



JeffCom911 Board Special Meeting
via GoToMeeting
January 12, 2021

Members/Alternate Members Seated:

Art Frank, Fire Commissioner
Greg Brotherton, Jefferson Co. Admin
Tim McKern, Fire Chief, FD#2
Andy Pernsteiner Undersheriff
Ariel Speser, City of PT

Other Attendees:

Richard DePas, JeffCom911 IT Network
Lisa Johnson, JeffCom911 Office Manager
Robert Pontius, Fire Comm. Assn, alternate
Public Attendee
Troy Surber, City of PT, Alternate

Members/Alternate Members Absent or excused:

Joe Nole, Chair, Sheriff JCSO
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Philip Morley, Jefferson Co Admin/Alternate

- I. Call to Order – Art Frank called the meeting to order at 3:01 pm
- II. Roll Call
- III. Unfinished Business
 - A. Discussion of Executive Director Contract and possible action related to Salary and hiring of Executive Director.
 - i. Stacie has passed all requirements and she is scheduled to start January 18th
Art made a motion to make a fulltime offer to Stacie Huibregtse.
Andy Pernsteiner seconded, and the motion was carried
 - B. Executive Session – RCW 42.30.110 (1) (g) to evaluate the qualifications and salary negotiation of an applicant(s) for public employment. Following the executive session final action regarding the salary and/or hiring will take place in Open session.
 - i. No session was needed.
 - C. Discussion of new IT Network Administrator Contractor
 - i. Discussion of changing position to Exempt – currently this position is union and covered under the WA Teamsters Collective Bargaining Agreement.
 - ii. The needs of JeffCom911 may be better met by moving this to a management position, due to the nature of confidentiality in the duties.
 - iii. There would be little to now impact to the budget
 - iv. We will revisit this when Stacie Huibregtse at the next board meeting.

D. Resolution 2021- 0001

Request to transfer \$214,320.16 from Capital fund to Operating account.
The board authorized this purchase in the 2021 Capital Budget approval.
Art made a motion to accept the resolution as presented.
Andy Pernsteiner seconded, and the motion was carried.

IV. Good of the Order

Andy welcomed Greg Brotherton as our Board Member, and welcomed Rich DePas to JeffCom911.

V. Adjourn

Art Frank adjourned the meeting at 3:15 pm.

Next Meeting

January 28th, 2021 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Admin Board Meeting
via Zoom
January 28, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner
Greg Brotherton, Jefferson Co. Admin
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Ariel Speser, City of PT

Other Attendees:

Bert Black, EJFR
Pete Brummel
Jenny Dyste, JeffCom911 Records Specialist
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Brad Martin, Fire Chief, FD#3 Pt Ludlow
Mark McCauley, Jefferson C
Philip Morley, Jefferson Co Admin/Alternate
Came in the room 9:13 am
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Troy Surber, City of PT, Alternate
Dan Toepper, PUD No. 1 Commissioner

Members/Alternate Members Absent or excused:

- I. Call to Order – Art Frank called the meeting to order at 9:00 am
- II. Agenda – additions, changes and approval
 - A. Art Frank made a motion to approve the agenda
 - B. Tim McKern seconded and the agenda was approved.
- III. Roll Call
- IV. Approval of Minutes:
 - A. A. Board Minutes for December 4th, 8th, 17th and January 12th.
 - i. Ariel made a motion to approve the minutes
 - ii. Joe Nole seconded and the motion was passed
 - B. B. Board Minutes not completed: August 27th, Sept 17th, Sept 24th, and Oct 29th
- V. Approval of Payments: December 2020
 - A. Ariel made a motion to approve the vouchers
 - B. Joe Nole seconded and the payments were approved.
- VI. Director’s Report
 - A. Stacie has been talking to Art, Ray Stout, and Rich DePas regarding our Social Media Facebook Page. She recommends getting rid of it. We have a contract with ArchiveSocial for approximately \$4800 and will look to early termination costs.

- B. We want to update and keep our webpage updated. We currently have contracted with Assai Web Design in Sequim.
 - C. The state is talking about getting our dispatchers in the first responders category for the vaccine prioritized. We are at risk if anyone contracted COVID19.
 - D. We have a lot of EOC volunteers in and out of the building, and the risk is increasing. She has a proclamation to have them recognized as First Responders.
 - E. Philip Morley has already reached out to Tom Locke at the Public Health Dept.
 - F. Joe said that the he spoke to the Hospital, and Tom Locke said that currently that is not authorized on the 1A list.
 - G. Greg Brotherton had also reached out to Tom Locke.
 - H. Commissioner Pontius conveyed that the First Commissioner Association agrees with proclaiming JC911 as First Responders, and to be hopefully added to the 1A list.

 - I. Ariel made a motion to make a letter of proclamation to the Public Health Officer, and to request that JC911 staff be put in group 1A as First Responders. Joe Nole seconded and the motion was carried.

 - J. Chief Black asked if we can isolate the volunteers working in the EOC Vaccination call center and separate them at a satellite location somewhere else in the community. As he's been touring Jefferson County he has seen lots of available space in other facilities. This all began on the same day that Stacie started, as well as Chief Black's first day! It is important to protect the command structure in this pandemic era.
 - K. Stacie requested filling the vacant PC Technician position to assist Rich after Ray retires. With the CAD upgrade and the GIS push, there is significant need. Art mentioned that we reconvene the Finance Meetings workgroup.
- VII. Old Business
- A. Reserve Balance % requirements
Move to next month for the finance meeting group can make a recommendation
- VIII. New Business
- A. Add Art Frank as signature of authority
 - i. Tim McKern made a motion to have Stacie and Art added as signatory to our two bank accounts.
 - ii. Ariel seconded and the motion was carried.
 - B. Add credit card authorization for Stacie Huibregtse.
 - i. Art Frank made a motion to have Stacie authorize for a credit card.
 - ii. Greg Brotherton seconded and the motion was carried.
 - C. Potential filling of PC Technician position – moved to next month

- IX. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee
 - A. Session set for 9:33 – 9:43 am
 - B. Session extended to 9:50 am

No action was taken.

- X. Suggestions for next or future agenda, regular meeting and /or executive session.
 - A. Ariel suggested having a “JeffCom911” overview for all newcomers Stacie, Gregg, Peter, Rich, and Bret.
 - B. Gregg Brotherton agrees that this would be beneficial to everyone.
 - C. Bret Black suggested an online meeting.

- XI. Good of the Order
 - A. Joe was delegated to interim when Ted’s contract expired, and he wants to thank Art Frank for his diligence, hard work, and coordination of all the tasks that he undertook this past month, and for his professionalism. He also is grateful that he is the Chair.
 - B. Gregg Brotherton offered to help in any way to get the authorization for JC911 Staff to be added to the 1A Group. He meets with them on the Third Thursday of February.
 - C. Joe Nole concurred and agrees that Dispatchers ARE the First Responders.
 - D. Ariel welcomed Stacie and offered the board to assist her in any way possible. Please feel free to reach out to any of them.

- XII. Adjourn
Art Frank adjourned the meeting at 10:00 am.

Next Meeting
February 25th, 2021 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Special Meeting
via Zoom
February 25, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner
Greg Brotherton, Jefferson County Commissioner
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Troy Surber, City of PT, Alternate

Other Attendees:

Bert Black, EJFR
Pete Brummel
Jenny Dyste, JeffCom911 Records Specialist
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Philip Morley, Jefferson Co Admin/Alternate
Robert Pontius, Fire Comm. Assn, alternate
Dan Toepper, PUD No. 1 Commissioner
Brian Tracer, EJFR
Jerry Wilson, Public

Members/Alternate Members Absent or excused:

Mark McCauley, Jefferson Co
Andy Pernsteiner, Undersheriff
Ariel Speser, City of PT

- I. Call to Order – Art Frank called the meeting to order at 9:03 am
- II. Agenda – additions, changes and approval
 - A. Art Frank made a motion to approve the agenda
 - B. Tim McKern seconded and the agenda was approved.
- III. Roll Call
- IV. Approval of Minutes:
 - A. Board Minutes for January 28, 2021
 - i. Tim McKern made a motion to approve the minutes
 - ii. Greg Brotherton seconded and the minutes were approved
 - B. Board Minutes Pending: August 27th
 - C. Board Minutes Pending: Sept 17th
 - D. Board Minutes Pending: Sept 24th
 - E. Board Minutes Pending: Oct 29th
- V. Approval of Payments: January 2021
 - A. Art Frank made a motion to approve the vouchers
 - B. Greg Brotherton seconded and the payments were approved.
Joe asked for back up for the Acct No. 672 transaction to be attached to the transaction paperwork. It was the fulfillment of the Resolution passed 2021-0001 for the transfer of funds from Capital to the operating account to cover the cost of the Nutanix server.

VI. Director's Report

- A. The finance work group meetings have reconvened. It has been helpful to her for budgetary knowledge.
- B. Stacie has not received any response from Dr. Tom Locke to any of her emails, nor phone calls. We have 2 confirmed COVID-19 cases in the center that are symptomatic. We are pushing the boundaries if this spreads to any of her dispatchers as we have no backup available.
- C. Greg Brotherton called Tom Locke as well, and he said that he called back last evening. Cell phone did not take messages. His email to Greg stated that Dispatchers do not fit the requirements under 1A, nor do they fit under the next group parameters. Stacie has concern over this narrow classification and disagrees with his statement. She currently is at the WSP training and they have been authorized for vaccines, so this is absolutely critical that we get prioritized. Greg encouraged a call back, and is welcome to help, and agrees 100% that it is critical.

Tim McKern stated that King, Pierce and other counties have established dispatchers as 1A. This is absolutely critical! We currently have a waiting list of over 7,500 people 65 years-old and over waiting for the vaccine, and it still needs to be ordered. We need to make this happen ASAP. Bob Pontius also stated that the Fire Commissioners concur!

- D. Had a meeting with Teresa Lewis and the State E911 grant. Stacie found out that due to the COVID-19 restrictions, the state has extra funds available for equipment. We have applied for assistance, and we rec'd 78,250.00!
 - i. \$60,000 – For new dispatch consoles, which are 6-7 years past end of life!
 - ii. \$10,250 - New computer towers, monitors, mice and keyboard for our 4 Dispatch console.
 - iii. \$ 8,000 - Updating our Firewall and software/email/virus software.
- E. UPS Battery Backup – it is past it's end of life. We have a \$3,000 short-term Maintenance extension but it expires April 1, 2021.

Art mentioned that the hold up on this is that we need to identify which circuits this covers, and that there may be some outside of (Jefferson Co. facilities) and we want to make sure that we properly size it up, and there may be some cost-sharing measures available from other end users. Philip says Facilities is available to get more detail on the circuits. Matt Court will troubleshoot.

