



JeffCom911 Board Meeting

****via Zoom****

September 23, 2021

Members/Alternate Members Seated:

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

Other Attendees:

Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson Co. Admin
Joe Nole, Sheriff JCSO

- 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. Art requested to move New Business before Old business
 - B. Art Frank made a motion to approve the agenda 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, and August 26, 2021
 - B. The September 02, 2021, special meeting minutes will be reviewed in October.
 - C. Tim McKern made a motion to approve the Minutes for July & August 2021
Ariel Speser seconded, and the minutes were approved.
- VI. Approval of Payments: August 2021
 - Ariel Speser made a motion to approve the vouchers for August 2021.
 - Tim McKern seconded, and the payments were approved.
- VII. Director's Report
 - A. Please review Stacie's report.
 - B. Ariel appreciated the additional items that were listed. It helps to give a "road map" of issues being addressed.
 - C. Ariel asked for clarification on JeffCom911 data. The pickup time is in seconds, for August 2021.
 - D. Mark suggested that a trend line would be helpful.
 - E. Bob Pontius asked who was leaving, and if there be an exit interview. Stacie replied that Sunny Fortino took a job at PenCom, and yes there will be an exit interview.
- VIII. User Agency Report: Limited to 10 min per agency/speaker
 - A. Brett Black asked what is the goal for call pickup time?
 - B. Stacie replied that the state standard is to be in the 95 percentiles, which is that our calls are to be answered in 30 seconds or less. JeffCom911 is within the standard, and it is monitored monthly by the state.
- IX. New Business
 - A. Vote on 1, or 3-year average for user fee calculations for budget
 - i. Art proposed to use the one-year average. We will discuss this further going forward and revisit the 2012 ILA stipulations.
 - ii. Tim McKern stated that the Fire Chiefs' association had voted on this, and agreed with this at their meeting on September 20th
 - iii. Art Frank stated that East Jefferson Fire concurred at their recent meeting.
 - B. Radio Upgrade Quote from Silke
 - i. We are still waiting. Silke has complete the inventory and will submit a report next month.
 - ii. They have visited all the sites but one. Art and Stacie are coordinating with Chris Palmer from Greentree Communications to finish the inventory at the last site. There was an issue with gaining access to one of the tower sites and this is being resolved.

- iii. We need to fine tune the guestimate of the \$100K radio capital improvement. The current budget proposal doesn't include this item yet. Silke and Zetron are working on the quotes
- iv. Art suggested wanting input from the agencies would be helpful to evaluate and ascertain the best way to move forward.
- C. Supervisor Vacancy
 - i. Sunny Fortino has given her resignation and will be leaving September 30, 2021. She has accepted an offer from PenCom911.
 - ii. Stacie is searching for backup and trying to delegate her responsibilities as much as possible.
 - iii. We will be advertising the position soon, as well as two more dispatcher positions.
- D. Tim McKern suggested that we reconvene the user groups' meetings as soon as possible.
- E. Chief Brummel asked about accessing and editing the RUN cards. Rich is working on this currently and should be done within a couple of weeks.
- F. Approval to surplus filing cabinets and old office desk
 - i. Stacie requested authorization to surplus these items.
 - 1. Old vertical file cabinets
 - 2. Old desk
 - ii. We will present a resolution for next month to approve the removal.
 - iii. Will provide pictures.
- X. Old Business
 - A. 2022 Budget Approval
 - i. Discussion ensued over budget topics and the call for service calculations were based on a one-year historical basis, with mutual aid calls being subtracted. Last year a negative budget of \$134,000 was approved, so we need to "make up" for that depletion of our funds.
 - ii. The one-time cost for the radio upgrade is not yet included.
 - iii. Ariel Suggested that a finance committee establish policy on emergency funding protocol if we exceed our Capital fund.
 - iv. Bob Pontius recommended having all agencies represented on the finance working group. Mark McCauley, Nora Mitchell, Chief Brummell, and Stacie Huibregtse are currently on this committee.
 - v. Stacie has begun the process for putting together data and information to try and get the 2/10th of 1% 911 tax for Jefferson County. The increase, if passed, would allow for the upgrade of the 911 system which is currently outdated and at end of life. This is an expensive upgrade due to the complexity of the system and the new requirements that need to be met for moving forward with NG 911. Having additional funding to cover these costs and future costs related to

modernizing and updating the Jeffcom 911 center is a requirement.

- vi. Art Frank made a motion to accept the budget as presented
Mark McCauley seconded the motion, and the budget was passed.

B. CAD upgrade:

- i. The upgrade to "go live" has been moved out to March 22nd, 2022, due to Tyler experiencing significant staff reductions.
- ii. Thomas Olson asked for update on the Active CAD program, vs CrewForce. Stacie mentioned that she has been in meetings with the city council and members, all week. Mark Peil has been given access to the new database and worked with PenCom's live data and he is seeing if it is possible to continue to work with the new CAD Enterprise operating system.
- iii. We need to be considerate since he is doing this extra work in good faith and without compensation.
- iv. CrewForce is a program that Fire does want, regardless of Active CAD. It's similar to what Law Enforcement uses with the Tyler mobile. Active CAD is a one-way information reporting tool for a query reporting tool that helps to access data.

- XI. 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.
Board may act in open session following Executive session.

Executive Session Start time: 10:15 – 10:30 am

- XII. Suggestions for next or future agenda, regular meeting and/or executive session.

- XIII. Good of the Order

- A. Art Frank mentioned that all Board documents are now on the JeffCom911.us website
- B. Bob Pontius thanked everyone for all their hard work.

- XIV. Adjourn

Art Frank adjourned the meeting at 10:31 am.

Next Meeting: October 28, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date