



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

October 24, 2024

Members Present

Art Frank, Fire Commissioners Assoc. Alternate
Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
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 Systems IT Manager
Lisa Johnson, Jeffcom Finance Manager and
Clerk of the Board
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Steve Craig, Fire Commissioners Association
Mark McCauley, Jefferson Co Admin, Alternate
John Mauro, City of PT, 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. Art Frank seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for September 26, 2024.
 - B. Correcting last month’s approval of the agenda to Chief McKern making the motion. Chief Black was not in attendance. Chief Black made a motion to approve the minutes, with staff to review the video and correct the minutes accordingly. Chief Olson seconded, and the minutes were approved as corrected unanimously.
- VI. **Approval of Payments: September 30th, October 9th Accounts-payable batches**

A. September 30, 2024	\$10,766.37
B. October 09, 2024	\$ 149,842.91

Chief Black made a motion to approve the payables as presented. Commissioner Frank seconded, and the payments were approved unanimously.

Matt mentioned we had purchased Lithium iron phosphate batteries for a small IT project not previously mentioned to replace old acid-based batteries up at the tower sites with compact batteries with longer life. Chief Black mentioned concern about lithium batteries, and Matt stated that these are iron phosphate batteries with battery management systems.

VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances, Warrant registers’ activity for September 1 through September 30, 2024

A. Treasurer’s Report Fund Balances and Bank Reconciliation

- i. Ending Fund Balances as of September 2024 was \$1,544,948.40
- ii. **All Funds YTD** **\$1,544,948.40**

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** **\$ 183,586.44**
 - 4. \$ 175,797.58 Payroll/Benefits paid.
 - 5. \$ 7,788.86 Claims (Bills) paid.

 - iii. **Account 673 – LGIP Interest Earned** **\$ 3,150.58**
 - 6. \$ 3,150.58 Withdrawal/transfer to LGIP non-bearing interest account
- Total September Payments** **\$ 388,063.02**

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

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

- A. Lisa stated that there had not been anything remarkable this past month, and that we are right in line for 75% YTD but summarized the status as follows.

We received an invoice from RACOM Corporation for the 2024 Zetron radio console replacement project, totaling \$246,924.07. Matt will discuss details in his report.

- B. Detailed financial statements are on the Board Of Directors SharePoint site.
- C. The WA State E911 Equipment Grant contract was approved by the Board of County Commissioners and received by interoffice mail today. Lisa will be sending a copy to the State.

IX. Director's Report – see report on SharePoint.

- A. Matt Stewart talked about the radio updates. The consoles have been online for a couple of months now. Rich got technical assistance with a second radio vendor onsite to fix the audio output issues we were having. This has been rectified. The final sign-off of the system has not been done, and connecting our system with the one that PenCom had purchased theirs 6 months ago is not done. Our IT team had to work many hours on issues, primarily Mike Chamberlain's time and knowledge to set up these systems. We are discussing with Pencom moving to a vendor who has experience with this type of work to do the interconnection, and we are talking with our vendor about the portions of the system installation they did not fulfill.
- B. Network connections: Matt met with Comtech at the APCO-NENA conference last week about lack of redundancy in the ESInet connections. Jeffcom IT has added redundancy in our own network connection showing it can be done.

Chief Black asked how we would be affected if the PUD issue happened again today. With Starlink and PUD's dedicated IP and Internet, our network would have not interruption except perhaps our admin phone lines going down, but it would only take a few minutes for IT to bring those back up. However, the 911 lines would be routed to Pencom. Comtech claims that they are working on replacing one of those two connections that is not redundant with one that is. Matt offered to be a test site for Starlink as a tertiary connection.

- C. There are two drafts for Job descriptions proposed for Finance Manager and Communications Officers.

