



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

**August 22, 2024**

**Members Present**

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**

Jenny Dyste, Jeffcom Records Specialist  
Lisa Johnson, Jeffcom Finance Manager and  
Clerk of the Board  
Tim Manly, FD#4 Fire Chief, Brinnon  
Matt Stewart, Jeffcom Director

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

Bret Black, Fire Chiefs Association  
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 Brotherton made a motion to approve the agenda. Chief McKern seconded and the agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for July 25, 2024.  
Commissioner Craig made a motion to approve the minutes as presented.  
Commissioner Brotherton seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
  - A. **Accounts-payable batches:**

i. July 23, 2024	\$ 4,082.10
ii. August 07, 2024	\$ 105,770.29

**B. Warrant Registers for July 2024:**

- i. Account 671 – 1st Security                    \$ 217,061.66**
  - 1. \$ 16,217.66 Claims
  - 2. \$ 844.00 Payroll Benefit paid
  - 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFT
  
- ii. Account 3 – First Federal Savings        \$ 197,706.31**
  - 1. \$ 172,575.18 Payroll/Benefits paid.
  - 2. \$ 25,131.13 Claims (Bills) paid.
  
- iii. Account 673 – LGIP Interest Earned    \$ 3,372.37**
  - 1. \$ 3,372.37 Withdrawal/transfer to LGIP non-bearing interest account

**Total July Payments    \$ 418,141.64**

- C. Commissioner Craig made a motion to approve the payments summarized above. Chief McKern seconded, and the payments were approved unanimously.

**VII. Director’s Report** – Matt Stewart highlighted some items from the written director’s report including the following:

- A. Radio consoles
  - i. Jeffcom is running on one new radio console and three older consoles with the fire toning moved to the new radio consoles. The 1.5 second gap is gone, now controlled by Jeffcom IT staff at a quarter second.
  - ii. The contractors are returning in September to finish the project and remove the old system. Prior to that our IT staff will finish setting up the remaining consoles, which should resolve other long-standing problem such as an echo to phone callers. The new system has automatic gain control and audio processing on voices. It will either resolve those problems or give us the tools to track down and resolve them.
  - iii. County roads replaced the radio we used to talk with them with a repeater on the county’s tower in Port Hadlock. It’s connected to our radio consoles. They already have a repeater down at the Coyle. Their combined footprint now is the entire East County.
  
- B. Network Connections: The recent north-county internet outage has led us to a new configuration for our internet access to provide redundancy between Pencom and

Jeffcom and maybe even to the ESINet for 911 calls that are provided and managed by a state contractor.

- i. Both Jeffcom and the ESINet 911 contractor relied on past assurances with Wave/Astound that their infrastructure was separate from NoaNet. On good authority, we found out that they cut their redundant connection. Our contract with Wave/Astound ends in a year, but we will try to get out of the contract since they are providing very little utility for Jeffcom.
  - ii. Instead, we are pursuing PUD as our primary route plus a secondary connection over Starlink satellite for true redundancy. Rich and Mike have been working with the fiber team at PUD. They have established a secondary route down the Hood Canal and are reportedly working on a third route.
  - iii. Since we are PUD's direct customer now, we are currently working on two routes from Jeffcom to Four Corners that will provide redundancy on our leg. This shall provide a very resilient infrastructure when coupled with PUD's redundant paths.
  - iv. Thanks to Jefferson County Sheriff's Office and the Department of Emergency Management for providing us the two Starlink systems that got us back up and running during the outage.
  - v. We do not have the same control over the routes for the 911 phone lines, but the state is investigating the possibility of running that over Starlink as a backup.
- C. Staffing is doing well with two new dispatcher trainees that started in July progressing. This requires patience from Jeffcom trainers and agencies with a trainee on the radio every day of the week.
- D. We received an equipment grant from the state that funded a small project already completed to allow the use of one keyboard and mouse pair on the consoles and for the CAD move to the cloud. Jeffcom and Pencom were each awarded a grant for our shares of joint costs for the CAD portion of that project.
- E. Overtime continues to be down from the high earlier in the year and with more staff to share it, and the public-safety therapist sit-ins have started with plans to expand that program.
- F. Tyler training on fire response plans has been scheduled for October with intention of allowing us to develop those response plans to better reflect mutual-aid agreements and logic of which units to dispatch during times of low resource availability. That gives us a month to better define with the fire chiefs what will be covered in that training.

- G. The User Group discussed various ongoing issues including low audio volume on the radio, the new CAD map that has been deployed for dispatchers and the new map coming to LE Mobile next.
- H. Last week was our busiest week of the year, with phone call volume 33% over the average week's so far this year. Most of this was due to the 2650 Road Fire, and the incident management team was thanks for their fire-information phone line and public information officer efforts to reduce calls about the fire to Jeffcom.

