

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, November 6, 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

TCOMM staff

Wendy Hill – Executive Director
Jonnicia Elkins – Deputy Director
Aaron Moe – Human Resources Manager
Carla Mai – Finance Manager
Jeff Myers – General Counsel

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 November 6, 2024 agenda/consent agenda **M/S/C (?)**
Approval of October 2, 2024 Joint Admin/Ops Board meeting minutes. **M/S/C (?)**

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:

TCERN –

Cutover Planning – Cutover is still scheduled for November 18th/19th. Training videos have been published on the TCOMM website for system users and quick reference guides have been delivered to each agency. A “24/7 hotline” has been established for the first week of cutover, where agency points of contact can call the Radio Systems department for emergent needs. .

In-Building Emergency Responder Radio Coverage Systems (ERCES) – TCOMM’s consultant has helped to develop procedures and forms to assist with ERCES testing. TCOMM has had great response from both the AHJ’s, building owners and other stakeholders.

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Phone System Replacement Project – The equipment is on-site and the vendor, Central Square, is finalizing the three node geodiverse system. Once that is complete they will test the system for the next few months. Cutover is tentatively planned for Quarter 2, 2025.

Staffing – Two new telecommunicators were welcomed to TCOMM in October, both with prior experience. Currently sixteen candidates are scheduled to be interviewed on November 13th for the next academy. The TCOMM all employee meeting included presentations on self-care and post traumatic growth, providing additional resources for employee well-being.

CAPS-TC – W. Hill gave a brief overview of CAPS-TC and how they serve the public safety community. W. Hill encouraged the Board to view the CAPS-TC video that provides a more in-depth insight to the program and how the chaplains are supporting TCOMM employees when needed. The video link will be emailed to the Administration Board members upon the conclusion of the meeting.

Old Business

2025 Thurston 911 Communications Budget Adoption - W. Hill stated that the preliminary budget was posted on the TCOMM911 website for the required 30 days. There were no public comments or questions received.

M/S/C to adopt the TCOMM911 2025 Budget, which includes expenditures in the amount of \$24,017,480. (T. Wood/L. Greenstein)

New Business

2025 Salary and Benefits for Non-Represented Employees – A. Moe briefed the Board on the wage and benefit contribution for non-represented employees, with the plan reflecting a 4.0% general wage increase along with a monthly dependent insurance contribution of \$900. This resolution maintains the same general wage increase and contribution as that of represented staff for 2025.

Resolution 2024-10 setting salaries and medical contributions for non-represented TCOMM employees. M/S/C (T. Wood/L. Dahlhoff)

Staff Report – Payroll & Benefits Specialist Position – A. Moe stated that due to increased staffing, regulatory requirements and the complexity of payroll, a new position is needed to assist the Finance and HR functions. The funding for the position was included in the 2025 budget.

Resolution 2024-11 establishing a new 0.75 position in the classification of Payroll & Benefits Specialist to the Thurston 911 Communications Pay and Classification Plan. M/S/C (T. Wood/L. Dahlhoff)

Staff Report – Policy Updates – A. Moe stated a number of policies were updated based on procedural changes, clarifications and related rules and regulations.

Resolution 2024-12 updating and revising TCOMM911 administrative, financial, and human resources policies M/S/C (T. Wood/M. Hutchins)

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Telecommunicator Positions – A. Moe stated that due to the growing population, a recent staffing study, and increase call complexity, additional telecommunicator positions are needed. While there are current vacant positions, the two new positions are needed to ensure that the positions are available for the upcoming new hire academies.

Resolution 2024-13 establishing two new positions in the classification of Public Safety Telecommunicator to the Thurston 911 Communications Pay and Classification Plan. M/S/C (T. Wood/S. Roberts)

December Meeting: The December 4, 2024 meeting was cancelled due to a lack of agenda items.

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

Next meeting: January 8, 2025 at 3:30 pm