



JeffCom911 Board – Special Meeting
via Zoom
July 28, 2022

Members/Alternate Members Seated:

Greg Brotherton, Jefferson County Commissioner
Pete Brummel, Chief’s Association Alternate
Art Frank, Fire Commissioner
Tim McKern, Chair, Fire Chief, FD#2
Joe Nole, Sheriff JCSO, Sheriff Office Alternate

Other Attendees:

Mike Chamberlain, JeffCom911 -Network Admin
Kim Corey, JeffCom911 Dispatcher
Rich DePas, JeffCom911 IT Systems Manager
Jenny Dyste, JeffCom911 Records Clerk
Marlo Erwick, JeffCom911 Dispatcher
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Eric Olsen, RACOM

Members/Alternate Members Absent or excused:

Mark McCauley, Jefferson Co, Alternate
John Mauro, City of PT Alternate
Thomas Olson, City of PT Chief
Andy Pernsteiner, Co-Chair Undersheriff
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order Tim McKern called the meeting to order at 9:04 am
- II. Roll Call
- III. Agenda - Additions, changes, and Approval
 - Greg made a motion to approve the Agenda.
 - Art Frank seconded, and the agenda was approved as amended.
- IV. Approval of minutes:
 - A. Board Meeting Minutes for May 27, 2022
 - Art Frank made a motion to approve the minutes.
 - Joe Nole seconded, and the minutes were approved.
 - B. Board Meeting Minutes for June 23, 2022
 - Art Frank made a motion to approve the minutes.
 - Joe Nole seconded, and the minutes were approved.
- V. Approval of Payments:
 - A. June 2022
 - i. Account 671 – 1st Security \$ 22,440.80
 - ii. Account 3 – First Federal Savings \$ 135,310.72
 - B. Greg Brotherton made a motion to approve the vouchers for June 2022.
Joe Nole seconded, and the payments were approved.

VI. Director's Report

- A. Please see Stacie's Report
- B. Radio Upgrade: Completed.
- C. Filling of Supervisor Position: Marlo filled in as a supervisor during my vacation in June and did an amazing job. I will be having her fill in again for my trip August 6-11 to APCO.
- D. I am hoping to schedule another radio upgrade workgroup meeting in late August.
- E. Legacy Power serviced all generators. One issue was discovered with the Coyle site and it has been repaired.
- F. The application for State Equipment funding was approved.
- G. We are currently researching a replacement or upgrade to our Stencil system (our recording program) that records all calls and radio traffic that comes into the center. No date on when this will be taking place.
- H. We have officially received a letter from the Union Local 589 stating their intent to open the contract for bargaining. I have reached out to the Union Representative and have yet to get a response for a date/time of the first meeting. I was presented with an MOU by the Union with some proposals. This will be discussed during the executive session of the board meeting.
- I. Crewforce/ShieldForce is up and running for law, fire is still working on some adjustments and getting the system deployed to their users.
- J. Recruiting for dispatch positions is ongoing. I currently have 14 applicants that have shown an interest. Having difficulty getting them to sign up for testing. I also have joined a recruitment/retention workgroup made up of multiple counties and 911 centers throughout the state. Meetings are monthly on Mondays.
- K. We will be working with my Pub Ed team to try and get them out to career fairs, the Jefferson County Fair, the All-County Picnic, and any other events where we have the ability to recruit and provide some 911 education to the public. If any events are occurring in your area, please let me know as soon as possible so that I can try and get a booth set up.
- L. OT remains high due to one dispatcher being on medical leave and one moving to part-time status.
- M. I am attending the following conferences this year:
 - i. August 6-11 – APCO International in Anaheim, CA
 - ii. October 4-7 – WA APCO State Conference in Kennewick, WA (Rich DePas will also be attending this conference.

Greg commented about doing a simultaneous recruitment search for both the supervisors and dispatcher vacancies, to draw from a larger pool of applicants. Stacie reiterated that her focus on filling the dispatcher shortages, and then to work on filling the supervisor positions. Some aspects of the supervisor would require time away from the console.

