



JeffCom911 Board Meeting
via Zoom
January 26, 2023

Members/Alternate Members Seated:

Bret Black, Chiefs' Association Alternate
Greg Brotherton, Jefferson County Commissioner
Pete Brummel, Chiefs' Association
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co, Alternate
Tim McKern, Chair, Fire Chief, FD#2
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, City of PT Chief (attended 10:55am
Andy Pernsteiner, Co-Chair Undersheriff

Other Attendees:

Rich DePas, IT Systems Manager
Jenny Dyste, JeffCom911 Records Specialist
Melanie Hundley, Public
Chris Kauzlarich, EJFR
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
 - A. Bret Black requested to add discussion of the monthly report, to redefine or clarify some items reported.
 - B. Pete Brummel requested to add East Jefferson Fire and Rescue Station and Apparatus Numbering Changes
 - C. Bret made a motion to approve the revised Agenda.
Steve Craig seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Board Meeting Minutes for December 13, 2022

Bret Black made a motion to approve the meeting minutes as presented.
Steve Craig seconded, and the minutes were approved.

VI. Approval of Payments:

A. December 2022

- i. Account 671 – 1st Security \$ 209,758.21
 - 1. \$200,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 487.00 Payroll Benefit paid.
 - 3. \$ 9,758.21 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 237,260.11
 - 1. \$162,676.25 Payroll/Benefits paid.
 - 2. \$ 74,913.86 Claims (Bills) paid.

Joe Nole made a motion to approve the payments for December 2022.
Steve Craig seconded, and the payments were approved unanimously.

VII. Director's Report – Rich DePas

- A. Please see Director's report online

VIII. User Agency Report: Limited to 10 min per agency

A. JCSO

- i. Joe Nole mentioned that he, Chief Black, Under Sheriff Pernsteiner, and Pete Brummel had a meeting at the Chimacum School Administration about earthquake response scenarios.
- ii. JCSO took over the courthouse security. Two deputies are:
 - 1. Darryl Elmore No. 406
 - 2. Troy Surber No. 405
- iii. New lateral deputy is starting next Wednesday, February 1st.

B. EJFR:

- i. They have finished the merger with taking in Port Ludlow.
- ii. Chief Black appreciates the support of JeffCom911's and their patience during this transition. Rich and Chris Kauzlarich worked on making sure PT Ludlow calls populate over to East Jefferson in our Tyler CAD system. They're still working out the little bugs.
- iii. EJFR has two propositions for levy lifts in a special election.
- iv. New hirings and recruitment
 - 1. One person hired for the CARES unit.

2. Recruitment for entry level and lateral hires for Firefighter EMTs and Paramedics.
 - v. CARES unit: Paramedic Jeff Woods, and Mental Health Professional, LeAnn. They are based out of Station 31 and traveling around the district following up on repeat recidivism type calls on acuity call volume.
- IX. Old Business (To be discussed in Executive Session)
- A. Reevaluate Office Manager Position to Finance Director, Contract, Compensation, and retro pay.
 - B. Reevaluate Rich DePas Employment Contract
- X. New Business
- A. Review of Executive Director posting
 - i. Bret Black thought there should be a position description that details and is very objective of the specific duties, rather than only theoretical.
 - ii. Or do a memorandum of the Executive Director the lists the duties separately.
 - iii. Art requested a copy of Bret's template and will work on the P.D.
 - B. Discuss Director posting and pay.
 - i. Originally the price range was \$105K to \$118K.
 - ii. Art mentioned comparables - JeffCom911 is on the low-end of the scale.
 - iii. Gregg mentioned that it's a "job seeker's market". We need to be competitive to draw qualified applicants.
 - iv. Mark mentioned the inflation rates in CPI-U rates Seattle/Tacoma recently being 5% in 2021, and 8.4% in 2022. That's 13.4% in 2 years. Suggests \$115-125K.
 - v. Going to post if for \$115-130K.
 - vi. Bret requested to have a legal review of the posting. We need to be compliant with WA ST PERC (Public Employment relations Commission)
 - C. Discussion of the monthly report, to redefine or clarify some items (Bret Black)
 - i. EJFR just finished their strategic plan, and standards of cover and accepted it in Nov 2022
 - ii. They noticed that they weren't in compliance with some items.
 - iii. The Standards of coverage or the crew call-out time for response is 2 minutes; they're currently at 2 min 32 sec.

- iv. Chief Black wants us to track industry standards, and to post how we are doing against the standards.
 - v. Please add "call processing" interval times to measure compliance.
 - vi. Rich will look to see if we can access that data in CAD. He'll have to research this in canned reports in Tyler CAD.
 - vii. Please ADD this to next month's agenda.
- D. EJFR Station Apparatus numbering changes
- i. Will be changing station numbers and apparatus numbers in the future.
 - ii. Proposal allows for streamlining for dispatchers and elimination of redundancy in the current system.
 - iii. Keeping it simple:
 - 1. Port Townsend Station to South Point , heading south, is No's 1-9
 - 2. Quilcene Brinnon and Discovery Bay have no changes.
 - 3. No redundancy between Jefferson, Clallam, and Kitsap County, with the exception of Bremerton Fire does have single digit numbers. If they had to respond, they would call themselves Kitsap County #....

XI. Executive Session –

- A. Andy Pernsteiner stated intent to move into Executive session to discuss the performance of a public employee.

Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session established for 15 minutes.

Start time: 10:12 am	End Time: 10:27 am
Extended: 10:28 am	End Time: 10:42 am
Extended: 10:42 am	End Time: 11:00 am

Session ended with no decisions made.

- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
- A. Add section VIII to discuss fire dept's monthly report.
 - B. Will have a special meeting to discuss some unresolved issues.
 - C. Thursday, February 2nd, 9:00 am

XIII. Good of the Order

- A. Lisa mentioned that Steve Rogers from Kitsap County Cencom911 has been helpful in providing information for their recent Proposition 2 for their 1/10th of one -percent increase. She also just got a call from Brandon Weckert, from Kitsap Co IT Department and he offered to help Rich and Mike “pull the data” for the pending tax increase proposal.
- B. Joe complimented the meeting.

XIV. Adjourn

Greg Brotherton requested a motion to adjourn the meeting.
Thomas Olson seconded, and the Meeting was adjourned at 11:04 am.

Next meeting: February 23rd, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board – Special Meeting

via Zoom

February 2, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson Co Commissioner
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner 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
Rich DePas, IT Sys Mgr. & Interim Director
Melanie Hundley, Public
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Mark McCauley, Jefferson Co Comm., Alternate
John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Sheriff Office Alternate

- I. Call to Order – Andy Pernsteiner called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Old Business ** To Be discussed in Executive Session
 - A. Reevaluate Office Manager Position to Finance Director, Contract, Compensation, and retro pay **To Be discussed in Exec session**
 - B. Reevaluate Rich DePas Employment Contract - **To Be discussed in Exec session**
 - C. Review Executive Director Posting and Pay
 - i. Greg Brotherton made a motion to authorize Andy to post the Job posting for the Executive Director position, pending legal review.
 - ii. Brett Black seconded, and the motion was passed.
- V. Executive Session –
 - A. Andy Pernsteiner stated intent to move into Executive session to discuss the performance of a public employees, and to review the two contracts in old business.

Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session established for 20 minutes.

Start time: 9:09 am

End Time: 9:29 am

Extended: 9:30 am

End Time: 9:45 am

Session ended with no action taken.

Andy Pernsteiner made a motion to reclassify Lisa Johnson from Office Manager to Finance Manager, and increase her hourly wage to \$34.62/hour, retroactive to August 1, 2022. We will revisit her contract prior to 2024, to discuss future pay increases.

Greg Brotherton seconded, and the motion was passed.

Andy will draft a contract for Lisa next week. Andy will meet with Rich after this meeting.

Steve Craig asked for Lisa's contract to be sent to the board.

- VI. Suggestions for next or future agenda, regular meeting and/or executive session. None
- VII. Good of the Order
- VIII. Adjourn

Steve Craig requested a motion to adjourn the meeting.
Brett Black seconded, and the Meeting was adjourned at 10:31 am.

Next meeting: February 23, 2022

9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
via Zoom
February 23, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Steve Craig, Fire Commissioner
Tim McKern, Fire Chiefs' Association, alternate.
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, Vice-Chair City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Jenny Dyste, JeffCom911 Records Specialist
Chris Kauzlarich, EJFR
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
Rich DePas, IT Systems Mgr. & Interim Director
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
John Mauro, City of PT Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:01 am
- II. Roll Call
- III. Public Comment – None Received -
 - A. Bret Black will need to leave early to attend a Special Jeff. Co. Supervisors' meeting before the bridge closure today at 10:00.
 - B. Bret expressed his frustration with the communication from JeffCom when there is a CAD issue, either planned or unforeseen, as well as the debacle of cancelling the meeting, and then not cancelling the board meeting today. He would like more deliberate effort to improve the information flow.
 - C. We need to notify the user agencies of upcoming "events" as soon as it's scheduled, as well on the day of the "event".
 - D. Chief Olson concurred; It would helpful if when they sign-on they should get a notification.
- IV. Agenda - Additions, changes, and Approval
 - A. Add the approval for minutes for the special meeting from 2-02-23.
 - B. Andy Pernsteiner made a motion to approve the addition.
Thomas Olson made a motion to update the agenda.

V. Approval of minutes:

- A. Board Meeting Minutes for Jan 26, 2023.
(Added) Special Board Meeting minutes for February 2, 2023
- B. Andy Pernsteiner mentioned that the board members' titles need to be updated/corrected.
- C. Andy Pernsteiner made a motion to approve both meeting minutes with changes. Thomas Olson seconded, and the minutes were approved.

VI. Approval of Payments:

A. January 2023

- i. Account 671 – 1st Security \$ 215,202.95
 - 1. \$200,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 487.00 Payroll Benefit paid.
 - 3. \$ 14,715.95 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 237,260.11
 - 1. \$139,373.71 Payroll/Benefits paid.
 - 2. \$ 88,335.26 Claims (Bills) paid.

Steve Craig made a motion to approve the payments for January 2023.
Bret Black seconded, and the payments were approved unanimously.

VII. Director's Report –

- A. Please see Director's report online.

