

Thurston 911 Communications
Joint Administration & Operations Board Meeting Minutes
Wednesday, October 2, 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
Tracey Wood – City of Yelm, Councilmember
Dave Pearsall – Thurston County Sheriff's Office, Undersheriff
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner
Clark Gilman – City of Olympia, Councilmember
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner

Operations Board

Robert Almada – Vice-Chair, Lacey Police Department, Chief
Ben Miller-Todd – Thurston County Medic One, Director
Rich Allen – Olympia Police Department, Chief
Brian VanCamp – TC Fire Chiefs Association (South Bay Fire Department), Chief
Steve Brooks – Lacey Fire District #3, Chief
Rob Carlson – Yelm Police Department, Chief

TCOMM staff

Wendy Hill – Executive Director
Jonnica Elkins – Deputy Director
Aaron Moe – HR Manager
Carla Mai – Financial Manager
Jeff Myers – General Counsel
Bre Skaggs – Admin Assistant

Guests

Leonard Johnson - McLane Black Lake Fire Department
Eric Forsythe – American Medical Response

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 (C. Gilman/L. Dahlhoff)**
Approval of September 4, 2024 Administration Board meeting minutes. **M/S/C (C. Gilman/D. Pearsall)**
Approval of September 16, 2024 Joint Ops/FLAC Board meeting minutes. **M/S/C (B. Miller-Todd/S. Brooks)**

Correspondence – None

Public Testimony – None

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

Phone System Replacement – The phone system equipment arrived on site last week. The engineers at Central Square are still working on the three host configuration, which includes TCOMM, CRESA, and RiverCom.

Staffing - Recruitment is underway for the next academy which starts on October 21st. The Radio Systems Technician position has been filled with a start date of October 7th. There are five academies tentatively scheduled for 2025. The annual TCOMM all staff meeting is scheduled for the end of October. This year's meeting will be focusing on self-care and post-traumatic growth.

Old Business

TCERN –

Cutover – Cutover is scheduled for November 18th for Law Enforcement and November 19th for Fire/EMS. User agencies have reviewed the operational cutover plan, and the final version will be sent out. Radio refresher training is also underway. A quick reference guide was created for each agency and those will be distributed soon.

Civil/Site Work – The Fire Station 82 permit was issued, and construction is scheduled to begin on October 21st. A tentative completion date is around Thanksgiving, if not shortly afterwards. DuPont will begin once the dig permit is received from JBLM. All sites are active, and Motorola is currently conducting coverage tests around the county. Overall, composite coverage should be at 95% or better, and initial results are showing an average of 97%.

Non-Member Agency Agreements – There are several agreements completed, and several still in process. We will continue to work through those remaining beyond cutover.

In-Building Emergency Responder Radio Coverage Systems – A town hall meeting was held last Thursday for building owners with in-building emergency radio systems in Thurston County to discuss in-building coverage once cutover takes place. There were 44 participants in attendance and everyone was engaged in the discussion. TCOMM is working with the AHJs to develop a testing and review process as these systems are upgraded or replaced.

New Business

2025 Budget Committee Report – W. Hill/L. Greenstein

The Joint Admin/Ops Budget Committee met in September to review the proposed preliminary 2025 budget presented by TCOMM staff. Highlights include a conservative revenue forecast of 0% change from 2024 year end projection, a requested staff increase of 2.75 FTEs, and the removal of the LERMS funded position in IT. Discussion took place regarding the TCERN Capital Expenditures which comprise the change order milestone payments, and when those payments would be complete. Staff explained that while all payments should be made in 2025, final payment will depend on when the work is completed and Motorola submits invoices for payment.

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The 2025 Director's Budget proposes:

Revenue	\$ 20,351,753
Operating Expenditures	15,374,330
TCERN Equipment Lease	2,740,500
Liability Payments	827,125
Other Capital Expenditures	2,108,700
<u>TCERN Capital Expenditures</u>	<u>2,966,825</u>
Proposed Change to Fund Balance	(\$ 3,665,727)

M/S/C to approve the TCOMM911 2025 Preliminary Budget, which includes Operating and Capital Expenses, in the amount of \$24,017,480. (L. Greenstein/T. Wood)

The preliminary budget will be posted on the TCOMM website for public response. The budget will be brought before the Administration Board at the November 6, 2024 meeting for final approval.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:07 pm.

Next meeting:

Operations Board October 21, 2024 at 1:00 pm
Administration Board November 6, 2024 at 3:30 pm