

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, January 3, 2024 @ 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  
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner  
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner  
Tracey Wood – City of Yelm, Councilmember  
Dave Pearsall – Interim Undersheriff, Thurston County Sheriff's Office  
Gary Edwards – Thurston County Board of County Commissioners, County Commissioner

**TCOMM staff**

Wendy Hill – Executive Director  
Jonnica Elkins – Deputy Director  
Aaron Moe – HR Manager  
Carla Mai – Financial Manager  
Jeff Myers – General Counsel

**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 January 3, 2024 agenda/consent agenda. (G. Edwards/D. Pearsall)  
M/S/C approval of November 1, 2023 Administration Board meeting minutes (T. Wood/M. Hutchins)

**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 – The project is still on track to cut over the second quarter and the VHF following in the fourth quarter of 2024. Stakeholder communication continues with the TCERN Town Hall just being completed on November 13<sup>th</sup> followed by the quarterly newsletter which was sent out with many helpful links. All of which is available via the TCERN page on our website.

Civil Site Work – The last two sites are still in the permitting process but moving forward. Motorola, after reviewing the building plans will submit the building permit application to the County for FS-82. The DuPont site lease is in the final stages with JBLM. It will then be sent to the Army Corps of Engineers who drafts and executes the lease.

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Interop Meetings – Meetings with WSP and Pierce Co have been increasing with discussions around the technical and operations aspects of interoperability. The final subscriber “true up” order is expected to arrive in the next few months. This will be the final subscriber order placed through TCERN.

Staffing – In 2023 there were five new hire academies which reduced the number of vacancies from 15 to 8. The first academy held in 2024 is coming up on January 16<sup>th</sup> with four new hires confirmed to attend. TCOMM is also recruiting for an IT Applications Administrator, with a focus on network security. This recruitment closes on January 16<sup>th</sup> with an anticipated start date of March 1<sup>st</sup>.

ESC Building Updates – The County security camera replacement project should be starting soon. Right now, the County is going through the background check and CJIS security awareness training with the vendor. With regards to the UPS replacement, TCOMM determined after further review that the long-term potential would be beneficial to purchase the secondary UPS that was brought before the Board at their last meeting. Once it has been delivered, the County will start the replacement project.

### **Old Business**

**Phone System Update** - W. Hill stated the exploratory work towards replacing the NG911 phone system continues. Staff from both TCOMM and CRESA took a quick trip to view three different phone systems at other PSAPs. This allowed staff to interact and ask other dispatchers about their phone systems. Vendors also held demonstrations at TCOMM and staff were invited to attend to see a formal presentation of what each system had to offer. The consortium will meet in early January to discuss next steps.

### **New Business**

**Legal Counsel Contract** – W. Hill stated that the contract with the current law firm is about to expire. TCOMM would like to renew the contract with the same law firm with the changes mentioned by J. Myers.

**M/S/C to authorize the Executive Director to renew the contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich (G. Edwards/D. Pearsall)**

**Executive Director Performance Review** – A. Moe reviewed the performance evaluation process for the Executive Director. The Chair and Vice-Chair will begin the process and ask for feedback from both the Board of Directors and Operations Board via Google Forms. The information will be compiled and brought back to the Board of Directors at the February 7<sup>th</sup> meeting.

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 3:55 pm.

**Next meeting:** February 7, 2024 at 3:30 pm