VII. IT Systems Manger Report

- A. Rich is trouble shooting recording issues with the radio console upgrade. Worked with RACOM and Zetron to figure out why the recording changed after the upgrade. Marlo was having difficulty recovering recordings for the public record requests.
- B. Working on the VIPER kickoff for the upgrade in December; we're having bi-weekly meetings to stay on track.
- C. Rich and Mike are cleaning up our Asset inventory on BIAS Asset management

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

IX. Old Business

- A. Crewforce/ShieldForce Progress – Nothing to report. Port Ludlow is merging with East Jefferson and had to make a few file changes.
- B. VIPER upgrade – We had the kickoff call yesterday, working towards December 7th for a tentative cut-over date, for a 5-day period. May take less time than that.
- C. Staffing levels – discussions continuing.

X. New Business

- A. Radio update and recording issues – see 28 min
 - i. On the Fire channel we were able to recover the recording for the incoming traffic from Fire, but the recording wasn't catching the dispatcher portion of the call.
 - ii. Regarding "Toning" on the Fire side, it seems to be something in the Tyler system; they're trying to troubleshoot what is causing the tones to stop sending the commands to the Zetron unit to tone out... District 2 is having the most issues so we're trying to troubleshoot it, but intermittent issues are hard to track.
- B. Surplus policy change request
 - i. Want to streamline our current policy. We want to change the policy. For example, If an item has value, it will be brought to the board for surplus. If it has "no value", a file cabinet, old tables, broken desks or chairs, etc. we'd like to be able to mark it as disposed, as opposed to bringing those disposals to the board level.

- ii. Stacie will be consulting our lawyer on policy issues and compliance with SAO rulings.

C. Budget

- i. Starting work on the budget for IT equipment needs and extraordinary type of items.
- ii. Art suggested having a Budget working group (Andy P, for the budget preparation and evaluating personnel costs for wages and benefits, especially with the expiring CBA in December and the negotiations that will need to be addressed.
- iii. Could have a special meeting with the entire board, to discuss scenarios.

XI. Executive Session –

- A. RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

The purpose is to discuss the proposed MOU submitted by our Union Rep and shop steward, for 15 minutes, beginning 9:45

Greg Brotherton said that according to the new OPMA law, there will need to be a public comment period after the session concludes.

Start Time: 9:45 am

End Time: 10:00 am

The purpose is to discuss the proposed MOU submitted by our Teamsters Union 789 Representative and the shop steward

- B. Session ended with no decision made to act on.
- C. Upon further discussion, The MOU will be incorporated into the CBA negotiations.

D. Public Comment:

- i. Jenny Dyste, Union Shop Steward, clarified that the MOU was submitted based on the urgency of the need, and is wondering if it is going to be addressed in the interim before the next board meeting on August 25th. The current CBA expires in December 2022
- ii. Greg Brotherton concurred that the matter is urgent, that the board agrees, and that it is agreed that we will have a special meeting.

XII. Suggestions for next or future agenda, regular meeting and/or executive session.
Art suggested that we set the special meeting date now

August 3rd at 9:00 am - Special Meeting Zoom Meeting

XIII. Good of the Order

- A. Joe thanked Marlo for stepping up while Stacie was gone. He also said thanks for sending out the link to the board meetings documents. It was very helpful!
- B. Art mentioned that Sean Moss, Principal of Quilcene School District in Quilcene is posting Dispatch vacancies on the school reader board.

XIV. Adjourn

- A. Tim McKern adjourned the meeting at 10:09 am
- B. Art Frank made a motion to adjourn the meeting
Joe Nole seconded, and the meeting adjourned.

Next Meeting:

August 3rd, 2022 - 9:00 am - Special Meeting Zoom Meeting

August 25th, 2022 - 9:00 am -11:00 am Regular Meeting
Board Meeting in person or via teleconference.
Port Ludlow Fire Station No. 31 - 7650 Oak Bay Road -Port Ludlow, WA 98365

JEFFCOM Administrative Board Member

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Date

Date