

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.

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, March 4, 2020 @ 3:30 P.M.

**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

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, March 4, 2020 @ 3:30 P.M.

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