



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

**November 21, 2024**

**Members Present**

Greg Brotherton, Jefferson County Commissioner  
Art Frank, Fire Commissioners Assoc. Alternate  
Steve Craig, Fire Commissioners Association  
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**

Pete Brummel, EJFR Deputy Fire Chief  
Lisa Johnson, Jeffcom Finance Manager and  
Clerk of the Board  
Matt Stewart, Jeffcom Director

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

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 9:00 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
  - A. Chief McKern made a motion to approve the agenda. Chief Olson seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Commissioner Brotherton made a motion to approve the Board Meeting Minutes for October 24, 2024 as presented. Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Accounts-Payable batches**

A. October 23, 2024	\$6,591.19
B. October 29, 2024	\$4,860.36
C. November 13, 2024	\$109,867.34

Chief McKern made a motion to approve the payables as presented. Commissioner

Craig seconded, and the payments were approved unanimously.

**VII. Approval of Treasurer’s Report – Bank Reconciliations and Fund Balances and Warrant registers activity for October 1 through October 31, 2024**

**A. Treasurer’s Report Fund Balances and Bank Reconciliation**

i. Fund Balances as of October 31, 2024 was \$1,587,061.79

**B. Warrant Registers’ Activity**

i. <b>Account 671 – 1<sup>st</sup> Security</b>	<b>\$ 222,932.61</b>
a) \$ 21,956.61	Claims
b) \$ 976.00	Payroll Benefits Paid
c) \$ 200,000.00	Withdrawal/transfer to FFSL to cover Payroll/EFTS
ii. <b>Account 3 – First Federal Savings</b>	<b>\$ 238,761.75</b>
d) \$ 40,079.03	Claims (Bills) paid.
e) \$ 198,682.72	Payroll/Benefits paid.
iii. <b>Account 672 – LGIP Interest Earned</b>	<b>\$ 13,119.01</b>
f) \$ 13,119.01	Withdrawal/transfer to interest-bearing account
iv. <b>Account 673 – LGIP Interest Earned</b>	<b>\$ 3,077.40</b>
g) \$ 3,077.40	Withdrawal/transfer to non-interest-bearing account
<b>Total October Activity</b>	<b>\$ 477,890.77</b>

Commissioner Craig made a motion to approve the Treasurers report as presented. Chief McKern seconded, and the payments were approved unanimously.

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

A. Lisa stated that through October we are at 83% YTD but summarized the status as follows:

i. Our General Fund Net Gain for Year 2024 is	\$310,459.02
ii. Our Capital Fund Net Gain for Year 2024 is	<u>\$32,339.66</u>
Total Gain Fiscal Year 2024	\$ 342,798.68
iii. Total Fund Balances for Jeffcom911	\$1,587,061.79

B. Our LGIP Interest earned YTD of 32,839.66 continues to climb, thanks to our decision last fall to invest our capital funds; this had not been budgeted for 2024.

C. We have had higher rates from WCIA. We have been reclassified into a different risk pool, but we will most likely not see reduced rates until 2026.

D. Our benefits are a little over budget, with our medical expected to be about \$32,000 over budget. This is due to the approval of the current CBA in October 2023, which

moved us from Plan B to Plan A and increased the employer contribution from 85% to 90%. But we are underbudget on salaries, with overtime down considerably.

- E. Commissioner Craig asked whether the decline in overtime spending was due to having more employees. Lisa stated that it was, and that we were at 57% of budgeted overtime spending for the year.
- F. Matt commented that of the YTD fund gain, the radio project expense of \$280,000 is unpaid.

**IX. Director's Report – Matt Stewart**

- A. Made progress on the SOP manual first draft and have shifted to a live update process online.
- B. One trainee has graduated to full shift, which brings us to nine fully qualified dispatchers. Another trainee did not progress adequately. Three laterals have applied; expecting to bring on two in the next two-to-three weeks. This would bring us to eleven, and overtime will continue to be reduced.
- C. We made substantial progress with Tyler resolving longstanding overbilling, but they have stonewalled us on explaining why we are still paying for some items; the rep has stated that their answer basically is that is what Jeffcom signed back in 2020 when agreeing to the joint CAD project. Matt believes careful consideration was not paid at that time to eliminate any remaining duplications in invoicing. This has left Jeffcom having paid for unused items. They insist that we should keep paying for the unused items, since we had signed for it. Jeffcom and Pencom are probably paying Tyler more than we would have had we procured this system as a joint two-county system.
  - i. Jeffcom and Pencom could recompute our CAD system through bidding. Tyler may still be the least costly proposal due to high costs of conversion to any other system.
  - ii. Alternately, we could remain with Tyler but designate a single agency as the primary billing contact for Tyler. That will happen if we complete our grant-funded move to the cloud in June, because the only way Tyler will do the cloud billing is consolidated billing to a primary agency.
  - iii. If we did not move the cloud, we could attempt to consolidate billing to replace separate billings to Jeffcom, Pencom, Jefferson County and Clallam County.

We are still not going to pay an invoice this year but likely have paid and will continue to pay more than we should have. Matt's recommendation is to accept the credits offered and the explanation offered in the interest of moving forward and switching to consolidated billing for cloud services shortly. In response to Chair Pernsteiner's question, Matt stated that he had been working closely with Pencom to ensure any

lines credited back to Jeffcom were being proportionally paid by Jeffcom to Pencom to make them whole. Chair Pernsteiner asked when the Tyler contract expires, and Matt stated he was unaware of any expiration date but that we could terminate the contract with notice. The board and director briefly discussed the pros and cons and costs of maintaining and replacing contractors and systems.

