



JeffCom911 Board Meeting
via Zoom
February 23, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Steve Craig, Fire Commissioner
Tim McKern, Fire Chiefs' Association, alternate.
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, Vice-Chair City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Jenny Dyste, JeffCom911 Records Specialist
Chris Kauzlarich, EJFR
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
Rich DePas, IT Systems Mgr. & Interim Director
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
John Mauro, City of PT Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:01 am
- II. Roll Call
- III. Public Comment – None Received -
 - A. Bret Black will need to leave early to attend a Special Jeff. Co. Supervisors' meeting before the bridge closure today at 10:00.
 - B. Bret expressed his frustration with the communication from JeffCom when there is a CAD issue, either planned or unforeseen, as well as the debacle of cancelling the meeting, and then not cancelling the board meeting today. He would like more deliberate effort to improve the information flow.
 - C. We need to notify the user agencies of upcoming "events" as soon as it's scheduled, as well on the day of the "event".
 - D. Chief Olson concurred; It would helpful if when they sign-on they should get a notification.
- IV. Agenda - Additions, changes, and Approval
 - A. Add the approval for minutes for the special meeting from 2-02-23.
 - B. Andy Pernsteiner made a motion to approve the addition.
Thomas Olson made a motion to update the agenda.

V. Approval of minutes:

- A. Board Meeting Minutes for Jan 26, 2023.
(Added) Special Board Meeting minutes for February 2, 2023
- B. Andy Pernsteiner mentioned that the board members' titles need to be updated/corrected.
- C. Andy Pernsteiner made a motion to approve both meeting minutes with changes. Thomas Olson seconded, and the minutes were approved.

VI. Approval of Payments:

A. January 2023

- i. Account 671 – 1st Security \$ 215,202.95
 - 1. \$200,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 487.00 Payroll Benefit paid.
 - 3. \$ 14,715.95 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 237,260.11
 - 1. \$139,373.71 Payroll/Benefits paid.
 - 2. \$ 88,335.26 Claims (Bills) paid.

Steve Craig made a motion to approve the payments for January 2023.
Bret Black seconded, and the payments were approved unanimously.

VII. Director's Report –

- A. Please see Director's report online.

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

- A. Bret Black – Today, EJFR is starting to review over thirty applicants for 5 FTE Firefighter positions, with a preference toward filling Paramedics.
 - i. EJFR had \$1,000,000 in Overtime costs last year, so this can be offset by having a bigger FTE pool upon which to draw. This allows full time wages to offset the high overtime costs.
 - ii. Applying for grants from FEMA and USAF
 - 1. A SAVER (System Assessment and Validation for Emergency Responders Program) Staffing Grant to add another two positions and bring the minimum staffing count from 13 to 15 per day. Their strategic plan allows for 16-17 FTEs.
 - 2. EJFR now has 8 Fire Commissioners overseeing them.
- B. Chief Olson: City of Port Townsend.
 - i. Staffing is still the biggest issue they are currently facing.
 - 1. They are in the final week of their Deputy Chief recruitment process.
 - 2. Officer staffing issues
 - a. One moving to light duty;

- b. One in FTO (Field Training Officer) Training
 - c. Two in the academy
 - 3. Opening staff recruiting for three open positions next week.
 - ii. Just moved to a new shift rotation schedule for 6-month rotations.
 - iii. New job description for his Navigator
 - iv. New sergeant promotion process coming up in May.
 - C. Tim McKern –
 - i. Chief's Association is looking at the state mobilization plan, and making sure our pay rates are reviewed.
 - ii. Quilcene is hiring two Temporary positions.
 - iii. They are also looking at the SAVER Grant for a third position.
 - iv. Looking to put together a volunteer CARES programs like Poulsbo has.
 - D. Joe Nole - JCSO
 - i. Hiring – they have a new lateral hire from Clallam County.
 - ii. The AXON Body Cams have required them to hire another PRR (Public Records Request) Administrative staff.
 - iii. Jail is down six staffing positions; Offers were made to three candidates who are in background.
 - iv. There was a major assault case outside of PT; with combined efforts of JCSO, EJFR, JeffCom911 & the City of PT: thanks to everyone who helped while Joe was out camping and unavailable.
 - E. Steve Craig –
 - i. Does JeffCom run under SOPs or SOGs. (Standard Operating Procedures/Guidelines) He will ask Rich.
 - ii. Chris K mentioned that they do have a binder in the call center, and that Marlo will be updating them.
 - iii. Brett asked to have these posted in the SharePoint, not to judge, but to know what is ahead of us to upgrade!

