



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 Permeister

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
 1. \$ 891.00 Payroll Benefit paid.
 2. \$ 25.00 Claims (Bills) paid.
 3. \$ 400,00.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

- ii. Account 3 – First Federal Savings \$ 279,535.89
 - 1. \$ 185,073.11 Payroll/Benefits paid.
 - 2. \$ 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 Perustiner 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 Special Board Meeting
Hybrid In-person and Virtual Meeting

March 28, 2024

Members Present

Brett Black, Fire Chiefs Association
Steve Craig, Fire Commissioners Association
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 Network Admin.
Rich DePas, Jeffcom
Lisa Johnson, Jeffcom Finance Manager
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
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 Craig made a motion to approve the agenda as written. Chief Black seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for February 22, 2024.
Chief Black made a motion to approve the minutes as listed above. Chief Olson seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **February 2024**
 - i. **Account 671 – 1st Security** **\$ 216,281.25**
 1. \$ 960.00 Payroll Benefit paid.
 2. \$ 15,321.25 Claims (Bills) paid.
 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings \$ 230,788.84**

1. \$ 217,310.09 Payroll/Benefits paid.
2. \$ 13,478.75 Claims (Bills) paid.

Chief Olson made a motion to approve the payments for February 2024.

Commissioner Craig 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. Radio console upgrade is on order with planned June implementation. Will be IP-based and allow Jeffcom and Pencom to dispatch on each other's channels. Chief Black suggested tests and drills of that interoperability.
 - ii. Progress has been made by IT staff on Jeffcom/Pencom network resiliency with a functioning backup link between our firewalls.
 - iii. User Group meeting was well attended, and there has been progress with agencies in defining call types and working toward a completed SOP manual update.
 - iv. Public Safety Telecommunicators Week is April 14 through 20, and board and agency personnel are welcome to visit especially around evening shift change.

VIII. Financial Reports – Financial Reports for February 2024 – Lisa Johnson

- A. Gave February updates on ending fund balances for General and Capital funds.
- B. Lisa shared financial highlights and explained variances. These are primarily due to timing issues on invoicing user agencies for 2024-Q1, receiving annual fees early in the year and receiving the full payment of our state-fiscal-year 2024 grant early this calendar year.

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

- A. QFR: Chief McKern reported being full staffed, working on grants and getting ready for wildland-fire season.
- B. EJFR: Chief Black reported multi-company-operation drills had included Jeffcom dispatchers this time, which was a good training opportunity and makes relationships stronger. He extended that interagency training opportunity to other agencies, who should coordinate with training Capt Bergen. Chief Black also reported staffing trouble at EJFR's IT contractor and the possibility of needing backup assistance.
- C. JCSO: Undersheriff Andy Pernsteiner reported personnel shifts and a promotion among the sergeant staff and that Corrections continues to have vacancies.
- D. City of Port Townsend: Chief Olson reported that their new portable radios are dual-band Taits that will be configured with emergency buttons, which will need coordination with Jeffcom's radio consoles.

X. Old Business**A. State Audit report**

- i. Lisa Johnson was happy to report that the audit is complete and that the Exit conference was held on March 7th with SAO Auditor Jim Jones, SAO Program Manager Amy Strzalka, Chair Pernsteiner, Chief Olson, Matt Stewart and Lisa Johnson. Lisa showed highlights from the audit exit materials, which were published on the SAO website. She noted that SAO stated that they typically find at least minor issues to note but found none during this audit.
- ii. Our next audit is scheduled for fall of 2025 for our fiscal years 2023 and 2024.
- iii. Chair Pernsteiner thanked staff for the good work and relayed at the SAO staff was impressed.

B. Personnel Policies Manual update

- i. Matt Stewart described the process of revising the manual and some of the specific changes in the proposed draft and asked for feedback and concerns or the Board's approval.
- ii. Chair Pernsteiner suggested that we table the issue for one more month to give the Board more time to review it.

XI. New Business**A. Social media presence**

- i. Matt Stewart suggested that while running a social-media presence entails management requirements and problems, we have few opportunities for public education that reach a broad audience, are required by our state grant to do education and are unable to participate in timely statewide education efforts. He further stated that a secondary use of social media would be messaging about incidents are that not the domain of one of the agencies, such as when we want to advise the public that there is no need to keep calling 911 for a known incident. He proposed bringing the Board a revitalized social-media policy and cost proposal to get back on social media and asked for concerns and comments about proceeding in that direction.
- ii. Chair Pernsteiner and Vice-chair Olson spoke in favor with caution about control of public commenting that can be problematic.
- iii. Commissioner Craig asked about the related messaging channels such as Wireless Emergency Alerts and Nixle. The Board discussed those push-messaging programs of the Department of Emergency Management and our working relationship with DEM to publish necessary messages within the rules and policies of those programs.

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

- A. Chair Pernsteiner reiterated keeping the personnel policy in old business for April.

XIII. Good of the Order

- A. Commissioner Craig asked if our fiber connections are included in the telecommunications wiring along Hwy 20 that are not well maintained. Matt Stewart stated that he believes they belong to CenturyLink and would not affect our network.
- B. Matt Stewart thanked Chief Black and EJFR personnel for including Jeffcom staff in their recent Mayday exercises both for training and interaction between personnel. He asked that any agency doing major exercises invite Jeffcom to send a staff to function in the dispatcher role in those exercises.

XIV. Adjourn

- A. Chief Olson made a motion to adjourn the meeting. Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 9:58 a.m.

Next meeting: April 25, 2024

9:00 am – 11:00 am

Andy Bernstein

Jeffcom Administrative Board Member

5/17/2024 | 08:23 PDT

Date

Thomas A. Olson

Jeffcom Administrative Board Member

5/17/2024 | 17:14 PDT

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

April 25, 2024

Members Present

Bret Black, Fire Chiefs Association
 Greg Brotherton, Jefferson County Commissioner
 Steve Craig, Fire Commissioners Association
 Art Frank, Fire Commissioners Assoc. 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, Jeffcom IT Systems Manager
 Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

John Mauro, City of PT, Alternate
 Mark McCauley, Jefferson Co Admin, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:01 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
 - A. Commissioner Brotherton 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 March 28, 2024.
 Commissioner Craig made a motion to approve the minutes as listed above. Chief Black seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **March 2024**
 - i. **Account 671 – 1st Security** **\$ 357,262.00**
 - 1. \$ 962.00 Payroll Benefit paid.
 - 2. \$ 6,300.00 Claims (Bills) paid.
 - 3. \$ 350,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings \$ 270,985.80**

1. \$ 172,428.50 Payroll/Benefits paid.
2. \$ 98,557.30 Claims (Bills) paid.

