

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

This was a hybrid meeting both in person and via Zoom.

Members Present:

Administration Board

Leatta Dahlhoff – Vice-Chair, City of Tumwater, Councilmember
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner
Gary Edwards – Thurston County Board of County Commissioners, County Commissioner
Steve Brooks – Lacey Fire District #3, Fire Chief
Dave Pearsall – Thurston County Sheriff's Office, Undersheriff

TCOMM staff

Wendy Hill – Executive Director
Jonica Elkins – Deputy Director
Aaron Moe – Human Resources Manager
Jacob Kocztorz – General Counsel
Bre Skaggs – Admin Assistant

Call to Order

Vice-Chair L. Dahlhoff called the meeting to order at 3:31 p.m.

Approval of Agenda/Consent Agenda & Minutes

M/S/C approval of the April 3, 2024 agenda/consent agenda **M/S/C (M. Hutchins/D. Pearsall)**
M/S/C approval of March 6, 2024 Administration Board meeting minutes. **M/S/C (M. Hutchins/D. Pearsall)**

Correspondence – None

Public Testimony – None

Financial Reports – W. Hill 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 P25 system cutover is still expected to take place around mid-July.

Civil Site Work: Fire Station 8-2 permit has been submitted with the County and Motorola staff are working through that process. The DuPont site lease packet is in its final signature location in San Antonio, TX. They have 30-days to sign it and send it back to JBLM. Once it gets back to JBLM, the Army Corps of Engineers should issue the lease renewal. Work that can be done without the site lease is continuing.

Subscriber equipment: We've been working with Motorola and Day Wireless on the preventative maintenance logistics for our subscriber agencies. Radio reprogramming is also scheduled to begin soon with all agencies to capture the channel plan updates since the radios were first deployed.

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Staffing: Offers were just extended to four new telecommunicators that are anticipated to start on April 16th. This should bring our current vacancies to one. Job offers are also expected for the open IT Network Administrator and the Radio Systems Technician either later this week or early next.

ESC Building: The UPS replacement is still in process. There was a complication a few weeks ago when switching over to the County owned UPS, so they had to revert back to the TCOMM UPS. The contractor is scheduled to come back next week to complete the job. Additionally, the security camera replacement project is slated to begin on May 6th.

Old Business

Telephone System Replacement – W. Hill stated after a lot of research, meetings, and demos, it was determined that the Central Square Technologies NG911 telephone system will meet both the current and future needs of the Consortium. The 2024 adopted budget includes monies for the purchase of a new NG911 telephone system.

Resolution 2024-03 authorizing the Executive Director to negotiate and execute a contract with Central Square Technologies, LLC. for the replacement of the next generation 911 (NG911) telephone system, including capital equipment, support and maintenance. M/S/C D. Pearsall/G. Edwards)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 3:57 pm.

Next meeting: May 1, 2024 at 3:30 pm