

Thurston 911 Communications
Joint Administration / Operations Board Meeting Minutes
Wednesday, October 7, 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
Liberty Hetzler – Lacey Fire District #3, Fire Commissioner
Meredith Hutchins – Thurston County Fire Commissioners Association
John Snaza – Thurston County Sheriff's Office

Operations Board:

Mike Buchanan – Chair, Olympia Fire Department
Aaron Jelcick – Vice Chair, Olympia Police Department
Steve Brooks – Lacey Fire Department
Brian Hurley – Tumwater Fire Department
Brian VanCamp – Thurston Co. Fire Chiefs Association
Kurt Hardin – Medic One Administrator
Jon Weiks – Tumwater Police Department
Robert Almada – Lacey Police Department

TCOMM staff:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Carla Mai – Financial Manager
Bré Skaggs – Administrative Assistant
David Taylor – Radio Systems Manager
Jeff Meyers – General Counsel

Guests:

John Kalar – Tumwater Fire Department
Jim Mack – Lacey Police Department
Mark John – Olympia Fire Department
Steven Slater - SE Fire Authority Commissioner

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 October 7, 2020 agenda/consent agenda. (J. Snaza/L. Dahlhoff)
M/S/C approval of September 2, 2020 Admin Board meeting minutes (J. Snaza/L. Dahlhoff)

Correspondence – K. Flewelling shared the letter from TCOMM to the town of Bucoda, in response to their letter regarding the Equipment Transfer Agreement memorandum sent by TCOMM to all member agencies.

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Public Testimony – None

Old Business

Lewis County Feasibility Study Update: K. Flewelling stated that TCOMM has met with the Lewis Co. consultants who should have a draft feasibility study available in December.

TCERN Project Update: K. Flewelling provided an update to the Board.

Site Lease Discussion (Member Agencies): Some sites needed for the new radio system are on City-owned water tanks. The city of Lacey has raised concern about RCWs that may require TCOMM to pay an annual lease, which may also be an issue with other cities that own water tanks needed for new radio sites. J. Meyers reviewed the RCW and previous legal cases where this was resolved without monetary payment. TCOMM staff will continue to work with the City of Lacey towards a lease agreement.

Non-Member Agency Utilization Agreement: The Evergreen State College plans to replace their radio system, and are in talks with Motorola to purchase off of the TCOMM contract and potentially share the TCOMM radio core. Issue of how do we charge them for that utilization. The questions that might come to the Board are to determine how we charge them, on what basis, and what's the value of the product that we're asking them to pay for. TCOMM is looking at funding models in other PSAPs around the State for ideas to help determine a cost structure.

Staff Report – MSI Change Order: Motorola Solutions has been conducting a detailed design review (DDR) with its subcontractors, TCOMM911, and ADCOMM Engineering for the past several months. The DDR is nearing completion and Motorola Solutions has quantified the difference between the sales proposal design and the DDR. These differences will result in two change orders; the current one will include all the major changes and will be the larger monetary adjustment. The second change order will come on completion of the DDR in about a month, which will include minor adjustments and will be for a much lesser amount. Staff recommends that TCOMM pay cash from the general fund balance, rather than finance the cost, under terms and conditions negotiated with Motorola Solutions.

Resolution 2020-16 to authorize the Executive Director to negotiate terms and conditions with Motorola Solutions, Inc. for a cash payment of the TCERN project change orders associated with the DDR process.
M/S/C (L. Dahlhoff/M. Hutchins)

NG911 Telephone Replacement Update: W. Hill stated the new phone system equipment is at both host locations and has been installed. CRESA will cutover first. TCOMM is scheduled to cutover December 2nd and prior to that employee training will be held November 13th through November 20th.

New Business

2021 Directors Summary and Budget Committee Report: K. Flewelling/Lenny Greenstein

1. Projected Revenue:

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Due to the yet unknown financial impacts from COVID-19, TCOMM911 has elected to take a conservative approach by projecting a -8.8% decrease in the emergency communications sales and use tax. As this is the largest revenue source for the agency, a conservative approach to growth reduces risk and better positions the agency to meet budget goals.

Landline revenue continues to decrease, however wireless shows slight growth. Voice over internet (VoIP) and pre-paid revenues remaining steady.

