



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

Date

JEFFCOM Administrative Board Member

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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- 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
- 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



JeffCom911 Board Meeting
via Zoom
April 28th, 2022

Meeting Cancelled



JeffCom911 Board – Special Meeting

via Zoom

May 05, 2022

Members/Alternate Members Seated:

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 Network Admin
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Chris Kauzlarich, East Jefferson Fire Rescue

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
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 10:00 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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- 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 March 31, 2022

Corrections: Art Frank no longer Chair, correction should be Tim McKern as chair.

- B. Joe Nole made a motion to approve the minutes with changes.

Art Frank seconded, and the minutes were approved.

- V. Approval of Payments:
 - A. March 2022
 - i. Account 671 Jefferson County \$319,236.14
 - ii. Account 3 – First Federal Savings \$129,172.58
 - B. Art Frank made a motion to approve the vouchers for March 2022.
Chief Olson seconded, and the payments were approved.
- VI. Director's Report
 - A. Please review Stacie's report.
- VII. IT Systems Manger Report
 - A. Working on issues with the CAD upgrade
 - B. Test environment has been Upgraded to 2021.2; dispatchers are testing before going live.
 - C. Working on Radio consoles upgrade, as well as the Intrado 911 viper and the radios on the towers.
- VIII. User Agency Report: Limited to 10 min per agency/speaker
 - A. No comments were received
- IX. Old Business
 - A. Crewforce/ShieldForce ILA discussion
 - i. Reviewing the ILA - Stacie will review the ILA and we will put off a board vote for approval until the May 27th meeting.
 - ii. Suggested that JeffCom911 will pay the initial cost, and then each of the user agencies will pay their annual costs, and can manage their agency's licenses.
 - iii. JeffCom911 and PenCom911 have the contracts with Tyler. The issue is the user agencies may need to enter into contract with Tyler
 - iv. Stacie will schedule a special meeting with Tyler and Law and Fire user agencies to finalize the purchase details/possible pending contracts.
 - B. VIPER upgrade
 - i. Stacie finished a State Equipment Application to SECO for a share of the \$1,000,000 Grant for equipment for VIPER and for our Stancil recorder.
 - C. SAO Audit Results

X. New Business

A. Approval of Jeffcom 911 EFT Policy

- i. *Approval of the EFT Policy is postponed until further review by board members and will be voted on at May 27th meeting.*

B. Resolution 2022-0001 Transfer \$200,000 from General Fund to Capital Fund

- i. Art Frank made a motion to approve the transfer.
ii. Joe Nole seconded.
iii. Approved by all members.

C. Radio Update – Quote for Emergency update of Series 4000 Zetron equipment

- i. Stacie asked for approval of the quote for \$19,862.20. This is a one-time update cost with no re-occurring charges.
ii. Joe Nole made a motion to approve the purchase from RACOM.
Chief Olson seconded, and the purchase was approved.

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

XII. Good of the Order

XIII. Adjourn

Tim McKern adjourned the meeting at 11:07 am

Next Meeting: May 26th, 2022 – 9:00 am Board Meeting via Teleconference is cancelled.
May 27th, 2022 - 9:00 am Special Meeting

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
via Zoom
May 26, 2022

CANCELLED

Next Meeting: May 27, 2022 – 9:00 am Special Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board – Special Meeting

via Zoom

May 27, 2022

Members/Alternate Members Seated:

Pete Brummel, Chief's Association Alternate
Art Frank, Fire Commissioner
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
Robert Pontius, Fire Comm. Assn, alternate

Other Attendees:

Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Heidi Eisenhour, Jefferson County BOCC Chair

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
John Mauro, City of PT Alternate
Mark McCauley, Jefferson Co, Alternate

- I. Call to Order Tim McKern 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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- 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. Board Meeting Minutes for May 5, 2022

Andy Pernsteiner made a motion to approve the minutes with changes.
Art Frank seconded, and the minutes were approved.

V. Approval of Payments:

A. April 2022

- i. Account 671 Jefferson County \$ 402,881.76
Includes 2 checks of \$200,000 for withdrawal/deposit to FFSL
- ii. Account 3 – First Federal Savings \$ 363,818.16

- B. Art Frank made a motion to approve the vouchers for April 2022.
Andy Pernsteiner seconded, and the payments were approved.

VI. Director's Report

Please review Stacie's report.

