

**THURSTON 9-1-1 COMMUNICATIONS
ADMINISTRATION BOARD MEETING AGENDA**

Monday, March 30, 2020 @ 3:30 p.m.
Virtual Meeting via Zoom Conferencing
<https://zoom.us/j/3607042732>
Meeting ID: 360 704 2732

AGENDA

1. Call to Order _____ Lenny Greenstein
2. Roll Call _____ Bre Skaggs
3. Approval of Agenda & Consent Agenda

The following items can be passed by a single motion to approve all listed actions. If discussion is requested the item will be moved from the Consent Agenda and considered separately.

TCOMM911 Disbursements

- | | |
|---------------------------------------|-----------------------|
| a. Warrant Summary | 2/16/2020-3/15/2020 |
| #104934 - #104973 | \$86,652.62 |
| b. Payroll Summary Pay Periods Ending | 2/15/2020 & 2/29/2020 |
| i. Total Wages Paid | \$420,116.36 |
| ii. Total Benefits Paid | \$164,559.47 |

4. Approval of March 4, 2020 meeting minutes

OLD BUSINESS

5. None

NEW BUSINESS

6. Family First Coronavirus Response Act (FFCRA)
Resolution 2020-10 FFCRA _____ (ACTION) _____ Wendy Hill
7. Meeting adjourned _____ Lenny Greenstein

Next Meeting: May 6, 2020 @ 3:30 pm

Warrant Summary

02/16/2020 through 03/15/2020

<u>CHK_NO</u>	<u>CHK_DATE</u>	<u>VENDOR_NAME</u>	<u>AMOUNT</u>
104934	2/21/20	AMERICAN TOWERS INC	3,053.56
104935	2/21/20	CAPITAL BUSINESS MACHINES INC	330.58
104936	2/21/20	COMCAST CABLE COMMUNICATIONS	110.07
104937	2/21/20	LANGUAGE LINE SERVICES INC LLS	22.53
104938	2/21/20	MASON COUNTY PUBLIC UTILITY 3	94.94
104939	2/21/20	PUGET SOUND ENERGY INC	81.90
104940	2/21/20	PUGET SOUND ENERGY INC	33.14
104941	2/21/20	WHISLER COMMUNICATIONS	655.00
104942	2/26/20	ASSOCIATION OF WA CITIES	373.40
104943	2/26/20	BLUE MOUNTAIN DEVELOPMENT, LLC	32,700.00
104944	2/26/20	CENTURYLINK	3,132.77
104945	2/26/20	CORNERSTONE ENGINEERING INC	825.00
104946	2/26/20	DE LAGE LANDEN FINANCIAL SVS	151.93
104947	2/26/20	GUTHRIE JASON	24.84
104948	2/26/20	PUGET SOUND ENERGY INC	185.37
104949	3/5/20	ACME FUEL COMPANY	1,723.89
104950	3/5/20	ADCOMM ENGINEERING , LLC	18,000.00
104951	3/5/20	CENTURYLINK	314.75
104952	3/5/20	HILL WENDY	67.62
104953	3/5/20	JAMESTOWN NETWORKS	546.50
104954	3/5/20	NAVIA BENEFIT SOLUTIONS	145.25
104955	3/5/20	US BANK NATIONAL	8,768.17
104956	3/12/20	AMERICAN TOWERS INC	3,053.56
104957	3/12/20	CENTURYLINK	3,104.01
104958	3/12/20	COMCAST CABLE COMMUNICATIONS	928.40
104959	3/12/20	COMCAST CABLE COMMUNICATIONS	170.07
104960	3/12/20	COMCAST CABLE COMMUNICATIONS	110.07
104961	3/12/20	CONSOLIDATED TECHNOLOGY SVC	655.00
104962	3/12/20	CORRECTIONAL INDUSTRIES	33.88
104963	3/12/20	DAY WIRELESS SYSTEMS	4,098.75
104964	3/12/20	ESCHAT	134.73
104965	3/12/20	LAW LYMAN DANIEL KAMERRER &	500.00
104966	3/12/20	MASON COUNTY PUBLIC UTILITY 3	88.70
104967	3/12/20	ROSS RANDALL	254.05
104968	3/12/20	SPICKELMIRE JAMES	254.05
104969	3/12/20	STAR RENTALS INC.	458.58
104970	3/12/20	THRIFT KRISTA	128.70
104971	3/12/20	VOIANCE LANGUAGE SERVICES, LLC	83.86
104972	3/12/20	WHISLER COMMUNICATIONS	655.00
104973	3/12/20	WSCFF	600.00
			\$86,652.62

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, March 4, 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
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
Carla Mai – Financial Manager
Bré Skaggs – Administrative Assistant

Guests:

Robert Motzer - Lacey Fire District #3, Fire Commissioner

Call to Order

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

Approval of Agenda/Consent Agenda & Minutes

Three items were added to the agenda: Lewis County Update, IGA Revision Update, and Swatting Update. M/S/C approval of the amended March 4, 2020 Agenda/Consent Agenda. (J. Snaza/L. Dahlhoff)
M/S/C approval of February 5, 2020, Admin Board meeting minutes (J. Snaza/L. Dahlhoff)

Correspondence – None

Public Testimony – None

Financial Reports: C. Mai provided the latest financial reports.

