



JeffCom911 Board – Special Meeting

via Zoom

December 13, 2022

Members/Alternate Members Seated:

Bret Black, Chiefs' Association Alternate
Greg Brotherton, Jefferson County Commissioner
Art Frank, Fire Commissioner Alternate
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
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Rich DePas, IT Systems Manager
Jenny Dyste, JeffCom911 Records Specialist
Lisa Johnson, JeffCom911 Office Manager
Willie Knoepfle

Members/Alternate Members Absent or excused:

Pete Brummel, Chiefs' Association
Steve Craig, Fire Commissioner
John Mauro, City of PT Alternate

I. Call to Order - Tim McKern called the meeting to order at 12:00 am

II. Roll Call

III. Public Comment – None Received -

IV. Agenda - Additions, changes, and Approval

Andy Pernsteiner made a motion to approve the Agenda.

Greg Brotherton seconded, and the agenda was approved.

V. Approval of minutes:

A. Board Meeting Minutes for November 17, 2022

B. Special Meeting Minutes for November 22, 2022

Greg Brotherton made a motion to approve both meeting minutes as presented.

Art Frank seconded, and the minutes were approved.

VI. Approval of Payments:

A. November 2022

i. Account 671 – 1st Security \$ 201,782.88

1. \$200,000.00 Withdrawal to cover Payroll/EFTs

2. \$ 541.00 Payroll Benefit paid.

3. \$ 1,241.88 Claims (Bills) paid.

- ii. Account 3 – First Federal Savings \$ 135,470.91
 - 1. \$129,954.87 Payroll/Benefits paid.
 - 2. \$ 5,516.04 Claims (Bills) paid.

Art Frank made a motion to approve the payments for November 2022.
Andy Pernsteiner seconded, and the payments were approved.

VII. Director's Report – Rich DePas

- A. Intrado Viper phone system upgrade was successful December 8th.
- B. Supervisor position has been filled by Marlo Erwick
- C. Our Stancil audio recording system is next to be upgraded.
- D. Dispatch on Demand program : no further discussions have occurred.
- E. Internally our dispatchers have created a workable schedule.
- F. Sara Gearhart, former JeffCom911 employee started Dec 8th, and we're grateful to have her onboard. Missy Swift has left to go to Jefferson Transit and may help parttime.
- G. Moving from NTN testing to CritiCall: Attended a meeting with many local PSAPs. Overwhelming support of CritiCall. We have entered into a contract with them and starting the kick-off process.
- H. Pub Ed : Marlo is attending as many as possible. With her supervisor duties she will need additional help from another team member. Bret Black mentioned offering some "help" with some volunteers at EJFR that are interested.
- I. GIS: Alex Gerrish from PUD is still helping. There is a suggestion of sharing a position with Pencom and bring it "in-house."
- J. Finance Working Group – status to be updated.
- K. Port of Port Townsend: submitted some adjusted language to their SOP and would like to have these documents reevaluated by the workgroup. Hoping to wrap this up in December or January so we can start servicing the Port with radio and paging services.
- L. Costs and timelines for upgrade to: Stancil recording system, radio consoles and shelter at the Coyle tower site.

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

- A. Bret Black mentioned that January 1st will reflect the consolidation of East Jefferson and Port Ludlow Fire, they will be redesignating the stations and units for the new organization and include JeffCom911 in the new constructs.

IX. Old Business

- A. Port of Port Townsend's Radio Service Request: Update
 - i. Rich has reached out to Terry Taylor, to follow up on our current status.
- B. Records Specialist ILA Revision/Position: Update - Deferred until 2023
- C. Review of Jeffcom 911 ILA: Update – Deferred until 2023
 - i. Bret Black mentioned putting the item for tracking in google Docs and accessible to all concerned to input and monitor progress.
- D. Dispatch on Demand Program/Contract: Update
 - i. We will be ending the exploration.
- E. Reevaluate Office Manager Position to Finance Director, Contract, Compensation, and retro pay **To Be discussed in Exec session**
- F. Reevaluate Rich DePas Employment Contract

X. New Business

- A. Election of 2023 Board Members
 - i. Fire Chiefs Assoc:
 - 1. Chief Black will be the primary.
 - 2. Tim McKern will be the alternate.
 - ii. Fire Commissioners:
 - 1. Steve Craig will be the primary;
 - 2. Art Frank will be the alternate.
 - iii. Chair
 - 1. Tim McKern made a motion to elect Andy Pernsteiner
 - 2. Art Frank seconded, and Andy was nominated as Chair.
 - iv. Vice-Chair
 - 1. Andy Pernsteiner made a motion to elect Thomas Olson
 - 2. Brett Black seconded, and Thomas Olson was nominated as Chair.
- B. Establish 2023 Meeting dates **PROPOSED**
 - i. February 23rd
 - ii. March 23rd
 - iii. April 27th
 - iv. May 25th
 - v. June 22nd
 - vii. August 31st
 - viii. September 28
 - ix. October 26
 - x. November 16th
 - xi. December 14th

- vi. July 27th
- xii. January 25th
- C. Appoint second authorized signer for checks, and bank authorization.
 - i. Joe Nole made a motion to authorize Andy Pernsteiner as a signer.
 - ii. Art Frank seconded, and Andy is authorized.
- D. Responsibility to whom, for Director Recruitment
 - i. Andy and Art are working together on the position description.
 - ii. Andy asked to have Art Frank will be the responsible for it.

XI. Executive Session –

- A. Chief Tim McKern stated intent to move into Executive session to discuss the performance of a public employee.

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.

Executive Session established for 30 minutes.

Start time: 12:37 pm

End Time: 1:07 pm

Session ended with no decisions made.

The contracts will be reviewed, and responses made at next meeting.

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

XIII. Good of the Order

- A. Mark McCauley commented on the good meeting and the nice Director's Report by Rich.
- B. Andy thanked Rich for all he has done these past 3 weeks.
- C. Brett Black concurred and in 2023, he would like to spend some time with Rich, and get to know the JeffCom Staff.
- D. Happy Holidays and Merry Christmas to everyone!

XIV. Adjourn

Greg Brotherton requested a motion to adjourn the meeting.

Andy Pernsteiner seconded, and the Meeting was adjourned at 10:31 am.

Next meeting: January 26th, 2022

9:00 am – 11:00 am

JEFFCOM Administrative Board Member

Date

JEFFCOM Administrative Board Member

Date