



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

**January 25, 2024**

**Members/Alternate Members Seated:**

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

**Other Attendees:**

Mike Chamberlain, Jeffcom Network Admin  
Rich DePas, Systems IT Manager  
Jenny Dyste, Jeffcom Records Specialist  
Lisa Johnson, Jeffcom Finance Manager  
Matt Stewart, Jeffcom Director

**Members/Alternate Members Absent or excused:**

John Mauro, City of PT, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:00 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
  - A. Chair Pernsteiner proposed adding two Executive Sessions to the agenda, one under per RCW 42.30.110 section (1)(g) to review the performance of a public employee and the other per RCW 42.30.140 section (4)(b) planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining.
  - B. Chief Black made a motion to approve the agenda as amended. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for December 31, 2023.  
Commissioner Craig made a motion to approve the minutes as listed above. Chief Olson seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
  - A. **December 2023**
    - i. **Account 671 – 1<sup>st</sup> Security** **\$ 208,280.75**

- \$ 911.00 Payroll Benefit paid.
- \$ 7,369.75 Claims (Bills) paid.
- \$ 200,000.00 Withdrawal TX to FFSL for Reg and Retro Payroll

ii. **Account 3 – First Federal Savings \$ 209,443.93**

- \$ 189,083.27 Payroll/Benefits paid.
- \$ 20,360.66 Claims (Bills) paid.

Matt Stewart asked the Board to approve an additional voucher paid following preparation of the meeting agenda to WA DRS regarding an unresolved issue related to retro and final pay from September and October resulting from the adoption of the union contract in the amount of \$39,463.11, raising the total payroll/benefits paid to \$228,546.38 and the total for Account 3 – First Federal Savings to \$248,907.04. The additional voucher was published with the board-meeting documents but in a separate file. Matt and Lisa gave further detail on the outstanding accounting issue with DRS and answered board questions.

Fire Commissioner Craig made a motion to approve the payments for December 2023 as modified. Chief Olson seconded, and the payments were approved unanimously.

**VII. Director’s Report – Matt Stewart**

- A. Please see the Director’s report online. Matt and the board discussed key items from the report including that we need to catch up on board-document signatures via DocuSign, that the Mednet three-site repeater system is operational again, ongoing efforts to update Jeffcom SOPs, ongoing effort to finalize a Financial Manager job description, ongoing effort to update the personnel manual, the start of strategic planning interviews and dispatch staffing. The board and director spoke at length about non-911 admin calls and the part of that volume that are intended for local non-public-safety agencies and utilities.

**VIII. Financial Reports – Lisa Johnson**

- A. Lisa stated that financial reports for 2023 year-end and January 2024 will be presented at the next meeting because January had been busy with the SAO Audit and the year-end wrap up and state and federal reporting and she was still awaiting the thirteenth accounting month from the county to wrap up 2023. While awaiting year-end report, Lisa stated that Jeffcom ended the year with a general-fund balance of approximately \$600,000, that 2023 revenues were approximately 30% above budgeted primarily due to the extra equipment grant this year and state tax revenues being about 10% over budget, and that 2023 expenditures were under budget with payroll and benefits being just about on target.

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

- A. Chief McKern appreciated the interagency work during recent weather and stated QFR continues to work on their ESO conversion and training.
- B. Chief Black reported that EJFR promoted a full-time training captain, who will coordinate joint training with Jeffcom in the future.
- C. Sheriff Nole mentioned a deputy retirement, rehiring in another position and a lateral hire. Chair Pernsteiner working on training for the year and assistance to PTPD while new staff are in training.
- D. Chief Olson reported that PTPD is approaching full staffing and new officers are keeping their FTOs busy.
- E. Commissioner Brotherton expressed his appreciation of Jeffcom and user-agency staff especially following a recent difficult call that involved several agencies. He asked to share his thanks to all the staff.

**X. Old Business**

- A. State Audit Update – Lisa state that they had an official Entrance Conference on January 9th with the Auditor Jim Jones, Matt Stewart, Chair Pernsteiner, and Lisa. They plan to evaluate the following areas:
  - i. Payroll – gross wages, overtime, electronic funds transfers and bonus and incentive payments.
  - ii. Accounts payable – general disbursements and credit cards.
  - iii. Open public meetings – compliance with minutes, meetings, and executive session requirements.
  - iv. Financial condition – reviewing for indications of financial distress.Weekly status updates on the audit are held on Tuesdays. Lisa commented on how our complex workweek and payroll process causes complications for the auditor’s staff trying to understand it. Matt commented on the immense amount of data requests Lisa fulfilled prior to this entrance conference and asked to be included in the emails going forward to help triage and answer some of the requests.

**XI. New Business**

- A. Chair Pernsteiner called for an Executive Sessions per RCW 42.30.110 section (1)(g) to review the performance of a public employee for 15 minutes starting at 9:49 AM and ending at 10:04 AM. The chair extended the session at 10:05 for ten minutes until 10:15 AM. The executive session ended at 10:15 with no action taken.
- B. Chair Pernsteiner called for an Executive Sessions per RCW 42.30.140 section (4)(b) planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining at 10:16 AM for five minutes until 10:21 AM. The chair extended the session at 10:21 AM for five minutes until 10:26 AM. The executive session ended at 10:26 with no action taken.

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

A. No suggestions.

**XIII. Good of the Order**

A. Commissioner Brotherton just reminded everyone that we never take action in an executive session.

**XIV. Adjourn**

A. Fire Commissioner Craig made a motion to adjourn the meeting. Commissioner Brotherton seconded, and the meeting adjourned by unanimous vote at 10:28 am.

**Next meeting: February 22, 2024**

**9:00 am – 11:00 am**

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Jeffcom Administrative Board Member

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Jeffcom Administrative Board Member

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Date

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Date