

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, March 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  
Derek Sanders – Sheriff, Thurston County Sheriff's Office  
Lisa Parshley – City of Olympia, Councilmember

**TCOMM staff**

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

**Guests**

Dave Pearsall – Undersheriff, Thurston County Sheriff's Office

**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 March 1, 2023 agenda/consent agenda. (M. Hutchins/S. Roberts)  
M/S/C approval of February 1, 2023 Administration Board meeting minutes (H. Smith/M. Hutchins)

**Correspondence** – None

**Public Testimony** – None

**Executive Session: Executive Director Performance Evaluation** - The TCOMM Administration Board of Directors met in a closed session for 21 minutes to discuss the Executive Director's 2022 Performance Evaluation.

Related to local governments, the following topics outlined in RCW 42.30.110(1) (g) can be discussed in executive session: "Qualifications on an applicant for public employment or review of the performance of a public employee."

The Board convened into executive session at 3:31 pm.  
The Board reconvened the regular meeting at 3:50 pm.

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, March 1, 2023 @ 3:30 P.M.

**Executive Director Performance Evaluation** –L. Greenstein asked for a motion to approve the suggested 2023 salary increase and the MTP days.

**M/S/C authorizing a 4% salary increase and 5 MTP days for the Executive Director. (L. Greenstein/G. Edwards)**

**Financial Reports** – C. Mai provided the latest financial reports.

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

- TCERN Project
  - Project Schedule – No changes to the current P25 cutover date.
  - Site Leases – The DuPont site is awaiting the spectrum analysis which is expected towards the end of March. The lease will need to be renewed and once that is complete Motorola can work with JBLM to get the permitting process moving again. Permitting for the Fire Station 8-2 site has been in process for almost two years and has recently been reassigned to new staff in the Thurston County permit center. It is slowly moving forward and it is anticipated that a public hearing will be held in April.
  - Subscriber Equipment – Fire/EMS subscriber equipment installs are completed except for the back-ordered equipment which is due to be delivered towards the end of March. ADCOMM is currently reaching out to all member agencies to confirm the total equipment ordered, received to date, and the number of back-ordered equipment. Once complete, TCOMM will send a written verification document to each agency chief to confirm the equipment total provided to them under the TCERN project budget. Once all documents are signed and returned to TCOMM, a final true-up order will be placed with Motorola as part of Change Order #5.
  - Dispatch Consoles - There have been intermittent reports from fire agencies that their house tones are not activating on every call. TCOMM and Motorola determined that a different method of integration from the legacy paging system to the new radio console system needed to be implemented. This was done and no further reports of missed house tones have been reported.
  - TCOMM is working on implementing the automated voice digital dispatch system, which will automatically broadcast the initial dispatch instead of the dispatcher.
- TCOMM Social Media Site – TCOMM has a Facebook and Instagram page now. Both pages will be limited to recruitment efforts, positive employee and user agency recognition as well as certain time-sensitive announcements like phone system outages.
- 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. On February 7<sup>th</sup> SB 5328 was referred to Senate Rules. HB 1055 was passed out of the House of Appropriations with a unanimous vote. From there it was referred to Rules on February 16<sup>th</sup>. Both bills have until March 8<sup>th</sup> to pass out of their house of origin. The other bill being watched is HB 1134 which requires the state agency overseeing the 988 crisis line to develop informational materials and a social media campaign for 988. That will

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, March 1, 2023 @ 3:30 P.M.

provide additional training for 988 responders and establishes protocols between those responders and 911 dispatchers.

- ESC Building Update – There are two major projects scheduled for 2023 at the ESC building that TCOMM rents from Thurston County. The first is the security camera replacement, which is expected by the County to go to bid in March. The second project is the UPS replacement which will require dispatchers to move temporarily to the backup center at the TEC. The County anticipates the replacement to take approximately four hours but TCOMM is planning for up to 48 hours for any unexpected issues that may arise. A timeline will be coming from the County once the project has gone to bid and equipment ordered.

### **Old Business**

**Staffing Update** – A. Moe stated the first academy of 2023 is completed and those graduates are now in the call-receiving phase. Four new telecommunicators are scheduled to start the March 6<sup>th</sup> academy. Recruitment is ongoing for the next academy tentatively scheduled for May. The number of applicants is increasing from one or two a week, up to 10 a week. JBLM and South Sound 911 are hosting job fairs that TCOMM will be attending. There are five academies scheduled for 2023 with the hopes that TCOMM will be fully staffed by the end of the year. The Deputy Director position closed on February 26<sup>th</sup> with 12 applicants. Four are moving forward to be interviewed on March 8<sup>th</sup>.

### **New Business**

**2023 Proposed Admin Board Schedule Confirmation** – The Administration Board confirmed the proposed 2023 meeting schedule with one change moving the October meeting to the end of September due to the annual budget posting process. M/S/C (L. Dahlhoff/G. Edwards)

**Election of Administration Board Officers** - L. Greenstein called for nominations for the Chair and Vice-Chair for the 2023-2024 term, as the Bylaws require the elections to be held at the TCOMM Annual Meeting.

L. Greenstein nominated L. Dahlhoff for Vice-Chair. There were no other nominations. M/S/C to appoint L. Dahlhoff as Vice-Chair of the Administration Board for 2023-2024. (G. Edwards)

G. Edwards nominated L. Greenstein for Chair. There were no other nominations. M/S/C to appoint L. Greenstein as Chair of the Administration Board for 2023-2024. (L. Dahlhoff)

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:17 pm.

**Next meeting:** April 5, 2023 @ 3:30 pm