



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

December 19, 2024

Members Present

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

Other Attendees

Mike Chamberlain, Jeffcom IT
Jenny Dyste, Jeffcom Records Specialist
Lisa Johnson, Jeffcom Finance Manager and
Clerk of the Board
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Steve Craig, Fire Commissioners Association
John Mauro, City of PT, Alternate
Joe Nole, JCSO Sheriff, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:00 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
 - A. Commissioner Brotherton made a motion to approve the agenda. Commissioner Frank seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Commissioner Brotherton made a motion to approve the Board Meeting Minutes for November 21, 2024 as presented. Commissioner Frank seconded, and the minutes were approved unanimously.
- VI. **Approval of Accounts-Payable batches**
 - A. November 27, 2024 \$7,400.49
 - B. December 11, 2024 \$104,462.36

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

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

A. Treasurer’s Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 11/30/24** **\$ 1,480,927.14**

B. Warrant Registers’ Activity

i. **Account 671 – 1st Security** **\$ 354,960.46**

a) \$ 153,984.46 Claims

b) \$ 976.00 Payroll Benefits Paid

c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTS

ii. **Account 3 – First Federal Savings** **\$ 200,193.51**

d) \$ 23,478.35 Claims (Bills) paid.

e) \$ 176,715.16 Payroll/Benefits paid.

iii. **Account 672 – LGIP Interest Earned** **\$ 0.00**

f) \$ 0.00 Withdrawal/transfer to interest-bearing account

iv. **Account 673 – LGIP Interest Earned** **\$ 3,472.07**

g) \$ 3,472.07 Withdrawal/transfer to non-interest-bearing account

Total November Activity \$ 558,626.04

Commissioner Brotherton made a motion to approve the Treasurers report as presented. Chief Olson seconded. Commissioner Brotherton made a comment that the county Treasurer recently reported that while sales tax from big construction project has been robust, retail sales tax revenue is down 18%. The Treasurer’s report and bank reconciliations were approved unanimously.

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

A. Lisa stated that through November we are at 92% YTD but summarized the status as follows:

i. Our General Fund Net Gain for Year 2024 is \$ 55,324.37

ii. Our Capital Fund Net Gain for Year 2024 is \$181,339.66

Total Gain Fiscal Year 2024 \$ 236,664.03

iii. Total Fund Balances for Jeffcom911 \$1,480,927.14

B. Our LGIP Interest earned continues to climb at \$36K this year.

C. Our benefits are a little over budget, with medical expected to be about \$32K over budget. But we are underbudget on salaries with overtime down considerably.

- D. We will not be reporting any CAD expense for 2024 due to the large pending credits.
- E. RACOM Radio invoice of \$245K was in dispute; credit is almost resolved, and we will transfer funds as budgeted to pay the resolved balance before year end.

IX. Director's Report – Matt Stewart

- A. Matt mentioned that the org chart is on the website, as requested in August. Modifications will be made to show the chain of command among communications staff more clearly.

Chair Pernsteiner mentioned that he had come into the center and chatted with the dispatchers. He noticed that the morale is high and it was encouraging to see. They told him that Commissioner Brotherton had spent a couple of hours with them, which was appreciated. Brotherton stated he had invited the other commissioners to come in as well, and he noticed a big improvement as well. Matt mentioned that staff really appreciated that Commissioner Brotherton came by, and that as soon as he had left multiple calls came into the center for a traffic collision. He saw that Marlo has really stepped into her supervisor role successfully.

B. Projects:

- i. **Radio consoles** – Matt continues to work towards closing out the radio project and to negotiate the final billing; the bulk will be paid, however wrapping up the issues as they did not provide all of the necessary service.
- ii. **ESINet connections** – Matt stated he's still working with the state on getting our 911 connections switched over to more resilient fiber paths; a meeting is scheduled soon, but there has been no progress.
- iii. **Policies and procedures:** Progress has been made on the SOP manual and have moved to a live environment, rather than using the previous PDFs which required periodic updates. This is much more conducive to the continual modifications determined from user group input.