VII. IT Systems Manger Report

- A. Rich wanted to clarify that the radio upgrade next month is the radio consoles, (ZETRON) that sits at the dispatch consoles, and it allows them to talk to the LAW and FIRE user agencies.
The Radio workgroup discussions are regarding the radio repeaters that are up on the tower sites. These are scheduled for 2023.
- B. IT Staff have has been installing and troubleshooting the CrewForce/ShieldForce installations, getting devices registered and online with ShieldForce. Brett Anglin has been assisting for LAW. Chris Kauzlarich has been involved in the FIRE side.
- C. We've been working with PenCom on their core network equipment, and it is beginning to arrive. Rich and Mike will be working jointly with PC911 IT Department on the server firewalls. We did JC911's backend work about 18 months ago; now, they are completing theirs.

VIII. Old Business

A. Approval of Jeffcom 911 EFT Policy

Andy Pernsteiner made a motion to approve the JeffCom911 EFT Policy
Art Frank seconded, and the motion was passed.

- B. Radio Upgrade Workshop – we had a good collection of User representatives to discuss the future upgrade.

- C. CrewForce/ShieldForce Implementation – Art thanked the fire departments for pushing hard on Tyler for cooperation to get ShieldForce implemented. Stacie thanked Fire for assisting in the push.

Chief Brummel likewise stated that the kickoff meeting went well. We're beginning to implement the software to a few of the user groups' devices and run some initial testing to get this up and running. Contract is signed and progress is being made on a handful of beta testers.

The platform is much more interactive, and the users are able to interact with CAD, and encourages that the user groups have policies and procedures in place to make sure that it is utilized within a given set of acceptable standards.

Rich stated that LAW has been using the interactive features on their mobiles, being able to put themselves enroute to, or on scene. There are some automated mechanisms that can also do that, depending on their geo locations. Dispatchers will be able to notice these status changes.

IX. New Business

- A. Crewforce/ShieldForce ILA Approval
- B. The Cloud fee will be paid back by User agencies, based on their number of licenses.
- C. Yearly Maintenance fees will be paid back by User agencies based on the # of license counts, similar to ESChat.
- D. Art Frank made a motion to approve the Crewforce/ShieldForce ILA Approval
Chief Brummel seconded, and the motion was passed.

X. 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.

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

XII. Good of the Order

- A. Bob Pontius asked if the dispatchers prefer to work 12's instead of 10's or 8's. Stacie said the dispatcher chose those shifts and prefer the 12's. Also do not have the staffing to do 10's or 8's.
- B. Heidi Eisenhour expressed her immense appreciation for the work "we all do" and that all of Jefferson county appreciates what we do.

XIII. Adjourn

Tim McKern adjourned the meeting at 9:54 am

Next Meeting: June 23rd, 2022 - 9:00 am 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

JEFFCOM Administrative Board Member

Date

Date



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.*

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- 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

Date

JEFFCOM Administrative Board Member

Date



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 Stancil 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

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board – Special Meeting

via Zoom

August 3 , 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
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Rich DePas, Jeffcom 911 IT Systems Manager
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Joseph Quinn, Attorney
Missy Swift, JeffCom911

Members/Alternate Members Absent or excused:

Mark McCauley, Jefferson Co, Alternate
John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, City of PT Chief
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 – 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@jcpns.us (Comments received here will be added to the correspondence log)

IV. 2023 Budget Discussion

- A. Stacie stated that there will be approximately \$500,000 increase in wages.
- B. State Grant has gone down about \$10,000.
- C. There will be an increase in CFS fees based on the projected increases in wages and any retention pay or hiring incentives that are agreed upon.
- D. Communication wages YTD is at 56% YTD, so under budget

- E. Overtime Wages is at 80% of budget compared to a 58% YTD through July
 - i. Greg asked why a 500K increase in wages
 - 1. Stacie put 5% increase in wages, as well as the CBA potential negotiations and incentive and retention bonuses, primarily in Communication Wages.
- F. Chief McKern called for an executive session for the purpose of discussing the upcoming CBA negotiations and the Letter of Agreement proposals submitted by JeffCom's Shop Steward, Jenny Dyste and our Teamsters 589 union representative, Richard Stone

The session will start at 9:10 and last until 9:40

Art made a motion to go to executive session

Greg Brotherton seconded, and the motion was passed.

V. Executive Session –

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.