VIII. User Agency Report: Limited to 10 min per agency

- A. Bret Black – Today, EJFR is starting to review over thirty applicants for 5 FTE Firefighter positions, with a preference toward filling Paramedics.
 - i. EJFR had \$1,000,000 in Overtime costs last year, so this can be offset by having a bigger FTE pool upon which to draw. This allows full time wages to offset the high overtime costs.
 - ii. Applying for grants from FEMA and USAF
 - 1. A SAVER (System Assessment and Validation for Emergency Responders Program) Staffing Grant to add another two positions and bring the minimum staffing count from 13 to 15 per day. Their strategic plan allows for 16-17 FTEs.
 - 2. EJFR now has 8 Fire Commissioners overseeing them.
- B. Chief Olson: City of Port Townsend.
 - i. Staffing is still the biggest issue they are currently facing.
 - 1. They are in the final week of their Deputy Chief recruitment process.
 - 2. Officer staffing issues
 - a. One moving to light duty;

- b. One in FTO (Field Training Officer) Training
 - c. Two in the academy
 - 3. Opening staff recruiting for three open positions next week.
 - ii. Just moved to a new shift rotation schedule for 6-month rotations.
 - iii. New job description for his Navigator
 - iv. New sergeant promotion process coming up in May.
- C. Tim McKern –
 - i. Chief's Association is looking at the state mobilization plan, and making sure our pay rates are reviewed.
 - ii. Quilcene is hiring two Temporary positions.
 - iii. They are also looking at the SAVER Grant for a third position.
 - iv. Looking to put together a volunteer CARES programs like Poulsbo has.
- D. Joe Nole - JCSO
 - i. Hiring – they have a new lateral hire from Clallam County.
 - ii. The AXON Body Cams have required them to hire another PRR (Public Records Request) Administrative staff.
 - iii. Jail is down six staffing positions; Offers were made to three candidates who are in background.
 - iv. There was a major assault case outside of PT; with combined efforts of JCSO, EJFR, JeffCom911 & the City of PT: thanks to everyone who helped while Joe was out camping and unavailable.
- E. Steve Craig –
 - i. Does JeffCom run under SOPs or SOGs. (Standard Operating Procedures/Guidelines) He will ask Rich.
 - ii. Chris K mentioned that they do have a binder in the call center, and that Marlo will be updating them.
 - iii. Brett asked to have these posted in the SharePoint, not to judge, but to know what is ahead of us to upgrade!

IX. Old Business

- A. Reevaluate Rich DePas Employment Contract (This will be discussed in Executive Session)
- B. Call processing Interval times for Fire report
 - i. Bret had met with Rich yesterday to discuss this.
 - ii. For background, EJFR has just finished their strategic plan, and are now engaging in the "courageous reflection of what we do well, and not so well."

- iii. They're identifying the items where they're deficient, looking at the standards, and to hold themselves accountable.
 - iv. Accreditation Standards to quantify.
 - 1. Turn-out Time:
 - a. This is the time increment from the time that they get the call in the station from JeffCom911, and their response time on the radio to JeffCom.
 - b. They are quite deviant beyond the standard.
 - c. Some of the problem is just not being diligent in tracking it.
 - d. The design of the facilities is not very conducive in a two-story building.
 - 2. Call-processing Time:
 - a. This is the time of pickup of the Call received from JeffCom, to the time when the button is pushed to assign a unit.
 - b. They are better on this standard compliance.
 - v. EJFR needs to let JeffCom911 know their "needs" to track this information digitally so that they can establish Call processing benchmarks for eventual accreditation. We need to capture that "time."
 - vi. Bret mentioned an Automatic Vehicle Location (AVL) project on which they are working.
 - 1. This will reduce the workload of the dispatcher and increase accuracy of "enroute" and "on-scene" times.
 - 2. CAD will make recommendations based on unit location, then we will push a button in the fire engine when we are responding.
 - vii. Andy was not sure what is expected with JCSO. They are starting the accreditation process this year. Spring of 2024 is their goal date.
- C. Port of Port Townsend dispatching contract
- i. Rich reviewed latest proposed contract from the Port and reached out to surrounding 911 PSAPs to find out how they manage similar services. They reported back they do not provide dispatching or any services being requested by the Port to their local Port Authority or other non-first responder agencies.
 - ii. Bret had mentioned that he doesn't think that the ILA legally allows us to enter into this, since they are not a First Responder agency.
 - iii. Andy questioned why we would take this on if it's in violation with our ILA. Going to have legal look at it, if they choose to

- iv. Bret suggested that perhaps we can give them access to the Application (Active CAD, Crew Force, Shield Force) and program a notification for them for a fee.
- v. Aaron at The Port of Port Townsend wanted to receive notifications, a page, if it involves anything on their properties, but the number or port locations and the "reach" is problematic, and CAD-centric. Additionally, their proposed contract has a lot of legal liability, and puts a lot of liability on JeffCom.
- vi. Andy will ask Rich to contact our legal counsel to review.

X. New Business

- A. Logo refresh – unified branding
- B. Public Records Request – NextRequest \$7000

Rich will need to address these topics at the next meeting.

XI. Executive Session –

- A. Andy Pernsteiner stated intent to move into Executive session to discuss the performance of a public employee.

Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session established for 20 minutes.

Start time: 9:36 am End Time: 9:56 am

Executive Session extended for another 25 minutes.

Extended: 9:57 am End Time: 10:23 am

- B. Session ended with actions:

- 1. Andy Pernsteiner made a motion to hold off on completing a contract for Lisa Johnson until the new Director is hired. The retro pay has already been approved and in place and completed.
Steve Craig seconded, and the motion was approved unanimously.
- 2. Tom Olson made a motion to continue Rich DePas's current contract, increasing his salary to \$129,435/annually effective January 1, 2023
Chief McKern seconded and the motion was approved unanimously.

- 3. Andy made a motion to approve an agreement with Rich DePas, while he is acting as interim Director, will receive \$5,000/month retro to Nov 22, 2022. Steve Craig seconded, and the motion was approved unanimously.

- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Steve Craig would like to revisit the SOP/SOG manual to be able to prepare and address the communication path.
 - B. Lisa will put the document on SharePoint.

XIII. Good of the Order

XIV. Adjourn

Chief Olson requested a motion to adjourn the meeting.

Chief McKern seconded, and the Meeting adjourned at 10:28 am.

Next meeting: March 23, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
via Zoom
March 23, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
Tim McKern, Fire Chiefs' Association, Alternate.
Joe Nole, Sheriff JCSO, Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, IT Systems Mgr. & Interim Director
Jenny Dyste, JeffCom911 Records Specialist
Melanie Hundley, Public
Chris Kauzlarich, EJFR
Lisa Johnson, JeffCom911 Finance Manager

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate
Thomas Olson, Vice-Chair City of PT Chief

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
 - A. Andy Requested that we add Item "D," under New Business:
 - i. "Director Recruitment and Update"
 - ii. Greg Brotherton concurred.
 - iii. Andy Pernsteiner made a motion to approve the addition.
Bret Black seconded, and the addition was approved.
 - B. Bret Black requested adding the Future JeffCom Board Meetings:
 - i. Zoom, In-Person, Hybrid, Where?
 - ii. Add to Section XI, under "Suggestions for future Agenda and Meetings."
 - iii. Greg Brotherton made a motion to approve the additional change.
Bret Black seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Board Meeting Minutes for February 23, 2023.
(Added) Special Board Meeting minutes for February 2, 2023

- B. Tim McKern made a motion to approve the meeting minutes.
Steve Craig seconded, and the minutes were approved.

VI. Approval of Payments:

A. February 2023

- i. Account 671 – 1st Security \$ 152,038.60
 - 1. \$150,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 937.70 Withdrawal/Deposit offset
 - 3. \$ 487.00 Payroll Benefit paid.
 - 4. \$ 1,388.40 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 135,996.47
 - 1. \$114,977.82 Payroll/Benefits paid.
 - 2. \$ 21,018.65 Claims (Bills) paid.
 - 3.

Bret Black made a motion to approve the payments for February 2023.
Tim McKern seconded, and the payments were approved unanimously.

VII. Director's Report –

- A. Please see the Director's report online or on the website.

VIII. User Agency Report: Limited to 10 min per agency

A. Bret Black –

- i. The recent two levy lifts passed. It will be 12-18 months until the revenue impact will be felt. Currently still operating under
- ii. Applied for 2 FEMA Saver Grants –
 - 1. Adding more Firefighters staff from FEMA, to bring up their minimum staffing from 13 to 15 per day, and another program under the same grant to...
 - 2. Rebuild their Volunteer Fire Fighter Program, for a program manager, and marketing, and associated training and PPE (Personal Protective Equipment).

B. Tim McKern

- i. Also applied for FEMA SAVER Grant, for bringing up their minimum staffing as well.
- ii. They are converting from ERS to ESO (a software program that measures the performance of fire departments to gauge how quickly they respond to emergencies). ERS is having trouble getting the calls to populate. It is very expensive to move from one to the other, even though they're owned by the same company.

- iii. Working on planning for the Hood Canal bridge closures pending, as well preparing for training on wildfire evacuations. Bret Black tagged on to the Wildfire Evacuations discussion, mentioned that it will be a “fun” event and certainly JeffCom’s Dispatchers will be learning a lot on the training element of how this gets implemented.
- C. Sheriff Nole mentioned that there have been more violent crimes lately, and we are also in the process of accreditation.
- D. Andy Pernsteiner
 - i. The Jail is still down in five staff positions. They recently had only one qualified applicant, and a second that had interviewed with 9 other agencies.
 - ii. Two correction deputies are going on military leave soon, but we recently rehired a former corrections officer.
- E. Mark McCauley mentioned that they had selected a consultant to develop a community wildfire protection plan, using Title III money, from the Secure Rurals Schools Program. They have about \$180,000 available. The contract is approximately \$156,000 but did not include evacuation routes, so discussion continues.

