

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, August 2, 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 Dahlhoff – 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
Todd Carson, City of Olympia, Interim Fire Chief

TCOMM staff

Wendy Hill – Executive Director
Jonnica 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 August 2, 2023 agenda/consent agenda. (H. Smith/M. Hutchins)
M/S/C approval of June 7, 2023 Administration Board meeting minutes (L. Dahlhoff/T. Carson)

Correspondence – None

Public Testimony – None

Financial Reports – C. Mai provided the Second Quarter financial reports.

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

TCERN-

Civil Site Work – The DuPont site is still in progress with an email received by JBML stating they have no objection with the Army Corps of Engineers moving forward with the lease process. The lease must be renewed in order to get the permit and notice to proceed. The Motorola Project Manager submitted all the required documents for FS-82 to the County which are now under review with comments expected back to the Senior Planner by August 8th. To date, only one comment has been received. The Hawks Prairie shelter arrived and awaiting the Motorola subcontractor schedule to get started.

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Subscriber Equipment – There are a few outstanding subscriber equipment installs lefts with the equipment that is already on hand. The equipment included with Change Order #5 has been ordered and is expected end of 2023 or beginning of 2024.

Subscriber Training – Subscriber training is expected to begin in late 2023 and will be in a train-the-trainer format with Dispatch being trained around February 2024 on the new P25 system.

Non-Member Agreements – TCOMM has been working with ADCOMM on what the new non-member agreement template will be with other agencies asking to join the P25 system once it goes live. Once completed, it will be provided to the Admin Board for approval.

Staffing – The fourth academy of 2023 starts on August 14th with three new employees scheduled to start. The next academy will begin in October and will be the last one for 2023. Current retention rates are around 70%. Scheduling of 2024 academies has already begun.

ESC Building Update – The UPS project is moving forward with a meeting taking place mid-August with the contractors to answer a few questions regarding coordination during the switch from the old UPS to the new. The replacement of the UPS is expected to take place this Fall. No new updates on the building security project.

Old Business

None.

New Business

Solacom Phone System Update – W. Hill stated that on July 4th the system experienced call intake issues resulting in several calls presenting numerous times and slowing down the system. This also happened to other members of the Consortium as well as South Sound 911. From 9 pm to 1 am on July fourth there were 625 calls at TCOMM. Of the 625, 326 were 911 calls and 299 were non-emergency. Solacom's General Manager is now involved and is working with the consortium team to fix the load balancing issues. Updates to the system were made in late July to increase call capacity and address other potential contributors. The Consortium is continuing to meet and discuss next steps.

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

Next meeting: September 6, 2023 @ 3:30 pm