

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, February 3, 2021 @ 3:30 P.M.

**Meeting was held via teleconference call.**

**Members Present:**

**Administration Board**

Lenny Greenstein – Chair, City of Lacey, Councilmember  
Leatta Dalhoff – Vice-Chair, City of Tumwater, Councilmember  
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner  
Tracey Wood – City of Yelm, Councilmember  
Meredith Hutchins – Thurston County Fire Commissioners Association  
John Snaza – Thurston County Sheriff's Office  
Gary Edwards – Thurston County Board of County Commissioners  
Renata Rollins – City of Olympia, Councilmember

**TCOMM staff**

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

**Guests**

Erik Martin – Lewis County Manager  
Monica Lynn – Deltawrx Consultant  
Jill Anderson – City Manager of Chehalis

**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 February 3, 2021 agenda/consent agenda. (T. Wood/M. Hutchins)  
M/S/C approval of January 6, 2021 Admin Board meeting minutes (J. Snaza/G. Edwards)

**Introduction** – New Lacey Fire District #3 Fire Commissioner Melissa Gamble was introduced to the Board members. Commissioner Gamble will be an alternate.

**Correspondence** – See Below.

**TCOMM911 letter to Thurston County Board of Health** – K. Flewelling updated the Board regarding the letter sent to the Board of Health requesting Telecommunicators be considered with other public safety personnel in the vaccine distribution rollout. L. Greenstein stated a response was sent to him via email which stated the decision is not within the Board's purview to change but in the hands of the State.

**Letter from Labor and Industries** – K. Flewelling stated TCOMM received a workplace complaint via Labor & Industries regarding COVID measures taken to date, and he responded to the letter and

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provided documentation. L&I has since stated TCOMM has responded appropriately to safety measures regarding COVID.

**Public Testimony – None**

**Old Business**

**Lewis County Feasibility Study** - Lewis County Manager Erik Martin stated the County is looking to hear from the TCOMM Board of Directors regarding any concerns or questions they might have. A discussion took place with the overall consensus being there is no clear tangible benefit to TCOMM, which comes with a lot of questions and concerns about how adding Lewis County to current TCOMM operations could hinder later outcomes. Specific concerns from the Board are costs (before, during, and after), maintaining the quality of service to Thurston County residents, and the aggressive timeline for regionalization to be complete.

**New Business**

**Human Resources Items:** The Executive Director has requested to re-establish the position of Human Resources Manager to meet the on-going and increasing workload demands due to the growth in the agency's FTE count, the agency's expansion to a second location, and the recent changes in federal and state employment laws and benefits. **Resolution 2021-01 Human Resources Manager Authorization M/S/C (L. Dahlhoff/T. Wood)**

The Executive Director is requesting that one of the two Radio Systems Technicians be reclassified to a Senior Radio Systems Technician, based on the advanced skills and abilities of the incumbent and his level and years of experience in public safety emergency communications networks. **Resolution 2021-02 Radio Technician (1111-26-R-01179) Reclassification M/S/C (L. Dahlhoff/J. Snaza)**

**Executive Session: Purpose** - The TCOMM Administration Board of Directors met in a closed Zoom session for 35 minutes to discuss the options for Executive Director recruitment and replacement which will include discussion of qualifications of an applicant for public employment.

The Board convened into executive session at 4:12 p.m.

The Board reconvened the regular meeting at 4:37 p.m.

**Non-Represented Employees Compensation Study** - W. Hill stated Summit Law Group was hired in July 2020 to perform a salary study of all non-represented classifications, which had not been done in some time. The study showed that all positions with the exception of both administrative assistant positions were all 15-24% under market. Pending Board approval, each impacted range was adjusted and now falls within the market range of the agency's comparables. The adjusted salary scales make TCOMM competitive in recruitment and retention. **Revise non represented salary ranges M/S/C (L. Dahlhoff/G. Edwards)**

The Board also discussed how all of the MTP and appointed incumbents were at the max of the pre-adjusted salary range and therefore did not receive a performance-based increase for 2020. After further discussion, it was determined to allow the Executive Director to provide a performance-based increase

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to impacted employees through the standard performance evaluation process. **Authorize the Executive Director to use Performance Evaluations with Salary Enhancement potential.**  
(G. Edwards/S. Roberts)

**Other Business: Authorize the Board Chair and Vice-Chair to negotiate an employment contract with the Deputy Director for the position of Executive Director, effective with the current Executive Director's upcoming retirement in January 2022. (J. Snaza/G. Edwards)**

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:50 pm.

**Next meeting:** March 3, 2021 @ 3:30 pm