



JeffCom911 Board Meeting  
\*\*via Zoom\*\*  
March 23, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association  
Greg Brotherton, Jefferson County Commissioner  
Steve Craig, Fire Commissioner  
Art Frank, Fire Commissioner Alternate  
Mark McCauley, Jefferson Co Comm., Alternate  
Tim McKern, Fire Chiefs' Association, Alternate.  
Joe Nole, Sheriff JCSO, Alternate  
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, IT Systems Mgr. & Interim Director  
Jenny Dyste, JeffCom911 Records Specialist  
Melanie Hundley, Public  
Chris Kauzlarich, EJFR  
Lisa Johnson, JeffCom911 Finance Manager

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate  
Thomas Olson, Vice-Chair City of PT Chief

- 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. Andy Requested that we add Item "D," under New Business:
    - i. "Director Recruitment and Update"
    - ii. Greg Brotherton concurred.
    - iii. Andy Pernsteiner made a motion to approve the addition.  
Bret Black seconded, and the addition was approved.
  - B. Bret Black requested adding the Future JeffCom Board Meetings:
    - i. Zoom, In-Person, Hybrid, Where?
    - ii. Add to Section XI, under "Suggestions for future Agenda and Meetings."
    - iii. Greg Brotherton made a motion to approve the additional change.  
Bret Black seconded, and the agenda was approved.
- V. Approval of minutes:
  - A. Board Meeting Minutes for February 23, 2023.  
(Added) Special Board Meeting minutes for February 2, 2023

- B. Tim McKern made a motion to approve the meeting minutes.  
Steve Craig seconded, and the minutes were approved.

VI. Approval of Payments:

A. February 2023

- i. Account 671 – 1<sup>st</sup> Security \$ 152,038.60
  - 1. \$150,000.00 Withdrawal to cover Payroll/EFTs
  - 2. \$ 937.70 Withdrawal/Deposit offset
  - 3. \$ 487.00 Payroll Benefit paid.
  - 4. \$ 1,388.40 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 135,996.47
  - 1. \$114,977.82 Payroll/Benefits paid.
  - 2. \$ 21,018.65 Claims (Bills) paid.
  - 3.

Bret Black made a motion to approve the payments for February 2023.  
Tim McKern seconded, and the payments were approved unanimously.

VII. Director's Report –

- A. Please see the Director's report online or on the website.

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

A. Bret Black –

- i. The recent two levy lifts passed. It will be 12-18 months until the revenue impact will be felt. Currently still operating under
- ii. Applied for 2 FEMA Saver Grants –
  - 1. Adding more Firefighters staff from FEMA, to bring up their minimum staffing from 13 to 15 per day, and another program under the same grant to...
  - 2. Rebuild their Volunteer Fire Fighter Program, for a program manager, and marketing, and associated training and PPE (Personal Protective Equipment).

B. Tim McKern

- i. Also applied for FEMA SAVER Grant, for bringing up their minimum staffing as well.
- ii. They are converting from ERS to ESO (a software program that measures the performance of fire departments to gauge how quickly they respond to emergencies). ERS is having trouble getting the calls to populate. It is very expensive to move from one to the other, even though they're owned by the same company.

- iii. Working on planning for the Hood Canal bridge closures pending, as well preparing for training on wildfire evacuations. Bret Black tagged on to the Wildfire Evacuations discussion, mentioned that it will be a “fun” event and certainly JeffCom’s Dispatchers will be learning a lot on the training element of how this gets implemented.
- C. Sheriff Nole mentioned that there have been more violent crimes lately, and we are also in the process of accreditation.
- D. Andy Pernsteiner
  - i. The Jail is still down in five staff positions. They recently had only one qualified applicant, and a second that had interviewed with 9 other agencies.
  - ii. Two correction deputies are going on military leave soon, but we recently rehired a former corrections officer.
- E. Mark McCauley mentioned that they had selected a consultant to develop a community wildfire protection plan, using Title III money, from the Secure Rurals Schools Program. They have about \$180,000 available. The contract is approximately \$156,000 but did not include evacuation routes, so discussion continues.

IX. Old Business

- A. Call processing Interval times for Fire report
  - i. Rich reached out and is looking for the “canned report” that gives the metrics Bret asked for, but he didn’t find what was needed.
  - ii. He reached out to Karl at Pencom, and Brett Anglin as well. Brett runs his report out of LEARMS, for the Law side.
  - iii. Rich asked if Chief Bret is using New World’s ESO with Tyler because that is what Karl suggested. Bret commented that ESO is difficult to get those data points, and he was hopeful that there was another way to get the data needed.
  - iv. Joe asked about ESO. Bret said it is a digital link that is problematic when it tries to auto populate. Chris Kauzlarich mentioned that ESO recently bought ERS reporting.
- B. Port of Port Townsend dispatching contract – no updates. See Director’s Report.
  - i. Steve Craig made a motion to have Rich send a letter to the Port about ending this proposal.
  - ii. Greg Brotherton seconded, and the motion was carried.
- C. Logo refresh – unified branding

- i. Revised our Logo to become simpler, All black, and just JeffCom911.
- ii. The new logo is this:



- D. Public Records Request – NextRequest \$7000
    - Andy Pernsteiner made a motion to approve the purchase of NextRequest for managing Public Records requests.
    - Bret Black seconded, and the motion was approved.
  - E. Jeffcom 911 SOG/SOP manual
    - i. This is an on-going task, which will need to be tasked with the new Director.
- X. New Business
- A. CBA Contract Renewal; due June 30, 2023
    - i. Rich stated said communications and negotiations will proceed when we hear from the Union Representative. Our deadline is approaching quickly.
  - B. MOU for Juneteenth Federal Holiday discussion
    - i. Chief Black asked if there was a legal requirement for this.. is it Federal or state?
    - ii. Greg Brotherton stated that it is a State Holiday, and shared this link:  
<https://mrsc.org/explore-topics/legal/personnel/paid-and-unpaid-holidays>
    - iii. Greg asked if he could share his screen.
    - iv. Tim stated that this topic should be discussed in Exec Session since we're now beginning to talk about costs.
  - C. National Public Safety Telecommunications Week – April 9-15, 2023
  - D. Director Recruitment and Update
    - i. The original date for first review was March 29<sup>th</sup>.
    - ii. So far we have four applicants.
      - 1. In the past we had a committee, as well as staff involvement.
      - 2. The full board will be involved
    - iii. Andy suggested having a Special meeting next Thursday, April 30<sup>th</sup>, 9:00 am, and then interviews the following week.
  - E. Future Meeting

- i. in person, zoom, or hybrid?
- ii. Remote is helpful for multi-tasking, and it is best practice to continue hybrid. State 11 has “the Owl” tool, which is very helpful to virtual attendees, as well as we have the voice recordings.
- iii. Next month’s meeting will be at Station 11

XI. Suggestions for next or future agenda, regular meeting and/or executive session.  
 A. Future Meetings discussion... in person, zoom, or hybrid – Requested to be added by Brett Black.

XII. Good of the Order  
 A. Greg thanked Lisa for sending out the calendar invite with links.

XIII. Adjourn

Chief McKern requested a motion to adjourn the meeting.  
 Bret Black seconded, and the Meeting adjourned at 10:13 am.

Next meeting: April 27, 2023  
 9:00 am – 11:00 am

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 JEFFCOM Administrative Board Member

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 Date

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 Date