F. Cancelled contracts:

- i. \$8,900.00 - RQI Contracts for Training for Dispatchers – it didn't follow King County Medical Dispatch protocols and the quality assurance.
- ii. \$ 3,300.00 – JC911 Facebook page is shut down, which allows us to reduce our contract Archive Social from \$4,000 to \$1,422; \$2,500 savings
- iii. \$ 25,000.00 - OSED Carl Miller contract was cancelled. They have had one technician one day a week for 8 hours and no progress has been made towards Office365. Rich has facilitated a prior conversion and will work towards this goal.
- iv. exempt status. They will be directly involved with the Director, Board and the budgeting process to plan for future needs of the IT Department.
- v. Currently upgrading the job descriptions for: Records clerk Warrant officer; Office Manager, and Dispatch Supervisor.
- vi. We are also updating the MOU (Memorandum of Understanding) for the Warrant Records Specialist supervisor to update for actual costs reimbursements.
- vii. The internal investigation of the Dispatch Supervisor is complete. There will be a follow-up discussion in executive session
- viii. Working on hiring the IT Tech position. Stacie is going through the budget to find potential cost cutting to fund this to assist in the O365 migration.
- ix. Jan 2022 is the go-live date for the CAD upgrade. No updates on the jail module, but Jeffcom and PenCom are moving forward toward interoperability.
- x. This week Stacie is out of the office this week, attending week 1 of a 3-week instruction certification for LPO (Leadership in Police Organizations) provided through the IACP (the International Association of Chiefs of Police) certification at the WSP in Olympia. This was paid for by the WSP and this Leadership Training is available for any staff, or user agencies who may be interested. Stacie is utilized as an instructor. There is a cost for outside agencies, and she will find out specifics.
- xi. Tim McKern stated that King, Pierce and other counties have established dispatchers as 1A. This is absolutely critical! We currently have a waiting list of over 7,500 people 65 years-old and over waiting for the vaccine, and it still needs to be ordered. We need to make this happen ASAP.

VII. Old Business

A. Finance working group

- i. Had two meetings this month. This is ongoing.

B. Reserve balance

- i. Tabled for now

C. Warrant clerk

- i. We are not being fully reimbursed for the actual costs of the service, and we're working to update it and bring it to actuals. The deficit is about \$15,000. The 3% increase annually has not been adequate to reflect reality.
- ii. The split is 82/18 to the County and the City of Port Townsend law departments. Initially the records position was under the county, but it was moved to JeffCom911 with the idea of efficiency in having some of this duty to be performed by dispatchers in their "down time".
- iii. It doesn't include the added CBA provision of \$2.00/Hr. premium added to dispatchers pay, when they are covering vacation leave of 40 hours or more.
- iv. No overhead is covered for IT support and computers, etc.
- v. No proposal is on the table yet, but there is discussion in the financial working group and hoping to make this retro to January when it was finalized. Legal will need to review and further discussion is pending.

D. IT Administrator

- i. Stacie reviewed the job description and the Finance Working Group, and wants someone to back her up when she was not available. The IT Network Administrator is the most suitable for the knowledge of the infrastructure of the 911 center. The salaried exempt position makes the best sense.

Philip agrees that placing the 24/7 position as exempt makes sense. But whether or not we want to include this positional to include additional duties generally listed under a deputy director or operations supervisor is something to be considered. He suggests that we may not want to combine them, in the event of attracting future candidates who have the technical knowledge, but may not have the supervisory people skills needed in such a role; not all IT people may be well suited.

- ii. Executive Session - RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment, IT Administrator.

Board may take action act in open session following Executive session.

1. 9:48 – 9:58 Session established for 10 minutes
no decision was made.

- VIII. New Business
 - A. Improvements to Dispatch Consoles / IT upgrade
 - i. As mentioned earlier in the Director's report, Art commended Stacie for the \$80K "homerun" in securing the new funding from the state!
 - B. JeffCom911 Orientation
 - i. Ariel Speser had made a recommendation to have an orientation for new Board members and staff, and fire chiefs. This will be tabled to next month.
 - C. Contracts - Vendor develop process for review and approval process.
 - i. The finance working group addressed all the contracts that we have, and to establish thresholds for new contracts, and what time frame and potential recurring costs.
 - ii. We need to establish applicable policy and financial parameters to guide our director.
 - iii. In the past, the director would come to the board and present a case, for discussion purposes, and then it was approved or denied. for establishing guidance and approval

- IX. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee
 - A. 10:09 -10:24 Session extended for 15 minutes
 - B. 10:24 -10:34 Session extended for 10 minutesNo action was taken.

- X. Suggestions for next or future agenda, regular meeting and /or executive session.
 - A. Bob Pontius suggested that we review JeffCom's Policy manual, and
 - B. Review/update Job descriptions

- XI. Good of the Order
 - A. Phillip thanked Stacie for everything she is doing
 - B. Greg repeated his offer to help talk with Tom Locke, and patiently waiting for the orientation in the future.
 - C. Joe stated that Stacie reached out to him and asked if he could allow Art to assist her more in the transition. Art is willing and Joe thanked him for his willingness, and his ability to do such a great job. He wants to make sure that no other user agency has a concern with this.
 - D. Philip complimented Art as well.

E. On behalf of the Fire Commissioners, Bob Pontius complimented Art as well and gave their full support.

XII. Adjourn
Art Frank adjourned the meeting at 10:38 am.

Next Meeting
March 25th, 2021 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Special Meeting
via Zoom
March 25, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner
Greg Brotherton, Jefferson County Commissioner
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Ariel Speser, City of PT
Troy Surber, City of PT, Alternate

Members/Alternate Members Absent or excused:

Philip Morley, Jefferson Co Admin/Alternate
Brian Tracer, EJFR

Other Attendees:

Bert Black, EJFR
Pete Brummel, arrived 9:28 am
Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Records Specialist
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Mark McCauley, Jefferson Co
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Dan Toepper, PUD No. 1 Commissioner

- I. Call to Order – Art Frank called the meeting to order at 9:03 am
- II. Roll Call
- III. Agenda – additions, changes and approval
 - A. Art Frank made a motion to approve the agenda
 - B. Tim McKern seconded and the agenda was approved.
- IV. Approval of Minutes:
 - A. Board Minutes for February 25, 2021
 - B. Board Minutes for August 27th, 2020
 - C. Board Minutes for September 17th, 2020
 - D. Board Minutes for September 24th, 2020
 - E. Board Minutes Pending: Oct 29th, 2020

The approvals were postponed since the board members were unable to retrieve all the documents on the calendar document updates, and will approve all of them next month. Art Made the motion to postpone approval. Tim McKern seconded and it was approved by all

- V. Approval of Payments: February 2021
 - A. Art Frank made a motion to approve the vouchers
 - B. Tim McKern seconded and the payments were approved.

VI. Director's Report

- A. Our www.jeffcom911.us website has been updated and moved to Assai Web Design. We will have a new scrolling banner that will be able to updated by Dispatch if there is an emergency notification that the public can see.
- B. All the Board meetings list, minutes and agendas will be added as well as recordings. We are adding links to the user agencies' websites as well as public records request form online as well.
- C. Communications Supervisor internal affairs investigation is complete and the Supervisor was given the written documentation and the new expectations. Supervisor's job description has been updated.
- D. Stacie has been reviewing contracts to ascertain If they are still needed or need revision.
- E. A new contract has been signed for our Office365 migration. It should be completed within 3 weeks.
- F. CAD build is in its second week. Karl emailed this morning and asked that the CAD upgrade be pushed back so that PenCom's go live date would be moved from August to January 2022 and then Jeffcom would get pushed out to May 2022.
- G. Records Specialist MOU is being worked on as well.
- H. Job Descriptions for Office manager and Records Specialist are in process.
- I. Stacie's second week of LPO (Leadership in Police Organizations) training is next week, and she will be out of office next week, but available by cell phone
- J. She is working on Grants for our Technology needs
- K. UPS – JeffCom911, the EOC and the jail have been talking. We are looking at downsizing since the load is overzealous. We are looking at a grant for this. Approximately \$35,000 estimated cost.
- L. PC Tech position: The current contract with the PUD for GIS assistance is in new business. We want a new PC Tech to come up to speed with current status of JC911, and then move them into the GIS tasks next year. We have a referral from Rich from an applicant, however he would be taking a financial hit, and our contract is maxed at \$75,000. We need to review our pay structure in the CBA in order to entice reputable and competitive help.

Rich stated that there is a "heavy lift" in the future for the IT Dept. and we need to fill this position ASAP. GIS is not a typical IT function. It is a specialty skillset.

M. Stacie just received and email this morning from WA St E911 saying that our error % have deteriorated a bit, and we are currently out of compliance. We do not want to jeopardize our grant funding so it is imperative that we move quickly. The email from Teresa Lewis stated:

“GIS Data sets and Zero critical errors – for the last eight months you have not met the 98% or better match rate or the 0 critical errors - your match rate has been between 94.84% and 94.88% and your errors have been between 2 and 23 – you will need to submit a request for a waiver for this deliverable with an explanation of why you were unable to meet the deliverable and what you are doing to meet the deliverable in the future.”

N. Mark McCauley mentioned that there is \$10 billion in grant money available under H.R. 1319 “American Rescue Plan Act of 2021” dated 1/3/21. There are Federal Homeland Security grants available for emergency management infrastructure. Jefferson County has 4 projects for which they are applying for assistance and has reached out on the portal on their websites for Senator Patty Murray, Senator Cantwell and Representative Derek Kilmer. Mark suggested the JeffCom911 and the EOC could benefit from this. Mark remembered JeffCom911’s needs, so he reached out to Art Frank, Stacie Huijbregtse and Greg Brotherton to request \$2 million for building and expansion needs.

VII. Old Business

- A. Classification of Dispatchers as First Responders, Vaccine group 1A
 - i. On March 16th Stacey made her 4th call to Dr. Tom Locke. He called her back and as of the 17th, dispatchers are included in the request.
- B. Finance working group – we will be reconvening and scheduled for strategic planning.
- C. Improvements to Dispatch Consoles / IT upgrade / E-911 funds
 - i. We need to amend the contract, and it is in legal review and then will be signed off by Kate Dean in the BOCC.
- D. JeffCom911 Orientation
 - i. This is on the radar, but not forgotten.

VIII. New Business

- A. ILA between Jeffcom/Pencom for Enterprise governance
 - i. Stacie is reviewing the MOU and revising certain aspects. Stacie has reviewed the contract, and there is verbiage in place regarding handling disagreements

and how to reach consensus. The original ILA stated that it was primarily via mediation or Clallam county court system. Stacie suggests Kitsap county and does not feel either Jefferson County or Clallam County would be independent or unbiased. We should have established the governance BEFORE the ILA was signed.