Executive Session: Executive Director Performance Evaluation - The TCOMM Administration Board of Directors met in a closed session for 20 minutes to discuss the Executive Director's 2019 Performance Evaluation.

Related to local governments, the following topics outlined in RCW 42.30.110(1) (g) can be discussed in executive session: "Qualifications on an applicant for public employment or review of the performance of a public employee."

The Board convened into executive session at 3:38 pm.
The Board reconvened the regular meeting at 3:51 pm.

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Administration Board Meeting Minutes
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Old Business

TCERN Radio Project Update – The Thurston County Emergency Radio Network (TCERN) project is underway. K. Flewelling stated that there was a series of kickoff meetings that included TCOMM staff, Adcomm Engineering (Adcomm), Motorola, and Washington State Patrol. Discussions included setting the foundation for project management, reports, and timelines.

The first Joint Operations Board and FLAC meeting occurred on February 24th in which Adcomm attended and provided a status report, an overview of the project, and a description of what types of input will be asked of everyone as the project moves forward. K. Flewelling stated that the group would be treated as an advisory committee to the project, making recommendations to TCOMM Management and the TCOMM Administration Board.

On-going weekly meetings with TCOMM, Adcomm, and Motorola are taking place. Weekly meetings are especially necessary for the early stages of the Project.

W. Hill updated the Board on the advertised positions for the Radio System Administrative Assistant and Lead Radio Systems Technician. A few applications were received for both positions, with the postings closing on March 4, 2020. Board members asked that TCOMM reach out to Job Services on JBLM to post on base with the hopes of receiving more applications from service members. W. Hill stated that TCOMM might extend the application deadline as well.

K. Flewelling and C. Mai met with Motorola to discuss the type of financial reporting that TCOMM would need during the TCERN project. Specifically, how the expenditures and credits/debits will be tracked.

NG911 Telephone Update: W. Hill provided a status report on the NG911 Telephone system. TCOMM is still working with the Consortium and Solacom to finalize the contract. Once the agreement is signed, TCOMM will then proceed with scheduling implementation and cutover, which is anticipated to occur in late summer/early fall. W. Hill stated with the cutover date being extended, the Consortium has requested that Solacom cover the cost of an interim maintenance agreement until the new system is in place since the TCOMM's current agreement ends in May.

Non-Member Type 1 Agency Fee Proposal: K. Flewelling stated he adjusted the Type 1 Non-Member agency fee structure as requested at the February Administration Board meeting. The new fee structure is tiered by setting a flat fee with a yearly escalator based on each Non-Member's number of calls for service per year (e.g. 5,000, 10,000). If approved, implementation of the proposed fee structure for Type 1 Non-Member Agencies will begin with FY2021.

Resolution 2020-09 authorizing the Executive Director to implement the proposed fee structure for TCOMM911 Type 1 Non-Member Agencies beginning in FY2021. (J. Snaza/M. Hutchins)

2020 Strategic Planning Update: K. Flewelling updated the Board with the next steps regarding the 2020 Strategic Plan. TCOMM canceled the three-day workshop and transitioned the meeting to a one-day internal staff workshop with the facilitator, TCOMM Management and Supervisors. During this one-day

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event, the Mission, Vision, and Values will also be updated, with a recommended draft plan presented to the Administration Board at their May meeting.

Lewis County Update: K. Flewelling updated the Board with the status of Lewis County's request to consolidate. He shared a recent news article with the Board, which mentioned the publishing of an RFQ by Lewis County seeking a consulting firm to conduct the study.

IGA Revision Update: K. Flewelling stated the revisions for the IGA are with city and county attorneys for review, as discussed at the general IGA meeting held in December. K. Flewelling is working with Scott Spence, City Manager of Lacey, to assist with coordinating the attorney review.

Swatting Update: K. Flewelling updated the Board on the status of a Swatting registry. TCOMM contacted RAVE, the company used in Seattle, and found that Thurston County has the same capabilities that Seattle implemented last year. TCOMM is continuing to work with RAVE on some minor obstacles to overcome before it can be launched.

New Business

Election of Administration Board Officers – L. Greenstein called for nominations for the Chair and Vice-Chair for the 2020-2021 term, as the Bylaws require the elections be held at the TCOMM Annual Meeting.

L. Dahlhoff nominated L. Greenstein for Chair. There were no other nominations.

M/S/C to appoint L. Greenstein as Chair of the Administration Board for 2019-2020. (J. Snaza)

J. Snaza nominated L. Dahlhoff for Vice-Chair. There were no other nominations.

M/S/C to appoint L. Dahlhoff as Vice-Chair of the Administration Board for 2019-2020. (L. Greenstein)

2020 Administration Board Schedule – The Administration Board confirmed the proposed 2020 meeting schedule with the one change in November due to the annual budget posting process. M/S/C (J. Snaza/L. Dahlhoff)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:29 pm.