C. Budgetary Items:

- i. **Recruiting:** continues to be good. We lost one of our lateral candidates to the Sheriff's office; one lateral candidate will start January 1. A second is working on relocating to the area. This leaves us with one opening.
- ii. **Current staffing** – Early in the new year, our staffing issues will be resolved, relieving us of the contractual obligations for extra pay as encoded in the CBA what was agreed in an MOU during the most recent staffing crisis. This requires 10 of the 12 positions to be staffed.
- iii. **CAD maintenance credit** – Tyler credits total \$412K. This covers our 2024 maintenance billing received in March and what we owe the City of Port Angeles for our third of certain base CAD charges and leaves us with a credit to apply to next year's invoices. Because of this outstanding issue, we have

done no pass-through billing to agencies for 2023 or 2024 and will not be billing them. Pass-through billings will resume in 2025 if we determine it will be renewed. Matt suggested the board consider whether and how we do this in a new Tyler billing environment simplified into big buckets.

Chair Pernsteiner asked whether we could continue pass-through billing in that new situation based on past amounts billed under the itemized invoices. Matt stated that would be possible, but it also seems reasonable for pass-through billing to cease unless an agency adds a Tyler module that is solely for their benefit, with the possible exception of the Corrections module, which is not part of Jeffcom's core service to the agencies. Matt also noted that JCSO and Clallam County Sheriff's Office will need to come to an agreement about how to split that between them. Chair Pernsteiner mentioned that it could just be split, and Matt stated that while Tyler billing is obscure it is somewhat based on population or jail size or officer count so it would be fair to split it based on one of those factors.

Chair Pernsteiner mentioned his experience with the complicated billings, and Tyler emailing the wrong agency for billing. He concurred that having one bill and a payment to Jeffcom for each agency's portion would help remedy the historical issues that came with resolving Tyler's billing issues. Matt mentioned the amount of work involved in splitting Tyler pass-through costs has historically been high, and we are billing the majority of these costs to the two agencies that are also paying the majority of user fees.

D. User Group meeting

- i. Attendance was entirely fire, so we primarily talked about cross-staffing with East Jefferson Fire crews, battalion chiefs and communications staff learning and taking advantage of the new features, resulting in less radio traffic and errors in dispatching. Most issues have been resolved and it has helped dispatch the right units most of the time. Chief Black thanked Jeffcom for the smooth transition, and they are working on breaking some of old habits.

- E. Commissioner Brotherton asked if audio was better for online attendance, and Chief Black confirmed that he could hear the audio clearly.

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

- A. EJFR: Commissioner Black reported that the end of year routine is ongoing. Two of their members are in the hospital right now with major health issues, so he asked for everyone to keep them in their thoughts.
- B. Port Townsend Police Department: Vice-Chair Olson mentioned that a new officer is coming off FTO and will be starting Saturday; just hired an Academy hire this week that will start January 2, leaving them with 3 remaining openings with 3 in background and 3 in interviewing status. Hoping to be fully staffed in late spring to

early summer. They will start accreditation work early 2025. The city will begin a parking-enforcement pilot program soon. There will be a rally January 18th, so they are preparing for a good and safe event and will be employing staff accordingly.

- C. Quilcene Fire: Chief McKern stated that the budget is done, working on SOPs, and preparing for the new year.
- D. JCSO: Chair Pernsteiner reported that Sheriff Nole is retiring January 3; today is his last day in the office. His confidential secretary is also leaving, and today is her last day as well. This presents many challenges, but they hired a Jeffcom applicant to take her position. The south county position has been approved for next year, hoping to fill that position by spring. They have an entry level hire in background.
- E. Jefferson County: Commissioner Brotherton shared that Commissioner Kate Dean will be stepping down at year end with Heather Dudley sworn in as commissioner on December 23, and January 6 will be her first meeting for assignments. There are many other leadership changes coming including PUD superintendent, county administrator and EDC director retiring in coming months. Maintaining levels of service and institutional knowledge during these transitions will be the theme in 2025.

