

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, July 1, 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
Gary Edwards – Thurston County Board of County Commissioners

TCOMM staff:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Carla Mai – Financial Manager
Bré Skaggs – Administrative Assistant
Jeff Myers – General Counsel

Operations Board Chair:

Mike Buchanan – Olympia Fire Department

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 July 1, 2020, Agenda. (T. Wood/J. Snaza)
M/S/C approval of the Consent Agenda. (T. Wood/J. Snaza)
M/S/C approval of June 3, 2020, Admin Board meeting minutes (J. Snaza/T. Wood)

Correspondence – K. Flewelling shared a newspaper article before the Board meeting regarding the status of the Lewis Co. feasibility study.

Public Testimony – None

2019 Employee of the Year Recognition – Krista Thrift was honored by the Administration Board as the 2019 TCOMM Employee of the Year. L. Greenstein expressed his appreciation on behalf of the Board.

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

Old Business

TCERN Update: Operations Board/FLAC Report: K. Flewelling provided the Board with the recommendations from the Operations Board/FLAC meeting in June.

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TCOMM purchased all member agency equipment which is included in the contract price, except for specialty accessories. Assets will be transferred to each agency to own and maintain once installed and verified to be working properly. From that point forward each agency will own that asset and TCOMM will not be responsible for inventory tracking.

The Operations Board / Fire & Law Advisory Committee agreed that to start, member agencies will have Motorola subscriber equipment, non-member Type 1 agencies will need to purchase Motorola as well since that is what will work best on the system. Type 2 agencies will be able to purchase other than Motorola but will have to go through an approval process with TCOMM to make sure that the equipment works properly. Future lifecycle coverage will need to be discussed towards the end of the initial warranty and maintenance plans. Before a final decision is made TCOMM will get input from the OPS/FLAC groups.

Encryption was discussed as well during the June 15th Ops/FLAC meeting and two options were provided to the group. Option one would be to encrypt all Law Enforcement communication or option two is to select certain talk groups that need to have covert communications. A discussion took place and it was determined that specialty units (e.g. SWAT, TNT) would be encrypted and a few simplex channels could be provided as well. Everyday traffic channels would remain unencrypted.

New Business

Resolution 2020-13 Radio Systems Position Reclass: W. Hill reported that TCOMM911 has undergone two periods of national recruitment efforts to fill the Lead Radio Systems Technician position, yet has been unable to fill it due to the limited labor pool with the specific skillset desired. The Radio Systems Department is still in need of additional personnel to meet the on-going and increasing workload demands associated with the new public safety radio network. W. Hill stated that reclassifying the Lead Radio Systems Technician to a second Radio Systems Technician and providing industry-specific training may yield better recruiting and hiring results.

Resolution 2020-13 authorizing the reclassification of the Lead Radio Systems Technician position to a Radio Systems Technician position in the Thurston 911 Communications Pay and Classification Plan, effective February 5, 2020. M/S/C (J. Snaza/T. Wood)

Staff Report – Technical Staff Augmentation Resolution 2020-14: K. Flewelling requested approval to contract with ADCOMM Engineering for technical staff augmentation which is necessary to support TCOMM911 staff during the implementation of TCERN. So far it has been difficult to find suitable personnel with specific technical skillsets needed to support a project of this size and complexity. K. Flewelling stated that one of the most effective ways to support the TCOMM staff workload will be identifying large chunks of project responsibility that can be handed over for planning and management by a designated responsible individual. It is anticipated that the need for technical staff augmentation will occur over the next 12 - 18 months of the project.

Resolution 2020-14 Authorize the Executive Director to contract with ADCOMM Engineering for Technical Staff Augmentation necessary to support TCOMM911 staff during the implementation of TCERN. M/S/C (J. Snaza/R. Rollins)

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Operations Board/FLAC TCERN Coverage Recommendation Resolution 2020-15: K. Flewelling reported that the Motorola Solutions sales proposal included portable on-the-hip radio coverage in the operation areas of Thurston County of 95% on the street. TCOMM911 staff, the Operations Board, and the Fire & Law Advisory Committee raised some concerns about specific sub-areas of coverage (Maytown/I-5, Lake St. Clair, & Johnson Point). Motorola Solutions has made significant efforts to address the sub-area concerns with increased acceptable coverage in the Maytown/I-5 area. At the June 15, 2020 meeting the Operations Board and Fire & Law Advisory Committee agreed with Motorola's recommendations to add a new radio tower site in the Johnson Point area and move the proposed site at Red Wind to Lake St. Clair.

RESOLUTION 2020-15 authorizing the Executive Director to modify the TCERN project to include an additional radio tower site in the Johnson Point area and to move another radio tower site from Red Wind to Lake St. Clair. M/S/C (J. Snaza/S. Roberts)

Budget Subcommittee Volunteers – K. Flewelling requested three volunteers from the Administration Board for the 2021 budget subcommittee. Meetings are typically held 1-2 times and will begin after Labor Day. Lenny Greenstein, Leatta Dahlhoff, John Snaza volunteered to participate.

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

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