



JeffCom911 Board Meeting
via Zoom
January 27, 2022

CANCELLED

DUE TO

STAFF

COVID POSITIVE

Next Meeting: February 24, 2022 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting

via Zoom

February 24, 2022

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
Thomas Olson, City of PT Chief
Andy Pernsteiner, Undersheriff

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
Chris Kauzlarich, East Jefferson Fire Rescue
Eric Olsen, RaCom

Members/Alternate Members Absent or excused:

Robert Pontius, Fire Comm. Assn, alternate
John Mauro, City of PT Chief Alternate

- I. Call to Order Art Frank called the meeting to order at 9:00 am
- 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 (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
Tim McKern seconded, and the agenda was approved.

- V. Approval of minutes:
 - A. Meeting minutes for December 16, 2021 *
Greg Brotherton made a motion to approve the minutes.
Tim McKern seconded, and the minutes were approved.

- VI. Approval of Payments:
 - A. December 2021
Art Frank made a motion to approve the vouchers for December 2021.
Greg Brotherton seconded, and the payments were approved.
 - B. January 2022
Art Frank made a motion to approve the vouchers for January 2022.
Greg Brotherton seconded, and the payments were approved.

- VII. Director's Report
 - A. Please review Stacie's report.

- VIII. IT Systems Manger Report
 - A. IT has sent out invitation to SharePoint. Please check your spam folder. This is where the board documents will be posted.
 - B. Regarding Radio consultants, after working with Silke Communications, it has been determined that they may not be the right fit for Public Safety Venues. Specifically, the critical issue is the microwave shooting up to the Tower sites.
 - C. Rich researched and found RaCom whose focus is public safety. Eric Olsen is joining us today from RaCom. His Contact: eric.olsen@racom.net
 - D. We're looking at the full back-end operations, as well as internal testing, and to Fire and Law Enforcement to test some of the radios.
 - E. Rich said IT is getting ready for the final CAD upgrade go live date of March 22nd. Working on our third conversion testing today.
 - F. Sheriff Nole asked if RaCom is able to work on the radios in the mobile units. Yes, they can handle "everything" radio. The City of PT also is meeting with Silke.

- 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. Everything is going well, we're in the 3rd conversion testing, our final test.
 - ii. The go-live date is March 22, 2022, at 7:00 am through the 24th.

- iii. March 22, at 9:00 pm Tyler will be taking the system down for approximately 3 hours to do the conversion, and it will affect the mobile units. It affects Pencom911 as well.
 - iv. Thanks To Brett Anglin, Dave Fortino, and Jason Greenspan for all their help in the mapping for the new CAD upgrade.
 - v. During the week of March 14th our dispatchers will be training for three days on the new CAD system in the conference room at the Sheriff's office.
 - vi. Tyler has said April 1st, or June 9th they will do an update for "bugs" that have been identified by PenCom911 since they went live. They can't update it until both agencies are "live".
- B. Warrant Clerk Position – no update.
- i. We will address this later after CAD. Name will change to Records Clerk
- C. VIPER Upgrade
- i. Currently, we're just trying to get an update for the computers, versus the upgrade. This will help in the interim.
 - ii. The state is pushing the "Next Generation 911" and we need to research Grant options to meet this standard.
- D. Appointment of New Board Members 2022
- i. The Sheriff of Jefferson Co or his/her designee
 - ii. The City of Port Townsend representative, to be selected by the City
 - iii. Jefferson County Fire Chiefs Commissioner's, and alternate
 - iv. Jefferson County Fire Chiefs Association, and alternate
 - v. Jefferson County Commissioner, and alternate

Nomination for the Chair:

Andy nominated Tim McKern. Stacie Nominated Art Frank. Greg asked Art's if he had a preference. Art said He would like to step down if Tim is available.

Andy made a motion to elect Tim McKern for the Chair position.

Art Frank seconded, and the motion was approved.

Tim McKern Accepted to serve as the Chair of Jeffcom911 Board

Nomination for Alternate Chair

Tim made a motion for Andy to be the Vice-Chair. He is not able to since he's not primary. Andy asked if he could be the primary, and Joe Nole to be the

alternate. It was agreed they would switch roles. This would be followed up by a letter from JCSO

Tim McKern made a motion to elect Andy Pernsteiner for the Vice-Chair position Art Frank seconded, and the motion was approved.

Andy Pernsteiner accepted to serve as the alternate Chair.

