

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, May 5, 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  
Melissa Gamble – 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  
Renata Rollins – City of Olympia, Councilmember

**TCOMM staff**

Keith Flewelling – Executive Director  
Wendy Hill – Deputy Director  
Carla Mai – Financial Manager  
Aaron Moe – Human Resources Manager  
Bre Skaggs – Administrative Assistant  
Jeff Myers – General Counsel

**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 May 5, 2021 agenda/consent agenda.

Two items were added to the agenda: Introduction of new TCOMM HR Manager, Update on In-Person Hybrid Meeting. The Medic One Levy has been moved to the June 2, 2021 agenda. (G. Edwards/J. Snaza)  
M/S/C approval of April 7, 2021 Admin Board meeting minutes (M. Hutchins/G. Edwards)

**TCOMM Staff Introduction:** K. Flewelling introduced Aaron Moe, TCOMM HR Manager. He brings a lot of HR experience in the public sector, most recently from Thurston County Human Resources.

**Correspondence:** None

**Public Testimony:** None

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

**Old Business**

**TCERN & IGA Updates:** K. Flewelling stated that civil site work is currently underway at the Bucoda site and at TCOMM's main building before moving on to the other sites. No reported issues at this time.

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Fire/EMS installation of mobile equipment has changed slightly to include the install of the portable charging systems at the same time. Those will be ordered sooner than expected but will not impact the project schedule. TCOMM continues to work with Washington State Patrol and Pierce County on the Inter Subsystem Interface (ISSI). The Interface will allow more robust interoperable communications plans. A meeting is scheduled next week to try and complete the technical side of the ISSI. The Operations Board was invited to attend to voice questions and concerns. K. Flewelling extended kuddos to Fire group and Sheriff's office on all the work that took place on the fleetmapping templates which are now complete. TCSO will be ordering and distributing 80 portable radios early. They were in need of equipment replacement which will take place over the next few months.

**IGA Update:** K. Flewelling stated that there are 17 agencies that need to sign the amended IGA. As of now, nine agencies have signed and TCOMM is waiting on the other 8 whom have it as an agenda item in the next month.

**In-Person/Virtual Hybrid meeting:** K. Flewelling stated a hybrid option to meet has been worked out if the Board chooses. A discussion took place and it was decided to continue virtually and check back each month on current county statuses.

### New Business

**2020 Annual Report:** The Board was provided the 2020 Annual Report for review and there were no changes or objections.

**Staff Report - MSI Subscriber Equipment Warranty and Maintenance Plan:** K. Flewelling stated when determining the services and processes associated with the warranty and maintenance agreement with MSI, TCOMM learned that the plan purchased was a depot maintenance plan. The depot plan does not cover any shipping costs, preventative maintenance, on-site trouble shooting, the uninstallation from the vehicle, the transport to the Day Wireless shop, and the re-programming and reinstallation of the radio. Once TCOMM understood this gap existed, MSI was asked for a quote that would fill the gap. MSI provided a quote for their "white glove" maintenance service plan and annual preventative maintenance. This information was shared and discussed at the April 19, 2021 Operations Board meeting. The Operations Board unanimously agreed to recommend the purchase of this upgraded subscriber equipment warranty and maintenance package. MSI included the first year of white glove service level for warranty and extended maintenance agreement at no cost to TCOMM911, which was included in change order number 2. Years two through six of the white glove service for subscriber units adds \$28,000/year for service on mobile radios only and \$66,000/year for annual preventative maintenance on all radios.

**M/S/C to approve the purchase of the upgraded MSI subscriber equipment warranty and maintenance package. (J. Snaza/L. Dahlhoff)**

**Staff Report - Law Enforcement Portable Radio Upgrade:** K. Flewelling stated during the fleetmapping process TCOMM and law enforcement personnel determined that the portable radio purchasing plan was not ideal. The original purchase plan for the portables included all-band radios for only the Sheriff's Office with all other law enforcement agencies receiving single-band 700 MHz radios. With the development of the first fleetmap and radio templates it became apparent that there will be a great deal of interoperable talkgroups that are VHF frequencies and that all law enforcement agencies will have a need for this capability. This information was shared and discussed at the April 19, 2021 Operations Board meeting.

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The Operations Board unanimously agreed to recommend the purchase of all-band portable radios for the remaining law enforcement agencies. MSI is working on a quotation for this upgrade request which will affect approximately 260 radios.

**M/S/C to approve the purchase of upgraded law enforcement portable radios. (G. Edwards/J. Snaza)**

**Staff Report - TCERN Permits:** K. Flewelling stated the TCERN project includes both new construction and the modification of several existing radio sites, requiring numerous building permits, applications and zoning review fees from the various jurisdictions. Motorola's subcontractors, Pyramid Network Services, LLC and LDC, Inc. are working diligently to obtain the required permits. However, the permits and application fees are specifically identified in the Motorola contact as the financial responsibility of TCOMM, which requires separate funding. Funding for the payment will require budget amendments, which will be presented to the Board for approval as totals are known.

**M/S/C Resolution 2021-08 authorizing the Executive Director to pay for applications, permits and zoning reviews for the TCERN project. (L. Dahlhoff/G. Edwards)**

**Resolution 2021-09 Budget Amendment III:** This resolution authorizes a 2021 Budget Amendment Effective May 5, 2021. Resolution 2021-08 authorized the Executive Director to purchase the permits and application fees as required for the TCERN project. Motorola Solutions Change Order Two (002), executed in April 2021, includes a system purchase payment of twenty-five percent due upon signing.  
**M/S/C (L. Dahlhoff/M. Hutchins)**

**Resolution 2021-10 - 3 Cities, Inc:** K. Flewelling stated that 3 Cities, Inc. (KXXO) has been impacted by the loss of revenue due to COVID-19 but they were able to obtain the Paycheck Protection Program (PPP) but that left a fair amount of late fees and interest unpaid. TCOMM recently completed lease agreement with 3 Cities, to co-locate on a tower that they own, and TCOMM is currently working out exchange of revenues between the two organizations that will benefit 3 Cities, Inc.  
**M/S/C authorizing COVID-19 Economic Relief through the waiver of all past due interest and late fees for 3 Cities, Inc. (J. Snaza/G. Edwards)**

**Medic One Levy Discussion:** There was a brief discussion about the Medic One ballot measure. The item is on the TCOMM Administration Board agenda for the June 2, 2021 meeting.

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

**Next meeting:** June 2, 2021 @ 3:30 pm