



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

February 27th, 2025

Members Present

Jamie Aumock, JCSO, Alternate
Bret Black, Fire Chiefs Association
Greg Brotherton, Jefferson County Commissioner
Steve Craig, 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 Sheriff

Other Attendees

Mike Chamberlain, Jeffcom NA
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:

Art Frank, Fire Commissioners Assoc.
John Mauro, City of PT, Alternate

- I. Call to Order – Chair Pernsteiner called the meeting to order at 9:02 a.m.
- II. Roll Call – Chair Pernsteiner called the roll of attendance
- III. Public Comment – None Received.
- IV. Agenda – Additions, Changes, and Approval
 - A. Commissioner Craig made a motion to approve the agenda. Chief Black seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
 - A. Board Meeting Minutes for January 23, 2025

- B. Chief Black made a motion to approve the Board Meeting Minutes for January 23, 2025 as presented. Commissioner Brotherton seconded, and the minutes were approved.

VI. Approval of Accounts-Payable batches

- | | |
|----------------------|--------------|
| A. January 29, 2025 | \$5,957.32 |
| B. February 06, 2025 | \$120,381.19 |
| C. February 12, 2025 | \$ 16,669.45 |

Chief Black 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 January 1 through January 31, 2024

A. Treasurer's Report Fund Balances and Bank Reconciliations

- | | |
|----------------------------------|-----------------|
| i. Fund Balance as of 01/31/2025 | \$ 1,349,298.03 |
|----------------------------------|-----------------|

B. Warrant Registers' Activity

- | | |
|---|---|
| i. Account 671 – 1 st Security | \$ 2,171.92 |
| a) \$ 0.00 | Claims (Bills) paid |
| b) \$ 2,171.92 | Payroll Benefits Paid |
| c) \$ 0.00 | Withdrawal/transfer to FFSL to cover Payroll/EFTS |
| ii. Account 3 – First Federal Savings | \$ 282,162.50 |
| d) \$ 97,380.43 | Claims (Bills) paid. |
| e) \$ 184,782.07 | Payroll/Benefits paid. |
| f) Account 673 – LGIP Interest Earned | \$ 2,437.67 |
| g) \$ 2,437.67 | Transfer to Capital Cash non-interest bearing |

Total January Activity \$ 286,772.09

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

VIII. Financial Report for January 2025 – Lisa Johnson highlighted some items from the financial reports including the following:

- A. Lisa stated that net fund gain for FY25 through January 31 is 114,522.01.
- B. Our two fund balances though January 2025 total \$1,349,298.03.
- C. Revenue Highlights –
- i. State E911 Grant – CPD and BSO - We have received the full reimbursement for our FY24 Grant covering July 2024-June 2025. We decided to hold off taking the funds in the 4th quarter of 2024.

- ii. Regarding our Equipment grant of 41,957.91: since we have decided to not go to the cloud-based CAD system, we will only be receiving about \$4,400.00 for our KM Switch projects.

D. Expenditure Highlights –

- i. Dept 020 – We paid our annual premium of \$ 53,632.00 to WCIA, showing 99.3% of YTD Budget. Annual payments tend to skew the YTD percentages and will for the remainder of the year.
- ii. Dept 070 – Annual payment of \$33,911 to Springbrook Software for our accounting software brings us to 45.2% of budget and also skews our YTD.