XI. Old Business:

- A. Jefferson County Office of the Fire Marshal interest in radio and electronic communications: Chair Pernsteiner met yesterday with Brian and Phil; they may have access to CrewForce or ShieldForce for information, but being on the radio as a user will not happen. Their accounts would be under the JCSO office like existing DCD staff in CAD.
- B. Agency and Association representatives to Jeffcom Administrative Board for 2025
 - i. Fire Chiefs Association had no changes: Chief Black will remain primary and Chief McKern alternate.
 - ii. Fire Commissioners will switch: Commissioner Frank is primary and Commissioner Craig alternate.
 - iii. City of Port Townsend: Chief Olson will remain primary and John Mauro the alternate. Commissioner Brotherton suggested it would be great to have a council member involved again sometime, but Chief Olson said he believes John wants to remain the alternate for now.
 - iv. JCSO: Interim Sheriff Pernsteiner will be the primary with no alternate for now while the process to come up with candidates for the Commissioners to consider for appointing to fill Sheriff Nole's seat is ongoing.

XII. New Business:

A. Election of Administrative Board officers for 2025

- i. Chair - Chief Black nominated Chair Pernsteiner to retain the position. Chief Olson mentioned the value of having him close in proximity to Jeffcom and concurs with Andy's nomination.

Commissioner Brotherton made a motion to appoint Andy Pernsteiner as Chair for 2025. Chief Black seconded, and Pernsteiner was approved unanimously.

- ii. Vice-Chair – Commissioner Brotherton nominated Chief Olson to retain the position.

Commissioner Brotherton made a motion to appoint Chief Olson Vice Chair for 2025. Commissioner Frank seconded, and Chief Olson was approved unanimously.

B. Adoption of Administrative Board Regular Meetings Calendar for 2025

Commissioner Brotherton made a motion to the regular meetings calendar for 2025 as presented. Commissioner Frank seconded, and the meeting dates were approved unanimously.

C. Director's report on annual evaluations of non-CBA staff

- i. Chair Pernsteiner announced that the board would be moving to Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee for 25 minutes starting at 9:50 a.m. until 10:15 a.m.
- ii. Chair Pernsteiner announced that the executive session would be extended for 10 additional minutes.
- iii. Regular session resumed at 10:26 a.m. Chair Pernsteiner announced that there had been discussion but no action taken.
- iv. Commissioner Brotherton made a motion to approve the director to accompany the performance evaluation of Rich DePas with a 2% increase as well as the contracted CPI increase for 2025. Commissioner Frank seconded and the contract was approved by unanimous vote.
- v. Commissioner Brotherton made a motion to direct the director to accompany the performance evaluation of Lisa Johnson, in addition to the contracted CPI adjustment, with a 15% increase to the annual salary. Commissioner Frank seconded.

Chief Olson asked what that amount would be and whether it had been budgeted. Director Stewart mentioned that it was approximately \$14,000 and a substantial portion of this was budgeted for 2025 because inflation was higher when we prepared budget estimates, and that while we did not budget for this particular increase there is room in the budget for the remaining increase due to vacancies.

The motion was approved unanimously.

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

- A. Chair Pernsteiner added a follow-up discussion on the Tyler pass-through billing and user-fee. Commissioner Brotherton expressed the need to have the big user fee conversation and asked whether that would be part of the strategic plan, and Commissioner Frank stated that the pass-through billing of costs should be a part of the conversation about user fees. Chair Pernsteiner stated that it should include discussion of the ILA.
- B. Chief McKern brought up the WA state budget deficit and the impact it may have on Jeffcom. Director Stewart mentioned that SECO has tried to address the increased balance in the fund that has caused it to be raided in the past.

XIV. Good of the Order

- A. Merry Christmas to all and Happy Festivus from Chief Black.

XV. Adjourn

- A. Chair Pernsteiner adjourned the meeting at 10:33 am.

Next meeting: January 23, 2025

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date