

THURSTON 9-1-1 COMMUNICATIONS  
ADMINISTRATION BOARD MEETING MINUTES  
WEDNESDAY, MAY 4, 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  
Tracey Wood – South County Representative  
Bud Blake – Board of County Commissioners  
Gary Pearson – Fire Commissioners Association

**TCOMM STAFF:**

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

**GUESTS:**

Meredith Hutchins – Fire Commissioner  
Scott LaVielle – Tumwater Fire Department  
Russ Hendrickson – Yelm City Council  
Terry Ware – Olympic Ambulance  
Cathy Moe – Operations Supervisor  
Jan Hovda – Operations Supervisor  
Karen Arrowsmith – Dispatch Telecommunicator

**Approval of Agenda & Minutes**

M/S/C approval of the March 2, 2016 Administration Board meeting minutes.  
(L. Greenstein/J. Hankins)  
M/S/C approval of the May 4, 2016 Agenda (J. Hankins/T. Wood)

**Employee Recognition** - K. Arrowsmith was honored by the Board as the 2015 TCOMM Employee of the Year. W. Hill provided an overview of her nomination and presented Karen with a certificate of appreciation on behalf of TCOMM and the Board.

**Correspondence** – None

**Public Testimony** – None

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**Old Business**

**Financial Review** – C. Mai reviewed the documents provided in the quarterly financial packet. The 2015 Financial Statement submitted to the State Auditor's Office was included in the packet as well (attachment). K. Flewelling reported TCOMM is still researching additional revenue sources. The possible increase of the 1/10<sup>th</sup> of 1% sales tax is deemed a long range goal. The 2017 legislative session will be a difficult budget session for economic issues except funding K through 12 education. TCOMM is still investigating its participation in a Public Safety or Criminal Justice tax if and when the County elects to proceed with the effort. B. Blake reported this is on hold due to the current county budget session constraints.

**Strategic Plan Update** – K. Flewelling provided an update on the Strategic Plan (attachment). Items completed include:

- Strategic Priorities – Human Resources: Completed with the successful leadership transition.
- CAD Taskforce – Staff determined this will not be established at this time as the current CAD vendor has assured they will support our current CAD product.
- Prosecutors Office access to the logging recorder in order pull recordings used as case evidence. The IT portion is complete and TCOMM staff will provide training to TCPAO staff. Currently it is estimated that 25% of supervisor workload is spent pulling recordings for evidence.
- A Radio Systems Task Force has been established with the first steering committee meeting held May 11<sup>th</sup> at TCOMM.
- The TCOMM Aesthetics Committee has been established and will begin working on refreshing the building.
- The 2015 Annual Report is completed and will be available for user agencies as well as posted on the TCOMM website.

**Non-Member Fee Review Committee Update** – K. Flewelling reported that the Non-Member Fee Review Committee has been established. Participants include:

Ops Board – Aaron Jelcick (for Chief Roberts) and John Wood

AMR – Tony Kuzma

Olympic Ambulance – Terry Ware

Admin Board – Ed Hildreth and Lenny Greenstein

Evergreen Public Safety – Ed Sorger

Nisqually Tribal Police – Joe Kautz

Coroner's Office – Gary Warnock

Tow Agency Representative – Ryan Schultz

Lacey Public Works – Scott Egger

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**FirstNet & Washington OneNet Update** – K. Flewelling provided an informational handout on FirstNet & Washington OneNet. This federal program dedicates broadband frequency space with the goal of a nationwide, broadband network for data dedicated to public safety. K. Flewelling reviewed the highlights and points of interest in the information provided.

**New Business**

**Staff Report 01: Region 3 Interoperability Coordinator** – K. Flewelling stated the staff report (attachment) outlines the purpose and essential job functions of the Region 3 Interoperability Coordinator. In April, the County Commissioners signed the contract for the state level of the grant and now a sub-recipient contract needs to be signed with Thurston County Emergency Management in order to spend the grant funds.

**Resolution 2016-06 Sub-recipient Contract Authorization** – K. Flewelling provided an overview of Resolution 2016-06.

**M/S/C approval of Resolution 2016-06 authorizing the Executive Director to sign the Sub-recipient contract with Thurston County for the receipt and management of the grant award. (L. Greenstein, J. Hankins)**

**Resolution 2016-07 Professional Services Contract** – K. Flewelling provided an overview of Resolution 2016-07 authorizing the Executive Director to sign the Professional Services Contract based on the Interoperability Coordinator RFP. The Board discussed the potential for a conflict of interest if past employees were to apply for this position. K. Flewelling clarified TCOMM will not participate in the evaluation and selection process.

**M/S/C approval of Resolution 2016-07 authorizing the Executive Director to negotiate and execute the professional service contract for Homeland Security Region 3, Regional Interoperability Coordinator. (T. Wood/L. Greenstein)**

**Resolution 2016-5 Semi-annual Budget Adjustments** – C. Mai reviewed the semi-annual budget adjustments which included:

- \$30,000 to cover phase 1 of the grant contract as it may flow into the 2017 budget year.
- Olympia Fire Department requested the relocation of the F2 radio tower to enable coverage improvements. OFD agreed to pay for the relocation (\$9,871) and will reimburse TCOMM who will pay the vendor directly.

**M/S/C approval of Resolution 2016-05 authorizing the 2016 Semi-annual budget adjustments effective May 4, 2016. (T. Wood/J. Hankins)**

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**2015 Annual Report** – The 2015 TCOMM Annual Report was distributed for review. The Board reviewed the decreased call volume statistics. K. Flewelling reported the decreased volume mostly to be on the ten digit non-emergency line. The 9-1-1 traffic as well as out-bound calls appears to be flat lined. K. Flewelling reported TCOMM will be implementing a Quality Assurance/Quality Improvement program in the future as well. The Board approved the the final version and the report will be published to the TCOMM website.

**Labor Negotiations Subcommittee** – W. Hill requested two volunteers from each board to serve on the Labor Negotiations Subcommittee. Historically the committee sets the direction for contract negotiations and then reconvenes for discussion once a tentative agreement is reached. **Subcommittee volunteers include J. Wilson and G. Pearson.**

**2017 Budget Subcommittee** – J. Wilson called for volunteers to serve on the 2017 Budget Subcommittee. The subcommittee is expected to meet for two meetings as TCOMM is moving to a zero-based budget. **Subcommittee volunteers include J. Hankins and L. Greenstein, with E. Hildreth as an alternate.**

**Executive Director Mid-Year Review** – J. Wilson reported she and L. Greenstein will be meeting to perform the Executive Director mid-year review as outlined in the employment contract, and anyone interested in providing input can send to either party via email and or telephone call.

**Other Business**

**Challenge Coins** - K. Flewelling presented Administration Board members with TCOMM challenge coins in honor of National Public Safety Telecommunicator Week.

**Meeting adjourned at 4:26 p.m. Next meeting to be held Wednesday, September 7, 2016 @ 3:30 p.m.**