

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, August 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  
Angela Jefferson – Vice-Chair, City of Tumwater, Councilmember  
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner  
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner  
Tracey Wood – City of Yelm, Councilmember  
Clark Gilman – City of Olympia, Councilmember  
Dave Pearsall – Thurston County Sheriff's Office, Undersheriff

**TCOMM staff**

Jonnica Elkins – Deputy Director  
Aaron Moe – Human Resources Manager  
Carla Mai – Finance Manager  
Jakub Kocztorz – 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 7, 2024 agenda/consent agenda **M/S/C (S. Roberts/C. Gilman)**  
M/S/C approval of May 1, 2024 Administration Board meeting minutes. **M/S/C (C. Gilman/S. Roberts)**

**Correspondence** – None

**Public Testimony** – None

**Financial Reports** – C. Mai provided the latest financial reports.

**Executive Director's Report** – C. Mai reviewed the Executive Director report with the Board. Highlights include:

TCERN –

Civil/Site Work – The DuPont site lease was executed on July 22<sup>nd</sup>. The site is operational and in temporary configuration until construction starts. The Fire Station 82 monopole has been constructed, and the Tenant Improvement Permit for equipment inside the building was submitted on July 16<sup>th</sup>.

Cutover – The Cutover Planning Team has been established to draft a process for the actual cutover and includes representatives from Dispatch, Fire/EMS and Law users.

Non-Member Agency Agreements – Several draft agreements are in the review process, with two complete.

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In-Building Emergency Responder System – A virtual meeting is scheduled for tomorrow at 10 am, with all the jurisdictions to go over a plan and the beginning steps.

Phone Replacement – A project Kickoff and site assessment took place in July. The cutover is currently planned for the second quarter of 2025. The Solacom phone system was stable on July 4th this year, which was good news.

Staffing – Our next academy is scheduled for October. Currently, there are seven vacancies to fill. There are four academies planned next year. TCOMM has been attending job fairs, and doing a lot of community outreach to fill those vacancies. The IT Analyst position has been filled, with on-going recruitment for the Radio System Technician taking place.

ESC Building - The Security camera project is underway. The County is expecting two weeks for the project to be completed.

Employee Health and Wellness – TCOMM has several peer support team members who are signed up to attend a three day training in Olympia in September.

**Old Business**

**None.**

**New Business**

**Resolution 2024-05 IT & Radio Positions** – A. Moe stated that additional IT Systems Administrator and Radio Systems Technician positions are needed as the new public safety radio system is in place, and federal requirements related to cyber security and training continue to increase. The Agency’s 2024 budget included the addition of one IT Systems Administrator FTE with an estimated start date of January 2024, and one Radio Systems Technician FTE with an estimated start date of May 2024.

**Resolution 2024-05 approving the request to establish two new positions: one position in the classification of IT Systems Administrator to the Thurston 911 Communications MTP Exempt Pay Plan, and one position in the classification of Radio Systems Technician to the Thurston 911 Communications Pay and Classification Plan, effective July 1, 2024. M/S/C (T. Wood/C. Gilman)**

**Resolution 2024-06 TCERN NMA Revised Fee Structure** – C. Mai stated the Administration Board established the TCERN Non-Member Agency Fee Structure with Resolution 2023-09 to set a fair and equitable non-member fee structure for using the TCERN system. It was determined that an additional Non-Member Type and associated fee structure is necessary to ensure the fair and equitable fee structure.

**Resolution 2024-06 approving the revised TCERN Non-Member Agency Fee Structure, effective August 7, 2024. M/S/C (T. Wood/C. Gilman)**

**2025 Budget Subcommittee Volunteers** – C. Mai requested three volunteers from the Administration Board for the 2025 Budget Subcommittee. Meetings are typically held 1-2 times and will begin in September. L. Greenstein, T. Woods, and M. Hutchins volunteered to participate.

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**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 3:44 pm.

**Next meeting:** September 4, 2024 at 3:30 pm