

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, April 7, 2021 @ 3:30 P.M.

**Meeting was held via teleconference call.**

**Members Present:**

**Administration Board**

Lenny Greenstein – Chair, City of Lacey, Councilmember  
Leatta Dalhoff – Vice-Chair, City of Tumwater, Councilmember  
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner  
Meredith Hutchins – Thurston County Fire Commissioners Association  
Ray Brady – Thurston County Sheriff's Office  
Gary Edwards – Thurston County Board of County Commissioners  
Renata Rollins – City of Olympia, Councilmember

**TCOMM staff**

Keith Flewelling – Executive Director  
Wendy Hill – Deputy Director  
Jeff Meyers – General Counsel

**Call to Order**

Chair L. Greenstein called the meeting to order at 3:31 p.m.

**Approval of Agenda/Consent Agenda & Minutes**

M/S/C approval of the April 7, 2021 agenda/consent agenda. (G. Edwards/L. Dahlhoff)  
M/S/C approval of March 3, 2021 Admin Board meeting minutes (G. Edwards/L. Dahlhoff)

**Correspondence:** None

**Public Testimony:** None

**Financial Reports:** W. Hill provided the latest financial reports.

**Executive Director Report:** K. Flewelling updated the board on pending projects within TCOMM.

IGA Review and Refresh are almost complete. Once the IGA process is executed, TCOMM staff will bring the Bylaws draft changes to the Admin Board for consideration and adoption.

A TCERN project update was provided which included fleetmapping status for both Law and Fire, TCERN webpage updates for better stakeholder communication,

TCOMM will proceed with the current Bald Hills tower site and upgrade the power supply to accommodate the new equipment added to the site.

Motorola subcontractors have completed almost all of the permitting processes for the site work. Actual hands-on work began on March 31st. This work will continue through April 2022.

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Operations Board/FLAC Update: Following the creation of the small Fire working group, Chief Brooks asked the Operations Board to consider separating the Operations Board and FLAC meetings back to their original model. This proposal was accepted by the Operations Board with the provision that once a quarter the two groups would hold joint meetings. TCOMM staff completed this direction for future meetings of the two groups.

Elections for Operations Board Officers were held at the last meeting. The new chair is Chief Steve Brooks. There was some confusion with the vice-chair position, so there will be another election at the next Operations Board meeting to fill the vice-chair position.

**Old Business**

**Executive Director Performance Evaluation:** L. Greenstein updated the Board on the Executive Directors' performance evaluation, their suggestions and authorizing a 4% salary increase and 5 MTP days for the Executive Director.

**Staff Report - MSI Change Order #2:** K. Flewelling would like to reaffirm the Board's direction that authorized the Executive Director to negotiate terms and conditions with Motorola Solutions, Inc. for a cash payment of the TCERN project change orders associated with the TCERN project.

**New Business**

**Staff Report - Automated Voice Dispatch:** K. Flewelling stated the purchase and implementation of an automated voice dispatch system will improve efficiency and save time in dispatching first responders. TCOMM911 is able to purchase US Digital Design products through a joint purchasing agreement.

**M/S/C Resolution 2021-05 authorizing the purchase of hardware and software enabling automated voice dispatch for Thurston 911 Communications Fire/EMS operations. (L. Dahlhoff/R. Rollins)**

**Resolution 2021-06 Rochester Tower Site:** This resolution authorizes the Executive Director to execute a contract with the preferred vendor following a small works roster bid solicitation to move the Rochester tower site shelter to a temporary location within the same site compound. **M/S/C (L. Dahlhoff/M. Hutchins)**

**Resolution 2021-07 Budget Amendment:** K. Flewelling stated the TCOMM911 2021 adopted budget did not include the purchase from US Digital Designs and Central Square interface. This resolution would amend the 2021 budget to include the amount to purchase the automated voice dispatch system. **M/S/C (L. Dahlhoff/M. Hutchins)**

**Good of the order – Board discussion on in-person meetings – when, where and how? The Board will meet remotely in May and TCOMM staff will research the details of in-person meetings for the Board to consider.**

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:03 pm.

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**Next meeting:** May 5, 2021 @ 3:30 pm