- ii. Clallam county has a 2/3 to Jefferson County's 1/3 split of the burden of the project. This split is based on the number of Dispatcher seats that need licensing. PenCom has a larger user group.
- iii. Stacie wants some "teeth" to be able to advocate for our position.
- iv. Both agencies will share the cost of the shared network workload expenses for the CAD, but each agency will need to pay for their own network gear infrastructure such as the firewall which is a hard expense. The prorated split is basically for licensing fees based on usage, which is what pushes the splits.
- v. Art made a motion that Stacie be allowed to enter in this agreement with PenCom and have a legal review of the ILA contract with JC and PC.

Joe Nole seconded and the motion was passed.

B. MOU for Jefferson County PUD No. 1 GIS position

- i. Jefferson County is way ahead of Clallam county on the GIS issues. Karl Hatton from PC has approached JC about partnering on our GIS tech assist them.
 1. Stacie has had difficulties with the ILA contract
 2. PenCom will need a lot more of the service than JeffCom and we would not benefit equitably.
 3. Stacie wants to keep this within JeffCom911. We can fulfill our need by entering into the PUD ILA agreement. As soon as this agreement is signed, we will meet our needs.
 4. This MOU would be reviewed next year, with hopes that our GIS duties could be absorbed into the PC Tech position.
 5. Having the MOU in place is beneficial, and we need to verify the billable rate. We had been paying \$66.38/hour with benefits cost allocated.
 - a. Art Frank made a motion to approve moving forward with the MOU with PUD for GIS services, as long as rate determination is evaluated.
 - b. Greg Brotherton seconded and the motion was carried. Let's follow-up with authority to discuss specifics.

C. New job classification for IT Network Administrator

- i. Stacie had some intense discussions with the union. They are not willing to let go of the current CBA for the network IT position.
- ii. We have to create a new position to get it established outside of the current CBA. She has changed the position from "IT Network Administrator" "IT Systems Manager" as a backup to Stacie in her absence.
- iii. If the IT Systems Manager position is vacated, the refilling of the IT position would go back to the CBA's IT Network Administrator.
- iv. We would not fill the IT network administrator in addition to the IT Systems Manager due to budgetary constraints.
- v. Ariel Suggests an organization chart to layout the positional authority.

D. IT Systems Manager Employment Agreement

- i. This would be an exempt position, no overtime, similar to Stacie's contract. Art made a motion to create the new position, retro to 3-1-21 and to hire Rich DePas. The salary shall be \$112,000/year, exempt, and benefits to be the same as Stacie's contract. The contract will be reviewed at 12 months.

During the time that this position is filled the IT network Administrator position will remain active under the CBA, but vacant due to budgetary constraints.

Greg Brotherton seconded and the motion was carried

- ii. Art made a motion to approve the hiring of Rich DePas in the role

Art made a motion to allow Stacie and Art to sign the contract, after legal review, based on the above, and to

Tim McKern seconded and the motion was carried. Check at 10:28

Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee

Board may take action in open session following Executive Session.

E. UPS System

- i. JeffCom911, the EOC and the jail have been talking. We are looking at downsizing since the load is overzealous. We are looking at a grant for this. Approximately \$35,000 estimated cost
- ii. Mark McCauley suggested having an outside Vendor assess our UPS system to make sure of the technical circuitry needs before we make any decisions.

- IX. Suggestions for next or future agenda, regular meeting and /or executive session.
 - A. Regarding the orientation to JeffCom911, it would be good to offer to Chief Black and the new Chief of Police for the City of Port Townsend
 - B. We need to add others as well.

- X. Good of the Order
 - A. Andy Pernsteiner: Our new navigator starts this afternoon.
 - B. Telecommunicators Appreciation Week is April 11-17th. Please be sure to show your appreciation to help say thank you for their hard work!
 - C. Greg Brotherton asked about the 988 national Crisis Emergency line. There may be a new tax on this, and we will find out how our state 911 dispatchers will be affected. The state is still working out the details on this and will be sending information to us.

- XI. Adjourn
Art Frank adjourned the meeting at 10:34 am.

Next Meeting

April 22nd, 2021 – 9:00 am Board Meeting via Teleconference.

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Special Meeting
via Zoom
April 22, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner
Greg Brotherton, Jefferson Co. Admin
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Ariel Speser, City of PT

Other Attendees:

Pete Brummel, arrived 9:07 am
Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Records Specialist
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Mark McCauley, Jefferson Co
Philip Morley, Jefferson Co Admin/Alternate
Troy Surber, City of PT
Dan Toepper, PUD No. 1 Commissioner
Kathy Young, former JeffCom911 Employee

Members/Alternate Members Absent or excused:

Bret Black, EJFR Fire Chief
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order – Art Frank called the meeting to order at 9:01 am
- II. Roll Call
- III. Agenda – additions, changes and approval
 - A. Ariel made a motion to approve the agenda
 - B. Greg Brotherton seconded and the agenda was approved.
- IV. Approval of Minutes:
 - A. Board Minutes for March 25, 2021
 - i. Lisa mentioned that the Vouchers approval of the vouchers said Jan; should be Feb 21
 - ii. Greg B: Feb & March should say county commissioner, not administrator
 - iii. Tim McKern that in 2020 – Brad was the primary, Tim was the alternate
 1. Aug 27th, 2020 - Brad was the primary, Tim was the alternate
 2. Sept 17th 2020 - Art is primary (but was shown as other attendee/guest)
 3. Sept 24th 2020 - Brad primary, Tim alternate
 4. Oct 29th Brad Primary, Tim alternate
 - B. Board Minutes for February 25, 2021
 - C. Board Minutes for August 27th, 2020
 - D. Board Minutes for September 17th, 2020
 - E. Board Minutes for September 24th, 2020
 - F. Board Minutes for Oct 29th, 2020

Tim McKern made a motion to approve the minutes as presented
Greg Brotherton seconded and the minutes were approved.

V. Approval of Payments: March 2021

- A. Correction: The minutes for March meeting should say February not January
- B. Springbrook voucher: there was an EFT that was blank, is a voided entry.
- C. Greg Brotherton made a motion to approve the vouchers for March 2021.
Tim McKern seconded and the payments were approved.

VI. Director's Report

- A. Finance working group will be meeting in May. Sending out invite to get availability.
- B. Currently updating records clerk, office manager job descriptions.
- C. Still working on scheduling and putting together JeffCom Orientation.
- D. Updating MOU's for records clerk position
- E. GIS MOU completed and signed. (Alex Gerrish, PUD)
- F. Working through current contracts and attempting to get updates on deliverables and whether or not they are still applicable.
- G. CAD upgrade project is moving forward – Go live date for Jeffcom is January 2022. Jail needs to talk with Tyler regarding training, assistance, etc.
- H. 3rd week of LPO (Leadership in Police Organizations) training is May 10 – 14.
- I. Working on multiple grants to assist with technology upgrades and replacements.
- J. Request by JTA to establish contract with Jeffcom to use Maynard Peak Tower. Income to Jeffcom.
- K. Boat US no longer doing work in WA, that contract (income) will be going away at end of year.
- L. UPS (Uninterrupted Power Supply) Replacement: Due to information received from facilities maintenance regarding users of UPS, we will be downsizing the UPS and replacing it within the next few months.

VII. Old Business

- A. Classification of Dispatchers as First Responders, Vaccine group
- B. Finance working group – we will be reconvening in May.
- C. Improvements to Dispatch Consoles / IT upgrade / E-911 funds by 6/30/21!
- D. ILA between Jeffcom/Pencom for Enterprise governance

VIII. New Business

- i. PC Tech Position – We have an applicant who worked with Rich at Jefferson Healthcare, and he is currently in background and Psych. review

- ii. Carpet Install – trying to coordinate with console upgrade by 6/30/21.
- iii. UPS Replacement
- iv. 1st Responder Proclamation
- v. Surplus of Jeffcom Jeep – Resolution No.
 - 1. Resolution 2021-0002
 - 2. Art made a motion to accept the resolution.
Joe Seconded and the board approved to dispose of/or surplus the Jeep.
 - 3. Sale will be by Auction or sealed bid.

- B. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee
Board may take action in open session following Executive Session.
No session was called.

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

X. Good of the Order

- A. Stacie Recognized Pete Brummel and Chris Kauzlarich for his input on the CAD upgrade and the training for building response codes.
- B. Art thanked all the agencies for their support during Telecommunicators Week during the week of April 12-17th. There were 14 total bags sent.

XI. Adjourn

Art Frank adjourned the meeting at 9:48 am.

Next Meeting

May 27th, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Special Meeting
via Zoom
May 27, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner
Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Other Attendees:

Bret Black, EJFR
Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
Kathy Young, former Employee

Members/Alternate Members Absent or excused:

Joe Nole, Sheriff JC SO

- I. Call to Order – Art Frank called the meeting to order at 9:01 am
- II. Roll Call
- III. Agenda – additions, changes and approval
 - A. Art Frank made a motion to approve the agenda
 - B. Andy Pernsteiner seconded and the agenda was approved.
- IV. Approval of Minutes:
 - A. Board Minutes for April 22, 2021
Greg Brotherton made a motion to approve the minutes as presented
Tim McKern seconded and the minutes were approved.
- V. Approval of Payments: April 2021
 - A. Art Frank and Andy Pernsteiner
 - B. Tim McKern made a motion to approve the vouchers for April 2021.
Greg Brotherton seconded and the payments were approved.
- VI. Director's Report
 - A. Stacie's report will follow the agenda
- VII. Old Business

- A. 1st Responder Proclamation approval
 - i. Art made a motion to approve the proclamation
 - ii. Andy Pernsteiner seconded and the proclamation was approved
 - B. Finance working group
 - i. Have not met this past week, and we will reconvene.
 - ii. We will have to restructure the members due to board changes
 - C. Improvements to Dispatch Consoles
 - i. June 28-30th for the installation date.
 - ii. Parking will need to be cleared for easy access into the dispatch center
 - D. PC Tech Position – currently in background and passed as of Tuesday. Psych evaluation is next and hoping to get him on board in a couple of weeks
 - E. Carpet Install
- VIII. New Business
- A. UPS Replacement cost estimate received
 - i. Art just received a quotes with two options
 - 1. Opt 1 - \$24,150, Vertiv UPS
 - 2. Opt 2 - \$28,520, Eaton UPS
 - ii. There is a \$2,280 installation cost for either option
 - iii. Rich recommends Option 1 –Vertiv
 - 1. Provides more flexibility
 - 2. This will replace our current UPS with a 20 KVA unit (we have a 35 KVA which is over-kill)
 - 3. If we need more KVA, we can install a second inverter to double load capacity
 - iv. We will need to move forward quickly as we are past end of life
 - v. Emergency Authorization for purchase of Option 1, Not to exceed \$29,000, will revisit at June meeting and approve purchase using Funds in capitol reserve.
 - B. Address on site storage needs
 - i. Offsite storage site is currently used.
 - ii. We are not getting documentation from the business.
 - iii. The phone on site doesn't respond when the gate won't open.
 - iv. Proposing to use the wooden storage area behind the IT trailer
 - v. Greg B asked about other options at other storage facilities

