



JeffCom911 Board Special Meeting  
\*\*via GoToMeeting\*\*  
January 12, 2021

Members/Alternate Members Seated:

Art Frank, Fire Commissioner  
Greg Brotherton, Jefferson Co. Admin  
Tim McKern, Fire Chief, FD#2  
Andy Pernsteiner Undersheriff  
Ariel Speser, City of PT

Other Attendees:

Richard DePas, JeffCom911 IT Network  
Lisa Johnson, JeffCom911 Office Manager  
Robert Pontius, Fire Comm. Assn, alternate  
Public Attendee  
Troy Surber, City of PT, Alternate

Members/Alternate Members Absent or excused:

Joe Nole, Chair, Sheriff JCSO  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Philip Morley, Jefferson Co Admin/Alternate

- I. Call to Order – Art Frank called the meeting to order at 3:01 pm
- II. Roll Call
- III. Unfinished Business
  - A. Discussion of Executive Director Contract and possible action related to Salary and hiring of Executive Director.
    - i. Stacie has passed all requirements and she is scheduled to start January 18<sup>th</sup>  
Art made a motion to make a fulltime offer to Stacie Huibregtse.  
Andy Pernsteiner seconded, and the motion was carried
  - B. Executive Session – RCW 42.30.110 (1) (g) to evaluate the qualifications and salary negotiation of an applicant(s) for public employment. Following the executive session final action regarding the salary and/or hiring will take place in Open session.
    - i. No session was needed.
  - C. Discussion of new IT Network Administrator Contractor
    - i. Discussion of changing position to Exempt – currently this position is union and covered under the WA Teamsters Collective Bargaining Agreement.
    - ii. The needs of JeffCom911 may be better met by moving this to a management position, due to the nature of confidentiality in the duties.
    - iii. There would be little to now impact to the budget
    - iv. We will revisit this when Stacie Huibregtse at the next board meeting.

D. Resolution 2021- 0001

Request to transfer \$214,320.16 from Capital fund to Operating account.  
The board authorized this purchase in the 2021 Capital Budget approval.  
Art made a motion to accept the resolution as presented.  
Andy Pernsteiner seconded, and the motion was carried.

IV. Good of the Order

Andy welcomed Greg Brotherton as our Board Member, and welcomed Rich DePas to JeffCom911.

V. Adjourn

Art Frank adjourned the meeting at 3:15 pm.

Next Meeting

January 28<sup>th</sup>, 2021 – 9:00 am Board Meeting via Teleconference.

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



JeffCom911 Admin Board Meeting  
\*\*via Zoom\*\*  
January 28, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner  
Greg Brotherton, Jefferson Co. Admin  
Tim McKern, Fire Chief, FD#2  
Joe Nole, Sheriff JCSO  
Ariel Speser, City of PT

Other Attendees:

Bert Black, EJFR  
Pete Brummel  
Jenny Dyste, JeffCom911 Records Specialist  
Stacie Huibregtse, JeffCom911 Director  
Lisa Johnson, JeffCom911 Office Manager  
Brad Martin, Fire Chief, FD#3 Pt Ludlow  
Mark McCauley, Jefferson C  
Philip Morley, Jefferson Co Admin/Alternate  
Came in the room 9:13 am  
Andy Pernsteiner, Undersheriff  
Robert Pontius, Fire Comm. Assn, alternate  
Troy Surber, City of PT, Alternate  
Dan Toepper, PUD No. 1 Commissioner

Members/Alternate Members Absent or excused:

- I. Call to Order – Art Frank called the meeting to order at 9:00 am
- II. Agenda – additions, changes and approval
  - A. Art Frank made a motion to approve the agenda
  - B. Tim McKern seconded and the agenda was approved.
- III. Roll Call
- IV. Approval of Minutes:
  - A. A. Board Minutes for December 4<sup>th</sup>, 8<sup>th</sup>, 17<sup>th</sup> and January 12<sup>th</sup>.
    - i. Ariel made a motion to approve the minutes
    - ii. Joe Nole seconded and the motion was passed
  - B. B. Board Minutes not completed: August 27<sup>th</sup>, Sept 17<sup>th</sup>, Sept 24<sup>th</sup>, and Oct 29<sup>th</sup>
- V. Approval of Payments: December 2020
  - A. Ariel made a motion to approve the vouchers
  - B. Joe Nole seconded and the payments were approved.
- VI. Director's Report
  - A. Stacie has been talking to Art, Ray Stout, and Rich DePas regarding our Social Media Facebook Page. She recommends getting rid of it. We have a contract with ArchiveSocial for approximately \$4800 and will look to early termination costs.

