



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

January 25, 2024

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
Joe Nole, JCSO Sheriff, 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

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:00 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
 - A. Chair Pernsteiner proposed adding two Executive Sessions to the agenda, one under per RCW 42.30.110 section (1)(g) to review the performance of a public employee and the other per RCW 42.30.140 section (4)(b) planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining.
 - B. Chief Black made a motion to approve the agenda as amended. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for December 31, 2023.
Commissioner Craig made a motion to approve the minutes as listed above. Chief Olson seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **December 2023**
 - i. **Account 671 – 1st Security** **\$ 208,280.75**

- \$ 911.00 Payroll Benefit paid.
- \$ 7,369.75 Claims (Bills) paid.
- \$ 200,000.00 Withdrawal TX to FFSL for Reg and Retro Payroll

ii. **Account 3 – First Federal Savings \$ 209,443.93**

- \$ 189,083.27 Payroll/Benefits paid.
- \$ 20,360.66 Claims (Bills) paid.

Matt Stewart asked the Board to approve an additional voucher paid following preparation of the meeting agenda to WA DRS regarding an unresolved issue related to retro and final pay from September and October resulting from the adoption of the union contract in the amount of \$39,463.11, raising the total payroll/benefits paid to \$228,546.38 and the total for Account 3 – First Federal Savings to \$248,907.04. The additional voucher was published with the board-meeting documents but in a separate file. Matt and Lisa gave further detail on the outstanding accounting issue with DRS and answered board questions.

Fire Commissioner Craig made a motion to approve the payments for December 2023 as modified. Chief Olson 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 including that we need to catch up on board-document signatures via DocuSign, that the Mednet three-site repeater system is operational again, ongoing efforts to update Jeffcom SOPs, ongoing effort to finalize a Financial Manager job description, ongoing effort to update the personnel manual, the start of strategic planning interviews and dispatch staffing. The board and director spoke at length about non-911 admin calls and the part of that volume that are intended for local non-public-safety agencies and utilities.

VIII. Financial Reports – Lisa Johnson

- A. Lisa stated that financial reports for 2023 year-end and January 2024 will be presented at the next meeting because January had been busy with the SAO Audit and the year-end wrap up and state and federal reporting and she was still awaiting the thirteenth accounting month from the county to wrap up 2023. While awaiting year-end report, Lisa stated that Jeffcom ended the year with a general-fund balance of approximately \$600,000, that 2023 revenues were approximately 30% above budgeted primarily due to the extra equipment grant this year and state tax revenues being about 10% over budget, and that 2023 expenditures were under budget with payroll and benefits being just about on target.

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

- A. Chief McKern appreciated the interagency work during recent weather and stated QFR continues to work on their ESO conversion and training.
- B. Chief Black reported that EJFR promoted a full-time training captain, who will coordinate joint training with Jeffcom in the future.
- C. Sheriff Nole mentioned a deputy retirement, rehiring in another position and a lateral hire. Chair Pernsteiner working on training for the year and assistance to PTPD while new staff are in training.
- D. Chief Olson reported that PTPD is approaching full staffing and new officers are keeping their FTOs busy.
- E. Commissioner Brotherton expressed his appreciation of Jeffcom and user-agency staff especially following a recent difficult call that involved several agencies. He asked to share his thanks to all the staff.

X. Old Business

- A. State Audit Update – Lisa state that they had an official Entrance Conference on January 9th with the Auditor Jim Jones, Matt Stewart, Chair Pernsteiner, and Lisa. They plan to evaluate the following areas:
 - i. Payroll – gross wages, overtime, electronic funds transfers and bonus and incentive payments.
 - ii. Accounts payable – general disbursements and credit cards.
 - iii. Open public meetings – compliance with minutes, meetings, and executive session requirements.
 - iv. Financial condition – reviewing for indications of financial distress.Weekly status updates on the audit are held on Tuesdays. Lisa commented on how our complex workweek and payroll process causes complications for the auditor’s staff trying to understand it. Matt commented on the immense amount of data requests Lisa fulfilled prior to this entrance conference and asked to be included in the emails going forward to help triage and answer some of the requests.

XI. New Business

- A. Chair Pernsteiner called for an Executive Sessions per RCW 42.30.110 section (1)(g) to review the performance of a public employee for 15 minutes starting at 9:49 AM and ending at 10:04 AM. The chair extended the session at 10:05 for ten minutes until 10:15 AM. The executive session ended at 10:15 with no action taken.
- B. Chair Pernsteiner called for an Executive Sessions per RCW 42.30.140 section (4)(b) planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining at 10:16 AM for five minutes until 10:21 AM. The chair extended the session at 10:21 AM for five minutes until 10:26 AM. The executive session ended at 10:26 with no action taken.

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

A. No suggestions.

XIII. Good of the Order

A. Commissioner Brotherton just reminded everyone that we never take action in an executive session.

XIV. Adjourn

A. Fire Commissioner Craig made a motion to adjourn the meeting. Commissioner Brotherton seconded, and the meeting adjourned by unanimous vote at 10:28 am.