IX. Old Business

- A. Reevaluate Rich DePas Employment Contract (This will be discussed in Executive Session)
- B. Call processing Interval times for Fire report
 - i. Bret had met with Rich yesterday to discuss this.
 - ii. For background, EJFR has just finished their strategic plan, and are now engaging in the "courageous reflection of what we do well, and not so well."

- iii. They're identifying the items where they're deficient, looking at the standards, and to hold themselves accountable.
 - iv. Accreditation Standards to quantify.
 - 1. Turn-out Time:
 - a. This is the time increment from the time that they get the call in the station from JeffCom911, and their response time on the radio to JeffCom.
 - b. They are quite deviant beyond the standard.
 - c. Some of the problem is just not being diligent in tracking it.
 - d. The design of the facilities is not very conducive in a two-story building.
 - 2. Call-processing Time:
 - a. This is the time of pickup of the Call received from JeffCom, to the time when the button is pushed to assign a unit.
 - b. They are better on this standard compliance.
 - v. EJFR needs to let JeffCom911 know their "needs" to track this information digitally so that they can establish Call processing benchmarks for eventual accreditation. We need to capture that "time."
 - vi. Bret mentioned an Automatic Vehicle Location (AVL) project on which they are working.
 - 1. This will reduce the workload of the dispatcher and increase accuracy of "enroute" and "on-scene" times.
 - 2. CAD will make recommendations based on unit location, then we will push a button in the fire engine when we are responding.
 - vii. Andy was not sure what is expected with JCSO. They are starting the accreditation process this year. Spring of 2024 is their goal date.
- C. Port of Port Townsend dispatching contract
- i. Rich reviewed latest proposed contract from the Port and reached out to surrounding 911 PSAPs to find out how they manage similar services. They reported back they do not provide dispatching or any services being requested by the Port to their local Port Authority or other non-first responder agencies.
 - ii. Bret had mentioned that he doesn't think that the ILA legally allows us to enter into this, since they are not a First Responder agency.
 - iii. Andy questioned why we would take this on if it's in violation with our ILA. Going to have legal look at it, if they choose to

- iv. Bret suggested that perhaps we can give them access to the Application (Active CAD, Crew Force, Shield Force) and program a notification for them for a fee.
- v. Aaron at The Port of Port Townsend wanted to receive notifications, a page, if it involves anything on their properties, but the number or port locations and the "reach" is problematic, and CAD-centric. Additionally, their proposed contract has a lot of legal liability, and puts a lot of liability on JeffCom.
- vi. Andy will ask Rich to contact our legal counsel to review.

X. New Business

- A. Logo refresh – unified branding
- B. Public Records Request – NextRequest \$7000

Rich will need to address these topics at the next meeting.

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 20 minutes.

Start time: 9:36 am End Time: 9:56 am

Executive Session extended for another 25 minutes.

Extended: 9:57 am End Time: 10:23 am

- B. Session ended with actions:

- 1. Andy Pernsteiner made a motion to hold off on completing a contract for Lisa Johnson until the new Director is hired. The retro pay has already been approved and in place and completed.
Steve Craig seconded, and the motion was approved unanimously.
- 2. Tom Olson made a motion to continue Rich DePas's current contract, increasing his salary to \$129,435/annually effective January 1, 2023
Chief McKern seconded and the motion was approved unanimously.

- 3. Andy made a motion to approve an agreement with Rich DePas, while he is acting as interim Director, will receive \$5,000/month retro to Nov 22, 2022. Steve Craig seconded, and the motion was approved unanimously.

- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Steve Craig would like to revisit the SOP/SOG manual to be able to prepare and address the communication path.
 - B. Lisa will put the document on SharePoint.

XIII. Good of the Order

XIV. Adjourn

Chief Olson requested a motion to adjourn the meeting.

Chief McKern seconded, and the Meeting adjourned at 10:28 am.

Next meeting: March 23, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date