- vi. Art suggested having on site would be more cost effective as well as more convenient during an equipment replacement accessibility
 - vii. The board will be provided with recommendation of onsite storage to include cost after consultation with county and other involved entities.
- C. CrewForce /ShieldForce application with new CAD
- i. Fire Departments can communicate with CAD system
 - ii. Current program (ActiveCAD written by Mark Peil) will not work with the new CAD system.
 - iii. ShieldForce is a law enforcement application, and will allow accessibility to our new CAD for both agencies.
 - iv. The costs of both of these will be a mixture of both platforms if we have enough groups that want to participate in shared costs. Annual Maintenance will be additional. Point of contact is with Tyler.
 - v. Move to old business next month
- D. Request to surplus old dispatch furniture
- i. We will move to next month with a new resolution
- E. User Fees –
- i. Mark McCauley suggested we re-evaluate our process of establishing these.
 - ii. Art suggested that COVID-19 had an impact and would like to possibly look back at a 3-year historical methodology. Mutual aid is subtracted. We need to look at the actual costs JeffCom911 occurs to provide service, so there is no real “sticker shock” when we look into Capital improvements and our capital fund balance.
- IX. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee Board may take action in open session following Executive Session.
No session was called.
- X. Suggestions for next or future agenda, regular meeting and /or executive session.
- A. New Board member’s orientation
 - B. Resolutions for
 - i. 2021-0003 Capital funds transfer and
 - ii. 2021-0004 Employee payout fund closeout \$10,000

XI. Good of the Order

XII. Adjourn
Art Frank adjourned the meeting at 9:48 am.

Next Meeting
June 24, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Special Meeting

via Zoom

June 24, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Other Attendees:

Bret Black, EJFR
Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Mike Chamberlain, IT Network Technician

Members/Alternate Members Absent or excused:

Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Joe Nole, Sheriff JCISO

- I. Call to Order – Tim McKern called the meeting to order at 9:01 am
- II. Roll Call
- III. Agenda – additions, changes and approval
 - A. Ariel Speser made a motion to approve the agenda
 - B. Greg Brotherton seconded and the agenda was approved.
- IV. Approval of Minutes:
 - A. Board Minutes for May 27, 2021
Greg Brotherton made a motion to approve the minutes as presented
Ariel Speser seconded and the minutes were approved.
- V. Approval of Payments: May 2021
 - A. Art Frank, Tim McKern and Andy Pernsteiner reviewed the payments.
 - B. Andy Pernsteiner made a motion to approve the vouchers for May 2021.
Ariel Speser seconded and the payments were approved.
- VI. Director's Report
 - A. Please see director's report
 - B. Highlights:
 - i. Welcome to Mike Chamberlain, our new IT Network Technician
 - ii. Our UPS Purchase will be with Vertiv; amount is \$24,150.00

- iii. CAD upgrade expenses with shared PenCom/JeffCom is \$13,685.87.
 1. Stacie believes that we were “sold” a problematic package.
 2. She will look at the cost outlays if we pull out of the joint agreement.
 3. All of the user agencies and groups affected are in consideration.
 4. We can still maintain and control a reasonable interaction over our network and not be overloaded with the joint venture pressures.
 5. There was an ILA approved by our board, and it was not signed by PenCom yet. They’re waiting on governance and IT specifics. Generally, it is a 70/30 split but nothing has been officially signed.
 6. Thomas Olson: What is the value with the merger, vs stand-alone CAD?
 7. The push seems more for Regionalization, rather than just Interoperability between both agencies
 8. Mark Piel from the City of PT said that if the joint venture is continued, he has no interest in continuing to work with the program that he created to offer “active CAD” program, as he doesn’t want to “troubleshoot” issues that could arise outside of his control.
 9. PenCom’s scheduled “go-live” date is August 2021. JeffCom’s date is January 2022.
 10. JeffCom will schedule a Special meeting to discuss CAD Joint venture.
- iv. Had discussions with Brian Tracer regarding the need for more inclusive debriefs after significant incidents. Debriefs are different than mechanical failures/outages. All agencies are notified of the latter.
 - Debriefs related to critical incidents, such as a CPR assistance, to “talk down”
 - We need to set up a peer-to-peer support system for our dispatchers for immediate emotional support.
 - Fire calls it a “hot wash” after a call, no later than 48 hours. Peer review is a huge importance.
 - EAP – “Employee Assistance Plan” is an employee benefit available.

VII. Old Business

- A. Finance working group – there have been no meetings.
- B. Resolution 2021-0003 Capital Fund Transfer to Operating for UPS Purchase \$28,835.67
 - i. Greg Brotherton made a motion to approve the resolution
Ariel Speser seconded and the resolution was approved.
- C. Resolution 2021-0004 Employee Payout fund - Transfer to Operating account \$10,000.
Greg Brotherton made a motion to approve the resolution
Andy Pernsteiner seconded and the resolution was approved

- D. Resolution 2021-0005 Dispatch Consoles Retirement and Disposal
 - i. Purchased in 2002 and are beyond end of life. No value as many parts are mechanically broken or inoperable
 - ii. Bob Pontius made a motion to approve the resolution
Greg Brotherton seconded and the resolution was approved
 - E. Consoles & Carpet Install Update
 - i. Watson will be installing the new consoles on Monday June 28-30th!
 - ii. Carpet is scheduled to be installed in the first two weeks of August.
 - F. On-site Storage needs

We have been having issues with our off-site storage. We are essentially being “held hostage” with a non-working key code, and an unreachable landlord.
We will be purchasing a cargo container from DryBox for \$7,000, and moving a unit on premises.
 - G. CrewForce /Shieldforce application with new CAD
 - i. This is on hold as it is still being researched.
 - H. Greg Brotherton suggests adding Public Comments as a regular agenda item.
 - i. Transparency is very important.
 - ii. Greg Brotherton made a motion to approve the agenda item
Ariel Speser seconded and the agenda item was approved
- VIII. New Business
- A. Appoint and approve of new replacement of board members
 - i. City of Port Townsend – Alternate,
Chief Thomas Olson, replacing Troy Surber
Ariel Speser made a motion to approve the appointment
Greg Brotherton seconded and the appointment was approved
 - ii. Jefferson County – Alternate
Mark McCauley, replacing Philip Morley
Greg Brotherton made a motion to approve the appointment
Ariel Speser seconded and the appointment was approved
- IX. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee
Board may take action in open session following Executive Session.
No session was called.
- X. Suggestions for next or future agenda, regular meeting and /or executive session.

XI. Good of the Order

XII. Adjourn

Tim McKern adjourned the meeting at 10:17 am.

Next Meeting

July 22, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Special Board Meeting
via Zoom
July 08, 2021

Members/Alternate Members Seated:

Art Frank, Chair, Fire Commissioner
Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff

Other Attendees:

Bret Black, EJFR
Mike Chamberlain, Jeffcom911 Network Tech
Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

- I. Call to Order – Art Frank called the meeting to order at 10:01 am
- II. Roll Call
- III. Current Business:
 - A. User Fees: Existing calculation method, new budget amounts, potential change to calculation method.
 - i. We want to re-evaluate the methodology since we have so many new members.
 - ii. COVID-19 has impacted the normal call volume.
 - iii. Historically the call for service fees are based on the “need” to balance the budget.
 - iv. In the past, the user agencies would agree to an amount to meet budget expectations, and agree on an amount to contribute to our Capital Fund for future required expenditures to run the center. The call for service rate would be calculated after this “need” is determined, and then prorated to the user agencies’ in their call for service fee.
 - v. Tim McKern is in favor of a three-year average. Mark M concurred.

- vi. Chief Black cautioned that Appendix A of the 2012 ILA for Dispatch services states that it is calculated over one year. We may need to address this to be in compliance in the future, if we re-evaluate the methodology.

APPENDIX A

• The allocable proportion shall be computed as follows:

After formulating the budget for JeffCom, all outside revenue from taxes, grants, contracts for service and other sources shall be deducted from the total. The resulting balance shall be distributed proportionally among JeffCom's members as determined by each member's actual usage of JeffCom services as evidenced by the number of Calls for Service (C.F.S.) generated by each member agency. Each year a total count shall be made to determine the number of C.F.S.'s each participating agency generated between July 1st of the year previous to the year in which the budget is being formulated and June 30th of the year in which the budget is being formulated for calculating the allocable proportion for each member for the following calendar year.

- vii. Chief Olson mentioned that what determines a Call for Service in today's current climate and legislation for Law Enforcement may not be the same as it was going forward. "Prioritized" dispatching of law enforcement is changing on July 25th and going forward.
 - viii. Director Huibregtse stated that however the legislation changes, the CFS fees must evaluate the actual costs to JeffCom911 to fill the seats and answer the public calls that come into the center. How Law enforcement responds to a dispatch does not negate the responsibilities that JC911's service provides, as well as the related expenses to provide that.
- B. Tyler Upgrade contract with Pencom: 2 options for moving forward
- i. Stacie had mentioned last month that she was looking at other options with Tyler. The Board may have been "misinformed" when the upgrade was presented.
 - 1. Option A – Stay in the current contract with PenCom
 - a. We're paying 1/3rd of the total costs; PenCom 2/3rds. Our portion is \$70,000
 - b. The only contract we have is the one that the City of Port Angeles/PenCom Signed with Tyler.
 - c. There was an amendment that was signed with JC/PC which shows where the split comes in.

- d. Stacie expressed concern in March about not having a governing contract with PenCom that will establish governance, personnel, and intermediation issues. As of now, it has not been signed by them. We have nothing solidified.
- 2. Option B – pull out of the contract, “go it alone” with Tyler, one-on-one.
 - a. We are repeatedly getting notifications from PenCom for more expenditures for software, Applications, equipment and other increases in the joint venture. It is a moving target.
 - b. We have paid them \$13,600 of the planned \$70,000.
 - c. We have requests for more costs for ESO, Red Hat, CI security for access switches. This is on top of the original contract.
 - d. Our Attorney Joseph Quinn has consulted with Stacie.
 - i. 14-day notice required.
 - e. We maintain control over our CAD system and our applications, firewalls, CrewForce.... everything.
 - f. We control who has access, network accessibility and the decision-making authority.
 - g. It would increase the costs from \$70K to \$206K to 100%
 - h. JeffCom911 IT Staff would be more taxes
 - i. Hard feeling may result between JC911 and PC911
 - j. There is increasing pressure to put the load on JC rather than PC. They requested JC being backup for their IT issues.
 - k. Stacie recommends that we go with Option B

More Data will be provided before the board meeting on July 22nd, and to be better informed to make a final decision.

