



JeffCom911 Board Meeting

via Zoom

November 18, 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
Andy Pernsteiner, Undersheriff
Ariel Speser, City of PT

Other Attendees:

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

Members/Alternate Members Absent or excused:

Joe Nole, Sheriff JCPSO
Thomas Olson, City of PT Chief Alternate
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order Art Frank called the meeting to order at 10:01
- 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 Frank made a motion to approve the agenda as presented
Ariel seconded, and the agenda was approved.

V. Approval of minutes:

A. Meeting minutes for October 28, 2021

- i. Art requested moving Chief Black's name from "Members/Alternate members seated" to "Other Attendees"
- ii. Change Greg Brotherton to Jefferson Co. Commissioner (not Admin)

B. Greg Brotherton made a motion to approve the Minutes for October 28, 2021. Tim McKern seconded, and the minutes were approved.

VI. Approval of Payments: October 2021

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

Art Frank seconded, and the payments were approved.

Stacie Huihregtse informed the board that we have been targeted in a bogus check scam. We have received several phone calls from people wanting to know if they can cash the checks. They are counterfeit and have been out of state attempts.

Stacie Prada, Jefferson County Treasurer has filed a police report. Now we have a new service at First Security Bank that reports to the bank to reject them.

VII. Director's Report

- A. Please review Stacie's report.
- B. Stacie attended the Behavioral Health Summit, along with, Chief Olson, Sheriff Nole, and Chief McKern.
- C. We are working with Dr. Carlbon to ensure continuation of the current CBD (Call Based Dispatch) program and protocols with our user agencies.

VIII. IT Systems Manger Report

- A. The Tyler CAD upgrade to the new Enterprise environment is picking up steam. Mike has been sitting up virtual workstations for our agencies to remote into, and to work with table mapping from existing Tyler environment to the new one. Stacie is heading up this.
- B. LERMS (Law and Corrections) is getting in and setting up their pieces of the project.
- C. Rich is working on the old environment and trying to move it to the new one. The old Operating system data moved onto the new server has been problematic. Last night Rich tried to move 2 servers over, with a failed attempt.

- D. Chief Brummel requested that when there is an “all call” that the active CAD is going down for a transfer. It would be helpful to get an “all call” to close the loop, and to let the Battalion Chief know when it is “back up”.
- IX. User Agency Report: Limited to 10 min per agency/speaker
- A. No comments were received
- X. Old Business
- A. CAD upgrade: New dates
 - i. March 22, 2022 is still the “go-live” date. Work has begun this week on the mapping of data and validation sets from the currently legacy system over to the new CAD environment. This is extremely time consuming and will require work and assistance from several involved users. Testing of the data that is being converted will take place tentatively on November 29th.
 - ii. The Jail module is being worked on to fully integrate with the others.
 - iii. Stacie is going to meet monthly with Karl Hatton for the interoperability of the two agencies. They met yesterday morning in Sequim.
 - iv. Stacie encouraged all user agencies to assist in correcting the “rumor mill” and to keep their constituents informed so as not to encumber JeffCom911 with putting all these “fires” out.
 - v. We ask that our appropriate Admin board member reach out to their agencies and inform them of the facts and to help dispel concerns, before contacting Stacie or Rich, who are both very tasked right now with conversion.
 - B. Radio Upgrade:
 - i. Silke Communication’s quote was provided and came in higher than expected. We are working with them to stay under the amount we budgeted.
 - ii. We have received separate quotes for maintenance for the radio consoles on the dispatch floor are different than the radio consoles that sit in our back room that make the connection between the dispatchers and the field units.
 - iii. There are multiple pieces to the radio upgrade. The dispatch “radio consoles” is really a PC interface which is still running on Windows XP and cannot support upgraded operating systems.
 - C. CrewForce contract – Karl Hatton verified yesterday that PenCom has signed the contract with Tyler for CrewForce. This encompasses all of the Jeffcom user agencies as well. None of JeffCom911 will incur any fees until we go live in March 2022. If Fire has any questions, Jefferson County Fire should reach out to Clallam County Fire to answer questions of its functionality.

- D. User Fees – use as a place holder for now; to be discussed next year with an agency working group meeting.
 - E. Board composition – Art suggests we revisit this at the beginning of next year and create a working group to discuss any issues for changing or maintaining the status quo.
 - F. Warrant Clerk position
 - i. This may be best served at a finance working group for the new year.
- XI. New Business
- A. CAD Upgrade discussion: Dispelling the rumors
 - i. Stacie encouraged all user agencies to assist in squashing the “rumor mill” and to keep their constituents informed so as not to encumber JeffCom911 with putting all these “fires” out.
 - ii. Please reach out to the appropriate Admin board member to dispel concerns before they contact Stacie.
 - B. VIPER upgrade –
 - i. Initial bid came up over \$300,000
 - ii. Reworked bid came in around \$270,000
 - iii. Looking for funding through the State for a potential grant.
 - C. Airlift NW/Lifeflight updates
 - i. Stacie has been working with Dr. Carlbom on the protocol for dispatching both agencies and trying out the Flight Vector Application which submit requests to both Medivacs. It’s been very helpful.
 - ii. Dr. Carlbom and King County EMS to ensure continuation of the current CBD (Criteria Based Dispatch) program and protocols
 - iii. Lifeflight and Airlift NW have both been working with Jeffcom on the Flight Vector application. There are still some issues with the program, flight requests and call center communication. We are continuing to work through these issues in the hopes that the application will reduce the workload on the dispatchers.
 - iv. Andrew and Shawn at Airlift have been working with their pilots to ensure that conflicts in the field are reduced.
 - v. Tim McKern expressed concern with confusion in the field, vs the ease of use for the inhouse dispatchers. There is the ability to dispatch from an app on a cell phone in the field but may not be ideal yet.
 - vi. Art asked what our policy is for whom we use. Some clients may have gap insurance with specific Medivac companies, and because of the extraordinarily

high airlift costs, it may raise patient financial concerns after the emergency has been handled.

- D. Dispatcher new hire
 - i. New employee has psychological evaluation scheduled for November 22nd. Anticipated start date with JeffCom911 is Dec 1, 2021.
 - ii. Other applicants are in the queue.
 - iii. Filling the Supervisor Position is on hold until 2022

- XII. 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: 10:43 – 11:00 am
No decisions were made

- XIII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. None

- XIV. Good of the Order
 - A. Have a great Thanksgiving everyone!

- XV. Adjourn
Art Frank adjourned the meeting at 11:00 am

Next Meeting: December 16, 2021 – 10:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date