



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

June 22, 2023

Members/Alternate Members Seated:

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

Other Attendees:

Mike Chamberlain, JeffCom911  
Rich DePas, IT Systems Mgr. & Interim Director  
Jenny Dyste, JeffCom911 Records Specialist  
Lisa Johnson, Jeffcom 911 Finance Manager  
Matt Stewart, Jeff Co. Public Works

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate  
Joe Nole, Sheriff JCSO, Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:03 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
  - A. Chair Andy Pernsteiner added an Executive Session per 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, to occur under Section Old Business: CBA Contract Renewal: due June 30, 2023
  - B. Commissioner Greg Brotherton made a motion to approve the Agenda with changes for June 2023,  
Commissioner Steve Craig seconded, and the agenda was approved.
- V. Approval of minutes:
  - A. Special Board Meeting Minutes for April 13, 2023
  - B. Board Meeting Minutes for April 27, 2023
  - C. Special Board Meeting Minutes for June 08, 2023

Commissioner Bret Black made a motion to approve meetings as listed above.  
Commissioner Greg Brotherton seconded, and the minutes were approved.

VI. Approval of Payments:

A. April 2023

- i. Account 671 – 1<sup>st</sup> Security                      \$ 14,847.54
  - 1. \$     none    Withdrawal to cover Payroll/EFTs
  - 2. \$    570.00   Payroll Benefit paid.
  - 3. \$  14,277.54   Claims (Bills) paid.
- ii. Account 3 – First Federal Savings   \$ 177,281.84
  - 1. \$162,517.77   Payroll/Benefits paid.
  - 2. \$  14,764.07   Claims (Bills) paid.

B. May 2023

- i. Account 671 – 1<sup>st</sup> Security                      \$ 353,845.25
  - 1. \$ 350,000.00   Withdrawal to cover Payroll/EFTs
  - 2. \$     798.00   Payroll Benefit paid.
  - 3. \$   3,047.25   Claims (Bills) paid.
- ii. Account 3 – First Federal Savings   \$ 382,912.87
  - 1. \$ 133,382.04   Payroll/Benefits paid.
  - 2. \$ 249,530.83   Claims (Bills) paid.
  - 3.

Steve Craig made a motion to approve the payments for April and May 2023.  
Chief Olson seconded, and the payments were approved unanimously.

VII. Director's Report – Rich DePas

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

Greg Brotherton thanked Rich for the great report, and the progress on staffing. He asked about Staff morale. Rich stated improvement; they're taking vacations and coming back more refreshed although they feel guilty for burdening others! He thought we should celebrate the staff, after Matt begins next month.

Rich thanked the board and especially Andy Pernsteiner for all their help.

Bret Black welcomed an opportunity to have a recurring "meet and greet" to the JeffCom Staff, perhaps bi-monthly.

- VIII. Financial Reports – Lisa Johnson
- A. Please see the Financial report online or on the website.
- IX. User Agency Report: Limited to 10 min per agency
- A. City of Port Townsend – Chief Olson
    - i. New Deputy Chief begins July 3<sup>rd</sup> as well as a new Sergeant.
    - ii. 2 sergeants in Patrol now. 2 ready to go to the academy.
  - B. QFR - Chief McKern
    - i. Fire Season is coming early this year. Red bull's eye is on WA State
    - ii. Biggest challenge in June on the Wildland fireside is the partnerships with DNR and NFS; full staffing is July 1<sup>st</sup>.
    - iii. South end is training with law, and helicopter training this Saturday.
  - C. EJFR - Chief Black
    - i. EJFR and District 2 is anxiously waiting to hear back in the next 90 days on the SAFER Grant funding; EJFR is hoping for another 24/7 "engine company" (6 personnel additions) 3 shifts; Daily minimum staffing would move from 13 to 15 fully staffed at District 1.
    - ii. Community Risk Specialist, Volunteer Coordinator positions are similarly awaiting funding.
    - iii. Cares Unit increased staffing on Wednesdays; 2 units active around the county, of the multi-user vehicle.
  - D. JCSO – Chair Andy Pernsteiner
    - i. Active shooter training at the Quilcene School this weekend: EJFR, Quilcene Fire, Brinnon Fire, Fish & Wildlife, WSP, City of PT . Going forward this will be continued at rotating locations.
  - E. Jeff County – Greg Brotherton commented about 4th of July burn band. Fire Departments have new authority this year. What is the plan? Tim McKern said that's effective when it switches to Extreme, from Moderate.
  - F. Because of the varying weather patterns in our big county, this will give the local Fire Departments more authority in the local jurisdiction.
- X. Old Business
- A. CBA Contract Renewal: due June 30, 2023

Chair Andy Pernsteiner called for an Executive Session per 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.

Session will meet for 15 minutes.  
Start time 9:43 am End time: 9:58 am

No Decisions were made.

- B. Director Update
  - i. Matt Stewart will begin as Director on July 1, 2023
  - ii. He is very busy handing off the baton at Jefferson County Public Works

XI. New Business

- A. None

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

- A. Andy wanted to call a special meeting to discuss the CBA negotiations, perhaps the second week of July. Lisa will send out a doodle poll and determine when.

XIII. Good of the Order

- A. Steve Craig thanked Rich DePas for his work as Interim Director, getting people on board.
- B. Bret Black asked about our Budget timeline. Rich and Matt will be meeting to discuss this and the CBA. Lisa mentioned that August has historically been budget season, with the budget being due to the county by the end of September.

XIV. Adjourn

Commission Greg Brotherton requested a motion to adjourn the meeting.  
Steve Craig seconded, and the meeting adjourned at 10:07 am.

Next meeting: July 27th, 2023  
9:00 am – 11:00 am

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JEFFCOM Administrative Board Member

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JEFFCOM Administrative Board Member

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Date

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Date