

Thurston 911 Communications
Joint Administration / Operations Board Meeting Minutes
Wednesday, October 2, 2019 @ 3:30 P.M.

Members Present:

Administration Board:

Lenny Greenstein – Chair, City of Lacey, Councilmember
Leatta Dahlhoff – Vice-Chair, City of Tumwater, Councilmember
Renata Rollins - City of Olympia Councilmember
Tracey Wood – City of Yelm Councilmember
Gary Edwards – Board of County Commissioners
Judy Wilson – Lacey Fire Commissioner
Diana McMaster – Alternate Fire Commissioners Association Representative

Operations Board:

Mike Buchanan – Chair, Olympia Fire Department
Steve Brooks – Lacey Fire Department
Scott LaVielle – Tumwater Fire Department
John Wood – Thurston Co. Fire Chiefs Association
Kurt Hardin – Medic One Administrator
Jon Weiks – Tumwater Police Department
Ken Semko – Lacey Police Department
Aaron Jelcick – Olympia Police Department

TCOMM staff:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Bré Skaggs – Administrative Assistant

GUESTS:

Mark John – Chief, Olympia Fire Department
Erik Martin – Lewis County Manager
Rob Hill - Centralia City Manager
Carl Nielsen - City of Centralia Police Chief
Stacy Denham - City of Centralia Deputy Chief

Call to Order

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

Approval of Agenda & Minutes

One item added to the agenda: Resolution 2019-19 Jamestown Networks Renewal Contract
M/S/C approval of the October 2, 2019 agenda as amended. (L. Dahlhoff/R. Rollins)
M/S/C approval of the September 4, 2019, Administration Board meeting minutes (L. Dahlhoff/R. Rollins)
M/S/C approval of the June 17 & September 16, 2019, Operations Board meeting minutes (J. Wood/S. Brooks)

Correspondence – None

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Public Testimony – None

Old Business

Lewis County Feasibility Study Update: E. Martin formally requested that TCOMM staff be allowed to assist them with a feasibility study regarding the consolidation of Thurston and Lewis County 911 services. He reported that the costs for the feasibility study will be shared between the larger agencies in Lewis County; which have tentatively agreed to the funding. E. Martin stated that the funding will be formalized upon approval by TCOMM's Administration Board to move forward with the collaboration between both Counties. E. Martin said Lewis County is not requesting funding from TCOMM or it's users for the initial effort. E. Martin spoke about the project scope and a proposed project schedule. K. Flewelling stated that TCOMM participating in an efficiency feasibility study for the State in which most of the information that TCOMM staff will be compiling is the same information that Lewis County would need for their feasibility study as well. K. Flewelling stressed that Thurston County comes first and its funding sources will be dedicated to Thurston County. Discussion took place and a motion set forth to allow TCOMM staff to work with Lewis County on the feasibility study with no additional cost to TCOMM. **M/S/C (T. Wood/J. Wilson)**

Radio Systems Replacement Update: K. Flewelling requested direction from the Board to combine the FLAC and Operations Board for the duration of the radio systems replacement project in order to make the operational decisions about the radio system as they come up. If there is no consensus with the group on a particular issue, the Operations Board would vote on it and make a recommendation to the Administration Board. K. Flewelling asked for approval to move forward with that plan. Additionally, TCOMM is entering into a joint purchasing agreement with CRESA to enable TCOMM to purchase off of their contract with Motorola. CRESA did a bid in 2010 and the contract is still active. No objections were received by the board.

NG911 Telephone System Replacement Update: W. Hill stated the NG911 consortium met and went through a vetting process to determine a preferred vendor for the next phone system. The consortium is now proceeding with the preferred vendor (Solacom) and hopes to have a contract in place around October 16th. W. Hill stated that TCOMM applied for a joint purchasing agreement with the Houston Galveston Area Council (HGAC) so they can purchase off of their contract.

New Business

2020 Directors Summary and Committee Report: K. Flewelling
Highlights of the Director's Budget include:

1. Revenue Growth:

The State of Washington and other jurisdictions in Thurston County are still cautiously optimistic about revenue projections for 2020; ranging from 2.0% to 4.7% for sales/use tax revenue increases. TCOMM911 has elected to take a more conservative approach by only projecting a 2.0% increase in the emergency communications sales and use tax. As this is the largest revenue source for the agency, a conservative approach to growth reduces risk and better positions the agency to meet budget goals.

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The telephone excise tax revenue assumes slight growth with landline revenue decreasing following a multi-year trend and wireless, voice over internet (VoIP), and pre-paid revenues remaining steady with perhaps slight growth.

2. Authorized Positions:

In FY2018, the agency was able to attain staffing levels that existed prior to the recession and the reductions in staffing enacted in 2013. Staffing levels remained the same in 2019 and there are no increases budgeted for 2020.

The agency did not complete a non-represented position analysis in 2019 but have added the expense to the 2020 budget; agency leadership is concerned that TCOMM911 is falling behind and becoming less competitive in the job market.

