

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, July 7, 2021 @ 3:30 P.M.

Members Present:

Administration Board:

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
Jeff Myers – General Counsel

Call to Order

Vice-Chair L. Dahlhoff called the meeting to order at 3:32 p.m.

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the July 7, 2021 agenda/consent agenda. (J. Snaza/G. Edwards)
M/S/C approval of June 2, 2021, Admin Board meeting minutes (J. Snaza/G. Edwards)

Correspondence – None

Public Testimony – None

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

Executive Director Report: K. Flewelling stated that in addition to the June 7th phone issue after the power outage, the comm center saw a large number of calls on July 4th. The amount of calls slowed the system down both with CRESA and TCOMM. The Consortium was told the system should have been able to handle it but that didn't happen. The system is still in the Warranty period so TCOMM asked CRESA to speak with Legal about the consortium's options and how to moved forward. This system was acquired by competitive RFP and this vendor was the highest scored by all four PSAP's.

K. Flewelling provided the history of the UPS system which had a battery problem in 2020. On May 19, 2021, staff noticed a smell coming from the basement and the fire department responded. They advised that some of the batteries were coming out of their containers and recommended turning off that bank of batteries. Facilities responded the following day and assured TCOMM that the systems could/would run on the remaining bank. The County at that time opted to replace only one battery bank instead of replacing all of the batteries. Concerned about that, an email was sent to the Assistant County Manager advising the risks of running off one bank of batteries and asked for a resolution. The County purchased

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, July 7, 2021 @ 3:30 P.M.

new batteries however they wouldn't arrive until June 14th. However, on June 7th, a short PSE power outage occurred, the UPS failed, and TCOMM experienced an outage that impacted phones, radio, and CAD. New batteries were installed the following day. On July 7th TCOMM had a planned electrical upgrade for the TCERN project with all staff on-site to help. This would require the use of the UPS and new batteries. The UPS held for an hour and forty-five minutes while the work was done, but again failed just as they were closing the unit. Shortly after, it was discovered that new parts were needed to fix the UPS, which would remain out of service until fixed. The UPS is old and has been out of manufacturer support. TCOMM is meeting with the County Manager to see what is going to be done and hopefully find a resolution to replace the UPS. The Board will be updated once that happens.

Old Business

TCERN Update: K. Flewelling gave an update on the project.

- The microwave equipment has been delivered.
- Site Shelters: Issues getting the site shelters delivered due to a backlog with the State. Each shelter must be inspected and meet Washington state standards before being shipped. It is unknown where TCOMM is on the backlog list.
- Portables: 100 portable radios were delivered to TCSO and will begin to be installed shortly.
- Chicago Motorola Staging: Staff attended and were able to see the system completely set up and tested as well.

Staff Report- Bylaws Review: K. Flewelling provided the updated Administration Board Bylaws and the Agency's Intergovernmental Agreement. This process began in 2018 with TCOMM accepting the suggested changes by the IGA/Bylaws Workgroup and the Administration Board.

TCOMM IGA Renewal Update: K. Flewelling stated that all member agencies were sent the updated IGA document for their approval and signature with minor amendments received back. TCOMM has received all signatures and will distribute with the newly approved Bylaws to member agencies shortly.

A motion was made to approve the suggested changes to the Bylaws and adopt the newly refreshed intergovernmental agreement. The motion, second and voting met the supermajority standard for adopting Bylaws changes with 6 affirmative votes. M/S/C (J. Snaza/G. Edwards)

New Business

Budget Subcommittee Volunteers: K. Flewelling requested three volunteers from the Administration Board for the 2022 Budget Subcommittee. Meetings are typically held 1-2 times and will begin after Labor Day. Lenny Greenstein, Leatta Dahlhoff, and Meredith Hutchins volunteered to participate.

Staff Report – TCOMM Policy Updates: W. Hill stated some policies have been identified as needing updates based on clarifications, inconsistencies, or procedural changes. Additionally, many policy updates are necessary due to the addition of the new Human Resources Manager position.

Resolution 2021-12 authorizing the updated and revised TCOMM911 administrative, financial, and human resources policies effective July 7, 2021. M/S/C (G. Edwards/J. Snaza)

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, July 7, 2021 @ 3:30 P.M.

Resolution 2021-13 2021 authorizing a 2021 Budget Amendment effective July 7, 2021, for the payment terms of Motorola Solutions, Inc Contract PA #24721 Change Order #001 includes a payment on the Core/ISSI and Civil/Microwave Equipment of 35% upon shipment of equipment, totaling \$782,500. M/S/C (J. Snaza/G. Edwards)

Staff Report – ESC Power Supply: K. Flewelling would like to obtain authorization from the Administration Board of Directors for the Executive Director to publish an RFP and to execute a contract with the selected vendor from the RFP responsive bids received for the purchase of an uninterruptable power supply (UPS) at the ESC. The current UPS at the ESC is unable to provide the amount of power required for the TCERN system equipment. An additional UPS will not only be able to supply the necessary power for the new equipment, but it will also provide system resiliency in a power system failure.

Resolution 2021-14 authorizing the Executive Director to publish the RFP and to execute a contract with the selected bidder. M/S/C (J. Snaza/G. Edwards)

Staff Report – Enhanced CAD to Motorola Interface: K. Flewelling asked the Board for authorization to purchase the Enhanced CAD to Motorola PTT interface as described in Central Square Quote Q-56194. The CAD to Motorola PTT base interface offered only basic features such as a scrolling marquee of the most recent radio user, and a red display on the CAD workstations if a radio user issued an EMER button press. TCOMM requested enhancements to this interface to include the features of automatically creating a CAD call at the last known location of the radio that initiates the EMER command and other minor feature enhancements. These enhancements will allow dispatch staff to more rapidly locate and send help to any field units initiating the EMER scenario.

Resolution 2021-15 authorizing the Executive Director to purchase the Enhanced CAD to Motorola PTT interface, as described in Central Square Quote Q-56194. M/S/C (J. Snaza/G. Edwards)

October Meeting Reschedule: K. Flewelling requested to move up the October 6th Joint Admin/Ops meeting to September 29th due to scheduling conflicts. After a brief discussion, it was decided to move the meeting up to September 29th.

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

Next meeting: August 4, 2021 @ 3:30 pm