- C. Greentree Contract: Potential changes
 - i. Our contract covers all radio towers, and the console cost. Currently \$91,000 with an annual increase of 3%.
 - ii. Services provided are not in congruence with the terms of the contract.
 - iii. Stacie would expect more information provided to us than what we have been getting.
 - iv. We were able to see the work performance during the new console install. Dispatchers said “That radio has never worked” Why?

- v. We have two vendors to provide an assessment Equipment Inventory
 - 1. Silke Communications - \$3,500
 - 2. Day Wireless - \$8,500
- vi. Their annual maintenance
 - 1. Silke Communications - \$7,000
 - 2. Day Wireless - not provided yet
- vii. Concerns:
 - 1. Greentree - Only one person to fulfill the contract.
 - 2. Silke or Day Wireless have team support
- viii. Stacie would like input from the board about possibly terminating the contract with GreenTree. It requires a 6-month termination notification clause.
- ix. Tim McKern has had a favorable experience with Silke
- x. Stacie is looking for approval to have Silke Communications do an Equipment Inventory and site Assessment for us.
- xi. Stacie is also requesting that we terminate our Greentree contract and to give the 6-month notification.
 - 1. Greg Brotherton made a motion to terminate the contract
 - 2. Art seconded and the motion was carried.

D. Addition of User Group time on next and future meeting agendas
i.

IV. Adjourn
Art Frank adjourned the meeting at 11:29 am.

Next Meeting
July 22, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
via Zoom
July 22, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Other Attendees:

AC, Public
Bret Black, EJFR
Mike Chamberlain, IT Network Technician
Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
C Kauzlarich
Nino, Public
Public attendee
Joseph S Quinn, Attorney for JeffCom911

Members/Alternate Members Absent or excused:

- I. Call to Order – Art Frank called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above
 - Audio only – Refer to meeting instructions above
 - Email – stacieh@jcpsn.us (Comments received here will be added to the correspondence log)
 - In-person – Not an option at this time.
- IV. Agenda – additions, changes and approval

Correct special meeting date to July 8, 2021, rather than June

- A. Art Frank made a motion to approve the agenda
- B. Joe Nole seconded and the agenda was approved.

V. Approval of Minutes:

- A. Board Meeting Minutes for June 24, 2021
- B. Special Meeting Minutes for July 8, 2021

Greg Brotherton made a motion to approve the minutes as presented
Andy Pernsteiner seconded and the minutes were approved.

VI. Approval of Payments: June 2021

Tim McKern made a motion to approve the vouchers for May 2021.

Greg Brotherton seconded and the payments were approved.

VII. Director's Report

- A. Please see report that was emailed.

VIII. User Agency Report

- A. Ariel Speser and Greg Brotherton both suggested that all documents sent out for a board meeting be posted on the website and made available to the public.
- B. Pete Brummel clarified that Chief Black wants to add WSRB (Washington Surveying & Rating Bureau) certification requirement on the next month's agenda. They monitor how effective Fire Response is in the county.

"WSRB evaluates the fire-protection capabilities of every community in Washington state"

- C. Brett Black wants to add an ad hoc committee to establish protocol for the fire depts need for certification, to identify issues to address with JeffCom911. This certification drives insurance rates in the community.
- D. Stacie stated that JeffCom911 does have the data recorded, but she does not have the staff or the band width to run this.
- E. Art Frank requested consideration that the Fire Departments spearhead this, and present concerns to JeffCom911.
- F. As President of the Fire Chiefs Association, Chief McKern will add this to the agenda on August 9th. We would need to have no more than two board members present on the committee to not constitute a board meeting.
- G. Bob Pontius reiterated support that all board documents be made available to the public. Many people do not have access to the internet.

- i. Greg Brotherton made a motion to post all meeting documents on the website.
- ii. Art Frank seconded, and the motion was passed

IX. Old Business

- A. Finance working group – there have been no meetings. This will reconvene during budget season
- B. CrewForce /Shieldforce application with new CAD – Active CAD will only be available moving forward if we stay separate from Pencom on the CAD upgrade.
- C. User fee discussion regarding changes
 - i. Art mentioned that according to the 2012 ILA we have the authority to change the methodology. Section II, A, 3 b

All decisions made by the Board shall be made by majority vote, unless the decision involves one of the following exceptions. For said exceptions, Board decisions shall require a supermajority, either requiring for approval a four to one vote, or a three to one vote if a Board member is absent:

- a. Decisions involving the budget, acceptance of grants, or finance proposals.**
- b. Any revision to the method of determining a Party's allocable portion of user fees.**
- c. Decisions regarding the hiring or termination of JeffCom's Director.**

X. New Business

- A. CAD upgrade: Contract, costs, etc. should the contract be broken with Pencom.
 - i. Stacie reached out to Tyler Directly for a quote for costs, independent of PC. They have not provided a definitive quote.
 - ii. Tyler has only provided the joint venture agreement, which is \$70,153 for us, or 1/3rd of the \$206,000.
 - iii. They reiterated that they can't provide a new quote unless we are in contract negotiations.
 - iv. There has been little documentation for Network setup, the build, additional software applications, or what the governance of this joint venture entails.
 - v. Mark Piel from the City of PT is not in support of "active CAD" program (that he programmed) being used in the joint venture, since he will not have direct involvement with the combined network.
 - vi. Rich said we will need to upgrade because Tyler is not supporting MSP Windows 7 OS in the future.
 - vii. Alternate Peter Brummel recommends that we act proactively and make a motion to have Stacie begin negotiation directly with Tyler and find out costs.
 - viii. Tim McKern suggests we wait until the legal cost sharing agreement is resolved.
 - ix. Joseph Quinn recommends that we decide whether to continue with the existing Joint Venture Contract and Amendment. Sequencing is important.

City of PA might suggest it's a breach of contract. JeffCom911 needs to communicate directly with their elected Board, not Karl Hatton directly and share your reasons why it is not working. Find out if they consider that we owe them the remainder of the \$70K. What about potential overruns of budget? The existing agreements are poorly written. We don't know the true agreement.

- x. Stacie reached out to the City Manager and Karl Hatton who both signed the agreements, and their response was to reach out to their deputy director, Karl Hatton. She reached out to Karl, as well as Tyler. She repeatedly gets no definitive response. She feels that it was a conflict of interest for Karl to have signed the PenCom911 Contract as Director, when he was also the JeffCom911 Director. Stacie expressed that we are being pushed into something may not be best for JeffCom911.
- xi. Ariel has questions for Joseph Quinn in an executive session. Ultimately, Mr. Hatton expressed to her that he has tried to answer questions and is concerned about resolving communication breakdown.
- xii. Bret Black acknowledges the difficulty of stepping in to preexisting plans, and that Stacie's efforts are appreciated. He reiterated the importance of getting a quote from Tyler. Also, are we compliant with the State requirements Executive Session– RCW 42.30.110 (1)(i)

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; to review contractual

Art called for an executive session.

1. Start 10:00 End: 10:15 am

Art Frank made a motion to contact the Mayor of Port Angeles to resolve questions and to have a joint meeting with PenCom911 and JeffCom911. Ariel Speser seconded, and the motion was carried.

- B. Evergreen Storage issues: Payments, violation of contract by Evergreen
 - i. We purchased a storage container form DryBox and had it delivered.
 - ii. We gave official notice for the last unit.
 - iii. We paid a portion of the amount they requested.
 - iv. The contract required 30-day notice of rate increases, which didn't happen.
 - v. We will pay the late fees, but not any increased rate increases.

- C. Greentree cancellation completed: with 180-day notification with continued servicing during that period.

Silke communications is working with Rich on setting up an inventory accounting of equipment and maintenance contract.

- D. 2022 Budget Discussion
 - i. We will be starting preliminary efforts in August
 - ii. Our budget needs to be out by September
 - iii. Finance working group will be utilized

- XI. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee.
 - A. Board may take action in open session following Executive Session.
 - 1. Start 10:30 End: 10:45 am
 - B. No decisions were made

- XII. Suggestions for next or future agenda, regular meeting and /or executive session.
 - A. Do we want to make a hybrid meeting, with Zoom and in-person?
 - B. Allows public to easily participate.
 - C. If you come in person, please follow safety protocol.
 - D. Station 11 in Chimacum is a potential site.
 - E. Be sure to have microphones in the conference room for all speakers

XIII. Good of the Order

XIV. Adjourn
Art Frank adjourned the meeting at 10:51 am.

Next Meeting

August 26, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
via Zoom
August 26, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Other Attendees:

Bret Black, EJFR
David Carlbom, EMS
Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Thomas Olson, City of PT Chief Alternate

- I. Call to Order – Art Frank called the meeting to order at 9:05 am
- II. Roll Call
- III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above
- Audio only – Refer to meeting instructions above
- Email – stacieh@jcpsn.us (Comments received here will be added to the correspondence log)
- In-person – Not an option at this time.
No public comments were received.

- IV. Agenda – additions, changes, and approval
 - A. Greg Brotherton wanted to add Allison Berry, Jefferson County Health Officer to speak at 10:30 about communication processes at JeffCom911 as well as vaccine discussion.
 - B. Chief McKern made a motion to approve the minutes as presented
Ariel Speser seconded and the changes to the agenda were approved.

- V. Approval of Minutes:
 - A. Board Meeting Minutes for July 22, 2021
 - B. Art Frank requested that we postpone the approval to next month so he could verify some information on the minutes.
- VI. Approval of Payments: July 2021
 - Greg Brotherton made a motion to approve the vouchers for July 2021.
 - Tim McKern seconded, and the payments were approved.
- VII. Director's Report
 - A. Please see report that was emailed.
 - B. The carpet did not get installed on August 23rd as intended and is rescheduled for September 3rd.
- VIII. User Agency Report
 - A. Chief Black had some comments:
 - i. Regarding our EMD (Emergency Medical Dispatch) protocols: he understands that we use the King County Protocols, and in the future would like an assessment of how they are cross walked into Jefferson County's EMS protocols.
 - 1. Stacie mentioned that they are not cross walked as far as she knows, and King county's protocols are best practice in the industry. Dr Carlbom as requested a copy.
 - 2. Chief Black requests that we perform an analysis of it and review it regularly.
 - ii. Ariel requested clarification on this. Stacie explained the dispatchers' protocol.
 - iii. Dr. Carlbom commented that we have a tiered EMS (Emergency Medical System) response, where BLS (Basic Life Support) where we add paramedics for critically ill patients. There are sometimes over-send/under-send units where resources are called and then called to stand down. We may want to evaluate the criteria for which we base our Dispatchers' call outs for emergency responders.
 - iv. Chief Black recommends we set up an Ad Hoc committee to evaluate protocols.
 - v. Chief McKern brought up our individual response plans. Right now, we cannot access them before we change our run cards to the new Enterprise CAD system.