Chief Black made a motion to approve the payments for March 2024. Commissioner Craig 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 the following:
 - i. IT staff improved the Jeffcom/Pencom network resiliency with redundant network routes between us with some additional improvement to be made.
 - ii. CAD servers will likely move to the cloud instead of the next scheduled server replacement and related discussion of Tyler CAD costs.
 - iii. Goats have been hired to do tower-site landscaping.
 - iv. Matt thanked all agencies for the visits during Public Safety Telecommunicators Week.
 - v. Possibility of a statewide phone excise-tax increase in 2026 or later.
 - vi. User Group meetings have been productive thanks to good participation from agencies.
 - vii. The ongoing demonstration of an AI-based non-emergency phone system and the future of AI to assist government agencies.
 - viii. State/WSU reporting and CAD interface versus law-enforcement agency manually reporting.

VIII. Financial Reports – Financial Reports for March 2024 – Matt Stewart for Lisa Johnson

- A. Lisa was absent due to a death in her family.
- B. Chief Black mentioned appreciation to Lisa for the new, concise Financial Report format that can be easily skimmed.
- C. Matt noted the earnings from LGIP that were not budgeted but are significant. He also mentioned that we paid for a technician class for our phone system for IT staff to eliminate an annual fee for contracted routine service and that Pencom will be invoiced for 50% of that class.

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

- A. QFR: Chief McKern mentioned completing their WSRB review with the dispatch-related issues already answered by recent EJFR and BFD reviews and grant applications.
- B. EJFR: Chief Black mentioned vehicle replacements, hiring, restructuring and grant applications.
- C. PTPD: Chief Olson discussed additional hiring and preparations for Rhody Fest.

- D. JCSO: Sheriff Nole mentioned hiring one deputy from PTPD, admin staffing and the interagency presentation to the Port Ludlow community regarding wildland fire.
- E. Jefferson County: Commissioner Brotherton mentioned the restructuring of the Central Services department and future of dedicated south-county law enforcement.

X. Old Business

A. Personnel Policies Manual update

- i. Commissioner Brotherton said the overall cleanup looked good. He asked about whether we should capitalize our name as Jeffcom or JeffCom and whether the mission statement has been developed or adopted by the board.
- ii. Matt Stewart mentioned that staff thought Jeffcom without a capitalized C was the best look for the organization's name and that the mission statement is from the website, though whether it has been adopted by this board or not is unknown but that it could be considered in the future.
- iii. Chair Pernsteiner suggested that the mission statement be considered with adoption of the strategic plan. Commissioner Brotherton suggested that a term to describe the population served by Jeffcom other than "citizens."
- iv. Chair Pernsteiner suggested that there will be changes to this document in the future but that this update would be a good update to approve.
- v. Commissioner Brotherton made a motion to approve Resolution 2024-0001 Adopting Revised Personnel Policies Manual, and Commissioner Craig seconded the motion. It was approved unanimously.

B. Social media presence

- i. Matt Stewart described the draft social media policy and draft quote for the Board's guidance and feedback prior to finalizing a policy, ordering the archiving service and bringing our Facebook page back online.
- ii. Commissioner Brotherton expressed general agreement with the draft policy and cautioned about legal risks of removing comments from a public agency's page and especially being careful about blocking any real person from interacting with the agency online and offered to share the Jefferson County policy to assist.
- iii. Sheriff Nole expressed caution about the responsibility of posts that can spur public controversy. Commissioner Brotherton stated it was important to have a social-media team of two or more people confer on any decision that may be problematic.
- iv. Matt Stewart said he would make updates to the draft policy, send it for legal review and return to the Board with a proposed version for adoption. The Board expressed support for proceeding with the archiving service as quoted for public-records reasons.

XI. New Business

There was no new business.

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

- A. Matt Stewart suggested a discussion about CFS counting for the annual proportioning of Jeffcom costs among agencies.
- B. Commissioner Craig suggested a discussion of funding options and a desire to understand what is involved in pursuing any of them. The Board briefly discussed the options for sales and other taxes and the probability of public support for any of them for operations versus capital projects and agreed that it should be a topic of further discussion. Chief Black stated that a plan for future funding should be included in the strategic plan.
- C. Chair Pernsteiner suggested that segments of the strategic plan development should be topics of discussion in future meetings.

XIII. Good of the Order

- A. Chief McKern mentioned the WSDOT announcement of additional overnight Hood Canal Bridge closures, to which Sheriff Nole added that the SR 104 roundabout projects will begin soon.
- B. Chief Black mentioned the upcoming firefighters pancake breakfast and the DNR/EJFR presence at the Port Townsend Farmers Market on May 4 for National Wildfire Preparedness Day.

XIV. Adjourn

- A. Commissioner Brotherton made a motion to adjourn the meeting. Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 10:27 a.m.

Next meeting: May 30, 2024

9:00 am – 11:00 am

Andy Pernsteiner

Jeffcom Administrative Board Member

6/4/2024 | 11:40 PDT

Date

Thomas A. Olson

Jeffcom Administrative Board Member

6/3/2024 | 08:52 PDT

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

May 30th, 2024

Members Present

Steve Craig, Fire Commissioners Association
 Art Frank, Fire Commissioners Assoc. Alternate
 Mark McCauley, Jefferson Co Admin, 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

Rich DePas, Jeffcom IT Systems Manager
 Jenny Dyste, Records Specialist
 Lisa Johnson, Jeffcom Finance Managers
 Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs Association
 Greg Brotherton, Jefferson County Commissioner
 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. Commissioner Craig made a motion to approve the agenda as written. Commissioner McCauley seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for April 25, 2024.
 Commissioner Olson made a motion to approve the minutes as listed above.
 Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **April 2024**
 - i. **Account 671 – 1st Security** **\$ 357,262.00**
 - 1. \$ 894.00 Payroll Benefit paid.
 - 2. \$ 16,521.25 Claims (Bills) paid.
 - 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

- ii. **Account 3 – First Federal Savings** **\$ 196,774.35**
 - 1. \$ 183,961.88 Payroll/Benefits paid.
 - 2. \$ 12,841.47 Claims (Bills) paid.

Commissioner Craig made a motion to approve the payments for April 2024. 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 the following:
 - i. Radio
 - 1. Console upgrade:
 - a. Will start week of June 10th for the equipment portion. Tentatively the following week will be the programming of the new system. This will be the dispatcher interface, how they see and use the system, as well as radios for the Fire and Law for toning. No firm date has been set yet for the cutover to the new system.
 - b. IT is preparing for implementation by cleaning up dispatch-console cabling, testing equipment options, and purchasing some ancillary equipment. Mike started at 3:30 this morning and has eliminated use of multiple keyboards and mice down to one keyboard with Ancillary switching between all the screens and two mice (one is dedicated to radio because they use one for transmitting on the radio).
 - c. Rich and Mike will attend system training at Zetron in Redmond, WA the first week of June. Project cost increased slightly by \$780.61 but remain within budgeted and projected. Total cost was approximately \$200,000.
 - 2. Radio outage:
 - a. The Green Mountain tower site was switched to a different circuit on the PSE microwave system on Thursday, May 23, with the intent of protecting it from updates their techs were performing. Brinnon Fire was the first to note a problem with south-county reception, which further testing revealed to affect both Law and Fire channels in areas where there was overlapping coverage from Green Mountain, Coyle and other tower sites. Reception of law and fire radios by Jeffcom was not affected, but audio on those channels in the field was often

unintelligible due to interference between the signals from these sites. The problem was narrowed to a timing mismatch between sites caused by the circuit change, and on May 28 after the holiday weekend PSE moved the connection back to its previous circuit, correcting the issue. Further investigation is underway, but it is unlikely any major expense to address the underlying weakness of the system will be reasonable given our medium-term plan to replace this part of the system with IP-network-connected simulcast hardware.

ii. Staffing:

1. One CO trainee did not progress adequately, so probation was terminated after seven months. Another CO trainee is progressing well and is expected to take her own shift next week. This will bring days and nights to four COs each, meaning everyone will be on a normal schedule with weekends except when covering for leave and training. We are still down four from full staffing.
2. One applicant is through background and two more in background and expect to start two of them as trainees soon.
3. Three part-time employees and two JCSO sergeants continue to fill shifts.

