



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

May 30th, 2024

Members Present

Steve Craig, Fire Commissioners Association
Art Frank, Fire Commissioners Assoc. Alternate
Mark McCauley, Jefferson Co Admin, 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

Rich DePas, Jeffcom IT Systems Manager
Jenny Dyste, Records Specialist
Lisa Johnson, Jeffcom Finance Managers
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
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. Commissioner Craig made a motion to approve the agenda as written. Commissioner McCauley seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for April 25, 2024.
Commissioner Olson made a motion to approve the minutes as listed above.
Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **April 2024**
 - i. **Account 671 – 1st Security** **\$ 357,262.00**
 1. \$ 894.00 Payroll Benefit paid.
 2. \$ 16,521.25 Claims (Bills) paid.
 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

- ii. **Account 3 – First Federal Savings** **\$ 196,774.35**
 - 1. \$ 183,961.88 Payroll/Benefits paid.
 - 2. \$ 12,841.47 Claims (Bills) paid.

Commissioner Craig made a motion to approve the payments for April 2024. 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 the following:
 - i. Radio
 - 1. Console upgrade:
 - a. Will start week of June 10th for the equipment portion. Tentatively the following week will be the programming of the new system. This will be the dispatcher interface, how they see and use the system, as well as radios for the Fire and Law for toning. No firm date has been set yet for the cutover to the new system.
 - b. IT is preparing for implementation by cleaning up dispatch-console cabling, testing equipment options, and purchasing some ancillary equipment. Mike started at 3:30 this morning and has eliminated use of multiple keyboards and mice down to one keyboard with Ancillary switching between all the screens and two mice (one is dedicated to radio because they use one for transmitting on the radio).
 - c. Rich and Mike will attend system training at Zetron in Redmond, WA the first week of June. Project cost increased slightly by \$780.61 but remain within budgeted and projected. Total cost was approximately \$200,000.
 - 2. Radio outage:
 - a. The Green Mountain tower site was switched to a different circuit on the PSE microwave system on Thursday, May 23, with the intent of protecting it from updates their techs were performing. Brinnon Fire was the first to note a problem with south-county reception, which further testing revealed to affect both Law and Fire channels in areas where there was overlapping coverage from Green Mountain, Coyle and other tower sites. Reception of law and fire radios by Jeffcom was not affected, but audio on those channels in the field was often

unintelligible due to interference between the signals from these sites. The problem was narrowed to a timing mismatch between sites caused by the circuit change, and on May 28 after the holiday weekend PSE moved the connection back to its previous circuit, correcting the issue. Further investigation is underway, but it is unlikely any major expense to address the underlying weakness of the system will be reasonable given our medium-term plan to replace this part of the system with IP-network-connected simulcast hardware.

ii. Staffing:

1. One CO trainee did not progress adequately, so probation was terminated after seven months. Another CO trainee is progressing well and is expected to take her own shift next week. This will bring days and nights to four COs each, meaning everyone will be on a normal schedule with weekends except when covering for leave and training. We are still down four from full staffing.
2. One applicant is through background and two more in background and expect to start two of them as trainees soon.
3. Three part-time employees and two JCSO sergeants continue to fill shifts.

VIII. Financial Reports – Financial Reports for April 2024 –Lisa Johnson

- A. Lisa provided highlights from the month’s Treasurer’s report.
- B. The State E911 grant application was submitted; our request came in at \$294,842.45, which is about \$5000 less than our current grant. The amount is calculated as recoverable expenses plus our general operating expenses with the local tax revenue deducted from it. We are expecting a response to the grant application soon.
- C. LGIP (Local Government investment Pool) Interest Earned was not budgeted yet significant at \$3000 to \$4000 monthly.
- D. Intrado training cost of \$17,000 was not anticipated. Half of that is temporary because Pencom will reimburse us for it.
- E. The annual report was filed with the State Auditor’s Office last week. A copy is available on the Board SharePoint. Lisa thanked Matt for helping review, specifically in regard to the new SBITA (Subscription Based Information Technology Agreements) reporting requirements.

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

- A. QFR: Chief McKern mentioned appreciating keeping them informed on radio challenges over the weekend. Also thanked dispatchers for keeping them informed of road closures and re-openings. More festivals are coming, and wildland fire season is coming, though the damp weather will help defer it.

- B. JCSO: Sheriff Nole mentioned that union negotiations have begun for the jail with patrol contracts next. Fully staffed on patrol but needs more corrections staff. Went to WASPC conference last week; use-of-force reporting has become more of a volatile topic, and the Sheriff would appreciate Jeffcom keeping him informed if we hear more about the state attempt to tap into all CAD data.
- C. PTPD: Chief Olson discussed their portables radios being delivered today, and they'll set them up to coordinate with Jeffcom. There was a water main break at the Mountain View campus that caused significant damage and power and network outages.
- D. EJFR: Commissioner Craig mentioned the administration is restructuring following retirements and adding new positions. Also moving forward on purchasing a new engine.

