



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

September 26, 2024

Members Present

Art Frank, Fire Commissioners Assoc. Alternate
Mark McCauley, Jefferson Co Admin, Alternate
Tim McKern, Fire Chiefs Association, Alternate
Thomas Olson, Vice-Chair, City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees

Phil Cecere, Jefferson Co Fire Marshal
Mike Chamberlain, Jeffcom Network Admin.
Rich DePas, Jeffcom Systems IT Manager
Lisa Johnson, Jeffcom Finance Manager and
Clerk of the Board
Tim Manly, Fire Chief Brinnon
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Bret Black, Fire Chiefs Association
John Mauro, City of PT, Alternate
Joe Nole, JCSO Sheriff, 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. Chief Black made a motion to approve the agenda. Chief Olson seconded and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for August 22, 2024.
Commissioner McCauley made a motion to approve the minutes as presented. Chief McKern seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **Accounts-payable batches:**

i. August 28, 2024	\$ 13,499.12
ii. August 30, 2024	\$ 422.90
iii. September 04, 2024	\$97,030.65
iv. September 12, 2024	\$3,796.07

- B. Commissioner McCauley made a motion to approve the payables as presented. Chief Olson seconded, and the payments were approved unanimously.

VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for August 1 through August 31

A. Treasurer’s Report Fund Balances and Bank Reconciliation

- i. Lisa Johnson mentioned that this is a new procedure. It was her recommendation to have the board officially approve the Treasurer’s reports, as well as to verify that they have reviewed the individual accounts that are reconciled to the corresponding monthly statements for our bank accounts and the Jefferson County monthly statements of activity. During our audits, the State Auditor’s office always reviews the monthly statements for verification and approvals. This is an added layer of accountability.
- ii. Ending fund balance for August was \$1,382,564.35

B. Warrant Registers’ Activity

i. Account 671 – 1st Security	\$ 201,326.00
1. \$ 350.00	Claims
2. \$ 976.00	Payroll Benefit paid
3. \$ 200,000.00	Withdrawal/transfer to FFSL to cover Payroll/EFTs
ii. Account 3 – First Federal Savings	\$ 206,598.18
4. \$ 186,819.98	Payroll/Benefits paid.
5. \$ 19,778.20	Claims (Bills) paid.
iii. Account 673 – LGIP Interest Earned	\$ 3,362.53
6. \$ 3,362.53	Withdrawal/transfer to LGIP non-bearing interest account
	Total August Payments \$ 411,286.71

- iv. Commissioner Frank made a motion to approve the Treasurers Report as presented. Chief Olson seconded, and the Reports were approved unanimously.

VIII. Financial Report for August 2024 – Lisa Johnson highlighted some items from the financial reports including the following:

- A. Lisa stated that there had not been anything remarkable this past month, and that we are right in line for 67% YTD but summarized the status as follows:
- | | | |
|-----------------|---------------------|-------|
| 1. Revenue | \$2,260,307.18 | 65.2% |
| 2. Expenditures | <u>2,122,005.94</u> | 56.6% |
| 3. Fund Surplus | 138,301.24 | |
- B. Chair Pernsteiner said it's nice to have the monthly updates, and that this is relatively new from the past. It's nice to keep on track with it and be aware of any issues. Lisa mentioned that the budget position detail report is available in the Board SharePoint.

IX. Director's Report –

- A. Matt Stewart thanked everyone for tolerating his virtual presence, since he is still recovering from COVID; he expects to be back to the office soon.
- B. Matt thanked Rich for covering for him as acting director during his 2 weeks absence, as well as the other staff who have kept the agency running during other staffing crises and multiple directors over the past few years.
- C. The new radio consoles are fully online now. That hasn't been without some problems, but most notably on the law channel, with ongoing fine tuning. There is a bit of disappointment with the contractor's performance on this project, and IT Staff has been very involved in troubleshooting and has had to pick up the slack from them.
- D. Matt asked Rich to share an update on network redundancies.
- i. We now have our own Starlink tied into our firewalls to automatically fail to that if we have fiber outages. We have also partnered with PUD to obtain diversity that the other carriers could not provide. We are hoping three paths will protect us from any potential future outages. Currently this protects our Admin phonelines, our connection to CAD, as well as the user agencies' connections to CAD.
 - ii. Matt mentioned that our State 911 system remains vulnerable because we don't have control those 911 circuits, which we know are not redundant. There now has been some talk at the state of allowing Starlink to be the backup. Rich and Matt are hopeful that they can get the state contractor to follow our lead.
- E. Recruitment continues to be strong. Applications, preliminary testing and occasional interview continue to establish a list for potential hiring once a trainee position is open. Some recent lateral-hire interest may be promising as well. This first most recent hire is progressing rapidly and may be on her own shift soon.
- F. APCO/NENA Fall Forum – October 14th week. Matt and Marlo will be attending in Spokane.

- G. Medivac provider is primary (Airlift Northwest), and Secondary (Life flight Network) arrangement is working well so far. Fire, please report any concerns to Matt.

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

- A. JCSO: Chair Pernsteiner stated that they're still hiring for Corrections with three people in background.
- B. City of Port Townsend: Vice-Chair Olson – No major updates.
- C. Quilcene Fire: Chief McKern stated that contract negotiations and budget are their focuses right now and that new regional EMS protocols are expected January 1.

XI. Old Business

- A. Jefferson County Office of the Fire Marshal (OFM) interest in radio and electronic communications. County Fire Marshall Phil Cecere shared and discussed his presentation to the board regarding streamlining information flow and alerts to their office of calls that require their response.
 - i. He stated the Board had approved OFM paying for some Tyler software integrated with CAD including fire preplanning software that is cloud-based.
 - ii. They hope to have access to radio channels for direct communications, ability to create CFSs, ability to be paged over fire radio and usage of mobile apps for visibility into CAD.
 - iii. Matt mentioned adding them as a fire agency would be reasonable but asked whether OFM would be added as a law-enforcement entity with access to LE data.
 - iv. Commissioner Frank asked what the burden would be on Jeffcom. Matt mentioned that it could be anything from zero impact for electronic paging to high impact on our limited radio channels and dispatchers depending on more detailed definition of the usage.
 - v. Matt requested that the Fire Marshal Department develop and define what their use of the radio system would look like, address everything such as: the requirements for signing in and out of service, how often they would do so, accountability needs on scene and overall expected usage. OFM will do so.
 - vi. Matt reiterated that Jeffcom does not want to make more analog outgoing phone calls. We do want to be able to alert OFM electronically, perhaps via Active911. This is one less phone call, so we are completely onboard with that portion of the request.
 - vii. Commissioner Frank mentioned that if it creates more CFSs, OFM would need to cover the cost.

- B. Review and approval of draft 2025 budget.
 - i. Matt mentioned that the budget is in the Board SharePoint Documents.
There were two changes:
 - 1. He added some notes in the dispatch fees revenue on page one.
 - 2. He corrected an error last month for double booking CAD fees that we do not intend to pay in 2024, as we are awaiting credit refunds.
 - ii. Commissioner Frank made a motion to approve the 2025 budget as presented above. Chief McKern seconded, and the 2025 budget was approved unanimously as presented. Chair Pernsteiner and Chief Frank complimented Matt and Lisa for their work on the budget.

XII. New Business - none

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

- A. Continued discussion of annual division of Jeffcom costs among agencies.

XIV. Good of the Order

XV. Adjourn

- A. Meeting adjourned at 9:54am
- B. Commissioner Frank and Chief Olson made motion to adjourn

Next meeting: October 24, 2024

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date