VIII. Financial Reports – Financial Reports for April 2024 –Lisa Johnson

- A. Lisa provided highlights from the month’s Treasurer’s report.
- B. The State E911 grant application was submitted; our request came in at \$294,842.45, which is about \$5000 less than our current grant. The amount is calculated as recoverable expenses plus our general operating expenses with the local tax revenue deducted from it. We are expecting a response to the grant application soon.
- C. LGIP (Local Government investment Pool) Interest Earned was not budgeted yet significant at \$3000 to \$4000 monthly.
- D. Intrado training cost of \$17,000 was not anticipated. Half of that is temporary because Pencom will reimburse us for it.
- E. The annual report was filed with the State Auditor’s Office last week. A copy is available on the Board SharePoint. Lisa thanked Matt for helping review, specifically in regard to the new SBITA (Subscription Based Information Technology Agreements) reporting requirements.

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

- A. QFR: Chief McKern mentioned appreciating keeping them informed on radio challenges over the weekend. Also thanked dispatchers for keeping them informed of road closures and re-openings. More festivals are coming, and wildland fire season is coming, though the damp weather will help defer it.

- B. JCSO: Sheriff Nole mentioned that union negotiations have begun for the jail with patrol contracts next. Fully staffed on patrol but needs more corrections staff. Went to WASPC conference last week; use-of-force reporting has become more of a volatile topic, and the Sheriff would appreciate Jeffcom keeping him informed if we hear more about the state attempt to tap into all CAD data.
- C. PTPD: Chief Olson discussed their portables radios being delivered today, and they'll set them up to coordinate with Jeffcom. There was a water main break at the Mountain View campus that caused significant damage and power and network outages.
- D. EJFR: Commissioner Craig mentioned the administration is restructuring following retirements and adding new positions. Also moving forward on purchasing a new engine.

X. Old Business

- A. Social media presence
 - i. Matt presented resolution 2024-0002 to adopt the draft social-media policy, which was revised from last month's comments from Commissioner Brotherton and legal counsel.
 - ii. Commissioner Olson made a motion to approve the resolution as listed above. Commissioner Craig seconded, and the resolution was approved unanimously.
- B. Jeffcom-Pencom ILA
 - i. Matt requested concurrence from the Board to execute the ILA.
 - ii. This Board on March 25, 2021, approved the director to enter into this agreement, which was not fully executed by either party. The agreement went to the City of Port Angeles and was approved by that council in July 2021 and was signed by the city manager. Progress stopped within the City of PA.
 - iii. We have been operating the joint CAD as if this agreement had been executed. Neither agency has any problem with it being signed now.
 - iv. Matt stated his belief that the agreement needs to be modified by amendment, since Jeffcom no longer has a licensing agreement with Tyler.
 - v. Matt suggests that Jeffcom execute the agreement now and that he would likely return to the Board in coming months with an amendment to present for approval when the Tyler agreements with Pencom that affect Jeffcom are finalized.
 - vi. Commissioner Olson made a motion to approve Matt to sign the original agreement as listed above. Commissioner Craig seconded, and the motion was approved unanimously.

XI. New Business

- A. Discussion of CFS counting for annual division of Jeffcom costs among agencies.

- i. Matt mentioned the Chair's request to start adding sections of the Strategic Plan issues in our discussions each month as time allows and proposed this topic as the first since it is a big conversation.
- ii. We cannot change the fee calculations until the ILA is modified, and reopening the ILA is perhaps a big discussion.
- iii. Chair Pernsteiner stated that JCSO takes the brunt of everything since we are going off call counts. He mentioned that we are required to have one law and one fire dispatcher, so it should be a 50/50 split then divided among the law agencies and the fire agencies. Fire is a lot more time consuming than a typical law call.
- iv. Chair Pernsteiner also mentioned the option of billing based on radio airtime.
- v. Commissioner Craig mentioned that there is intermixing by both dispatchers during calls, whether law or fire.
- vi. Matt clarified that the two assignments on a shift are "Law" and "Fire and Phones" and that state funding is for the 911-call-answering portion of what we do. He also mentioned the additional law channel for the West End and that both law agencies forward admin calls to Jeffcom when their offices are closed and that there are a lot of phone calls that do not result in Calls for Service.
- vii. Commissioner Frank mentioned that finding a new calculation that is fair is likely going to be difficult and has been the conversation for many years. He suggested looking at population served by each agency. It is more than just dispatching, such as building fire run cards, public records requests for prosecution and for fire agencies, and other Jeffcom administrative costs.
- viii. Commission Frank suggested that things have changed since 2012, and some agencies may want different levels of service. We have to consider these items that were not considered or perhaps did not exist at the time of the ILA drafting. He stated that there are costs that have to be paid regardless of whether they get used – for example, purchasing new fire engines, and maybe not even having many fire calls.
- ix. The Board talked about how technology and fire response plans have changed dispatching and how those changes affect the burden of different call types on Jeffcom services.
- x. Chief Olson suggested that the Board could set the law/fire split then leave the breakdown among agencies to their groups.
- xi. Matt suggested we assembled some data on population to inform continued discussion at the next meeting. Chair Pernsteiner suggested also adding radio airtime and other options.

- xii. The Board agreed that leveling the playing field of any current fairness would have an impact somewhere, and that we should attempt to find a way to move forward without overburdening any smaller agency.
- xiii. Commissioner Craig mentioned that the potential sales-tax increase would generate significant revenue to lessen the burden on agencies. Commissioner Frank mentioned that using the tax increase for capital expenses is more likely to succeed and is how Kitsap recently implemented it. Lisa mentioned that increased tax revenue would likely reduce our state grant. Chair Pernsteiner said we needed to continue with this discussion because there will always be costs to split among agencies.

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

- A. User fees ongoing discussion
- B. Chief Olson asked when we would begin budget discussions. The 2024 budget discussions started in August, and the budget was adopted on September 28 after a special meeting on September 11 to discuss it. Matt pointed out that there will be no contract negotiations ongoing at the same time this year to delay the calculation of personnel costs.

XIII. Good of the Order

- A. Andy thanked Matt, Lisa, Rich and Mike for doing such a good job and keeping everyone going. We have had productive meetings and are in a really good place.

XIV. Adjourn

- A. Chief Olson made a motion to adjourn the meeting. Commissioner Craig seconded, and the meeting adjourned by unanimous vote at 10:57 a.m.

