

THURSTON 9-1-1 COMMUNICATIONS
OPERATIONS BOARD MEETING MINUTES
MONDAY, APRIL 18, 2016 @ 1:30 P.M.

MEMBERS PRESENT:

Tim Braniff, Chair – Thurston County Sheriff's Office
Mike Buchanan, Vice Chair – Olympia Fire Department
Ronnie Roberts – Olympia Police Department
Steve Crimmins – Lacey Fire Department
John Stines – Tumwater Police Department
Scott LaVielle – Tumwater Fire Department
John Wood – Fire Chief's Association

TCOMM STAFF:

Keith Flewelling – Executive Director
Wendy Hill – Deputy Director
Tim Klotz – IT Manager
David Taylor – Radio Services Manager
Lisa Cummings – Administrative Assistant

GUESTS:

Terry Ware – Olympic Ambulance

Call to Order: Chair, T. Braniff called meeting to order at 1:30 p.m.

Approval of Agenda & Minutes

M/S/C approval of the April 18, 2016 agenda (R. Roberts/J. Stines)
M/S/C approval of the February 22, 2016 meeting minutes (J. Wood/R. Roberts)

Correspondence – None.

Public Testimony – None.

Subcommittee Reports

LERUC/FLC – K. Flewelling reported the April LERUC and Fire Liaison Committee committees met in a combined session. The minutes will be distributed to the Board as soon as they are published.

TCOMM Technical Reports

IT Services – T. Klotz provided an update of the 2016 IT Systems projects (attachment). Updates included:

- Project 5 – 2FA (two factor authentication) Single Sign-on for Dispatch: Near completion and will be closed as pending one minor technical issue being addressed with the vendor.
- Project 6 – Audio Recording for Thurston County Prosecutor: Training is being scheduled for TCPAO staff. If this pilot project is successful, it will be made available for TCOMM user agencies.

THURSTON 9-1-1 COMMUNICATIONS
OPERATIONS BOARD MEETING MINUTES
MONDAY, APRIL 18, 2016 @ 1:30 P.M.

Radio Services – D. Taylor provided an update of the 2016 Radio Systems projects (attachment). Updates included:

- Project 1 – Bald Hills Radio Site: Significant progress has been made on the Bald Hills radio site power system. Stage 1 of the preliminary plan is complete with rewiring of the building AC and generator.
- Project 2 – OFD Coverage Improvements: The 8th and Fir site is complete and pending transfer of OFD radio system once St. Peter's Hospital coverage fill is complete. St. Peter's staff is currently working on the circuit and will notify TCOMM when complete.
- Project 3 – Bush Mountain: The Bush Mountain lease agreements are pending. Once complete (June timeframe) TCOMM will move forward with the radio site, which will affect the city of Tumwater fire department and law enforcement radio coverage.
- Project 4 – Courthouse Radio Site: The power system replacement for the courthouse radio site is on hold while regular preventative maintenance and necessary repairs to the system are made. D. Taylor reported Day Wireless and Motorola performed an independent alignment of the simulcast system based on comments from TCSO and Lacey Fire District #3 regarding performance of the simulcast system. Findings included a bad receiver antenna at Capital Peak, which has been repaired as well as system realignment due to the repair.

Old Business

Chaplain Tracking Work Group – K. Flewelling reported the chaplain tracking work group met and discussed the request to implement chaplain tracking at the dispatch level. He stated the recommendation is to establish the chaplains as their own unit, creating a call for them while cross-referencing the original call (fire or law enforcement). Status checks would then be performed at two hour intervals. This will satisfy the need for accurate statistics as well as address safety concerns. W. Hill reported there will be a small training component for both TCOMM staff and user agencies.

TCOMM Public Safety Radio Stakeholders – K. Flewelling reported the radio stakeholders meeting was held March 29, 2016. The general consensus indicated simulcast users have difficulty with clarity and reception. A steering committee comprised of TCOMM partner agency heads will meet on May 11th at 9:00 a.m. to explore future options that will address the strengths and weakness of the current radio system.

New Business

TCOMM Non-Member Fee Review Committee – At the March 2nd Administration Board meeting, the Board requested a committee be formed to review TCOMM non-member fees. K. Flewelling reported the current non-member fee structure was established in 2008 with the current agreement expiring in 2013. K. Flewelling called for two representatives from the Operations Board to serve on the committee with

THURSTON 9-1-1 COMMUNICATIONS
OPERATIONS BOARD MEETING MINUTES
MONDAY, APRIL 18, 2016 @ 1:30 P.M.

Administration Board representatives. **J. Wood and R. Roberts volunteered to serve on the committee with meeting dates and time to be determined.**

Other Business

Operations Board Meeting Changes – T. Braniff requested the Operations Board meeting time are changed from the current 1:30 p.m. start time to 1:00 p.m. No objections noted. L. Cummings will send out the amended schedule.

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

Meeting adjourned at 1:46 p.m. Next meeting to be held Monday, May 16, 2016 @ 1:00 p.m.