

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, December 3, 2025 @ 3:30 P.M.

This was a hybrid meeting both in person and via Zoom.

Members Present:

Administration Board

Leatta Dahlhoff- Vice-Chair, City of Tumwater, Councilmember
Clark Gilman – City of Olympia, Councilmember
Meredith Hutchins – Thurston County Fire Commissioners Association, Fire Commissioner
Sylvia Roberts – Lacey Fire District #3, Fire Commissioner
Tracey Wood – City of Yelm, Councilmember
Derek Sanders – Thurston County Sheriff's Office, Sheriff

TCOMM staff

Wendy Hill – Executive Director
Jonica Elkins – Deputy Director
Aaron Moe – Human Resources Manager
Jeff Myers – General Counsel
Bre Skaggs – Administrative Assistant

Guests

Ruben Mancillas – Thurston County Sheriff's Office, Undersheriff

Call to Order

Vice-Chair L. Dahlhoff called the meeting to order at 3:30 p.m.

Approval of Agenda/Consent Agenda & Minutes

Approval of the December 3, 2025, agenda/consent agenda **M/S/C (C. Gilman/M. Hutchins)**
Approval of the November 5, 2025 Joint Administration/Operations Board minutes. **M/S/C (M. Hutchins/S. Roberts)**

Correspondence – None

Public Testimony – None

Financial Reports – W. Hill provided the latest financial reports.

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

TCERN – PSE is scheduled to energize the DuPont site December 3rd. A site walk is scheduled with Motorola on December 15th. The site is scheduled to be commissioned by the end of December and should be completed by mid-February.

Subscriber Programming – User agencies are currently in the subscriber reprogramming update process. A dashboard was built within the TCOMM911 website for agencies to track which radios have been programmed with the new radio requests and upgrades.

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, December 3, 2025 @ 3:30 P.M.

TCERN Core Upgrade Project – Motorola staff will be on site next week for the TCERN upgrade. It should take about a week and is not supposed to impact the system or user agencies. The system is being upgraded from the 2020 version to the current 2024 version.

Phone System Replacement – The new phone system cut over was yesterday. It went smoothly and was completed by 9:20am. The Central Square staff technicians will be working on troubleshooting and technical configuration changes throughout the remainder of this week.

Staffing – The last academy of 2025 graduates tomorrow with four in the academy. The next academy will start in February 2026.

Old Business

None.

New Business

Executive Session: Labor Negotiations: The TCOMM Administration Board of Directors met in a closed session for a period of 11 minutes to discuss the current labor negotiations.

“For those local governments that have union employees, RCW 42.30.140(4) provides that the requirements of the OPMA do not apply to: “that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.”

The Board convened into executive session at 3:40pm

The Board reconvened the regular meeting at 3:51pm

2026-2029 IAFF L468 Collective Bargaining Agreement: A. Moe reported the 2026-2029 Collective Bargaining Agreement between TCOMM and IAFF Local 468 has been settled and was presented for approval and ratification.

M/S/C approval of the 2026-2029 IAFF Local 468 Collective Bargaining Agreement (C. Gilman/T. Wood)

2026-2028 WSCCCE 618C Collective Bargaining Agreement: A. Moe reported the 2026-2028 Collective Bargaining Agreement between TCOMM and WSCCCE 618C has been settled and was presented for approval and ratification.

M/S/C approval of the 2026-2028 WSCCCE 618C Collective Bargaining Agreement (T. Wood/M. Hutchins)

SR-Policy Updates – A. Moe stated several policies (Policies 101, 215, 303, 313, 315, 322, and 329) have been identified as needing updates based on clarifications, inconsistencies, or procedural changes. A. Moe reviewed the changes and asked the Board to adopt the updates to the Administrative, Financial, and Human Resources sections of the TCOMM911 policy and procedure manual.

Thurston 911 Communications
Administration Board Meeting Minutes
Wednesday, December 3, 2025 @ 3:30 P.M.

Resolution 2025-07 authorizing the update and revision to TCOMM911 Administrative, Financial, and Human Resources policies 101, 215, 303, 313, 315, 322, and 329 effective January 1, 2026. M/S/C (D. Sanders/C. Gilman)

SR-Weyerhaeuser Lease Agreement – W. Hill stated the current Communications Site Agreement with Weyerhaeuser expired on August 31, 2024. Weyerhaeuser finalized an amendment to the original agreement in October 2025. Updates to the Agreement include a twenty-five-year extension (in five-year increments), allowance for the installation, maintenance and repair of a new utility line, and the federal wildlife plan for the Taylor's Checkerspot Butterfly.

Resolution 2025-08 authorizing the Executive Director to execute an amendment to the Communications Site Agreement with Weyerhaeuser for the Bald Hills Radio Site. M/S/C (M. Hutchins/T. Wood)

Meeting adjourned: With no further business or good of the order, the Board meeting adjourned at 4:01pm.

Next meeting: January 7, 2026 at 3:30 pm