Next meeting: June 27th, 2024

9:00 am – 11:00 am

Andy Pernsteiner

Jeffcom Administrative Board Member

7/2/2024 | 08:16 PDT

Date

Thomas A. Olson

Jeffcom Administrative Board Member

7/2/2024 | 16:24 PDT

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

June 27, 2024

Members Present

Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Art Frank, Fire Commissioners Assoc. Alternate
Mark McCauley, Jefferson Co Admin, 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 IT Network Administrator
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. 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 May 27, 2024.
Chief Black made a motion to approve the minutes as listed above. Commissioner Craig seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. May 2024
 - i. **Account 671 – 1st Security** **\$ 100,898.00**
 1. \$ 898.00 Payroll Benefit paid
 2. \$ 100,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings \$ 212,024.36**

1. \$ 174,703.20 Payroll/Benefits paid.
2. \$ 37,321.16 Claims (Bills) paid.

Total Payments \$312,922.36

Matt Stewart mentioned the substantial invoice from J-NET because Jeffcom had not been billed for one of our fiber connections for close to two years, and as we are under contract for that connection we were invoiced for the missed billings. Matt also mentioned invoices are now being presented to the Board in the accounts-payable batches as Lisa processes them rather than in a separately assembled monthly batch and that in future months the batches that have been processed since the preceding Board meeting will be presented for approval.

Commissioner Craig made a motion to approve the payments for May 2024. Chief Black seconded, and the payments were approved unanimously.

VII. Director’s Report – Matt Stewart

Matt Stewart highlighted some items from the written director’s report including the following:

- A. Progress on the radio-console upgrade project.
- B. The landscaping goats were not fully effective but knocked down the major growth at the tower site.
- C. Recruiting, retention, staffing and mental health.
- D. Tyler refund is still pending. When we get the final credit amount, we will owe a portion to the City of Port Angeles. By agreement, we pay 1/3 of the joint costs.
- E. Recent User Group discussions including medivac issues and response-plan training for fire and PSAP personnel in both counties.
- F. Improvements to the CAD map and other maps in CAD applications now that Pencom has a fulltime GIS analyst to cooperate on that effort.

VIII. Financial Reports for May 2024 –Lisa Johnson

Lisa provided highlights from the May treasurer’s report including the following:

- A. The report is a work in progress, so feedback is welcomed.
- B. Total Fund Balances are \$1,046,000. So far this year we show a deficit of \$83,000, but that is only due to East Jefferson paying user fees annually after the end of May.
- C. Expenditures are over budget on some items discussed previously.

- D. State grant for 2024-25 state fiscal year \$294,843, a decrease due to their calculation of about \$3500 from last year. The agreement will go to the County for legal review today.

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

- A. BFD: Chief Manley mentioned EMS Council and Chiefs Association discussions with the medivac providers about operational problems, funding shortfall for the EMS Council and resolution of Green Mountain repeater issues.
- B. QFR: Chief McKern a Public Health facility opening in Quilcene, getting ready for wildland season and ongoing traffic issues.
- C. EJFR: Chief Black mentioned DNR training for requesting their aircraft for wildland fires, a lot of recent rescue training for staff, new personnel on staff, an AFG grant application for additional staff and a grant awarded for CARES.
- D. JCSO: Sheriff Nole mentioned the upcoming fireworks season. The Board discussed how those calls are handled by Jeffcom and the agencies and the possibility of using an AI call-taking system in the future to handle the high volume.
- E. PTPD: Chief Olson had nothing to report.

X. Old Business

- A. The Board continued its discussion of annual division of Jeffcom costs among agencies, including a review of a summary of the results of various funding options prepared by Matt at the request of the Board following the May meeting.
 - i. Chair Pernsteiner mentioned that this has been worked on off and on for years, but the existing ILA funding formula no longer reflects the needs of the different agencies. He also mentioned that the law/fire split in work was not 50/50 and that it was not simple.
 - ii. Chief Black stated that any change should be approved and adopted by all in advance for budgeting purposes. He also mentioned past experience with a baseline fee for access to the system, which Commissioner Frank said could be done with a per-radio fee though also has complexities.
 - iii. Chair Pernsteiner mentioned the possibility of Jeffcom buying and managing all radios to minimize problems, multiple vendors and costs. Chief Black mentioned that from past experience this can also be complex and expensive.
 - iv. The Board discussed the second tenth-of-one-percent sales tax option and perhaps using it to fund radios. Matt mentioned that Kitsap County is recovering repeater and radio costs with their recent implementation of that tax.
 - v. The Board agreed that the ongoing discussion cannot reasonably change the 2025 budget, as the current formula is in the ILA and would need to be revised formally. Commissioner Frank suggested that the bigger conversation was

whether to amend or completely rewrite the ILA; Chair Pernsteiner suggested this would be informed by the strategic planning.

- vi. Matt suggested that to achieve budget stability from year to year for the agencies we could consider a multi-level split of costs perhaps by radio airtime between law and fire and then by population among the agencies in each discipline.
- vii. The Board discussed whether Jeffcom could be fully funded by the public as an agency rather than funded by the agencies. Matt suggested that the majority of the direct funding Jeffcom receives is designated for operation of the 911 system and that the majority of the agency user fees are for the performance of the agency functions of dispatching agency resources.
- viii. Matt will attempt to learn from surrounding PSAPs what share of operational costs are covered by direct funding rather than agency fees and will work on estimating the cost of the refreshing of the simulcast system as well as replacement of the mobile and portable radios owned by the agencies.

XI. New Business – None

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

- A. Chair Pernsteiner suggested the Board continue discussion of annual division of Jeffcom costs among agencies.
- B. Matt suggested reviewing his performance after one year including talking to Jeffcom staff. Chief Black suggested an anonymous staff survey be a part of it.

XIII. Good of the Order

XIV. Adjourn – None

- A. Commissioner Craig made a motion to adjourn the meeting. Commissioner Brotherton seconded, and the meeting adjourned by unanimous vote at 10:56 a.m.

Next meeting: July 25th, 2024

9:00 am – 11:00 am

Andy Pernsteiner

Jeffcom Administrative Board Member

8/1/2024 | 07:57 PDT

Date

Thomas A. Olson

Jeffcom Administrative Board Member

7/30/2024 | 12:37 PDT

Date

- ii. June 7, 2024 \$ 1,981.31
- iii. June 26, 2024 \$ 18,784.74
- iv. July 10, 2024 \$ 132,873.01

B. Commissioner Craig made a motion to approve the payments summarized above. Sheriff Nole seconded, and the payments were approved unanimously.

