

Thurston 911 Communications
Joint Administration & Operations Board Meeting Minutes
Wednesday, September 29, 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
Tracey Wood – City of Yelm, Councilmember
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Meredith Hutchins – Thurston County Fire Commissioners Association
Gary Edwards – Thurston County Board of County Commissioners

Operations Board:

Steve Brooks – Chair, Lacey Fire District 3
Jon Weiks – Vice-Chair, Tumwater Police Department
Kurt Hardin – Thurston County Medic One
Brian VanCamp - TC Fire Chiefs Association (South Bay Fire Department)
Robert Almada – Lacey Police Department
Ray Brady – Undersheriff, Thurston Co. Sheriff's Office
Brian Hurley – Tumwater Fire Department
Kevin Bossard – Olympia Fire Department

TCOMM staff:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Tim Klotz – I.T. Manager
Carla Mai – Financial Manager
Aaron Moe – Human Resources Manager
Bre Skaggs – Administrative Assistant

Guests:

Yun Huynh – City of Olympia, Councilmember
Anthony Kuzma - American Medical Response
Leonard Johnson - TC Fire Chiefs Association (McLane Black Lake Fire Department)

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 September 29, 2021 agenda/consent agenda. (T. Wood/G. Edwards)
M/S/C approval of September 1, 2021, Admin Board meeting minutes (T. Wood/M. Hutchins)
M/S/C approval of August 16, 2021, Ops Board meeting minutes (S. Brooks/K. Hardin)

Correspondence – None

Public Testimony – None

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Executive Director Report: K. Flewelling stated the TCERN project schedule is officially delayed due to the L&I review and certification of radio site shelters. Completion of the 700 MHz network is now pushed out to June, 2023 with the VHF work to follow. We have not encountered any other issues at this time that could delay the project. City of Olympia site agreements have been completed – civil work can begin at those sites. We are still working with the City of Lacey and LFD#3 to complete the lease agreement process.

Also discussed were the slight up tick in the number of cases of COVID among employees. So far this has only had minimal impact on staffing. Operations staff is down six positions currently causing mandatory overtime on days-off. A meeting took place between labor representatives, scheduling supervisors, and management to brainstorm ideas that could help the staffing situation and boost employee morale. The next round of recruitments will be taking place over the next month with an academy planned for later this year.

Old Business

None.

New Business

2022 Directors Summary and Budget Committee Report: K. Flewelling/Lenny Greenstein

1. Projected Revenue:

Due to the yet unknown financial impacts from the Delta Variant of COVID-19, TCOMM911 has elected to take a conservative approach by projecting a 2.5% increase in the emergency communications sales and use tax. As this is the largest revenue source for the agency, a conservative approach to growth reduces risk and better positions the agency to meet budget goals. Landline revenue continues to decrease, however wireless shows slight growth. Voice over internet (VoIP) and pre-paid revenues remaining steady.

2. Authorized Positions:

For the upcoming fiscal year, the agency is requesting the addition four additional Public Safety Telecommunicators to be hired in March 2022 and to increase the Radio Systems Assistant to 1.0 FTE.

3. General Wage Increase:

There are two collective bargaining units within TCOMM911, which comprise over 80% of the agency's workforce. These collective bargaining agreements are the main drivers for the agency's budgeted annual general wage increase. For 2022, the general wage increase is budgeted at 3.0% for both represented and non-represented staff.

4. Benefits:

Projected rate increases for the 2022 healthcare plans are 4.0 – 7.0% for Regence and 6.0 - 9.0% for Kaiser. As in previous years, the 2022 budget includes a 10% increase in costs for benefits because increases in other components of the benefits package, such as potential changes by employees from

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one plan to the other or adding more family members to their coverage, could contribute to higher costs.

5. Service Levels:

There are no proposed changes in services for 2022.

6. Operational Reserve:

The operating reserve amount is set by the Administration Board of Directors at 16.67% of the total annual amount necessary to continue operations. TCOMM's overall fund balance is able to account for this operating reserve.

7. Capital Asset Purchases:

Total capital equipment purchases are budgeted at \$2,601,514 for 2022.

8. Grants:

TCOMM does not expect to receive any grants for 2022.

9. The 2022 Director's Budget proposes:

Total Revenue	\$ 19,295,656
Total Operating Expense	\$ 11,856,541
Equipment Lease Payments	\$ 2,749,305
Capital Asset Purchases	\$ 2,601,514
Proposed Ending Fund Balance	\$ 14,822,565

M/S/C to approve the TCOMM911 2022 Preliminary Budget, which includes Operating and Capital Expenses, in the amount of \$17,207,360. (T. Wood/G. Edwards)

K. Flewelling stated that the preliminary budget will be posted on the TCOMM website for public response. The budget will be brought before the Administration Board at the November 10, 2021 meeting for final approval.

Executive Session: Purpose - The TCOMM Administration Board of Directors met in a closed Zoom session to discuss the options for Deputy Director recruitment and replacement which will include discussion of qualifications of an applicant for public employment.

The Board convened into executive session at 3:54 p.m.

The Board reconvened the regular meeting at 4:03 p.m.

Deputy Director Recruitment: W. Hill provided information on the selected candidate for the Deputy Director position and requested Administration Board approval for hire.

M/S/C to approve the Deputy Director candidate. (L. Dahlhoff/T. Wood)

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

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Next Meeting:

Operations - October 18, 2021 @ 1:00 pm

Administration - November 10, 2021 @ 3:30 pm