- B. We want to update and keep our webpage updated. We currently have contracted with Assai Web Design in Sequim.
  - C. The state is talking about getting our dispatchers in the first responders category for the vaccine prioritized. We are at risk if anyone contracted COVID19.
  - D. We have a lot of EOC volunteers in and out of the building, and the risk is increasing. She has a proclamation to have them recognized as First Responders.
  - E. Philip Morley has already reached out to Tom Locke at the Public Health Dept.
  - F. Joe said that the he spoke to the Hospital, and Tom Locke said that currently that is not authorized on the 1A list.
  - G. Greg Brotherton had also reached out to Tom Locke.
  - H. Commissioner Pontius conveyed that the First Commissioner Association agrees with proclaiming JC911 as First Responders, and to be hopefully added to the 1A list.
  
  - I. Ariel made a motion to make a letter of proclamation to the Public Health Officer, and to request that JC911 staff be put in group 1A as First Responders. Joe Nole seconded and the motion was carried.
  
  - J. Chief Black asked if we can isolate the volunteers working in the EOC Vaccination call center and separate them at a satellite location somewhere else in the community. As he's been touring Jefferson County he has seen lots of available space in other facilities. This all began on the same day that Stacie started, as well as Chief Black's first day! It is important to protect the command structure in this pandemic era.
  - K. Stacie requested filling the vacant PC Technician position to assist Rich after Ray retires. With the CAD upgrade and the GIS push, there is significant need. Art mentioned that we reconvene the Finance Meetings workgroup.
- VII. Old Business
- A. Reserve Balance % requirements  
Move to next month for the finance meeting group can make a recommendation
- VIII. New Business
- A. Add Art Frank as signature of authority
    - i. Tim McKern made a motion to have Stacie and Art added as signatory to our two bank accounts.
    - ii. Ariel seconded and the motion was carried.
  - B. Add credit card authorization for Stacie Huihregtse.
    - i. Art Frank made a motion to have Stacie authorize for a credit card.
    - ii. Greg Brotherton seconded and the motion was carried.
  - C. Potential filling of PC Technician position – moved to next month

- IX. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee
  - A. Session set for 9:33 – 9:43 am
  - B. Session extended to 9:50 am

No action was taken.

- X. Suggestions for next or future agenda, regular meeting and /or executive session.
  - A. Ariel suggested having a “JeffCom911” overview for all newcomers Stacie, Gregg, Peter, Rich, and Bret.
  - B. Gregg Brotherton agrees that this would be beneficial to everyone.
  - C. Bret Black suggested an online meeting.

- XI. Good of the Order
  - A. Joe was delegated to interim when Ted’s contract expired, and he wants to thank Art Frank for his diligence, hard work, and coordination of all the tasks that he undertook this past month, and for his professionalism. He also is grateful that he is the Chair.
  - B. Gregg Brotherton offered to help in any way to get the authorization for JC911 Staff to be added to the 1A Group. He meets with them on the Third Thursday of February.
  - C. Joe Nole concurred and agrees that Dispatchers ARE the First Responders.
  - D. Ariel welcomed Stacie and offered the board to assist her in any way possible. Please feel free to reach out to any of them.

- XII. Adjourn  
Art Frank adjourned the meeting at 10:00 am.

Next Meeting  
February 25<sup>th</sup>, 2021 – 9:00 am Board Meeting via Teleconference.

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



JeffCom911 Board Special Meeting  
\*\*via Zoom\*\*  
February 25, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner  
Greg Brotherton, Jefferson County Commissioner  
Tim McKern, Fire Chief, FD#2  
Joe Nole, Sheriff JCSO  
Troy Surber, City of PT, Alternate

Other Attendees:

Bert Black, EJFR  
Pete Brummel  
Jenny Dyste, JeffCom911 Records Specialist  
Stacie Huibregtse, JeffCom911 Director  
Lisa Johnson, JeffCom911 Office Manager  
Philip Morley, Jefferson Co Admin/Alternate  
Robert Pontius, Fire Comm. Assn, alternate  
Dan Toepper, PUD No. 1 Commissioner  
Brian Tracer, EJFR  
Jerry Wilson, Public

Members/Alternate Members Absent or excused:

Mark McCauley, Jefferson Co  
Andy Pernsteiner, Undersheriff  
Ariel Speser, City of PT

- I. Call to Order – Art Frank called the meeting to order at 9:03 am
- II. Agenda – additions, changes and approval
  - A. Art Frank made a motion to approve the agenda
  - B. Tim McKern seconded and the agenda was approved.
- III. Roll Call
- IV. Approval of Minutes:
  - A. Board Minutes for January 28, 2021
    - i. Tim McKern made a motion to approve the minutes
    - ii. Greg Brotherton seconded and the minutes were approved
  - B. Board Minutes Pending: August 27th
  - C. Board Minutes Pending: Sept 17th
  - D. Board Minutes Pending: Sept 24th
  - E. Board Minutes Pending: Oct 29th
- V. Approval of Payments: January 2021
  - A. Art Frank made a motion to approve the vouchers
  - B. Greg Brotherton seconded and the payments were approved.  
Joe asked for back up for the Acct No. 672 transaction to be attached to the transaction paperwork. It was the fulfillment of the Resolution passed 2021-0001 for the transfer of funds from Capital to the operating account to cover the cost of the Nutanix server.

