



JeffCom911 Board Meeting
via Zoom
July 22, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Other Attendees:

AC, Public
Bret Black, EJFR
Mike Chamberlain, IT Network Technician
Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
C Kauzlarich
Nino, Public
Public attendee
Joseph S Quinn, Attorney for JeffCom911

Members/Alternate Members Absent or excused:

- I. Call to Order – Art Frank called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above
 - Audio only – Refer to meeting instructions above
 - Email – stacieh@jcpsn.us (Comments received here will be added to the correspondence log)
 - In-person – Not an option at this time.
- IV. Agenda – additions, changes and approval

Correct special meeting date to July 8, 2021, rather than June

- A. Art Frank made a motion to approve the agenda
- B. Joe Nole seconded and the agenda was approved.

- V. Approval of Minutes:
 - A. Board Meeting Minutes for June 24, 2021
 - B. Special Meeting Minutes for July 8, 2021

Greg Brotherton made a motion to approve the minutes as presented
Andy Pernsteiner seconded and the minutes were approved.

- VI. Approval of Payments: June 2021

Tim McKern made a motion to approve the vouchers for May 2021.

Greg Brotherton seconded and the payments were approved.

- VII. Director's Report

- A. Please see report that was emailed.

- VIII. User Agency Report

- A. Ariel Speser and Greg Brotherton both suggested that all documents sent out for a board meeting be posted on the website and made available to the public.
 - B. Pete Brummel clarified that Chief Black wants to add WSRB (Washington Surveying & Rating Bureau) certification requirement on the next month's agenda. They monitor how effective Fire Response is in the county.

"WSRB evaluates the fire-protection capabilities of every community in Washington state"

- C. Brett Black wants to add an ad hoc committee to establish protocol for the fire depts need for certification, to identify issues to address with JeffCom911. This certification drives insurance rates in the community.
 - D. Stacie stated that JeffCom911 does have the data recorded, but she does not have the staff or the band width to run this.
 - E. Art Frank requested consideration that the Fire Departments spearhead this, and present concerns to JeffCom911.
 - F. As President of the Fire Chiefs Association, Chief McKern will add this to the agenda on August 9th. We would need to have no more than two board members present on the committee to not constitute a board meeting.
 - G. Bob Pontius reiterated support that all board documents be made available to the public. Many people do not have access to the internet.

- i. Greg Brotherton made a motion to post all meeting documents on the website.
 - ii. Art Frank seconded, and the motion was passed

IX. Old Business

- A. Finance working group – there have been no meetings. This will reconvene during budget season
- B. CrewForce /Shieldforce application with new CAD – Active CAD will only be available moving forward if we stay separate from Pencom on the CAD upgrade.
- C. User fee discussion regarding changes
 - i. Art mentioned that according to the 2012 ILA we have the authority to change the methodology. Section II, A, 3 b

All decisions made by the Board shall be made by majority vote, unless the decision involves one of the following exceptions. For said exceptions, Board decisions shall require a supermajority, either requiring for approval a four to one vote, or a three to one vote if a Board member is absent:

- a. Decisions involving the budget, acceptance of grants, or finance proposals.**
- b. Any revision to the method of determining a Party's allocable portion of user fees.**
- c. Decisions regarding the hiring or termination of JeffCom's Director.**

X. New Business

- A. CAD upgrade: Contract, costs, etc. should the contract be broken with Pencom.
 - i. Stacie reached out to Tyler Directly for a quote for costs, independent of PC. They have not provided a definitive quote.
 - ii. Tyler has only provided the joint venture agreement, which is \$70,153 for us, or 1/3rd of the \$206,000.
 - iii. They reiterated that they can't provide a new quote unless we are in contract negotiations.
 - iv. There has been little documentation for Network setup, the build, additional software applications, or what the governance of this joint venture entails.
 - v. Mark Piel from the City of PT is not in support of "active CAD" program (that he programmed) being used in the joint venture, since he will not have direct involvement with the combined network.
 - vi. Rich said we will need to upgrade because Tyler is not supporting MSP Windows 7 OS in the future.
 - vii. Alternate Peter Brummel recommends that we act proactively and make a motion to have Stacie begin negotiation directly with Tyler and find out costs.
 - viii. Tim McKern suggests we wait until the legal cost sharing agreement is resolved.
 - ix. Joseph Quinn recommends that we decide whether to continue with the existing Joint Venture Contract and Amendment. Sequencing is important.

City of PA might suggest it's a breach of contract. JeffCom911 needs to communicate directly with their elected Board, not Karl Hatton directly and share your reasons why it is not working. Find out if they consider that we owe them the remainder of the \$70K. What about potential overruns of budget? The existing agreements are poorly written. We don't know the true agreement.

- x. Stacie reached out to the City Manager and Karl Hatton who both signed the agreements, and their response was to reach out to their deputy director, Karl Hatton. She reached out to Karl, as well as Tyler. She repeatedly gets no definitive response. She feels that it was a conflict of interest for Karl to have signed the PenCom911 Contract as Director, when he was also the JeffCom911 Director. Stacie expressed that we are being pushed into something may not be best for JeffCom911.
- xi. Ariel has questions for Joseph Quinn in an executive session. Ultimately, Mr. Hatton expressed to her that he has tried to answer questions and is concerned about resolving communication breakdown.
- xii. Bret Black acknowledges the difficulty of stepping in to preexisting plans, and that Stacie's efforts are appreciated. He reiterated the importance of getting a quote from Tyler. Also, are we compliant with the State requirements Executive Session– RCW 42.30.110 (1)(i)

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; to review contractual

Art called for an executive session.

1. Start 10:00 End: 10:15 am

Art Frank made a motion to contact the Mayor of Port Angeles to resolve questions and to have a joint meeting with PenCom911 and JeffCom911. Ariel Speser seconded, and the motion was carried.

- B. Evergreen Storage issues: Payments, violation of contract by Evergreen
 - i. We purchased a storage container form DryBox and had it delivered.
 - ii. We gave official notice for the last unit.
 - iii. We paid a portion of the amount they requested.
 - iv. The contract required 30-day notice of rate increases, which didn't happen.
 - v. We will pay the late fees, but not any increased rate increases.

- C. Greentree cancellation completed: with 180-day notification with continued servicing during that period.

Silke communications is working with Rich on setting up an inventory accounting of equipment and maintenance contract.

- D. 2022 Budget Discussion
 - i. We will be starting preliminary efforts in August
 - ii. Our budget needs to be out by September
 - iii. Finance working group will be utilized

- XI. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee.
 - A. Board may take action in open session following Executive Session.
 - 1. Start 10:30 End: 10:45 am
 - B. No decisions were made

- XII. Suggestions for next or future agenda, regular meeting and /or executive session.
 - A. Do we want to make a hybrid meeting, with Zoom and in-person?
 - B. Allows public to easily participate.
 - C. If you come in person, please follow safety protocol.
 - D. Station 11 in Chimacum is a potential site.
 - E. Be sure to have microphones in the conference room for all speakers

XIII. Good of the Order

XIV. Adjourn
Art Frank adjourned the meeting at 10:51 am.

Next Meeting

August 26, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date