

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

Meeting was held via teleconference call.

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
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
Carla Mai – Financial Manager
Bré Skaggs – Administrative Assistant
Jeff Myers – General Council

Call to Order

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

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the June 3, 2020 Agenda/Consent Agenda. (L. Dahlhoff/T. Wood)
M/S/C approval of May 6, 2020, Admin Board special meeting minutes (M. Hutchins/T. Wood)

Correspondence – None

Public Testimony – None

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

Old Business

Staff Report – Type 1 Non-Member Fees: K. Flewelling stated that legal counsel recommended adding another tier for calls for service (CFS) exceeding 10,000 by an additional \$5,000 per year. The Board moved to adjust the previously approved Type 1 Non-Member fees to include another tier for CFS exceeding 10,000 per year at the initial rate of \$120,000 per year. **M/S/C (L. Dahlhoff/M. Hutchins)**

TCERN Project Update: K. Flewelling provided the Board with an update on the TCERN project progress. Fleetmapping exercise has begun with Law, Fire/EMS and Dispatch. This sets the foundation for the rest of the project which includes getting channels assigned, setting and distributing the workload for dispatch center, and the workflow with regard to tower sites and subscriber equipment to make sure it all meshes together. With TCOMM no longer partnering with WSP to share the core, they are working

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through all options available to make a decision to accomplish interoperability issues. Site walks begin next week.

K. Flewelling updated the Board on the next Operations/FLAC meeting set for June 15th and agenda items they should be aware of. Highlights include: coverage areas that are of concern and options available. The group will then come up with recommendations for how to proceed to present to the Board. They will also talk about subscriber equipment and whether or not to let additional manufacturers, other than Motorola, on the system and who will own the subscriber equipment when the project is complete, as well as the difference between member and non-member agencies.

New Business

Staff Report – ADCOMM Contract Services: K. Flewelling stated that TCOMM is in need of a site manager during the tower site design review process due to the workload involved. TCOMM has anticipated the need for additional services and added that into the 2020 budget, therefore no additional funding is needed. TCOMM is asking the Board to authorize the Executive Director to contract with ADCOMM Engineering for Site Manager services necessary to augment TCOMM911 staff during the site reviews associated with the design review process. **M/S/C (J. Snaza/T. Wood)**

3 Cities Inc. (KXXO) Update: K. Flewelling updated the Board with discussions had with KXXO over 2 meetings in the last month. KXXO found they qualified for and received funding from the Payroll Protection Program which will allow them to pay for the months of May and June. KXXO stated they are only receiving a fraction of their normal revenue at this time but that they are committed to paying what is owed to TCOMM. TCOMM legal counsel provided a few options moving forward. A discussion was had and it was determined that the Executive Director and TCOMM legal counsel should negotiate terms with KXXO that will ensure repayment of past due amounts as well as keep current with on-going obligations.

Staff Report – Capitol Peak Communication Site Lease: K. Flewelling stated the current lease with the Washington State Department of Natural Resources has expired, and a new lease is required to continue operations without interruption. This site is critical in providing state, local, and regional interoperable communications capabilities essential in preserving life and property.

Resolution 2020-12 authorizing the TCOMM Executive Director to negotiate and execute a contract continuing the Capitol Peak Communications Site Land lease with the Washington State Department of Natural Resources. (L. Dahlhoff/T. Wood)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:12 pm.

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