

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, September 2, 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

Guest:

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 September 2, 2020, Agenda. (T. Wood/J. Snaza)
M/S/C approval of the Consent Agenda. (T. Wood/J. Snaza)
M/S/C approval of July 1, 2020, Admin Board meeting minutes (J. Snaza/T. Wood)

Correspondence – K. Flewelling shared a letter that was received from the attorney of the Town of Bucoda. This letter is regarding the Equipment Transfer Agreement memorandum sent by TCOMM to Bucoda. A response is in process. TCOMM's legal counsel will review the response before sending it to Mayor Carr.

Public Testimony – None

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

Old Business

Executive Director's Update: See updates below.

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, September 2, 2020 @ 3:30 P.M.

TCOMM's COVID-19 Response: Certain precautions have been put in place in the communications center to protect essential workers on the dispatch floor. TCOMM Managers and non-essential support personnel are still on a modified telework schedule. A majority of meetings are being held remotely as well. TCOMM has also established an area for mandatory self-screening when entering the building.

TCERN Status Update: The detailed design review continues with an anticipated completion date for the end of November 2020. The microwave backhaul plan is almost complete. Subscriber equipment inventory and needs assessments are underway. Motorola to provide a monthly report on the financial expenditures they've made for tracking purposes, including accurately reporting sales tax and providing reasonable documentation for the state auditor in 2021.

Lewis County Update: On July 15th K. Flewelling and W. Hill met with Deltawrx consultants at their request regarding their study of consolidating 911 centers with Lewis County. TCOMM offered a meeting between Delawrx and the Board of Directors but no communication has been received since that time. The anticipated study completion is by the end of November 2020. It doesn't appear that the current pandemic is slowing the study progress down.

IGA Revisions Update: K. Flewelling reached out to Scott Spence, Lacey City Manager, to discuss the revisions, which was last left at the city/county attorney review stage. TCOMM anticipates being able to provide an updated document for Member Agency voting by the end of 2020 or very early 2021.

Strategic Planning: TCOMM is close to finishing the updated Mission, Vision, and Values. An in-person two-day work session is planned in early October and from that, a draft for Board consideration will be presented at the November meeting.

NG911 Phone System: TCOMM is meeting weekly with Solacom. The order of cutover will be CRESA, TCOMM/Wahkiakum, and then RiverCom. TCOMM's anticipated cutover date is November 30-December 1st. The final payment and grant reimbursement will occur before the end of 2020.

Staffing: W. Hill stated that on September 1st the Radio Systems Assistant started with TCOMM and the Radio Systems Technician will begin on September 14th which makes that department fully staffed. There is one vacancy in Operations and recruitment is in progress which is in the testing phase. The first interviews are scheduled for next week with the second interviews the following week. The anticipated hire date is October 12th and from that group, four will be hired: two full time and two to add to the extra help pool. An Operations Supervisor Promotional was just conducted and TCOMM was able to establish a list of four internal candidates.

3 Cities, Inc. (KXXO): KXXO has been able to maintain payments for the last three months. TCOMM is still working with them on a plan to repay the past due amount.

2021 Budget: The Executive Director's budget is complete and will be presented to the Budget Committee on September 14th.

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, September 2, 2020 @ 3:30 P.M.

Executive Director Retirement: Included in the draft budget are expenses associated with the Executive Director's planned retirement. K. Flewelling intends to retire in January/February of 2022.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:01 pm.

Next meeting: October 7, 2020 @ 3:30 pm (Joint Admin/Operations Board)