

**Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, September 4, 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
Gary Edwards – Board of County Commissioners
Sylvia Roberts - Commissioner, Lacey Fire District #3

Guests Present:

Doug Mah – “Say Yes to 911” Committee
Jim Quackenbush – “Say Yes to 911” Committee

TCOMM911 Staff:

Wendy Hill – Deputy Director
Bré Skaggs – Administrative Assistant

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 September 4, 2019 agenda. (L. Dahlhoff/R. Rollins)
M/S/C approval of the July 10, 2019 meeting minutes (M. Hutchins/L. Dahlhoff)

Public Testimony – Two members, D. Mah and J. Quackenbush, from the local “Say Yes to 911” committee introduced themselves. D. Mah stated that they are a single-issue committee designed and intended to campaign in support for Proposition 1 - Thurston County Emergency Communication Systems and Facilities that will be on the November Ballot. The committee has coordinated the “For” statement in the voters' pamphlet, developed and published a webpage, and established a Facebook page. D. Mah stated they have also purchased and distributed yard signs. The committee will soon engage in voter outreach and education. They will be conducting a broad general mailing in support of Proposition 1.

As part of their outreach, they are encouraging jurisdictions, both city and county as well as fire districts to pass a resolution in support of Proposition 1. D. Mah stated that they are asking jurisdictions to draft a resolution of support and to place it on upcoming meeting agendas; provide members of the public an opportunity to express for/opposing views; and vote to approve a resolution. The committee provided the Board with a model resolution of support of Proposition 1 during the meeting.

Executive Director’s Report:

Radio Replacement Project: W. Hill reported that TCOMM has worked with the Prosecuting Attorney and the Auditor’s office to get the ballot measure title finalized.

Nisqually Charitable Grant Application: TCOMM submitted a grant application requesting \$5k for a software application that tracks training records and incorporates the policy/procedure manual for

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easy reference.

RETAINS 2019 Workload Study: W. Hill reported that the last workload study for Operations was completed in 2015. This time, the study was taken a bit farther, in that .data from the both radio system and CAD system were collected and analyzed to perform a workload comparison between the three major law enforcement dispatch positions. This analysis determined that the TAC1 workload, the busiest position, ranged from the 40% to 49% more than the other two positions. The primary finding of the 2019 study is that the emergency communications center is understaffed by six personnel. Additionally, TCOMM is currently 2 FTEs short of their current staffing level due to recent personnel changes.

Financial Reports: The latest financial reports were provided and discussed with the board.

OLD BUSINESS

NG911 Telephone System Update: W. Hill updated the Board on the phone system replacement project. A small group from the Consortium went to TN and TX in July to see the top two systems actively being used by a Comm Center. The Consortium will be meeting next week to make a decision. The goal is to get a contract executed by mid-October 2019. The process would take about 6 months to get the system up and running with a go-live date by the end of May 2020.

Ballot Measure Factual Statement/TCOMM Mailer: The factual statement/mailer that will be mailed to all Thurston County residents was included in the agenda packet for Board Members' information. Both are available on the TCOMM website.

NEW BUSINESS

Resolution 2019-15 authorizing the TCOMM911 Executive Director to purchase and execute a direct mailing to Thurston County residents, not to exceed \$50,000, from the FY2019 budget.
M/S/C (T. Wood/G. Edwards)

Resolution 2019-16 authorizing the Executive Director to amend the 2019 budget in the amount of \$70,000.00 for the purpose of covering the fair share cost of the November 5, 2019 election.
M/S/C (T. Wood/G. Edwards)

Resolution 2019-17 authorizing the Executive Director to pay Thurston County Auditor's Office for the fair share costs of the November election, from the FY2019 budget.
M/S/C (T. Wood/G. Edwards)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 3:52 pm.

Next meeting: October 2, 2019 @ 3:30 p.m. (Joint Meeting w/Ops)