moe – Training Supervisor
Tammy Kallgren – Training Supervisor
James Spickelmire – Operations Supervisor

Guests:

John Wood – Chief, Griffin Fire Department

Call to Order

Chair, L. Greenstein called the meeting to order at 3:32 p.m.

Approval of Agenda & Minutes

M/S/C approval of the November 6, 2019 agenda. (L. Dahlhoff/J. Cooper)

M/S/C approval of the October 2, 2019, Joint Admin/Operations Board meeting minutes (J. Wilson/L. Dahlhoff)

Correspondence –Letter from B. Bowen (Attachment)

Public Testimony – None

Financial Reports: The latest financial reports were provided and discussed with the Board along with two audit updates (attachments).

Old Business

Radio Systems Replacement Update: K. Flewelling updated the Board regarding the process and next steps of the replacement project. After some discussion, it was decided to take a step back and slow down the process. K. Flewelling stated that by taking a step back TCOMM will not negotiate with Motorola for end-of-year pricing as previously discussed. TCOMM published RFQ for the project manager which will

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stay open for 3 weeks. After that, TCOMM will work with WSP on an agreement to share its core. K. Flewelling stated that TCOMM is getting a quote from Motorola next week, which is valid for 90 days.

Operations Board & FLAC Direction: K. Flewelling updated the board on the new schedule for the combined Operations/FLAC meetings, which are to occur on the 3rd Monday of every month at 1 pm for two hours. These combined meetings will help steer the operational side of the radio replacement and will continue through the life of the project.

NG911 Telephone System Replacement Update: W. Hill updated the board on the Consortium current status on the new system purchase. There was a change in plans, the consortium partners were not able to purchase through the joint purchasing agreement per their own policies. CRESA has put out an RFP which is due back to CRESA by the 27th of November. The implementation date of June 1, 2020, has not changed. The Board expressed concern that, since one system had already been chosen, that same system might not be the outcome of the RFP process. W. Hill stated that both systems reviewed earlier would work well; the choice between one or the other came down to specific features of each.

2020 Thurston 911 Communications Budget Adoption: K. Flewelling stated that the preliminary budget was posted on the TCOMM911 website for greater than 30 days. There were no public comments.

M/S/C to adopt the 2020 Thurston 911 Communications Budget (J. Snaza/J. Wilson)

New Business

APCO-NENA Legislative Champions: K. Flewelling provided the Board with the PowerPoint that was shown at the APCO-NENA conference recognizing three state legislators that were instrumental in moving the sales/use tax increase bill forward for the new radio system. (PowerPoint shown during the meeting)

2020 Salary and Benefits for Non-represented Employees: W. Hill presented the salary charts for non-represented employees for 2020. The plan reflects a 3.5% general wage increase. Insurance coverage for 2020 for non-represented employees shall include full employee coverage under the Employer's insurance plans for medical, dental, vision, basic life insurance, and long-term disability and includes up to \$750/month toward dependent medical, dental, and vision coverage and full coverage for dependent basic life insurance.

Resolution 2019-20 authorizing the 2020 Salary and Benefits for Non-represented Employees effective January 1, 2020. M/S/C (G. Edwards/J. Wilson)

WSDOT Contract Renewal: K. Flewelling reported that the Washington Department of Transportation contract is an existing one but up for renewal. WSDOT is the provider of TCOMM's connectivity to the state-wide network that delivers 911 calls to the Thurston 911 Communications center. TCOMM has the contract with the Washington Department of Transportation for the last section of fiber connectivity but they're reimbursed by the State for all of the costs as this is a pass-through contract.

Resolution 2019-21 authorizing the Executive Director to execute Amendment 01, which renews the Washington Department of Transportation contract K906. M/S/C (J. Snaza/L. Dahlhoff)

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Private Financing & Intergovernmental Agreement: K. Flewelling updated the board on financing options to purchase the radio system. TCOMM has looked at multiple options and found the struggle to be how to get the best financing for a package of this size. K. Flewelling has asked Motorola if they provide private financing and they do, however, Motorola is not clear if TCOMM qualifies for tax-exempt financing. TCOMM has reached out to bond counsels for other financing options. One, in particular, the Government Capital Corporation, stated that TCOMM qualifies for tax-exempt financing. They had one caveat, that TCOMM change a specific statement in the IGA that makes TCOMM's ability to incur debt ambiguous.

K. Flewelling also asked the board for direction regarding the IGA changes that were previously made and having those updated at the same time as the financing statement. He proposed three options: first: make just the financing and 1/10th of 1% changes, second: make all of the IGA changes right now (including recommendations from last year), and the third option is to wait and decide at the December meeting. After a discussion, the board agreed to move forward with option two and to set a meeting to speak with all member agencies at the same time to go over the changes together.

M/S/C to make all changes to the IGA to include financing language, update the 1/10th of 1 percent throughout and the recommendations from last year and send out to member agencies. (J. Snaza/G. Edwards)

Agency Strategic Planning (February 2020): K. Flewelling stated that the current plan has almost run its course and it is time to work on a new 5-year strategic plan. K. Flewelling proposed an out of town Strategic Planning meeting to include 3 members from each Board over 2-days and off-site. After a brief discussion, the Board would like to have the Strategic Planning meeting take place locally.

Executive Session: Labor Negotiations: The TCOMM Administration Board of Directors met in a closed session for a period of 30 minutes to discuss the current labor negotiations.

For those local governments that have union employees, RCW 42.30.140(4) provides that the requirements of the OPMA do not apply to: "that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress."

The Board convened into executive session at 4:30 p.m.

The Board reconvened the regular meeting at 4:52 p.m.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:52 pm.

Next meeting: December 4, 2019 @ 3:30 pm