

Thurston 911 Communications
Joint Administration & Operations Board Meeting Minutes
Wednesday, October 1, 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
Ruben Mancillas – Thurston County Sheriff's Office, Undersheriff
Diana McMaster – Thurston County Fire Commissioners Association, Fire Commissioner
Clark Gilman – City of Olympia, Councilmember
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Wayne Fournier - Thurston County Board of County Commissioners, County Commissioner

Operations Board

Robert Almada – Vice-Chair, Lacey Police Department, Chief
Ben Miller-Todd – Thurston County Medic One, Director
Ray Brady – Olympia Police Department, Deputy Chief
Leonard Johnson – TC Fire Chiefs Association (South Bay Fire Department), Chief
Jennifer Schmidt – 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

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 October 1, 2025 agenda/consent agenda **M/S/C (L. Dahlhoff/C. Gilman)**
Approval of September 3, 2025 Administration Board meeting minutes. **M/S/C (C. Gilman/L. Dahlhoff)**
Approval of September 15, 2025 Operations Board meeting minutes. There was no quorum for the Operations Board so these minutes will be moved to the next Operations Board meeting for approval.

Correspondence – None

Public Testimony – None

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

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TCERN – Site work at DuPont is on schedule with the concrete being poured for the generator pad and pylons. The generator and shelter are being transported from the Blue Mountain Radio Shop to the DuPont site. The work is estimated to be completed by the end of October. Subscriber programming updates will begin later this fall, and user agencies had the opportunity to make changes and adjustments to their radio channels to meet their individual needs. The Motorola core system will be upgraded in December to the 2024 version.

Phone System Replacement Project – The project is on track for a November 4th cutover at approximately 0500. RiverCom will go first in October, followed by TCOMM, and then CRESA in December. The Administrative phone lines may experience a brief outage during the replacement.

Staffing – The August telecommunicator academy has completed with four graduates. They began their one-on-one call receiver training a week ago. Interviews for the next academy are complete with a start date of November 10th. Five academies are scheduled for 2026, with application screening currently taking place.

Staff Scheduling Software – The current scheduling software is over 20-years old and outdated. Several scheduling software demos have been held. The list will be narrowed down to three, and a larger group comprised of Telecommunicators will meet and help decide which scheduling software company to proceed with.

Washington State APCO/NENA Conference – Senior Radio Systems Technician L. Hansen will be recognized as the Washington State Technician of the Year at the annual banquet. His dedication and hard work throughout the TCERN project was especially instrumental during the radio system cutover.

Old Business

None.

New Business

2026 Budget Committee Report – W. Hill/L. Greenstein

The Joint Admin/Ops Budget Committee met in September to review the proposed preliminary 2026 budget presented by TCOMM staff.

The 2026 Director's Budget proposes:

Revenue	\$ 21,766,488
Operating Expenditures	16,056,215
Liability Payments	844,250
Other Capital Expenditures	4,794,000
Proposed Change to Fund Balance	\$ 72,023

The 2026 budget is fiscally responsible and represents the strategic and operational needs to provide emergency communications to the community and public safety responders.

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M/S/C to approve the TCOMM911 2026 Preliminary Budget, which includes total expenditures in the amount of \$21,694,465. (C. Gilman/R. Mancillas)

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 5, 2025 meeting for final approval.

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 3:52 pm.

Next meeting:

Operations Board October 21, 2025 at 1:00 pm
Administration Board November 5, 2025 at 3:30 pm