Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

July 25, 2024

Members Present
Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Joe Nole, JCSO Sheriff, Alternate
Thomas Olson, Vice-Chair, City of PT Chief

Other Attendees
Rich DePas, Jeffcom IT Manager
Jenny Dyste, Jeffcom Records Specialist
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:
John Mauro, City of PT, Alternate
Art Frank, Fire Commissioners Assoc. Alternate
Mark McCauley, Jefferson Co Admin, Alternate

Tim McKern, Fire Chiefs Association, Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff
Lisa Johnson, Jeffcom Finance Manager and
Clerk of the Board

I.   **Call to Order –** Vice-Chair Olson 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 requested adding the RFP for IT services by EJFR to New Business. Commissioner Craig requested adding the emergency-services tax to Old Business. Vice-Chair Olson requested a vote to approve the agenda as modified, and the agenda was approved unanimously.

V.   **Approval of minutes:**
   A. Board Meeting Minutes for June 27, 2024. Chief Black made a motion to approve the minutes as presented. Commissioner Craig seconded, and the minutes were approved unanimously.

VI.   **Approval of Payments:**
   A. Accounts-payable batches:
      i. June 6, 2024 $ 102,424.54

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      ii.   June 7, 2024 $ 1,981.31

      iii. June 26, 2024 $ 18,784.74

      iv. July 10, 2024 $ 132,873.01

    B. Commissioner Craig made a motion to approve the payments summarized above. Sheriff Nole 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. Two Communications Officer trainees have started this month.

    C. Tyler credits of approximately $412,000 due to overbilling, scheduled meeting with Tyler and Pencom to refine the details, and the need for the Board to provide guidance on how to direct the 2024 budget for CAD maintenance whether back to the agencies proportionally or to the capital fund.

    D. Applying for state grant for minor equipment items already purchased and the larger cost to move CAD to Tyler's hosted cloud solution.

    E. Overtime last month was down about 40% versus other recent months.

    F. Sit-ins from Found Therapy started this week.

    G. Approached by the Fire Marshal's Office regarding becoming a Jeffcom customer.

    H. Considering the EJFR RFP for IT services.

    I. Change from medivac rotation to primary/alternate arrangement per the Fire Chiefs Association.

    J. CFS and call stats for this year to date and the July 2023 through June 2024 as compiled for use in the agency-share calculations for the 2025 budget.

VIII. Financial Reports for June 2024 – Lisa Johnson

Lisa was absent but had submitted the written June treasurer's report including the following:

    A. Warrant Registers for June 1 through June 30:

        1. Account 671 – 1st Security $ 283,754.46

            a. $ 82,849.46   Claims

            b. $ 905.00   Payroll Benefit paid

            c. $ 200,000.00   Withdrawal/transfer to FFSL to cover Payroll/EFTs

        2. Account 3 – First Federal Savings $ 205,244.30

            a. $ 186,625.21   Payroll/Benefits paid.

            b. $ 18,619.09   Claims (Bills) paid.

IX. User Agency Reports: Limited to 10 min per agency
- A. EJFR: Chief Black mentioned new personnel on staff and facility work.
- B. JCSO: Sheriff Nole mentioned a retirement on the West End requiring coverage by different deputies and extra coverage on July 4 being effective.
- C. County: Commissioner Brotherton thanked agencies and personnel for a smooth July 4 holiday.
- D. PTPD: Chief Olson mentioned no recent new hires but five in the process.

X. Old Business
- A. Commissioner Craig asked for a summary of the public-safety tax he asked about during the June meeting.
    - i. Matt summarized information received from County Treasurer Stacie Prada and the resolution from 2010 that called for the levy on enacting the 3/10ths of one percent tax. The tax is split by state law with 60% to the county and 40% to the city. One third is required by state law to be allocated for public safety. The resolution and the ballot initiative make clear that the intended use was in large part basic government services, not entirely public safety.
    - ii. Chief Black asked whether we knew further how the public-safety portion was allocated. Matt stated that some details were included in the 2010 resolution.
    - iii. Commissioner Craig asked what the annual income was, and Matt stated it was three times Jeffcom's 1/10th of one percent, so approximately $2.4 million in 2024.
    - iv. Sheriff Nole asked about whether this was different from a 1/10th of one percent partially used for public safety, and Commissioner Brotherton stated that was a different tax.
    - v. Commissioner Craig asked whether as the income stream continued into the county and city whether Jeffcom could be eligible for any part of that since the tax basis and other circumstances have changed since the tax began being collected. Commissioner Brotherton stated that the answer would likely be negative from departments that are depending on that funding for part of their annual budgets.
    - vi. Matt stated that the county and city are together collecting approximately $800,000 this year in the 1/10th of one percent that is required to go to public safety, and that Jeffcom is charging those two agencies together approximately $1.1 million this year in agency fees.

XI. **New Business**

    A. Chief Black discussed the East Jefferson Fire Rescue request for proposals for IT services to replace their existing agency contractor and the hope that Jeffcom could be a part of the solution.

    B. Matt mentioned that Rich and Mike had done a walk-through of the current EJFR equipment and had been discussing how Jeffcom could be supportive. He stated that IT was such an essential component of our operation that we need high-grade IT personnel that we would like to be able to provide to its agencies and in doing so that we could grow that part of the team to provide more succession in that team. Potential opportunities to expand include in-car computers, radios for all agencies and the fire districts, particularly EJFR given its size, but we struggle with how to do this without having the contracted program add to agency costs.

    C. Commissioner Craig asked if Jeffcom were able to provide contracted services to all fire districts whether there would be cost savings and a better product. Matt answered that the expectation of the current contractors is so much lower than Jeffcom's approach to IT that we would expect a much better product but not cost savings and more likely a significant cost increase.

    D. Matt mentioned that whatever the result of the current EJFR process, EJFR could benefit from Jeffcom's IT advice and oversight in the case of emergency or major project, and Jeffcom could benefit from EJFR's financial-management assistance. Finding and employing a single person to administer IT or finance is difficult, and both agencies could benefit from an ILA for these services.

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

    A. These items remain on the agenda from past meetings:
        i. Continued discussion of annual division of Jeffcom costs among agencies
        ii. Performance review of director and discussion of employee survey
        iii. Draft 2025 budget for discussion during August 22 meeting

    B. There were no further suggestions.

XIII. **Good of the Order**

    A. Chief Black mentioned agencies staffing the upcoming fair and thanked Jeffcom communications officers who staffed the farmers market and handled with a recent third-party call for service from him.

XIV.   Adjourn

A. Vice-Chair Olson declared the meeting adjourned at 10:23 a.m.

Next meeting: August 22, 2024

9:00 am – 11:00 am

_____   _____
Jeffcom Administrative Board Member   Jeffcom Administrative Board Member

_____   _____
Date   Date