

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, March 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
Carla Mai – Financial Manager
Jeff Meyers – General Counsel

Guests

Brian Hurley – Chief, Tumwater 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 March 3, 2021 agenda/consent agenda. (L. Dahlhoff/J. Snaza)
M/S/C approval of February 3, 2021 Admin Board meeting minutes (J. Snaza/L. Dahlhoff)

Correspondence – None

Public Testimony – None

Executive Session: Executive Director Performance Evaluation - The TCOMM Administration Board of Directors met in a closed session for 20 minutes to discuss the Executive Director's 2020 Performance Evaluation.

Related to local governments, the following topics outlined in RCW 42.30.110(1) (g) can be discussed in the executive session: "Qualifications on an applicant for public employment or review of the performance of a public employee."

The Board convened into executive session at 3:35 pm.
The Board reconvened the regular meeting at 3:55 pm.

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

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

Old Business

TCERN Update – K. Flewelling updated the Board on the TCERN project. Inventory needs assessment for the member agencies is completed. The assessment was needed to move forward with change order number two which will reconcile the sales proposal to the actual numbers of subscriber equipment that TCOMM intends to purchase for member agencies. More details in change order number two will be discussed on the April agenda.

Fleet mapping is underway with both Law/Fire users to make sure the foundation is set for talk groups, channel banks and emergency button operations. This must be done before radios can be programmed. The next step will be the purchase of the radios and have the mobile units available for installation starting in January 2022.

Site work is occurring at all 15 tower sites and a few legacy sites. Civil work is underway and permitting is almost completed. Motorola will bring in subcontractors to install generators, racks, shelters, new coax, and will switch out equipment. This work will continue well into 2022.

TCOMM is responsible for site readiness and as previously discussed, the Bald Hills site does not have utilities running to it. This site is currently powered by a generator and solar panels. To accommodate the changes concurrent with the project, TCOMM must upgrade the whole power system. An RFP will be published shortly and a preferred vendor and cost for the work needed will be provided to the Board for decision by the April 7th meeting.

Manufacturing the infrastructure equipment is taking place in Chicago where staging and testing will begin in June 2021. The TCOMM Radio Systems team will be traveling to the Chicago warehouse to run tests between dispatch consoles, tower sites, and talk-groups. Subscriber equipment again will be started in Jan 2022. TCOMM will work on a Training and implementation plan.

TCOMM is working on a more robust communication plan to make sure information is being sent to stakeholders. This includes increasing avenues of distribution and communications as well.

Resolution 2021-04 Subscriber Purchase – TCOMM911 Resolution number 2019-24 authorized the Executive Director to execute contracts with Motorola Solutions, Inc. for the replacement of the public safety radio system. The contracts included the purchase of subscriber equipment to replace all Member agency mobile and portable radios. The purchase of these assets by TCOMM911 and subsequent transfer of asset ownership and responsibility to a Member agency should be documented by a resolution of the TCOMM911 Administration Board of Directors. **M/S/C Authorizing TCOMM to use agency funds to purchase subscriber equipment to replace all Member agency mobile and portable radios and subsequently transfer ownership and responsibility for these assets to the Member agencies. (J. Snaza/T. Wood)**

New Business

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

Resolution 2021-03 2021 Budget Amendment - Resolution 2020-01 authorized the Executive Director to execute a contract for the replacement of the Next Generation 911 (NG911) telephone system and the funds were approved in the 2020 budget. The NHTSA 911 grant will fund sixty percent (60%) of eligible expenses under the grant terms and conditions, resulting in an expected reimbursement of \$39,509 for the NG911 telephone system in 2021. The final ASAP to PSAP invoice totaling \$7,500 is expected to be received in 2021. **M/S/C Authorizing a 2021 Budget Amendment Effective March 3, 2021. (J. Snaza/T. Wood)**

Election of Administration Board Officers – L. Greenstein called for nominations for the Chair and Vice Chair for the 2021-2022 term, as the Bylaws require the elections be held at the TCOMM Annual Meeting.

J. Snaza nominated L. Greenstein for Chair. There were no other nominations.

By acclamation, L. Greenstein as Chair of the Administration Board for 2021-2022. (T. Wood)

J. Snaza nominated L. Dahlhoff for Vice Chair. There were no other nominations.

By acclamation, L. Dahlhoff as Vice-Chair of the Administration Board for 2021-2022. (L. Greenstein)

Confirm or Modify Administration Board Schedule – The Administration Board confirmed the proposed 2021 meeting schedule as required in the Bylaws. **M/S/C (J. Snaza/T. Wood)**

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:42 pm.

Next meeting: April 7, 2021 @ 3:30 pm