IX. Old Business

- A. Call processing Interval times for Fire report
 - i. Rich reached out and is looking for the “canned report” that gives the metrics Bret asked for, but he didn’t find what was needed.
 - ii. He reached out to Karl at Pencom, and Brett Anglin as well. Brett runs his report out of LEARMS, for the Law side.
 - iii. Rich asked if Chief Bret is using New World’s ESO with Tyler because that is what Karl suggested. Bret commented that ESO is difficult to get those data points, and he was hopeful that there was another way to get the data needed.
 - iv. Joe asked about ESO. Bret said it is a digital link that is problematic when it tries to auto populate. Chris Kauzlarich mentioned that ESO recently bought ERS reporting.
- B. Port of Port Townsend dispatching contract – no updates. See Director’s Report.
 - i. Steve Craig made a motion to have Rich send a letter to the Port about ending this proposal.
 - ii. Greg Brotherton seconded, and the motion was carried.
- C. Logo refresh – unified branding

- i. Revised our Logo to become simpler, All black, and just JeffCom911.
- ii. The new logo is this:



- D. Public Records Request – NextRequest \$7000
 - Andy Pernsteiner made a motion to approve the purchase of NextRequest for managing Public Records requests.
 - Bret Black seconded, and the motion was approved.
 - E. Jeffcom 911 SOG/SOP manual
 - i. This is an on-going task, which will need to be tasked with the new Director.
- X. New Business
- A. CBA Contract Renewal; due June 30, 2023
 - i. Rich stated said communications and negotiations will proceed when we hear from the Union Representative. Our deadline is approaching quickly.
 - B. MOU for Juneteenth Federal Holiday discussion
 - i. Chief Black asked if there was a legal requirement for this.. is it Federal or state?
 - ii. Greg Brotherton stated that it is a State Holiday, and shared this link:
<https://mrsc.org/explore-topics/legal/personnel/paid-and-unpaid-holidays>
 - iii. Greg asked if he could share his screen.
 - iv. Tim stated that this topic should be discussed in Exec Session since we're now beginning to talk about costs.
 - C. National Public Safety Telecommunications Week – April 9-15, 2023
 - D. Director Recruitment and Update
 - i. The original date for first review was March 29th.
 - ii. So far we have four applicants.
 - 1. In the past we had a committee, as well as staff involvement.
 - 2. The full board will be involved
 - iii. Andy suggested having a Special meeting next Thursday, April 30th, 9:00 am, and then interviews the following week.
 - E. Future Meeting

- i. in person, zoom, or hybrid?
- ii. Remote is helpful for multi-tasking, and it is best practice to continue hybrid. State 11 has "the Owl" tool, which is very helpful to virtual attendees, as well as we have the voice recordings.
- iii. Next month's meeting will be at Station 11

XI. Suggestions for next or future agenda, regular meeting and/or executive session.
 A. Future Meetings discussion... in person, zoom, or hybrid – Requested to be added by Brett Black.

XII. Good of the Order
 A. Greg thanked Lisa for sending out the calendar invite with links.

XIII. Adjourn

Chief McKern requested a motion to adjourn the meeting.
 Bret Black seconded, and the Meeting adjourned at 10:13 am.

Next meeting: April 27, 2023
 9:00 am – 11:00 am

 JEFFCOM Administrative Board Member

 JEFFCOM Administrative Board Member

 Date

 Date



JeffCom911 Special Board Meeting
via Zoom
March 30, 2023

Members/Alternate Members Seated:

Greg Brotherton, Jefferson County Commissioner
Tim McKern, Fire Chiefs' Association, alternate.
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, Vice-Chair City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, IT Systems Mgr. & Interim Director
Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs' Association
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
John Mauro, City of PT Alternate

- I. Call to Order – Andy Pernsteiner called the meeting to order at 9:05 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval

Andy Pernsteiner made a motion to approve the agenda.

Thomas Olson seconded, and the agenda was unanimously approved.

V. Old Business

A. Executive Director Position

VI. Executive Session –

- A. Andy Pernsteiner stated intent to move into Executive session to discuss the review the qualifications of an applicant for public employment.

Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session established for 30 minutes.
Start time: 9:07 am End Time: 9:37 am

B. Session ended with no action:

- 1. Greg Brotherton made a motion to authorize Andy Pernsteiner to set up interviews with the selected applicants.
Tim McKern seconded, and the motion was unanimously approved.

- VII. Suggestions for next or future agenda, regular meeting and/or executive session.
- VIII. Good of the Order
- IX. Adjourn

Greg Brotherton requested a motion to adjourn the meeting.

Thomas Olson seconded, and the Meeting adjourned at 10:28 am.

Next meeting: April 27, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



JeffCom911 Board Meeting
Location: Port Townsend Police Department
1925 Blaine Street, Unit 100
Port Townsend, WA 98368*
April 13, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Tim McKern, Fire Chiefs' Association, alternate.
Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Lisa Johnson, JeffCom911 Office Manager

Members/Alternate Members Absent or excused:

Mark McCauley, Jefferson Co Comm., Alternate
John Mauro, City of PT Alternate
Thomas Olson, Vice-Chair City of PT Chief (had to leave early)

- I. Call to Order – Andy Pernsteiner called the meeting to order at 12:03 pm.
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval

Tim McKern made a motion to approve the agenda.

Greg Brotherton seconded, and the agenda was unanimously approved.

- V. Old Business

A. Executive Director Position

- VI. Executive Session –

A. Andy Pernsteiner stated intent to move into Executive session to discuss the review the qualifications of two applicants for public employment.

Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session established for 30 minutes.

Start time: 12:04 pm End Time: 2:30 pm

- B. Session ended with no action taken.
1. Greg Brotherton made a motion to authorize Chair Pernsteiner to negotiate a contract, (within the salary range posted) and make an offer to Matt Stewart for the Executive Director position at JeffCom.

Chief McKern seconded, and the motion was unanimously approved.

Chief Olson was not present for the vote.
 2. Greg Brotherton made a motion to authorize Chair Pernsteiner to sign the contract with Matt Stewart

Steve Craig seconded, and the motion was unanimously approved.

Chief Olson was not present for the vote.
- VII. Suggestions for next or future agenda, regular meeting and/or executive session.
- VIII. Good of the Order

Chief Black requested that the board be notified when the negotiations are finalized.
- IX. Adjourn

Greg Brotherton requested a motion to adjourn the meeting.

Steve Craig seconded, and the Meeting adjourned at 2:34 pm.

Next meeting: April 27, 2023

9:00 am – 11:00 am

JEFFCOM Administrative Board Member

Date

JEFFCOM Administrative Board Member

Date



Jeffcom 911 Board Meeting
Hybrid Meeting
In-person – EJFR Station 1-1, 9193 Rhody Drive, Chimacum WA 98325, and
via Zoom

April 27, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
Tim McKern, Fire Chiefs' Association, Alternate.
Joe Nole, Sheriff JCSO, Alternate
Thomas Olson, Vice-Chair City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, IT Systems Mgr. & Interim Director
Lisa Johnson, Jeffcom 911 Finance Manager
Matt Stewart, Jeff Co. Public Works

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
Commissioner Greg Brotherton made a motion to approve the Agenda for March 2023, with changes to the agenda heading from Special meeting to regular and add hybrid information.
Commissioner Steve Craig seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Board Meeting Minutes for March 23, 2023
 - B. Special Board Meeting Minutes for March 30, 2023Commissioner Greg Brotherton made a motion to approve the minutes for March 2023,
Commissioner Steve Craig seconded, and the minutes were approved unanimously.

- VI. Approval of Payments:

A. March 2023

- i. Account 671 – 1st Security \$ 152,038.60
 - 1. \$150,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 570.00 Payroll Benefit paid.
 - 3. \$ 7,042.48 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 129,012.56
 - 1. \$120,741.94 Payroll/Benefits paid.
 - 2. \$ 8,270.62 Claims (Bills) paid.

Chief McKern made a motion to approve the payments for March 2023.

Commissioner Greg Brotherton seconded, and the payments were approved unanimously.

VII. Director's Report –

A. Please see the Director's report online or on the website.

- i. Bret Black had questions about our training process.
 - 1. What is their training Schedule?
 - a. Trainees work 12 Hours shift, but no OT. Started on day shift, but then have been switched to nights. They have less call volume and a slower pace in general to allow more procedural training and reading.
 - 2. He requested that an email is sent to the board, so he can come by and meet them.
 - 3. New trainees also attend training for Telecommunicators I and II.
- ii. Radio upgrade
 - 1. Chief Black asked about our infrastructure, and how our interoperability with Pencom is affected.
 - 2. Art Frank mentioned that historically the completed CAD upgrade last year, as well as the pending radio upgrade have been in the plans for a couple of years.
 - 3. In the event that Jeffcom 911 goes down and PenCom 911 has to cover, they have access to the same CAD system, but that radios are not interoperable, yet. PenCom would enter CAD notes and law agencies could see details through their mobile computers. While this is not ideal, it is the goal to work out these issues.
 - 4. Bret Black stated that this emphasizes the need to develop a Strategic Plan.

VIII. Financial Reports – Lisa Johnson

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

- A. City of Port Townsend – Chief Olson
 - i. Interviews for Deputy Chief were last week.
 - ii. Hired a new officer on 4/17, one in background, and a lateral, two in field training.
 - iii. Sargent promotions coming up. Down three positions.
 - iv. 6 weeks out on the Navigator position
 - B. EJFR - Chief Black
 - i. Recruitment in June for firefighters and paramedics.
 - ii. Five new staff starting May 16th.
 - iii. Applied for 2 FEMA Safer Grants –
 - 1. Adding more Firefighters staff from FEMA, to bring up their minimum staffing from 13 to 15 per day, and another program under the same grant to...
 - 2. Rebuild their Volunteer Fire Fighter Program, for a program manager, and marketing, and associated training and PPE (Personal Protective Equipment).
 - iv. The grant funding for the new Fire CARES program is providing Community Risk Outreach, partnered with staff from “Believe in Recovery.”
 - C. QFR - Chief McKern
 - i. Chief McKern thanked Rich DePas and Willie Bence, EOC Director for their attendance at the WSDOT state planning, regarding the upcoming Hood Canal Bridge closures.
 - ii. Wildland Summit was April 26 with DNR and related Fire Service.
 - iii. DNR reported Wildland Season appears to be similar to last year. Later start and longer duration. All agencies around the region are completing their Annual Wildland refresher. Needed to maintain our Wildland certifications.
 - iv. DNR reported the same staffing as last year with 9 Engines and overhead this year. Part of the staffing will be June 1 and the rest by July 4th. For Jefferson County that means one wildland engine in county and two out of Port Angeles.
 - v. Training is back in full swing and lots of training over the next few months.
 - vi. Chief Black mentioned that Firefighters cannot be deployed unless they have a red carded a red card certification. (By definition, a Red Card is an accepted interagency certification that a person is qualified to do the required job when arriving on an incident)
 - D. JCSO - Sheriff Nole
 - i. JCSO is in the process of Accreditation
 - ii. Drug take back in Port Ludlow and Quilcene
 - iii. Still down five officers in the Jail
- X. Old Business

- A. CBA Contract Renewal; due June 30, 2023
 - i. Waiting on a proposal soon from the shop Steward, Jenny Dyste.
- B. Director Recruitment and Update
 - i. Conditional offer was made to Matt Stewart, Jefferson County Public Works - Operations Manager, in background, and psychology evaluation next week.
 - ii. He will start collaborating with Rich a couple of days a week initially to allow his transition from Public Works.
- XI. New Business
 - A. Jeffcom 911 Expired ILA
 - i. Signed in 2012 and has expired in 2017 and 2022.
 - ii. Greg Brotherton suggests that we address a strategic planning process first, and then the ILA.
 - iii. Bret Black concurred. Suggested the director and a smaller work group to work on the updating of it.
- XII. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. We will continue the hybrid platform.
 - B. Bret would like a formal introduction to our new director.
- XIII. Good of the Order
 - A. Joe asked if Matt would like to speak.
 - i. Matt has to work out the transitional detail from leaving PW, finding suitable replacements, and work jointly with both agencies for an interim period.
- XIV. Adjourn

Chief McKern requested a motion to adjourn the meeting.
Commissioner Steve Craig seconded, and the meeting adjourned at 10:13 am.

