



JeffCom911 Board Meeting
via Zoom
January 26, 2023

Members/Alternate Members Seated:

Bret Black, Chiefs' Association Alternate
Greg Brotherton, Jefferson County Commissioner
Pete Brummel, Chiefs' Association
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Chair, Fire Chief, FD#2
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, City of PT Chief (attended 10:55am
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Rich DePas, IT Systems Manager
Jenny Dyste, JeffCom911 Records Specialist
Melanie Hundley, Public
Chris Kauzlarich, EJFR
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
 - A. Bret Black requested to add discussion of the monthly report, to redefine or clarify some items reported.
 - B. Pete Brummel requested to add East Jefferson Fire and Rescue Station and Apparatus Numbering Changes
 - C. Bret made a motion to approve the revised Agenda.
Steve Craig seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Board Meeting Minutes for December 13, 2022

Bret Black made a motion to approve the meeting minutes as presented.
Steve Craig seconded, and the minutes were approved.

VI. Approval of Payments:

A. December 2022

- i. Account 671 – 1st Security \$ 209,758.21
 - 1. \$200,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 487.00 Payroll Benefit paid.
 - 3. \$ 9,758.21 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 237,260.11
 - 1. \$162,676.25 Payroll/Benefits paid.
 - 2. \$ 74,913.86 Claims (Bills) paid.

Joe Nole made a motion to approve the payments for December 2022.
Steve Craig seconded, and the payments were approved unanimously.

VII. Director's Report – Rich DePas

- A. Please see Director's report online

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

A. JCSO

- i. Joe Nole mentioned that he, Chief Black, Under Sheriff Pernsteiner, and Pete Brummel had a meeting at the Chimacum School Administration about earthquake response scenarios.
- ii. JCSO took over the courthouse security. Two deputies are:
 - 1. Darryl Elmore No. 406
 - 2. Troy Surber No. 405
- iii. New lateral deputy is starting next Wednesday, February 1st.

B. EJFR:

- i. They have finished the merger with taking in Port Ludlow.
- ii. Chief Black appreciates the support of JeffCom911's and their patience during this transition. Rich and Chris Kauzlarich worked on making sure PT Ludlow calls populate over to East Jefferson in our Tyler CAD system. They're still working out the little bugs.
- iii. EJFR has two propositions for levy lifts in a special election.
- iv. New hirings and recruitment
 - 1. One person hired for the CARES unit.

2. Recruitment for entry level and lateral hires for Firefighter EMTs and Paramedics.
 - v. CARES unit: Paramedic Jeff Woods, and Mental Health Professional, LeAnn. They are based out of Station 31 and traveling around the district following up on repeat recidivism type calls on acuity call volume.
- IX. Old Business (To be discussed in Executive Session)
- A. Reevaluate Office Manager Position to Finance Director, Contract, Compensation, and retro pay.
 - B. Reevaluate Rich DePas Employment Contract
- X. New Business
- A. Review of Executive Director posting
 - i. Bret Black thought there should be a position description that details and is very objective of the specific duties, rather than only theoretical.
 - ii. Or do a memorandum of the Executive Director the lists the duties separately.
 - iii. Art requested a copy of Bret's template and will work on the P.D.
 - B. Discuss Director posting and pay.
 - i. Originally the price range was \$105K to \$118K.
 - ii. Art mentioned comparables - JeffCom911 is on the low-end of the scale.
 - iii. Gregg mentioned that it's a "job seeker's market". We need to be competitive to draw qualified applicants.
 - iv. Mark mentioned the inflation rates in CPI-U rates Seattle/Tacoma recently being 5% in 2021, and 8.4% in 2022. That's 13.4% in 2 years. Suggests \$115-125K.
 - v. Going to post if for \$115-130K.
 - vi. Bret requested to have a legal review of the posting. We need to be compliant with WA ST PERC (Public Employment relations Commission)
 - C. Discussion of the monthly report, to redefine or clarify some items (Bret Black)
 - i. EJFR just finished their strategic plan, and standards of cover and accepted it in Nov 2022
 - ii. They noticed that they weren't in compliance with some items.
 - iii. The Standards of coverage or the crew call-out time for response is 2 minutes; they're currently at 2 min 32 sec.

- iv. Chief Black wants us to track industry standards, and to post how we are doing against the standards.
 - v. Please add “call processing” interval times to measure compliance.
 - vi. Rich will look to see if we can access that data in CAD. He’ll have to research this in canned reports in Tyler CAD.
 - vii. Please ADD this to next month’s agenda.
- D. EJFR Station Apparatus numbering changes
- i. Will be changing station numbers and apparatus numbers in the future.
 - ii. Proposal allows for streamlining for dispatchers and elimination of redundancy in the current system.
 - iii. Keeping it simple:
 - 1. Port Townsend Station to South Point , heading south, is No’s 1-9
 - 2. Quilcene Brinnon and Discovery Bay have no changes.
 - 3. No redundancy between Jefferson, Clallam, and Kitsap County, with the exception of Bremerton Fire does have single digit numbers. If they had to respond, they would call themselves Kitsap County #....

XI. Executive Session –

- A. Andy Pernsteiner stated intent to move into Executive session to discuss the performance of a public employee.

Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session established for 15 minutes.

Start time: 10:12 am	End Time: 10:27 am
Extended: 10:28 am	End Time: 10:42 am
Extended: 10:42 am	End Time: 11:00 am

Session ended with no decisions made.

- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
- A. Add section VIII to discuss fire dept’s monthly report.
 - B. Will have a special meeting to discuss some unresolved issues.
 - C. Thursday, February 2nd, 9:00 am

XIII. Good of the Order

- A. Lisa mentioned that Steve Rogers from Kitsap County Cencom911 has been helpful in providing information for their recent Proposition 2 for their 1/10th of one -percent increase. She also just got a call from Brandon Weckert, from Kitsap Co IT Department and he offered to help Rich and Mike “pull the data” for the pending tax increase proposal.
- B. Joe complimented the meeting.

XIV. Adjourn

Greg Brotherton requested a motion to adjourn the meeting.
Thomas Olson seconded, and the Meeting was adjourned at 11:04 am.

Next meeting: February 23rd, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date