- i. Finance Manager: The last Office Manager job position was a 1-1/2 Page document that included none of the financial acumen that is currently being provided to this agency. Additionally, there are the duties as Clerk of the Administrative Board as well as the responsibilities to the Director. Additionally, this fills a void that has long been felt, and a need to be revised appropriately, and to evaluate the salary, and also for succession planning.
 - ii. Communications Officer - the previous 12-year Job Description is being updated to reflect the role accurately and as a response to a national effort by APCO, to change it from them being classified Federally as clerical work, but to be recognized as the State does as a Telecommunicator. APCO provided sample language.
- D. Recruiting: two lateral candidates currently. We have a third applicant meeting today. Matt expects 2-3 lateral hires from three surrounding counties in the upcoming months. Hailey Willmann is moving to our 9th permanent Dispatcher next month. We are better staffed than we have been for years.
- E. Marlo's shift will change to Monday – Thurs 4/10s and will work over shift change to see staff on all four shift. She will be off the console to attend to her supervisory issues. When we hire a second supervisor they will also work 4/10s and then overlap with Marlo.
 - i. Chief Black mentioned that in their WSRB Quals issues they have scores and one of them is in Dispatching. Jeffcom made the most improvement. The only thing still remaining is the supervisor box being checked.
- F. WA cities risk pool: discussions have been started to move 911 agencies into its own industry-based risk pool, which would potentially reduce our costs 28% for 2025, but most likely will not go into effect until 2026. We have historically low claims, with 1/10,000th of the claims cost in our past 5 years. We are talking to an insurance provider that works with fire districts and other PSAPs. After WCIA reclassifies PSAPs everyone in will get a one-time opportunity to leave the pool without a waiting period.
- G. Public Education; got a new table, pop-up canopy and tablecloth for our booth.
- H. APCO-NENA meeting in Spokane: Marlo and Matt attended, and Matt spoke about improvements to our mapping.
- I. Matt is meeting with another vendor next week regarding an IP-based refresh of our two-channel simulcast system. They have a budgetary quote available probably next week. We have also asked Motorola for another budgetary quote for this project.

- J. The User Group meeting discussed radios and troubleshooting issues and the need to have joint meetings with Pencom and Jeffcom users to help resolve some of the issues that cannot be addressed by either county individually.
- X. User Agency Report: Limited to 10 min per agency/speaker**
- A. Quilcene Fire: Chief McKern stated that they're wrapping up their budget season and bargaining and received a grant for the CARES program. He spent 16 days on Hurricane Helene response.
 - B. EJFR - Chief Black stated they had a post internet outage debriefing at the hospital. The meeting was challenging. They just finished bargaining. Roy Lirio is the new Finance Director and could be of mutual assistance. Chief Black apologized for not making the past two meetings due to budget meetings and will be holding budget hearings next.

They're also excited about having some cross-staffing next week, between their locations. WSRB scores came back and will be published in December. The dispatch rating with Jeffcom has improved significantly, with only the supervisor section is delinquent, but not that impactful.

Robert Wittenberg will be leading the Life Safety Inspections as our key Risk Manager.
 - C. JCSO: Sheriff Nole mentioned that the drug take-back is no longer happening in Jefferson County since the response has dwindled. The West-end position was filled by a former PTPD officer. They hired a new Corrections position and are now receiving more applications recently. Chair Pernsteiner had nothing to add to Joe's report
 - D. City of Port Townsend: Vice-Chair Olson mentioned ongoing staffing challenges with four current openings but that they now have laterals in their applicant pool than they have positions to fill. They should be fully staffed by February and fully trained by summer. Promoting another sergeant and a current sergeant to detective sergeant. They are working on partnering with another agency get the Navigator program staffed again.

- E. Jefferson County: Commissioner Brotherton thanked staff for the budget, being almost full staffed and for the management of the radio project. He is very pleased with the progress that the staff has made. He encouraged the board to make room for the discussions regarding the user fees and to move forward soon.

XI. Old Business

- A. Jefferson County Office of the Fire Marshal (OFM) interest in radio and electronic communications.
 - i. Fire Marshal was tasked with identifying more detail specifics and will discuss next month.
 - ii. Chief Black stated that he is concerned about putting more workload on the dispatchers and that investigations are not a priority in the initial response.
 - iii. Matt thanked him for acknowledging this, as it is also his concern. Most likely, we can electronically notify them like we started doing for DEM duty officers.
 - iv. Art Frank mentioned that they need to come up with more specifics.
- B. Resolution 2024-0003 Adopting 2025 Budget.
 - i. Matt mentioned apologized for not presenting this last month when the board approved the 2025 budget, as it should have been included.
 - ii. Commissioner Frank made a motion to approve the Resolution 2024-0003 adopting the 2025 budget as presented and approved last month and to authorize the transfer of funds. Chief Black seconded, and the resolution was approved unanimously as presented.

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 10:26 pm.
- B. Chief Black made a motion to end the meeting. Commissioner Frank seconded, and the meeting was adjourned.

Next meeting: November 21, 2024

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date