Next meeting: May 25th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date

JEFFCOM

911 COMMUNICATIONS

Jeffcom 911 Special Board Meeting

via Zoom

June 8, 2023

Members/Alternate Members Seated:

Andy Pernsteiner, Chair, JCSO Undersheriff
Greg Brotherton, Jefferson County Commissioner
Tim McKern, Fire Chiefs' Association, Alternate
Bret Black, Fire Chiefs' Association
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate

Other Attendees:

Rich DePas, IT Systems Mgr. & Interim Director

Members/Alternate Members Absent or excused:

Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Thomas Olson, Vice-Chair City of PT Chief
Steve Craig, Fire Commissioner
John Mauro, City of PT Alternate

- I. Call to Order – Andy Pernsteiner called the meeting to order at 9:01 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval

Greg Brotherton made a motion to approve the agenda.

Bret Black seconded, and the agenda was unanimously approved.

V. Old Business

A. Executive Director Position

VI. Executive Session –

- A. Andy Pernsteiner stated intent to move into Executive session to discuss the review the qualifications of an applicant for public employment.

Executive Session - RCW 42.30.110 (1)(g) to review the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session established for 15 minutes.
Start time: 9:03 am End Time: 9:18 am

B. Session ended with no action.

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

VIII. Good of the Order

IX. Adjourn

Greg Brotherton requested a motion to adjourn the meeting.

Bret Black seconded, and the meeting adjourned at 9:21 am.

Next scheduled meeting: June 22, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



Jeffcom 911 Board Meeting
Hybrid Meeting
In-person – EJFR Station 1-1, 9193 Rhody Drive, Chimacum WA 98325,
And via Zoom

June 22, 2023

Members/Alternate Members Seated:

Andy Pernsteiner, Chair, JCSO Undersheriff
Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
Tim McKern, Fire Chiefs' Association, Alternate
Thomas Olson, Vice-Chair City of PT Chief

Other Attendees:

Mike Chamberlain, JeffCom911
Rich DePas, IT Systems Mgr. & Interim Director
Jenny Dyste, JeffCom911 Records Specialist
Lisa Johnson, Jeffcom 911 Finance Manager
Matt Stewart, Jeff Co. Public Works

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:03 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
 - A. Chair Andy Pernsteiner added an Executive Session per RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, to occur under Section Old Business: CBA Contract Renewal: due June 30, 2023
 - B. Commissioner Greg Brotherton made a motion to approve the Agenda with changes for June 2023,
Commissioner Steve Craig seconded, and the agenda was approved.
- V. Approval of minutes:
 - A. Special Board Meeting Minutes for April 13, 2023
 - B. Board Meeting Minutes for April 27, 2023
 - C. Special Board Meeting Minutes for June 08, 2023

Commissioner Bret Black made a motion to approve meetings as listed above.
Commissioner Greg Brotherton seconded, and the minutes were approved.

VI. Approval of Payments:

A. April 2023

- i. Account 671 – 1st Security \$ 14,847.54
 - 1. \$ none Withdrawal to cover Payroll/EFTs
 - 2. \$ 570.00 Payroll Benefit paid.
 - 3. \$ 14,277.54 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 177,281.84
 - 1. \$162,517.77 Payroll/Benefits paid.
 - 2. \$ 14,764.07 Claims (Bills) paid.

B. May 2023

- i. Account 671 – 1st Security \$ 353,845.25
 - 1. \$ 350,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 798.00 Payroll Benefit paid.
 - 3. \$ 3,047.25 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 382,912.87
 - 1. \$ 133,382.04 Payroll/Benefits paid.
 - 2. \$ 249,530.83 Claims (Bills) paid.
 - 3.

Steve Craig made a motion to approve the payments for April and May 2023.
Chief Olson seconded, and the payments were approved unanimously.

VII. Director's Report – Rich DePas

A. Please see the Director's report online or on the website.

Greg Brotherton thanked Rich for the great report, and the progress on staffing. He asked about Staff morale. Rich stated improvement; they're taking vacations and coming back more refreshed although they feel guilty for burdening others! He thought we should celebrate the staff, after Matt begins next month.

Rich thanked the board and especially Andy Pernsteiner for all their help.

Bret Black welcomed an opportunity to have a recurring "meet and greet" to the JeffCom Staff, perhaps bi-monthly.

- VIII. Financial Reports – Lisa Johnson
- A. Please see the Financial report online or on the website.
- IX. User Agency Report: Limited to 10 min per agency
- A. City of Port Townsend – Chief Olson
 - i. New Deputy Chief begins July 3rd as well as a new Sergeant.
 - ii. 2 sergeants in Patrol now. 2 ready to go to the academy.
 - B. QFR - Chief McKern
 - i. Fire Season is coming early this year. Red bull's eye is on WA State
 - ii. Biggest challenge in June on the Wildland fireside is the partnerships with DNR and NFS; full staffing is July 1st.
 - iii. South end is training with law, and helicopter training this Saturday.
 - C. EJFR - Chief Black
 - i. EJFR and District 2 is anxiously waiting to hear back in the next 90 days on the SAFER Grant funding; EJFR is hoping for another 24/7 "engine company" (6 personnel additions) 3 shifts; Daily minimum staffing would move from 13 to 15 fully staffed at District 1.
 - ii. Community Risk Specialist, Volunteer Coordinator positions are similarly awaiting funding.
 - iii. Cares Unit increased staffing on Wednesdays; 2 units active around the county, of the multi-user vehicle.
 - D. JCSO – Chair Andy Pernsteiner
 - i. Active shooter training at the Quilcene School this weekend: EJFR, Quilcene Fire, Brinnon Fire, Fish & Wildlife, WSP, City of PT . Going forward this will be continued at rotating locations.
 - E. Jeff County – Greg Brotherton commented about 4th of July burn band. Fire Departments have new authority this year. What is the plan? Tim McKern said that's effective when it switches to Extreme, from Moderate.
 - F. Because of the varying weather patterns in our big county, this will give the local Fire Departments more authority in the local jurisdiction.
- X. Old Business
- A. CBA Contract Renewal: due June 30, 2023

Chair Andy Pernsteiner called for an Executive Session per RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement.

Session will meet for 15 minutes.
Start time 9:43 am End time: 9:58 am

No Decisions were made.

- B. Director Update
 - i. Matt Stewart will begin as Director on July 1, 2023
 - ii. He is very busy handing off the baton at Jefferson County Public Works

XI. New Business

- A. None

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

- A. Andy wanted to call a special meeting to discuss the CBA negotiations, perhaps the second week of July. Lisa will send out a doodle poll and determine when.

XIII. Good of the Order

- A. Steve Craig thanked Rich DePas for his work as Interim Director, getting people on board.
- B. Bret Black asked about our Budget timeline. Rich and Matt will be meeting to discuss this and the CBA. Lisa mentioned that August has historically been budget season, with the budget being due to the county by the end of September.

XIV. Adjourn

Commission Greg Brotherton requested a motion to adjourn the meeting. Steve Craig seconded, and the meeting adjourned at 10:07 am.

Next meeting: July 27th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date

JEFFCOM

911 COMMUNICATIONS

Jeffcom 911 Special Board Meeting

****via Zoom****

July 13, 2023

Members/Alternate Members Seated:

Andy Pernsteiner, Chair, JCSO Undersheriff
Greg Brotherton, Jefferson County Commissioner
Tim McKern, Fire Chiefs' Association, Alternate
Bret Black, Fire Chiefs' Association
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
Thomas Olson, Vice-Chair City of PT Chief

Other Attendees:

Matt Stewart, Jeffcom911 Director

Members/Alternate Members Absent or excused:

Joe Nole, Sheriff JCSO, Sheriff Office Alternate
Steve Craig, Fire Commissioner
John Mauro, City of PT Alternate

- I. Call to Order – Andy Pernsteiner called the meeting to order at 10:31 am
- II. Roll Call
- III. Public Comment – None Received
- IV. Agenda - Additions, changes, and Approval
 - Chief Black made a motion to approve the agenda.
 - Chief Olson seconded, and the agenda was unanimously approved.
- V. Executive Session –
 - A. Andy Pernsteiner stated intent to move into Executive Session –
 - B. Per RCW 42.30.140(4)(b): Planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.
 - C. Chief Black made a motion to go into Executive session.
Chief Olson seconded and it was approved unanimously.
 - D. Executive Session established for 20 minutes.

Start time:

11:18 am

End Time: 11:38 am

Extended ten minutes	11:38 am	End Time: 11:48 am
Extended 12 minutes	11:48 am	End Time: 12:00 pm

- E. Session ended with no action.

- VI. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Next meeting on July 27.
 - B. Chief Black suggested recognition or thanks to Rich DePas for his filling in as director. Undersheriff Pernsteiner agreed and asked when his extra stipend pay would end and whether it would overlap slightly for his work helping to bring Matt up to speed. Commissioner Brotherton suggested it end at end of June but that he be well thanked for his service.

- VII. Good of the Order
 - A. Commissioner Brotherton suggested making the hybrid option better for remote participants by better microphone setup or placement.

VIII. Adjourn

Commissioner Brotherton made a motion to adjourn the meeting.
Chief Olson seconded, and the meeting adjourned at 12:05 pm.

Next scheduled meeting: July 27th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date

v. Officers initiate this assessment out in the field, so there needs to be more training for them, as well as staff on-call 24/7 to be available to initiate the processes.

vi. There are some grants available to fund this endeavor.

E. City of Port Townsend – Chief Olson

i. Transitioning with the new Deputy Chief learning his role.

ii. They now have 2 sergeants, going to scheduled rotation August 1st, and will now have a supervisor during each shift. 10-8, noon to 10, 7 days a week.

iii. 2 are going to the academy in next month. 3 more openings beyond those 2. 16 FTE's budget; they're at 13. Had been down to 7 at one point.

iv. Had hoped to have their detective and back in place as well as his resource officer but had to let some go who did not make it through testing.

v. They went to the civil Service commission and were able to get some "hybrids" : candidates, who have passed the academy, but haven't completed FTO, yet, or make it through probation yet. It gives them the opportunity to interview them; not as laterals, but will save them 6-9 months in academy time, So they're opening up the opportunity for them to ride along, and potentially to draw from this pool of applicants. It was helpful to have the academy graduate read the character of others at the training, and to follow up with them for potential applicants.