Next meeting: April 1, 2020 @ 3:30 pm



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POLICY: 110A – Families First Coronavirus Response Act

DATE REVISED: April 2, 2020

CANCELS:

Approved/Adopted by TCOMM911 Board of Directors

This policy applies to TCOMM911 Employees

Purpose:

The Families First Coronavirus Response Act is an economic stimulus plan designed to provide expanded coverage to employees in response to the outbreak of the COVID-19 pandemic. Unless otherwise directed by law, all provisions of this policy shall be in effect between April 2, 2020, and December 31, 2020.

As TCOMM911 is considered an employer of first responders, this policy may be suspended for essential personnel in whole or in part based on the operational needs of the agency.

Policy:

Due to a national emergency declared on March 13, 2020 related to the COVID-19 pandemic, the federal government expanded eligibility and qualifying events of the Family and Medical Leave Act and has provided up to 80 hours of additional sick time to employees of qualified employers. TCOMM911 reserves the right to verify an employee's eligibility for leave and/or sick time offered under this policy.

Procedure:

1. Emergency Paid Sick Leave

Emergency Paid Sick Leave (EPSL) shall be made available for employees who cannot report to work or telework (work from home). Full-time employees shall be provided with up to ten (10) paid sick days (no more than 80 hours total) in addition to their regularly accrued sick leave benefits provided by TCOMM911. Part-time/Job Share employees shall be provided the equivalent of the averaged scheduled hours over a two (2) week period.

a. EPSL shall be offered to employees at an employee's regular rate of pay for their scheduled hours, not to exceed \$511 per day, or an aggregate total of \$5,110, for the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order



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related to COVID-19.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- b. EPSL shall be offered to employees at 2/3rd an employee's regular rate of pay for their scheduled hours, not to exceed \$200 per day, or an aggregate total of \$2,000, for the following reasons:
1. The employee is caring for an individual who is subject to an order as described in section 1.a.1 or has been advised as described in 1.a.2.
 2. To care for a child under the age of 18 whose elementary/secondary school or eligible childcare provider is closed by a federal, state, or local authority in response to a declared COVID-19-related public health emergency.
 3. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of Labor.

When utilizing EPSL, an employee shall not be required to use their own accrued leave before accessing EPSL. EPSL shall not accrue, be cashed out, or carried over to the following year.

2. Public Health Emergency Leave/FMLA

The Family & Medical Leave Act (FMLA), as stated in Policy 318, shall be temporarily amended to include the following, and provisions specific to this change shall be referred to as Public Health Emergency Leave (PHEL):

For employees who cannot report to work or telework (work from home), PHEL is available to care for a child under the age of 18 whose elementary/secondary school or eligible childcare provider is closed by a federal, state, or local authority in response to a declared COVID-19-related public health emergency. For the purposes of this policy, an eligible childcare provider is a provider who receives regular compensation for providing regular childcare services.

- a. The first two weeks (up to eighty (80) hours) of leave taken under PHEL shall be unpaid. Employees may choose to substitute unpaid leave with any accrued leave, or if applicable, substitute unpaid leave with emergency paid sick leave as identified in section



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- 1.b.2 above. Leave taken beyond the first two weeks shall be compensated at no less than $2/3^{\text{rd}}$ of their regular rate of pay. In no event shall compensation exceed \$200 per day and \$10,000 in the aggregate.
- b. PHEL is available to employees who have been employed by TCOMM911 for at least thirty (30) calendar days.
3. Accrual of Benefits While Using PHEL and/or EPSL

Leave accruals and benefits shall be earned while an employee is being paid under PHEL or EPSL at their normal rate, or at $2/3^{\text{rd}}$ their normal rate, based on the payment of the leave. While utilizing PHEL or EPSL, the employee is responsible for their portion of benefit(s) premiums.



A RESOLUTION establishing TCOMM911 Policy 110A (Families First Coronavirus Response Act), effective April 2, 2020.

WHEREAS, the Thurston 911 Communications Administration Board has the authority to create, abolish, and/or modify the policies for the Agency;

WHEREAS, the Families First Coronavirus Response Act is an economic stimulus plan designed to provide expanded coverage to employees in response to the COVID-19 pandemic through December 31, 2020;

WHEREAS, although emergency responders may be exempted, TCOMM911 wishes to apply the provisions of the Act to its employees, unless or until operational staffing needs due to the COVID-19 pandemic dictate otherwise;

THEREFORE, be it resolved by the Administration Board of Thurston 911 Communications that Policy 110A is established and added to the TCOMM911 Policy Manual, effective April 2, 2020.

Administration Board Chair

Date Signed

Administrative Board Representative

Date Signed