- vi. Dr. Carlbom stated that this will be an ongoing process to fine-tune a limited number of issues each month until we have addressed them all over the year.
- B. Chief Black requested that we have an EMS COVID screening on all calls to help reduce exposure to our first responders.
 - i. Stacie mentioned that there had been some lack of doing this in house, and the dispatchers have been notified to be sure to ask these important questions.

IX. Old Business

- A. Finance working group – No meeting dates/times could be arranged for all working group members to participate prior to the August board meeting. More to come.
- B. CrewForce application with new CAD – Will not be implemented until go live.
 - i. We need to know exactly what the Fire Districts specifically want with CrewForce: how many users, and the annual cloud maintenance cost will be prorated accordingly.
 - ii. We will work with Terry Minter at Tyler for updates on training.
- C. CAD upgrade
 - i. We had another meeting with PenCom's and JeffCom's IT staff, Karl, and Stacie.
 - ii. It was an advantageous meeting that helped clear the air and any misconceptions.
 - iii. We discussed network concepts, as well as governance and who is responsible for the adherence to the plan, and who is responsible for what.
 - iv. PenCom's "go-live" this month has gone relatively well with some bugs to work out.
 - v. Rich is proactively communicating any concerns and Stacie wants us to be aware that there may be some down time, so "prepare for the worst, and hope for the best!"
 - vi. Chief Brummel requested being notified when the response plans are built, as soon as possible so we don't have to wait until the last minute. Tyler will be delving in to JeffCom's data on September 11th, and access will be after that.
 - vii. Sheriff Nole expressed concern about the joint CAD development. Art Frank reassured that JeffCom911 is not in a subordinate position, but we are in a teamwork approach. There is a new document being created to address both agencies' governance concerns, clarifying how to resolve problematic issues.

- viii. Stacie was very encouraged by Chief Brain Smith's assurance that each agency will be operating with interoperability in mind, but they are not looking at regionalization.
- ix. Greg Brotherton expressed that the governance amendment documents will be very important to refer to when present key players leave, or new appointees join in the leadership
- x. Chief Black raised concern over Mark Peil's concern on the Active CAD program (that he created) support that he currently offers, and this is Chief Black's primary concern. This affects whether we consider CrewForce "need to have", or "nice to have." In lieu of our usage of Active CAD. Active Cad, or its comparable is essential. This problem needs to be addressed ASAP, especially if it fiscally impacts our 2022 Budget.

X. New Business

- i. 2020 Budget discussion
 - 1. We will plan to have some special meetings to work on the budget discussion and solidify the final numbers.
 - 2. Stacie will send out a doodle poll to set up a Special Meeting to continue budget discussions
- ii. Allison Berry, Health Officer for both Clallam and Jefferson County
 - 1. 911 Dispatch Services are critical and essential.
 - 2. Recent covid infection in our jail was from outside contact with workers, not prisoners.
 - 3. Clallam Deputies have a vaccination rate of 60%
 - 4. Lack of Masking enforcement was an issue in the jail and with the deputies.
 - 5. All of PenCom911 is fully vaccinated; they have had not COVID.
 - 6. It is critical to have JeffCom911 fully vaccinated.
 - 7. She encouraged incentivizing the vaccinating of employees.
 - 8. She mentioned that non vaccinated people should eat separately, and also non vaccinated staff have to stay out for 7 days after a negative test.
- iii. Stacie stated that she will not mandating the staff get vaccinated. She is vaccinated but believes that it is an individual choice.

She has advised all employees to maintain safety in the hallways, kitchen, jail and sheriff's office to wear masks.

- XI. Executive Session – RCW 42.30.110 (1)(G) to review the performance of a public employee.
 - A. Board may act in open session following Executive Session.

- XII. Suggestions for next or future agenda, regular meeting and /or executive session.
- XIII. Good of the Order
 - A. Please answer the doodle poll as soon as possible today.
- XIV. Adjourn
Art Frank adjourned the meeting at 10:53 am.

Next Meeting: September 23, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Special Board Meeting
via Zoom
September 02, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate

Other Attendees:

Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Bret Black, EJFR
Mike Chamberlain, IT Network Technician
Joe Nole, Sheriff JCSO
Ariel Speser, City of PT

- I. Call to Order – Art Frank called the meeting to order at 2:03 pm
- II. Roll Call
- III. Current Business:
 - A. 2022 Jeffcom911 Budget
 - i. Discussion ensued about budget topics
 - ii. No final decisions were made.
 - iii. Recorded Meeting will be made available to watch on the website
- IV. Adjourn
Art Frank adjourned the meeting at 2:54 pm.

Next Meeting: September 23, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting

via Zoom

September 23, 2021

Members/Alternate Members Seated:

Bret Black, EJFR
Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Other Attendees:

Rich DePas, JeffCom911 IT Network Admin
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson Co. Admin
Joe Nole, Sheriff JCSO

- I. Call to Order Art Frank called the meeting to order at 9:05 am
- II. Roll Call
- III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above
- Audio only – Refer to meeting instructions above
- Email – stacieh@jcpsn.us (Comments received here will be added to the correspondence log)
- In-person – Not an option at this time.

No public comments were received

- IV. Agenda - Additions, changes, and Approval
 - A. Art requested to move New Business before Old business
 - B. Art Frank made a motion to approve the agenda as presented
Ariel Speser seconded and the changes to the agenda were approved.

- V. Approval of minutes:
 - A. Board Meeting Minutes for July 22, 2021, and August 26, 2021
 - B. The September 02, 2021, special meeting minutes will be reviewed in October.
 - C. Tim McKern made a motion to approve the Minutes for July & August 2021
Ariel Speser seconded, and the minutes were approved.

- VI. Approval of Payments: August 2021
 - Ariel Speser made a motion to approve the vouchers for August 2021.
 - Tim McKern seconded, and the payments were approved.

- VII. Director's Report
 - A. Please review Stacie's report.
 - B. Ariel appreciated the additional items that were listed. It helps to give a "road map" of issues being addressed.
 - C. Ariel asked for clarification on JeffCom911 data. The pickup time is in seconds, for August 2021.
 - D. Mark suggested that a trend line would be helpful.
 - E. Bob Pontius asked who was leaving, and if there be an exit interview. Stacie replied that Sunny Fortino took a job at PenCom, and yes there will be an exit interview.

- VIII. User Agency Report: Limited to 10 min per agency/speaker
 - A. Brett Black asked what is the goal for call pickup time?
 - B. Stacie replied that the state standard is to be in the 95 percentiles, which is that our calls are to be answered in 30 seconds or less. JeffCom911 is within the standard, and it is monitored monthly by the state.

- IX. New Business
 - A. Vote on 1, or 3-year average for user fee calculations for budget
 - i. Art proposed to use the one-year average. We will discuss this further going forward and revisit the 2012 ILA stipulations.
 - ii. Tim McKern stated that the Fire Chiefs' association had voted on this, and agreed with this at their meeting on September 20th
 - iii. Art Frank stated that East Jefferson Fire concurred at their recent meeting.
 - B. Radio Upgrade Quote from Silke
 - i. We are still waiting. Silke has complete the inventory and will submit a report next month.
 - ii. They have visited all the sites but one. Art and Stacie are coordinating with Chris Palmer from Greentree Communications to finish the inventory at the last site. There was an issue with gaining access to one of the tower sites and this is being resolved.

- iii. We need to fine tune the guestimate of the \$100K radio capital improvement. The current budget proposal doesn't include this item yet. Silke and Zetron are working on the quotes
- iv. Art suggested wanting input from the agencies would be helpful to evaluate and ascertain the best way to move forward.
- C. Supervisor Vacancy
 - i. Sunny Fortino has given her resignation and will be leaving September 30, 2021. She has accepted an offer from PenCom911.
 - ii. Stacie is searching for backup and trying to delegate her responsibilities as much as possible.
 - iii. We will be advertising the position soon, as well as two more dispatcher positions.
- D. Tim McKern suggested that we reconvene the user groups' meetings as soon as possible.
- E. Chief Brummel asked about accessing and editing the RUN cards. Rich is working on this currently and should be done within a couple of weeks.
- F. Approval to surplus filing cabinets and old office desk
 - i. Stacie requested authorization to surplus these items.
 - 1. Old vertical file cabinets
 - 2. Old desk
 - ii. We will present a resolution for next month to approve the removal.
 - iii. Will provide pictures.
- X. Old Business
 - A. 2022 Budget Approval
 - i. Discussion ensued over budget topics and the call for service calculations were based on a one-year historical basis, with mutual aid calls being subtracted. Last year a negative budget of \$134,000 was approved, so we need to "make up" for that depletion of our funds.
 - ii. The one-time cost for the radio upgrade is not yet included.
 - iii. Ariel Suggested that a finance committee establish policy on emergency funding protocol if we exceed our Capital fund.
 - iv. Bob Pontius recommended having all agencies represented on the finance working group. Mark McCauley, Nora Mitchell, Chief Brummell, and Stacie Huibregtse are currently on this committee.
 - v. Stacie has begun the process for putting together data and information to try and get the 2/10th of 1% 911 tax for Jefferson County. The increase, if passed, would allow for the upgrade of the 911 system which is currently outdated and at end of life. This is an expensive upgrade due to the complexity of the system and the new requirements that need to be met for moving forward with NG 911. Having additional funding to cover these costs and future costs related to

- modernizing and updating the Jeffcom 911 center is a requirement.
- vi. Art Frank made a motion to accept the budget as presented
Mark McCauley seconded the motion, and the budget was passed.

B. CAD upgrade:

- i. The upgrade to “go live” has been moved out to March 22nd, 2022, due to Tyler experiencing significant staff reductions.
- ii. Thomas Olson asked for update on the Active CAD program, vs CrewForce. Stacie mentioned that she has been in meetings with the city council and members, all week. Mark Peil has been given access to the new database and worked with PenCom’s live data and he is seeing if it is possible to continue to work with the new CAD Enterprise operating system.
- iii. We need to be considerate since he is doing this extra work in good faith and without compensation.
- iv. CrewForce is a program that Fire does want, regardless of Active CAD. It’s similar to what Law Enforcement uses with the Tyler mobile. Active CAD is a one-way information reporting tool for a query reporting tool that helps to access data.

- XI. Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.
Board may act in open session following Executive session.