- D. Matt is now working Tuesday to Friday and Mondays as needed. This is offset from Marlo and Rich and Lisa who work Monday through Thursday.
- E. OPSCAN is another multi-year mess. It is a microwave-based system for moving audio data between tower sites. We now know that Jeffcom never signed a contract with OPSCAN, and the board dissolved anyway leaving the Clallam County Sheriff's Office to run it. Jeffcom uses it for console-to-console audio with Pencom and to carry audio to Mount Octopus and is working on replacing these functions with other equipment. Once the replacements are up and running we will inform Clallam County SO that we will no longer subscribe to OPSCAN services.
- F. Our call handling stats continue to be exemplary.

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

- A. JCSO: Chair Pernsteiner reported that the county is going to move back to an annual budget. Made offers to two for Corrections and a conditional offer to a Deputy to start next spring anticipating a retirement or the added south-county position.
- B. Quilcene Fire: Chief McKern stated that they are wrapping up their budget and rolling out CWPP (Community Wildfire Protection Plan). Had a weather briefing with PUD, and he suggested sharing posts from other agencies rather than rewriting them.
- C. EJFR: Commissioner Craig reported that the budget was accepted Tuesday through more staff review as a larger organization. Testing for residents and lieutenants. Attended a big conference in Spokane where a big topic of tax-increment financing and its impact on fire districts. Chief McKern mentioned efforts to get a waiver of TIFs for fire districts, and the board discussed various impacts of development and TIFs.
- D. Port Townsend Police Department: Vice-Chair Olson mentioned three out on injury, so staff are working long shifts. They have four openings but five in background.
- E. Jefferson County: Commissioner Brotherton suggested shrinking the table size so that online attendees can hear the conversations better.

**XI. Old Business:**

- A. Jefferson County Office of the Fire Marshal (OFM) interest in radio and electronic communications. Chair Pernsteiner is in communications with OFM trying to together a meeting with them and Jeffcom to discuss probably texting notification to phones.

**XII. New Business:**

A. Resolution 2024-0004 adopting Indemnification and Defense Policy

- i. Director Stewart stated that this is a model policy provided by our attorney revised for Jeffcom. He mentioned that while searching our policies and union contract for defense or indemnity policy he had found none, and that this topic arose when he stumbled on old employment agreements that staff had signed prior to his arrival. These were not legal because we have a bargaining unit with a CBA, and these agreements required that the employee indemnify Jeffcom if they released private information. Rich, Matt, and Lisa's contracts also were incorrect because they provided indemnity only when required by an RCW that only covers state employees and not local-agency employees.
- ii. Matt gave an overview of the intent and result of adopting the policy.
- iii. Commissioner Frank asked whether the existing employment agreements had been reviewed by legal counsel. Matt stated that they had been so the issue was apparently missed. Commissioner Frank asked whether this was a new requirement or otherwise how it had been missed; he further explained that the intent of previously enacted contract provisions was to provide this protection for all staff. Matt responded that there was apparently no legal requirement that an interlocal government agency provide indemnity and defense, but that staff could not in good faith be expected to work for Jeffcom without this policy. Matt also stated that while the board would likely wish to protect its employees if needed, it was important to have a policy to ensure risk-pool coverage. Commissioner Frank asked whether the Teamsters provided or employees otherwise obtained personal liability coverage; Matt stated that the Teamsters did not and he did not believe such coverage was common for telecommunicators as it is for law-enforcement officers.
- iv. Commissioner Brotherton made a motion to adopt the Resolution 2024-0004 adopting the policy as presented. Commissioner Craig seconded, and the resolution was adopted unanimously.

B. Resolution 2024-0005 adopting Asset Management Policy

- i. Matt explained the need to replace several overlapping policies on this topic with one and that it streamlined inventory and disposal processes for low-current-value and fully depreciated items. The proposed policy largely, with exceptions for things with remaining value and lifetime, assumes that what Jeffcom uses is mostly electronics and is at or beyond its truly useful life when we get rid of it. Jeffcom does not want to pass beyond-life items down to user agencies, because it should not be used or supported further. Matt also noted

that some accountability and conflict-of-interest provisions had been added to be cautious about propriety and appearance.

- ii. Commissioner Craig made a motion to adopt Resolution 2024-0005 adopting the policy as presented. Chief McKern seconded, and the policy was adopted by unanimous vote.

C. Agency and Association representatives to Jeffcom Administrative Board for 2025: Matt mentioned that entities would need to designate their representatives to this board for 2025. Organizations should notify Lisa as the board clerk with a page of minutes or an email from that clerk.

D. Board meeting schedule for 2025: Chair Pernsteiner and Matt noted that the December meeting is scheduled for a week earlier than typical because of the holiday. Matt noted that there will be a 2025 calendar for adoption at that meeting, and Chief Brummel affirmed that Station 6 remains open as a venue. He also mentioned that Station 7 has upgraded AV capabilities, and Chief McKern offered Station 2-1, though the board approved of the central location of Station 6.

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

- A. Continued discussion of annual division of Jeffcom costs among agencies.
- B. Elections of chair and vice chair for 2025.

**XIV. Good of the Order**

- A. Chair Pernsteiner mentioned that his first grandson is overdue.

**XV. Adjourn**

- A. Chief McKern made a motion to end the meeting. Commissioner Craig seconded, and Chair Pernsteiner adjourned the meeting at 10:07 am.

**Next meeting: December 19, 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