



JeffCom911 Board Meeting

via Zoom

October 28, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Commissioner
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Members/Alternate Members Absent or excused:

Pete Brummel, EJFR Alternate
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff

Other Attendees:

Bret Black, EJFR
Mike Chamberlain, JeffCom911 -Network Admin
Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
General Public Attendee
Justin Matheson, Brinnon Fire Commissioner
Dan Toepper, PUD Commissioner
Kathy Young
Public 360-315-1877

- I. Call to Order Art Frank called the meeting to order at 9:08
- 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 made a motion to approve the agenda as presented
Art Frank seconded, and the agenda was approved.
- V. Approval of minutes:

- A. Special Meeting minutes for September 02, 2021
 - B. Board Meeting Minutes for September 23, 2021
 - C. Art Frank made a motion to approve the Minutes for September 02, 2021.
Greg Brotherton seconded, and the minutes were approved.
Ariel Speser abstained since she was absent
 - D. Ariel Speser made a motion to approve the Minutes for September 23, 2021.
Joe Nole seconded, and the minutes were approved.
Greg Brotherton abstained since she was absent
- VI. Approval of Payments: September 2021
Art Frank made a motion to approve the vouchers for September 2021.
Ariel Speser seconded, and the payments were approved.
- VII. Director's Report
- A. Please review Stacie's report.
 - B. Stacie Attended the APCO/NENA conference that was in San Antonio.
 - C. Sunny Fortino attended training in Leadership in Police Organizations
 - D. The Finance Working Group meant and discussed possible grants. They are also looking at asking for an increase of tax revenue from 1/10th to 2/10^{ths} of 1% tax increase proposed to the public.
- VIII. User Agency Report: Limited to 10 min per agency/speaker
- A. Justin Matheson has been appointed as the new Brinnon Fire Commissioner, replacing Meryl Smith. He is covering due to traffic emergencies.
- IX. Old Business
- A. CAD upgrade: New dates
 - i. March 22, 2022 is still the "go-live" date.
 - ii. The Jail module is being worked on to fully integrate with the others.
 - B. Radio Upgrade: Report by Rich DePas
 - i. He has been working with Silke Communications assessing 7 radio sites.
 - ii. We are also working with various vendors, identifying obsolete equipment, and working on funding on radio upgrades and identifying priorities. Much of our equipment is no longer supported, as well as relatively complex. We are identifying priorities, and working on obtaining some funding to facilitate purchasing replacement equipment

- iii. Fire has been working on a larger area TAC channel to be able to switch over to a second channel, especially when there are multiple emergencies occurring at the same time, such as the multiple conversations occurring during a crisis.
 - iv. The dispatch radios are running on Window XP operating systems, which is so out of date, but our radios won't work on anything newer. Rich has rebuilt one to get it up and running to keep it functioning as long as possible.
 - v. We need to assess all user agencies to get input on what is needed and what the best direction to move is. Our Radio systems is very complicated.
 - C. Greg Brotherton asked about status on the increasing our EMS Support taxes from 1/10th of 1%, to 2/10ths of 1%. Thurston County was successful two years ago. Kitsap County is voting Nov 2nd on their request. Bob Pontius confirmed that we really need to provide plenty of information to support our request to gain our taxpayer support.
 - D. Supervisor Vacancy: Discussion regarding filling of extra dispatch position in anticipation of internal promotion to Supervisor position
 - i. Stacie will be posting it in-house. She will probably hire within.
 - ii. We need to hire 3 dispatchers to fill the vacancies from some recent departures.
 - iii. We have a potential dispatcher in the pipeline, in background check, and two recent applications received. Applicants need to live within 45 minutes of JeffCom911.
 - E. Approval to surplus filing cabinets and old office desk Resolution 2021-00006
Art Frank made a motion to approve Resolution 2021-0006 as presented.
Ariel Speser seconded, and the resolution was approved.
- X. New Business
- A. CrewForce contract
 - i. Stacie contacted our Tyler Representative, Terry Mentor, to ascertain what the costs for CrewForce will be.
 - ii. All the information was sent out for each user agency to review.
 - iii. We will need a solid vote on what direction we want to go.
 - iv. CrewForce won't function until we go live, in March or April 2022. Then our billing will be split and shared between all the agencies for Jefferson & Clallam counties.
 - v. The costs will shared, and then in the future we will bill for continued annual maintenance.
 - vi. Check YouTube for CrewForce Demo

- B. User Fees
 - C. Board composition
 - i. Ariel Stated that the City wanted to request adding another city representative.
 - ii. Perhaps we need to consider expanding the board?
 - iii. We need to set up a working group to discuss this
 - D. Warrant Clerk position –
 - i. The position ILA is outdated, and the reimbursement doesn't cover the actual costs.
 - ii. This position is for LAW enforcement; it doesn't involve the fire districts.
 - iii. We need the Finance working group to work on upgrading this contract.
- 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: 9:56 – 10:06 am
Executive Session Start time: 10:07 – 10:20 am
- No decisions were made
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
- A. Art Requested that Rich DePas give a monthly report
"IT Systems Administrator Report" after the "Director's Report"
 - B. Tim McKern Requested that the Zoom Meeting link be put on the calendar
- 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 10:28 am.
- Next Meeting: November 18, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date