VI. Director's Report

- A. The finance work group meetings have reconvened. It has been helpful to her for budgetary knowledge.
- B. Stacie has not received any response from Dr. Tom Locke to any of her emails, nor phone calls. We have 2 confirmed COVID-19 cases in the center that are symptomatic. We are pushing the boundaries if this spreads to any of her dispatchers as we have no backup available.
- C. Greg Brotherton called Tom Locke as well, and he said that he called back last evening. Cell phone did not take messages. His email to Greg stated that Dispatchers do not fit the requirements under 1A, nor do they fit under the next group parameters. Stacie has concern over this narrow classification and disagrees with his statement. She currently is at the WSP training and they have been authorized for vaccines, so this is absolutely critical that we get prioritized. Greg encouraged a call back, and is welcome to help, and agrees 100% that it is critical.

Tim McKern stated that King, Pierce and other counties have established dispatchers as 1A. This is absolutely critical! We currently have a waiting list of over 7,500 people 65 years-old and over waiting for the vaccine, and it still needs to be ordered. We need to make this happen ASAP. Bob Pontius also stated that the Fire Commissioners concur!

- D. Had a meeting with Teresa Lewis and the State E911 grant. Stacie found out that due to the COVID-19 restrictions, the state has extra funds available for equipment. We have applied for assistance, and we rec'd 78,250.00!
  - i. \$60,000 – For new dispatch consoles, which are 6-7 years past end of life!
  - ii. \$10,250 - New computer towers, monitors, mice and keyboard for our 4 Dispatch console.
  - iii. \$ 8,000 - Updating our Firewall and software/email/virus software.
- E. UPS Battery Backup – it is past it's end of life. We have a \$3,000 short-term Maintenance extension but it expires April 1, 2021.

Art mentioned that the hold up on this is that we need to identify which circuits this covers, and that there may be some outside of (Jefferson Co. facilities) and we want to make sure that we properly size it up, and there may be some cost-sharing measures available from other end users. Philip says Facilities is available to get more detail on the circuits. Matt Court will troubleshoot.

F. Cancelled contracts:

- i. \$8,900.00 - RQI Contracts for Training for Dispatchers – it didn't follow King County Medical Dispatch protocols and the quality assurance.
- ii. \$ 3,300.00 – JC911 Facebook page is shut down, which allows us to reduce our contract Archive Social from \$4,000 to \$1,422; \$2,500 savings
- iii. \$ 25,000.00 - OSED Carl Miller contract was cancelled. They have had one technician one day a week for 8 hours and no progress has been made towards Office365. Rich has facilitated a prior conversion and will work towards this goal.
- iv. exempt status. They will be directly involved with the Director, Board and the budgeting process to plan for future needs of the IT Department.
- v. Currently upgrading the job descriptions for: Records clerk Warrant officer; Office Manager, and Dispatch Supervisor.
- vi. We are also updating the MOU (Memorandum of Understanding) for the Warrant Records Specialist supervisor to update for actual costs reimbursements.
- vii. The internal investigation of the Dispatch Supervisor is complete. There will be a follow-up discussion in executive session
- viii. Working on hiring the IT Tech position. Stacie is going through the budget to find potential cost cutting to fund this to assist in the O365 migration.
- ix. Jan 2022 is the go-live date for the CAD upgrade. No updates on the jail module, but Jeffcom and PenCom are moving forward toward interoperability.
- x. This week Stacie is out of the office this week, attending week 1 of a 3-week instruction certification for LPO (Leadership in Police Organizations) provided through the IACP (the International Association of Chiefs of Police) certification at the WSP in Olympia. This was paid for by the WSP and this Leadership Training is available for any staff, or user agencies who may be interested. Stacie is utilized as an instructor. There is a cost for outside agencies, and she will find out specifics.
- xi. Tim McKern stated that King, Pierce and other counties have established dispatchers as 1A. This is absolutely critical! We currently have a waiting list of over 7,500 people 65 years-old and over waiting for the vaccine, and it still needs to be ordered. We need to make this happen ASAP.



VII. Old Business

A. Finance working group

- i. Had two meetings this month. This is ongoing.

