

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, May 7, 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
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner
Ruben Mancillas – Thurston County Sheriff's Office, Undersheriff
Wayne Fournier - Thurston County Board of County Commissioners, County Commissioner

TCOMM staff

Wendy Hill – Executive Director
Jonica Elkins – Deputy Director
Carla Mai – Finance Manager
David Taylor – Radio Systems Manager
Landon Hansen - Radio Systems Sr. Technician
Bre Skaggs – Admin Assistant
Erin Hillier – 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 May 7, 2025 agenda/consent agenda **M/S/C (T. Wood/S. Roberts)**
Approval of March 5, 2025 Administration Board minutes. **M/S/C (T. Wood/S. Roberts)**

Correspondence – None

Public Testimony – None

APCO Technician of the Year – W. Hill recognized L. Hansen, Washington State's APCO Technician of the Year. L. Hansen was hired in September 2020 and brought years of Motorola experience with him. D. Taylor stated he has been an integral part of the team. L. Hansen will be recognized statewide at the fall conference in Wenatchee.

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 – Site work at Fire Station 82 is complete. The DuPont site is waiting on lease updates from the Army Corps. The contract with Motorola has been extended to the end of the year. Subscriber programming update is scheduled for later this year. The VHF overlay portion of the project has been completed. Currently working on moving all the fire paging to one channel.

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Phone System Replacement – Central Square has assigned a new project manager. The new go-live is scheduled for early November.

Staffing – The third academy of 2025 is scheduled to start May 19th with six job offers made. The March academy graduated four new employees. Recruitment process for the August academy is ongoing. Labor negotiations will begin this fall.

Legislative Update – ESB 1258 (Spokane Bill) passed the legislature. The bill is still Spokane specific. ESSB 5004 also passed, which updates emergency response systems in public schools to include panic or alert buttons. The final bill includes language to include PSAPs in these updates.

Old Business

Staff Report – Bylaws Update Summary – W. Hill stated a small committee was created at the last Administration Board meeting to review and update the bylaws. The committee met and came up with some suggestions which were sent to TCOMM's attorney for review. A summary of changes to the bylaws include: clarifying member terms to one year(renewable); clarifying when motions are used instead of resolutions; and revising the term limits for the Admin Board Officers. A motion was made to approve the proposed changes to the TCOMM911 bylaws via a supermajority vote of the TCOMM911 Administrative Board of Directors, effective May 7, 2025. **M/S/C (T. Wood/S. Roberts)**

New Business

Staff Report – Radio Site Maintenance Technician Position – W. Hill stated there has been difficulty finding groundskeeping companies to maintain the radio tower sites. Establishing a Radio Site Maintenance Technician position will reduce the staff time spent by Radio Technicians managing contractors at the sites and help with preventative maintenance, which is essential for preserving investments in sites and equipment.

A motion was made and seconded to add one full-time employee, a Radio Site Maintenance Technician, under the Thurston 911 Communications Pay and Classification Plan. **(T. Wood/C. Gillman)**

A motion was made to redefine the previous motion regarding the Radio Site Maintenance Technician position as Resolution 2025-01 authorizing the addition of one (1.0) FTE Radio Site Maintenance Technician under the Thurston 911 Communications Pay and Classification Plan, effective July 1, 2025. M/S/C (L. Greenstein/C. Gillman)

Staff Report – Bald Hills Power – W. Hill stated an analysis was conducted for the best long-term power solution at the Bald Hills site due to increased power draw with the new radio system. The Bald Hills site currently runs on solar power, and propane generator. The project aims to provide a more reliable and sustainable power source for the next 15-20 years. Discussion took place regarding the length of the lease and the possibility of buying the land from Weyerhaeuser, both of which should be considered when moving forward.

A motion was made and seconded to authorize the Executive Director to proceed with adding utility power to the Bald Hills radio site.

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The motion was withdrawn and replaced with Resolution 2025-02 authorizing the Executive Director to negotiate and execute contracts for the design and construction of a utility power line at the Bald Hills radio site. M/S/C (T. Wood/S. Roberts)

2024 Annual Report – The Board was provided the 2024 Annual Report for review and there were no changes or objections. The Annual Reports will remain digital with hardcopies on demand only. The report will be published on the TCOMM website.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:10 pm.

Next meeting: June 4, 2025 at 3:30 pm