No Public Comment is allowed on Executive Session

The board came back in session at 9:40, with some action items to occur:

Greg Brotherton was happy to move that we request Director Stacie Huibregtse and Joe Quinn to draft responses to the two LOAs (Letters Of Agreement) and to schedule another special meeting next week to potentially approve it, so we can move through this with all expediency.

Andy Pernsteiner seconded the motion, for next Wednesday at 9:00 am.

Stacie will confirm this time as she will be away at the APCO conference

Greg Brotherton made an additional comment that he really appreciates the extraordinary efforts of the communications staff, and all the JeffCom Staff. We understand the intent of these requests and we think that we can do something to help out staff and recognize the extraordinary work of the staff and help out next week.

Motion was carried with full approval by all attending.

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

VII. Good of the Order

Art asked that we schedule the special session for next week ASAP to lock it in to their calendars.

Tim thanked Art for joining while he was on vacation.

VIII. Adjourn

A. Art made a motion to adjourn the meeting.

Andy Seconded and the meeting adjourned at 9:45

Next meetings: August 10, 2022 – Special Meeting – 9:00 am

August 25, 2022 – Regular Meeting - 9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board – Special Meeting

via Zoom

August 10 , 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
Thomas Olson, City of PT Chief
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Rich DePas, Jeffcom 911 IT Systems Manager
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Joseph Quinn, Attorney

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Mark McCauley, Jefferson Co, Alternate
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 – 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. 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.

No Public Comment is allowed on Executive Session

Tim McKern called an executive session for ten minutes, beginning at 9:01 for ten minutes, per RCW 42.30.140(4)(a), to discuss a proposed MOU, LOA for the upcoming Collective Bargaining Agreement due to expire in December.

Beginning Time: 9:01 Ending Time: 9:11

Greg Brotherton made a motion to go into executive Session.
Andy Pernsteiner seconded the motion

Tim McKern extended the session

Extended Time: 9:12 Ending Time 9:17

Tim McKern called the special meeting back to order at 9:17 with no decision made.

The amendments to the motion were to change the MOU as presented. A copy of the proposed MOU is attached at the end of this document.

Regarding Items #2 and # 3:

2. One-Time Staffing Retention Incentive.

All employees will receive a retention incentive. The gross amounts of the incentive pay shall be as follows:

Full-time Communications Officers (COs): \$6,000.00

Part-time COs, Records Specialist and Network Technician: \$2000.00

This retention incentive pay shall be paid at the earliest possible pay period following the ratification date of this MOU. Any employee who

receives this incentive pay, and then leaves service with the Employer prior to December 31, 2022 shall pay the amount back to the Employer within 30 days after separation.

Modification to change Dec 31, 2022 to June 30, 2023

4 Overtime Compensation

Any overtime worked, exceeding 36 hours in a pay period, will be compensated at double time. Overtime of less than 36 hours will continue to be paid at time-and-a half. It is understood and agreed that when Jeffcom 911 returns to full staffing (at least 10 full-time Communications Officers) all overtime rates and compensation will revert back to the previously agreed rates

Modification to change less than 36 hours to less than or equal to

- V. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Greg brought up the email received from Terry Taylor, regarding the Port Of Port Townsend's request for Dispatch Services and requested it to be added to the next regular board meeting's agenda.

VI. Good of the Order

VII. Adjourn

Next meeting: August 25, 2022 Regular Meeting

9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date

**See attached MOU proposed

MEMORANDUM OF UNDERSTANDING

Between

JEFFCOM 911

And

TEAMSTERS LOCAL 589

THIS MEMORANDUM OF UNDERSTANDING is made by and between Jefferson County 911, aka Jeffcom 911 (“Employer”) and Teamsters Local 589 (“Union”) on the date on which the last signature is affixed below.

WHEREAS, the parties recognize that the work performed by the employees of the Employer is of critical importance and essential to public safety; and

WHEREAS, the parties agree that there are ongoing retention challenges due to a nationwide labor shortage;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Extension of CBA. The current collective bargaining agreement (CBA) between the parties, shall be and is extended for six months, to wit, to and through June 30, 2023, and shall remain in full force and effect, together with any MOUs or amendments now in effect, except as specifically modified herein. Any increase in wages or compensation negotiated and included in the successor CBA shall be retroactive to January 1, 2023.
2. One-Time Staffing Retention Incentive. All employees will receive a retention incentive. The gross amounts of the incentive pay shall be as follows:

Full-time Communications Officers (COs): \$6,000.00

Part-time COs, Records Specialist and Network Technician: \$2000.00

This retention incentive pay shall be paid at the earliest possible pay period following the ratification date of this MOU. Any employee who receives this incentive pay, and then leaves service with the Employer prior to December 31, 2022 shall pay the amount back to the Employer within 30 days after separation.

