

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

Guests:

Ben Miller-Todd – Thurston County Medic One
Judy Wilson – Friends of Medic One Committee

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 June 2, 2021 agenda/consent agenda. (L. Dahlhoff/S. Roberts)
M/S/C approval of May 5, 2021, Admin Board meeting minutes (J. Snaza/M. Hutchins)

Correspondence – None

Public Testimony – None

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

Executive Director Report: K. Flewelling updated the board on current project status. Highlights include:

- **IGA:** There are four agencies remaining to sign the updated document.
- **TCERN:** The project remains on schedule allowing for some flexibility with concurrent tasks such as civil work and fleetmapping. TCOMM is also hosting a town hall type meeting on June 23, 2021
- **Bald Hills:** An RFP was published for the work needed at the Bald Hills site for the power supply. Six vendors expressed interest in the project but TCOMM did not receive a single proposal for the project. TCOMM will contact the six vendors to determine why they chose not to respond. Then address their concerns and republish the RFP at a later date.

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- **Intercity Transit:** TCOMM terminated two agreements with Intercity Transit effective December 31, 2021 with notice being sent to them November 2020. TCOMM Management recently met with representatives from their agency to discuss a possible short-term extension.
- **Staffing:** The Operations Department is currently down 3 FTEs, one of which is due to the upcoming retirement of a long-term Operations Supervisor. The next recruitment and academy is scheduled for early Fall, 2021.

Old Business

None.

New Business

Medic One Levy Lid Lift Ballot Measure: B. Miller-Todd provided information to the Board regarding a new ballot measure proposal by Thurston County Medic One. This proposal is to restore the Medic One levy by approximately \$0.21 cents per thousand, or \$63.00 for a home valued at \$300,000, over a span of six years using current assessed values. The Thurston County Emergency Medical Services Council recently recommended the Board of County Commissioners place a Medic One ballot measure on the August 2021 primary for voters to consider an increase to the Medic One levy by \$0.211 per thousand over six years.

Staff Report – Service Monitor Generator: K. Flewelling stated the 2021 Approved Budget included the purchase of a service monitor and portable generator. The service monitor will be used to test, troubleshoot, and calibrate portable, mobile, and base station radios. The monitor can also be used to filter antenna systems, monitor and locate interference, and to test and calibrate audio circuits. The new generator is a towable unit that complies with current safety standards and can fully power a remote site. No additional funding is required to complete both purchases but Board approval is required due to the total being over \$25,000.

Resolution 2021-11 authorizing the Executive Director to purchase a back-up generator and service monitor. (G. Edwards/L. Greenstein)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:16 pm.

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