



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

June 27, 2024

Members Present

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
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

Mike Chamberlain, Jeffcom IT Network Administrator
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. Chief Black 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 May 27, 2024.
Chief Black made a motion to approve the minutes as listed above. Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. May 2024
 - i. **Account 671 – 1st Security** **\$ 100,898.00**
 1. \$ 898.00 Payroll Benefit paid
 2. \$ 100,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings \$ 212,024.36**

1. \$ 174,703.20 Payroll/Benefits paid.
2. \$ 37,321.16 Claims (Bills) paid.

Total Payments \$312,922.36

Matt Stewart mentioned the substantial invoice from J-NET because Jeffcom had not been billed for one of our fiber connections for close to two years, and as we are under contract for that connection we were invoiced for the missed billings. Matt also mentioned invoices are now being presented to the Board in the accounts-payable batches as Lisa processes them rather than in a separately assembled monthly batch and that in future months the batches that have been processed since the preceding Board meeting will be presented for approval.

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

VII. Director's Report – Matt Stewart

Matt Stewart highlighted some items from the written director's report including the following:

- A. Progress on the radio-console upgrade project.
- B. The landscaping goats were not fully effective but knocked down the major growth at the tower site.
- C. Recruiting, retention, staffing and mental health.
- D. Tyler refund is still pending. When we get the final credit amount, we will owe a portion to the City of Port Angeles. By agreement, we pay 1/3 of the joint costs.
- E. Recent User Group discussions including medivac issues and response-plan training for fire and PSAP personnel in both counties.
- F. Improvements to the CAD map and other maps in CAD applications now that Pencom has a fulltime GIS analyst to cooperate on that effort.

VIII. Financial Reports for May 2024 –Lisa Johnson

Lisa provided highlights from the May treasurer's report including the following:

- A. The report is a work in progress, so feedback is welcomed.
- B. Total Fund Balances are \$1,046,000. So far this year we show a deficit of \$83,000, but that is only due to East Jefferson paying user fees annually after the end of May.
- C. Expenditures are over budget on some items discussed previously.

- D. State grant for 2024-25 state fiscal year \$294,843, a decrease due to their calculation of about \$3500 from last year. The agreement will go to the County for legal review today.

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

- A. BFD: Chief Manley mentioned EMS Council and Chiefs Association discussions with the medivac providers about operational problems, funding shortfall for the EMS Council and resolution of Green Mountain repeater issues.
- B. QFR: Chief McKern a Public Health facility opening in Quilcene, getting ready for wildland season and ongoing traffic issues.
- C. EJFR: Chief Black mentioned DNR training for requesting their aircraft for wildland fires, a lot of recent rescue training for staff, new personnel on staff, an AFG grant application for additional staff and a grant awarded for CARES.
- D. JCSO: Sheriff Nole mentioned the upcoming fireworks season. The Board discussed how those calls are handled by Jeffcom and the agencies and the possibility of using an AI call-taking system in the future to handle the high volume.
- E. PTPD: Chief Olson had nothing to report.

X. Old Business

- A. The Board continued its discussion of annual division of Jeffcom costs among agencies, including a review of a summary of the results of various funding options prepared by Matt at the request of the Board following the May meeting.
 - i. Chair Pernsteiner mentioned that this has been worked on off and on for years, but the existing ILA funding formula no longer reflects the needs of the different agencies. He also mentioned that the law/fire split in work was not 50/50 and that it was not simple.
 - ii. Chief Black stated that any change should be approved and adopted by all in advance for budgeting purposes. He also mentioned past experience with a baseline fee for access to the system, which Commissioner Frank said could be done with a per-radio fee though also has complexities.
 - iii. Chair Pernsteiner mentioned the possibility of Jeffcom buying and managing all radios to minimize problems, multiple vendors and costs. Chief Black mentioned that from past experience this can also be complex and expensive.
 - iv. The Board discussed the second tenth-of-one-percent sales tax option and perhaps using it to fund radios. Matt mentioned that Kitsap County is recovering repeater and radio costs with their recent implementation of that tax.
 - v. The Board agreed that the ongoing discussion cannot reasonably change the 2025 budget, as the current formula is in the ILA and would need to be revised formally. Commissioner Frank suggested that the bigger conversation was

whether to amend or completely rewrite the ILA; Chair Pernsteiner suggested this would be informed by the strategic planning.

- vi. Matt suggested that to achieve budget stability from year to year for the agencies we could consider a multi-level split of costs perhaps by radio airtime between law and fire and then by population among the agencies in each discipline.
- vii. The Board discussed whether Jeffcom could be fully funded by the public as an agency rather than funded by the agencies. Matt suggested that the majority of the direct funding Jeffcom receives is designated for operation of the 911 system and that the majority of the agency user fees are for the performance of the agency functions of dispatching agency resources.
- viii. Matt will attempt to learn from surrounding PSAPs what share of operational costs are covered by direct funding rather than agency fees and will work on estimating the cost of the refreshing of the simulcast system as well as replacement of the mobile and portable radios owned by the agencies.

XI. New Business – None

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

- A. Chair Pernsteiner suggested the Board continue discussion of annual division of Jeffcom costs among agencies.
- B. Matt suggested reviewing his performance after one year including talking to Jeffcom staff. Chief Black suggested an anonymous staff survey be a part of it.

XIII. Good of the Order

XIV. Adjourn – None

- A. Commissioner Craig made a motion to adjourn the meeting. Commissioner Brotherton seconded, and the meeting adjourned by unanimous vote at 10:56 a.m.

Next meeting: July 25th, 2024

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date