2. Authorized Positions:

TCOMM currently has 66.75 authorized FTEs, which included the 2020 addition of one Radio Systems Technician, one 0.75 FTE Radio Systems Assistant, and four additional Public Safety Telecommunicators that were authorized in the 2020 budget amendment. For the upcoming fiscal year, the agency is requesting the addition of a full-time Human Resources Manager to be hired in mid-2021. The Deputy Director has filled this role for the past five years, and with the growth in the agency's FTE count, the agency's expansion to a second location (Blue Mountain Radio Shop), as well as recent changes in federal and state employment law and benefits, the need to reinstate this key role in the agency has increased.

With the above-mentioned addition of four FTEs in Operations in 2020, there are no increases budgeted for 2021. While Operations is still two FTEs short of the recommendations from the 2019 staffing analysis, we elected to delay budgeting for these additional two positions given the unknown revenue implications from COVID-19, a savings of approximately \$188,102 in salary and benefits.

3. General Wage Increase:

There are two collective bargaining units within TCOMM911, which comprise over 80% of the agency's workforce. These collective bargaining agreements are the main drivers for the agency's budgeted annual general wage increase. For 2021, the general wage increase is budgeted at 3.0% for both represented and non-represented staff.

4. Benefits:

Both health care plans have projected rate increases for 2021 of between 5% - 7.5%. As in previous years, the 2021 budget includes a 10% increase in costs for benefits because increases in other components of the benefits package, such as potential changes by employees from one plan to the other or adding more family members to their coverage, could contribute to higher costs.

5. Service Levels:

There are no proposed changes in services for FY2021.

6. Operational Reserve:

The operating reserve amount is set by the Administration Board of Directors at 16.67% of the total annual amount necessary to continue operations. TCOMM's overall fund balance is able to easily account for this operating reserve, as the agency's ending fund balance at the end of 2019 was not needed to contribute towards financing the TCERN project.

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7. Capital Equipment Purchases:

Total capital equipment purchases are budgeted at \$920,885 for FY2021. As in FY2020, only absolutely necessary current radio system expenses or radio components that will be useful within the proposed new public safety radio system are included in the 2021 budget. As such, the radio system capital items make up \$334,285 of the capital budget. The remainder is comprised of IT equipment, such as workstation desktops, routers, switches, and interfaces, that are used to support the various functions of the agency.

8. Grants:

TCOMM does not expect to receive any grants for FY2021.

9. Type 1 Non-Member Fee Structure:

In 2020, the Type 1 Non-Member Fee Structure was revised to a 3-tiered flat fee schedule based on calls for service in the last full year of statistics at the time the budget is prepared. The flat fee removes the volatility of the fluctuating fees, enabling the agencies (Chehalis Tribal PD and Nisqually Tribal PD) to budget more effectively. The fee structure also accounts for the various levels of effort TCOMM performs depending on the type and source of the call.

10. The 2021 Director's Budget proposes:

Total Revenue	\$ 14,603,635
Total Operating Expense	\$ 10,909,498
Equipment Lease Payments	\$ 2,748,600
Capital Equipment Purchases	\$ 920,885
Projected Ending Fund Balance	\$ 8,139,476

M/S/C to approve the TCOMM911 2021 Preliminary Budget, which includes Operating and Capital Expenses, in the amount of \$14,578,983. (J. Snaza/R. Rollins)

K. Flewelling stated that the preliminary budget will be posted on the TCOMM website for public response. The budget will be brought before the Administration Board at the November 12, 2020 meeting for final approval.

Staff Report – Technical Support On-Call Policy: W. Hill reported both the Radio Systems and I.T. departments have employees assigned to on-call outside of their regular work schedule. A more formal process needs to be established for both departments that provides clear expectations when assigned to on-call, as well as provides the Operations department with guidelines on how and when to utilize technical support after hours. The policy also provides compensation to non-exempt staff (Radio Systems Technicians) for time spent in on-call status at the rate of \$1.50 per hour.

Resolution 2020-17 to establish TCOMM911 Policy 339 (After Hours/On-call Technical Support), effective October 7, 2020. M/S/C (J. Snaza/M. Hutchins)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:22 pm.

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Next meeting:

Administration Board: November 12, 2020 @ 3:30 pm

Operations/FLAC – November 16, 2020 @ 1:00 pm