



JeffCom911 Board – Special Meeting

via Zoom

September 22nd, 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:

Rich DePas, Systems IT Manager
Stacie Huibregtse, JeffCom911 Director
Erik Olsen, RACOM

Members/Alternate Members Absent or excused:

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

- I. Call to Order Tim McKern called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment None received
- IV. Agenda - Additions, changes, and Approval
Art Frank made a motion to approve the Agenda.
Thomas Olson seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Regular Board Meeting Minutes for August 25, 2022
Art Frank made a motion to approve the minutes.
Joe Nole seconded, and the minutes were approved.
 - B. Special Meeting Minutes for August 30, 2022
Art Frank made a motion to approve the minutes.
Pete Brummel seconded, and the minutes were approved.
- VI. Approval of Payments:
 - A. August 2022
 - i. Account 671 – 1st Security \$ 201,605.99
 - \$200,000.00 Withdrawal to cover Payroll/EFTs
 - \$ 479.00 Payroll Benefit paid
 - \$ 1,126.99 Claims (Bills) paid

- ii. Account 3 – First Federal Savings \$ 172,239.93
 - \$127,931.93 Payroll/Benefits paid
 - \$ 44,308.00 Claims (Bills) paid

B. Art Frank made a motion to approve the vouchers for August 2022.
Joe Nole seconded, and the payments were approved.

VII. Director's Report

A. Please see report online.

VIII. User Agency Report: Limited to 10 min per agency/speaker

A. None received

IX. Old Business

A. Budget Discussion: Stacie Posted a preliminary budget 9/20/2022

- i. Sales Tax Revenue provided from Stacie Prada at Jeff Co 10.14% increase; about \$70K
- ii. State E911 grant dropped about \$9K
- iii. Dispatch/User Fees: In general, Law calls' usage has reduced, but Fire calls are up.

CrewForce and ShieldForce - Initial First year license costs were paid by JC911 this year; next year users will be billed for their share of their share. In May the annual cloud fee and maintenance fee would be billed annually based on their purchased licenses.

Originally Tyler quoted \$3000 Cloud fee, and \$2500 for Maintenance fees. Total \$5,500; but the billing is in question since it said \$8,080. Stacie is asking Tyler about the variance to the original quote.

The \$5,500 is based on the # of licenses. Originally, In May 2022, Tim McKern asked all agencies what they would need at \$475/ea. JeffCom911's billing is based on what the agencies had requested, regardless of whether they are used or not.

- iv. Jefferson County Bond Debt Payments – increasing \$11.4 K per Stacie Prada.
- v. Professional Services – includes WA SAO audit price increased.
- vi. WCIA Insurance – Is going up about 25%
- vii. Job Advertising – Increase 40% to cover reimbursement to new hires
- viii. Salary, Wages and Benefits –

- Budgeting for CBA 10% increase first year 2023
 - Moving Network Technician to Network Administrator with 10% increase.
 - Overtime increase, due to the new MOU with OT hrs >36 being 2Xs.
- ix. Radio Operations – Utilizing Legacy and RACOM for annual maintenance.
- B. Port of Port Townsend’s Radio Service Request
- i. Working with Terry Taylor and reviewing an initial contract he developed and they’re reviewing. He will get it approved and then present it to JeffCom.
 - ii. Considering proposing a fixed dollar amount similar to the DOC and the HOH.
- C. Surplus Equipment Policy
- i. Resolution for Surplus of equipment.
 - ii. Greg Brotherton made a motion to approve the Surplus Property Policy. Joe Nole seconded, and the policy was approved.
- X. New Business
- A. Medevac Changes
- i. Chief McKern stated that they’re still working on this.
 - ii. Airlift Northwest did state that they would be willing to be the first point of contact and to call Life Flight if they were unable to respond in a timely manner.
- B. Stakeholder Meetings
- i. Stacie held 1 stakeholder meeting with EJFR and have an additional scheduled with JCSO.
 - ii. to get a meeting with PTPD and Port of Port Townsend as well as the rest of the fire agencies. Watch your email for invitations to meet.
- XI. Executive Session –
- A. Chief Tim McKern stated intent to move into Executive session. The purpose is to discuss the performance of a public employee, for 10 minutes, with possible time extended. The board had decided last meeting to have regular executive sessions with Stacie per 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.
- Beginning time: 10:08 am Ending time: 10:18 am
The executive session concluded with no action taken

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

XIII. Good of the Order

A. Greg Brotherton stated that the National 988 has been rolled out, and a lot of State number suicide hotline has been redirected

Is this a possible task that JeffCom911 would consider undertaking for Behavioral Health calls. Stacie said currently the Navigators respond

Greg was concerned with information he was given that the current 988 number tracks the cell phone based on where it originally set up, and doesn't locate by Geolocation, and the 911 center has a better technology to give better input.

Tim McKern stated that they had actually tested this out in his office, and that this was not the case.

Stacie confirmed as well, and that Adam Wasserman of the WA State E911 Military Dept had also confirmed that a distress call will be directed to the local agencies.

B. Stacie advised that there is a Public Records Request email on the website, so please use that rather than a person's work email, so that someone else will be able to respond.

Stacie mention that IT also has a similar email, and to use that and whoever is in the office will be able to respond.

XIV. Adjourn

Tim McKern adjourned the meeting at 10:26 am

Next Meeting:

October 20th, 2022 - 9:00 am -11:00 am

Regular Meeting

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date