

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, March 2, 2022 @ 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
Diana McMaster – Thurston County Fire Commissioners Association, Fire Commissioner
Gary Edwards – Thurston County Board of County Commissioners, County Commissioner
Holly Smith – City of Yelm, Councilmember
Lisa Parshley – City of Olympia, Councilmember

TCOMM staff:

Wendy Hill – Executive Director
Cathy Jones-Gooding – Deputy Director
Aaron Moe – Human Resources Manager
Carla Mai – Financial Manager
Jeff Myers – General Counsel
Bre Skaggs – Administrative Assistant

Guests:

Dontae Payne - City of Olympia, Councilmember
Joe DePinto – Mayor, City of Yelm

Call to Order

Chair L. Greenstein called the meeting to order at 3:30 p.m.

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the March 2, 2022 agenda/consent agenda. (L. Parshley/L. Dahlhoff)
M/S/C approval of February 2, 2022 Administration Board meeting minutes (L. Dahlhoff/L. Parshley)

Correspondence – None

Public Testimony – None

Financial Reports: C. Mai provided the latest financial reports.

Executive Director Report: W. Hill reviewed the Executive Director report with the Board. Highlights include:

- TCERN Project
 - No changes to the project schedule since the last update. Civil site work continues with 8 sites now complete. One shelter has been delivered and installed with the next one expected end of March. Subscriber equipment – Law enforcement portable and mobile

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radios have been delivered to BMRS. Code plugs are being finalized next week in preparation for the TCSO install, which starts on March 15th

- Staffing Update
 - After the recent wave of cases in January, we have not had a new case in several weeks. Staff are anxiously awaiting the lifting of the mask mandate on March 12th, although the final determination will depend on local Thurston County officials since we are tenants in a County-owned building.
 - Still waiting for a response from L&I regarding the employee workplace complaints filed with them on January 11th. TCOMMs written response to those allegations were sent in on January 14th.
- Legislative Update
 - SB 5555 Certification for Public Safety Telecommunicators passed the Senate and is progressing through the House. A technical amendment was made which means it will return to the Senate house of origin if it passes the House. We are optimistic for the bill to keep moving forward even though end of session is coming quickly.
 - HB 1703 modernizes the 911 RCWs already on the books. The bill passed the House and is currently in the Senate Rules Committee.

Old Business

Staffing Update: A. Moe stated all 8 candidates that passed the psychological evaluation were offered and accepted positions. They will start on March 14th. With these 8 new hires, TCOMM will be fully staffed. A. Moe stated that recruitment continues in the form of a campaign outreach with iHeartMedia, working with PSAPs from Thurston/Pierce/King/Snohomish county. The ads will continue until March 25th and they provide links for all participating agencies through www.pugetsound911jobs.com.

Solacom Phone System Update: W. Hill stated a comprehensive review of the consortium's host/remote phone system is nearing completion. The vendor continues to show a high level of responsiveness, providing daily updates on the work being done. The vendor will be on-site on March 9th for a meeting with the consortium PSAP directors to discuss how this level of responsiveness can be maintained moving forward.

New Business

OPMA and PRA Training: W. Hill stated that OPMA and PRA training is required for all TCOMM Board members. L. Greenstein recommended TCOMM contact the Board member agencies to acquire the certificates for each Board member as they have them on file.

New Position Authorization: A. Moe stated that four new Public Safety Telecommunicator positions were added in the 2022 budget, to prepare for the new TCERN system in 2023. Resolution 2022-04 requests to establish these four positions effective March 1.

Resolution 2022-04 establishing four new positions in the classification of Public Safety Telecommunicator to the Thurston 911 Communications Pay and Classification Plan, effective March 1, 2022. M/S/C (G. Edwards/L. Dahlhoff)

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SR – Temporary Radio System Technician: A. Moe asked the Board’s approval to establish one new Regular with an End Date Radio Systems Technician position to augment TCOMM911 staff during the radio system build-out process. TCOMM911 has one Senior Radio Systems Technician and one Radio Systems Technician currently on staff to provide the technical skills and abilities needed for both the legacy network and the new TCERN system. Due to workload demands as we enter critical phases of the TCERN project (subscriber deployment, site readiness/completion, etc.), we are requesting an additional Radio Systems Technician with an end date to support the current legacy system.

Resolution 2022-05 establishing one new regular with an end date position in the classification of Radio Systems Technician to the Thurston 911 Communications Pay and Classification Plan, effective March 2, 2022. M/S/C (H. Smith/L. Parshley)

SR Backup Center Telephone Positions: W. Hill requested authorization from the Administration Board of Directors for the Executive Director to execute a contract with Solacom, our current phone vendor, for the purchase of seven (7) 911 telephone positions at the TCOMM Backup Center. In conjunction with the TCERN project, TCOMM is in the process of establishing a new backup location at the Lacey Fire District 3 TEC. This location will serve as both a live backup to the ESC as well as a training center for dispatchers. The Backup Center can accommodate a total of seven (7) 911 telephone positions.

Resolution 2022-06 Authorizing the Purchase of Seven 911 Telephone Positions, Effective March 2, 2022. M/S/C (L. Parshley/L. Dahlhoff)

2022 Proposed Admin Board Schedule: W. Hill asked the Board if there were any concerns regarding the attached proposed 2022 Admin Board schedule. No concerns were voiced.

Return to In-Person Meetings: L. Greenstein asked the other Board members if they would like to return to in-person meetings. A discussion took place and it was decided to resume in-person meetings in May with a Zoom option.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 3:58 pm.

Next meeting: April 6, 2022 @ 3:30 pm