



## JeffCom911 Board Meeting

**\*\*via Zoom\*\***

December 16, 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

### 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:

Thomas Olson, City of PT Chief Alternate  
Andy Pernsteiner, Undersheriff  
Robert Pontius, Fire Comm. Assn, alternate  
Ariel Speser, City of PT

- I. Call to Order Art Frank called the meeting to order at 10:02
- 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](mailto: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  
Greg Brotherton seconded, and the agenda was approved.

V. Approval of minutes:

A. Meeting minutes for November 18, 2021 \*

i. Art requested changing Chief Blacks names; he is not a board member

B. Greg Brotherton made a motion to approve the minutes as amended for October 28, 2021.

Art Frank seconded, and the minutes were approved.

VI. Approval of Payments: November 2021

Art Frank made a motion to approve the vouchers for November 2021.

Tim McKern seconded, and the payments were approved.

VII. Director's Report

A. Please review Stacie's report.

B. Greg Brotherton clarified whether the Peer Support Group was correlated to the SBH-ASO (Salish Behavioral Health Administrative Services Organization). Stacie clarified she is referring to an internal process for our dispatchers to process high stress events, and after-action decompressing. Gregg will look into the potential for funding from SBH ASO and report back if there is.

Chief Black had asked in the past about after-action reporting and ongoing communication improvement of procedures between all the responding agencies.

The After-action report is laying out how things were done, policies, procedures, and the rules and the processes.

The QA is a deep dive, starting with the onset of the reporting party, to the dispatcher to the First Responder in the field and is there something that could be done later to improve the response, or to possibly improve the outcome of the call.

Stacie meets monthly with Dr David Carlbon to review procedures. Secondly, she receives emails from the user agencies that request information and discusses the event informally.

Stacie has a formal process set up with an external vendor that QAs all our aid calls that align with the Criteria Based Protocols that we follow.

Tim McKern mentioned that there will be a 3-day CISM training in April and he would like to involve JeffCom911 in this.

- C. Stacie and Rich met with Silke on Wednesday morning 12-15. A lot of our equipment is so antiquated and not being supported, but the SyncroCast is the one that allows us to simulcast throughout our frequencies. The vendor has changed from Gates Air to Nokia. It is a crucial piece of equipment, and it is urgent that we find a replacement, We also need a redundant backup, perhaps Radio over IP, to be available if it goes down.

The SyncroCast is not cheap, but Silke is working on another draft quote, for one year contract. They are relatively new in this industry, so we're looking at a short-term contract and try to evaluate the former services provided by Green Tree Communications and see what callouts we had in the past.

Rich explained that there are two pieces of the puzzle that happen with the way our multiple towers talk. One is the voting system and is not the SyncroCast. When Law or Fire key up to their mobile radios, we know what towers to be listening to so that we can hear them when they talk.

The other side to that is when someone is broadcasting, it goes into the system through the repeaters and then goes out to all the towers, both Law or Fire, depending on the frequencies its being transmitted on, and that is the Simulcast.

It comes back to JeffCom, goes through the voting system, and then goes back out via this Gates Air Microwave system, up to Maynard Tower and then gets distributed to all the rest of the towers and all the repeaters get triggered and everyone gets to hear it.

This is the vulnerability if the Simulcast goes down, it will only go to the JeffCom tower and no one else would hear it if they were out of range of JeffCom's.

Greg Brotherton mentioned that he got a petition from KPTZ that got some land from the city on Morgan Hill about putting up a tower to transmit their radio. They were looking for new partners to help pay for their tower. Rich told them that we already have two towers in Port Townsend at the Reservoir site, and at Station 16. We're tower heavy in Port Townsend. It might be worth looking into seeing if there is any other interest in using JeffCom's tower space, and gain tower revenue.

- D. Greg Brotherton asked about Airlift Northwest vs Life Flight. During an accident, will one cover the other's client? Stacie said they can request, but there is no guarantee, since the dispatchers have no control over who responds.

Joe Nole mentioned that Airlift Northwest was at the Rotary meeting last week, and they don't honor each other. It is a violation of a WA State "code".

- E. Art Asked Tim McKern to bring us up to speed. He said It's not up to Stacie to do Insurance planning. Life Flight has agreed that they will automatically enroll you. Tim McKern will reach out to Dr David Carlbom to see what is both agencies' policies.
- F. CAD mapping has been underway by Stacie. The initial testing went well and that we're on track for the March timeframe.

VIII. IT Systems Manger Report

- A. Console radio equipment in the dispatch center is being aged out. He had done some repairs on the PCs to keep it running. That equipment is branded Zetron and Silke is a Zetron dealer and they're working with the dealer to remedy the problem. They called Dec 15<sup>th</sup>, and fortunately when the system was bought, it had a lifetime software upgrade so that will save us about \$26,000. They are working on the bid for equipment and labor. Ballpark will be approximately \$10,000 with one-year full support.
- B. CAD mapping has been underway by Stacie. Unlike PenCom who was able to do a migration of old data into the new, we have to have a mapping conversion from the old version to the new. The initial testing went well and that we're on track for the March timeframe.
- C. We continue to work with PenCom on the back-end networking pieces. They have hired an outside firm for the infrastructure portion. Their IT dept is more knowledgeable on the application software side rather than the hardware side.

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. We have spent the last 1-1/2 weeks mapping. Brett Anglin and Marci Lammers helped immensely. David Fortino did all the jail and corrections mapping.
  - ii. Stacie had to add all of our users, entering about 1500 records for 12-13 hours of data entry.
  - iii. Our first test run went really well last week. We have two more test runs coming before the go live date of March 22<sup>nd</sup>, 2022. We have two more conversion tests before we go live.

- B. Warrant Clerk Position – no update. Will address next year.
- C. VIPER Upgrade
  - i. Still waiting to hear from the State office regarding potential funding.
  - ii. Along with the radio issues, we will be looking for more funding.
- XI. New Business
  - A. Provide authority for Stacie to sign off on building agreement with Jefferson County.
    - i. Mark McCauley requested that this be renewed. It expires 12/31/2021
    - ii. It will be extended three years with no other changes.
    - iii. Art Frank made a motion to authorize Stacie  
Joe Nole seconded, and the authorization was approved.
  - B. Board Meeting Dates for 2022 \*\* PROPOSED\*\*
    - January 27, 2022
    - February 24, 2022
    - March 24, 2022
    - April 28, 2022
    - May 26, 2022
    - June 23, 2022
    - July 28, 2022
    - August 25, 2022
    - September 22, 2022
    - October 20, 2022
    - November 17, 2022
    - December 22, 2022
    - January 26, 2023

Greg Brotherton made a motion to accept the dates as presented.  
Art Frank seconded, and the dates were approved.
  - C. Appointment of New Board Members 2022 - Placeholder
    - i. Postpone until January meeting until new positions are determined)
- 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.
  - A. Board may act in open session following Executive session.

Executive Session Start time: 10:43 – 10:53 am

B. Are discussed the renewal of the Director's Contract for another year with the following modifications:

- i. Increase salary 5% to \$105,000
- ii. Increase monthly PTO accrual 4 hours, from 16 to 20
- iii. Change anniversary date of contract to match the calendar year.  
Effectively January 1<sup>st</sup> of each year.

Art Frank made a motion to accept the contract

Greg Brotherton seconded, and contract was approved.

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

A. None

XIV. Good of the Order

A. Have a great Christmas and a Happy New Year

XV. Adjourn

Art Frank adjourned the meeting at 10:55 am

Next Meeting: January 27th, 2022 – 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