



Jeffcom 911 Board Meeting
Hybrid Meeting
In-person – EJFR Station 1-1, 9193 Rhody Drive, Chimacum WA 98325, and
via Zoom

April 27, 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
Thomas Olson, Vice-Chair City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, IT Systems Mgr. & Interim Director
Lisa Johnson, Jeffcom 911 Finance Manager
Matt Stewart, Jeff Co. Public Works

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
Commissioner Greg Brotherton made a motion to approve the Agenda for March 2023, with changes to the agenda heading from Special meeting to regular and add hybrid information.
Commissioner Steve Craig seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Board Meeting Minutes for March 23, 2023
 - B. Special Board Meeting Minutes for March 30, 2023Commissioner Greg Brotherton made a motion to approve the minutes for March 2023,
Commissioner Steve Craig seconded, and the minutes were approved unanimously.

- VI. Approval of Payments:

A. March 2023

- i. Account 671 – 1st Security \$ 152,038.60
 - 1. \$150,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 570.00 Payroll Benefit paid.
 - 3. \$ 7,042.48 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 129,012.56
 - 1. \$120,741.94 Payroll/Benefits paid.
 - 2. \$ 8,270.62 Claims (Bills) paid.

Chief McKern made a motion to approve the payments for March 2023.

Commissioner Greg Brotherton seconded, and the payments were approved unanimously.

VII. Director's Report –

- A. Please see the Director's report online or on the website.
 - i. Bret Black had questions about our training process.
 - 1. What is their training Schedule?
 - a. Trainees work 12 Hours shift, but no OT. Started on day shift, but then have been switched to nights. They have less call volume and a slower pace in general to allow more procedural training and reading.
 - 2. He requested that an email is sent to the board, so he can come by and meet them.
 - 3. New trainees also attend training for Telecommunicators I and II.
 - ii. Radio upgrade
 - 1. Chief Black asked about our infrastructure, and how our interoperability with Pencom is affected.
 - 2. Art Frank mentioned that historically the completed CAD upgrade last year, as well as the pending radio upgrade have been in the plans for a couple of years.
 - 3. In the event that Jeffcom 911 goes down and PenCom 911 has to cover, they have access to the same CAD system, but that radios are not interoperable, yet. PenCom would enter CAD notes and law agencies could see details through their mobile computers. While this is not ideal, it is the goal to work out these issues.
 - 4. Bret Black stated that this emphasizes the need to develop a Strategic Plan.

VIII. Financial Reports – Lisa Johnson

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

- A. City of Port Townsend – Chief Olson
 - i. Interviews for Deputy Chief were last week.
 - ii. Hired a new officer on 4/17, one in background, and a lateral, two in field training.
 - iii. Sargent promotions coming up. Down three positions.
 - iv. 6 weeks out on the Navigator position
 - B. EJFR - Chief Black
 - i. Recruitment in June for firefighters and paramedics.
 - ii. Five new staff starting May 16th.
 - iii. Applied for 2 FEMA Safer 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).
 - iv. The grant funding for the new Fire CARES program is providing Community Risk Outreach, partnered with staff from “Believe in Recovery.”
 - C. QFR - Chief McKern
 - i. Chief McKern thanked Rich DePas and Willie Bence, EOC Director for their attendance at the WSDOT state planning, regarding the upcoming Hood Canal Bridge closures.
 - ii. Wildland Summit was April 26 with DNR and related Fire Service.
 - iii. DNR reported Wildland Season appears to be similar to last year. Later start and longer duration. All agencies around the region are completing their Annual Wildland refresher. Needed to maintain our Wildland certifications.
 - iv. DNR reported the same staffing as last year with 9 Engines and overhead this year. Part of the staffing will be June 1 and the rest by July 4th. For Jefferson County that means one wildland engine in county and two out of Port Angeles.
 - v. Training is back in full swing and lots of training over the next few months.
 - vi. Chief Black mentioned that Firefighters cannot be deployed unless they have a red carded a red card certification. (By definition, a Red Card is an accepted interagency certification that a person is qualified to do the required job when arriving on an incident)
 - D. JCSO - Sheriff Nole
 - i. JCSO is in the process of Accreditation
 - ii. Drug take back in Port Ludlow and Quilcene
 - iii. Still down five officers in the Jail
- X. Old Business

- A. CBA Contract Renewal; due June 30, 2023
 - i. Waiting on a proposal soon from the shop Steward, Jenny Dyste.
- B. Director Recruitment and Update
 - i. Conditional offer was made to Matt Stewart, Jefferson County Public Works - Operations Manager, in background, and psychology evaluation next week.
 - ii. He will start collaborating with Rich a couple of days a week initially to allow his transition from Public Works.
- XI. New Business
 - A. Jeffcom 911 Expired ILA
 - i. Signed in 2012 and has expired in 2017 and 2022.
 - ii. Greg Brotherton suggests that we address a strategic planning process first, and then the ILA.
 - iii. Bret Black concurred. Suggested the director and a smaller work group to work on the updating of it.
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. We will continue the hybrid platform.
 - B. Bret would like a formal introduction to our new director.
- XIII. Good of the Order
 - A. Joe asked if Matt would like to speak.
 - i. Matt has to work out the transitional detail from leaving PW, finding suitable replacements, and work jointly with both agencies for an interim period.
- XIV. Adjourn

Chief McKern requested a motion to adjourn the meeting.
Commissioner Steve Craig seconded, and the meeting adjourned at 10:13 am.

Next meeting: May 25th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date