3. Hiring Incentive. There will be a \$6000.00 hiring incentive for Lateral Communication Officer hires, and a \$2,000.00 hiring incentive for New Communication Officer hires. The incentive pay for New Communication Officers will be payable upon successful completion of probation. For the Lateral Communication Officers, the incentive pay will be payable with \$2000.00 payable on hiring date, and the remaining \$4000.00 payable upon completion of probation.

4. Overtime Compensation. Any overtime worked, exceeding 36 hours in a pay period, will be compensated at double time. Overtime of less than 36 hours will continue to be paid at time-and-a half. It is understood and agreed that when Jeffcom 911 returns to full staffing (at least 10 full-time Communications Officers) all overtime rates and compensation will revert back to the previously agreed rates.

FOR THE LOCAL:

Mark Fuller, Secretary-Treasurer

Date Signed:_____

FOR THE EMPLOYER:

Tim McKern, Board Chair

Date Signed:_____



JeffCom911 Board – Special Meeting

via Zoom

August 25th, 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
Mark McCauley, Jefferson Co, Alternate Thomas
Olson, City of PT Chief
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Eron Berg, Port of PT Director
Mike Chamberlain, JeffCom911 -Network Admin
Jenny Dyste, JeffCom911 Records Clerk
Marlo Erwick, JeffCom911 Dispatcher
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Kimberlie W, Port of PT Environmental Spec.
Terry Taylor, Port of PT Safety & Training Officer

Members/Alternate Members Absent or excused:

Rich DePas, JeffCom911 IT Systems Manager
John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
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
 - A. Andy Pernsteiner, wanted to add a second Executive Session RCW 42-30-110 (1)(g) to review the performance of a public employee
 - B. Stacie added the addition of the Surplus Equipment policy
Andy made a motion to approve the Agenda.
Art Frank seconded, and the agenda was approved as amended.
- V. Approval of minutes:
 - A. Regular Board Meeting Minutes for July 28, 2022
 - B. Special Meeting Minutes for August 3, 2022, &
 - C. Special Meeting Minutes for August 10, 2022
 - D. Greg Brotherton - Corrections needed to minutes:
 - i. 8/03/2022 Minutes:
 1. In Section V. Executive Session, top of page 3:
 2. There are two "appreciates" written. Please replace the first "appreciates with "That he really appreciates"

ii. 8/10/2022 Minutes:

1. Correct conclusion of Executive Session outcome to "No Decision was made"

E. Art Frank – corrections needed to minutes:

i. 8/03/2022 Minutes:

1. In the attendance section:
2. Move Rich DePas to "other attendee" and

ii. 8/10/2022 Minutes"

1. In the attendance section:
2. Move Rich DePas to "other attendee" and
3. re-label Mark McCauley as Alternate, and move to Members

F. Greg Brotherton made a motion to approve the minutes, as amended.

Art Frank seconded, and the minutes were approved.

VI. Approval of Payments:

- i. July 2022 Account 671 – 1st Security \$ 402,927.99
 \$200,000.00 Transfer to Capital Fund - Resolution 2022-0001
 \$200,000.00 Withdrawal to cover Payroll/EFTs
 \$ 2,927.99 Claims (Bills) paid
- ii. Account 3 – First Federal Savings \$ 201,762.61
 \$125,565.45 Payroll/Benefits paid
 \$ 76,197.16 Claims (Bills) paid

B. Art Frank made a motion to approve the vouchers for July 2022.

Greg Brotherton seconded, and the payments were approved.

VII. Director's Report

- A. Please see report online.
- B. Our dispatcher on disability is going to try to come in on a couple of 4 hours shift next month. She'd like to try to come back full-time; we're not sure if the stress will affect her.
- C. Life Flight Network and Airlift Northwest – we're trying to work on an expedient solution to which agency is prioritized on a given aid call. Clients often have emergency insurance for one, but not the other and when time is critical, the first responders do not always have time to research the client's preference.

