

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, February 5, 2020 @ 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
Tracey Wood – City of Yelm, Councilmember
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Meredith Hutchins – Thurston County Fire Commissioners Association

TCOMM staff:

Wendy Hill – Deputy Director
Carla Mai – Financial Manager

Guests:

Linda Kleingartner, T.A.S.

Call to Order

Chair L. Greenstein called the meeting to order at 3:31 p.m.

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the February 5, 2020 Agenda/Consent Agenda. (T. Wood/L. Dahlhoff)
M/S/C approval of January 8, 2020, Admin Board meeting minutes (T. Wood/S. Roberts)

Correspondence – None

Public Testimony – None

Executive Director's Report: W. Hill updated the Board with Highlights from the Director's Report. W. Hill encouraged Board members to login to the TCERN website for updates and important information regarding the new radio system. A few other highlights include the phone system update, and operations staffing and recruitment.

Old Business

Staff Report – Non-Member Type 1 Agency Fee Proposal: W. Hill presented the Board with a proposal from the Executive Director for the non-member Type 1 fees, which is the only non-member fee structure update that still needs review. The proposal includes setting an annual flat fee for each agency beginning in 2021, which provides a more stable and predictable fee, similar to what was done with the ambulance companies. A discussion took place and it was determined that more information and further review is needed by the Executive Director before considering the resolution to modify the fee structure.

2020 Strategic Planning Introduction: Linda Kleingartner, the facilitator for the TCOMM Strategic Planning event scheduled in March, was introduced to the Board. She reviewed the draft agenda for the event and asked what the Board would like to get out of it and outlined how the Event will proceed over

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three days. After discussion, it was determined that only TCOMM staff would attend the Strategic Planning event and bring forward a report for the Board of Directors to approve at a later date.

New Business

New Positions Authorization: W.Hill briefed the Board on the need to add two regular positions to the Radio Systems Department, which will be needed as the radio replacement project begins. She also requested the addition of four new Public Safety Telecommunicator positions, as the 2019 staffing study showed the Agency short by six positions. Additionally, since it takes 1-24 months to become fully trained, the Agency wants to get new dispatchers on board now so they are fully trained as the radio replacement project reaches its final stage.

Resolution 2020-03 establishing the Lead Radio System Technician position in the Thurston 911 Communications Pay and Classification Plan, effective February 5, 2020. (T. Wood/G. Edwards)

Resolution 2020-04 establishing the classification of Radio Systems Assistant in the Thurston 911 Communications Pay and Classification Plan, effective February 5, 2020. (T. Wood/G. Edwards)

Resolution 2020-05 establishing four new positions in the classification of the Public Safety Telecommunicator to the Thurston 911 Communications Pay and Classification Plan, effective February 5, 2020. (T. Wood/G. Edwards)

Staff Report – TCOMM Policy Updates: W. Hill provided the Board with background information regarding policies 338 (Paid Family & Medical Leave) and amendments to TCOMM Policy 318 (FMLA), and Policy 320 (Leaves of Absence).

Resolution 2020-06 establishing TCOMM911 Policy 338 (Paid Family & Medical Leave) and amending TCOMM911 Policies 318 and 320, effective February 5, 2020. (T. Wood/L. Dahlhoff)

Radio Systems Department Worksite Lease: W.Hill briefed the Board on a worksite location for the Radio Systems Department, which has outgrown space at TCOMM. Additional space is also needed over the next few years to store inventory as the radio replacement project moves forward. The Board discussed the size and location of the proposed work site and expressed concern that it might be too big once the radio replacement project is complete. W. Hill shared that the option to only lease one-half of the building will be available once the initial 5-year lease is complete and that departmental needs can be addressed at that time.

Resolution 2020-07 authorizing the Executive Director to execute a lease with Blue Mountain Development, LLC for the TCOMM911 Radio Systems Department office and warehouse space. (T. Wood/M. Hutchins)

Radio Systems Department Vehicle Purchase: W. Hill asked the Board to authorize the Executive Director to purchase a second work truck for the Department, needed due to the increase in staff and the ability to get to remote site locations.

Resolution 2020-08 authorizing the Executive Director to purchase an additional vehicle for the Radio Systems Department. (T. Wood/G. Edwards)

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Executive Director Annual Performance Evaluation: W. Hill reviewed the performance evaluation process for the Executive Director. The Chair and Vice-Chair will begin the process and ask for feedback from both the Board of Directors and Operations Board via Survey Monkey. The information will be compiled and brought back to the Board of Directors at the March meeting.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:53 pm.

Next meeting: March 4, 2020 @ 3:30 pm