

THURSTON 9-1-1 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
JANUARY 6, 2016 @ 3:30 P.M.

MEMBERS PRESENT:

Judy Wilson, Chair – Lacey Fire District #3
Lenny Greenstein, Vice Chair – City of Lacey
Julie Hankins – City of Olympia
Ed Hildreth – City of Tumwater
Gary Pearson – Fire Commissioners Association
Tracey Wood – South County Representative
Bud Blake – Board of County Commissioners
John Snaza – Thurston County Sheriff's Office

TCOMM STAFF:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Carla Mai – Financial Manager
Lisa Cummings – Administrative Assistant

GUESTS:

Meredith Hutchins – Fire Commissioners Association
Scott LaVielle – Tumwater Fire Department
Terry Ware – Olympic Ambulance

Approval of Agenda & Minutes

M/S/C approval of the November 4, 2016 Administration Board meeting minutes.
M/S/C approval of the January 6, 2016 Agenda with the addition of Infrastructure Update to Old Business.

Correspondence – None.

Public Testimony – None.

Old Business

Financial Report Review – C. Mai provided the November 2015 Budget Variance Analysis and Sales Tax reports for review. Highlights/items for discussion included:

- C. Mai reports YTD Sales Tax was 8.4% over budget in November. TCOMM has received the anticipated Army lease payment.
- Expenditures are well under budget. A debt payment to Thurston County and a radio lease were paid in December.
- YTD Sales tax received is 8.25% higher than 2014.

THURSTON 9-1-1 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
JANUARY 6, 2016 @ 3:30 P.M.

- E. Hildreth questioned what figure was used to determine 2016 budgeted sales tax revenue? C. Mai stated a 4% increase was budgeted which was based on the median of other jurisdictions.

Thurston MOA Update – K. Flewelling reported TCOMM put forward an Memorandum Of Agreement with Thurston County requesting TCOMM be granted authority to sign for the state 9-1-1 contracts and to directly receive the revenue from those contracts. Traditionally TCOMM goes back to the County every year to get the contracts signed, and revenue is routed through Thurston County before TCOMM receives it. The MOA should be discussed by the Board of County Commissioners at an upcoming Board meeting.

Revenue Generation Efforts Update – K. Flewelling reported that J. Quackenbush researched the issue of increasing the emergency communications 1/10th of 1% sales tax with the legislature. Presently there is not enough support from the 17 counties who already have the 1/10th of 1%, and the lobbyist felt it important there be a very strong showing from those counties. It was determined efforts should begin after the current legislative session to generate enough support for the 2017 legislative session.

Nisqually Grant Update – K. Flewelling reported TCOMM received a \$5,000 grant from the Nisqually Indian Tribe. The full request was for \$51,500 to revise the TCOMM website and to provide DOL photos for law enforcement agencies. J. Wilson questioned if there was \$2,000 extra revenue in order to complete the website revision? K. Flewelling stated he would look into it, and that the 2015 ending fund balance was higher than expected (actual expenses were less than budgeted), which resulted in the ability to fund certain 2016 projects early. With these 2016 budgeted expenses occurring in 2015, the agency should have budget funds to combine with the grants funds to accomplish the selected goal. He also noted that TCOMM partnered with Medic One to replace the front lobby and conference room furniture. The current furniture will be surplus and made available to member agencies.

Infrastructure Update – G. Pearson requested the discussions regarding the future radio infrastructure be revisited. Highlights/items for discussion included:

- Previous consultant recommendations included upgrading to a 700 MHz radio system. As a result, the simulcast system was upgraded as well as the narrowband project but was considered a temporary fix.
- Funding of a 700 MHz system would require a county commissioner action to place on the ballot for voter approval.
- G. Pearson reported the fire channels are very congested and more tactical and operational channels are needed as well as the need for more law enforcement frequencies. He stated the tax increase would help alleviate the staffing issues but would not be enough to fund a new infrastructure.

THURSTON 9-1-1 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
JANUARY 6, 2016 @ 3:30 P.M.

- J. Snaza stated discussions need to be timed appropriately so taxpayers are not asked to fund multiple projects at the same time.
- K. Flewelling confirmed TCOMM is at a place to begin action regarding the radio system. The radio consoles in the dispatch center are nearing end of manufacturer support. The tower transmission devices will end support sometime in the next three years.
- K. Flewelling stated the plan is to convene a large, inclusive group to include decision makers, financial planners, and technical staff to review all the issues and the best way to move forward.
- Radio Services Manager, D. Taylor will select personnel to form this infrastructure committee and hopes to convene the group by March 2016.
- K. Flewelling reported Clark County went to a 800 MHz radio system at a cost of \$23 million dollars to replace all of the infrastructure and subscriber equipment. He clarified once the infrastructure is changed along with the frequency, current subscriber equipment (radios, mobiles, etc.) become obsolete and need to be replaced concurrently.
- J. Wilson questioned if the process begins with the study recommendations? K. Flewelling stated those recommendations may be dated but will be reviewed.
- J. Wilson questioned when the debt for the simulcast/narrowband system will retire? C. Mai reported there are two bonds through Thurston County; one will retire this year, the second in 2017. The third bond through the city of Lacey will retire in 2018.
- K. Flewelling reported at some point during the infrastructure strategic process, TCOMM will ask user agencies not to buy new equipment until the infrastructure replacement plan is in place unless absolutely necessary.

New Business

Resolution 2016-01 Registered Agent Appointment – C. Mai reported when TCOMM is registered as a non-profit agency with Secretary of State, it is required to provide the name of the registered agent who is responsible for being the point of contact. Resolution 2016-01 appoints K. Flewelling as the registered agent.

M/S/C to authorize Resolution 2016-01 appointing K. Flewelling as the registered agent for Thurston 9-1-1 Communications effective January 1, 2016.

Resolution 2016-02 – W. Hill reported Resolution 2016-02 pertains to TCOMM's deferred compensation program. When the plan was initially set up with ICMA TCOMM was required to name the actual position within the agency responsible to oversee the plan. C. Mai will be taking over benefits to include ICMA, therefore an amendment needs to be sent listing the Financial Manager as the plan coordinator.

THURSTON 9-1-1 COMMUNICATIONS
ADMINISTRATION BOARD MEETING MINUTES
JANUARY 6, 2016 @ 3:30 P.M.

M/S/C to authorize Resolution 2016-02 naming the Financial Manager as the ICMA plan coordinator effective January 1, 2016.

Other Business

Retirement Celebration – K. Flewelling stated the retirement celebration for J. Quackenbush will be held January 20, 2016 at Indian Summer and called for RSVPs no later than January 8th in order to give the venue a correct count.

Chair/Vice Chair Nominations – J. Wilson questioned the timing of officer elections. Staff indicated they would do the research and make sure the Board was in compliance with the Bylaws. The Board then took action to nominate the current officers for another term.

**M/S/C to re-appoint J. Wilson as Chair of the Administration Board for 2017.
M/S/C to reappoint L. Greenstein as Vice-Chair of the Administration Board for 2017.**

Meeting adjourned at 4:08 p.m. Next meeting to be held Wednesday, February 3, 2016 @ 3:30 p.m.