

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, November 9, 2022 @ 3:30 P.M.

**This was a hybrid meeting both in person and via Zoom.**

**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, Fire Commissioner  
Holly Smith – City of Yelm, Councilmember  
Gary Edwards – Thurston County Board of County Commissioners, County Commissioner

**TCOMM staff:**

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

**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 November 9, 2022 agenda/consent agenda. (L. Dahlhoff/H. Smith)  
M/S/C approval of September 28, 2022 Joint Administration/Operations Board meeting minutes (H. Smith/M. Hutchins)

**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
  - Project Schedule - There are no changes to the current P25 cutover date in the first quarter of 2024.
  - Civil Site Work - There are five sites still in the permitting process.
  - Site Leases – TCOMM is continuing to work on the Dupont site lease with JBLM and tower owners. The Joint Spectrum Center anticipates a 14-week process to do a spectrum analysis. At the end of December or beginning of January, TCOMM will reach out to get an update on the timeline.

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- Subscriber Equipment – Current Fire/EMS subscriber install schedule is on track. Lacey and Olympia Fire installs are in progress, to be completed mid-November. East Olympia, South Bay, SE Thurston, and West Thurston will follow. The portable chargers that go in the apparatus are still on backorder, with an anticipated ship date of 1st Quarter of 2023.
- Dispatch Consoles – Installs are currently taking place, with one position completed per day. Staff have been trained and are familiar with the new radio console.
- Staffing – There are three new hire classes tentatively scheduled for 2023, the first begins in January. TCOMM continues to actively recruit new applicants while working on ways to support and retain our current staff.
- Financial System Replacement – The Financial Manager has been working with the financial system vendor, Tyler Technologies, to set up the new system. This is a major endeavor but also a time to look at current accounting practices and make any updates needed. The system cutover is scheduled for January 2023.
- Legislative Efforts - As a result of the last legislative session where Telecommunicators of primary PSAPs were classified as first responders and mandatory training certification was instituted, a new effort has been started by Senator Van De Wege (24th Legislative District) to move eligible Telecommunicators from PERS to PSERS in the Washington State Retirement System. While many factors are still unknown, this could positively impact recruiting and retention in the 911 communications profession.

### Old Business

**2023 Thurston 911 Communications Budget Adoption:** W. Hill stated that the preliminary budget was posted on the TCOMM911 website for greater than 30 days. There were no public comments.

**M/S/C to adopt the 2023 Thurston 911 Communications Budget (L. Greenstein/L. Dahlhoff)**

### New Business

**Administrative Assistant-Public Records Specialist Reclass** – A. Moe stated a recent request to reclassify the Administrative Assistant position was submitted. Reclassifying the Administrative Assistant position to an Administrative Assistant/Public Records Specialist will more clearly reflect and recognize the increased responsibilities and specialization needed to process the increased demands of public records requests.

**Resolution 2022-09 authorizing the reclassification of the Administrative Assistant position to an Administrative Assistant/Public Records Specialist position in the Thurston 911 Communications Pay and Classification Plan, effective December 1, 2022. M/S/C (L. Dahlhoff/M. Hutchins)**

**Part-Time Telecommunicator Reclass** – A. Moe stated the demand on the Operations Department has been increasing due to ongoing staffing shortages. Reclassifying the two part-time Public Safety Telecommunicators to 0.6 FTE will allow the incumbents to provide a greater level of assistance to the Operations Department.

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**Resolution 2022-10 authorizing the reclassification of the two Public Safety Telecommunicator part-time positions to 0.6 FTE positions in the Thurston 911 Communications Pay and Classification Plan, effective January 1, 2023. M/S/C (L. Greenstein/L. Dahlhoff)**

**2023 Salary and Benefits for Non-represented Employees:** A. Moe presented the salary charts for non-represented employees for 2023. The plan reflects a 5.0% general wage increase. Insurance coverage for 2023 for non-represented employees shall include full employee coverage under the Employer's insurance plans for medical, dental, vision, basic life insurance, and long-term disability and includes up to \$850/month toward dependent medical, dental, and vision coverage and full coverage for dependent basic life insurance.

**Resolution 2022-11 authorizing the 2023 Salary and Benefits for Non-represented Employees effective January 1, 2023. M/S/C (M. Hutchins/S. Roberts)**

**Change Order #5** – W. Hill stated additional infrastructure, control stations and additional subscriber equipment is necessary for the success of the TCERN project and asked the Board to authorize the Executive Director to execute an agreement with Motorola Solutions for Change Order #5. Discussion took place over the additional user-agency subscriber equipment needed and when that portion of the project would be complete. W. Hill stated the true-up for both law enforcement and fire/EMS is close to completion, with final numbers once installations are complete.

**Resolution 2022-12 authorizing the execution of Change Order #5 with Motorola Solutions, Inc. not to exceed \$1.25M plus tax. M/S/C (H. Smith/S. Roberts)**

**Executive Session: Labor Negotiations:** The TCOMM Administration Board of Directors met in a closed session for a period of 30 minutes to discuss the current labor negotiations.

“For those local governments that have union employees, RCW 42.30.140(4) provides that the requirements of the OPMA do not apply to: “that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.”

The Board convened into executive session at 4:05 p.m.

The Board reconvened the regular meeting at 4:17 p.m.

**2023-2025 IAFF L468 Collective Bargaining Agreement:** A. Moe reported the 2023-2025 Collective Bargaining Agreement between TCOMM and IAFF Local 468 has been settled and is brought forward for approval and ratification.

**M/S/C approval of the 2023-2025 IAFF Local 468 Collective Bargaining Agreement (L. Dahlhoff/S. Roberts)**

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**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:21 pm.

**Next meeting:** December 7, 2022 @ 3:30 pm