

Thurston 911 Communications  
Administration Board Meeting Minutes  
Wednesday, January 7, 2026 @ 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  
Tracey Wood – City of Yelm, Councilmember  
Angela Jefferson – 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  
Derek Sanders – Thurston County Sheriff's Office, Sheriff

**TCOMM staff**

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

**Guests**

Ruben Mancillas – Thurston County Sheriff's Office, Undersheriff

**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 January 7, 2026, agenda/consent agenda with one addition Election of Administration Board Vice Chair. **M/S/C (T. Wood/S, Roberts)**  
Approval of the December 3, 2025 Administration Board minutes. **M/S/C (T. Wood/M. Hutchins)**

**Election of Administration Board Vice-Chair** - L. Greenstein called for nominations for an Interim Vice-Chair until the March Annual Meeting, as the Bylaws require the elections to be held at the TCOMM Annual Meeting.

T. Wood nominated himself for Interim Vice Chair. There were no other nominations. **M/S/C to appoint T. Wood as Interim Vice-Chair of the Administration Board until the March Administration Board annual meeting.**

**Correspondence** – None

**Public Testimony** – None

**Introductions** – Introductions were done of all members present for new Board Members.

**Financial Reports** – C. Mai provided the latest financial reports.

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

TCERN – W. Hill stated that TCERN is in the final months of the contract with Motorola. A site walk took place with Motorola on December 16<sup>th</sup> and signed off on it apart from a few punch list items that Motorola staff and subcontractors are working through. Later this month contractors will begin moving all the equipment from the old shelter to the new.

Subscriber – The subscriber programming update is currently in progress. Over 2,000 radios have been scheduled for this update. Agencies can monitor their equipment through the member agency status board which provides live updates. User agencies stated the programming terminals that were installed throughout the County have been helpful in getting updates to their radios.

TCERN Upgrade – Motorola was on site at TCOMM in December to perform the update to the system and it went well. The update took about a week to complete. Updates are now scheduled for every two years. The contract with Adcomm Engineering has ended but M. Kovaka may be needed occasionally for the Smartsheet system. The TCERN contract with Motorola should end on March 31<sup>st</sup> of this year.

Phone System Replacement – TCOMM has been on the new phone system for a little over a month now. CentralSquare is working to address some punch list items.

Staffing – Director interviews were conducted for the first Telecommunicator academy of 2026, scheduled to start on February 23<sup>rd</sup>. A new scheduling software is being selected to replace the current one.

ESC Fence – A new fence will be installed along Pacific Avenue from the cemetery to the main entrance of the driveway.

**Old Business**

**None.**

**New Business**

**2026-2030 Strategic Plan** – W. Hill presented the Administration Board with the strategic plan for the next five years. **M/S/C to adopt the 2026-2030 Strategic Plan as presented. (D. Sanders/T. Wood)**

**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 2025 evaluation process.

**Meeting adjourned:** With no further business or good of the order, the Board meeting adjourned at 4:00pm.

**Next meeting:** February 4, 2026 at 3:30 pm