

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, May 1, 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
Diana McMaster – Thurston County Fire Commissioners Association, Fire Commissioner
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Gary Edwards – Thurston County Board of County Commissioners, County Commissioner
Clark Gilman – City of Olympia, Councilmember
Derek Sanders – Thurston County Sheriff's Office, Sheriff

TCOMM staff

Wendy Hill – Executive Director
Jonnica Elkins – Deputy Director
Aaron Moe – Human Resources Manager
Carla Mai – Finance Manager
Jeff Meyers – General Counsel
Bre Skaggs – Admin Assistant

Guest:

Molly Kovaka – ADCOMM, TCERN Project Manager

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 May 1, 2024 agenda/consent agenda **M/S/C (S. Roberts/G. Edwards)**
M/S/C approval of April 3, 2024 Administration Board meeting minutes. **M/S/C (S. Roberts/G. Edwards)**

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:

Staffing – The second Telecommunicator Academy began on April 16th. There are 4 new employees which brings our current vacancies down to one. The next academies are tentatively scheduled for August and October. We are still in the recruiting process for the I.T. Network Security Analyst and the Radio Systems Technician.

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ESC Building – The Thurston County UPS has been installed and is operational. Future plans are to integrate the TCOMM UPS with the County UPS, possibly in 2025. The goal is to have redundancy and distribute the load between the two so if one doesn't work, some systems or consoles remain operational.

The security camera upgrade project was due to commence on Monday; however, per the County's project manager it is now on hold due to a local union strike.

Old Business

TCERN Update – W. Hill introduced M. Kovaka, the TCERN Project Manager, who presented the Board with a PowerPoint highlighting TCERN milestones, current pain points, and next steps. FS-82 and DuPont sites were also discussed. The County has approved all of the queued permits related to FS-82, as well as the permits needed for generator work at the Bald Hills site. The next step for FS-82 is to apply for a tenant improvement permit with the County. Motorola, their subcontractor, and their engineering firm are now gathering the data needed to apply for the permit. The DuPont site application packet is still at the Headquarters in San Antonio Texas but is scheduled to leave on May 6th to be sent to the Army Corps of Engineers – Seattle Division, where they will start the lease renewal process.

Phone System Update – W. Hill stated the Central Square contract is currently with CRESA's attorney who is reviewing it. Once TCOMM receives this redlined version, the contract will be sent to TCOMM and RiverCom's general counsel.

Motorola Change Order #6 – W. Hill stated additional civil/site work, subscriber licensing for interoperability, and recording/monitoring equipment is required to ensure the new radio system functions as needed and meets goals established at the beginning of the project; the cost for Change Order #6 is estimated to total less than \$240,000.00, plus tax. No budget amendment is required as the cost can be absorbed from funds not needed to replace the phone system.

Resolution 2024-04 authorizing the execution of Change Order #6 with Motorola Solutions, Inc. M/S/C (G. Edwards/D. Sanders)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:18 pm.

Next meeting: June 5, 2024 at 3:30 pm