B. Reserve balance

- i. Tabled for now

C. Warrant clerk

- i. We are not being fully reimbursed for the actual costs of the service, and we're working to update it and bring it to actuals. The deficit is about \$15,000. The 3% increase annually has not been adequate to reflect reality.
- ii. The split is 82/18 to the County and the City of Port Townsend law departments. Initially the records position was under the county, but it was moved to JeffCom911 with the idea of efficiency in having some of this duty to be performed by dispatchers in their "down time".
- iii. It doesn't include the added CBA provision of \$2.00/Hr. premium added to dispatchers pay, when they are covering vacation leave of 40 hours or more.
- iv. No overhead is covered for IT support and computers, etc.
- v. No proposal is on the table yet, but there is discussion in the financial working group and hoping to make this retro to January when it was finalized. Legal will need to review and further discussion is pending.

D. IT Administrator

- i. Stacie reviewed the job description and the Finance Working Group, and wants someone to back her up when she was not available. The IT Network Administrator is the most suitable for the knowledge of the infrastructure of the 911 center. The salaried exempt position makes the best sense.

Philip agrees that placing the 24/7 position as exempt makes sense. But whether or not we want to include this positional to include additional duties generally listed under a deputy director or operations supervisor is something to be considered. He suggests that we may not want to combine them, in the event of attracting future candidates who have the technical knowledge, but may not have the supervisory people skills needed in such a role; not all IT people may be well suited.

- ii. Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment, IT Administrator.

Board may take action act in open session following Executive session.

1. 9:48 – 9:58 Session established for 10 minutes  
no decision was made.

- VIII. New Business
  - A. Improvements to Dispatch Consoles / IT upgrade
    - i. As mentioned earlier in the Director's report, Art commended Stacie for the \$80K "homerun" in securing the new funding from the state!
  - B. JeffCom911 Orientation
    - i. Ariel Speser had made a recommendation to have an orientation for new Board members and staff, and fire chiefs. This will be tabled to next month.
  - C. Contracts - Vendor develop process for review and approval process.
    - i. The finance working group addressed all the contracts that we have, and to establish thresholds for new contracts, and what time frame and potential recurring costs.
    - ii. We need to establish applicable policy and financial parameters to guide our director.
    - iii. In the past, the director would come to the board and present a case, for discussion purposes, and then it was approved or denied. for establishing guidance and approval
  
- IX. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee
  - A. 10:09 -10:24 Session extended for 15 minutes
  - B. 10:24 -10:34 Session extended for 10 minutesNo action was taken.
  
- X. Suggestions for next or future agenda, regular meeting and /or executive session.
  - A. Bob Pontius suggested that we review JeffCom's Policy manual, and
  - B. Review/update Job descriptions
  
- XI. Good of the Order
  - A. Phillip thanked Stacie for everything she is doing
  - B. Greg repeated his offer to help talk with Tom Locke, and patiently waiting for the orientation in the future.
  - C. Joe stated that Stacie reached out to him and asked if he could allow Art to assist her more in the transition. Art is willing and Joe thanked him for his willingness, and his ability to do such a great job. He wants to make sure that no other user agency has a concern with this.
  - D. Philip complimented Art as well.

E. On behalf of the Fire Commissioners, Bob Pontius complimented Art as well and gave their full support.

XII. Adjourn  
Art Frank adjourned the meeting at 10:38 am.

Next Meeting  
March 25<sup>th</sup>, 2021 – 9:00 am Board Meeting via Teleconference.

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



JeffCom911 Board Special Meeting  
\*\*via Zoom\*\*  
March 25, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner  
Greg Brotherton, Jefferson County Commissioner  
Tim McKern, Fire Chief, FD#2  
Joe Nole, Sheriff JCSO  
Ariel Speser, City of PT  
Troy Surber, City of PT, Alternate

Members/Alternate Members Absent or excused:

Philip Morley, Jefferson Co Admin/Alternate  
Brian Tracer, EJFR

Other Attendees:

Bert Black, EJFR  
Pete Brummel, arrived 9:28 am  
Rich DePas, JeffCom911 IT Network Admin  
Jenny Dyste, JeffCom911 Records Specialist  
Stacie Huibregtse, JeffCom911 Director  
Lisa Johnson, JeffCom911 Office Manager  
Mark McCauley, Jefferson Co  
Andy Pernsteiner, Undersheriff  
Robert Pontius, Fire Comm. Assn, alternate  
Dan Toepper, PUD No. 1 Commissioner

- I. Call to Order – Art Frank called the meeting to order at 9:03 am
- II. Roll Call
- III. Agenda – additions, changes and approval
  - A. Art Frank made a motion to approve the agenda
  - B. Tim McKern seconded and the agenda was approved.
- IV. Approval of Minutes:
  - A. Board Minutes for February 25, 2021
  - B. Board Minutes for August 27<sup>th</sup>, 2020
  - C. Board Minutes for September 17<sup>th</sup>, 2020
  - D. Board Minutes for September 24<sup>th</sup>, 2020
  - E. Board Minutes Pending: Oct 29<sup>th</sup>, 2020

The approvals were postponed since the board members were unable to retrieve all the documents on the calendar document updates, and will approve all of them next month. Art Made the motion to postpone approval. Tim McKern seconded and it was approved by all

- V. Approval of Payments: February 2021
  - A. Art Frank made a motion to approve the vouchers
  - B. Tim McKern seconded and the payments were approved.

