

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, November 5, 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  
Clark Gilman – City of Olympia, Councilmember  
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner  
Melissa Gamble – Lacey Fire District #3, Fire Commissioner

**TCOMM staff**

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

**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 5, 2025, 2025 agenda/consent agenda **M/S/C (L. Dahlhoff/C. Gilman)**  
Approval of October 1, 2025 Joint Administration/Operations Board minutes. **M/S/C (C. Gilman/L. Dahlhoff)**

**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 – The DuPont site construction is nearly complete and is waiting for PSE to energize the site. Radio Systems staff state the TCERN system is working great.

Subscriber Programming – User agencies have been working with Radio Systems staff to get the new, updated code plug created and tested. The deadline was extended to Friday, November 7<sup>th</sup>. Several programming terminals have been placed around the county to assist user agencies with updates via secure Wi-Fi.

Phone System Replacement – The phone system cutover was to take place November 4<sup>th</sup> but due to some unforeseen issues switching RiverCom over on October 21<sup>st</sup>, CentralSquare advised moving TCOMMs date to November 18<sup>th</sup>. This will allow them to work through and fix those items.

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T. Klotz, TCOMM's IT Manager, went to RiverCom to view their cutover, which helped familiarize him with the system and will be useful when we cutover.

Staffing – The final academy of the year begins on November 10<sup>th</sup> with four new hires starting. A. Moe is working on the new academy schedule for 2026. Scheduling software demos continue. Currently TCOMM is looking for a portable, accessible solution with more features. The goal is to have a solution chosen by the first of the year and start working on implementation.

Other News – Several TCOMM staff attended the Washington APCO-NENA conference in Wenatchee a few weeks ago. TCOMM's Sr. Radio Technician L. Hansen was recognized as the Radio Technician of the Year at the annual banquet. The Thurston County Fire Chiefs Association recently recognized and gave a plaque to TCOMM in appreciation for all the work on the TCERN project. TCOMM successfully renewed our Project 33 training program certification.. Also, a tentative agreement has been reached with the Telecommunicator bargaining unit. Details will be shared at the December meeting if the union votes to ratify the contract.

### **Old Business**

**2026 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 2026 Budget, which includes expenditures in the amount of \$21,694,465. (L. Greenstein/C. Gilman)**

### **New Business**

**Motorola Change Order #10** – W. Hill stated the Radio Systems Department inventoried subscriber and system equipment to determine what spares are needed for future use. The goal is to take advantage of contract pricing before the contract with Motorola ends. With Change Order #10 the contract will be extended with Motorola to March 31, 2026 to allow time to complete the closeout packets after the DuPont site is finished.

**Resolution 2025-05 authorizing the Executive Director to execute an agreement with Motorola Solutions, Inc. for Change Order #10 M/S/C (C. Gilman/M. Hutchins)**

**2026 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 3.0% general wage increase along with a monthly dependent insurance contribution of \$1100.

**Resolution 2025-06 setting salaries and medical contributions for non-represented TCOMM employees. M/S/C (C. Gilman/M. Hutchins)**

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 3:49 pm.

**Next meeting:** December 3, 2025 at 3:30 pm