Executive Session Start time: 10:15 – 10:30 am

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

- XIII. Good of the Order

- A. Art Frank mentioned that all Board documents are now on the JeffCom911.us website
- B. Bob Pontius thanked everyone for all their hard work.

- XIV. Adjourn

Art Frank adjourned the meeting at 10:31 am.

Next Meeting: October 28, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting

via Zoom

October 28, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Commissioner
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCPSO
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

Members/Alternate Members Absent or excused:

Pete Brummel, EJFR Alternate
Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff

Other Attendees:

Bret Black, EJFR
Mike Chamberlain, JeffCom911 -Network Admin
Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager
General Public Attendee
Justin Matheson, Brinnon Fire Commissioner
Dan Toepper, PUD Commissioner
Kathy Young
Public 360-315-1877

- I. Call to Order Art Frank called the meeting to order at 9:08
- II. Roll Call
- III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above
- Audio only – Refer to meeting instructions above
- Email – stacieh@jcpsn.us (Comments received here will be added to the correspondence log)
- In-person – Not an option at this time.

No public comments were received

- IV. Agenda - Additions, changes, and Approval
 - A. Greg Brotherton made a motion to approve the agenda as presented
Art Frank seconded, and the agenda was approved.
- V. Approval of minutes:

- A. Special Meeting minutes for September 02, 2021
 - B. Board Meeting Minutes for September 23, 2021
 - C. Art Frank made a motion to approve the Minutes for September 02, 2021.
Greg Brotherton seconded, and the minutes were approved.
Ariel Speser abstained since she was absent
 - D. Ariel Speser made a motion to approve the Minutes for September 23, 2021.
Joe Nole seconded, and the minutes were approved.
Greg Brotherton abstained since she was absent
- VI. Approval of Payments: September 2021
Art Frank made a motion to approve the vouchers for September 2021.
Ariel Speser seconded, and the payments were approved.
- VII. Director's Report
- A. Please review Stacie's report.
 - B. Stacie Attended the APCO/NENA conference that was in San Antonio.
 - C. Sunny Fortino attended training in Leadership in Police Organizations
 - D. The Finance Working Group meant and discussed possible grants. They are also looking at asking for an increase of tax revenue from 1/10th to 2/10^{ths} of 1% tax increase proposed to the public.
- VIII. User Agency Report: Limited to 10 min per agency/speaker
- A. Justin Matheson has been appointed as the new Brinnon Fire Commissioner, replacing Meryl Smith. He is covering due to traffic emergencies.
- IX. Old Business
- A. CAD upgrade: New dates
 - i. March 22, 2022 is still the "go-live" date.
 - ii. The Jail module is being worked on to fully integrate with the others.
 - B. Radio Upgrade: Report by Rich DePas
 - i. He has been working with Silke Communications assessing 7 radio sites.
 - ii. We are also working with various vendors, identifying obsolete equipment, and working on funding on radio upgrades and identifying priorities. Much of our equipment is no longer supported, as well as relatively complex. We are identifying priorities, and working on obtaining some funding to facilitate purchasing replacement equipment

- iii. Fire has been working on a larger area TAC channel to be able to switch over to a second channel, especially when there are multiple emergencies occurring at the same time, such as the multiple conversations occurring during a crisis.
 - iv. The dispatch radios are running on Window XP operating systems, which is so out of date, but our radios won't work on anything newer. Rich has rebuilt one to get it up and running to keep it functioning as long as possible.
 - v. We need to assess all user agencies to get input on what is needed and what the best direction to move is. Our Radio systems is very complicated.
- C. Greg Brotherton asked about status on the increasing our EMS Support taxes from 1/10th of 1%, to 2/10ths of 1%. Thurston County was successful two years ago. Kitsap County is voting Nov 2nd on their request. Bob Pontius confirmed that we really need to provide plenty of information to support our request to gain our taxpayer support.
- D. Supervisor Vacancy: Discussion regarding filling of extra dispatch position in anticipation of internal promotion to Supervisor position
- i. Stacie will be posting it in-house. She will probably hire within.
 - ii. We need to hire 3 dispatchers to fill the vacancies from some recent departures.
 - iii. We have a potential dispatcher in the pipeline, in background check, and two recent applications received. Applicants need to live within 45 minutes of JeffCom911.
- E. Approval to surplus filing cabinets and old office desk Resolution 2021-00006
Art Frank made a motion to approve Resolution 2021-0006 as presented.
Ariel Speser seconded, and the resolution was approved.
- X. New Business
- A. CrewForce contract
- i. Stacie contacted our Tyler Representative, Terry Mentor, to ascertain what the costs for CrewForce will be.
 - ii. All the information was sent out for each user agency to review.
 - iii. We will need a solid vote on what direction we want to go.
 - iv. CrewForce won't function until we go live, in March or April 2022. Then our billing will be split and shared between all the agencies for Jefferson & Clallam counties.
 - v. The costs will shared, and then in the future we will bill for continued annual maintenance.
 - vi. Check YouTube for CrewForce Demo

- B. User Fees
 - C. Board composition
 - i. Ariel Stated that the City wanted to request adding another city representative.
 - ii. Perhaps we need to consider expanding the board?
 - iii. We need to set up a working group to discuss this
 - D. Warrant Clerk position –
 - i. The position ILA is outdated, and the reimbursement doesn't cover the actual costs.
 - ii. This position is for LAW enforcement; it doesn't involve the fire districts.
 - iii. We need the Finance working group to work on upgrading this contract.
- XI. Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.
Board may act in open session following Executive session.
- Executive Session Start time: 9:56 – 10:06 am
Executive Session Start time: 10:07 – 10:20 am
- No decisions were made
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Art Requested that Rich DePas give a monthly report
"IT Systems Administrator Report" after the "Director's Report"
 - B. Tim McKern Requested that the Zoom Meeting link be put on the calendar
- XIII. Good of the Order
 - A. Art Frank mentioned that all Board documents are now on the JeffCom911.us website
 - B. Bob Pontius thanked everyone for all their hard work.
- XIV. Adjourn
Art Frank adjourned the meeting at 10:28 am.
- Next Meeting: November 18, 2021 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting

via Zoom

November 18, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Andy Pernsteiner, Undersheriff
Ariel Speser, City of PT

Other Attendees:

Mike Chamberlain, JeffCom911 -Network Admin
Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Joe Nole, Sheriff JCPSO
Thomas Olson, City of PT Chief Alternate
Robert Pontius, Fire Comm. Assn, alternate

- I. Call to Order Art Frank called the meeting to order at 10:01
- II. Roll Call
- III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above
- Audio only – Refer to meeting instructions above
- Email – stacieh@jcpsn.us (Comments received here will be added to the correspondence log)
- In-person – Not an option at this time.

No public comments were received

- IV. Agenda - Additions, changes, and Approval
 - A. Art Frank made a motion to approve the agenda as presented
Ariel seconded, and the agenda was approved.

V. Approval of minutes:

A. Meeting minutes for October 28, 2021

- i. Art requested moving Chief Black's name from "Members/Alternate members seated" to "Other Attendees"
- ii. Change Greg Brotherton to Jefferson Co. Commissioner (not Admin)

B. Greg Brotherton made a motion to approve the Minutes for October 28, 2021. Tim McKern seconded, and the minutes were approved.

VI. Approval of Payments: October 2021

Tim McKern made a motion to approve the vouchers for October 2021.

Art Frank seconded, and the payments were approved.

Stacie Huibregtse informed the board that we have been targeted in a bogus check scam. We have received several phone calls from people wanting to know if they can cash the checks. They are counterfeit and have been out of state attempts.

Stacie Prada, Jefferson County Treasurer has filed a police report. Now we have a new service at First Security Bank that reports to the bank to reject them.

VII. Director's Report

- A. Please review Stacie's report.
- B. Stacie attended the Behavioral Health Summit, along with, Chief Olson, Sheriff Nole, and Chief McKern.
- C. We are working with Dr. Carlbon to ensure continuation of the current CBD (Call Based Dispatch) program and protocols with our user agencies.

VIII. IT Systems Manger Report

- A. The Tyler CAD upgrade to the new Enterprise environment is picking up steam. Mike has been sitting up virtual workstations for our agencies to remote into, and to work with table mapping from existing Tyler environment to the new one. Stacie is heading up this.
- B. LERMS (Law and Corrections) is getting in and setting up their pieces of the project.
- C. Rich is working on the old environment and trying to move it to the new one. The old Operating system data moved onto the new server has been problematic. Last night Rich tried to move 2 servers over, with a failed attempt.

- D. Chief Brummel requested that when there is an “all call” that the active CAD is going down for a transfer. It would be helpful to get an “all call” to close the loop, and to let the Battalion Chief know when it is “back up”.
- IX. User Agency Report: Limited to 10 min per agency/speaker
- A. No comments were received
- X. Old Business
- A. CAD upgrade: New dates
 - i. March 22, 2022 is still the “go-live” date. Work has begun this week on the mapping of data and validation sets from the currently legacy system over to the new CAD environment. This is extremely time consuming and will require work and assistance from several involved users. Testing of the data that is being converted will take place tentatively on November 29th.
 - ii. The Jail module is being worked on to fully integrate with the others.
 - iii. Stacie is going to meet monthly with Karl Hatton for the interoperability of the two agencies. They met yesterday morning in Sequim.
 - iv. Stacie encouraged all user agencies to assist in correcting the “rumor mill” and to keep their constituents informed so as not to encumber JeffCom911 with putting all these “fires” out.
 - v. We ask that our appropriate Admin board member reach out to their agencies and inform them of the facts and to help dispel concerns, before contacting Stacie or Rich, who are both very tasked right now with conversion.
 - B. Radio Upgrade:
 - i. Silke Communication’s quote was provided and came in higher than expected. We are working with them to stay under the amount we budgeted.
 - ii. We have received separate quotes for maintenance for the radio consoles on the dispatch floor are different than the radio consoles that sit in our back room that make the connection between the dispatchers and the field units.
 - iii. There are multiple pieces to the radio upgrade. The dispatch “radio consoles” is really a PC interface which is still running on Windows XP and cannot support upgraded operating systems.
 - C. CrewForce contract – Karl Hatton verified yesterday that PenCom has signed the contract with Tyler for CrewForce. This encompasses all of the Jeffcom user agencies as well. None of JeffCom911 will incur any fees until we go live in March 2022. If Fire has any questions, Jefferson County Fire should reach out to Clallam County Fire to answer questions of its functionality.