Chief McKern stated that according to the AG office, there is not automatic coverage with “the other” provider of medical flight service. Life Flight is automatically allowing people to sign up in the field, but we have not been able to confirm with Airlift Northwest.

Greg Brotherton asked how JeffCom911 is notified as to which service the client is preferring to use. More research will need to be conducted.

Art suggested public education on the Fire Departments to always get the preferred medivac agency for the client being assisted. Sometimes the Helicopter is launched well before the client has time to state their preference.

- D. Greg Brotherton asked about the 2/10's of 1% increase. Stacie stated that we're pushing to get in on the ballot for November 2023

VIII. IT Systems Manger Report - No updates this month

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

- A. Mark McCauley stated that Jefferson County is mounting an effort for creating Community Wildfire Protection Plans for our communities, in cooperation with Chief McKern, and Brent Butler the Fire Marshall
- B. Most likely will roll it out in segments, as there are many communities. He will be releasing a RFQ (Request for Qualifications) for a consultant for less than \$100,000 to assist in developing these plans.
- C. We are gaining a partnership with the Dept of Natural Resources that is essential.
- D. We currently have \$175,000 in the bank from the Title 3, Secure Rural Schools program available. We receive \$20,000 every year. The Jefferson County Board agrees, and hopeful for a July 2023 completion date.

X. Old Business

- A. Budget – placeholder for now. Will be addressed
Mark McCauley wanted to remind the board that we had talked about moving to a 3-year moving average on call volume was discussed last year.
- B. Art F – asked about the 64% expenditures year to date, so we're over the 58% for 7/12's of the year completed through July. However, Lisa stated that the financials show the \$200,000 transfer to our capital fund as an expenditure; this was not in the operational budget.

XI. New Business

- A. Port of Port Townsend's Radio Service Request from Executive Director Eron Berg. Previously employed with the City of Skagit where he was able to have Active 911 available to his cell phone.
- i. Realizing the counties run differently than the city, he is wanting to open discussions with JeffCom911 about providing services for the Port of Port Townsend. He is requesting being kept in the loop of events and to be notified of significant events, especially if they occur on Port property. He would like to have geo locations of port property that would help for notifications.
 - ii. For example, water emergency events, or needing to access the Jefferson County International Airport.
 - iii. He has two primary requests
 1. Find a way to get notified about events.
 2. Traditionally, the port has access radio communications to law channels. He would like to have a more formal communications link on the port security side.
 - iv. Terry Taylor would be happy to represent the Port, to assist with JeffCom with Radio, or the Dispatch center for any training needs coordination with Stacie and/or Marlo so that we can have a standardized protocol
 - v. Tim McKern suggested the Stacie, Terry, and Chief Brummel (due to proximity) to meet and discuss.
 - vi. Pete Brummel will reach out to Eron Berg next week to discuss for marine and aircraft issues. Important to talk about unified command.
 - vii. Stacie will work with Terry and structure unified radio training for the Port's users and developing the policies and procedures.
 - viii. County and City will need to enter into the conversations as well. Andy offered to assist Terry Taylor.
 - ix. Greg Brotherton asked if they'd be considered an additional "user group" to be engaged fully with JeffCom911 or is it simply the notifications.
 - x. Eron Berg would really like established "Geo location" fences drawn that would facilitate a dispatch to cell phone application that would be transmitted to the Port.
 - xi. Tim McKern stated that at this point, they may be called "stakeholders" vs "user group."

