



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

January 23, 2025

Members Present

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

Other Attendees

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

Members/Alternate Members Absent or excused:

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** – Chair Pernsteiner called the roll and introduced Jamie Aumock, JCSO confidential secretary, as that agency's new alternate member on the board.
- III. **Public Comment** – None Received.
- IV. **Agenda – Additions, Changes, and Approval**
 - A. Chief Black made a motion to approve the agenda. Commissioner Frank seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
 - A. Board Meeting Minutes for December 19, 2024

- B. Chief Black made a motion to approve the Board Meeting Minutes for December 19, 2024 as presented. Chief Olson seconded, and the minutes were approved without objection. Commissioner Frank abstained.

VI. Approval of Accounts-Payable batches

A. 2024 batches

- i. December 23, 2024 \$241,801.19

B. 2024 batches processed in 13th accounting month

- i. January 8, 2025 (booked December 31, 2024) \$7,576.62
ii. January 14, 2025 (booked December 31, 2024) \$2,289.40

C. 2025 batches

- i. January 8, 2025 \$192,474.59
ii. January 15, 2025 \$6,015.48

- D. Chair Pernsteiner asked for clarification of the budget line for lease payments and why it was more than budgeted. The board agreed to let Lisa address this in her financial report.

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

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

A. Treasurer's Report Fund Balances and Bank Reconciliations

- i. **Fund Balance as of 12/31/24** \$ **1,234,766.02**

B. Warrant Registers' Activity

- i. **Account 671 – 1st Security** \$ **696,519.01**

- a) \$ 238,741.84 Claims
b) \$ 2,515.56 Payroll Benefits Paid
c) \$ 455,261.61 Withdrawal/transfer to FFSL to cover Payroll/EFTS

- ii. **Account 3 – First Federal Savings** \$ **214,966.25**

- d) \$ 18,422.75 Claims (Bills) paid.
e) \$ 196,543.50 Payroll/Benefits paid.

- iii. **Account 672 – LGIP Interest Earned** \$ **6,549.47**

- f) \$ 6,549.47 Withdrawal/transfer to interest-bearing account

- iv. **Account 673 – LGIP Interest Earned** \$ **258,473.91**

- g) \$ 258,473.91 Withdrawal/transfer to non-interest-bearing account

Total December Activity \$ 1,176,508.64

- C. Chief Black made a motion to approve the Treasurers report as presented. Chief Olson seconded. The Treasurer's Report was approved unanimously.

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

- A. Lisa stated that for the fiscal year ending December 31, 2024, we ended the year with a slight reduction in our fund balance of \$9500. Our total fund balances at the fiscal year end total \$1,234,776.02.
- B. Revenue Highlights – We ended the year at \$3,553,323.69 above budget by 2.5%.
 - i. One big contributor was the unbudgeted \$39,624.03 revenue from LGIP.
 - ii. Dept 380 Non-Revenue: The predominant contribution was the reimbursement from PenCom for our Intrado Training expensed of about \$8800, ICOM reimbursement of Gunnerson Consulting fees, and ESChat from the City and the JCSO. We did not have the large Tyler reimbursements this year due to the Tyler credits.
- C. Expenditure Highlights – Total Expenditures of 3,488,888.83 at 100.6%.
 - i. Dept 528 – Dispatch was slightly underbudget at 92.3%; notable comments are:
 - 1. Sub-Dept 030 E911 Training was overbudget by about 27% entirely due to Intrado training that was reimbursed at 50% by Pencom, so the entire overage was reimbursed.
 - 2. Sub-Dept 050 Wages and Salaries: we came in at 97% of budget. Large savings in overtime costs due to better staffing.
 - 3. Sub-Dept 060 Benefits - Medical Insurance was projected to be \$32K over and came in close to that. The current CBA was finalized after this budgeted was adopted, so increased contract costs were not budgeted.
 - ii. Dept 591 - Debt Service – Chair Pernsteiner and Chief Black had asked about the large percentage overage of 362.5% earlier. Lisa explained that there was a new lease law that went into effect in 2023. The lease expense used to be reported in Dept 528, but the State Auditors Office now requires financial reporting of long-term lease obligations on Schedule 8 of the Schedule of Liabilities, similar to that of purchasing equipment over time. You have a current portion of that obligation that now gets reported in Dept 591, as will the future payments. When we created the budget in Aug 2023, it was budgeted in Dept 528, rather than Dept 591. The net affect is zero, but the “bucket” was moved. The office lease of \$60,000 budget added to the \$32,000 budgeted would bring us to 126% of budgeted.

