



JeffCom911 Board – Special Meeting

\*\*via Zoom\*\*

October 20, 2022

Members/Alternate Members Seated:

Greg Brotherton, Jefferson County Commissioner  
Pete Brummel, Chief's Association Alternate  
Art Frank, Fire Commissioner  
Tim McKern, Chair, Fire Chief, FD#2  
Joe Nole, Sheriff JCSO, Sheriff Office Alternate  
Thomas Olson, City of PT Chief  
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Mike Chamberlain, JC911 Network Technician  
Jenny Dyste, JeffCom911 Records Specialist  
Stacie Huibregtse, JeffCom911 Director  
Lisa Johnson, JeffCom911 Office Manager  
Terry Taylor, Port of Port Townsend

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate  
Mark McCauley, Jefferson Co, Alternate  
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order Tim McKern called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment None received
- IV. Agenda - Additions, changes, and Approval  
Greg Brotherton made a motion to approve the Agenda.  
Andy Pernsteiner seconded, and the agenda was approved.
- V. Approval of minutes:
  - A. Regular Board Meeting Minutes for September 22, 2022  
Greg Brotherton made a motion to approve the minutes.  
Art Frank seconded, and the minutes were approved.
  - B. Special Meeting Minutes for September 29, 2022  
Greg Brotherton made a motion to approve the minutes.
    - i. Art Frank seconded, and the minutes were approved.
  - C. Special Meeting Minutes for October 7, 2022  
We will move to approve these at the next meeting
- VI. Approval of Payments:
  - A. September 2022

- i. Account 671 – 1<sup>st</sup> Security                      \$ 244,393.23
  - \$200,000.00 Withdrawal to cover Payroll/EFTs
  - \$ 479.00 Payroll Benefit paid
  - \$ 44,872.23 Claims (Bills) paid
  
- ii. Account 3 – First Federal Savings      \$ 226,260.86
  - \$208,567.75 Payroll/Benefits paid
  - \$ 17,693.11 Claims (Bills) paid

Andy Pernsteiner made a motion to approve the vouchers for September 2022.  
Art Frank seconded, and the payments were approved.

VII. Director's Report

- A. Please see report online.
- B. Greg Brotherton encouraged our Pub Ed program to reach out to the high school students for career counseling, recruitment sit-ins, and to consider JeffCom911 in their future plans.

VIII. User Agency Report: Limited to 10 min per agency/speaker

- A. None received

IX. Old Business

A. Port of Port Townsend's Radio Service Request: Review SOP & Contract

- i. Two documents were provided for review.
  - E911 Services
  - Security on Law Primary SOP
- ii. Agreement was to use their call signs as "PORT-#"
- iii. Terry Taylor stated that the Port prefers Paging rather than texting. The Port is willing to absorb any additional costs to fulfill the needs to accomplish the Port's requests.
- iv. The Port Security Officer works 8-hour evening shifts
- v. Art Frank stated
  - Status checks are critical needs. We need to address specifics before we commit to the contract to make sure we address all concerns. Perhaps have a GPS capability to "find" their personnel when needed.
- vi. It was decided to have further discussions and carry over to next month.
- vii. Greg suggested we go over the terms of the service and develop a committee to address issues with Terry, Stacie, and Chief Olson.

- B. Stakeholder meetings
  - i. Stacie met with Chief Olson this month, and the Sheriff.
  - ii. It has been a positive experience.
- C. Records Specialist ILA Revision/Position
  - i. Currently there is a \$2.00/hour premium for covering vacation/sick leave.
  - ii. Discussion ensued about the need for coverage when the RC is on vacation/sick leave, and how to relieve the burden from Dispatch when they're so understaffed.
  - iii. A committee will be created to discuss these issues.
- X. New Business
  - A. WCIA Jefferson County 911 Property Appraisal Report
    - i. Appraisal is all complete with a small increase in rates, which is budgeted.
  - B. Change of position for Mike Chamberlain
    - i. It's important to consider promoting him to Network Administrator for succession planning when our IT systems manager may retire, or possibly leave.
    - ii. Andy Pernsteiner made a motion to approve the promotion to network Admin, second step effective January 2023.  
Greg Brotherton seconded, and the promotion was approved.
  - C. Review of Jeffcom 911 ILA
    - i. A committee will be created to discuss these issues
- XI. Executive Session –
  - A. Chief Tim McKern stated no intent to move into Executive session.  
Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
- XIII. Good of the Order
  - A. Allen Coleman of PenCom911 passed away unexpectedly last night. We offer our condolences. Stacie will reach out to the group.
- XIV. Adjourn
  - Tim McKern requested a motion to adjourn.  
  
Andy Pernsteiner made a motion to adjourn the meeting.  
Greg Brotherton seconded, and the Meeting was adjourned at 10:12 am.

Next Meeting:

November 17th, 2022 - 9:00 am -11:00 am

Regular Meeting

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date