- xii. Chief Olson asked if it was simply notification by JC911 if something occurs on the Port properties, so that they can be on standby in the event of an incident. Most events have happened during the day, but occasionally nighttime.
 - xiii. Eron Berg mentioned a willingness to have Jefferson County International Airport as a potential landing site for Life Flight Network and Airlift Northwest.
- B. Staffing Program
- i. While Stacie was at APCO International, and spoke with Maureen “Moe” Dieckmann, CEO of Moetivations inc. in Denver Colorado which is QA/QI program. Moe had started a program called “Dispatch on Demand”.
 - ii. It was birthed out of the “traveling nurses” program and will assist in staff shortages. This would be short term, per-diem relationship. This is meant to give our dispatchers a better work life balance and quality of life issues.
 - iii. Greg Brotherton... what would be the relationship issues be with our MOU issues and “Dispatch on Demand” potential.
 - iv. Andy asked if she had discussed this with the dispatchers. She had shared with Courtney, Missy, and Marlo when she came back after the conference.
- C. “The Thing” event at Ford Worden State Park
- i. Chief Olson is having a full “walk-through” with the production team. Law will have three officers out there from noon until midnight.
 - ii. Approximating 2,500-3,000 more people on site in the evenings, so we’re adding two officers at night. 3,500 – 5,000 in potential ticket sales.
 - iii. Chief Brummel, Brian Tracer and Brett Black will also be on call.
 - iv. Dispatch will have Summer staying over Friday evening for the Traffic Safety Emphasis, and a DUI mobile RV which will be located at the visitors’ center. Christina will be the third dispatcher from 10 pm-2 am Friday night. Saturday a full third dispatcher will be onsite from 6 pm to 2 am.
 - v. Clallam County and Washington state will be assisting Jefferson County and the City of Port Townsend with the DUI emphasis, and encourages walking, ride share, public transportation, and designated drivers.
 - vi. Andy Pernsteiner wanted to commend Sgt Brandon Przygocki on spearheading this emphasis event with the WA State Patrol, and bringing in the mobile impaired driving unit here, and to coordinate all the outside agencies.
 - vii. On the following weekend, Labor day weekend, Chief Olson will have a Rally by the Common-Sense Conservative event, scheduled for 2:00 pm – 5:00 pm.

D. Teamsters MOU rebuttal

- i. Chief Tim McKern and Stacie stated intent to move into our first Exec session for part A, at the end of the regular meeting.

E. Surplus Policy

- i. Tim McKern presented a policy for Surplus Policy
- ii. Art Frank made a comment on paragraph 3, paragraph (a) last sentence, to add the following italicized verbiage:

Change from the Director or designee shall provide a report, prior to the disposition of the property to the Jeffcom 911 Administration Board identifying all such surplus Property

- iii. Art Frank made a motion to approve the Surplus Property Policy.
Greg Brotherton seconded, and the policy was approved.

XII. Executive Session –

Chief Tim McKern stated intent to move into our first Exec session for part A. The purpose is to discuss the proposed MOU submitted by our Teamsters Union 789 Representative and the shop steward, for 15 minutes, with possible time extended

Beginning time: 10:13 Ending time: 10:28

Andy Pernsteiner made a motion to move into executive session.
Greg Brotherton seconded, and the motion was approved.

- A. Executive Session 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.

Board may act in open session following Executive session.

Start Time: 10:13 am	End Time: 10:28 am
Extended: 10:28 am	End Time: 10:38 am

The Executive Session ended with the following decisions made:

Greg Brotherton made a motion to respond to the MOU rebuttal proposal as follows.

Andy Pernsteiner seconded, and the Board approved the proposal below:

1. Remove items 5-7 in the proposed MOU rebuttal No. 1
 5. ~~Short Notice Compensation. Any hours worked with notice of less than 7 days (short notice, sick leave, coverage, etc.) will be compensated at double time.~~
 6. ~~Wage Increase. Wages shall be increased 20% across all classifications and steps effective January 1, 2023.~~
 7. ~~Holiday. Juneteenth, June 19th, aka Emancipation Day, shall be added to the list of officially observed holidays~~

These can be addressed during the CBA Negotiations for a June 30th extension.

2. Modify Item 2 in the proposed MOU rebuttal No. 1

2. One-Time Staffing Retention Incentive. All employees will receive a retention incentive. The gross amounts of the incentive pay shall be as follows:

- a. Full-time communications Officers (COs):
 - i. ~~\$6,000~~
 - ii. Increase to \$9,000
- b. Part-time COs, Records Specialist and Network Technician
 - i. ~~\$2,000~~
 - ii. Increase to \$3,000
- c. This retention incentive pay shall be paid at the earliest possible pay period following the ratification date of this MOU. Any employee who receives this incentive pay, and then leaves service with the employer prior to June 30, 2023 shall pay the amount back to the Employer within 30 days after separation.

- B. Chief Tim McKern stated intent to move into our first Exec session for part B. The purpose is to discuss the performance of a public employee, for 20 minutes, with possible time extended.

Andy Pernsteiner made a motion to move into executive session B.

Greg Brotherton seconded, and the motion was approved.