F. Old Business

i. CBA Contract Renewal; due June 30, 2023

1. Several meetings are planned for August.

2. Hoping to bring a final agreement to the bargaining members, and then to the board for approval, soon.

X. New Business

Director Stewart stated that he has gone back through years of minutes for Jeffcom. He spoke with our attorney. There have been many major decisions and policy directions done as a voice vote made during the meetings, but not necessarily brought forward in a resolution. While this is perfectly legal, tracking the history of policies and decisions has been difficult and nearly impossible. We will be bringing many resolutions to the board to establish a clear memorialized history.

A. Resolution 2023-0005 to add Matt Stewart as a Signer on Bank accounts, keeping Lisa Johnson, and removing all previous employees as signatories; 1st Security Bank, and Our First Federal – Resolution

i. Commissioner Brotherton made a motion to approve Resolution 2023-0005.

- i. Jefferson County Fair, August 11-13th
 - ii. Fire Rescue Fest - Fire Prevention Week October 14th
- D. Tim McKern mentioned road closures on Snow Creek to Quilcene has detours.

XII. Good of the Order

XIII. Adjourn

Meeting adjourned at 11:03 am.

Next meeting: August 24th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



Jeffcom 911 Board Meeting
Hybrid Meeting
In-person – EJFR Station 1-1, 9193 Rhody Drive, Chimacum WA 98325,
And via Zoom

July 27, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
Tim McKern, Fire Chiefs' Association, Alternate
Joe Nole, Sheriff JCSO, Alternate
Thomas Olson, Vice-Chair City of PT Chief

Other Attendees:

Mike Chamberlain, JeffCom911
Jenny Dyste, JeffCom911 Records Specialist
Lisa Johnson, JeffCom911 Finance Manager
Matt Stewart, Jeff Co. Public Works

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
 - A. Matt Stewart requested to add one item, under New Business, Letter I. Resolution to add himself as the Designation of the E911 Coordinator.
[no motion was made to approve the agenda as modified]
- V. Approval of minutes:
 - A. Board Meeting Minutes for June 22, 2023
 - B. Special Board Meeting Minutes for July 08, 2023
Bret Black made a motion to approve meetings as listed above.
Chief McKern seconded, and the minutes were approved.
- VI. Approval of Payments:
 - A. June 2023

- i. Account 671 – 1st Security \$ 305,255.99
 - 1. \$ 300,000.00 Withdrawal to cover Payroll/EFTs
 - 2. \$ 638.00 Payroll Benefit paid..
 - 3. \$ 5,255.99 Claims (Bills) paid.
- ii. Account 3 – First Federal Savings \$ 187,575.56
 - 1. \$ 149,988.31 Payroll/Benefits paid.
 - 2. \$ 37,587.25 Claims (Bills) paid.

Commissioner Brotherton made a motion to approve the payments for April and May
Commissioner Craig seconded, and the payments were approved unanimously.

VII. Director’s Report – Matt Stewart

- A. Please see the Director’s report online or on the website.

VIII. Financial Reports – Lisa Johnson

- A. Please see the Financial report online or on the website.

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

A. EJFR - Chief Black

- i. Going live with our new updated station numbering conventions, effective Friday August 4th at 6:00 AM. Numbering system literally is “Fire-Fighter Simple”, starting in the North with Station #1 at Lawrence Street and working Southerly to Brinnon.

B. QFR - Chief McKern

- i. They are still immersed in their ESO conversion, and lots of training.

C. Jeff County – Greg Brotherton No update

D. JCSO – Sheriff Nole

- i. The jail is understaffed by six; trying to fill the positions as well. 12 is fully staffed including the Superintendent. Two hired, but two had left.
- ii. Chief Olson asked the question “how does the new drug law affect the residency of the jail?” During Covid, they only housed serious criminals to reduce the spread of the virus. It is a 57-bed jail; used to be filled upwards to 70 when Nole started. Residency rates is about 20.
- iii. Drug laws had reverted to originally being a Felony, then to nothing, now to Gross Misdemeanor.
- iv. The state legislature requires each agency to have a Diversion Program set up. LEAD program is one type - Assessments are made to see if the inmate is a good candidate for conversion, or Behavioral Health Drug Program.

v. Officers initiate this assessment out in the field, so there needs to be more training for them, as well as staff on-call 24/7 to be available to initiate the processes.

vi. There are some grants available to fund this endeavor.

E. City of Port Townsend – Chief Olson

i. Transitioning with the new Deputy Chief learning his role.

ii. They now have 2 sergeants, going to scheduled rotation August 1st, and will now have a supervisor during each shift. 10-8, noon to 10, 7 days a week.

iii. 2 are going to the academy in next month. 3 more openings beyond those 2. 16 FTE's budget; they're at 13. Had been down to 7 at one point.

iv. Had hoped to have their detective and back in place as well as his resource officer but had to let some go who did not make it through testing.

v. They went to the civil Service commission and were able to get some "hybrids" : candidates, who have passed the academy, but haven't completed FTO, yet, or make it through probation yet. It gives them the opportunity to interview them; not as laterals, but will save them 6-9 months in academy time, So they're opening up the opportunity for them to ride along, and potentially to draw from this pool of applicants. It was helpful to have the academy graduate read the character of others at the training, and to follow up with them for potential applicants.

F. Old Business

i. CBA Contract Renewal; due June 30, 2023

1. Several meetings are planned for August.

2. Hoping to bring a final agreement to the bargaining members, and then to the board for approval, soon.

X. New Business

Director Stewart stated that he has gone back through years of minutes for Jeffcom. He spoke with our attorney. There have been many major decisions and policy directions done as a voice vote made during the meetings, but not necessarily brought forward in a resolution. While this is perfectly legal, tracking the history of policies and decisions has been difficult and nearly impossible. We will be bringing many resolutions to the board to establish a clear memorialized history.

A. Resolution 2023-0005 to add Matt Stewart as a Signer on Bank accounts, keeping Lisa Johnson, and removing all previous employees as signatories; 1st Security Bank, and Our First Federal – Resolution

i. Commissioner Brotherton made a motion to approve Resolution 2023-0005.

- ii. Commissioner Black seconded, and the resolution was approved unanimously.
 - B. Resolution 2023-0006 to authorize Matt and Lisa to have IRS Power of attorney, form 2848 to be able to speak to them about quarterly and annual report filings.
 - i. Commissioner Brotherton made a motion to approve Resolution 2023-0006.
 - ii. Commissioner Craig seconded, and the resolution was approved unanimously.
 - C. Resolution 2023-0003 to designate Matt the receiver of claims against Jeffcom.
 - i. Commissioner Brotherton made a motion to approve Resolution 2023-0003.
 - ii. Commissioner Black seconded, and the resolution was approved unanimously.
 - D. Resolution 2023-0001 adopting credit-card policy.
 - i. Commissioner Brotherton made a motion to approve Resolution 2023-0001, replacing Resolution 2012-0006 adopted September 12, 2012.
 - ii. Commissioner Craig seconded, and the resolution was approved unanimously.
 - E. Resolution 2023-0002 Execution of contract with Gunnerson Consulting for tower leasing and subleasing for optimizing potential revenue streams.
 - i. Commissioner Brotherton made a motion to approve Resolution 2023-0002.
 - ii. Sheriff Joe Nole seconded, and the resolution was approved unanimously.
 - F. Resolution 2023-0004 Execution of contract with the law office of Eric T. Quinn, P.S. for legal services
 - i. Commissioner Black made a motion to approve Resolution 2023-0004.
 - ii. Commissioner Brotherton seconded, and the resolution was approved unanimously.
 - G. Consider ESChat licensing annually and agency billing.
 - i. The primary benefit of this is the PenCom and Jeffcom can communicate with each other over the radio.
 - H. 2024 budget schedule
 - I. Resolution 2023-0007 Appoint Matt Stewart as the E911 Coordinator.
 - i. Commissioner Brotherton made a motion to approve Resolution 2023-0007.
 - ii. Commissioner Black seconded, and the resolution was approved unanimously.
- XI. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Commissioner Brotherton stated that he really appreciated the organization of the board packet.
 - B. Sheriff Nole asked if the Chair and the Vice-Chair are unavailable, can an alternate for the chair hold the meeting? Commissioner Brotherton said the Vice-Chair, and then an alternate would be next choice.
 - C. Bret Black wanted to mention a couple of Public event Invitations to JeffCom

- i. Jefferson County Fair, August 11-13th
 - ii. Fire Rescue Fest - Fire Prevention Week October 14th
- D. Tim McKern mentioned road closures on Snow Creek to Quilcene has detours.

XII. Good of the Order

XIII. Adjourn

Meeting adjourned at 11:03 am.

Next meeting: August 24th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



Jeffcom 911 Board Meeting
Hybrid Meeting : Zoom and in-Person.
In-person – EJFR Station 1-1, 9193 Rhody Drive, Chimacum WA 98325,

August 24, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
Tim McKern, Fire Chiefs' Association, Alternate
Joe Nole, Sheriff JCSO, Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Mike Chamberlain, JeffCom911
Jenny Dyste, JeffCom911 Records Specialist
Lisa Johnson, JeffCom911 Finance Manager
Eric Olsen, RACOM
Matt Stewart, Jeff Co. Public Works

Members/Alternate Members Absent or excused:

Steve Craig, Fire Commissioner
John Mauro, City of PT Alternate
Thomas Olson, Vice-Chair City of PT Chief

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:04 am
- II. Roll Call
- III. Public Comment – None Received -
- IV. Agenda - Additions, changes, and Approval
Commissioner Brotherton made a motion to approve the agenda as listed above.
Chief McKern seconded, and the minutes were approved.
- V. Approval of minutes:
 - A. Board Meeting Minutes for July 27, 2023
Chief Black made a motion to approve meetings as listed above.
Chief Brotherton seconded, and the minutes were approved.
- VI. Approval of Payments:
 - A. July 2023
 - i. Account 671 – 1st Security \$ 214,766.10
 1. \$ 200,000.00 Withdrawal to cover Payroll/EFTs
 2. \$ 528.00 Payroll Benefit paid.
 3. \$ 14,238.10 Claims (Bills) paid.

- ii. Account 3 – First Federal Savings \$ 155,236.92
 - 1. \$141,031.19 Payroll/Benefits paid.
 - 2. \$ 14,205.73 Claims (Bills) paid.

Chief Black made a motion to approve the payments for July 2023
Chief McKern seconded, and the payments were approved unanimously.