3. General Wage Increase:

There are two collective bargaining units within TCOMM911, and both of their agreements will be renegotiated this year; 2019. Predicting the outcome of negotiations is not precise; however, it is anticipated there will be an increase in wages as a result.

As the bargaining units comprise over 80% of the workforce, their agreements are the main drivers for the agency's budgeted general wage increase. For 2020, the general wage increase is budgeted at 3.5% for both represented and non-represented staff.

4. Benefits:

Both health care plans have projected moderate increases for 2020; less than 3.0%. The 2020 budget includes a 10% increase in costs for benefits because increases in other components of the benefits package, anticipated increases in coverage from CBA negotiations and potential changes by employees from one plan to the other or adding more family members to their coverage could contribute to higher costs.

5. Services Levels: No proposed changes in service provided for FY2020.

6. Operational Reserve:

The operating reserve amount is set by the Administration Board of Directors at 14% of the total annual amount necessary to continue operations. The overall fund balance, for the agency, easily accounts for the 14% operating reserve. If the replacement of the radio system proceeds in 2020, ending fund balance may be used as a component of the financing. If so, the agency will continue to maintain a minimum of 14% for operating reserves.

7. Capital Expenditures:

Total capital expenditures are budgeted at \$674,592 for FY2020. Only absolutely necessary current radio system expenses or radio components that will be useful within the proposed new public safety radio system are included in the 2020 budget.

Under those restraints, the radio system capital items make up \$350,000 of the capital budget. Replacement of the NG911 telephone system at \$308,592 and \$16,000 for IT switches make up the remainder of capital expenses budgeted for 2020.

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8. Grants:

The NG911 Multi-node Telephone Consortium, comprised of TCOMM911, CRESA and Wahkiakum 911 applied for and were granted NG911 grant funds to replace the existing NG911 telephone system. Replacement of the system became necessary when the current manufacturer determined not to continue the product line into the next contract life cycle. The total grant amount for the consortium is set at \$600,000 and requires a 40% match from the recipients. The grant funds will be reimbursed by the State E911 Coordination Office this year and extending into 2020 and beyond. Grant revenues from this source are included in the 2020 budget.

9. Travel and Training:

The State E911 Coordination Office made changes to the professional development grants for all counties this year. The changes enable counties to move funds from underspent categories to other categories to better fit the individual needs. This change will enable TCOMM911 to get reimbursed for more training events through the State E911 grant.

10. The 2020 Director's Budget proposes:

Total Revenue	\$ 9,882,670
Total Operating Expense	\$ 9,069,571
Debt Service	\$ 0
Total Capital Expense	\$ 674,592
Projected Ending Fund Balance	\$ 6,238,203

J. Wilson questioned whether it was time to increase the operational reserve from 14% to 16.67%, which was what it was prior to the economic downturn. Discussion took place and the Board agreed that increasing the operational reserve would be in the agency's best interests.

M/S/C to approve the TCOMM911 2020 Preliminary Budget, which includes Operating and Capital Expenses, in the amount of \$9,744,163 and increase the operational reserve from 14% to 16.67% (L. Dahlhoff/G. Edwards)

K. Flewelling stated that the preliminary budget will be posted on the TCOMM website for public response. The final budget will be brought before the Administration Board the first Wednesday of November for final approval.

Staff Report – Professional Project Manager: K. Flewelling reported on the Public Safety Radio Replacement Project and two activities that need to take place before year-end: first the need for a Professional Project Manager and the second being an executed contract with the manufacturer should the ballot measure pass on November 5th. He stressed the importance of having a professional project manager to assist with executing the contract with the manufacturer and stated that a professional services contract would be contingent on the ballot measure being successful. If the ballot measure is successful, an amended 2020 budget will be presented to the Board of Directors at the November 6, 2019 meeting.

Resolution 2019-18 authorizing the Executive Director to solicit and execute a professional services contract for a professional project manager to work on behalf of the agency from contract development

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through final system acceptance of the public safety radio replacement project. Execution of the professional services contract is contingent on securing the funding. **M/S/C (T. Wood/G. Edwards)**

Staff Report – Non-Member Type 1 Agencies Annual Fees: K. Flewelling reported that both Type 1 agencies have expressed concerns about the current fee structure and the category was not included in the most recent non-member fee review. K. Flewelling informed the Board of plans to review the current fee structure, develop and recommend to the Administration Board of Directors an alternative fee structure for TCOMM911 Type 1 Non-Member Agencies.

Jamestown Networks Contract Renewal: K. Flewelling reported that the Jamestown Networks (JNET) contract is an existing one but up for renewal. JNET 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 Jamestown for the fiber connectivity but they’re reimbursed by the State for all of the costs as this is a pass-through contract.

Resolution 2019-19 authorizing the Executive Director to execute the renewal of the Interlocal Agreement with Jamestown Networks (JNET). **M/S/C (J. Wilson/G. Edwards)**

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:31 pm.

Next meeting:

Administration Board: November 6, 2019 @ 3:30 pm

Operations Board: December 16, 2019 @ 1:00 pm