VI. Director's Report

- A. Our [www.jeffcom911.us](http://www.jeffcom911.us) website has been updated and moved to Assai Web Design. We will have a new scrolling banner that will be able to updated by Dispatch if there is an emergency notification that the public can see.
- B. All the Board meetings list, minutes and agendas will be added as well as recordings. We are adding links to the user agencies' websites as well as public records request form online as well.
- C. Communications Supervisor internal affairs investigation is complete and the Supervisor was given the written documentation and the new expectations. Supervisor's job description has been updated.
- D. Stacie has been reviewing contracts to ascertain If they are still needed or need revision.
- E. A new contract has been signed for our Office365 migration. It should be completed within 3 weeks.
- F. CAD build is in its second week. Karl emailed this morning and asked that the CAD upgrade be pushed back so that PenCom's go live date would be moved from August to January 2022 and then Jeffcom would get pushed out to May 2022.
- G. Records Specialist MOU is being worked on as well.
- H. Job Descriptions for Office manager and Records Specialist are in process.
- I. Stacie's second week of LPO (Leadership in Police Organizations) training is next week, and she will be out of office next week, but available by cell phone
- J. She is working on Grants for our Technology needs
- K. UPS – JeffCom911, the EOC and the jail have been talking. We are looking at downsizing since the load is overzealous. We are looking at a grant for this. Approximately \$35,000 estimated cost.
- L. PC Tech position: The current contract with the PUD for GIS assistance is in new business. We want a new PC Tech to come up to speed with current status of JC911, and then move them into the GIS tasks next year. We have a referral from Rich from an applicant, however he would be taking a financial hit, and our contract is maxed at \$75,000. We need to review our pay structure in the CBA in order to entice reputable and competitive help.

Rich stated that there is a "heavy lift" in the future for the IT Dept. and we need to fill this position ASAP. GIS is not a typical IT function. It is a specialty skillset.

- M. Stacie just received an email this morning from WA St E911 saying that our error % have deteriorated a bit, and we are currently out of compliance. We do not want to jeopardize our grant funding so it is imperative that we move quickly. The email from Teresa Lewis stated:
- “GIS Data sets and Zero critical errors – for the last eight months you have not met the 98% or better match rate or the 0 critical errors - your match rate has been between 94.84% and 94.88% and your errors have been between 2 and 23 – you will need to submit a request for a waiver for this deliverable with an explanation of why you were unable to meet the deliverable and what you are doing to meet the deliverable in the future.”
- N. Mark McCauley mentioned that there is \$10 billion in grant money available under H.R. 1319 “American Rescue Plan Act of 2021” dated 1/3/21. There are Federal Homeland Security grants available for emergency management infrastructure. Jefferson County has 4 projects for which they are applying for assistance and has reached out on the portal on their websites for Senator Patty Murray, Senator Cantwell and Representative Derek Kilmer. Mark suggested the JeffCom911 and the EOC could benefit from this. Mark remembered JeffCom911’s needs, so he reached out to Art Frank, Stacie Huijbregtse and Greg Brotherton to request \$2 million for building and expansion needs.
- VII. Old Business
- A. Classification of Dispatchers as First Responders, Vaccine group 1A
    - i. On March 16<sup>th</sup> Stacey made her 4<sup>th</sup> call to Dr. Tom Locke. He called her back and as of the 17<sup>th</sup>, dispatchers are included in the request.
  - B. Finance working group – we will be reconvening and scheduled for strategic planning.
  - C. Improvements to Dispatch Consoles / IT upgrade / E-911 funds
    - i. We need to amend the contract, and it is in legal review and then will be signed off by Kate Dean in the BOCC.
  - D. JeffCom911 Orientation
    - i. This is on the radar, but not forgotten.
- VIII. New Business
- A. ILA between Jeffcom/Pencom for Enterprise governance
    - i. Stacie is reviewing the MOU and revising certain aspects. Stacie has reviewed the contract, and there is verbiage in place regarding handling disagreements

and how to reach consensus. The original ILA stated that it was primarily via mediation or Clallam county court system. Stacie suggests Kitsap county and does not feel either Jefferson County or Clallam County would be independent or unbiased. We should have established the governance BEFORE the ILA was signed.