- VII. Director’s Report – Matt Stewart
 - A. Please see the Director’s report online or on the website.
- VIII. Financial Reports – Lisa Johnson
 - A. Please see the Financial Manager’s report online or on the website.
- IX. User Agency Report: Limited to 10 min per agency
 - A. EJFR - Chief Black
 - i. EJFR has been working with Jeffcom on the WSRB (Washington Surveying and Rating Bureau) draft evaluation.
Note: WSIB is an independent rating bureau, that provides Protection Classes and Loss Costs providing for accurate risk evaluation. The fire protection data helps insurance companies, insurance consumers, and communities. These ratings are used by insurance companies to help determine fire insurance premiums for properties. Protection class is a score from 1 to 10; 1 indicated exemplary fire protection capabilities.
 - ii. EJFR is trying to pick up some points that were left “on the floor” with the prior director.
 - B. QFR - Chief McKern
 - i. Thanked Jeffcom for the assistance with the number of training events they have had recently.
 - C. Jefferson County – Greg Brotherton No update
 - D. JCSO – Sheriff Nole – Nothing to report, but one question regarding the iPhone 14 SOS issue, which calls 911 for events such as keys being locked in a car, and then you’re unable to call them back. Matt has a meeting with Apple tomorrow.
 - E. City of Port Townsend – Chief Olson N/A Out of town
- X. Old Business
 - A. CBA Contract Renewal; due June 30, 2023 – to be discussed in Exec Session.
- XI. Executive Session
 - Executive Session - per RCW 42.30.140(4)(b): Planning or adopting the strategy or position to be taken by the governing body during the course of any collective

bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Chair Pernsteiner called an executive session per RCW 42.30.140(4)(b),
Start at 9:26 for 30 minutes.

Start: 9:26 am Ended 9:56 am

Chair Pernsteiner extended session for 5 minutes.

Extended 5 minutes Start: 9:57 am Ended 10:02 am

Extended 8 minutes Start: 10:02am Ended 10:07 am

The Session ended at 10:07 with no decisions made.

XII. Old Business

A. Teamsters CBA renewal

- i. Matt Stewart stated that another meeting is scheduled for next week.
- ii. Trying to come to a final decision before the budget is approved.

B. ESChat licensing and agency costs

- i. Lisa Johnson talked to Holly Lubin at ESChat and they're unable to bill each agency separately. Each agency may want to look at their own plan, since EJFR isn't even using this feature.

C. Revision of board process documentation

- i. Matt Stewart changed the form to include an agenda item for each Resolution number or new Agenda Request number.
 - 1. Chief McKern requested links on the Agenda requests,
- ii. Board members will have the documents on Monday prior to the meeting.

XIII. New Business

A. 2024 draft budget presentation and discussion.

- i. All costs are up this year: This is a draft budget for consideration.
 - 1. Overtime is a big driver of that \$177K.
 - 2. Other wages and benefits are \$175K.
 - 3. Bond payments up \$20K as well as insurance.

- ii. CAD Tyler maintenance contract is submitting Jeffcom a credit. They view Jeffcom and PenCom as one customer and will bill us accordingly; they are

working on crediting us for duplicate charges. Until then, we have not billed agencies for their pass-through costs.. Mobile data for law, CF & SF, and then the duplicated charges and over licensing issues with Pencom. We have budgeted a 5% COLA increase.

- iii. CFS fees –
 - 1. The calculation is based on the historical call counts for July 1st of the year previous – June 30th of the current year.
 - 2. The ILA calls for prorated costs of the “ask”; it’s not based on a \$/call.
 - iv. Staffing issues – Budget for salaries is padded a bit, due to staff retention, hiring, and replacement costs. Assumes significant overtime, and short-staffing coverage.
 - v. Matt Stewart asked for the board’s input, feedback, or suggestions on basic “assumptions” for staffing assumptions for payroll budgeting.
- B. Resolution 2023-0008 affirming the appointment of Lisa Johnson as Clerk of the Jeffcom Administrative Board
- i. Commissioner Brotherton made a motion to approve Resolution 2023-0008.
 - ii. Chief McKern seconded, and the resolution was approved unanimously.
- C. Agenda Request 2023-0009 Designation of primary and alternate delegates to the Washington Cities Insurance Authority (WCIA) board
- i. Chief McKern made a motion to approve 2023-0009.
 - ii. Commissioner Brotherton seconded, and the resolution was approved unanimously.
- D. Resolution 2023-0010 adopting an updated Procurement Policy
- i. Commissioner Brotherton made a motion to approve Resolution 2023-0010
 - ii. Chief McKern seconded, and the resolution was approved unanimously.
- E. Agenda Request 2023-0011 Contract with Vector Solutions for CrewSense (Vector Scheduling) to replace Aladtec scheduling system.
- i. Chief McKern cautioned on working with Vector solutions. Matt stated that he is aware of the timelines to get out of contract renewal date as he used it at County roads Department. CrewSense Vector/Target solutions is the new company. They have a good product in CrewSense. Matt is requesting approving the resolution with the updated contract period from 36 months to 12 months; he is waiting for that updated final contract.
 - ii. Commissioner Brotherton made a motion to approve contract in 2023-0011 with an amendment to the contract period being only one-year verses 3 years.

- iii. Chief McKern seconded, and the resolution was approved unanimously.
- F. Text-message notifications from CAD
 - i. Matt is suggesting that we cease the sending of texts from CAD system to our users. It is no longer free.
 - ii. Law can use Shield force, or Fire can use Active 911. We can continue to offer this with a fee of about \$10K which would need to be paid by the user agencies.
 - iii. Jeffcom's notifications lag the WSDOT notifications.
- G. Resolution 2023-0012 authorizing the investment of Jeffcom funds in LGIP.
 - i. Commissioner Brotherton made a motion to approve Resolution 2023-0012.
 - ii. Commissioner Frank seconded, and the resolution was approved unanimously.
- H. Agenda Request 2023-0013 Contract with Municipal Research and Services Center of Washington (MRSC) to advertise and host our official rosters for public works contracts, consulting services or vendor services.
 - i. Chief McKern made a motion to approve the contract in 2023-0011.
 - ii. Chair Pernsteiner seconded, and the resolution was approved unanimously.
- I. Resolution 2023-0014 authorizing payment of vouchers and bonding of involved employees.
 - i. Commissioner Brotherton made a motion to approve Resolution 2023-0014.
 - ii. Commissioner Frank seconded, and the resolution was approved unanimously.
- J. Agenda Request 2023-0015 Contract with ICOM 911 for leased tower and building space at Maynard.
 - i. Commissioner Brotherton made a motion to approve the contract with iCom in 2023-0015.
 - ii. Chief McKern seconded, and the resolution was approved unanimously.
- K. Agenda Request 2023-0016 Memorandum of Understanding with Teamsters Local 589
 - i. Matt Stewart requested one modification to request, to change name to Letter of Agreement (LOU) rather than MOU.
The purpose is to correct a prior decision by the former director to pay Mike Chamberlain \$10k in "stand-by pay", This is not allowed in the Teamsters CBA, and needs to be corrected. This moves Mike Chamberlain to where he would have been today, to Network Administrator, step 5.
 - ii. Commissioner Brotherton made a motion to approve the contract in 2023-0011.

iii. Commissioner Frank seconded, and the resolution was approved unanimously.

- XIV. Suggestions for next or future agenda, regular meeting and/or executive session.
 - A. Possible change of Sept date of 28th, or
 - B. Add Zoom special meeting for September 14th at 9:00 am

- XV. Good of the Order
 - A. Chair Pernsteiner appreciates all the board members that are fully engaged and making good changes, and for the dedication of Art Frank attending after working his night shift. He thanked Matt for his work and dedication.
 - B. Commissioner Brotherton requested a consent agenda format.
 - C. Commissioner Brotherton suggested that the more transparency, whenever possible, the better for all.

- XVI. Adjourn
 - A. Commissioner Brotherton made a motion to adjourn the meeting.
 - B. Chief McKern seconded, and the meeting adjourned at adjourned at 10:59 am.

Next meeting: September 28th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



Jeffcom 911 Board Meeting
Zoom Meeting

September 14, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Art Frank, Fire Commissioner Alternate
Tim McKern, Fire Chiefs' Association, Alternate
Thomas Olson, Vice-Chair City of PT Chief Andy
Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Jenny Dyste, Jeffcom911 Records Specialist
Lisa Johnson, Jeffcom911 Finance Manager
Matt Stewart, Jeff Co. Public Works

Members/Alternate Members Absent or excused:

Steve Craig, Fire Commissioner
Mark McCauley, Jefferson Co Comm., Alternate
John Mauro, City of PT Alternate
Joe Nole, Sheriff JCSO, Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:02 am
- II. Roll Call
- III. Public Comment – None Received
- IV. Agenda - Approval

Greg Brotherton made a motion to approve the agenda.

Bret Black seconded, and the agenda was approved.

- V. Executive Session

Executive Session - per RCW 42.30.140(4)(b): Planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Andy Pernsteiner called an executive session per RCW 42.30.140(4)(b), for 10 minutes.

Start time: 9:03

End Time: 9:13

Session ended at 9:13 with no decisions made.

Greg Brotherton made a motion to a authorize the director to execute the proposed Collective Bargaining Agreement, Teamsters Welfare Trust Subscription Agreement for

Plan B through 12/13/2023 and Teamster Welfare Trust Subscription Agreement for Plan A beginning 1/1/2024.

Art Frank seconded, and the CBA was approved unanimously.

VI. Old Business

A. Teamsters CBA Renewal

i. (discussed after Executive Session)

B. 2024 Draft budget presentation and discussion

Bret Black asked what Jeffcom's Policy or SOG's is for maintaining reserves?

The ILA states that "JeffCom shall maintain a cash reserve equal to 10% of its total operations budget and 5% of its capital budget as it relates to bond indebtedness."

Matt Stewart Suggested that we reevaluate the Capital budget requirements since the original ILA was several years, we don't even have a capital budget, or in other years it may be much higher looking into the future. Some years we don't have a capital budget at all.

Bret Black suggests that in the future, we look at the relationship between the user fees call for service rates and the increasing balance of our general fund balances and the required reserve balance. Currently we are higher than the required amounts, and we may want to reduce the User fees accordingly. We are financially healthy, yet we are still asking the users for a significant increase, right up to the same amount as the CBAs are requesting.

Matt Stewart commented that he understands, and that the only way to reduce the gap between the required amounts would require deficit spending next year.

Bret Black, Greg Brotherton, and Matt Stewart all concurred that this is a topic to be addressed when Jeffcom's Strategic Plan Projects addresses future needs, and the ILA is readdressed.

The budget needs to be approved at the next board meeting on September 28th. The most urgent item is the focus on the Radios, which is estimated at \$200K. We do have insurance for major equipment failures for items such as repeaters, or tower issues.

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

VIII. Good of the Order

- A. Greg Brotherton and Art Frank complimented Matt and the good work. Brett Black thanked Lisa as well.
- B. Andy Pernsteiner recognized how Matt and Lisa worked well to get this thing done, and presented the board with something that is reasonable. Thanks for your hard work.
- C. Matt was grateful that we were able to use our Springbrook (aka BIAS) software to work on the budget (rather than excel) and that this was a new method from prior years.
- D. Matt will be out for his Anniversary tomorrow, and out Monday for a US Forest Board Service meeting.
- E. Brett asked if we're still considering Crew Sense for scheduling. Waiting on them to get the sign up via Office 365 for one employee login for all. Running parallel to Aladtec, and we'll work on importing the Pay Item codes to upload into our Springbrook Software Payroll system.

