



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

**March 28, 2024**

**Members Present**

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

**Other Attendees**

Mike Chamberlain, Jeffcom Network Admin.  
Rich DePas, Jeffcom  
Lisa Johnson, Jeffcom Finance Manager  
Matt Stewart, Jeffcom Director

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

Greg Brotherton, Jefferson County Commissioner  
John Mauro, City of PT, Alternate  
Joe Nole, JCSO Sheriff, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:00 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
  - A. Commissioner Craig made a motion to approve the agenda as written. Chief Black seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for February 22, 2024.  
Chief Black made a motion to approve the minutes as listed above. Chief Olson seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
  - A. **February 2024**
    - i. **Account 671 – 1<sup>st</sup> Security** **\$ 216,281.25**
      1. \$ 960.00 Payroll Benefit paid.
      2. \$ 15,321.25 Claims (Bills) paid.
      3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings \$ 230,788.84**

1. \$ 217,310.09 Payroll/Benefits paid.
2. \$ 13,478.75 Claims (Bills) paid.

Chief Olson made a motion to approve the payments for February 2024.

Commissioner Craig 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. Radio console upgrade is on order with planned June implementation. Will be IP-based and allow Jeffcom and Pencom to dispatch on each other’s channels. Chief Black suggested tests and drills of that interoperability.
  - ii. Progress has been made by IT staff on Jeffcom/Pencom network resiliency with a functioning backup link between our firewalls.
  - iii. User Group meeting was well attended, and there has been progress with agencies in defining call types and working toward a completed SOP manual update.
  - iv. Public Safety Telecommunicators Week is April 14 through 20, and board and agency personnel are welcome to visit especially around evening shift change.

**VIII. Financial Reports – Financial Reports for February 2024 – Lisa Johnson**

- A. Gave February updates on ending fund balances for General and Capital funds.
- B. Lisa shared financial highlights and explained variances. These are primarily due to timing issues on invoicing user agencies for 2024-Q1, receiving annual fees early in the year and receiving the full payment of our state-fiscal-year 2024 grant early this calendar year.

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

- A. QFR: Chief McKern reported being full staffed, working on grants and getting ready for wildland-fire season.
- B. EJFR: Chief Black reported multi-company-operation drills had included Jeffcom dispatchers this time, which was a good training opportunity and makes relationships stronger. He extended that interagency training opportunity to other agencies, who should coordinate with training Capt Bergen. Chief Black also reported staffing trouble at EJFR’s IT contractor and the possibility of needing backup assistance.
- C. JCSO: Undersheriff Andy Pernsteiner reported personnel shifts and a promotion among the sergeant staff and that Corrections continues to have vacancies.
- D. City of Port Townsend: Chief Olson reported that their new portable radios are dual-band Taits that will be configured with emergency buttons, which will need coordination with Jeffcom’s radio consoles.

**X. Old Business**

A. State Audit report

- i. Lisa Johnson was happy to report that the audit is complete and that the Exit conference was held on March 7th with SAO Auditor Jim Jones, SAO Program Manager Amy Strzalka, Chair Pernsteiner, Chief Olson, Matt Stewart and Lisa Johnson. Lisa showed highlights from the audit exit materials, which were published on the SAO website. She noted that SAO stated that they typically find at least minor issues to note but found none during this audit.
- ii. Our next audit is scheduled for fall of 2025 for our fiscal years 2023 and 2024.
- iii. Chair Pernsteiner thanked staff for the good work and relayed at the SAO staff was impressed.

B. Personnel Policies Manual update

- i. Matt Stewart described the process of revising the manual and some of the specific changes in the proposed draft and asked for feedback and concerns or the Board's approval.
- ii. Chair Pernsteiner suggested that we table the issue for one more month to give the Board more time to review it.

**XI. New Business**

A. Social media presence

- i. Matt Stewart suggested that while running a social-media presence entails management requirements and problems, we have few opportunities for public education that reach a broad audience, are required by our state grant to do education and are unable to participate in timely statewide education efforts. He further stated that a secondary use of social media would be messaging about incidents are that not the domain of one of the agencies, such as when we want to advise the public that there is no need to keep calling 911 for a known incident. He proposed bringing the Board a revitalized social-media policy and cost proposal to get back on social media and asked for concerns and comments about proceeding in that direction.
- ii. Chair Pernsteiner and Vice-chair Olson spoke in favor with caution about control of public commenting that can be problematic.
- iii. Commissioner Craig asked about the related messaging channels such as Wireless Emergency Alerts and Nixle. The Board discussed those push-messaging programs of the Department of Emergency Management and our working relationship with DEM to publish necessary messages within the rules and policies of those programs.

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

- A. Chair Pernsteiner reiterated keeping the personnel policy in old business for April.

**XIII. Good of the Order**

- A. Commissioner Craig asked if our fiber connections are included in the telecommunications wiring along Hwy 20 that are not well maintained. Matt Stewart stated that he believes they belong to CenturyLink and would not affect our network.
- B. Matt Stewart thanked Chief Black and EJFR personnel for including Jeffcom staff in their recent Mayday exercises both for training and interaction between personnel. He asked that any agency doing major exercises invite Jeffcom to send a staff to function in the dispatcher role in those exercises.

**XIV. Adjourn**

- A. Chief Olson made a motion to adjourn the meeting. Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 9:58 a.m.

**Next meeting: April 25, 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