

**Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, December 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  
Renata Rollins - 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  
Tracey Wood – City of Yelm, Councilmember

**TCOMM staff:**

Keith Flewelling – Executive Director  
Wendy Hill – Deputy Director  
Bré Skaggs – Administrative Assistant  
Carla Mai – Financial Manager  
Cathy Moe – Training Supervisor

**Call to Order**

Chair L. Greenstein called the meeting to order at 3:35 p.m.

**Recognition**

The Administration Board formally recognized Training Supervisor Cathy Moe as she is retiring after 29 years and thanked her for her service to TCOMM 911 and the citizens of Thurston County. The Board also formally recognized Board member Judy Wilson for her service on the TCOMM911 Admin Board and to the citizens of Thurston County.

**Approval of Agenda & Minutes**

M/S/C approval of the December 4, 2019 agenda. (J. Snaza/L. Dahlhoff)

M/S/C approval of November 6, 2019, Admin Board meeting minutes (J. Snaza/J. Wilson)

**Correspondence – None**

**Public Testimony – None**

**Financial Reports:** The latest financial reports were provided and discussed with the Board along with the WA State Auditor's Office audit update. K. Flewelling updated the Board with the new consent agenda format starting in January 2020 (attachments).

**NG911 Telephone System Replacement Update:** W. Hill updated the board on the Consortium's current status on the new telephone system purchase. CRESA sent out the RFP and received 3 proposals on November 27, 2019. The Consortium is currently in the process of scoring the proposals and will meet to determine a final score and choose the vendor on December 5, 2019.

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**Executive Session: Labor Negotiations:** The TCOMM Administration Board of Directors met in a closed session for a period of 15 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 3:44 p.m.

The Board reconvened the regular meeting at 3:57 p.m.

### Old Business

**Radio Systems Replacement Update:** K. Flewelling updated the Board regarding the progress on the Project Management RFQ. TCOMM received two proposals and the evaluation team met to score them, after which a preferred vendor was chosen. A budget amendment will be forthcoming due to the original budget being less than what was proposed by each firm.

**Motorola Contract Proposal:** K. Flewelling updated the Board regarding the Motorola contract proposal with a PowerPoint presentation (attachment). The first proposal was higher than expected and after negotiating, Motorola was able to bring the price down to the original cost of \$30 million dollars with a locked interest rate of 2.97%. The lock on the interest rate expires on December 10<sup>th</sup>; if TCOMM doesn't execute the agreement by the 10<sup>th</sup>, the interest would be renewed at the current market rate minus the buy-down amount Motorola committed, which may or may not be a higher rate. K. Flewelling stated the savings are significant with Motorola and if this proposal expires, TCOMM doesn't believe better pricing would be possible. TCOMM stated that the savings gained by separating out the civil work and managing it through the project manager is an unknown quantity that may or may not equal the savings offered by Motorola Solutions in this proposal. Including the civil work in the Motorola Solutions contract places all of the responsibility of scope, cost, and delivery time on one contractor. TCOMM would prefer that so they are not managing multiple contractors on this large of a project. K. Flewelling stated the interest rate offered by Motorola financing is competitive with other tax-exempt financing options. An outside bond counsel will only provide tax-exempt financing to TCOMM if the IGA is changed. Through Motorola, no changes to the IGA would be required and would potentially save six months of leg work trying to get it changed before the project could even start. Discussion took place and TCOMM asked the Board to approve Resolution 2019-24.

**Resolution 2019-24 authorizing the Executive Director to execute contracts with Motorola Solutions for the replacement of the public safety radio system, financing of the capital and civil work associated with the project and the maintenance and system upgrade agreement. M/S/C (J. Snaza/J. Wilson)**

### New Business

**TCOMM Policy Update:** W. Hill reported changes to TCOMM policies: Policy #201: Travel and Meals, Policy #214: Purchasing, and Policy #313: Traditional Leave Plan. The revised policies were distributed for review and approval (attachment) with a brief summary of the changes.

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**Resolution 2019-22 amending TCOMM911 Policies 201, 214, and 313, effective December 4, 2019. M/S/C (J. Wilson/J. Snaza)**

**2020 TCOMM911 Budget Amendment:** K. Flewelling updated the Board with the amended 2020 Budget. Changes include six months of additional revenue from the increased emergency communications sales/use tax, the additional costs to hire a lead radio technician and a part-time administrative assistant, and a Project Manager to assist TCOMM911 during the preparation and implementation of the new digital radio system. Additional physical office space will be needed to accommodate the increase in the Radio Systems Department staffing. The budget amendment also includes funds to hire four regular full-time operations FTE's beginning in April 2020. Additionally, TCOMM originally included an additional audit by the State in this budget amendment due to the increase in revenues. However, these funds are not needed for another year and therefore the budget amendment total was reduced by \$10,000.

**Resolution 2019-23 authorizing a 2020 Budget Amendment Effective December 4, 2019. M/S/C (J. Wilson/T. Wood)**

**2020 – 2022 AFSCME 618C Collective Bargaining Agreement:** W. Hill reported the 2020-2022 Collective Bargaining Agreement between TCOMM and WSCCCE Local 618C has been settled and is brought forward for approval and ratification.

**M/S/C approval of the 2020-2022 AFSCME Local 618C Collective Bargaining Agreement. (J. Snaza/G. Edwards)**

**2020 – 2022 IAFF L468 Collective Bargaining Agreement:** W. Hill reported the 2020-2022 Collective Bargaining Agreement between TCOMM and IAFF Local 468 has been settled and is brought forward for approval and ratification.

**M/S/C approval of the 2017 – 2019 IAFF Local 468 Collective Bargaining Agreement (T. Wood/G. Edwards)**

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 5:05 pm.

**Next meeting:** January 8, 2020 @ 3:30 pm