



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

September 28, 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
Thomas Olson, Vice-Chair City of PT Chief
Joe Nole, Sheriff JCSO, Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, Jeffcom System IT Mgr
Jenny Dyste, Jeffcom Records Specialist
Lisa Johnson, Jeffcom Finance Manager
Matt Stewart, Jeffcom Director

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**

Chief Black made a motion to approve the agenda as written. Commissioner Craig seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for August 24, 2023, and September 14, 2023, special meeting
Chief Brotherton made a motion to approve meetings as listed above. Chief Black seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **August 2023**
 - i. **Account 671 – 1st Security** **\$ 208,366.83**
 1. \$ 200,000.00 Withdrawal to cover Payroll/EFTs
 2. \$ 634.00 Payroll Benefit paid.
 3. \$ 7,732.83 Claims (Bills) paid.

ii. **Account 3 – First Federal Savings \$ 157,345.60**

1. \$130,962.69 Payroll/Benefits paid.
2. \$ 26,382.91 Claims (Bills) paid.

Chief Black made a motion to approve the payments for August 2023. Commissioner Craig seconded, and the payments were approved unanimously.

VII. Director’s Report – Matt Stewart

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

VIII. Financial Reports – Lisa Johnson

- A. Please see the Financial Manager’s report online or on the website.

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

- A. EJFR: Chief Black mentioned the October 14, 2023, Fire & Rescue Fest and invitation to other agencies.
- B. QFR: Chief McKern mentioned it was a busy month for fire and that station 2-2 had been repainted.
- C. Jefferson County: Commissioner Brotherton
- D. JCSO: Sheriff Nole reported on the budget process and upcoming drug-take-back events.
- E. City of Port Townsend: Chief Olson reported wrapping up the busy summer season.

X. Old Business

- A. Status of implementation of Teamsters CBA
 - i. Lisa is working on retro pay calculations so it can be paid, updating pay items in the financial system, phasing in longevity payments per the new system, then preparing for January 2024 changes.
- B. Resolution 2023-0019 adopting operating and capital budgets for 2024.
 - i. Transfer \$200K into capital and to approve the budget and to file it with the county.
 1. Commission Craig made a motion to approve the resolution as drafted. Chief Black seconded and the budget was approved unanimously.

Chief Black thanked staff’s effort. Andy Pernsteiner appreciated Matt and Lisa’s great efforts.

Matt will be sending documents via Docusign to sign the resolution. We will also be having the minutes signed this way.

- C. Revised contract with ICOM 911 for leased tower and building space at Maynard.
 - i. Matt had to bring this back to the table. ICOM had not ran it past their Legal department, and many minor typos and changes were made. The final document has these revisions and corrections.
 - ii. Chief Black made a motion to authorize the director to execute the revised contract. Commissioner Craig seconded and the motion was approved unanimously.

XI. New Business – None

XII. Suggestions for next or future agenda, regular meeting and/or executive session – None

XIII. Good of the Order

- A. Undersheriff Pernsteiner mentioned it was going to be sunny this weekend and there would be an East Jeff Rotary car show.
- B. Matt mentioned needing to attend the State APCO-NENA conference in October.
- C. Matt mentioned staff would be working with Pencom to improve the CrewForce and ShieldForce maps.
- D. Sheriff Nole mentioned how happy he is with Jeffcom.
- E. Matt commented how impressed he is with the caliber of our IT Tech staff, and all the trust that the board displayed to authorize the new CBA.

XIV. Adjourn

- A. Chief Black made a motion to adjourn the meeting. Commissioner Brotherton seconded, and the meeting adjourned by unanimous vote at 10:17 am.

Next meeting: October 26th, 2023

9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date