



Jeffcom 911 Board Meeting  
Hybrid In-person and Virtual Meeting

February 22, 2024

Members Present

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

Other Attendees:

Jenny Dyste, Jeffcom Records Specialist  
Lisa Johnson, Jeffcom Finance Manager  
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

John Mauro, City of PT, Alternate  
Joe Nole, JCSO Sheriff, Alternate

- I. Call to Order – Chair Pernsteiner called the meeting to order at 9:03 a.m.
- II. Roll Call
- III. Public Comment – None Received.
- IV. Agenda – Additions, Changes, and Approval
  - A. Chief Black made a motion to approve the agenda as written. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
  - A. Board Meeting Minutes for January 25, 2024.  
Chief Black made a motion to approve the minutes as listed above. Fire Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. Approval of Payments:
  - A. January 2024
    - i. Account 671 – 1<sup>st</sup> Security \$ 400,916.00
      - \$ 891.00 Payroll Benefit paid.
      - \$ 25.00 Claims (Bills) paid.
      - \$ 400,00.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

- ii. Account 3 – First Federal Savings    \$ 279,535.89
  - \$ 185,073.11 Payroll/Benefits paid.
  - \$ 94,462.78 Claims (Bills) paid.
  
- iii. Lisa stated that December’s expenditures increased by \$40 banking fee from FFSL, due to “13<sup>th</sup> month” additional entry.

Fire Commissioner Craig made a motion to approve the payments for January 2024. Chief Black seconded, and the payments were approved unanimously.

VII. Director’s Report – Matt Stewart

- A. Please see the Director’s report online. Matt and the board discussed key items from the report.
  - i. Received a final quote for radio-console replacement. This is the first stage of transitioning to an IP-based system. Pencom implemented the same system, and this will allow us to talk on each other’s radios for APSAP functionality. The quote is within the \$280,000 budgeted for this year.
  - ii. Pencom is working to set up their new firewalls with assistance from Jeffcom IT, providing redundant paths between Jeffcom and Pencom through fiber and the public internet, addressing issues like the one that caused the recent CAD outage last month at Jeffcom. Discussion ensued about the current state of resiliency between the two centers and efforts by both centers’ staff to improve resiliency along with this project and about Jeffcom potentially adding NetMotion servers to serve law-enforcement agencies by combining efforts with Pencom.
  - iii. Noted the coming CAD update and the need for testing prior to the update.
  - iv. Work schedule for trainees has been changed to try to improve that process.
  - v. Resolved some issues with non-user-agency calls being transferred from the city to Jeffcom for public-works emergencies.

VIII. Financial Reports – Financial Reports for year-end 2023 and January 2024 – Lisa Johnson

- A. Gave December updates on ending fund balances for General and Capital funds.
- B. The county has corrected the issue with the LGIP interest received originally being booked to General fund LGIP Cash in Oct and November, rather than staying in a Capital Fund LGIP Cash as originally intended.
- C. January is finalized, and revenues are down a bit, as user agencies’ fees invoicing has been delayed a bit due to the Audit duties.
- D. We have received the full payment of our FY 24 Military Grant, as the reporting of qualified expenses in July through December has been met. We held off on taking any payments in Quarter 3 or 4 of 2023, mainly to see if we could meet the year end

without it. We're not required to take the funds at a particular time. We rely heavily on this grant, as well as our tax revenues, and Call for Service fees.

- IX. User Agency Reports: Limited to 10 min per agency
  - A. Chief Olson mentioned that PTPD remained focused on training their four new officers.
  - B. Chief McKern discussed QFR's staffing, new apparatus, ESO conversion, switch to Action training and a pancake breakfast.
  - C. Chief Black mentioned a change to the EJFR board meeting schedule, design process for new apparatus, hiring process for a finance director and facilities technician.
  - D. Chair Pernsteiner mentioned that JCSO has another corrections officer leaving for Kitsap County due to higher starting pay and better success hiring road deputies.
  
- X. Old Business
  - A. State Audit Update – Lisa Johnson reported that the audit is wrapping up with no major issues and only some corrections to the notes. The leases went well, though the auditor mentioned they are starting to look at end-of-life tower-site decommissioning costs. The SAO will invite the board members to the exit meeting and really wants the board chair to attend.
  
- XI. New Business
  - A. Personnel Policies Manual update – Matt Stewart reported that the agency's personnel policy is well written but in need of updates. The draft proposed today has very few changes, mainly to comply with changed laws, to align with the current union contract and to remove non-personnel policies that are published separately. Matt requested the board's feedback including anything that could benefit from a board member's agency policies. Chief Black mentioned that EJFR has revised harassment, discrimination and related policies that could be used in comparison. A brief discussion followed regarding potential changes to drug-testing policies in the future provided we can comply with state law and federal drug-free-workplace law. Matt stated he intends to bring a final draft to the board for adoption at the next meeting unless there is substantial feedback.
  
- XII. Suggestions for next or future agenda, regular meeting and/or executive session
  
- XIII. Good of the Order
  - A. Chief Black thanked the IT team for addressing the recent CAD outage, not just to resolve the outage but to investigate and resolve the reason behind it. Matt explained that Rich was primary on getting the connection repaired while Mike worked with

Pencom to create a secondary option to connect to CAD via the public internet. Matt also thanked Lt Kauzlarich for his in-person assistance during the outage.

XIV. Adjourn

- A. Fire Commissioner Craig made a motion to adjourn the meeting. Chief Black seconded, and the meeting adjourned by unanimous vote at 9:53 a.m.

Next meeting: March 28, 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