

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, May 6, 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
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
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 May 6, 2020 Agenda/Consent Agenda. (J. Snaza/G. Edwards)
M/S/C approval of March 30, 2020, Admin Board special meeting minutes (J. Snaza/M. Hutchins)

Correspondence – Letter from WSP.

Public Testimony – None

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

Economic Forecast Update – K. Flewelling updated the Board on the impact COVID-19 will have on TCOMM's revenue.

Old Business

Executive Director Performance Evaluation – L. Greenstein updated the Board on the Executive Directors' performance evaluation and their suggestions.

M/S/C authorizing a 4% salary increase and 5 MTP days for the Executive Director. (J. Snaza/G. Edwards)

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TCERN Radio Project Update – K. Flewelling provided the Board with the project plan and stated that phases one and two are currently underway. TCOMM stated that due to COVID-19 there have been delays with the project which will most likely affect the overall project calendar by a few months, pushing the end phase-out to the first quarter of 2023.

Phase Zero was the first step in the TCERN project, which was a multi-month process of gathering information for Motorola so they could provide a quote on what they thought it would take to put in the new system. This phase looked at things like coverage requirements, site locations, and subscriber equipment. Phase Zero provided enough information to get a sales quotation, but not thorough enough for final system design. That information is important because the next phase of the project, phase one, is to go through the sales proposal to determine what the final project will be. That phase includes the coverage standard for the sales proposal, which is 95% reliability within the operational service area. The coverage standards are affected by weather, terrain, other users, and other interference. In reviewing sites throughout Thurston Co. it was determined that additional coverage beyond the 95% standard will be costlier.

When issues arise during the project with minimal impact and cost, the TCERN project team will handle them. If there are major impacts to user agencies or moderate to minimal costs, the team will ask the Operations Board and FLAC Committee to make those decisions. If there are major cost issues exceeding \$25,000, they will be brought to the Board of Directors with any suggestions given from the Joint Ops/FLAC meetings for the Board to decide.

K. Flewelling stated there is a Washington State Patrol (WSP) partnership change. WSP sent a letter to TCOMM stating that they have determined that sharing a core is no longer in their best interest with prior contract obligations hindering their ability to do so. Flewelling stated that TCOMM built in a backup plan to have a standalone system by purchasing a core themselves. While the core and required equipment will cost additional funds, there will also be credits from the equipment no longer needed to share WSP's core.

TCOMM asked the Board how they would like to proceed: with a standalone system or if they would like to explore other options. A discussion took place and a motion was made to move forward without WSP and for TCOMM to purchase a standalone core. M/S/C (J. Snaza/L. Dahlhoff)

2019 Annual Report – The Board was provided the 2019 Annual Report for review and there were no changes or objections.

Lewis County Update - K. Flewelling updated the Board with the status of Lewis County's request to consolidate. Lewis County published an RFQ seeking a consulting group to see if it is more effective to seek a merger with TCOMM, improve their current situation, or set up an independent agency like TCOMM in Lewis County. A total of eight firms responded to the RFQ and Lewis Co will be conducting finalist interviews with three firms this week. All firms that responded to the RFQ indicated they could finish their work within 4 months. Flewelling indicated that the TCOMM Board will need to take action if Lewis County requests to proceed with the merger.

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NG911 Telephone Update - W. Hill provided a status report on the NG911 Telephone system. The contract with the vendor, Solacom, has been finalized and signed. Solacom has agreed to cover the cost of the interim maintenance agreement from May until the new system is in place with an implementation date by mid-October. Technical work is being done now, and a training plan will be put into place in the coming months.

2020 Budget Amendment – K. Flewelling provided the Board with the changes to the 2020 budget. A few of which include costs for Proposition 1 elections costs, Motorola Solutions, Inc. equipment lease contract, ADOMM Engineering, LLC contract, and Solacom Technologies Inc. contract for the replacement of the NG911 telephone system.

Resolution 2020-11 authorizing a 2020 Budget Amendment, Effective May 6, 2020. (J. Snaza/G. Edwards)

New Business

Staff Report: Co-Location Contract Status – K. Flewelling asked the Administration Board for direction regarding the contract and agreement payment terms that are in default by 3 Cities, Inc. (KXXO). KXXO renewed a co-location lease and a service level agreement with TCOMM911 in March 2019. The co-location lease is for antenna and equipment located on the TCOMM911 tower at Crawford Mountain. Both contracts have terms that permit the lessor to terminate the agreements for failure to perform in accordance with the covenants and conditions. A discussion took place and it was determined to gain more information and review at the next meeting.

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

Next meeting: June 3, 2020 @ 3:30 pm