VII. Director’s Report – Matt Stewart

Matt Stewart highlighted some items from the written director’s report including the following:

- A. Progress on the radio-console upgrade project.
- B. Two Communications Officer trainees have started this month.
- C. Tyler credits of approximately \$412,000 due to overbilling, scheduled meeting with Tyler and Pencom to refine the details, and the need for the Board to provide guidance on how to direct the 2024 budget for CAD maintenance whether back to the agencies proportionally or to the capital fund.
- D. Applying for state grant for minor equipment items already purchased and the larger cost to move CAD to Tyler’s hosted cloud solution.
- E. Overtime last month was down about 40% versus other recent months.
- F. Sit-ins from Found Therapy started this week.
- G. Approached by the Fire Marshal’s Office regarding becoming a Jeffcom customer.
- H. Considering the EJFR RFP for IT services.
- I. Change from medivac rotation to primary/alternate arrangement per the Fire Chiefs Association.
- J. CFS and call stats for this year to date and the July 2023 through June 2024 as compiled for use in the agency-share calculations for the 2025 budget.

VIII. Financial Reports for June 2024 – Lisa Johnson

Lisa was absent but had submitted the written June treasurer’s report including the following:

- A. Warrant Registers for June 1 through June 30:
 - 1. Account 671 – 1st Security \$ 283,754.46**
 - a. \$ 82,849.46 Claims
 - b. \$ 905.00 Payroll Benefit paid
 - c. \$ 200,000.00 Withdrawal/transfer to FFSL
to cover Payroll/EFTs
 - 2. Account 3 – First Federal Savings \$ 205,244.30**
 - a. \$ 186,625.21 Payroll/Benefits paid.
 - b. \$ 18,619.09 Claims (Bills) paid.

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

- A. EJFR: Chief Black mentioned new personnel on staff and facility work.
- B. JCSO: Sheriff Nole mentioned a retirement on the West End requiring coverage by different deputies and extra coverage on July 4 being effective.
- C. County: Commissioner Brotherton thanked agencies and personnel for a smooth July 4 holiday.
- D. PTPD: Chief Olson mentioned no recent new hires but five in the process.

X. Old Business

- A. Commissioner Craig asked for a summary of the public-safety tax he asked about during the June meeting.
 - i. Matt summarized information received from County Treasurer Stacie Prada and the resolution from 2010 that called for the levy on enacting the 3/10ths of one percent tax. The tax is split by state law with 60% to the county and 40% to the city. One third is required by state law to be allocated for public safety. The resolution and the ballot initiative make clear that the intended use was in large part basic government services, not entirely public safety.
 - ii. Chief Black asked whether we knew further how the public-safety portion was allocated. Matt stated that some details were included in the 2010 resolution.
 - iii. Commissioner Craig asked what the annual income was, and Matt stated it was three times Jeffcom's 1/10th of one percent, so approximately \$2.4 million in 2024.
 - iv. Sheriff Nole asked about whether this was different from a 1/10th of one percent partially used for public safety, and Commissioner Brotherton stated that was a different tax.
 - v. Commissioner Craig asked whether as the income stream continued into the county and city whether Jeffcom could be eligible for any part of that since the tax basis and other circumstances have changed since the tax began being collected. Commissioner Brotherton stated that the answer would likely be negative from departments that are depending on that funding for part of their annual budgets.
 - vi. Matt stated that the county and city are together collecting approximately \$800,000 this year in the 1/10th of one percent that is required to go to public safety, and that Jeffcom is charging those two agencies together approximately \$1.1 million this year in agency fees.

XI. New Business

- A. Chief Black discussed the East Jefferson Fire Rescue request for proposals for IT services to replace their existing agency contractor and the hope that Jeffcom could be a part of the solution.
- B. Matt mentioned that Rich and Mike had done a walk-through of the current EJFR equipment and had been discussing how Jeffcom could be supportive. He stated that IT was such an essential component of our operation that we need high-grade IT personnel that we would like to be able to provide to its agencies and in doing so that we could grow that part of the team to provide more succession in that team. Potential opportunities to expand include in-car computers, radios for all agencies and the fire districts, particularly EJFR given its size, but we struggle with how to do this without having the contracted program add to agency costs.
- C. Commissioner Craig asked if Jeffcom were able to provide contracted services to all fire districts whether there would be cost savings and a better product. Matt answered that the expectation of the current contractors is so much lower than Jeffcom's approach to IT that we would expect a much better product but not cost savings and more likely a significant cost increase.
- D. Matt mentioned that whatever the result of the current EJFR process, EJFR could benefit from Jeffcom's IT advice and oversight in the case of emergency or major project, and Jeffcom could benefit from EJFR's financial-management assistance. Finding and employing a single person to administer IT or finance is difficult, and both agencies could benefit from an ILA for these services.

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

- A. These items remain on the agenda from past meetings:
 - i. Continued discussion of annual division of Jeffcom costs among agencies
 - ii. Performance review of director and discussion of employee survey
 - iii. Draft 2025 budget for discussion during August 22 meeting
- B. There were no further suggestions.

XIII. Good of the Order

- A. Chief Black mentioned agencies staffing the upcoming fair and thanked Jeffcom communications officers who staffed the farmers market and handled with a recent third-party call for service from him.

XIV. Adjourn

A. Vice-Chair Olson declared the meeting adjourned at 10:23 a.m.

Next meeting: August 22, 2024

9:00 am – 11:00 am

Andy Pernsteiner

Jeffcom Administrative Board Member

8/28/2024 | 15:36 PDT

Date

[Signature]

Jeffcom Administrative Board Member

9/5/2024 | 03:39 PDT

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

August 22, 2024

Members Present

Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Art Frank, Fire Commissioners Assoc. Alternate
Mark McCauley, Jefferson Co Admin, 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

Jenny Dyste, Jeffcom Records Specialist
Lisa Johnson, Jeffcom Finance Manager and
Clerk of the Board
Tim Manly, FD#4 Fire Chief, Brinnon
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs Association
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. Commissioner Brotherton made a motion to approve the agenda. Chief McKern seconded and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for July 25, 2024.
Commissioner Craig made a motion to approve the minutes as presented.
Commissioner Brotherton seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **Accounts-payable batches:**

| | |
|---------------------|---------------|
| i. July 23, 2024 | \$ 4,082.10 |
| ii. August 07, 2024 | \$ 105,770.29 |

B. Warrant Registers for July 2024:

- i. Account 671 – 1st Security \$ 217,061.66**
 - 1. \$ 16,217.66 Claims
 - 2. \$ 844.00 Payroll Benefit paid
 - 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFT

- ii. Account 3 – First Federal Savings \$ 197,706.31**
 - 1. \$ 172,575.18 Payroll/Benefits paid.
 - 2. \$ 25,131.13 Claims (Bills) paid.

- iii. Account 673 – LGIP Interest Earned \$ 3,372.37**
 - 1. \$ 3,372.37 Withdrawal/transfer to LGIP non-bearing interest account

Total July Payments \$ 418,141.64

C. Commissioner Craig made a motion to approve the payments summarized above. Chief McKern seconded, and the payments were approved unanimously.

