

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, June 7, 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  
Todd Carson, City of Olympia, Interim Fire Chief

**TCOMM staff**

Wendy Hill – Executive Director  
Jonica Elkins – Deputy Director  
Aaron Moe – HR Manager  
Carla Mai – Financial Manager  
Jeff Myers – 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 June 7, 2023 agenda/consent agenda. (T. Carson/M. Hutchins)  
M/S/C approval of May 3, 2023 Administration Board meeting minutes (L. Dahlhoff/T. Carson)

**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-

Civil Site Work – TCOMM recently met with US Army Corps of Engineers (USACE) for an update on the lease renewal process for the DuPont site on JBLM. He didn't see any problems with the joint spectrum analysis submitted in March but stated they were waiting on the paperwork from JBLM to proceed with the lease renewal. Once the lease is finalized they can issue the Notice to Proceed and site work can begin. Regarding FS-82, Motorola staff are waiting for an updated site plan and will be submitting the final paperwork required by the end of the week to the County.

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The County Manager has reached out to the Executive Director regarding the lengthy permitting process, and further discussion took place among the Board about the potential delay to the overall project if site work can not begin soon.

Subscriber Equipment – Change Order #5 is moving forward, containing the final subscriber equipment order along with other changes that pertain to civil/site work. As getting the final documents submitted for FS-82 has been the primary focus, Change Order #5 will be finalized and executed once that is done.

Automated Voice Dispatch – USDD was implemented on June 1<sup>st</sup> with a lot of positive feedback from TCOMM staff and user agencies.

Staffing – The third Telecommunicator Academy of 2023 has just finished with two graduates. The next academy is scheduled for August. TCOMMs HR manager is keeping current applicants engaged in the testing process and is hopeful we'll be fully staffed by the end of the year.

Legislative Efforts – HB 1055 has been signed and is complete. The effective date of the change is June 1, 2024. The Department of Retirement Systems is working on creating training materials and implementation. Covered employees hired before June 1, 2024, will have a choice to stay in PERS or switch to PSERS. Those hired after that date will automatically be put in PSERS.

ESC Building Update – The County is finishing up the contract with the chosen vendor. The equipment will be ordered shortly after with an expected delivery of 6-8 weeks. Once a meeting takes place with the Vendor, County Staff, TCOMM, and Medic One, a final decision on when to start the replacement will be made, no earlier than mid-September. There is no update for the security camera replacement.

Solacom Phone System – Last week CRESA experienced a large volume of calls due to a house fire which briefly impacted the rest of the consortium's phone systems. The consortium has been working with Solacom to figure out what happened and what needs to be done to correct this issue.

### **Old Business**

None.

### **New Business**

**Staff Report - TCOMM Back-Up Center Generator** – W. Hill stated TCOMM signed a lease agreement with LFD3 for building space located at the TEC to relocate and expand its backup communications center. In exchange for the building space, TCOMM agreed to provide the initial capital purchase and installation of an emergency electrical generator with a diesel fuel storage tank, which will be transferred to LFD3 following final testing and acceptance. TCOMM issued a bid solicitation in April 2023. Three bids were received from the bid solicitation, with the lowest bidder selected. As the 2023 adopted budget included \$125K for the TEC generator procurement, a budget amendment for the additional amount of \$120K would be required.

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**Resolution 2023-02 Authorizing the Executive Director to execute a contract for the procurement and installation of a generator and ATS at the LFD3 TEC. (G. Edwards/S. Roberts)**

**Staff Report HigherGround Recording Software** – W. Hill stated with the implementation of the TCERN Project, the current HigherGround recording software requires additional licenses to record the additional radio channels and talk groups. The cost for the additional licensing will be covered in the current 2023 adopted budget. No budget amendment is needed.

**Resolution 2023-03 Authorizing the Executive Director to contract for and purchase the additional required licenses for HigherGround from Commercial Electronics. (H. Smith/G. Edwards)**

**Resolution 2023-04 Budget Amendment** – W. Hill stated there are cost increases associated with the two bargaining units, resulting from the contract negotiations that were finalized in late 2022/early 2023 after the 2023 budget was approved. This requested amendment also includes the TEC generator costs as previously discussed as well as the final payment for the 2022 purchase of the seven 911 telephone positions for the TEC. **M/S/C authorizing a 2023 Budget Amendment Effective June 7, 2023. (G. Edwards/L. Dahlhoff)**

**2024 Budget Subcommittee** – C. Mai requested three volunteers from the Administration Board for the 2024 Budget Subcommittee. Meetings are typically held 1-2 times and will begin in September. L. Greenstein, H. Smith, and S. Roberts volunteered to participate.

**July Meeting** – A short discussion took place regarding the July meeting. Due to the holiday and scheduling, the meeting may be canceled if there is a lack of time-sensitive agenda items. The Board will be notified in advance as the date draws near.

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 3:59 pm.

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