

Thurston 911 Communications
Administration Board Meeting Minutes
Thursday, November 12, 2020 @ 3:30 P.M.

Meeting was held via teleconference call.

Members Present:

Administration Board:

Leatta Dahlhoff – Vice-Chair, City of Tumwater, Councilmember
Renata Rollins - City of Olympia, Councilmember
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Tracey Wood – City of Yelm, Councilmember
Diana McMaster – Thurston County Fire Commissioners Association
Ray Brady – 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 Meyers – General Counsel

Guests:

Jon Weiks – Tumwater Police Department

Call to Order

Vice-Chair L. Dahlhoff called the meeting to order at 3:30 p.m.

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the November 12, 2020 agenda/consent agenda. (S. Roberts/R. Rollins)

M/S/C approval of October 7, 2020, Admin Board meeting minutes (T. Wood/R. Rollins)

Correspondence: None

Public Testimony: None

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

Executive Director Report: K. Flewelling provided updates to the board. A few highlights are:

- TCERN Fleetmapping – Work was completed with both dispatchers and supervisors. This work sets the stage for the radio communications plan; the talk group assignments concerning the assigned dispatchers.
- TCOMM met with TCSO to discuss the proposed talk groups for their agency. The Sheriff's Office was receptive to the proposal and will let TCOMM know their feedback soon.
- TCERN Site Leases – W. Hill and K. Flewelling met with Scott Spence, Lacey City Manager, on October 23rd regarding City of Lacey site leases. S. Spence understood TCOMM's

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concerns regarding potential lease costs and committed to research the issue and get back to us.

- 911 Outage - At 3:45 PM on October 22nd the State of Washington experienced a 911 outage. The outage lasted until 4:42 PM. The cause was traced back to the network provider. On October 28th, the State 911 Office provided a list of failed 911 calls to each 911 call center in the state. After sorting the calls and eliminating duplicates, we reduced the list to 26 calls. We attempted callbacks to these 26 numbers to determine if the callers had received the help they were calling for.
- TCOMM911 IGA Update - The Executive and Deputy Directors plan to bring the revised IGA to each of the member agencies to provide an explanation and rationale for the changes. The goal of ratification by all member agencies is June 2021.

Old Business

2021 Thurston 911 Communications Budget Adoption: K. Flewelling stated that the preliminary budget was posted on the TCOMM911 website for greater than 30 days. There were no public comments. **M/S/C to adopt the 2021 Thurston 911 Communications Budget (R. Rollins/T. Wood)**

2021 Strategic Plan Draft: K. Flewelling distributed the final Strategic Plan and the Narrative for review and approval. Highlights included the new mission, vision, and values, the three-year strategic goals, and the 2020-2021 Objectives (Key Strategies). **M/S/C to approve the 2021 Strategic Plan as presented. (D. McMaster/T. Wood)**

Lewis County Update: K. Flewelling reported that Deltawrx met with TCOMM on November 10th. Deltawrx has finished their study and will provide an estimated cost and timeline for both parties. Moving forward, TCOMM's Board of Directors Chair and Vice-chair along with the Executive and Deputy Directors will meet with Lewis County leadership to go over the study findings.

Discussion took place at the behest of R. Brady TCSO, regarding the replacement costs of radios following the initial lifecycle of the new equipment -- the cost of the new radios will be much more expensive than current radios.

New Business

2021 Salary and Benefits for Non-represented Employees: W. Hill presented the salary charts for non-represented employees for 2021. The plan reflects a 3.0% general wage increase. Insurance coverage for 2021 for non-represented employees shall include full employee coverage under the Employer's insurance plans for medical, dental, vision, basic life insurance, and long-term disability and includes up to \$775/month toward dependent medical, dental, and vision coverage and full coverage for dependent basic life insurance.

Resolution 2020-18 relating to setting salaries and medical contributions for non-union TCOMM employees effective January 1, 2021. M/S/C (T. Wood/R. Rollins)

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2020 Budget Amendment II: K. Flewelling negotiated with Motorola Solutions for the purchase of Core/ISSI Equipment and Civil/Microwave Equipment. TCOMM is requesting that the initial payment be added to the 2020 budget, which equates to \$597,000.

Resolution 2020-19 authorizing a 2020 Budget amendment effective November 12, 2020. M/S/C (T. Wood/R. Rollins)

TCERN Radio Site Leases: K. Flewelling asked the Board to authorize him to negotiate and execute new and amended radio site leases related to the TCERN project.

Resolution 2020-20 authorizing the TCOMM Executive Director to negotiate and execute new and amended radio site leases related to the TCERN project. M/S/C (T. Wood/R. Rollins)

Contract for Legal Services: K. Flewelling stated that the contract with the current law firm is about to expire. TCOMM would like to renew the contract with the same law firm with a few changes to the contract. (attachment)

M/S/C to authorize the Executive Director to renew the contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich (G. Edwards/T. Wood)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:58 pm.

Next meeting:

The meeting scheduled for December 2nd was canceled as agreed by the Board.

The next scheduled meeting is set for January 6, 2021, at 3:30 pm