

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, February 1, 2023 @ 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
Gary Edwards – Thurston County Board of County Commissioners, County Commissioner
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner
Holly Smith – City of Yelm, Councilmember

TCOMM staff

Wendy Hill – Executive Director
Jeff Meyers – General Counsel
Bre Skaggs – Administrative Assistant

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 February 4, 2023 agenda/consent agenda. (G. Edwards/H. Smith)
M/S/C approval of January 4, 2023 Administration Board meeting minutes (M. Hutchins/G. Edwards)

Correspondence – None

Public Testimony – None

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

- TCERN Project
 - Project Schedule – Due to supply chain and permitting issues, the new P25 cutover date is projected to occur in June 2024.
 - Site Leases – There are only two sites still in the permitting process. DuPont and Thurston County Fire Station 8-2. The DuPont spectrum analysis should be completed by the end of March, which is needed to renew the site lease with JBLM. The DuPont site may require a new application for a permit due to the lapse in time when the first was completed.
 - Subscriber Equipment – Some of the back-ordered chargers have been received with the rest to be delivered by end of March. The last of the fire agency installs are being done now. A subcontractor for Motorola was installing subscriber equipment in a Bald Hills fire vehicle which ended up catching on fire. Motorola and the subcontractor are working through the insurance process with Fire District 17 for repair or replacement.
 - Dispatch Consoles – The two-tone paging since the new consoles were installed are periodically not working in some of the fire stations. Radio Systems is actively working

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on figuring this out but is having difficulty due to its random nature. Dispatch, when toning out, can hear the tone in their earpiece which is quite loud. Radio Systems along with Motorola has been working on this as well, trying to find a fix.

- Staffing – The new hire academy started on January 17th and those dispatchers should move to one-on-one training on the dispatch floor by the end of next week. Interviews are being held continuously. One applicant has already accepted an offer for the March 6th academy, and four more are in the process. South Sound 911 is hosting a regional job fair for public safety telecommunicators that TCOMM will be participating in on April 15th. Recruitment will also begin for the Deputy Director position next week.
- Legislative Efforts – Two bills, Senate Bill 5328 and House Bill 1055, are gaining some traction. If passed, this will move eligible Telecommunicators from PERS to PSERS in the Washington State Retirement System. Several 911 Centers and their staff have testified in support of this move.
- W. Thurston Fire Authority staff, Chaplains, and other agencies involved in the Sherman Valley Ranch fire have reached out, stopped by, and spoken with the dispatchers that were on duty at the time, making sure they were included in the fire debriefing and to thank them for the work they did.

Old Business

None.

New Business

Policy 108: Technology Use- W. Hill stated that TCOMM does not have a social media presence which can be beneficial for 911 public education and recruitment. TCOMM's current Technology Use policy required an update to include the use of social media and put guidelines in place for sharing TCOMM posts.

Resolution 2023-01 authorizing the updates related to social media to Policy 108 – Technology Use in the TCOMM911 policy and procedure manual effective February 1, 2023. M/S/C (G. Edwards/L. Dahlhoff)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 3:54 pm.

Next meeting: March 1, 2023 @ 3:30 pm