XI. New Business

- A. Dept of Retirement Systems (DRS) Excess Compensation Benefit Invoice \$13,613.32
RE: Stamper, Donna PERS 1 retirement 10-01-2020
RCW 41.50.152 Retirement benefits based on excess compensation—
Employer liable for extra retirement costs.
- B. Active CAD (Created by Mark Piel, Former City of Port Townsend)
 - i. Mark Piel has resigned from the City of PT. The new CAD upgrade will most likely not be compatible with the old code with which Active CAD was designed.
 - ii. Rich stated that Active CAD “pounds the system hard” and was causing our Tyler CAD data base to lockdown. Mark Piel modified some of the code, but there are thousands of lines of code that would need to be changed. Active CAD takes the system down to a 50-70% processing speed, sometimes down to about 10%.
 - iii. Joe asked about active CAD on his phone. Rich stated that it would be Tyler’s ShieldForce, which is an interactive access to CAD vs Active CAD which is a view only mode. Fire stations also can use Tyler’s CrewForce
 - iv. Tim has been using Active911; he used it in Mason County and has been very satisfied. It only cost \$13/year for each user, unlike eDispatch that costs \$79/month. It maps the calls and has a significant cost benefit. Chief Manly and Chief Willy are going to look into activating it.
 - v. Peter Brummell is moving towards CrewForce.
 - vi. Greg Brotherton mentioned that since Fire is moving to Crewforce, that Law Enforcement will need to do something as well, which is ShieldForce. Both are Tyler products. Costs are based on the number of licenses.
- C. Budget Surplus
 - i. Stacie: 2020 Budget was passed at a minus We finished 2021 with a surplus of \$358,581 (in the general fund)
 - ii. Stacie met with Mark McCauley Wednesday 2/23.

- iii. 3 Options
 - 1. Modify user fees for and make adjustment for surplus in next year's budget
 - 2. Go back and reevaluate the user fees for 2022 and reimburse user agencies
 - 3. Roll Surplus and roll it into our capital budget for JeffCom Projects
 - iv. Chief Olson expressed his concern with Active CAD being phased out, and the cost to the agencies and that perhaps this money that was paid in excess could defray those costs. Art Frank commented that the capital budget is for the one-time purchase of capital items, and not for the recurring costs of a replacement (i.e., CrewForce or ShieldForce)
 - v. Lisa will prepare Resolution 2022-0001 to transfer \$358,581 from the General Fund to the Capital Fund. This will be brought to the March Board meeting.
- D. Radio Upgrade/Update Status
- i. We have had discussions with Eric Olsen, RaCom. His history: 33 years in Public safety; Retired Police Chief Kirkland WA
 - 1. <https://www.racom.net/our-company>
 - 2. RaCom is completing a statewide L3HARRIS radio set up with WA Dept of Transportation.
 - 3. RaCom is looking into collaborative partnerships with local law enforcement agencies, municipalities, and counties, potentially sharing radio resources and tower sites throughout the state DOT systems own Cog units.
 - 4. In return, The DOT would have reciprocal benefit by increasing their radio coverage in areas where they are lacking, by using agencies' tower sites.
 - 5. This would potentially increase coverage for JeffCom911 and PenCom911, with little impact financially.
 - ii. Tim McKern asked if there is funding available for radios? Stacie said currently there is not funding available yet. Also, have other agencies joined on to the DOT partnership plan? Eric said no, not yet, but others are looking at feasibility studies to partner with DOT. It is a work in progress.
- E. National Telecommunicator Week April 10-16
- i. Last year, the Fire Depts and the City "rocked the baskets" in appreciation last year!

- ii. Jefferson County needs to step up their game! Sheriff Nole mentioned that they have just been so much busier than the other agencies 😊👤

- 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.
 - i. The session will be scheduled for ten minutes
 - ii. Executive Session Start time: 10:32 – 10:42 am
 - iii. Executive Session concluded with the following Motion:
 - B. Art Frank made a motion to approve the IT Systems Manager, employment contract for Rich DePas/ All provisions of the contract remain in effect with the following changes:
 - i. Contract dated will be January 1st, establishing a
 - ii. The new contract period will be annually January 1, – December 31, 2022, to be reviewed each calendar.
 - iii. Retroactive salary increase of 7% to 119,840.00.
- Andy Pernsteiner seconded, and the contract was approved.

- XIII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Greg Brotherton still would like his tour of JeffCom911!

- XIV. Good of the Order
 - A. Joe Nole thanked Art for his service as board Chair

- XV. Adjourn
Art Frank adjourned the meeting at 10:45 am

Next Meeting: Mar 24, 2022 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
via Zoom
March 31, 2022

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Art Frank, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Chair, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Thomas Olson, City of PT Chief
Robert Pontius, Fire Comm. Assn, alternate

Other Attendees:

Brett Anglin, JCSO
Chief Brett Black
Mike Chamberlain, JeffCom911 -Network Admin
Glen Clemmons, Commissioner
Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Chris Kauzlarich, East Jefferson Fire Rescue
360-344-9786 Public attendee

Members/Alternate Members Absent or excused:

Andy Pernsteiner, Undersheriff
John Mauro, City of PT Chief Alternate

- I. Call to Order Art Frank called the meeting to order at 9:00 am
- 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.*

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- In-person – Not an option at this time.

No public comments were received

- IV. Agenda - Additions, changes, and Approval
- V. Approval of minutes:
 - A. Meeting minutes for February 24, 2022
Art Frank made a motion to approve the minutes.

Joe Nole seconded, and the minutes were approved.