Matt noted that this required accounting change helped us in no way and really just created a lot of extra work for Lisa. Lisa mentioned that the SAO is also requiring a similar reporting change for software contracts that are paid over a period greater than a year. This is called SBITA. Rich and Matt have

analyzed our current software contracts, and fortunately ours are short-term obligations and therefore an exception.

- iii. The general fund and capital fund together yielded a net reduction of \$9,487.09. Matt reminded the board that we had budgeted to end the year at a reduction of \$280,000; we came in \$270,512.91 under budget for the year. Chair Pernsteiner pointed out that the radio project was about \$25k under budget. We transferred funds from capital to pay for the radio project of \$255,261.61, and we also transferred \$149,000 back to the capital fund for the CAD expense that we did not have to pay out this year.

Chief Black asked if there are any industry metrics that we use for analysis of how efficient Jeffcom is versus comparable agencies. Matt mentioned he has some knowledge of local agencies (ICOM, Kitsap, and Pencom), but primarily only revenue sources such as sales tax and phone taxes. On the call-handling side, Matt notes that the state is trying to get more call handling data but there is some push back from some centers who are not as happy with their numbers as we are.

IX. Director's Report – Matt Stewart

- A. Matt mentioned that the radio console project was closed and paid for and that it was procured underbudget, did not encounter any expensive changes and included a 30% reduction in service cost due to the amount of work performed by Jeffcom IT. We are working with Pencom on linking our two new systems.
- B. Matt mentioned that the state ESINet contractor is going to roll out a Starlink option as a tertiary connection for 911 call delivery and that we hope to be a trial site for that.
- C. Rich has been working with NOAA about a possible tower sublease on our Maynard tower and that we may pick up some customers due to another tower closing at that site. Matt noted that we have a contractor who looks for lease customers but that Rich has been making personal connections to try to find lessees.
- D. Matt mentioned we added one lateral hire on January 1 from Pencom who is doing well and learning Jeffcom procedures.
- E. The Tyler Cloud project has been discussed further by Jeffcom and Pencom staff, who have better defined the business-as-usual costs and cloud costs for a difference of about \$107,000 between the two counties. Additional factors include Tyler staff performing updates when they want to, complications to our network infrastructure, would not eliminate the need to have servers onsite only the complexity of our servers, loss of direct access to GIS database, loss of the perpetual Tyler licenses

Jeffcom and its agencies have purchased, and would tie our hands regarding software costs and outage recovery. Pencom was open to input from Jeffcom particularly from IT regarding these concerns and agreed to decline to move to the cloud until we can agree on a next-generation cloud-native CAD suite through a procurement process. Matt noted that if our big problem as agencies was reliable IT infrastructure and capable personnel we may jump at the chance to move our current software to cloud-based infrastructure but that is not our need at this time. Chief Black mentioned problems experienced by agencies that went fully to the cloud then had to rebuild in-house infrastructure due to poor experiences, and Matt responded that we would need to have disaster and outage plans if we considered a cloud-native system in the future though we are not less confident in AWS-hosted CAD than we are in our own servers and that we are already dependent on the internet to use CAD and to connect to agencies. The board further discussed the possibilities of failure of cloud services and how we would be one of many customers if there was a major outage instead of having our own staff dealing with it and how much more reliant on Tyler this move would make us. Matt encouraged agencies to have their staff who attend conferences to have them stop by the CAD vendor booths and gather information on next-generation cloud-based systems and stated this would be a bigger thing to handle as agencies than when Jeffcom originally bought New World CAD on its own because so many more modules have been purchased and deployed since then and we have two counties involved.