IX. Adjourn

- A. Art Frank made a motion to adjourn the meeting.
- B. Greg Brotherton seconded, and the meeting adjourned at adjourned at 9:40 am.

Next meeting: September 28th, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date

Jeffcom 911 Board Meeting
Hybrid Meeting : Zoom and in-Person.
In-person – EJFR Station 1-1, 9193 Rhody Drive, Chimacum WA 98325,

September 28, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs' Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioner
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
Tim McKern, Fire Chiefs' Association, Alternate
Thomas Olson, Vice-Chair City of PT Chief
Joe Nole, Sheriff JCSO, Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, Jeffcom System IT Mgr.
Jenny Dyste, Jeffcom Records Specialist
Lisa Johnson, Jeffcom Finance Manager
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

John Mauro, City of PT Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:00 am
- II. Roll Call
- III. Public Comment – None Received.
- IV. Agenda - Additions, changes, and Approval
Chief Black made a motion to approve the agenda as written. Commissioner Craig seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
 - A. Board Meeting Minutes for August 24, 2023, and September 14, 2023, special meeting
Commissioner Brotherton made a motion to approve meetings as listed above. Chief Black seconded, and the minutes were approved unanimously.
- VI. Approval of Payments:
 - A. August 2023
 - i. Account 671 – 1st Security \$ 208,366.83
 1. \$ 200,000.00 Withdrawal to cover Payroll/EFTs
 2. \$ 634.00 Payroll Benefit paid.
 3. \$ 7,732.83 Claims (Bills) paid.

- ii. Account 3 – First Federal Savings \$ 157,345.60
 - 1. \$130,962.69 Payroll/Benefits paid.
 - 2. \$ 26,382.91 Claims (Bills) paid.

Chief Black made a motion to approve the payments for August 2023. Commissioner Craig seconded, and the payments were approved unanimously.

- VII. Director’s Report – Matt Stewart
 - A. Please see the Director’s report online or on the website.
- VIII. Financial Reports – Lisa Johnson
 - A. Please see the Financial Manager’s report online or on the website.
- IX. User Agency Reports: Limited to 10 min per agency
 - A. EJFR: Chief Black mentioned the October 14, 2023, Fire & Rescue Fest and invitation to other agencies.
 - B. QFR: Chief McKern mentioned it was a busy month for fire and that station 2-2 had been repainted.
 - C. Jefferson County: Commissioner Brotherton
 - D. JCSO: Sheriff Nole reported on the budget process and upcoming drug-take-back events.
 - E. City of Port Townsend: Chief Olson reported wrapping up the busy summer season.
- X. Old Business
 - A. Status of implementation of Teamsters CBA
 - i. Lisa is working on retro pay calculations so it can be paid, updating pay items in the financial system, phasing in longevity payments per the new system, then preparing for January 2024 changes.
 - B. Resolution 2023-0019 adopting operating and capital budgets for 2024.
 - i. Transfer \$200K into capital and approve the budget and to file it with the county.
 - 1. Commission Craig made a motion to approve the resolution as drafted. Chief Black seconded and the budget was approved unanimously.

Chief Black thanked the staff’s effort. Andy Pernsteiner appreciated Matt and Lisa’s great efforts.

Matt will be sending documents via DocuSign to sign the resolution. We will also be having the minutes signed this way.

- C. Revised contract with ICOM 911 for leased tower and building space at Maynard.
 - i. Matt had to bring this back to the table. ICOM had not run it past their Legal department, and many minor typos and changes were made. The final document has these revisions and corrections.
 - ii. Chief Black made a motion to authorize the director to execute the revised contract. Commissioner Craig seconded and the motion was approved unanimously.

XI. New Business – None

XII. Suggestions for next or future agenda, regular meeting and/or executive session – None

XIII. Good of the Order

- A. Undersheriff Pernsteiner mentioned it was going to be sunny this weekend and there would be an East Jeff Rotary car show.
- B. Matt mentioned needing to attend the State APCO-NENA conference in October.
- C. Matt mentioned staff would be working with Pencom to improve the CrewForce and ShieldForce maps.
- D. Sheriff Nole mentioned how happy he is with Jeffcom.
- E. Matt commented how impressed he is with the caliber of our IT Tech staff, and all the trust that the board displayed to authorize the new CBA.

XIV. Adjourn

- A. Chief Black made a motion to adjourn the meeting. Commissioner Brotherton seconded, and the meeting adjourned by unanimous vote at 10:17 am.

Next meeting: October 26th, 2023

9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date

JEFFCOM

911 COMMUNICATIONS

Jeffcom 911 Board Meeting
Zoom Meeting

October 26, 2023

Members/Alternate Members Seated:

Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioner
Tim McKern, Fire Chiefs' Association, Alternate
Thomas Olson, Vice-Chair City of PT Chief
Joe Nole, Sheriff JCSO, Alternate
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Rich DePas, Jeffcom System IT Manager
Jenny Dyste, Jeffcom Records Specialist
Lisa Johnson, Jeffcom Finance Manager
Matt Stewart, Jeffcom Director
Brian Tracer, EJFR

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs' Association
Art Frank, Fire Commissioner Alternate
Mark McCauley, Jefferson Co Comm., Alternate
John Mauro, City of PT Alternate

- I. Call to Order - Andy Pernsteiner called the meeting to order at 9:02 am
- II. Roll Call
- III. Public Comment – None Received.
- IV. Agenda - Additions, changes, and Approval
Chief McKern made a motion to approve the agenda as written.
Commissioner Brotherton seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
 - A. Board Meeting Minutes for September 28, 2023.
Commissioner Brotherton made a motion to approve the minutes as listed above.
Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. Approval of Payments:
 - A. September 2023
 - i. Account 671 – 1st Security \$ 879.14
 1. \$ 717.00 Payroll Benefit paid.
 2. \$ 162.14 Claims (Bills) paid.
 - ii. Account 3 – First Federal Savings \$ 184,387.17
 1. \$139,375.78 Payroll/Benefits paid.
 2. \$ 45,011.39 Claims (Bills) paid.

Chief McKern made a motion to approve the payments for September 2023.
Commissioner Craig seconded, and the payments were approved unanimously.

- VII. Director's Report – Matt Stewart
 - A. Please see the Director's report online or on the website.
- VIII. Financial Reports – Lisa Johnson
 - A. Please see the Financial Manager's report online or on the website.
- IX. User Agency Reports: Limited to 10 min per agency
 - A. EJFR: Brian Tracer is covering for Chief Black while he is at the Washington Fire Commissioners Association conference; Nothing to report.
 - B. QFR: Chief McKern Biggest challenge has been the conversion from ERS to ESO. Most of the data didn't transfer so they're struggling as well. Quilcene started the CARES program with 4 volunteers, along with Gabbi from the County's "Believe in Recovery" program who has attended as well, with approximately 4-6 calls/week. Making headway. Both Quilcene and Brinnon have Narcan distribution dispensaries available and being installed on the walls. Waiting on the County legal to approve so they can be installed at the community Centers in Quilcene and Brinnon. Commissioner Brotherton said they no longer have a Central Services Director, but he will look into it.
 - C. JCSO: Sheriff Nole reported a couple things: 1) The Hoh Reservation contracted with JSCO for Law enforcement services. 2) Two deputies are out on medical leave. One was due to retire soon, and another out on the West End. They're looking to hire a lateral from Clallam County.
Chair Pernsteiner stated that the "Drug take-back" is starting this weekend. We're having a big "Trunk or Treat" event on Monday December 30th. They received a \$2,500 grant from Walmart to buy candy for the event. He will be gone next week.
 - D. City of Port Townsend: Chief Olson reported working on staffing with 2 in academy, with one starting Oct 6th, and 2 in background. New hires are already academy trained so they'll start full time immediately. The new Deputy Chief is doing well and helping with administrative tasks.
 - E. Matt mentioned that an officer from the Hoh Tribal Fish and Wildlife is using the West End Law channel again for contacts. If it increases, we may look at a service contract.
- X. Old Business
- XI. New Business
 - A. State Audit update – Lisa Johnson reported that she had a Teams Meeting with our WA State Auditors, Jim Jones and Vincent Shiel. Jim was our auditor on the 2018-2020 Audit a couple of years ago. Data has been uploaded to their Portal for financial Years 2021 and 2022, and will be ongoing over the next couple of months.

- XII. Suggestions for next or future agenda, regular meeting and/or executive session –
 - A. Andy will be out on November 16th: he requested we move it to a special meeting November 30th.

- XIII. Good of the Order
 - A. Joe complimented Matt on the positive call response time's shared at APCO.
 - B. Greg commented on Matt getting "Conference Covid" from attending APCO in Wenatchee.

- XIV. Adjourn
 - A. Chief McKern made a motion to adjourn the meeting. Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 10:12 am.

Next meeting: November 30, 2023
9:00 am – 11:00 am

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

Date

Date



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

November 30, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Mark McCauley, Jefferson County, Alternate
Tim McKern, Fire Chiefs Association, Alternate
Thomas Olson, Vice-Chair, City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Lisa Johnson, Jeffcom Finance Manager
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Art Frank, Fire Commissioners Association, Alternate
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 am
- II. Roll Call
- III. Public Comment – None Received.
- IV. Agenda – Additions, Changes, and Approval
Chief Black made a motion to approve the agenda as written. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
 - A. Board Meeting Minutes for October 26, 2023.
Commissioner Brotherton made a motion to approve the minutes as listed above. Fire Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. Approval of Payments:
 - A. October 2023
 - i. Account 671 – 1st Security \$ 623,860.79
 1. \$ 985.00 Payroll Benefit paid.
 2. \$ 22,875.79 Claims (Bills) paid.
 3. \$ 400,000.00 Withdrawal TX to FFSL for Reg and Retro Payroll
 4. \$ 200,000.00 Withdrawal TX to Capital Fund

- ii. Account 3 – First Federal Savings \$ 279,407.14
 - 1. \$268,176.96 Payroll/Benefits paid.
 - 2. \$ 11,230.18 Claims (Bills) paid.

Fire Commissioner Craig made a motion to approve the payments for October 2023. Chief Olsen seconded, and the payments were approved unanimously.