**VIII. Financial Reports for July 2024** – Lisa Johnson highlighted some items from the financial reports including the following:

- A. Ending total fund balance for July is up a bit, with a fund gain of \$211,000 for the year after previous months' deficits. Part of this is due to the JCSO agency fee being paid for the third quarter already.
- B. As mentioned, we received a \$46,000 equipment grant from the state.
- C. Some tower lease payments are still pending including KIRO, which is looking at terminating their lease at the end of this year, and a Verizon payment that was located at the county late.
- D. Expenditures through July are at 54.3% so a little under budget, though the radio budget will quickly increase that.
- E. IT training remains over budget because of the class that was partially reimbursed by Pencom in revenue.
- F. Unemployment insurance costs are up due to two claims in 2012/13 and this year.
- G. Leases are going to be around \$116,000 at year end, which is over budget by about 25%, though the budgeted amount was split between the Lease Payments line and the separate line for the office lease. The remainder of the gap is likely because we did not include the county reciprocal leases which are included as both revenue and expense.

**IX. User Agency Report: Limited to 10 min per agency/speaker**

- A. JCSO: Chair Pernsteiner stated that they're moving forward with accreditation, filling a West End deputy vacancy and working on Corrections hiring, where they also have a new contract. Their awards picnic is this weekend.
- B. City of Port Townsend: Vice-Chair Olson stated that they have filed for a county grant for the Navigator position, partnering with a local organization, and are running short staffed due to an employee out on medical leave and are rescheduling to accommodate that.

- C. Quilcene Fire: Chief McKern thanked Jeffcom and all responders to the entire team that served on the Brinnon fire on Mt Jupiter and helped with the patients from recent traffic collisions, who are recovering. He talks about the current status of the large incident command system for the fire. Brinnon Chief Manly also provided his update and thanks for assistance with the incident.
- D. Jefferson County: Commissioner Brotherton thanked Jeffcom for the resolution of the PUD cable cut and for assistance with the 2650 Road Fire.
- E. Matt mentioned to Chief McKern since he is at the command post with DNR that Jeffcom is interested in a direct contract with DNR to deploy interested communications officers as well as himself to fires in future years.
- F. East Jefferson Fire Rescue: Commissioner Craig discussed the results of EJFR's WRSB rating in their effort to move from a 5 to 4. Jeffcom's score improved to a 2 out of 5 and was a big part of improving the overall score.

**X. Old Business**

- A. Chair Pernsteiner stated that the board was going into executive session to discuss a performance review of the director per RCW 42.30.110(1)(g) to review the performance of a public employee. At 10:08 the executive session began for a period of 15 minutes ending at 10:23.
- B. At 10:24, Chair Pernsteiner announced that the executive session would be continued for another five minutes. The executive session ended, and the open session resumed at 10:30. Chair Pernsteiner announced that there was no action taken in the executive session.
- C. Chair Pernsteiner requested a motion to be made to authorize him to present Director Stewart with his evaluation today. Commissioner Craig made a motion to allow Andy Pernsteiner to give Matt his one-year evaluation. Chief Olson seconded the motion, and it was approved unanimously.

**XI. New Business**

- A. Review of draft 2025 budget
  - i. Matt provided a presentation to the board on the highlights of the proposed budget including Tax Revenue; Tower Lease changes; Agency User fees; Communication Staffing expenses; Longevity and Benefits Expenses; WCIA risk pool historical costs; CAD Systems expenses; IT, radio and software expenses; Lease Expenses; Administrative expenses; and ending/Beginning Fund Balances.
  - ii. The board and staff discussed details of the proposed budget as summarized in the presentation and detailed in the draft budget provided to the board.

- iii. The board agreed that the proposed budget is generally is on track so that the agencies could be informed of their shares of agency fees for use in their own budget processes and that the budget be added to Old Business for approval at the September meeting.

**B. Jefferson County Office of the Fire Marshal interest in radio and electronic communications**

- i. Chair Pernsteiner discussed the issue with Deputy Fire Marshal Brian Tracer before the meeting and provided a summary of the issue.
- ii. The board discussed the creation of the Office of the Fire Marshal, the tasks they had taken over from the fire districts, the interaction between the Office and the fire districts and the legal authority the Office has.
- iii. Chief McKern suggested that we need to agree on clear expectations as this new Office grows and requested that we have it spelled out more specifically.
- iv. Chief McKern said that the Fire Chiefs Association will meet with the Office of the Fire Marshal staff at the Office prior to the next Jeffcom board meeting.
- v. Chair Pernsteiner suggested we put this on Old Business for next meeting and invite Phil and Brian to discuss it with this board.
- vi. Matt stated that he believes the Office wants to be able to use the radio for personal accountability, use CAD both for incident response and to create incidents, and to access information directly rather than having to submit a public records request. Of these, the radio use is probably the most disruptive. Matt stated that it seems to be important to know whether the fire marshals will have a law-enforcement commission of any type and that the fire marshals have a commission is a WSRB evaluation criterion.
- vii. Sheriff Nole expressed the consensus that it was important to have fire and law agencies and the Fire Marshal on the same page before moving forward and that the Office needs to provide a lot of the definition of the plan.

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

- A. Budget approval
- B. Fire Marshal request

**XIII. Good of the Order**

- A. Commissioner Craig thanked Matt and Lisa for all the hard work on the budget.
- B. Matt mentioned that both Lisa and he are taking vacations during September. Rich will be acting director in Matt's absence, and Lisa has an accounting schedule set up to ensure everything gets processed before and after her vacation.

**XIV. Adjourn**

A. Meeting adjourned at 11:44.

**Next meeting: September 26, 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