



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

April 25, 2024

Members Present

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Art Frank, Fire Commissioners Assoc. 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, Jeffcom IT Systems Manager
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

John Mauro, City of PT, Alternate
Mark McCauley, Jefferson Co Admin, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:01 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
 - A. Commissioner Brotherton made a motion to approve the agenda as written.
Commissioner Craig seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for March 28, 2024.
Commissioner Craig made a motion to approve the minutes as listed above. Chief Black seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **March 2024**
 - i. **Account 671 – 1st Security** **\$ 357,262.00**
 1. \$ 962.00 Payroll Benefit paid.
 2. \$ 6,300.00 Claims (Bills) paid.
 3. \$ 350,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings \$ 270,985.80**

1. \$ 172,428.50 Payroll/Benefits paid.
2. \$ 98,557.30 Claims (Bills) paid.

Chief Black made a motion to approve the payments for March 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 including the following:
 - i. IT staff improved the Jeffcom/Pencom network resiliency with redundant network routes between us with some additional improvement to be made.
 - ii. CAD servers will likely move to the cloud instead of the next scheduled server replacement and related discussion of Tyler CAD costs.
 - iii. Goats have been hired to do tower-site landscaping.
 - iv. Matt thanked all agencies for the visits during Public Safety Telecommunicators Week.
 - v. Possibility of a statewide phone excise-tax increase in 2026 or later.
 - vi. User Group meetings have been productive thanks to good participation from agencies.
 - vii. The ongoing demonstration of an AI-based non-emergency phone system and the future of AI to assist government agencies.
 - viii. State/WSU reporting and CAD interface versus law-enforcement agency manually reporting.

VIII. Financial Reports – Financial Reports for March 2024 – Matt Stewart for Lisa Johnson

- A. Lisa was absent due to a death in her family.
- B. Chief Black mentioned appreciation to Lisa for the new, concise Financial Report format that can be easily skimmed.
- C. Matt noted the earnings from LGIP that were not budgeted but are significant. He also mentioned that we paid for a technician class for our phone system for IT staff to eliminate an annual fee for contracted routine service and that Pencom will be invoiced for 50% of that class.

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

- A. QFR: Chief McKern mentioned completing their WSRB review with the dispatch-related issues already answered by recent EJFR and BFD reviews and grant applications.
- B. EJFR: Chief Black mentioned vehicle replacements, hiring, restructuring and grant applications.
- C. PTPD: Chief Olson discussed additional hiring and preparations for Rhody Fest.

- D. JCSO: Sheriff Nole mentioned hiring one deputy from PTPD, admin staffing and the interagency presentation to the Port Ludlow community regarding wildland fire.
- E. Jefferson County: Commissioner Brotherton mentioned the restructuring of the Central Services department and future of dedicated south-county law enforcement.

X. Old Business

A. Personnel Policies Manual update

- i. Commissioner Brotherton said the overall cleanup looked good. He asked about whether we should capitalize our name as Jeffcom or JeffCom and whether the mission statement has been developed or adopted by the board.
- ii. Matt Stewart mentioned that staff thought Jeffcom without a capitalized C was the best look for the organization's name and that the mission statement is from the website, though whether it has been adopted by this board or not is unknown but that it could be considered in the future.
- iii. Chair Pernsteiner suggested that the mission statement be considered with adoption of the strategic plan. Commissioner Brotherton suggested that a term to describe the population served by Jeffcom other than "citizens."
- iv. Chair Pernsteiner suggested that there will be changes to this document in the future but that this update would be a good update to approve.
- v. Commissioner Brotherton made a motion to approve Resolution 2024-0001 Adopting Revised Personnel Policies Manual, and Commissioner Craig seconded the motion. It was approved unanimously.

B. Social media presence

- i. Matt Stewart described the draft social media policy and draft quote for the Board's guidance and feedback prior to finalizing a policy, ordering the archiving service and bringing our Facebook page back online.
- ii. Commissioner Brotherton expressed general agreement with the draft policy and cautioned about legal risks of removing comments from a public agency's page and especially being careful about blocking any real person from interacting with the agency online and offered to share the Jefferson County policy to assist.
- iii. Sheriff Nole expressed caution about the responsibility of posts that can spur public controversy. Commissioner Brotherton stated it was important to have a social-media team of two or more people confer on any decision that may be problematic.
- iv. Matt Stewart said he would make updates to the draft policy, send it for legal review and return to the Board with a proposed version for adoption. The Board expressed support for proceeding with the archiving service as quoted for public-records reasons.

XI. New Business

There was no new business.

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

- A. Matt Stewart suggested a discussion about CFS counting for the annual proportioning of Jeffcom costs among agencies.
- B. Commissioner Craig suggested a discussion of funding options and a desire to understand what is involved in pursuing any of them. The Board briefly discussed the options for sales and other taxes and the probability of public support for any of them for operations versus capital projects and agreed that it should be a topic of further discussion. Chief Black stated that a plan for future funding should be included in the strategic plan.
- C. Chair Pernsteiner suggested that segments of the strategic plan development should be topics of discussion in future meetings.

XIII. Good of the Order

- A. Chief McKern mentioned the WSDOT announcement of additional overnight Hood Canal Bridge closures, to which Sheriff Nole added that the SR 104 roundabout projects will begin soon.
- B. Chief Black mentioned the upcoming firefighters pancake breakfast and the DNR/EJFR presence at the Port Townsend Farmers Market on May 4 for National Wildfire Preparedness Day.

XIV. Adjourn

- A. Commissioner Brotherton made a motion to adjourn the meeting. Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 10:27 a.m.

**Next meeting: May 30, 2024
9:00 am – 11:00 am**

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date