



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

November 30, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
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:

Lisa Johnson, Jeffcom Finance Manager
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Art Frank, Fire Commissioners Association, Alternate
John Mauro, City of PT, Alternate
Joe Nole, JCSO Sheriff, Alternate

- I. Call to Order – Chair 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. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
 - A. Board Meeting Minutes for October 26, 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. October 2023
 - i. Account 671 – 1st Security \$ 623,860.79
 1. \$ 985.00 Payroll Benefit paid.
 2. \$ 22,875.79 Claims (Bills) paid.
 3. \$ 400,000.00 Withdrawal TX to FFSL for Reg and Retro Payroll
 4. \$ 200,000.00 Withdrawal TX to Capital Fund

- ii. Account 3 – First Federal Savings \$ 279,407.14
 - 1. \$268,176.96 Payroll/Benefits paid.
 - 2. \$ 11,230.18 Claims (Bills) paid.

Fire Commissioner Craig made a motion to approve the payments for October 2023. Chief Olsen 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.
- IX. User Agency Reports: Limited to 10 min per agency
 - A. EJFR: Chief Black – 2024 will show the first year of receiving additional revenues from the recent levies that were passed this year; this will help fund training, purchasing some new vehicles, hiring three more fire fighters for a total of 59, promoting 2 lieutenants, hiring a dedicated training officer, and hiring a full-time facilities manager. Station 5 on Marrowstone Island is complete. Public CPR classes have resumed.
 - B. QFR: Chief McKern – Narcan boxes are deployed and heavily used. They will be adding another Temp position in January. Waiting for word on SAFER Grant. Looking at some vehicle replacement and station cleanup.
 - C. JCSO: Chair Pernsteiner – Officer Gordon Tamura retiring today after 24 years and will be working as a security officer at the Courthouse. Tamura is also a certified EMT and will be able to assist if needed. A lateral hire will replace him. Working on continued hiring to replace anticipated retirements next year.
 - D. City of Port Townsend: Chief Olson - Staffing is their top issue with several starting, completing academy or in background. They may have four new hires on field training at the same time, impacting Dispatchers. Hoping to regain detective and school-resource officer positions and to fill a final position and promotion mid-2024. Chief Olson stated in response to a question from Commissioner Brotherton that recruitment for a Navigator continues. Will be starting the strategic planning process early in 2024 after recruitment is done.

- E. Commissioner Brotherton followed up on Chief McKern's question last month regarding the Narcan dispensaries installation at the Quilcene and Brinnon Community Centers, so this is moving forward again.
- X. Old Business
- A. State Audit Update – Lisa Johnson reported that the audit is continuing, however a bit on hold at times due to the other duties. The holidays, as well as the Auditor also working on other audits have slowed the process a bit but continues forward. In response to a question from the Board, Lisa stated that the entire process will probably take three or four months and that she has suggested to the Auditor that we switch to annual audits to keep them smaller.
- XI. New Business
- A. Draft contract renewals for administrative employees Lisa Johnson and Rich DePas.
 - i. Chair Pernsteiner presented the two draft contracts that Matt prepared to align both with the terms of the director's contract and to provide Lisa with a contract after several years without one during which pay increases were delayed. The Board had reviewed them, but Matt requested that they not be approved today pending legal review and final negotiation with each employee following the Board's concurrence or feedback on the drafts.
 - ii. Chair Pernsteiner stated that the only area of discussion would be salaries for next year and that he would like to see salary history and comparables. Discussion ensued about the difficulty of finding comps for these jobs and the wide range of duties for which each is responsible. Chief Black stated that it would be good to see the range in general for each position at other agencies.
 - iii. Matt stated that Lisa's position was difficult to compare due to the range of duties, which does exist at some of the stakeholder agencies but not usually in a non-exempt position. There was some discussion about whether Lisa's position should be FLSA-exempt and whether we could legitimately do that even if she were willing. Because Lisa has had no contract for a while and the legal review of a change in FLSA status would not happen before the end of the year, there was general agreement that we defer that question until a revised contract. Matt described how the position Lisa currently occupies developed over the years from what was originally called a clerk with lower pay and less complexity.
 - iv. Chair Pernsteiner requested that Matt bring salary comps to the December meeting for further discussion by the Board.

- B. Jeffcom WSRB
 - i. Chief Black wanted to thank Jeffcom helping EJFR to improve their WSRB scores by quickly resolving the issues.
 - ii. Matt mentioned that the one outstanding item was that we could not find documentation of blast resistance for the county building combined with public parking close to the front door.
 - iii. Matt and Chief Black mentioned that the improvements in score will benefit the other fire districts at their upcoming WSRB ratings.
 - iv. Chief Pernsteiner mentioned the issue of space limitation of Lisa's work area as well as Jeffcom's overall space needs and that strategic plan process would include discussion of these issues. Fire Commissioner Craig mentioned the need to include the possibility of Jeffcom inclusion in planning a new fire station.
 - v. Matt said in his general discussions with staff, no one has a desire to bury Jeffcom in debt to build a facility, when the current one is tight but serviceable. Furniture upgrades, technology upgrades and the work of the IT staff have helped make it a workable facility. Fire Commissioner Craig asked what the remaining debt burden was from the radio system, which Matt stated was approximately ten more years of payments and Lisa verified to be a balance of \$1,684,000 at the end of 2023. Chair Pernsteiner stated that he appreciated staff's realistic expectations and goals for the radio system and facility rather than ones we cannot afford.

- XII. Suggestions for next or future agenda, regular meeting and/or executive session
 - A. Chair Pernsteiner asked to cancel the regular meeting on Dec 14th, and to have a special meeting December 21st. The Board concurred with a hybrid meeting that day, though Matt will have to cover Lisa's role as Clerk of the Board due to vacation.

- XIII. Good of the Order
 - A. Chair Pernsteiner asked about timing of the appointment of fire representatives to the Jeffcom board for 2024 and election of board officers. Matt requested, to the extent that the law and county and fire associations are willing, that current board members remain for 2024 for consistency. He will have only had 6 months working with the current board and would appreciate another year before board members swap. Chief Black stated that so far the fire commissioners have retained Fire Commissioner Craig and Fire Commissioner Frank as their primary and alternate Jeffcom representatives for 2024.
 - B. Chair Pernsteiner appreciated how involved the board members currently are, and the productivity that this gained.

XIV. Adjourn

- A. Fire Commissioner Craig made a motion to adjourn the meeting. Chief McKern seconded, and the meeting adjourned by unanimous vote at 10:20 am.

Next meeting: December 21, 2023

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date