



Jeffcom 911 Special Board Meeting
Hybrid In-person and Virtual Meeting

December 21, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Art Frank, Fire Commissioners Assoc. Alternate
Mark McCauley, Jefferson County, Alternate
Tim McKern, Fire Chiefs Association, Alternate
Thomas Olson, Vice-Chair, City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Mike Chamberlain, Jeffcom Network Admin
Rich DePas, Systems IT Manager
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
Joe Nole, JCSO Sheriff, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:03 am
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
Commissioner Brotherton made a motion to approve the agenda as written. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for November 30, 2023.
Commissioner Brotherton made a motion to approve the minutes as listed above. Fire Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **November 2023**
 - i. **Account 671 – 1st Security** **\$ 189,758.37**
 1. \$ 804.00 Payroll Benefit paid.
 2. \$ 3,954.37 Claims (Bills) paid.
 3. \$ 185,000.00 Withdrawal TX to FFSL for Reg and Retro Payroll

ii. **Account 3 – First Federal Savings \$ 178,807.79**

1. \$151,206.91 Payroll/Benefits paid.
\$ 27,600.88 Claims (Bills) paid.

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

VII. Director’s Report – Matt Stewart

- A. Please see the Director’s report online. Matt and the board discussed key items from the report.

VIII. Financial Reports – Lisa Johnson

- A. Please see the Financial Manager’s report online or on the website. Lisa and the board discussed key indicators from the reports, and projections for the year-end.

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

- A. EJFR: Chief Black – Commissioner Deborah Tillman who will be off the EJFR Board at the end of the calendar year, leaving 7 commissioners. Beginning January 1, they have a new position of training captain.
- B. QFR: Chief McKern – Making progress with ESO implementation and invited ESO to the Chiefs meeting to get more answers.
- C. JCSO: Chair Pernsteiner – Lateral hire from Clallam County starting in mid-January.
- D. City of Port Townsend: Chief Olson – Approaching full staffing. FTOs are busy with all the trainees. New portable radios on order.
- E. Commissioner Brotherton – none

X. Old Business

- A. State Audit Update – Lisa continues to provide documents and answers to the auditor’s requests. He will be contacting the board to set up a Teams Online meeting the 2nd week of January for the official beginning of the audit. If a quorum is present, we need to ensure that the OPMA requirements are met. Both the auditor and Lisa will be gone over Christmas break and will resume in January. It is hopeful that the audit will be wrapping up by the end of February.
- B. Contract renewals for administrative employees
 - i. Matt stated that legal review had been completed on both contracts with slight changes to interim-director provision for Rich DePas.
 - ii. Commissioner Brotherton asked what action was needed, and discussion followed with Matt about whether the Board’s authorization was needed to approve the contracts. Matt stated he was looking for the Board’s buy-in on contracts that will likely be in place for years because they include cost-of-living increases.

- iii. Chair Pernsteiner stated that Matt as Director, Matt is an employee of the board and everyone else works for him, so he should be able to approve these contracts provided the board has no objections.
- iv. Chief Black mentioned that we should keep in mind what authority the director has based on financial threshold. Matt stated that while he has authority for certain purchasing thresholds, he does not believe he has written authorization for future salary increases. Chief Black offered to share similar policies from EJFR.
- v. Commissioner Craig and Chief Black suggested further financial policy be adopted to provide explicit authority to the director to give cost-of-living and merit increases. Matt stated that it would be best if we go this direction that the administrative salaries are highlighted during the annual budget process to keep the board informed.
- vi. Commissioner Craig made a motion to give the Director permission to proceed with the two contracts as written. Commissioner Brotherton seconded, and the motion was passed following discussion about the need to adopt additional policy during the first quarter of 2024.

XI. New Business

- A. Board regular meeting schedule for 2024
 - i. May 23rd moved to May 30th.

Commissioner Brotherton made a motion to approve the meeting schedule as amended today. Chief Black seconded, and the schedule was approved unanimously.

- B. Election of board officers for 2024
 - i. The board discussed whether a person could remain in a position for more than one year and agreed that there was no requirement that it change but that there still needed to be elections. Chief Olson stated that it could be more efficient to have someone in the role for two years.
 - ii. Commissioner Brotherton nominated Andy Pernsteiner to continue to serve as Chair. Chief Olson seconded, and Chair Pernsteiner was reelected unanimously.
 - iii. Chair Black nominated Chief Olson for Vice-Chair. Commissioner Craig seconded and Vice-Chair Olson was reelected unanimously.

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

- A. The financial policy and director's authorization for personnel contracts proposed above.
- B. The board expressed general interest in visiting tower sites. Matt stated this can be done by working with Rich DePas, as long as a quorum of the board does not attend. We cannot schedule a special board meeting at the sites due to site ownership and security.

XIII. Good of the Order

- A. Chair Pernsteiner wished everyone a safe Holiday.

XIV. Adjourn

- A. Chief Black made a motion to adjourn the meeting. Fire Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 10:24 am.

Next meeting: January 25, 2024

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date