

THURSTON 9-1-1 COMMUNICATIONS
JOINT ADMINISTRATION & OPERATIONS BOARD MEETING MINUTES
WEDNESDAY, OCTOBER 5, 2016 @ 3:30 P.M.

ADMINISTRATION BOARD MEMBERS PRESENT:

Lenny Greenstein, Vice Chair – City of Lacey
Julie Hankins – City of Olympia
Ed Hildreth – City of Tumwater
Tracey Wood – South County Representative
Gary Pearson – Fire Commissioners Association
Tim Braniff – Alternate for Thurston County Sheriff, and Chair of Operations Board

OPERATIONS BOARD MEMBERS PRESENT:

Dusty Pierpoint – Lacey Police Department
Steve Brooks – Lacey Fire District #3
Scott LaVielle – Tumwater Fire Department
Kurt Hardin – Medic One

TCOMM STAFF:

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

GUESTS:

Meredith Hutchins – Fire Commissioner
Mary Campbell – Olympic Ambulance
Terry Ware – Olympic Ambulance

Call to Order

Vice Chair, L. Greenstein called meeting to order at 3:35 p.m.

Approval of Agenda & Minutes

M/S/C approval of the September 7, 2016 Administration Board meeting minutes.
(E. Hildreth/J. Hankins)
M/S/C approval of the October 5, 2016 Agenda with the addition of 2017 Meeting
Schedule under New Business. (T. Wood/G. Pearson)

Correspondence – None.

Public Testimony – None.

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New Business

2017 Preliminary Budget Presentation – K. Flewelling reviewed the 2017 Budget Director's Summary (attachment). Highlights/Items for discussion included:

- The proposed 2017 budget assumes a 3% growth in sales/use tax, which is TCOMM's largest revenue source.
- There is no proposed change to the methodology used for assessing non-member fees. A 2% increase will be assessed based on the 2016 CPI.
- Two frozen telecommunicator positions will be restored in the 2017 budget. The 2015 workload study showed a deficit of 7 FTEs, and adding two back will reduce that number to three.
- A 10% escalator was used to estimate increased healthcare costs at the time the preliminary budget was established. Since that time, TCOMM received the actual increase amounts to include an increase of 4.5% with Regence and 1.2% with Group Health.
- The operational reserve is maintained at 14% of the total annual amount necessary to continue operations.
- An additional capital expense was added in the amount of \$40,000 for a CAD enhancement providing DOL photos to law enforcement officers. D. Pierpoint provided a brief history and overview of the anticipated use of DOL photos by law enforcement.
- The budget includes modest travel and training dollars, most of which are reimbursed by the State.
- K. Flewelling reported \$125,000 was added to the Radio Services Department budget and designated for consulting services should the Radio Steering Committee find the need to expend monies researching future systems.
- C. Mai provided an overview of the 2018 – 2020 financial forecast, noting that grant monies were not included in the forecast as there is not guarantee those additional funds will be received. In 2020 TCOMM did forecast a loan for \$3.6 million to purchase part of the radio console system as manufacturer support for the current system ends in 2018. This will be contingent based on what the Radio Steering Committee recommends to the Administration Board.
- T. Braniff questioned if the DATA position might reopen in the future? K. Flewelling clarified that reopening the DATA position would require spending reserve funds as the approximate expense for each FTE is \$85,000. Staffing the DATA position appropriately would require approximately 5.5 FTE's.
- J. Hankins provided an overview on behalf of the Budget Subcommittee, noting the budget included a conservative revenue prediction and a balanced operations budget and further noting that operational reserve obligations were met.

M/S/C to adopt the 2017 TCOMM Preliminary Budget in the amount of \$8,532,702. (J. Hankins/T. Wood)

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SR-05 & Resolution 2016-10 DOL Photo CAD Enhancement – K. Flewelling reviewed SR-05 and Resolution 2016-10 regarding the request for the DOL Photo CAD Enhancement (attachment). Highlights/Items for discussion included:

- K. Flewelling reported a fair amount of budget savings on expenses in 2016. The request is to use \$40,000 of those savings to purchase the enhancement this year. He clarified this item was included in the 2017 budget in the event the Board votes not to move forward with the purchase in 2016 or the project cannot be completed in 2016.
- T. Wood asked for clarification as to who would be utilizing the enhancement? K. Flewelling reported this feature will be used strictly by law enforcement in the field when accessing driver's license information. He further clarified this enhancement is not a benefit to DOL but the law enforcement agencies serviced by TCOMM and the cost of \$40,000 pays for the interface to the CAD, which is needed to run the program.

M/S/C authorizing the Executive Director to purchase the necessary Tiburon CAD enhancements to allow DOL Photos for law enforcement. (T. Wood/J. Hankins)

2017 Meeting Schedule – K. Flewelling reviewed the Administration Board schedule changes initiated in 2016. Staff requested to schedule the 2017 Administration Board meetings every other month as follows: January, March, May, July and September, October and November (October is added to cover the budget cycle).

The Board agreed to change the Administration Board meeting schedule as stated above.

Other Business

T. Braniff provided an update on the condition of Sheriff Snaza for the benefit of the Board.

Meeting adjourned at 4:21 p.m. Next Administration Board meeting to be held Wednesday, November 9, 2016 @ 3:30 p.m.