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: 10:42 am Ending time: 10:57 am

Extended 15 minutes

Beginning time: 10:57 am Ending time: 11:17 am

The executive session made a decision as follows:

- i. Andy Pernsteiner made a motion to hold a Special meeting, Tuesday August 30th at 3:30 pm at the Jefferson County Sheriff's new training room to review the performance of a public employee.
- ii. Art Frank seconded, and the board approved the motion.

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

XIV. Good of the Order

A. Greg Brotherton brought up a citizen's HAM radio concern with DEM/EOC. They were wondering if Fire, Law, and EOC/Dem are on the same channel/band and if there is advantage to that interoperability.

B. Stacie will address this for the pending radio upgrades.

XV. Adjourn

Tim McKern adjourned the meeting at 11:25 am

Next Meeting:

August 30th, 2022 - 3:30 pm Special Meeting
September 22nd, 2022 - 9:00 am -11:00 am

JCSO Conference Room
Regular Meeting

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board – Special Meeting

via Zoom

August 30th, 2022

Members/Alternate Members Seated:

Pete Brummel, Chief's Association Alternate
Art Frank, Fire Commissioner
Tim McKern, Chair, Fire Chief, FD#2
Mark McCauley, Jefferson Co,
Alternate Thomas Olson, City of PT Chief
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Jenny Dyste, JeffCom911 Records Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order - Tim McKern called the meeting to order at 3:32 pm
- 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 – ljohnson@jcpsn.us (Comments received here will be added to the correspondence log)

- IV. Executive Session – No public comment allowed
 - A. 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.
 - i. Chief Tim McKern stated intent to move into our first Exec session for part A.

- ii. The purpose is to discuss the performance of a public employee, for 30 minutes, with possible time extended

Beginning time: 3:33 Ending time: 4:03

Extended time: 4:03 Ending time: 4:33

- iii. The executive session ended with no decision made

- B. 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.

- i. Chief Tim McKern stated intent to move into our first Exec session for part B.

- ii. The purpose is to discuss the proposed MOU submitted by our Teamsters Union 789 Representative and the shop steward, for 5 minutes, with possible time extended

Beginning time: 4:33 Ending time: 4:38

- iii. The executive session ended with a decision made.

Mark McCauley made a motion to accept the MOU as proposed.

Andy Pernsteiner seconded, and the motion carried.

- V. Suggestions for next or future agenda, regular meeting and/or executive session.
- VI. Good of the Order
- VII. Adjourn – Meeting adjourned at 4:39 pm

Next meeting: September 22, 2022 Regular Meeting

9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



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



JeffCom911 Board – Special Meeting

via Zoom

September 29th, 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
Mark McCauley, Jefferson Co, Alternate
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, City of PT Chief
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

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

- I. Call to Order - Tim McKern called the meeting to order at 3:32 pm
- 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 – lajohnson@jcpsn.us (Comments received here will be added to the correspondence log)

IV. Old Business

A. 2023 Budget Discussion

- B. Tim McKern made a motion to hold a special meeting Oct 7th, at 8:00 am.
Andy Pernsteiner seconded, and the motion was carried.

- V. Suggestions for next or future agenda, regular meeting and/or executive session
- VI. Good of the Order
- VII. Adjourn – Meeting adjourned at 10:28 pm
Andy Pernsteiner made a motion to adjourn the special meeting.
Art Frank seconded, and the motion was carried.

Next meeting: October 20th, 2022 Regular Meeting
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

Date

JEFFCOM Administrative Board Member

Date



JeffCom911 Board – Special Meeting

via Zoom

October 7th, 2022

Members/Alternate Members Seated:

Pete Brummel, Chief's Association Alternate
Art Frank, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Chair, Fire Chief, FD#2
Thomas Olson, City of PT Chief
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order – Andy Pernsteiner called the meeting to order at 8:01 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 – ljohnson@jcpsn.us (Comments received here will be added to the correspondence log)

No public comment was received.

- IV. Old Business
 - A. 2023 Budget Discussion

- B. Mark McCauley made a motion to accept the 2023 budget as amended, to move \$71,000 from wages to the capital budget, and to move the \$260,000 for the Coyle improvement site for further discussion later.

Andy Pernsteiner seconded, and the budget was passed as modified in the motion.

Chief Brummel, Alternate, voted no. However, Chief McKern, as primary, voted yes.
So, it is a unanimous 5-0 vote

- V. Suggestions for next or future agenda, regular meeting and/or executive session
- VI. Good of the Order
- VII. Adjourn – Meeting adjourned at 8:40 am
Andy Pernsteiner made a motion to adjourn the special meeting.
Art Frank seconded, and the motion was carried.

