

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, May 3, 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 – Thurston County Sheriff's Office, Sheriff

TCOMM staff

Wendy Hill – Executive Director
Jonnica Elkins – Deputy Director
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 May 3, 2023 agenda/consent agenda. (H. Smith/G. Edwards)
M/S/C approval of April 5, 2023 Administration Board meeting minutes (G. Edwards/H. Smith)

Correspondence – None

Public Testimony – None

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 Schedule - No changes to the current schedule.

Civil Site Work – Hawks Prairie, the last shelter that was held up due to COVID, has received the Gold seal of approval from L&I and will be shipped in the next few weeks. Of the last two sites that still need permits, DuPont is moving forward and has received approvals from both T-Mobile and Crown Castle. Currently working on the final process of the site lease renewal with JBLM which could take approximately three months. Once obtained, Motorola can get the permit for the site and start the build. Fire Station 8-2 is slowly progressing. Motorola has been made aware of additional information that is required by the County that wasn't previously communicated.

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Motorola is working with County staff to make sure no further documentation is missed so the permit can be issued.

Subscriber Equipment – All of the in-vehicle portable chargers that were on backorder have been shipped and some have been received. Everything that has been received and transferred to the user agencies is now under the extended warranty and service repair contract which is in place for six years. Information has been sent to each agency on how to get equipment fixed or looked at.

Automated Voice Dispatch – TCOMM has been working with USDD to get the automated voice dispatch implemented with a tentative start date of June 1, 2023.

Staffing – The new Deputy Director J. Elkins was introduced to the Board. Elkins has been with TCOMM for 27 years and brings a lot of knowledge with her to this new position. With that promotion, there was a vacancy within the Dispatch Supervisors which was filled internally with C. Backman starting July 1, 2023. A promotional process for future Supervisor vacancies has been opened up and a list should be established by the end of June. The third Telecommunicator academy started May 1, 2023, and includes three new hires. Recruitment continues with attending job fairs and other outreach events.

Back-Up Center – The back-up center is up and running. It is currently being used for the new hire academy.

APCO/NENA Recognition - The Washinton State chapter of APCO-NENA has awarded TCOMM the 2022 Team of the Year and the 2022 Telecommunicator of the Year. Formal recognition will take place at the State conference in October.

Legislative Efforts – On May 1, 2023, Governor Inslee signed the PERS to PSERS bill which goes into effect June 1, 2024. Current employees will be provided information on both plans to decide if they would like to change over to PSERS.

ESC Building Update – The security system replacement project is going out to bid in mid-May. The County will be able to provide a timeline for replacement once the bid process is complete. The UPS replacement project has been awarded to the only bidder. Once the contract is signed, a meeting with the contractor will take place and a timeline will be discussed.

Old Business

None.

New Business

2022 Annual Report – The Board was provided the 2022 Annual Report for review and there were no changes or objections.

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2022 Employee of the Year – Krista Thrift was honored by the Administration Board as the 2022 TCOMM Employee of the Year.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 3:52 pm.

Next meeting: June 7, 2023 @ 3:30 pm