- ii. Clallam county has a 2/3 to Jefferson County's 1/3 split of the burden of the project. This split is based on the number of Dispatcher seats that need licensing. PenCom has a larger user group.
- iii. Stacie wants some "teeth" to be able to advocate for our position.
- iv. Both agencies will share the cost of the shared network workload expenses for the CAD, but each agency will need to pay for their own network gear infrastructure such as the firewall which is a hard expense. The prorated split is basically for licensing fees based on usage, which is what pushes the splits.
- v. Art made a motion that Stacie be allowed to enter in this agreement with PenCom and have a legal review of the ILA contract with JC and PC.

Joe Nole seconded and the motion was passed.

B. MOU for Jefferson County PUD No. 1 GIS position

- i. Jefferson County is way ahead of Clallam county on the GIS issues. Karl Hatton from PC has approached JC about partnering on our GIS tech assist them.
  1. Stacie has had difficulties with the ILA contract
  2. PenCom will need a lot more of the service than JeffCom and we would not benefit equitably.
  3. Stacie wants to keep this within JeffCom911. We can fulfill our need by entering into the PUD ILA agreement. As soon as this agreement is signed, we will meet our needs.
  4. This MOU would be reviewed next year, with hopes that our GIS duties could be absorbed into the PC Tech position.
  5. Having the MOU in place is beneficial, and we need to verify the billable rate. We had been paying \$66.38/hour with benefits cost allocated.
    - a. Art Frank made a motion to approve moving forward with the MOU with PUD for GIS services, as long as rate determination is evaluated.
    - b. Greg Brotherton seconded and the motion was carried. Let's follow-up with authority to discuss specifics.

C. New job classification for IT Network Administrator

- i. Stacie had some intense discussions with the union. They are not willing to let go of the current CBA for the network IT position.
- ii. We have to create a new position to get it established outside of the current CBA. She has changed the position from "IT Network Administrator" "IT Systems Manager" as a backup to Stacie in her absence.
- iii. If the IT Systems Manager position is vacated, the refilling of the IT position would go back to the CBA's IT Network Administrator.
- iv. We would not fill the IT network administrator in addition to the IT Systems Manager due to budgetary constraints.
- v. Ariel Suggests an organization chart to layout the positional authority.

D. IT Systems Manager Employment Agreement

- i. This would be an exempt position, no overtime, similar to Stacie's contract. Art made a motion to create the new position, retro to 3-1-21 and to hire Rich DePas. The salary shall be \$112,000/year, exempt, and benefits to be the same as Stacie's contract. The contract will be reviewed at 12 months.

During the time that this position is filled the IT network Administrator position will remain active under the CBA, but vacant due to budgetary constraints.  
Greg Brotherton seconded and the motion was carried

- ii. Art made a motion to approve the hiring of Rich DePas in the role

Art made a motion to allow Stacie and Art to sign the contract, after legal review, based on the above, and to

Tim McKern seconded and the motion was carried. Check at 10:28

Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee

Board may take action in open session following Executive Session.

E. UPS System



- i. JeffCom911, the EOC and the jail have been talking. We are looking at downsizing since the load is overzealous. We are looking at a grant for this. Approximately \$35,000 estimated cost
- ii. Mark McCauley suggested having an outside Vendor assess our UPS system to make sure of the technical circuitry needs before we make any decisions.

- IX. Suggestions for next or future agenda, regular meeting and /or executive session.
  - A. Regarding the orientation to JeffCom911, it would be good to offer to Chief Black and the new Chief of Police for the City of Port Townsend
  - B. We need to add others as well.

- X. Good of the Order
  - A. Andy Pernsteiner: Our new navigator starts this afternoon.
  - B. Telecommunicators Appreciation Week is April 11-17<sup>th</sup>. Please be sure to show your appreciation to help say thank you for their hard work!
  - C. Greg Brotherton asked about the 988 national Crisis Emergency line. There may be a new tax on this, and we will find out how our state 911 dispatchers will be affected. The state is still working out the details on this and will be sending information to us.

- XI. Adjourn  
Art Frank adjourned the meeting at 10:34 am.

Next Meeting

April 22<sup>nd</sup>, 2021 – 9:00 am Board Meeting via Teleconference.

