

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, January 5, 2022 @ 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
Todd Stancil – City of Yelm Police Chief/Interim City Administrator

TCOMM staff:

Keith Flewelling – Executive Director
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 3:30 p.m.

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the January 5, 2022 agenda/consent agenda. (J. Snaza/S. Roberts)

M/S/C approval of November 10, 2021, Administration Board meeting minutes (J. Snaza/S. Roberts)

Correspondence – None

Public Testimony – None

Special Acknowledgement – The Board acknowledged that this was the last Administration Board meeting for outgoing Executive Director Keith Flewelling, who is retiring at the end of January. The Board thanked him for his accomplishments and service to TCOMM911 over the past eight years, and wished him well in his retirement.

Financial Reports: C. Mai provided the latest financial reports and reviewed the results from the recent State Audit for fiscal years 2019/2020. The audit passed with no findings or recommendations.

Executive Director Report: K. Flewelling gave a brief update on the TCERN project.

- Schedule: There are no new changes regarding the TCERN schedule.

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, January 5, 2022 @ 3:30 P.M.

- Law Enforcement Subscriber Equipment: Subscriber equipment has been ordered and will be delivered over the next 4 weeks.
- Training: The law enforcement training program starts on January 6 with a train the trainer session. One representative from each agency will attend and be responsible to take that information back to their agencies and train their staff.
- Site Leases: The last of the site leases are completed. There is one temporary agreement that just needs to be switched to a permanent agreement with the City of Olympia. That work is ongoing.
- Microwave Work: Microwave work is suspended until April or May due to weather for safety reasons.
- NFPA 1802: There is a new NFPA standard regarding portable radios in the fire service. None of the radios that were purchased for the TCERN project meet the new standard. Motorola has a radio that will meet the new NFPA standard but with that comes extra costs for not only TCOMM but for member agencies. TCOMM will research the new NFPA 1802 standard to determine what the additional costs will be. Those approximate costs will be brought back to the Operations Board and FLAC to decide what the next steps should be. Decisions will be to either wait for the new NFPA compliant radios or to continue with the radios previously decided on.
- Current Radio Equipment Issues: There have been recent equipment failures in TCOMM's aging radio system. Most are fire-related (F9) in Olympia. In some instances, law enforcement had to be switched to the data channel.
- Recruitment: Telecommunicator recruitment is ongoing. TCOMM is currently short 6 staff members in the Operations department. Continuing to actively recruit, and the next academy is scheduled for March 14th.
- Legislative Initiatives: Senate bill 5555. This bill mandates PST minimum training and certification. This bill has been in the works for several years and it will bring the State up to a minimum level of training standards.
- Bills 5571 & 1703 moves the 911 RCWs to a more modern language.
- Bills 1726 & 1735 are clarification bills to the police reform acts. The impacts from the reform bills have affected not only the communications centers but the fire departments as well. These bills clarify the language for law enforcement response to calls.
- Bill 5517 creates a cannabis hiring act. Prohibits employers from discriminating against hiring if they do prescreening for cannabis use. For agencies that have to comply with federal laws there are exemptions included.

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, January 5, 2022 @ 3:30 P.M.

None.

New Business

Washington State Secretary of State Registered Agent: K. Flewelling stated with his retirement at the end of the month he is asking the Admin Board to appoint W. Hill as the new registered agent of Thurston 911 Communications.

Resolution Registered Agent 2022-01 authorizing the appointment of Wendy M. Hill as the registered agent for Thurston 911 Communications, effective February 1, 2022 M/S/C (J. Snaza/G. Edwards)

Deferred Comp Plan Update: A. Moe stated TCOMM is changing the deferred compensation provider to Decision Point Financial. It is a local based company that work with first responders' organizations and smaller municipalities. They provide a wide range of financial planning and investment support with lower fees. On track to start employee contributions in February.

Staff Report: ERP Software: C. Mai stated that TCOMM was notified that the current software used for accounting, financial statements, payroll, HR, and grant management was going to be discontinued. TCOMM staff researched and attended demos for new software to take its place and found a product with the current vendor Tyler. The advantage is Tyler offered a discount on licensing fees for current clients. The ERP replacement purchase is already in the 2022 budget and the annual recurring cost will be budgeted in the coming years. This would be installed fall of 2022 and a cutover date of the beginning of 2023.

Resolution 2022-02 authorizing the Executive Director to execute contracts with Tyler Technologies for the purchase of ERP software. M/S/C (J. Snaza/G. Edwards)

Solacom Phone System Update: W. Hill stated that TCOMM and the other members of the consortium have been having ongoing issues with Solacom. The most recent issue was routine which should have only impacted TCOMM but ended up impacting all members of the consortium. The consortium is working on these issues with CRESA leading the response letter to Solacom for failure to provide the resiliency and redundancy they said they would. TCOMM will update the Board in the coming months regarding their response to the letter.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:07 pm.

Next meeting: February 2, 2022 @ 3:30 pm