Next meeting: February 22, 2024

9:00 am – 11:00 am

Andy Perusteiner

Undersheriff

Jeffcom Administrative Board Member

3/20/2024 | 09:57 PDT

Date

Thomas A. Olson

Chief of Police

Jeffcom Administrative Board Member

3/20/2024 | 14:04 PDT

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

February 22, 2024

Members Present

Brett 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:

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 a.m.
- II. Roll Call
- III. Public Comment – None Received.
- IV. Agenda – Additions, Changes, and Approval
 - A. Chief Black made a motion to approve the agenda as written. Fire Commissioner Craig seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
 - A. Board Meeting Minutes for January 25, 2024.
Chief Black 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. January 2024
 - i. Account 671 – 1st Security \$ 400,916.00
 - \$ 891.00 Payroll Benefit paid.
 - \$ 25.00 Claims (Bills) paid.
 - \$ 400,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

- ii. Account 3 – First Federal Savings \$ 279,535.89
 - \$ 185,073.11 Payroll/Benefits paid.
 - \$ 94,462.78 Claims (Bills) paid.
- iii. Lisa stated that December’s expenditures increased by \$40 banking fee from FFSL, due to “13th month” additional entry.

Fire Commissioner Craig made a motion to approve the payments for January 2024. 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.
 - i. Received a final quote for radio-console replacement. This is the first stage of transitioning to an IP-based system. Pencom implemented the same system, and this will allow us to talk on each other’s radios for APSAP functionality. The quote is within the \$280,000 budgeted for this year.
 - ii. Pencom is working to set up their new firewalls with assistance from Jeffcom IT, providing redundant paths between Jeffcom and Pencom through fiber and the public internet, addressing issues like the one that caused the recent CAD outage last month at Jeffcom. Discussion ensued about the current state of resiliency between the two centers and efforts by both centers’ staff to improve resiliency along with this project and about Jeffcom potentially adding NetMotion servers to serve law-enforcement agencies by combining efforts with Pencom.
 - iii. Noted the coming CAD update and the need for testing prior to the update.
 - iv. Work schedule for trainees has been changed to try to improve that process.
 - v. Resolved some issues with non-user-agency calls being transferred from the city to Jeffcom for public-works emergencies.

VIII. Financial Reports – Financial Reports for year-end 2023 and January 2024 – Lisa Johnson

- A. Gave December updates on ending fund balances for General and Capital funds.
- B. The county has corrected the issue with the LGIP interest received originally being booked to General fund LGIP Cash in Oct and November, rather than staying in a Capital Fund LGIP Cash as originally intended.
- C. January is finalized, and revenues are down a bit, as user agencies’ fees invoicing has been delayed a bit due to the Audit duties.
- D. We have received the full payment of our FY 24 Military Grant, as the reporting of qualified expenses in July through December has been met. We held off on taking any payments in Quarter 3 or 4 of 2023, mainly to see if we could meet the year end

without it. We're not required to take the funds at a particular time. We rely heavily on this grant, as well as our tax revenues, and Call for Service fees.

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

- A. Chief Olson mentioned that PTPD remained focused on training their four new officers.
- B. Chief McKern discussed QFR's staffing, new apparatus, ESO conversion, switch to Action training and a pancake breakfast.
- C. Chief Black mentioned a change to the EJFR board meeting schedule, design process for new apparatus, hiring process for a finance director and facilities technician.
- D. Chair Pernsteiner mentioned that JCSO has another corrections officer leaving for Kitsap County due to higher starting pay and better success hiring road deputies.

X. Old Business

- A. State Audit Update – Lisa Johnson reported that the audit is wrapping up with no major issues and only some corrections to the notes. The leases went well, though the auditor mentioned they are starting to look at end-of-life tower-site decommissioning costs. The SAO will invite the board members to the exit meeting and really wants the board chair to attend.

XI. New Business

- A. Personnel Policies Manual update – Matt Stewart reported that the agency's personnel policy is well written but in need of updates. The draft proposed today has very few changes, mainly to comply with changed laws, to align with the current union contract and to remove non-personnel policies that are published separately. Matt requested the board's feedback including anything that could benefit from a board member's agency policies. Chief Black mentioned that EJFR has revised harassment, discrimination and related policies that could be used in comparison. A brief discussion followed regarding potential changes to drug-testing policies in the future provided we can comply with state law and federal drug-free-workplace law. Matt stated he intends to bring a final draft to the board for adoption at the next meeting unless there is substantial feedback.

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

XIII. Good of the Order

- A. Chief Black thanked the IT team for addressing the recent CAD outage, not just to resolve the outage but to investigate and resolve the reason behind it. Matt explained that Rich was primary on getting the connection repaired while Mike worked with

Pencom to create a secondary option to connect to CAD via the public internet. Matt also thanked Lt Kauzlarich for his in-person assistance during the outage.

XIV. Adjourn

- A. Fire Commissioner Craig made a motion to adjourn the meeting. Chief Black seconded, and the meeting adjourned by unanimous vote at 9:53 a.m.

Next meeting: March 28, 2024

9:00 am – 11:00 am

Andy Pensteiner Undersheriff
 Jeffcom Administrative Board Member
 3/20/2024 | 09:57 PDT

 Date

Thomas A. Olson Chief of Police
 Jeffcom Administrative Board Member
 3/20/2024 | 14:04 PDT

 Date