

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, April 5, 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  
Melissa Gamble – Lacey Fire District #3, Fire Commissioner  
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner  
Holly Smith – City of Yelm, Councilmember  
Dave Pearsall – Thurston County Sheriff's Office, Undersheriff  
Dontae Payne – City of Olympia, Councilmember  
Todd Carson – Olympia Fire Department, Chief

**TCOMM staff**

Wendy Hill – Executive Director  
Aaron Moe – HR Manager  
Carla Mai – Financial Manager  
Jeff Meyers – General Counsel  
Bre Skaggs – Admin 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 April 5, 2023 agenda/consent agenda. (L. Dahlhoff/H. Smith)  
M/S/C approval of March 1, 2023 Administration Board meeting minutes (H. Smith/L. Dahlhoff)

**Correspondence** – None

**Public Testimony** – None

**Executive Session: Deputy Director Recruitment** - The TCOMM Administration Board of Directors met in a closed session for 10 minutes to discuss the options for the Deputy Director recruitment and replacement which will include a discussion of qualifications of an applicant for public employment.

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 3:32 pm.  
The Board reconvened the regular meeting at 3:43 pm.

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**Deputy Director Candidate** – M/S/C to approve candidate J. Elkins as Deputy 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 – Motorola reviewed the project schedule and estimates the P25 cutover date to be in the first quarter of 2024 with the VHF overlay scheduled for completion in Q4, 2024.
  - Site Leases –
    - The spectrum analysis report for the Dupont site has been returned from the Joint Spectrum Center and was forwarded to the Real Estate Division of JBLM for review. There are three agencies connected to this site: Crown Castle owns the tower, T-Mobile who is on the tower, and JBLM owns the property.
    - Fire Station 8-2: Motorola met with County permit center staff who stated two documents need updates before they can proceed to the next step in the permitting process.
  - Subscriber Equipment – All “true up” letters have been signed by user agencies and returned to TCOMM except for two. If they have not been received by March 15<sup>th</sup> the order will move forward with a turnaround date for equipment of 9-12 months.
- Telecommunicator Staffing – The first two academies of 2023 are complete with six graduates. The third academy is scheduled for early May. Recruitment and outreach continue with staff participating in two job fairs. There has been a marked increase in applications received.
- TCOMM Peer Support Team – The Team had its first meeting for training on March 13<sup>th</sup>. TCOMM has also been working with the Thurston County Chaplains Association for Public Safety to build a stronger relationship and have a small list of chaplains assigned to assist our employees with challenging calls.
- Legislative Efforts – SB 5328 failed to make it out of the Senate Rules Committee by the cutoff. HB 1055 is now in the Senate Rules Committee to be pulled to the floor and has until April 12<sup>th</sup> to pass out of the Senate. HB 1134 is also in the Senate Rules Committee and is the bill that requires the State agency overseeing the 988 crisis line to establish protocols between the designated 988 crisis contact hub centers and 911 PSAPs.
- ESC Building Update – TCOMM and Medic One Directors met with the Thurston County Assistant County Manager to discuss the UPS and security system replacement.
  - The security system is scheduled to go to bid in mid-May.
  - The UPS replacement bid opening was this week with no updates received. Once a contractor is selected and the order is placed it could take anywhere from 12-50 weeks for delivery.
- AWC WellCity Award – TCOMM has received the 2023 WellCity Award for the 11th year in a row.
- National Public Safety Telecommunicator Week – April 9-15<sup>th</sup> is Telecommunicator Week with staff celebrating with raffles, special meals, and other events throughout the week.

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**Old Business**

None.

**New Business**

**None.**

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:04 pm.

**Next meeting:** May 3, 2023 @ 3:30 pm