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

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Date

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Date



JeffCom911 Board Special Meeting  
\*\*via Zoom\*\*  
April 22, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner  
Greg Brotherton, Jefferson Co. Admin  
Tim McKern, Fire Chief, FD#2  
Joe Nole, Sheriff JCSO  
Ariel Speser, City of PT

Other Attendees:

Pete Brummel, arrived 9:07 am  
Rich DePas, JeffCom911 IT Network Admin  
Jenny Dyste, JeffCom911 Records Specialist  
Stacie Huibregtse, JeffCom911 Director  
Lisa Johnson, JeffCom911 Office Manager  
Mark McCauley, Jefferson Co  
Philip Morley, Jefferson Co Admin/Alternate  
Troy Surber, City of PT  
Dan Toepper, PUD No. 1 Commissioner  
Kathy Young, former JeffCom911 Employee

Members/Alternate Members Absent or excused:

Bret Black, EJFR Fire Chief  
Andy Pernsteiner, Undersheriff  
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order – Art Frank called the meeting to order at 9:01 am
- II. Roll Call
- III. Agenda – additions, changes and approval
  - A. Ariel made a motion to approve the agenda
  - B. Greg Brotherton seconded and the agenda was approved.
- IV. Approval of Minutes:
  - A. Board Minutes for March 25, 2021
    - i. Lisa mentioned that the Vouchers approval of the vouchers said Jan; should be Feb 21
    - ii. Greg B: Feb & March should say county commissioner, not administrator
    - iii. Tim McKern that in 2020 – Brad was the primary, Tim was the alternate
      1. Aug 27<sup>th</sup>, 2020 - Brad was the primary, Tim was the alternate
      2. Sept 17<sup>th</sup> 2020 - Art is primary (but was shown as other attendee/guest)
      3. Sept 24<sup>th</sup> 2020 - Brad primary, Tim alternate
      4. Oct 29<sup>th</sup> Brad Primary, Tim alternate
  - B. Board Minutes for February 25, 2021
  - C. Board Minutes for August 27<sup>th</sup>, 2020
  - D. Board Minutes for September 17<sup>th</sup>, 2020
  - E. Board Minutes for September 24<sup>th</sup>, 2020
  - F. Board Minutes for Oct 29<sup>th</sup>, 2020

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

V. Approval of Payments: March 2021

- A. Correction: The minutes for March meeting should say February not January
- B. Springbrook voucher: there was an EFT that was blank, is a voided entry.
- C. Greg Brotherton made a motion to approve the vouchers for March 2021.  
Tim McKern seconded and the payments were approved.

VI. Director's Report

- A. Finance working group will be meeting in May. Sending out invite to get availability.
- B. Currently updating records clerk, office manager job descriptions.
- C. Still working on scheduling and putting together JeffCom Orientation.
- D. Updating MOU's for records clerk position
- E. GIS MOU completed and signed. (Alex Gerrish, PUD)
- F. Working through current contracts and attempting to get updates on deliverables and whether or not they are still applicable.
- G. CAD upgrade project is moving forward – Go live date for Jeffcom is January 2022. Jail needs to talk with Tyler regarding training, assistance, etc.
- H. 3<sup>rd</sup> week of LPO (Leadership in Police Organizations) training is May 10 – 14.
- I. Working on multiple grants to assist with technology upgrades and replacements.
- J. Request by JTA to establish contract with Jeffcom to use Maynard Peak Tower. Income to Jeffcom.
- K. Boat US no longer doing work in WA, that contract (income) will be going away at end of year.
- L. UPS (Uninterrupted Power Supply) Replacement: Due to information received from facilities maintenance regarding users of UPS, we will be downsizing the UPS and replacing it within the next few months.

VII. Old Business

- A. Classification of Dispatchers as First Responders, Vaccine group
- B. Finance working group – we will be reconvening in May.
- C. Improvements to Dispatch Consoles / IT upgrade / E-911 funds by 6/30/21!
- D. ILA between Jeffcom/Pencom for Enterprise governance

VIII. New Business

- i. PC Tech Position – We have an applicant who worked with Rich at Jefferson Healthcare, and he is currently in background and Psych. review

- ii. Carpet Install – trying to coordinate with console upgrade by 6/30/21.
- iii. UPS Replacement
- iv. 1<sup>st</sup> Responder Proclamation
- v. Surplus of Jeffcom Jeep – Resolution No.
  - 1. Resolution 2021-0002
  - 2. Art made a motion to accept the resolution.  
Joe Seconded and the board approved to dispose of/or surplus the Jeep.
  - 3. Sale will be by Auction or sealed bid.

- B. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee  
Board may take action in open session following Executive Session.  
No session was called.

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

X. Good of the Order

- A. Stacie Recognized Pete Brummel and Chris Kauzlarich for his input on the CAD upgrade and the training for building response codes.
- B. Art thanked all the agencies for their support during Telecommunicators Week during the week of April 12-17<sup>th</sup>. There were 14 total bags sent.

XI. Adjourn

Art Frank adjourned the meeting at 9:48 am.

