

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, September 4, 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  
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  
Gary Edwards – Thurston County, County Commissioner

**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

**Call to Order**

Chair L. Greenstein called the meeting to order at 3:30 p.m.

**Approval of Agenda/Consent Agenda & Minutes**

Approval of the September 4, 2024 agenda/consent agenda **M/S/C (T. Wood/G. Edwards)**  
Approval of August 7, 2024 Administration Board meeting minutes. **M/S/C (G. Edwards/T. Wood)**

**Correspondence** – None

**Public Testimony** – None

**Executive Director’s Report** – W. Hill reviewed the Executive Director report with the Board. Highlights include:

TCERN –

Civil/Site Work – All sites are up and running, with two sites operating in a temporary plan until construction can start. The temporary plans were implemented so there won’t be a delay in cutover. The Tenant Improvement Permit was applied for on July 16<sup>th</sup> for FS-82. The County provided an update today that two minor items remained before the permit will move forward, which the subcontractor is working on.

Cutover Planning – Cutover is still scheduled for mid-October pending site readiness. The Operations Cutover Planning Team has been meeting bi-weekly which includes representatives from Dispatch, Fire/EMS and Law users. The plan will be shared with our police and fire chiefs for their review and input. A meeting with Motorola is taking place next week to discuss the cutover date further. Fire/EMS are producing refresher training

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videos for their users. Those will be available on our TCERN website once finalized. Also, in development is a quick reference guide for radio users for when they're in their vehicles and at their consoles.

In-Building Emergency Responder Radio Coverage Systems – Once we cut over to the new system, the current in building coverage systems will no longer work. A meeting took place on August 8<sup>th</sup> with AHJ fire marshal and planning staff. There was a lot of discussion and joint collaboration on how to proceed. Ongoing meetings are scheduled for every 3 weeks with the same group. Currently they are working on finding all the buildings in the County that have in building coverage systems, which is estimated to be around 35. TCOMM's consultant will then reach out to the building owners, advising them of cutover to the TCERN system and that their current in-building systems may no longer work. A building owner town hall is scheduled for September 26 where additional information and resources will be shared.

Phone System Replacement Project – The vendor, Central Square, is working on the solution design for TCOMM, CRESA, and RiverCom to be the three hosts for the host/remote system.

Staffing – Recruitment is underway for the October 21<sup>st</sup> Telecommunicator Academy. Interviews are taking place tomorrow with 17 scheduled. The recruitment for the Radio Systems Technician is still on-going with interviews taking place on Friday. Several TCOMM employees are going to help staff a 9-1-1 booth at the Puyallup Fair this year. This is a great opportunity to generate interest in 9-1-1 as a profession, but also to give tips and resources on when and when not to call 9-1-1.

ESC Building - The security cameras have been installed and are live. There have been a few minor issues and the County is aware and working on them.

### **Old Business**

None.

### **New Business**

**Resolution 2024-07 TCERN Change Order #7** – W. Hill stated additional civil/site work at the DuPont radio tower site is required to place the larger equipment shelter and provide enough power to the site, and a radio console alias management program is needed to provide increased dispatcher awareness of field units for officer safety. The 2024 TCOMM911 budget includes funds allocated for Motorola Change Order Milestone payments that can be used for the Change Order #7 Milestone payments which are expected to occur within the 2024 budget year.

**Resolution 2024-07 authorizing the Executive Director to execute an agreement with Motorola Solutions, Inc. for Change Order #7, not to exceed \$413,648.00, plus tax. M/S/C (T. Wood/C. Gilman)**

**Resolution 2024-08 TCERN Change Order #8** – W. Hill stated Change Order #3 included annual preventative maintenance for user agency subscriber mobile radios for years 1-5, at \$66,000 per year. A more comprehensive and cost-efficient method for preventative maintenance has been identified, replacing annual preventative maintenance cost of \$66,000 per year for years 2-5 with on-going

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diagnostics for all subscriber units at a one-time cost of \$170,000 plus tax. These changes result in a credit of \$92,000 for Change Order #8.

**Resolution 2024-08 authorizing the Executive Director to execute an agreement with Motorola Solutions, Inc. for Change Order #8. M/S/C (T. Wood/G. Edwards)**

**Resolution 2024-09 Radio Systems Position Reclassification** – A. Moe stated reclassifying the Radio Systems Technician to a Senior Radio Systems Technician falls in line with the original intent and organizational structure of the Radio Systems Department, recognizing the need for a higher level of skills and abilities to meet the demands that come with a digital public safety radio system. The Executive Director is requesting that the incumbent be reclassified to this higher-level position, based on the advanced skills and abilities of the incumbent and his level and years of experience in public safety emergency communications networks.

**Resolution 2024-09 authorizing the reclassification of the Radio Systems Technician position to a Senior Radio Systems Technician position in the Thurston 911 Communications Pay and Classification Plan, effective October 1, 2024. M/S/C (T. Wood/G. Edwards)**

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:00 pm.

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