Next meeting: October 20th, 2022 Regular Meeting
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

Date

JEFFCOM Administrative Board Member

Date



JeffCom911 Board – Special Meeting

via Zoom

October 20, 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
Thomas Olson, City of PT Chief
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Mike Chamberlain, JC911 Network Technician
Jenny Dyste, JeffCom911 Records Specialist
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Terry Taylor, Port of Port Townsend

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate
Mark McCauley, Jefferson Co, Alternate
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
Greg Brotherton made a motion to approve the Agenda.
Andy Pernsteiner seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Regular Board Meeting Minutes for September 22, 2022
Greg Brotherton made a motion to approve the minutes.
Art Frank seconded, and the minutes were approved.
 - B. Special Meeting Minutes for September 29, 2022
Greg Brotherton made a motion to approve the minutes.
 - i. Art Frank seconded, and the minutes were approved.
 - C. Special Meeting Minutes for October 7, 2022
We will move to approve these at the next meeting
- VI. Approval of Payments:
 - A. September 2022

- i. Account 671 – 1st Security \$ 244,393.23
 - \$200,000.00 Withdrawal to cover Payroll/EFTs
 - \$ 479.00 Payroll Benefit paid
 - \$ 44,872.23 Claims (Bills) paid

- ii. Account 3 – First Federal Savings \$ 226,260.86
 - \$208,567.75 Payroll/Benefits paid
 - \$ 17,693.11 Claims (Bills) paid

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

VII. Director's Report

- A. Please see report online.
- B. Greg Brotherton encouraged our Pub Ed program to reach out to the high school students for career counseling, recruitment sit-ins, and to consider JeffCom911 in their future plans.

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

- A. None received

IX. Old Business

- A. Port of Port Townsend's Radio Service Request: Review SOP & Contract

- i. Two documents were provided for review.
 - E911 Services
 - Security on Law Primary SOP
- ii. Agreement was to use their call signs as "PORT-#"
- iii. Terry Taylor stated that the Port prefers Paging rather than texting. The Port is willing to absorb any additional costs to fulfill the needs to accomplish the Port's requests.
- iv. The Port Security Officer works 8-hour evening shifts
- v. Art Frank stated
 - Status checks are critical needs. We need to address specifics before we commit to the contract to make sure we address all concerns.
Perhaps have a GPS capability to "find" their personnel when needed.
- vi. It was decided to have further discussions and carry over to next month.
- vii. Greg suggested we go over the terms of the service and develop a committee to address issues with Terry, Stacie, and Chief Olson.

- B. Stakeholder meetings
 - i. Stacie met with Chief Olson this month, and the Sheriff.
 - ii. It has been a positive experience.
- C. Records Specialist ILA Revision/Position
 - i. Currently there is a \$2.00/hour premium for covering vacation/sick leave.
 - ii. Discussion ensued about the need for coverage when the RC is on vacation/sick leave, and how to relieve the burden from Dispatch when they're so understaffed.
 - iii. A committee will be created to discuss these issues.
- X. New Business
 - A. WCIA Jefferson County 911 Property Appraisal Report
 - i. Appraisal is all complete with a small increase in rates, which is budgeted.
 - B. Change of position for Mike Chamberlain
 - i. It's important to consider promoting him to Network Administrator for succession planning when our IT systems manager may retire, or possibly leave.
 - ii. Andy Pernsteiner made a motion to approve the promotion to network Admin, second step effective January 2023.
Greg Brotherton seconded, and the promotion was approved.
 - C. Review of Jeffcom 911 ILA
 - i. A committee will be created to discuss these issues
- XI. Executive Session –
 - A. Chief Tim McKern stated no intent to move into Executive session.
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.
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
- XIII. Good of the Order
 - A. Allen Coleman of PenCom911 passed away unexpectedly last night. We offer our condolences. Stacie will reach out to the group.
- XIV. Adjourn

Tim McKern requested a motion to adjourn.

Andy Pernsteiner made a motion to adjourn the meeting.
Greg Brotherton seconded, and the Meeting was adjourned at 10:12 am.

Next Meeting: November 17th, 2022 - 9:00 am -11:00 am Regular Meeting

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date