X. Old Business

- A. Social media presence
 - i. Matt presented resolution 2024-0002 to adopt the draft social-media policy, which was revised from last month's comments from Commissioner Brotherton and legal counsel.
 - ii. Commissioner Olson made a motion to approve the resolution as listed above. Commissioner Craig seconded, and the resolution was approved unanimously.
- B. Jeffcom-Pencom ILA
 - i. Matt requested concurrence from the Board to execute the ILA.
 - ii. This Board on March 25, 2021, approved the director to enter into this agreement, which was not fully executed by either party. The agreement went to the City of Port Angeles and was approved by that council in July 2021 and was signed by the city manager. Progress stopped within the City of PA.
 - iii. We have been operating the joint CAD as if this agreement had been executed. Neither agency has any problem with it being signed now.
 - iv. Matt stated his belief that the agreement needs to be modified by amendment, since Jeffcom no longer has a licensing agreement with Tyler.
 - v. Matt suggests that Jeffcom execute the agreement now and that he would likely return to the Board in coming months with an amendment to present for approval when the Tyler agreements with Pencom that affect Jeffcom are finalized.
 - vi. Commissioner Olson made a motion to approve Matt to sign the original agreement as listed above. Commissioner Craig seconded, and the motion was approved unanimously.

XI. New Business

- A. Discussion of CFS counting for annual division of Jeffcom costs among agencies.

- i. Matt mentioned the Chair's request to start adding sections of the Strategic Plan issues in our discussions each month as time allows and proposed this topic as the first since it is a big conversation.
- ii. We cannot change the fee calculations until the ILA is modified, and reopening the ILA is perhaps a big discussion.
- iii. Chair Pernsteiner stated that JCSO takes the brunt of everything since we are going off call counts. He mentioned that we are required to have one law and one fire dispatcher, so it should be a 50/50 split then divided among the law agencies and the fire agencies. Fire is a lot more time consuming than a typical law call.
- iv. Chair Pernsteiner also mentioned the option of billing based on radio airtime.
- v. Commissioner Craig mentioned that there is intermixing by both dispatchers during calls, whether law or fire.
- vi. Matt clarified that the two assignments on a shift are "Law" and "Fire and Phones" and that state funding is for the 911-call-answering portion of what we do. He also mentioned the additional law channel for the West End and that both law agencies forward admin calls to Jeffcom when their offices are closed and that there are a lot of phone calls that do not result in Calls for Service.
- vii. Commissioner Frank mentioned that finding a new calculation that is fair is likely going to be difficult and has been the conversation for many years. He suggested looking at population served by each agency. It is more than just dispatching, such as building fire run cards, public records requests for prosecution and for fire agencies, and other Jeffcom administrative costs.
- viii. Commission Frank suggested that things have changed since 2012, and some agencies may want different levels of service. We have to consider these items that were not considered or perhaps did not exist at the time of the ILA drafting. He stated that there are costs that have to be paid regardless of whether they get used – for example, purchasing new fire engines, and maybe not even having many fire calls.
- ix. The Board talked about how technology and fire response plans have changed dispatching and how those changes affect the burden of different call types on Jeffcom services.
- x. Chief Olson suggested that the Board could set the law/fire split then leave the breakdown among agencies to their groups.
- xi. Matt suggested we assembled some data on population to inform continued discussion at the next meeting. Chair Pernsteiner suggested also adding radio airtime and other options.

- xii. The Board agreed that leveling the playing field of any current fairness would have an impact somewhere, and that we should attempt to find a way to move forward without overburdening any smaller agency.
- xiii. Commissioner Craig mentioned that the potential sales-tax increase would generate significant revenue to lessen the burden on agencies. Commissioner Frank mentioned that using the tax increase for capital expenses is more likely to succeed and is how Kitsap recently implemented it. Lisa mentioned that increased tax revenue would likely reduce our state grant. Chair Pernsteiner said we needed to continue with this discussion because there will always be costs to split among agencies.

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

- A. User fees ongoing discussion
- B. Chief Olson asked when we would begin budget discussions. The 2024 budget discussions started in August, and the budget was adopted on September 28 after a special meeting on September 11 to discuss it. Matt pointed out that there will be no contract negotiations ongoing at the same time this year to delay the calculation of personnel costs.

XIII. Good of the Order

- A. Andy thanked Matt, Lisa, Rich and Mike for doing such a good job and keeping everyone going. We have had productive meetings and are in a really good place.

XIV. Adjourn

- A. Chief Olson made a motion to adjourn the meeting. Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 10:57 a.m.

Next meeting: June 27th, 2024

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date