VII. Director’s Report – Matt Stewart highlighted some items from the written director’s report including the following:

- A. Radio consoles
 - i. Jeffcom is running on one new radio console and three older consoles with the fire toning moved to the new radio consoles. The 1.5 second gap is gone, now controlled by Jeffcom IT staff at a quarter second.
 - ii. The contractors are returning in September to finish the project and remove the old system. Prior to that our IT staff will finish setting up the remaining consoles, which should resolve other long-standing problem such as an echo to phone callers. The new system has automatic gain control and audio processing on voices. It will either resolve those problems or give us the tools to track down and resolve them.
 - iii. County roads replaced the radio we used to talk with them with a repeater on the county’s tower in Port Hadlock. It’s connected to our radio consoles. They already have a repeater down at the Coyle. Their combined footprint now is the entire East County.

- B. Network Connections: The recent north-county internet outage has led us to a new configuration for our internet access to provide redundancy between Pencom and

Jeffcom and maybe even to the ESINet for 911 calls that are provided and managed by a state contractor.

- i. Both Jeffcom and the ESINet 911 contractor relied on past assurances with Wave/Astound that their infrastructure was separate from NoaNet. On good authority, we found out that they cut their redundant connection. Our contract with Wave/Astound ends in a year, but we will try to get out of the contract since they are providing very little utility for Jeffcom.
 - ii. Instead, we are pursuing PUD as our primary route plus a secondary connection over Starlink satellite for true redundancy. Rich and Mike have been working with the fiber team at PUD. They have established a secondary route down the Hood Canal and are reportedly working on a third route.
 - iii. Since we are PUD's direct customer now, we are currently working on two routes from Jeffcom to Four Corners that will provide redundancy on our leg. This shall provide a very resilient infrastructure when coupled with PUD's redundant paths.
 - iv. Thanks to Jefferson County Sheriff's Office and the Department of Emergency Management for providing us the two Starlink systems that got us back up and running during the outage.
 - v. We do not have the same control over the routes for the 911 phone lines, but the state is investigating the possibility of running that over Starlink as a backup.
- C. Staffing is doing well with two new dispatcher trainees that started in July progressing. This requires patience from Jeffcom trainers and agencies with a trainee on the radio every day of the week.
- D. We received an equipment grant from the state that funded a small project already completed to allow the use of one keyboard and mouse pair on the consoles and for the CAD move to the cloud. Jeffcom and Pencom were each awarded a grant for our shares of joint costs for the CAD portion of that project.
- E. Overtime continues to be down from the high earlier in the year and with more staff to share it, and the public-safety therapist sit-ins have started with plans to expand that program.
- F. Tyler training on fire response plans has been scheduled for October with intention of allowing us to develop those response plans to better reflect mutual-aid agreements and logic of which units to dispatch during times of low resource availability. That gives us a month to better define with the fire chiefs what will be covered in that training.

- G. The User Group discussed various ongoing issues including low audio volume on the radio, the new CAD map that has been deployed for dispatchers and the new map coming to LE Mobile next.
- H. Last week was our busiest week of the year, with phone call volume 33% over the average week's so far this year. Most of this was due to the 2650 Road Fire, and the incident management team was thanks for their fire-information phone line and public information officer efforts to reduce calls about the fire to Jeffcom.

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

- A. Ending total fund balance for July is up a bit, with a fund gain of \$211,000 for the year after previous months' deficits. Part of this is due to the JCSO agency fee being paid for the third quarter already.
- B. As mentioned, we received a \$46,000 equipment grant from the state.
- C. Some tower lease payments are still pending including KIRO, which is looking at terminating their lease at the end of this year, and a Verizon payment that was located at the county late.
- D. Expenditures through July are at 54.3% so a little under budget, though the radio budget will quickly increase that.
- E. IT training remains over budget because of the class that was partially reimbursed by Pencom in revenue.
- F. Unemployment insurance costs are up due to two claims in 2012/13 and this year.
- G. Leases are going to be around \$116,000 at year end, which is over budget by about 25%, though the budgeted amount was split between the Lease Payments line and the separate line for the office lease. The remainder of the gap is likely because we did not include the county reciprocal leases which are included as both revenue and expense.

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

- A. JCSO: Chair Pernsteiner stated that they're moving forward with accreditation, filling a West End deputy vacancy and working on Corrections hiring, where they also have a new contract. Their awards picnic is this weekend.
- B. City of Port Townsend: Vice-Chair Olson stated that they have filed for a county grant for the Navigator position, partnering with a local organization, and are running short staffed due to an employee out on medical leave and are rescheduling to accommodate that.

- C. Quilcene Fire: Chief McKern thanked Jeffcom and all responders to the entire team that served on the Brinnon fire on Mt Jupiter and helped with the patients from recent traffic collisions, who are recovering. He talks about the current status of the large incident command system for the fire. Brinnon Chief Manly also provided his update and thanks for assistance with the incident.
- D. Jefferson County: Commissioner Brotherton thanked Jeffcom for the resolution of the PUD cable cut and for assistance with the 2650 Road Fire.
- E. Matt mentioned to Chief McKern since he is at the command post with DNR that Jeffcom is interested in a direct contract with DNR to deploy interested communications officers as well as himself to fires in future years.
- F. East Jefferson Fire Rescue: Commissioner Craig discussed the results of EJFR's WRSB rating in their effort to move from a 5 to 4. Jeffcom's score improved to a 2 out of 5 and was a big part of improving the overall score.

X. Old Business

- A. Chair Pernsteiner stated that the board was going into executive session to discuss a performance review of the director per RCW 42.30.110(1)(g) to review the performance of a public employee. At 10:08 the executive session began for a period of 15 minutes ending at 10:23.
- B. At 10:24, Chair Pernsteiner announced that the executive session would be continued for another five minutes. The executive session ended, and the open session resumed at 10:30. Chair Pernsteiner announced that there was no action taken in the executive session.
- C. Chair Pernsteiner requested a motion to be made to authorize him to present Director Stewart with his evaluation today. Commissioner Craig made a motion to allow Andy Pernsteiner to give Matt his one-year evaluation. Chief Olson seconded the motion, and it was approved unanimously.

XI. New Business

- A. Review of draft 2025 budget
 - i. Matt provided a presentation to the board on the highlights of the proposed budget including Tax Revenue; Tower Lease changes; Agency User fees; Communication Staffing expenses; Longevity and Benefits Expenses; WCIA risk pool historical costs; CAD Systems expenses; IT, radio and software expenses; Lease Expenses; Administrative expenses; and ending/Beginning Fund Balances.
 - ii. The board and staff discussed details of the proposed budget as summarized in the presentation and detailed in the draft budget provided to the board.

- iii. The board agreed that the proposed budget is generally is on track so that the agencies could be informed of their shares of agency fees for use in their own budget processes and that the budget be added to Old Business for approval at the September meeting.

