



JeffCom911 Board – Special Meeting

via Zoom

June 23, 2022

Members/Alternate Members Seated:

Greg Brotherton, Jefferson County Commissioner
Pete Brummel, Chief's Association Alternate
Art Frank, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Chair, Fire Chief, FD#2
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, City of PT Chief

Other Attendees:

Mike Chamberlain, JeffCom911 -Network Admin
Rich DePas, JeffCom911 IT Systems Manager
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Andy Pernsteiner, Co-Chair Undersheriff
John Mauro, City of PT Alternate
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order Tim McKern called the meeting to order at 9:03 am
- II. Roll Call

Agenda was approved with the following changes:

1. Approval of payments:
 - a. Account 671 Jefferson County Correction to amount \$152,050.52
 - b. Account 3 – First Federal Savings Correction to amount \$120,110.25
2. Approval of board minutes for May 27, 2022 postponed until next month

Joe Nole made a motion to approve the Agenda with changes.
Chief Olson seconded, and the minutes were approved.

- 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)

No public comments were received

IV. Approval of minutes:

- A. Meeting minutes for May 27, 2022
Postponed until next month

V. Approval of Payments:

A. May 2022

- i. Account 671 Jefferson County \$ 152,050.52
- ii. Account 3 – First Federal Savings \$ 120,110.25

- B. Joe Nole made a motion to approve the vouchers for May 2022.
Art Frank seconded, and the payments were approved.
Andy Pernsteiner and Tim McKern reviewed the payments.

VI. Director's Report

A. Please review Stacie's report.

- i. Radio upgrade was all updated yesterday by RACOM.
- ii. Marlo covered as supervisor when Stacie was out of country, and she did a great job. We are offering a \$2/hour additional pay for this coverage.
- iii. Greg Brotherton asked about the potential of moving someone into that floor supervisor role, when Stacie is here, to relieve the pressures on our dispatch center. Discussion ensued.
Art suggested an "assessment period" to evaluate a potential supervisor; it would be hard to assess them when Stacie is gone. Tim suggested a "project" to assess.
- iv. Legacy Power will be servicing our tower generators in the next week.
- v. Application for the 911 VIPER upgrade was approved for \$119,807 with a 20% match from the counties that were approved. The total grant was well over a million dollars. JeffCom911 will contribute \$25,000.
- vi. The next CAD upgrade will be June 29th beginning at 4:00 am. CAD will be inaccessible during that time. Each agency's power users have had access to look at these pending upgrades.
- vii. Radio upgrade will be budgeted out for 2023.
- viii. Stacie received a letter from the union about the upcoming contract negotiations for the new CBA for 2023-2025. She responded but has not received a response.
- ix. There is a pending interim Memorandum of Understanding (MOU) upgrade pay variables to overtime and callback rates.
- x. Crewforce/ShieldForce is up and running and being tested by the user agencies. Chief Brummel said they have begun installing and uploading the software, and

they have weekly Q&A meeting with Josh from Tyler. Rich DePas and Mike Chamberlain have been very helpful!

- xi. Recruiting for Dispatch positions ongoing: 2 in process now, and Stacie received a request this morning for a sit in observation.
- xii. We are ramping up on Public Education venues, with the hope of recruiting and providing 911 education to the public.
- xiii. Stacie is in continual conversation with our dispatcher out on medical leave, and she has a diagnosis for her issue, and her hope is that she may be able to come back this fall. We have had one fulltime dispatcher leave for work at the PUD; she is currently working part-time to help cover shortages.
- xiv. Stacie shared a table with JeffCom911 call "Pickup times" from the onset of the initial call to pick up.
 - 1. Chief Brummel stated that we need to abide by RCW 525.33.030(2)(a-f) "Policy Statement – Service delivery objective
 - 2. RCW 525.33.030(3) every fire protection district and regional fire protection service authority, in order to measure the ability to arrive and begin mitigation operations before the critical events of brain death or flash-over, shall establish time objectives for the following measurements:
 - a. Turnout time;
 - b. Response time for the arrival of the first arriving engine company at a fire suppression incident and response time for the deployment of a full first alarm assignment at a fire suppression incident;
 - c. Response time for the arrival of a unit with first responder or higher level capability at an emergency medical incident; and
 - d. Response time for the arrival of an advanced life support unit at an emergency medical incident, where this service is provided by the fire department.
 - 3. This Data is only available from the CAD systems. Fire Departments don't have that information in their ESO or EHR system.
 - 4. This information is critical for Federal Grants, and for the Medicare Audits.
 - 5. DATA = FUNDING!

VII. IT Systems Manger Report

- A. Working on Radio consoles upgrade, as well as the Intrado 911 viper and the radios on the towers.
 - i. Radio consoles upgrades this week.
 - ii. The Fire Channel card failed, so we had to use a non-emergent channel, and used the card and got it reprogrammed by RACOM. In the process, they found

another card that had failed. We only have one backup Zetron card. These are very old; hoping to find some others available.

- B. Working on issues with the 2nd CAD update “patch” Test environment has been Upgraded to 2021.2; dispatchers are testing before going live.
 - C. Generator site checkups will begin: We need to get documentation for “full-load” scenarios
 - D. We will have RACOM do a full radio checkup on our repeaters and towers, tentatively in the week of July 18th.
- VIII. User Agency Report: Limited to 10 min per agency/speaker
- A. No comments were received
- IX. Old Business
- A. Crewforce/ShieldForce Progress
 - i. Crewforce/ShieldForce is up and running and being tested by the user agencies.
 - ii. Chief Brummel said they have begun installing and uploading the software, and they have weekly Q&A meeting with Josh from Tyler.
 - iii. Rich DePas and Mike Chamberlain have been very helpful!
 - B. Warrant Clerk position (Placeholder)
 - C. VIPER upgrade – We received grant of \$119K from the WA State E911
 - D. Radio Update – (covered above)
- X. New Business
- A. Staffing levels
 - i. Tim suggested developing a committee to address this, as well as the pending CBA expirations and renegotiations
 - ii. Art suggested holding a special meeting executive session to discuss these issues and to look at comparables for our agency size, as well as the comps for neighboring dispatch centers
- 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.
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.

XIII. Good of the Order

XIV. Adjourn
Tim McKern adjourned the meeting at 10:08 am

Next Meeting: July 28th, 2022 – 9:00 am Board Meeting in person or via teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date