



JeffCom911 Board Meeting
via Zoom
August 26, 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
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Other Attendees:

Bret Black, EJFR
David Carlbom, EMS
Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Thomas Olson, City of PT Chief Alternate

- I. Call to Order – Art Frank called the meeting to order at 9:05 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.
No public comments were received.

- IV. Agenda – additions, changes, and approval
 - A. Greg Brotherton wanted to add Allison Berry, Jefferson County Health Officer to speak at 10:30 about communication processes at JeffCom911 as well as vaccine discussion.
 - B. Chief McKern made a motion to approve the minutes as presented
Ariel Speser seconded and the changes to the agenda were approved.

- V. Approval of Minutes:
 - A. Board Meeting Minutes for July 22, 2021
 - B. Art Frank requested that we postpone the approval to next month so he could verify some information on the minutes.
- VI. Approval of Payments: July 2021
 - Greg Brotherton made a motion to approve the vouchers for July 2021.
 - Tim McKern seconded, and the payments were approved.
- VII. Director's Report
 - A. Please see report that was emailed.
 - B. The carpet did not get installed on August 23rd as intended and is rescheduled for September 3rd.
- VIII. User Agency Report
 - A. Chief Black had some comments:
 - i. Regarding our EMD (Emergency Medical Dispatch) protocols: he understands that we use the King County Protocols, and in the future would like an assessment of how they are cross walked into Jefferson County's EMS protocols.
 - 1. Stacie mentioned that they are not cross walked as far as she knows, and King county's protocols are best practice in the industry. Dr Carlbom as requested a copy.
 - 2. Chief Black requests that we perform an analysis of it and review it regularly.
 - ii. Ariel requested clarification on this. Stacie explained the dispatchers' protocol.
 - iii. Dr. Carlbom commented that we have a tiered EMS (Emergency Medical System) response, where BLS (Basic Life Support) where we add paramedics for critically ill patients. There are sometimes over-send/under-send units where resources are called and then called to stand down. We may want to evaluate the criteria for which we base our Dispatchers' call outs for emergency responders.
 - iv. Chief Black recommends we set up an Ad Hoc committee to evaluate protocols.
 - v. Chief McKern brought up our individual response plans. Right now, we cannot access them before we change our run cards to the new Enterprise CAD system.

- vi. Dr. Carlbom stated that this will be an ongoing process to fine-tune a limited number of issues each month until we have addressed them all over the year.
 - B. Chief Black requested that we have an EMS COVID screening on all calls to help reduce exposure to our first responders.
 - i. Stacie mentioned that there had been some lack of doing this in house, and the dispatchers have been notified to be sure to ask these important questions.
- IX. Old Business
- A. Finance working group – No meeting dates/times could be arranged for all working group members to participate prior to the August board meeting. More to come.
 - B. CrewForce application with new CAD – Will not be implemented until go live.
 - i. We need to know exactly what the Fire Districts specifically want with CrewForce: how many users, and the annual cloud maintenance cost will be prorated accordingly.
 - ii. We will work with Terry Minter at Tyler for updates on training.
 - C. CAD upgrade
 - i. We had another meeting with PenCom's and JeffCom's IT staff, Karl, and Stacie.
 - ii. It was an advantageous meeting that helped clear the air and any misconceptions.
 - iii. We discussed network concepts, as well as governance and who is responsible for the adherence to the plan, and who is responsible for what.
 - iv. PenCom's "go-live" this month has gone relatively well with some bugs to work out.
 - v. Rich is proactively communicating any concerns and Stacie wants us to be aware that there may be some down time, so "prepare for the worst, and hope for the best!"
 - vi. Chief Brummel requested being notified when the response plans are built, as soon as possible so we don't have to wait until the last minute. Tyler will be delving in to JeffCom's data on September 11th, and access will be after that.
 - vii. Sheriff Nole expressed concern about the joint CAD development. Art Frank reassured that JeffCom911 is not in a subordinate position, but we are in a teamwork approach. There is a new document being created to address both agencies' governance concerns, clarifying how to resolve problematic issues.

- viii. Stacie was very encouraged by Chief Brain Smith's assurance that each agency will be operating with interoperability in mind, but they are not looking at regionalization.
- ix. Greg Brotherton expressed that the governance amendment documents will be very important to refer to when present key players leave, or new appointees join in the leadership
- x. Chief Black raised concern over Mark Peil's concern on the Active CAD program (that he created) support that he currently offers, and this is Chief Black's primary concern. This affects whether we consider CrewForce "need to have", or "nice to have." In lieu of our usage of Active CAD. Active Cad, or its comparable is essential. This problem needs to be addressed ASAP, especially if it fiscally impacts our 2022 Budget.

X. New Business

- i. 2020 Budget discussion
 - 1. We will plan to have some special meetings to work on the budget discussion and solidify the final numbers.
 - 2. Stacie will send out a doodle poll to set up a Special Meeting to continue budget discussions
- ii. Allison Berry, Health Officer for both Clallam and Jefferson County
 - 1. 911 Dispatch Services are critical and essential.
 - 2. Recent covid infection in our jail was from outside contact with workers, not prisoners.
 - 3. Clallam Deputies have a vaccination rate of 60%
 - 4. Lack of Masking enforcement was an issue in the jail and with the deputies.
 - 5. All of PenCom911 is fully vaccinated; they have had not COVID.
 - 6. It is critical to have JeffCom911 fully vaccinated.
 - 7. She encouraged incentivizing the vaccinating of employees.
 - 8. She mentioned that non vaccinated people should eat separately, and also non vaccinated staff have to stay out for 7 days after a negative test.
- iii. Stacie stated that she will not mandating the staff get vaccinated. She is vaccinated but believes that it is an individual choice.

She has advised all employees to maintain safety in the hallways, kitchen, jail and sheriff's office to wear masks.

- XI. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee.
 - A. Board may act in open session following Executive Session.

- XII. Suggestions for next or future agenda, regular meeting and /or executive session.
- XIII. Good of the Order
 - A. Please answer the doodle poll as soon as possible today.
- XIV. Adjourn
Art Frank adjourned the meeting at 10:53 am.

Next Meeting: September 23, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date