- D. User Fees – use as a place holder for now; to be discussed next year with an agency working group meeting.
 - E. Board composition – Art suggests we revisit this at the beginning of next year and create a working group to discuss any issues for changing or maintaining the status quo.
 - F. Warrant Clerk position
 - i. This may be best served at a finance working group for the new year.
- XI. New Business
- A. CAD Upgrade discussion: Dispelling the rumors
 - i. Stacie encouraged all user agencies to assist in squashing the “rumor mill” and to keep their constituents informed so as not to encumber JeffCom911 with putting all these “fires” out.
 - ii. Please reach out to the appropriate Admin board member to dispel concerns before they contact Stacie.
 - B. VIPER upgrade –
 - i. Initial bid came up over \$300,000
 - ii. Reworked bid came in around \$270,000
 - iii. Looking for funding through the State for a potential grant.
 - C. Airlift NW/Lifeflight updates
 - i. Stacie has been working with Dr. Carlbom on the protocol for dispatching both agencies and trying out the Flight Vector Application which submit requests to both Medivacs. It’s been very helpful.
 - ii. Dr. Carlbom and King County EMS to ensure continuation of the current CBD (Criteria Based Dispatch) program and protocols
 - iii. Lifeflight and Airlift NW have both been working with Jeffcom on the Flight Vector application. There are still some issues with the program, flight requests and call center communication. We are continuing to work through these issues in the hopes that the application will reduce the workload on the dispatchers.
 - iv. Andrew and Shawn at Airlift have been working with their pilots to ensure that conflicts in the field are reduced.
 - v. Tim McKern expressed concern with confusion in the field, vs the ease of use for the inhouse dispatchers. There is the ability to dispatch from an app on a cell phone in the field but may not be ideal yet.
 - vi. Art asked what our policy is for whom we use. Some clients may have gap insurance with specific Medivac companies, and because of the extraordinarily

high airlift costs, it may raise patient financial concerns after the emergency has been handled.

- D. Dispatcher new hire
 - i. New employee has psychological evaluation scheduled for November 22nd. Anticipated start date with JeffCom911 is Dec 1, 2021.
 - ii. Other applicants are in the queue.
 - iii. Filling the Supervisor Position is on hold until 2022

- XII. Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.
Board may act in open session following Executive session.

Executive Session Start time: 10:43 – 11:00 am
No decisions were made

- XIII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. None

- XIV. Good of the Order
 - A. Have a great Thanksgiving everyone!

- XV. Adjourn
Art Frank adjourned the meeting at 11:00 am

Next Meeting: December 16, 2021 – 10:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting

via Zoom

December 16, 2021

Members/Alternate Members Seated:

Greg Brotherton, Jefferson Co. Admin
Pete Brummel, EJFR Alternate
Art Frank, Chair, Fire Commissioner
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Fire Chief, FD#2
Joe Nole, Sheriff JCSO

Other Attendees:

Mike Chamberlain, JeffCom911 -Network Admin
Rich DePas, JeffCom911 IT Network Admin
Jenny Dyste, JeffCom911 Warrant Clerk
Stacie Huibregtse, JeffCom911 Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Thomas Olson, City of PT Chief Alternate
Andy Pernsteiner, Undersheriff
Robert Pontius, Fire Comm. Assn, alternate
Ariel Speser, City of PT

- I. Call to Order Art Frank called the meeting to order at 10:02
- II. Roll Call
- III. Public Comment – Up to 20 Minutes - *This is an optional time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.*

Individuals may participate during the Public Comment Period using the following methods:

- Video – Refer to meeting instructions above
- Audio only – Refer to meeting instructions above
- Email – stacieh@jcpsn.us (Comments received here will be added to the correspondence log)
- In-person – Not an option at this time.

No public comments were received

- IV. Agenda - Additions, changes, and Approval
 - A. Art Frank made a motion to approve the agenda as presented
Greg Brotherton seconded, and the agenda was approved.

- V. Approval of minutes:
- A. Meeting minutes for November 18, 2021 *
 - i. Art requested changing Chief Blacks names; he is not a board member
 - B. Greg Brotherton made a motion to approve the minutes as amended for October 28, 2021.
Art Frank seconded, and the minutes were approved.
- VI. Approval of Payments: November 2021
Art Frank made a motion to approve the vouchers for November 2021.
Tim McKern seconded, and the payments were approved.
- VII. Director's Report
- A. Please review Stacie's report.
 - B. Greg Brotherton clarified whether the Peer Support Group was correlated to the SBH-ASO (Salish Behavioral Health Administrative Services Organization). Stacie clarified she is referring to an internal process for our dispatchers to process high stress events, and after-action decompressing. Gregg will look into the potential for funding from SBH ASO and report back if there is.
- Chief Black had asked in the past about after-action reporting and ongoing communication improvement of procedures between all the responding agencies.
- The After-action report is laying out how things were done, policies, procedures, and the rules and the processes.
- The QA is a deep dive, starting with the onset of the reporting party, to the dispatcher to the First Responder in the field and is there something that could be done later to improve the response, or to possibly improve the outcome of the call.
- Stacie meets monthly with Dr David Carlbom to review procedures. Secondly, she receives emails from the user agencies that request information and discusses the event informally.
- Stacie has a formal process set up with an external vendor that QAs all our aid calls that align with the Criteria Based Protocols that we follow.
- Tim McKern mentioned that there will be a 3-day CISM training in April and he would like to involve JeffCom911 in this.

- C. Stacie and Rich met with Silke on Wednesday morning 12-15. A lot of our equipment is so antiquated and not being supported, but the SyncroCast is the one that allows us to simulcast throughout our frequencies. The vendor has changed from Gates Air to Nokia. It is a crucial piece of equipment, and it is urgent that we find a replacement, We also need a redundant backup, perhaps Radio over IP, to be available if it goes down.

The SyncroCast is not cheap, but Silke is working on another draft quote, for one year contract. They are relatively new in this industry, so we're looking at a short-term contract and try to evaluate the former services provided by Green Tree Communications and see what callouts we had in the past.

Rich explained that there are two pieces of the puzzle that happen with the way our multiple towers talk. One is the voting system and is not the SyncroCast. When Law or Fire key up to their mobile radios, we know what towers to be listening to so that we can hear them when they talk.

The other side to that is when someone is broadcasting, it goes into the system through the repeaters and then goes out to all the towers, both Law or Fire, depending on the frequencies its being transmitted on, and that is the Simulcast.

It comes back to JeffCom, goes through the voting system, and then goes back out via this Gates Air Microwave system, up to Maynard Tower and then gets distributed to all the rest of the towers and all the repeaters get triggered and everyone gets to hear it.

This is the vulnerability if the Simulcast goes down, it will only go to the JeffCom tower and no one else would hear it if they were out of range of JeffCom's.

Greg Brotherton mentioned that he got a petition from KPTZ that got some land from the city on Morgan Hill about putting up a tower to transmit their radio. They were looking for new partners to help pay for their tower. Rich told them that we already have two towers in Port Townsend at the Reservoir site, and at Station 16. We're tower heavy in Port Townsend. It might be worth looking into seeing if there is any other interest in using JeffCom's tower space, and gain tower revenue.

- D. Greg Brotherton asked about Airlift Northwest vs Life Flight. During an accident, will one cover the other's client? Stacie said they can request, but there is no guarantee, since the dispatchers have no control over who responds.

Joe Nole mentioned that Airlift Northwest was at the Rotary meeting last week, and they don't honor each other. It is a violation of a WA State "code'.

- E. Art Asked Tim McKern to bring us up to speed. He said It's not up to Stacie to do Insurance planning. Life Flight has agreed that they will automatically enroll you. Tim McKern will reach out to Dr David Carlbom to see what is both agencies' policies.
 - F. CAD mapping has been underway by Stacie. The initial testing went well and that we're on track for the March timeframe.
- VIII. IT Systems Manger Report
- A. Console radio equipment in the dispatch center is being aged out. He had done some repairs on the PCs to keep it running. That equipment is branded Zetron and Silke is a Zetron dealer and they're working with the dealer to remedy the problem. They called Dec 15th, and fortunately when the system was bought, it had a lifetime software upgrade so that will save us about \$26,000. They are working on the bid for equipment and labor. Ballpark will be approximately \$10,000 with one-year full support.
 - B. CAD mapping has been underway by Stacie. Unlike PenCom who was able to do a migration of old data into the new, we have to have a mapping conversion from the old version to the new. The initial testing went well and that we're on track for the March timeframe.
 - C. We continue to work with PenCom on the back-end networking pieces. They have hired an outside firm for the infrastructure portion. Their IT dept is more knowledgeable on the application software side rather than the hardware side.
- IX. User Agency Report: Limited to 10 min per agency/speaker
- A. No comments were received
- X. Old Business
- A. CAD upgrade: New dates
 - i. We have spent the last 1-1/2 weeks mapping. Brett Anglin and Marci Lammers helped immensely. David Fortino did all the jail and corrections mapping.
 - ii. Stacie had to add all of our users, entering about 1500 records for 12-13 hours of data entry.
 - iii. Our first test run went really well last week. We have two more test runs coming before the go live date of March 22nd, 2022. We have two more conversion tests before we go live.

- B. Warrant Clerk Position – no update. Will address next year.
- C. VIPER Upgrade
 - i. Still waiting to hear from the State office regarding potential funding.
 - ii. Along with the radio issues, we will be looking for more funding.
- XI. New Business
 - A. Provide authority for Stacie to sign off on building agreement with Jefferson County.
 - i. Mark McCauley requested that this be renewed. It expires 12/31/2021
 - ii. It will be extended three years with no other changes.
 - iii. Art Frank made a motion to authorize Stacie Joe Nole seconded, and the authorization was approved.
 - B. Board Meeting Dates for 2022 ** PROPOSED**
 - January 27, 2022
 - February 24, 2022
 - March 24, 2022
 - April 28, 2022
 - May 26, 2022
 - June 23, 2022
 - July 28, 2022
 - August 25, 2022
 - September 22, 2022
 - October 20, 2022
 - November 17, 2022
 - December 22, 2022
 - January 26, 2023

Greg Brotherton made a motion to accept the dates as presented.
Art Frank seconded, and the dates were approved.
 - C. Appointment of New Board Members 2022 - Placeholder
 - i. Postpone until January meeting until new positions are determined)
- XII. Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.
 - A. Board may act in open session following Executive session.

Executive Session Start time: 10:43 – 10:53 am

- B. Are discussed the renewal of the Director's Contact for another year with the following modifications:
 - i. Increase salary 5% to \$105,000
 - ii. Increase monthly PTO accrual 4 hours, from 16 to 20
 - iii. Change anniversary date of contract to match the calendar year.
Effectively January 1st of each year.

Art Frank made a motion to accept the contract
Greg Brotherton seconded, and contract was approved.

- XIII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. None
- XIV. Good of the Order
 - A. Have a great Christmas and a Happy New Year
- XV. Adjourn
Art Frank adjourned the meeting at 10:55 am

Next Meeting: January 27th, 2022 – 9:00 am Board Meeting via Teleconference

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date