IX. Director's Report – Matt Stewart

- A. Microwave project – With thanks to Rich and Mike, we now have a tower site at the west-end connected to a redundant IP network connection. Instead of only one route with microwave, we now have two paths to Mt. Octopus repeater on the west end, cellular and satellite. This is a major achievement made possible by the upgraded radio consoles. This replaces the Clallam county OPNET system that is going away. We are unable to do this with our current simulcast system.
- B. We have received two estimates to refresh our simulcast system, between \$1MM and \$3MM. These are just budgetary estimates for a general idea of cost. This will need to be discussed further when we develop our Strategic Plan. Chief Black asked when the Strategic plan discussions will begin, and how “we” should proceed. Matt stated the need for input from each user agencies, as well as to look into potential tax increase to fund a project of this size. Chief Black mentioned that the taxpayers will want to see that it is a benefit to the community; precisely to know what the return on investment would be for a tax levy. Commissioner Brotherton echoed that he tends to be a neutral on the topic, and he would welcome the fellow board members to fill him in on their perspectives, and it'd be helpful to start sooner than later. Chair Pernsteiner stated it would be most beneficial for the Board to have direct conversations with Matt, to narrow down the direction and scope of the project. Chief Black suggested a workshop.
- C. ESINET connections are still vulnerable. The area experienced a recent outage, but none of Jeffcom's systems were affected.
- D. Our Training Coordinator completed the first-time certification of existing staff and submitted for certification of our first new hire released from training. The state's new online training system was released, and staff have begun to utilize it. They have two years to complete recertification.
- E. We recently released our new lateral hire from PenCom to her own shift. Currently, we have 10 full-time communications staff including 1 supervisor. Full staffing is 12

including 2 supervisors. Training at Jeffcom has paused for now, giving the trainers a break after some years of continuous new-hire training. Overtime is down, as would be expected.

- F. Call counts are up significantly with JCSO, primarily for increased traffic emphasis.
- X. User Agency Report: Limited to 10 min per agency/speaker
 - A. Quilcene Fire: Chief McKern mentioned that their EMT class finishes in one month with 12 volunteers. The CARES unit is moving around the area. They're also working on community evacuation planning.
 - B. Port Townsend Police Department: Vice-Chair Olson mentioned they have a new drone. Other equipment purchased includes AEDs for all the patrol cars, active shooter/critical incident gear, ballistic helmets, shields for response. Staffing: we're down 2, one academy graduate next week, and very close to full staffing in the next month. This has been a long laborious journey similar to JeffCom. One out on FMLA and another out on extended leave.
 - C. EJFR: Chief Black reported they have two paramedic students progressing through training and have started assessment for an additional class in September. EJFR is hiring a volunteer coordinator, which will relieve the burden on current staff and help in coordinating volunteer efforts.
 - D. JCSO: Chair Pernsteiner he was appointed the Sheriff on Monday and will fill the undersheriff probably in June or July. The south-end patrol position will be filled by the end of March. They hired an entry-level applicant for patrol. Accreditation process continues, and they made it through the file review portion with work by Capt. Stamper, may have it completed by May. Commissioner Craig asked about the benefits of accreditation. Sheriff Pernsteiner stated that primarily it is our transparency to the public and adherence to WASPC standards. Only 11 of 39 sheriff's offices and 67 of the 200+ agencies in the state are accredited. Chief Olson stated that they hired a consultant for 18 months to assist them, but accreditation helps networking with other agencies. Sequim has been a great resource for JCSO and getting them up to standards.
- XI. Old Business:
 - A. Adoption of revised Administrative Board Regular Meetings Calendar for 2025
 - i. Matt stated that we have a conflict in location for our September 25th meeting and we need to revise the location.
 - ii. Commissioner Craig made a motion to adopt the revised 2025 regular meeting calendar, changing the location of the regular September 25, 2025,

meeting to Fire Station 7 in Port Ludlow. Commissioner Brotherton seconded, and the motion was approved.

XII. New Business: none.

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

- A. Matt suggested adding an explanation of WSRB standards related to dispatch centers and how they might affect strategic planning. Chief Black mentioned that EJFR's rating vastly increased for their Communication Standards, due primarily to Jeffcom's meeting the maximum rating for most sections, contributing to the highest positive improvements for them in the past two years. The supervisory component is the last remaining opportunity to gain significant points.

XIV. Good of the Order

- A. Chief McKern stated they hired a volunteer from the Coyle who will be helping with strategic plan development.
- B. Sheriff Pernsteiner asked about adjournment procedures; determined that we only need to state the meeting is adjourned, without votes. Commissioner Brotherton mentioned that the county just adjourns without a vote.

XV. Adjourn

- A. Chair Pernsteiner adjourned the meeting at 9:59 a.m.

Next meeting: March 27, 2025

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date