B. Jefferson County Office of the Fire Marshal interest in radio and electronic communications

- i. Chair Pernsteiner discussed the issue with Deputy Fire Marshal Brian Tracer before the meeting and provided a summary of the issue.
- ii. The board discussed the creation of the Office of the Fire Marshal, the tasks they had taken over from the fire districts, the interaction between the Office and the fire districts and the legal authority the Office has.
- iii. Chief McKern suggested that we need to agree on clear expectations as this new Office grows and requested that we have it spelled out more specifically.
- iv. Chief McKern said that the Fire Chiefs Association will meet with the Office of the Fire Marshal staff at the Office prior to the next Jeffcom board meeting.
- v. Chair Pernsteiner suggested we put this on Old Business for next meeting and invite Phil and Brian to discuss it with this board.
- vi. Matt stated that he believes the Office wants to be able to use the radio for personal accountability, use CAD both for incident response and to create incidents, and to access information directly rather than having to submit a public records request. Of these, the radio use is probably the most disruptive. Matt stated that it seems to be important to know whether the fire marshals will have a law-enforcement commission of any type and that the fire marshals have a commission is a WSRB evaluation criterion.
- vii. Sheriff Nole expressed the consensus that it was important to have fire and law agencies and the Fire Marshal on the same page before moving forward and that the Office needs to provide a lot of the definition of the plan.

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

- A. Budget approval
- B. Fire Marshal request

XIII. Good of the Order

- A. Commissioner Craig thanked Matt and Lisa for all the hard work on the budget.
- B. Matt mentioned that both Lisa and he are taking vacations during September. Rich will be acting director in Matt's absence, and Lisa has an accounting schedule set up to ensure everything gets processed before and after her vacation.

XIV. Adjourn

A. Meeting adjourned at 11:44.

Next meeting: September 26, 2024

9:00 am – 11:00 am

Andy Permeister

Jeffcom Administrative Board Member

10/25/2024 | 16:14 PDT

Date

Thomas A. Olson

Jeffcom Administrative Board Member

10/28/2024 | 10:13 PDT

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

September 26, 2024

Members Present

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

Phil Cecere, Jefferson Co Fire Marshal
Mike Chamberlain, Jeffcom Network Admin.
Rich DePas, Jeffcom Systems IT Manager
Lisa Johnson, Jeffcom Finance Manager and
Clerk of the Board
Tim Manly, Fire Chief Brinnon
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Greg Brotherton, Jefferson County Commissioner
Steve Craig, Fire Commissioners Association
Bret Black, Fire Chiefs Association
John Mauro, City of PT, Alternate
Joe Nole, JCSO Sheriff, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:01 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
 - A. Chief ~~Black~~ McKern made a motion to approve the agenda. Chief Olson seconded and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for August 22, 2024.
Commissioner McCauley made a motion to approve the minutes as presented. Chief McKern seconded, and the minutes were approved unanimously.
- VI. **Approval of Payments:**
 - A. **Accounts-payable batches:**

| | |
|------------------------|--------------|
| i. August 28, 2024 | \$ 13,499.12 |
| ii. August 30, 2024 | \$ 422.90 |
| iii. September 04,2024 | \$97,030.65 |
| iv. September 12, 2024 | \$3,796.07 |

- B. Commissioner McCauley 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 August 1 through August 31

A. Treasurer’s Report Fund Balances and Bank Reconciliation

- i. Lisa Johnson mentioned that this is a new procedure. It was her recommendation to have the board officially approve the Treasurer’s reports, as well as to verify that they have reviewed the individual accounts that are reconciled to the corresponding monthly statements for our bank accounts and the Jefferson County monthly statements of activity. During our audits, the State Auditor’s office always reviews the monthly statements for verification and approvals. This is an added layer of accountability.
- ii. Ending fund balance for August was \$1,382,564.35

B. Warrant Registers’ Activity

| | | |
|------|-------------------------------------------------------------------------|----------------------|
| i. | Account 671 – 1st Security | \$ 201,326.00 |
| | 1. \$ 350.00 Claims | |
| | 2. \$ 976.00 Payroll Benefit paid | |
| | 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs | |
| ii. | Account 3 – First Federal Savings | \$ 206,598.18 |
| | 4. \$ 186,819.98 Payroll/Benefits paid. | |
| | 5. \$ 19,778.20 Claims (Bills) paid. | |
| iii. | Account 673 – LGIP Interest Earned | \$ 3,362.53 |
| | 6. \$ 3,362.53 Withdrawal/transfer to LGIP non-bearing interest account | |
| | Total August Payments | \$ 411,286.71 |

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

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

- A. Lisa stated that there had not been anything remarkable this past month, and that we are right in line for 67% YTD but summarized the status as follows:
- | | | |
|-----------------|---------------------|-------|
| 1. Revenue | \$2,260,307.18 | 65.2% |
| 2. Expenditures | <u>2,122,005.94</u> | 56.6% |
| 3. Fund Surplus | 138,301.24 | |
- B. Chair Pernsteiner said it's nice to have the monthly updates, and that this is relatively new from the past. It's nice to keep on track with it and be aware of any issues. Lisa mentioned that the budget position detail report is available in the Board SharePoint.

IX. Director's Report –

- A. Matt Stewart thanked everyone for tolerating his virtual presence, since he is still recovering from COVID; he expects to be back to the office soon.
- B. Matt thanked Rich for covering for him as acting director during his 2 weeks absence, as well as the other staff who have kept the agency running during other staffing crises and multiple directors over the past few years.
- C. The new radio consoles are fully online now. That hasn't been without some problems, but most notably on the law channel, with ongoing fine tuning. There is a bit of disappointment with the contractor's performance on this project, and IT Staff has been very involved in troubleshooting and has had to pick up the slack from them.
- D. Matt asked Rich to share an update on network redundancies.
- i. We now have our own Starlink tied into our firewalls to automatically fail to that if we have fiber outages. We have also partnered with PUD to obtain diversity that the other carriers could not provide. We are hoping three paths will protect us from any potential future outages. Currently this protects our Admin phonelines, our connection to CAD, as well as the user agencies' connections to CAD.
 - ii. Matt mentioned that our State 911 system remains vulnerable because we don't have control those 911 circuits, which we know are not redundant. There now has been some talk at the state of allowing Starlink to be the backup. Rich and Matt are hopeful that they can get the state contractor to follow our lead.
- E. Recruitment continues to be strong. Applications, preliminary testing and occasional interview continue to establish a list for potential hiring once a trainee position is open. Some recent lateral-hire interest may be promising as well. This first most recent hire is progressing rapidly and may be on her own shift soon.
- F. APCO/NENA Fall Forum – October 14th week. Matt and Marlo will be attending in Spokane.

- G. Medivac provider is primary (Airlift Northwest), and Secondary (Life flight Network) arrangement is working well so far. Fire, please report any concerns to Matt.

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

- A. JCSO: Chair Pernsteiner stated that they're still hiring for Corrections with three people in background.
- B. City of Port Townsend: Vice-Chair Olson – No major updates.
- C. Quilcene Fire: Chief McKern stated that contract negotiations and budget are their focuses right now and that new regional EMS protocols are expected January 1.

