

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, February 7, 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
Melissa Gamble – Lacey Fire District #3, Fire Commissioner
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner
Gary Edwards – Thurston County Board of County Commissioners, County Commissioner
Clark Gilman – City of Olympia, Councilmember

TCOMM staff

Wendy Hill – Executive Director
Jonnica Elkins – Deputy Director
Aaron Moe – HR Manager
Carla Mai – Financial Manager
Brittany Lett – Operations Supervisor
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 February 7, 2024 agenda/consent agenda. (L. Dahlhoff/C. Gilman)
M/S/C approval of January 3, 2024 Administration Board meeting minutes (L. Dahlhoff/M. Hutchins)

Correspondence – None

Public Testimony – None

Introductions – Clark Gilman, a new Board Member representing the City of Olympia was introduced and Brittany Lett, TCOMM Operations Supervisor/Social Media Coordinator.

Executive Session: Executive Director Performance Evaluation - The TCOMM Administration Board of Directors met in a closed session for 10 minutes to discuss the Executive Director's 2023 Performance Evaluation. 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 3:36 pm.

The Board reconvened the regular meeting at 3:46 pm.

Executive Director Performance Evaluation – L. Greenstein asked for a motion to approve the suggested 2024 salary increase and MTP days.

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, February 7, 2024 @ 3:30 P.M.

M/S/C authorizing a 4% salary increase and 5 MTP days for the Executive Director. (L. Greenstein/G. Edwards)

Executive Director's Report – 2023 Review - W. Hill provided the Board with a 2023 year in review. Topics covered included total call volume, number of law/fire/EMS events dispatched, recruitment efforts, and more.

Old Business

2021 – 2022 Audit Results – C. Mai reviewed the results from the recent State Audit for fiscal years 2021/2022. The audit passed with no findings or recommendations.

TCERN Update – W. Hill provided an update on the TCERN Project.

Project Schedule – The project is on track to cut over the second quarter and the VHF following in the fourth quarter of 2024. However, the cutover date is very close to the 4th of July and a proposed cutover date after the holiday is being discussed.

Civil Site Work – The Fire Station 82 building permit has been submitted to the County. Once the building permit is issued, work on the site should move quickly. The DuPont site lease is waiting on the JBLM Garrison Commander's signature. Once signed, it has two additional steps that need to be completed before going back to the Army Corps of Engineers. Both of those steps have 30-days each to respond. An impact statement was sent by the Executive Director which may help to speed up the process.

Subscriber Equipment – The true up order placed last year is starting to arrive. Those agencies that have not signed asset transfer forms will not be receiving their equipment until all required forms are completed and returned. The annual maintenance plan for user agencies equipment went into effect February 1st.

Interop Meetings – Meetings with WSP and Pierce Co. have been continuing. Towards the end of February, non-member agencies will be contacted and given the new policy and fees.

Training – J. Elkins stated last fall TCOMM hosted the TCERN Train the Trainer for user agencies and provided them with the required materials needed to train their staff. Most agencies have begun their training and Yelm and Tumwater Police having already completed it. The Dispatchers and Supervisors will begin their training on the new consoles towards the end of February.

Phone System Update - W. Hill stated the consortium is still vetting the top three vendors. A decision should be made shortly.

New Business

Strategic Planning Update – W. Hill gave a status update on the 2020 Strategic Plan. Most items have been completed and a few are on hold due to the TCERN project and the phone system. A discussion took place and it was decided to continue with the current plan and re-assess in 2025.

**Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, February 7, 2024 @ 3:30 P.M.**

2024 Legislative Update – W. Hill provided an update on a few legislative bills that affect emergency communications. A few Bills of note are Substitute HB2311 First Responder Wellness, SB5808

Arbitration to certain public safety telecommunicators, Substitute HB2245 Establishing co-response services and training as an essential component of the crisis care continuum, and the last is Substitute HB2258 Providing funding for municipalities participating in the regional 911 emergency communications system.

Staff Report – Policy Update – A. Moe provided the Board with a summary of additions and revisions to the TCOMM Policy and Procedure manual. Policy 309-Job Share Positions updated the language about how mandatory overtime is assigned. Policy 310 – Breaks and Meal Periods implemented both 2a and 2b that were previously inadvertently removed.

Resolution 2024-01 authorizing the adoption of the updates to Policies 309 – Job Share Positions and 310 – Breaks and Meal Periods in the TCOMM911 policy and procedure manual. M/S/C (G. Edwards/C. Gilman)

Resolution 2024-02 ESC Lease Renewal – W. Hill advised that the current ESC lease between TCOMM911 and Thurston County expired on December 31, 2023 and needs to be renewed. W. Hill stated that the 2024 adopted budget includes funding for said lease.

M/S/C authorizing the Executive Director to execute a contract amendment with Thurston County, for the Emergency Services Center (ESC) lease. (C. Gilman/M. Hutchins)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:37 pm.

Next meeting: March 6, 2024 at 3:30 pm