- VII. Director’s Report – Matt Stewart
 - A. Please see the Director’s report online. Matt and the board discussed key items from the report.
- VIII. Financial Reports – Lisa Johnson
 - A. Please see the Financial Manager’s report online or on the website. Lisa and the board discussed key indicators from the reports.
- IX. User Agency Reports: Limited to 10 min per agency
 - A. EJFR: Chief Black – 2024 will show the first year of receiving additional revenues from the recent levies that were passed this year; this will help fund training, purchasing some new vehicles, hiring three more fire fighters for a total of 59, promoting 2 lieutenants, hiring a dedicated training officer, and hiring a full-time facilities manager. Station 5 on Marrowstone Island is complete. Public CPR classes have resumed.
 - B. QFR: Chief McKern – Narcan boxes are deployed and heavily used. They will be adding another Temp position in January. Waiting for word on SAFER Grant. Looking at some vehicle replacement and station cleanup.
 - C. JCSO: Chair Pernsteiner – Officer Gordon Tamura retiring today after 24 years and will be working as a security officer at the Courthouse. Tamura is also a certified EMT and will be able to assist if needed. A lateral hire will replace him. Working on continued hiring to replace anticipated retirements next year.
 - D. City of Port Townsend: Chief Olson - Staffing is their top issue with several starting, completing academy or in background. They may have four new hires on field training at the same time, impacting Dispatchers. Hoping to regain detective and school-resource officer positions and to fill a final position and promotion mid-2024. Chief Olson stated in response to a question from Commissioner Brotherton that recruitment for a Navigator continues. Will be starting the strategic planning process early in 2024 after recruitment is done.

- E. Commissioner Brotherton followed up on Chief McKern's question last month regarding the Narcan dispensaries installation at the Quilcene and Brinnon Community Centers, so this is moving forward again.
- X. Old Business
 - A. State Audit Update – Lisa Johnson reported that the audit is continuing, however a bit on hold at times due to the other duties. The holidays, as well as the Auditor also working on other audits have slowed the process a bit but continues forward. In response to a question from the Board, Lisa stated that the entire process will probably take three or four months and that she has suggested to the Auditor that we switch to annual audits to keep them smaller.
- XI. New Business
 - A. Draft contract renewals for administrative employees Lisa Johnson and Rich DePas.
 - i. Chair Pernsteiner presented the two draft contracts that Matt prepared to align both with the terms of the director's contract and to provide Lisa with a contract after several years without one during which pay increases were delayed. The Board had reviewed them, but Matt requested that they not be approved today pending legal review and final negotiation with each employee following the Board's concurrence or feedback on the drafts.
 - ii. Chair Pernsteiner stated that the only area of discussion would be salaries for next year and that he would like to see salary history and comparables. Discussion ensued about the difficulty of finding comps for these jobs and the wide range of duties for which each is responsible. Chief Black stated that it would be good to see the range in general for each position at other agencies.
 - iii. Matt stated that Lisa's position was difficult to compare due to the range of duties, which does exist at some of the stakeholder agencies but not usually in a non-exempt position. There was some discussion about whether Lisa's position should be FLSA-exempt and whether we could legitimately do that even if she were willing. Because Lisa has had no contract for a while and the legal review of a change in FLSA status would not happen before the end of the year, there was general agreement that we defer that question until a revised contract. Matt described how the position Lisa currently occupies developed over the years from what was originally called a clerk with lower pay and less complexity.
 - iv. Chair Pernsteiner requested that Matt bring salary comps to the December meeting for further discussion by the Board.

B. Jeffcom WSRB

- i. Chief Black wanted to thank Jeffcom helping EJFR to improve their WSRB scores by quickly resolving the issues.
- ii. Matt mentioned that the one outstanding item was that we could not find documentation of blast resistance for the county building combined with public parking close to the front door.
- iii. Matt and Chief Black mentioned that the improvements in score will benefit the other fire districts at their upcoming WSRB ratings.
- iv. Chief Pernsteiner mentioned the issue of space limitation of Lisa's work area as well as Jeffcom's overall space needs and that strategic plan process would include discussion of these issues. Fire Commissioner Craig mentioned the need to include the possibility of Jeffcom inclusion in planning a new fire station.
- v. Matt said in his general discussions with staff, no one has a desire to bury Jeffcom in debt to build a facility, when the current one is tight but serviceable. Furniture upgrades, technology upgrades and the work of the IT staff have helped make it a workable facility. Fire Commissioner Craig asked what the remaining debt burden was from the radio system, which Matt stated was approximately ten more years of payments and Lisa verified to be a balance of \$1,684,000 at the end of 2023. Chair Pernsteiner stated that he appreciated staff's realistic expectations and goals for the radio system and facility rather than ones we cannot afford.

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

- A. Chair Pernsteiner asked to cancel the regular meeting on Dec 14th, and to have a special meeting December 21st. The Board concurred with a hybrid meeting that day, though Matt will have to cover Lisa's role as Clerk of the Board due to vacation.

XIII. Good of the Order

- A. Chair Pernsteiner asked about timing of the appointment of fire representatives to the Jeffcom board for 2024 and election of board officers. Matt requested, to the extent that the law and county and fire associations are willing, that current board members remain for 2024 for consistency. He will have only had 6 months working with the current board and would appreciate another year before board members swap. Chief Black stated that so far the fire commissioners have retained Fire Commissioner Craig and Fire Commissioner Frank as their primary and alternate Jeffcom representatives for 2024.
- B. Chair Pernsteiner appreciated how involved the board members currently are, and the productivity that this gained.

XIV. Adjourn

- A. Fire Commissioner Craig made a motion to adjourn the meeting. Chief McKern seconded, and the meeting adjourned by unanimous vote at 10:20 am.

Next meeting: December 21, 2023

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date



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

December 21, 2023

Members/Alternate Members Seated:

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Art Frank, Fire Commissioners Assoc. Alternate
Mark McCauley, Jefferson County, Alternate
Tim McKern, Fire Chiefs Association, Alternate
Thomas Olson, Vice-Chair, City of PT Chief
Andy Pernsteiner, Chair, JCSO Undersheriff

Other Attendees:

Mike Chamberlain, Jeffcom Network Admin
Rich DePas, Systems IT Manager
Jenny Dyste, Jeffcom Records Specialist
Lisa Johnson, Jeffcom Finance Manager
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

John Mauro, City of PT, Alternate
Joe Nole, JCSO Sheriff, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:03 am
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
Commissioner Brotherton made a motion to approve the agenda as written. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for November 30, 2023.
Commissioner Brotherton made a motion to approve the minutes as listed above. Fire Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **November 2023**
 - i. **Account 671 – 1st Security** **\$ 189,758.37**
 1. \$ 804.00 Payroll Benefit paid.
 2. \$ 3,954.37 Claims (Bills) paid.
 3. \$ 185,000.00 Withdrawal TX to FFSL for Reg and Retro Payroll

ii. **Account 3 – First Federal Savings \$ 178,807.79**

1. \$151,206.91 Payroll/Benefits paid.
\$ 27,600.88 Claims (Bills) paid.

Fire Commissioner Craig made a motion to approve the payments for November 2023. Chief Black seconded, and the payments were approved unanimously.

VII. Director’s Report – Matt Stewart

- A. Please see the Director’s report online. Matt and the board discussed key items from the report.

VIII. Financial Reports – Lisa Johnson

- A. Please see the Financial Manager’s report online or on the website. Lisa and the board discussed key indicators from the reports, and projections for the year-end.

IX. User Agency Reports: Limited to 10 min per agency

- A. EJFR: Chief Black – Commissioner Deborah Tillman who will be off the EJFR Board at the end of the calendar year, leaving 7 commissioners. Beginning January 1, they have a new position of training captain.
- B. QFR: Chief McKern – Making progress with ESO implementation and invited ESO to the Chiefs meeting to get more answers.
- C. JCSO: Chair Pernsteiner – Lateral hire from Clallam County starting in mid-January.
- D. City of Port Townsend: Chief Olson – Approaching full staffing. FTOs are busy with all the trainees. New portable radios on order.
- E. Commissioner Brotherton – none

X. Old Business

- A. State Audit Update – Lisa continues to provide documents and answers to the auditor’s requests. He will be contacting the board to set up a Teams Online meeting the 2nd week of January for the official beginning of the audit. If a quorum is present, we need to ensure that the OPMA requirements are met. Both the auditor and Lisa will be gone over Christmas break and will resume in January. It is hopeful that the audit will be wrapping up by the end of February.
- B. Contract renewals for administrative employees
 - i. Matt stated that legal review had been completed on both contracts with slight changes to interim-director provision for Rich DePas.
 - ii. Commissioner Brotherton asked what action was needed, and discussion followed with Matt about whether the Board’s authorization was needed to approve the contracts. Matt stated he was looking for the Board’s buy-in on contracts that will likely be in place for years because they include cost-of-living increases.

- iii. Chair Pernsteiner stated that Matt as Director, Matt is an employee of the board and everyone else works for him, so he should be able to approve these contracts provided the board has no objections.
- iv. Chief Black mentioned that we should keep in mind what authority the director has based on financial threshold. Matt stated that while he has authority for certain purchasing thresholds, he does not believe he has written authorization for future salary increases. Chief Black offered to share similar policies from EJFR.
- v. Commissioner Craig and Chief Black suggested further financial policy be adopted to provide explicit authority to the director to give cost-of-living and merit increases. Matt stated that it would be best if we go this direction that the administrative salaries are highlighted during the annual budget process to keep the board informed.
- vi. Commissioner Craig made a motion to give the Director permission to proceed with the two contracts as written. Commissioner Brotherton seconded, and the motion was passed following discussion about the need to adopt additional policy during the first quarter of 2024.

XI. New Business

A. Board regular meeting schedule for 2024

- i. May 23rd moved to May 30th.

Commissioner Brotherton made a motion to approve the meeting schedule as amended today. Chief Black seconded, and the schedule was approved unanimously.

B. Election of board officers for 2024

- i. The board discussed whether a person could remain in a position for more than one year and agreed that there was no requirement that it change but that there still needed to be elections. Chief Olson stated that it could be more efficient to have someone in the role for two years.
- ii. Commissioner Brotherton nominated Andy Pernsteiner to continue to serve as Chair. Chief Olson seconded, and Chair Pernsteiner was reelected unanimously.
- iii. Chair Black nominated Chief Olson for Vice-Chair. Commissioner Craig seconded and Vice-Chair Olson was reelected unanimously.

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

- A. The financial policy and director's authorization for personnel contracts proposed above.
- B. The board expressed general interest in visiting tower sites. Matt stated this can be done by working with Rich DePas, as long as a quorum of the board does not attend. We cannot schedule a special board meeting at the sites due to site ownership and security.

XIII. Good of the Order

- A. Chair Pernsteiner wished everyone a safe Holiday.

XIV. Adjourn

- A. Chief Black made a motion to adjourn the meeting. Fire Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 10:24 am.

Next meeting: January 25, 2024

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date