XI. Old Business

- A. Jefferson County Office of the Fire Marshal (OFM) interest in radio and electronic communications. County Fire Marshall Phil Cecere shared and discussed his presentation to the board regarding streamlining information flow and alerts to their office of calls that require their response.
 - i. He stated the Board had approved OFM paying for some Tyler software integrated with CAD including fire preplanning software that is cloud-based.
 - ii. They hope to have access to radio channels for direct communications, ability to create CFSs, ability to be paged over fire radio and usage of mobile apps for visibility into CAD.
 - iii. Matt mentioned adding them as a fire agency would be reasonable but asked whether OFM would be added as a law-enforcement entity with access to LE data.
 - iv. Commissioner Frank asked what the burden would be on Jeffcom. Matt mentioned that it could be anything from zero impact for electronic paging to high impact on our limited radio channels and dispatchers depending on more detailed definition of the usage.
 - v. Matt requested that the Fire Marshal Department develop and define what their use of the radio system would look like, address everything such as: the requirements for signing in and out of service, how often they would do so, accountability needs on scene and overall expected usage. OFM will do so.
 - vi. Matt reiterated that Jeffcom does not want to make more analog outgoing phone calls. We do want to be able to alert OFM electronically, perhaps via Active911. This is one less phone call, so we are completely onboard with that portion of the request.
 - vii. Commissioner Frank mentioned that if it creates more CFSs, OFM would need to cover the cost.

- B. Review and approval of draft 2025 budget.
 - i. Matt mentioned that the budget is in the Board SharePoint Documents. There were two changes:
 1. He added some notes in the dispatch fees revenue on page one.
 2. He corrected an error last month for double booking CAD fees that we do not intend to pay in 2024, as we are awaiting credit refunds.
 - ii. Commissioner Frank made a motion to approve the 2025 budget as presented above. Chief McKern seconded, and the 2025 budget was approved unanimously as presented. Chair Pernsteiner and Chief Frank complimented Matt and Lisa for their work on the budget.

XII. New Business - none

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

- A. Continued discussion of annual division of Jeffcom costs among agencies.

XIV. Good of the Order

XV. Adjourn

- A. Meeting adjourned at 9:54am
- B. Commissioner Frank and Chief Olson made motion to adjourn

Next meeting: October 24, 2024

9:00 am – 11:00 am

Andy Pernsteiner

Jeffcom Administrative Board Member

10/25/2024 | 16:14 PDT

Date

Thomas A. Olson

Jeffcom Administrative Board Member

10/28/2024 | 10:13 PDT

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

October 24, 2024

Members Present

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

Other Attendees

Rich DePas, Jeffcom Systems IT Manager
Lisa Johnson, Jeffcom Finance Manager and
Clerk of the Board
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Steve Craig, Fire Commissioners Association
Mark McCauley, Jefferson Co Admin, Alternate
John Mauro, City of PT, Alternate

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:01 a.m.
- II. **Roll Call**
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
 - A. Chief Black made a motion to approve the agenda. Art Frank seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for September 26, 2024.
 - B. Correcting last month’s approval of the agenda to Chief McKern making the motion. Chief Black was not in attendance. Chief Black made a motion to approve the minutes, with staff to review the video and correct the minutes accordingly. Chief Olson seconded, and the minutes were approved as corrected unanimously.
- VI. **Approval of Payments: September 30th, October 9th Accounts-payable batches**

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

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

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

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

A. Treasurer’s Report Fund Balances and Bank Reconciliation

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

B. Warrant Registers’ Activity

- i. **Account 671 – 1st Security** **\$ 201,326.00**
 - 1. \$ 350.00 Claims
 - 2. \$ 976.00 Payroll Benefit paid
 - 3. \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

 - ii. **Account 3 – First Federal Savings** **\$ 183,586.44**
 - 4. \$ 175,797.58 Payroll/Benefits paid.
 - 5. \$ 7,788.86 Claims (Bills) paid.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

XI. Old Business

- A. Jefferson County Office of the Fire Marshal (OFM) interest in radio and electronic communications.
 - i. Fire Marshal was tasked with identifying more detail specifics and will discuss next month.
 - ii. Chief Black stated that he is concerned about putting more workload on the dispatchers and that investigations are not a priority in the initial response.
 - iii. Matt thanked him for acknowledging this, as it is also his concern. Most likely, we can electronically notify them like we started doing for DEM duty officers.
 - iv. Art Frank mentioned that they need to come up with more specifics.

- B. Resolution 2024-0003 Adopting 2025 Budget.
 - i. Matt mentioned apologized for not presenting this last month when the board approved the 2025 budget, as it should have been included.
 - ii. Commissioner Frank made a motion to approve the Resolution 2024-0003 adopting the 2025 budget as presented and approved last month and to authorize the transfer of funds. Chief Black seconded, and the resolution was approved unanimously as presented.

XII. New Business - none

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

- A. Continued discussion of annual division of Jeffcom costs among agencies.

XIV. Good of the Order

XV. Adjourn

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

Next meeting: November 21, 2024

9:00 am – 11:00 am

Jeffcom 911 Board Meeting
October 24, 2024

Andy Pernsteiner

Jeffcom Administrative Board Member

11/21/2024 | 13:18 PST

Date

[Handwritten Signature]

Jeffcom Administrative Board Member

11/22/2024 | 11:01 PST

Date



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

November 21, 2024

Members Present

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

Other Attendees

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

Members/Alternate Members Absent or excused:

Bret Black, Fire Chiefs Association
 John Mauro, City of PT, Alternate
 Joe Nole, JCSO Sheriff, Alternate

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

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

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

Craig seconded, and the payments were approved unanimously.

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

A. Treasurer’s Report Fund Balances and Bank Reconciliation

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

B. Warrant Registers’ Activity

| | |
|-------------------------------------------------|-----------------------------------------------------|
| i. Account 671 – 1st Security | \$ 222,932.61 |
| a) \$ 21,956.61 | 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 | \$ 238,761.75 |
| d) \$ 40,079.03 | Claims (Bills) paid. |
| e) \$ 198,682.72 | Payroll/Benefits paid. |
| iii. Account 672 – LGIP Interest Earned | \$ 13,119.01 |
| f) \$ 13,119.01 | Withdrawal/transfer to interest-bearing account |
| iv. Account 673 – LGIP Interest Earned | \$ 3,077.40 |
| g) \$ 3,077.40 | Withdrawal/transfer to non-interest-bearing account |
| Total October Activity | \$ 477,890.77 |

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

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

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

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

- B. Our LGIP Interest earned YTD of 32,839.66 continues to climb, thanks to our decision last fall to invest our capital funds; this had not been budgeted for 2024.
- C. We have had higher rates from WCIA. We have been reclassified into a different risk pool, but we will most likely not see reduced rates until 2026.
- D. Our benefits are a little over budget, with our medical expected to be about \$32,000 over budget. This is due to the approval of the current CBA in October 2023, which

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

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

IX. Director's Report – Matt Stewart

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

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

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

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

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

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

XI. Old Business:

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

XII. New Business:**A. Resolution 2024-0004 adopting Indemnification and Defense Policy**

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

B. Resolution 2024-0005 adopting Asset Management Policy

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

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

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

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

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

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

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

XIV. Good of the Order

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

XV. Adjourn

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

Next meeting: December 19, 2024

9:00 am – 11:00 am

Andy Pernsteiner

Jeffcom Administrative Board Member

1/2/2025 | 10:42 PST

Date

Thomas A. Olson

Jeffcom Administrative Board Member

1/15/2025 | 10:33 PST

Date