- F. Matt mentioned that the written director's report includes some additional charts showing data from the 2024 calendar year including daily and hourly call volume, which helped drive the creation of a 10 a.m. to 8 p.m. shift.
- G. User Group meeting was on Tuesday with good attendance. Radios and response-plan issues were discussed including cross-staffing for EJFR stations, which has been working well. Also discussed the Tyler cloud project and potential CAD shopping.
- H. Matt spent a lot of last week attending virtual and in-person state 911 office meetings. They are talking about increasing limits on basic service operations grants, which would benefit all PSAPs. Much of the discussion was about telecommunicator certification and recertification process, which is new for all telecommunicator staff to deal with. There was some discussion about a statewide mutual-aid agreement among PSAPs for TERT, a program of enabling telecommunicators to help another PSAP during major events. There was discussion of clarifying a state requirement that each PSAP submit a Continuity of Operations Plan this year, something most PSAPs do not have by that name. And there was much discussion of the state's budget shortfall and the 911 fund not facing a shortfall due to structural issues with spending the funding, and a subcommittee discussed how to spend the money effectively to the benefit of PSAPs that are facing funding issues. The board discussed the state's current CAD-to-CAD project and the possibility of a future statewide cloud-hosted

CAD that each PSAP could choose to join.

- I. Matt mentioned that the state 911 office is renewing its focus on in-person attendance at many meetings including the advisory committee and several subcommittees and that this is a significant burden on small PSAPs like ours on staff time, regardless of whether the state is reimbursing travel costs. Matt said he tried to express his opinion that we are not seeing a lot of value from all of this travel and attendance, which is mostly required to keep our state grant funds. The board discussed possible alternate ways to handle this including remote attendance, regional representation and joint Jeffcom/Pencom representation.
 - J. Mason PUD requested a letter of support for their application for wildfire mitigation efforts. Matt suggested he send a letter of support on behalf of Jeffcom unless any of the agencies had an objection.
 - K. Chief Black asked whether the mentioned updated SOPs were available, and Matt stated an updated copy was on the board SharePoint site.
- X. User Agency Report: Limited to 10 min per agency/speaker**
- A. Quilcene Fire: Chief McKern echoed what Matt said about the frequency of advisory committee meetings and travel required to attend them as he has a seat on that committee. EMT class is ongoing with many students from south county. Has been hearing that most legislation with fiscal impact is not being considered. Some regional fire resources are helping California, and Brinnon has one crew ready to go if needed. Community wildfire protection plan is proceeding with search for funding.
 - B. EJFR: Chief Black reported that they tested Mednet with Jefferson Healthcare, which raised awareness among emergency-department staff though there is some equipment at the hospital that needs to be replaced. Matt mentioned Jeffcom has been managing the repeaters though the EMS Council built the system. Progressing with evacuation planning with the county and recruiting to backfill a coming retirement. Meeting with Navy search and rescue regarding using their helicopter for medivacs. Starting to do coffee with the fire chief next month.
 - C. Port Townsend Police Department: Vice-Chair Olson mentioned that one officer completed field training, an academy trained officer started field training, they still have three openings and they have four applicants in the process.
 - D. JCSO: Chair Pernsteiner reported that they assisted PTPD with a march with a couple hundred people with no issues. It was good from an operational standpoint with incident command experience with EJFR and PTPD. Chief Olson mentioned assistance from other agencies and volunteers as well. JCSO has one vacancy on the road and four in the jail with two going through background. Chair Pernsteiner and Commissioner Frank are going through the process with to fill the sheriff position. Working on accreditation and hoping to complete it within the next two months. Jamie is working hard with little opportunity for training when she started at the end

of a year but has had some help from Sequim PD. Sergeants exam happening in February, and south-county deputy position has been funded and will have interviews in March.

- E. Jefferson County: Commissioner Brotherton appreciated the south-county deputy position being filled.

XI. Old Business: None

XII. New Business:

- A. Tyler consolidated billing proposal and agency costs – Matt mentioned that because without the cloud move there is no forced move to a consolidated bill, but that the board could decide to build additional Tyler costs into the user fees instead of Jeffcom passing through costs for modules specifically used by certain agencies. Chair Pernsteiner asked which agencies were billed directly by Tyler, and Matt said he believed JCSO was the only agency with a direct bill due to Corrections modules.

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

- A. There were no suggestions.

XIV. Good of the Order

- A. Commissioner Craig asked whether we will shortly be at 10 FTEs, referring to the communications staff. Matt confirmed we would soon be at 10 fully trained communications officers and supervisors and that we could bring in a trainee now but are choosing to get everyone on their own shift before starting another trainee.

XV. Adjourn

- A. Commissioner Frank made a motion to adjourn the meeting, Chief Black seconded, and Chair Pernsteiner adjourned the meeting at 10:54 a.m.

Next meeting: February 27, 2025

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date