

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, November 10, 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
Gary Edwards – Thurston County Board of County Commissioners
Renata Rollins – City of Olympia, Councilmember
Ray Brady – Thurston County Sheriff's Office

TCOMM staff:

Wendy Hill – Deputy Director
Cathy Jones-Gooding – Deputy Director
Aaron Moe – Human Resources Manager
Carla Mai – Financial Manager
Jeff Myers – General Counsel
Bre Skaggs – Administrative Assistant

Call to Order

Chair L. Greenstein called the meeting to order at 3:32 p.m. W. Hill introduced TCOMM's new Deputy Director, Cathy Jones-Gooding, to the Board of Directors.

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the November 10, 2021 agenda/consent agenda. (M. Hutchins/S. Roberts)
M/S/C approval of September 29, 2021, Joint Admin & Operations Board meeting minutes (M. Hutchins/S. Roberts)

Correspondence –Retirement/Resignation Letter: K. Flewelling submitted his resignation letter to the Board with his last day at TCOMM to be January 31, 2022.

Public Testimony – None

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

Executive Director Report: W. Hill provided a few highlights from the Executive Director report on behalf of K. Flewelling. The TCERN project schedule could be delayed further due to a labor shortage within the inspector ranks at the Department of Labor & Industries. Motorola relayed a supply chain difficulty regarding subscriber equipment. The order for law enforcement mobiles/portables has already been placed. Fire/EMS will be ordered in the first quarter of 2022. Another round of recruiting has been completed with 2 new dispatch staff starting November 16th. The new Public Safety Organizations Coalition has met with Rep. Goodman recently. The coalition's goal is to bring awareness to legislators of the negative impacts of recent reform to public safety.

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Old Business

2022 Thurston 911 Communications Budget Adoption W. Hill stated that the preliminary budget was posted on the TCOMM911 website for greater than 30 days. There were no public comments. **M/S/C to adopt the 2021 Thurston 911 Communications Budget (G. Edwards/M. Hutchins)**

2020-2023 Strategic Plan Update: W. Hill stated that COVID has slowed down the progress of the Strategic Plan. However, efforts will be renewed in 2022. A main priority is the health and wellbeing of TCOMM staff. With that in mind, TCOMM just hosted and is currently wrapping up a class on compassion fatigue. IT has also been working on a technology roadmap for the coming years. A third priority was to strengthen relationships with user agencies. TCOMM is providing more communications on the TCERN project and reaching out individually to user agency chiefs and other Boards to make sure information is reaching all involved. W. Hill and C. Jones-Gooding will be meeting with user agencies starting the first quarter of 2022.

New Business

2022 Salary and Benefits for Non-represented Employees: A. Moe presented the salary charts for non-represented employees for 2022. The plan reflects a 3.0% general wage increase. Insurance coverage for 2022 for non-represented employees shall include full employee coverage under the Employer's insurance plans for medical, dental, vision, basic life insurance, and long-term disability and includes up to \$800/month toward dependent medical, dental, and vision coverage and full coverage for dependent basic life insurance.

Resolution 2021-17 relating to setting salaries and medical contributions for non-union TCOMM employees effective January 1, 2022. M/S/C (M. Hutchins/G. Edwards)

Position FTE Change: A. Moe reported the Radio Systems Department workload has been increasing to accommodate the TCERN Radio System Project and requested the 0.75 FTE Assistant be reclassified to a 1.0 FTE position.

Resolution 2021-18 authorizing the reclassification of the Radio Systems Assistant position from a 0.75 FTE to a 1.0 FTE position in the Thurston 911 Communications Pay and Classification Plan, effective January 1, 2022. M/S/C (M. Hutchins/R. Brady)

Thurston County 911 Coordinator Change: W. Hill stated with K. Flewelling's retirement the Thurston County 911 Coordinator duties should be transferred to his successor effective February 1, 2022. A draft letter was provided to the Board for the Chair and Vice-Chairs signatures to be sent to the Board of County Commissioners. **M/S/C (M. Hutchins/R. Rollins)**

December Meeting: Discussion took place to determine if a meeting is needed in December. The decision to cancel the meeting in December 2021 was approved.

January Meeting: A separate discussion took place on whether to have the January meeting in person or via Zoom. No objections to having in-person meetings moving forward with a Zoom option for the public.

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Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:04 pm.

Next meeting: January 5, 2022 @ 3:30 pm