

THURSTON 9-1-1 COMMUNICATIONS
ADMINISTRATION BOARD ANNUAL MEETING MINUTES
WEDNESDAY, MARCH 2, 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
Bud Blake – Board of County Commissioners
John Snaza – Thurston County Sheriff's Office
Tom Nelson – Fire Commissioners Association

TCOMM STAFF:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Carla Mai – Financial Manager

GUESTS:

Byron Hamilton – Olympic Ambulance
Tony Kuzma – AMR
Mike Matousek - AMR
Jonnica Elkins – TCOMM Operations Supervisor
Ben Elkins – Thurston County Sheriff's Office

Approval of Agenda & Minutes

M/S/C approval of the February 3, 2016 Administration Board meeting minutes. (L. Greenstein/J. Hankins)

M/S/C approval of the March 2, 2016 Agenda with the addition of Canoe Journey under New Business. (J. Snaza/E. Hildreth)

Employee Recognition: J. Elkins was honored by the Board for her actions taken while on vacation in assisting with CPR for a critically ill man. W. Hill gave an overview of the event and presented J. Elkins with a certification of appreciation on behalf of TCOMM and the Board.

Correspondence: Evergreen Police Services Letter – K. Flewelling provided the response letter to Evergreen Police Department regarding a request to join the TCOMM Law Enforcement Radio Users Committee (LERUC). The Operations Board has already discussed the request at their meeting, and agreed Evergreen PD is welcome to come to a meeting should issues arise, however, because they are not a TCOMM member agency, they do not qualify for inclusion on the committee. A brief overview of the services provided by TCOMM to Evergreen PD was given for the benefit of the Board.

Public Testimony: None.

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Old Business

Financial Report Review – C. Mai provided the January 2016 Sales Tax and Budget Variance Analysis for review. She reported sales tax is typically down in January but is expected to increase. Expenditures are under in all departments except Administration due to one-time payments made each year such as annual insurance payments.

Administration Board Officer Election – After researching the TCOMM Bylaws, J. Wilson provided clarification as to when the election of officers occurs as well as the annual meeting date. M/S/C to recognize the election of officers held at the January 2016 meeting. (E. Hildreth/J. Snaza)

Text to 9-1-1 Update – W. Hill reported text-to-9-1-1 went live to the public on March 1, 2016. which included public service announcements as well as providing our user agencies and local public service agencies with informational brochures to distribute to the public.

Legislative Update – K. Flewelling provided a legislative update. Highlights included:

- The Travis Alert Bill is still alive however reduced in scope. The bill presents the possibility of future unfunded expenditures if passed. The impact to the 9-1-1 center would include notification of first responders of a special needs person along with any associated instructions.
- Task Force on Community Policing Standards – Passed out of Senate Law and Justice and is now in the Senate Rules Committee.
- Supplemental House and Senate Budgets restore approximately 5.7 million dollars to the E9-1-1 fund at the state level, which will enable cyber security provisions. Noted: An amendment was added in the senate that put in \$45,000 from the general fund to the Superintendent of Public Instruction to conduct a pilot program, allowing schools to implement an internet-based emergency threat alert system.

Resolution 2016-03 – C. Mai reported Resolution 2016-03 amends Resolution 2011-05 authorizing semi-annual budget adjustments in May and November of each year. 2016-03 changes the language to authorize adjustments at any time during the year rather than set months.

M/S/C to adopt Resolution 2016-03 authorizing adjustments as necessary to the Thurston 9-1-1 Communications adopted budget. (L. Greenstein/J. Hankins)

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New Business

Resolution 2016-04 – J. Wilson reported Resolution 2016-04 sets the regular Administration Board of Director meetings for 2016 and 1st quarter 2017. The Bylaws were researched and it was determined the Board was required to meet at least once per quarter and hold the annual Board meeting in March.

M/S/C to adopt Resolution 2016-04 setting the regular Administration Board of Direction meetings for 2016 & 2017 (1st Wednesday commencing at 3:30 p.m. in the months of May, September, October and December, 2016 and January and March 2017). (J. Hankins/J. Snaza)

TCOMM Board Member Review – The TCOMM Administration Board Roster and Operations Board Roster were distributed to board members for information purposes.

Alternate Admin Board Signing Authority – J. Wilson reviewed the current practice for an alternate signing authority for documents should the board Chair or Vice Chair not be available. Tracey Wood is the current appointed alternate signing authority. The board concurred to address the issue on a case by case basis and appoint an authorized signatory at the time the need arises.

Non-member Fees – K. Flewelling provided background information on how non-member fees are formulated as there are three types of non-members:

- Type 1 – Full service agencies. (charged 100% of the call for service rate for previous full calendar year)
- Type 2 – Calls for service agencies. Prior to 2008 these agencies were charged 50% of the call for service rate for the previous calendar year. The rate was set as a fixed rate in 2008 with CPI-W increases annually. This rate structure was established following the settlement agreement with Olympic Ambulance. The Olympic Ambulance settlement agreement expired in 2013.
- Type 3 – Agencies which return revenue to Thurston County (co-locators on tower sites).

Notable changes since the agreement was formulated include:

- The ambulance company workload has increased substantially from 2008 through 2015.
- The tow companies are charged \$300 per year with a cost of living increase calculated each year however there is a huge margin between fees collected and revenue received to the tow company.
- AMR and Olympic Ambulance are charged approximately the same fee while Olympic Ambulance accounts for about 65% of the non-member call for service volume.

B. Hamilton voiced concern over possible discrepancies in call volume data. K. Flewelling reported that TCOMM staff is currently analyzing all TCOMM generated

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statistical data for accuracy. K. Flewelling recommended the Administration Board establish an ad hoc committee to study the non-member fee formula and recommend a fair, equitable, and consistent fee formula for all non-member fee paying agencies with possible restructuring of non-member agency types. L. Greenstein and E. Hildreth volunteered to represent the Administration Board interests.

M/S/C to authorize the formation of an ad-hoc committee comprised of representatives from all non-member agencies and two Operations Board and two Administration Board members to address the non-member fees. (L. Greenstein/J. Hankins)

Canoe Journey – W. Hill reported the Nisqually Indian Tribe will be hosting a Canoe Journey on July 30, 2016 with the expectation of 18,000 to 20,000 people in attendance. The tribal police will be the primary agency with the Port of Olympia and Olympia PD assisting with traffic control. A Brief discussion followed regarding the impacts to Thurston County.

Other Business

Radio Stakeholders Meeting – K. Flewelling reported the Radio Stakeholders Meeting is scheduled for March 29, 2016 at 9:00 a.m. at Tumwater Fire Department. All stakeholders to include financial and technical staff are welcome to attend. A SWOT (Strengths/Weakness/Opportunities/Threats) Analysis will be conducted to begin radio system replacement discussions.

Meeting adjourned at 4:33 p.m. Next meeting to be held Wednesday, May 4, 2016 @ 3:30 p.m.