VI. Approval of Payments:

A. February 2022

- i. Account 671 Jefferson County \$ 2,228.09
- ii. Account 3 – First Federal Savings \$133,264.16

- B. Art Frank made a motion to approve the vouchers for February 2022.
Chief Olson seconded, and the payments were approved.

VII. Director's Report

- A. Please review Stacie's report.
- B. CAD upgrade started March 28th.

VIII. IT Systems Manger Report

- A. CAD upgrade has been the only focus. Mike and Rich are fielding lots of calls, and Rich thanked everyone for their patience and support
- B. Joe Nole commented how much the JCSO appreciated Rich and Mike's hard work
- C. Chief Olson mentioned the difficulty they have had without "Active CAD" available to give them the information they need. Should we go back to the old traditional way of dispatching? They are missing critical information, such as a weapon is involved. "Details Mobile" is useless right now without having any ability to access it.

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

- A. No comments were received

X. Old Business

A. CAD upgrade review

- i. CAD upgrade started March 23-25th. Tyler was onsite. There were significant issues at the beginning with connectivity.
- ii. The timeline we were given by Tyler was not accurate. Originally the CAD conversion was to be on Tuesday 23rd, with midnight the 23rd scheduled for the mobile units to be brought in. Instead, this happened earlier at the same time of the conversion. This was contradictory to what we had told the user agencies.
- iii. Rich stated there is an upgrade to the system coming. It will be put in the test site for April 29th "go live date". We will have 2 months to test that out. June 29th is the go live date for the upgrade. It will allow more filtering capabilities for the mobile users to isolate law calls, or user-specific issues

- iv. Rich thanked Chris Kauzlarich for all his help with the response plans, helping IT and the dispatchers with the calls for service inputs, and all the paging and the unit contacts assigned
 - v. Pete Brummel – On the fire side we were “kicked in the shins” and we were told we would have time to test our “plans”; that was not allowed. It just started yesterday! Collectively, Fire Service was very much at Risk. Tyler did not deliver on the fire side, due to Rich, Mike, and Chris K helping the way they have.
 - vi. Brett Black concurred: the “lift” that fire had to do was incredible and thanks to Pete and Chris, for their 24/7 “hands on” mission for all their hard work, and the time it took away from your families.
 - vii. Tim McKern, Quilcene Fire echoed the same issues, and thanks for their help. Chris and Pete were integral in dealing with all the issues.
 - viii. We’re going to have meetings with Tyler on the 25th to “debrief” outstanding issues, and we do have a direct line with the project manager, as well as the new account manager.
 - ix. Tim suggested we address these issues at the upcoming user group. The agencies can work together individually to address their issues and bring those forward to find resolve.
 - x. Greg Brotherton asked if we have enough “time” to resolve these issues with Tyler. Stacie mentioned that we have ongoing support (up to a year) and regular meetings to troubleshoot issues. She has a matrix that tracks the issues, the scheduled “fix date”, and we can prioritize priority of issues
- B. National Telecommunicator Week April 10-16th
- i. We have one dispatcher on emergency medical leave, so we are very short-handed. Fellow dispatchers have really stepped up to cover her shifts. Gordon Tamura’s assistance until medical units arrived was invaluable
 - ii. Brandon P has helped immensely and will continue to help on Thursday evening. Derek Allen also helped in a critical moment when she had to be cared for.
 - iii. Brandon and Derek also covered while the training was going for the new CAD. Their help was immensely appreciated; they both started in Dispatch at JeffCom!
- C. Discussion regarding Budget Surplus
Resolution 2022-0001 to Transfer \$358,581 from General Fund to Capital Fund
Tabled for next month...

- D. Active CAD – Looking at CrewForce/ShieldForce as a replacement.
- E. Warrant Entry Records Clerk Position – tabled for next month

XI. New Business

- A. Crewforce/ShieldForce is Tyler’s program in lieu of Active CAD
 - i. Discussion ensued regarding the costs, and who will pay for the purchase.
 - ii. Bob Pontius reiterated that everyone on travels within the entire Jefferson County, and this is a bigger County “picture” and not just individual user agency issues
 - iii. Greg Brotherton stated that it is essential for the agencies to have a replacement for Active CAD, and it reasonable to expect this one-time funding to be for the benefit of the entire county for the initial setup. While being supportive, he is not comfortable with making a motion until costs are nailed down.
 - iv. The management of CrewForce/ShieldForce is a Tyler project and support is provided by them; it’s not JeffCom911’s responsibility going forward. After the initial purchase, each agency will be responsible for paying for their own user fees for their first responders, and volunteers to use on their devices.
 - v. Greg Brotherton made a motion to approve a maximum of \$50K to be approved for purchase of the Tyler Crewforce/ShieldForce initial setup-fees. Sheriff Joe Nole seconded, and the funding was approved.

- B. Jeffcom 911 EFT Policy – tabled until next month

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 10:41 am

Next Meeting: April 28, 2022 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date