

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, January 8, 2025 @ 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
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Tracey Wood – City of Yelm, Councilmember
Clark Gilman – City of Olympia, Councilmember
Ruben Mancillas – Thurston County Sheriff's Office
Wayne Fournier - Thurston County, County Commissioner

TCOMM staff

Wendy Hill – Executive Director
Jonnica Elkins – Deputy Director
Aaron Moe – Human Resources Manager
Carla Mai – Finance Manager
David Taylor – Radio Systems Manager
Bre Skaggs – Admin Assistant

Guests:

Brian Hurley – Operations Board Chair

Call to Order

Chair L. Greenstein called the meeting to order at 3:32 p.m.

Approval of Agenda/Consent Agenda & Minutes

Approval of the January 8, 2025 agenda/consent agenda **M/S/C (T. Wood/S. Roberts)**
Approval of November 6, 2024 Administration Board minutes. **M/S/C (T. Wood/S. Roberts)**

Correspondence – None

Public Testimony – None

Financial Reports – C. Mai provided the latest financial reports and the 2023 WA State Auditor's Office Accountability & Financial Audit Reports.

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

Phone System Replacement Project – Central Square is in the first stage of testing the three-node geo-diverse phone system. Once completed, phone system setup and configuration will begin with dispatchers providing their input.

Staffing – There are five new hire academies scheduled for 2025. The first academy starts on January 21st with two new employees. Interviews will begin shortly for the March academy.

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Old Business

TCERN Update – W. Hill introduced TCOMM Radio Systems Manager, D. Taylor, to the Board and recognized him for his effort, expertise and hard work throughout the TCERN project.

D. Taylor provided a brief TCERN update to the Board. We successfully cutover to TCERN in early November. Site work continues, and Fire Station 82 is almost complete but the DuPont site has not begun and is still pending permit approval from the Army Corps of Engineers. The site is operational but running in a temporary configuration. There is a list of things to do before the contract with Motorola is complete. Motorola is also planning a full upgrade to the system which will take several months but isn't scheduled to begin until Q4, 2025.

New Business

Executive Director Performance Review – A. Moe reviewed the performance evaluation process for the Executive Director. The Chair and Vice-Chair will begin the process and ask for feedback from both the Board of Directors and Operations Board via Google Forms. The information will be compiled and used by the Chair and Vice-Chair for the 2024 evaluation process.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 3:58 pm.

Next meeting: February 5, 2025 at 3:30 pm