Next Meeting

May 27th, 2021 – 9:00 am Board Meeting via Teleconference

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

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Date

\_\_\_\_\_  
Date



JeffCom911 Board Special Meeting  
\*\*via Zoom\*\*  
May 27, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner  
Greg Brotherton, Jefferson Co. Admin  
Pete Brummel, EJFR Alternate  
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:

Bret Black, EJFR  
Rich DePas, JeffCom911 IT Network Admin  
Stacie Huibregtse, JeffCom911 Director  
Lisa Johnson, JeffCom911 Office Manager  
Kathy Young, former Employee

Members/Alternate Members Absent or excused:

Joe Nole, Sheriff JCISO

- I. Call to Order – Art Frank called the meeting to order at 9:01 am
- II. Roll Call
- III. Agenda – additions, changes and approval
  - A. Art Frank made a motion to approve the agenda
  - B. Andy Pernsteiner seconded and the agenda was approved.
- IV. Approval of Minutes:
  - A. Board Minutes for April 22, 2021  
Greg Brotherton made a motion to approve the minutes as presented  
Tim McKern seconded and the minutes were approved.
- V. Approval of Payments: April 2021
  - A. Art Frank and Andy Pernsteiner
  - B. Tim McKern made a motion to approve the vouchers for April 2021.  
Greg Brotherton seconded and the payments were approved.
- VI. Director's Report
  - A. Stacie's report will follow the agenda
- VII. Old Business

- A. 1<sup>st</sup> Responder Proclamation approval
    - i. Art made a motion to approve the proclamation
    - ii. Andy Pernsteiner seconded and the proclamation was approved
  - B. Finance working group
    - i. Have not met this past week, and we will reconvene.
    - ii. We will have to restructure the members due to board changes
  - C. Improvements to Dispatch Consoles
    - i. June 28-30<sup>th</sup> for the installation date.
    - ii. Parking will need to be cleared for easy access into the dispatch center
  - D. PC Tech Position – currently in background and passed as of Tuesday. Psych evaluation is next and hoping to get him on board in a couple of weeks
  - E. Carpet Install
- VIII. New Business
- A. UPS Replacement cost estimate received
    - i. Art just received a quotes with two options
      - 1. Opt 1 - \$24,150, Vertiv UPS
      - 2. Opt 2 - \$28,520, Eaton UPS
    - ii. There is a \$2,280 installation cost for either option
    - iii. Rich recommends Option 1 –Vertiv
      - 1. Provides more flexibility
      - 2. This will replace our current UPS with a 20 KVA unit (we have a 35 KVA which is over-kill)
      - 3. If we need more KVA, we can install a second inverter to double load capacity
    - iv. We will need to move forward quickly as we are past end of life
    - v. Emergency Authorization for purchase of Option 1, Not to exceed \$29,000, will revisit at June meeting and approve purchase using Funds in capitol reserve.
  - B. Address on site storage needs
    - i. Offsite storage site is currently used.
    - ii. We are not getting documentation from the business.
    - iii. The phone on site doesn't respond when the gate won't open.
    - iv. Proposing to use the wooden storage area behind the IT trailer
    - v. Greg B asked about other options at other storage facilities

- vi. Art suggested having on site would be more cost effective as well as more convenient during an equipment replacement accessibility
  - vii. The board will be provided with recommendation of onsite storage to include cost after consultation with county and other involved entities.
- C. CrewForce /ShieldForce application with new CAD
- i. Fire Departments can communicate with CAD system
  - ii. Current program (ActiveCAD written by Mark Peil) will not work with the new CAD system.
  - iii. ShieldForce is a law enforcement application, and will allow accessibility to our new CAD for both agencies.
  - iv. The costs of both of these will be a mixture of both platforms if we have enough groups that want to participate in shared costs. Annual Maintenance will be additional. Point of contact is with Tyler.
  - v. Move to old business next month
- D. Request to surplus old dispatch furniture
- i. We will move to next month with a new resolution
- E. User Fees –
- i. Mark McCauley suggested we re-evaluate our process of establishing these.
  - ii. Art suggested that COVID-19 had an impact and would like to possibly look back at a 3-year historical methodology. Mutual aid is subtracted. We need to look at the actual costs JeffCom911 occurs to provide service, so there is no real “sticker shock” when we look into Capital improvements and our capital fund balance.
- IX. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee Board may take action in open session following Executive Session.  
No session was called.
- X. Suggestions for next or future agenda, regular meeting and /or executive session.
- A. New Board member’s orientation
  - B. Resolutions for
    - i. 2021-0003 Capital funds transfer and
    - ii. 2021-0004 Employee payout fund closeout \$10,000

XI. Good of the Order

XII. Adjourn  
Art Frank adjourned the meeting at 9:48 am.

Next Meeting  
June 24, 2021 – 9:00 am Board Meeting via Teleconference

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

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Date

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Date