

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, January 08, 2020 @ 3:30 P.M.

Members Present:

Administration Board:

Lenny Greenstein – Chair, City of Lacey, 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
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

Guests:

Sarah Donley, JVC Kenwood
Joshua Long, McLaughlin-Long Marketing

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 January 8, 2020 agenda. (J. Snaza/G. Edwards)
M/S/C approval of the TCOMM911 warrant and payroll disbursements for November 15, 2019, through December 15, 2019. (J. Snaza/G. Edwards)
M/S/C approval of December 4, 2019, Admin Board meeting minutes (J. Snaza/G. Edwards)

Special Recognition

Ben Bowen and his Grandfather Barry attended the meeting. Ben sent a letter to the Admin Board requesting information about the Radio Replacement Project and what happens with the old system.

Correspondence – None

Public Testimony – None

Financial Reports: The latest financial reports were provided and discussed with the Board along with the published WA State Auditor's Office audit reports. (attachments).

Old Business

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Radio Systems Replacement Update: K. Flewelling updated the board on the status of both the Motorola Solutions and Project Manager contracts. TCOMM executed a contract with Motorola before the end of 2019 which enabled them to capitalize on the discounts that were mentioned in the December Administration Board meeting. TCOMM staff, Motorola and ADCOMM Engineering will be meeting the week of Feb 10th to go through the scope of work to verify or make any changes before Motorola gets started on the design review. On Feb 10th TCOMM is meeting with the WSP executive team to show an overview of what Thurston County is doing and how TCOMM can partner with WSP and where the benefits are for each party.

K. Flewelling stated TCOMM executed a contract with ADCOMM Engineering for project management services. This contract includes 3 of their staff: Project Manager, Owners Engineer, and a Quality Assurance Specialist. These positions will also include backups should the need arise. TCOMM was able to negotiate the cost down which will require a budget amendment that will be brought to the Board in February for approval.

K. Flewelling stated communications to stakeholders are forthcoming which will provide updates and the current status of the project.

IGA Revisions Feedback: K. Flewelling updated the board on the recommended revisions that were expressed in the IGA Workshop in December. A discussion was had and a motion made to make the recommended changes from the IGA Workshop and to send the draft back to the member agencies for their consideration and feedback. **M/S/C (J. Snaza/T. Wood)**

New Business

NG911 Telephone System Replacement Update: W. Hill updated the board on the phone system replacement. The Consortium met on Jan 7th and a preferred vendor, Solacom, was selected at which time they also reviewed the proposed contract from Solacom to make sure each agency approves of the contract language. The consortium representatives will meet with Solacom shortly to begin the negotiation process.

Resolution 2020-01 authorizing the Executive Director to execute a contract with Solacom Technologies, Inc. for the replacement of the next generation 911 (NG911) telephone system, including capital, support, and maintenance. (T. Wood/J. Snaza)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:18 pm.

Next meeting: February 5, 2020 @ 3:30 pm