

- I. **Call to Order** – Chair Pernsteiner called the meeting to order at 9:00 a.m.
- II. **Roll Call** – Chair Pernsteiner called the roll of attendance
- III. **Public Comment** – None Received.
- IV. **Agenda – 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 April 24, 2025
Chief Black made a motion to approve the minutes as presented. Chief Olson seconded, and the minutes were approved.
- VI. **Approval of Accounts-Payable batches**

A. April 30, 2025	\$ 17,460.32
B. May 07, 2025	\$ 105,876.87

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

VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for April 1 through April 30, 2025

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 04/30/2025** **\$1,474,850.34**

B. Warrant Registers' Activity

i. **Account 671 – 1st Security** **\$ 217,592.93**

- a) \$ 15,221.95 Claims (Bills) paid
- b) \$ 2,370.98 Payroll Benefits Paid
- c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings** **\$ 226,057.37**

- d) \$ 37,153.45 Claims (Bills) paid
- e) \$ 188,903.92 Payroll/Benefits paid

iii. **Account 672 – Capital (non-interest bearing)** **\$ 2,409.97**

- f) \$ 2,409.97 Transfer to Capital Investment interest bearing

iv. **Account 673 – LGIP Capital Investment** **\$ 2,357.58**

- g) \$ 2,357.58 Transfer to Capital Cash non-interest bearing

Total Monthly Activity \$ 448,417.85

(Acct transfers total \$204,767.55)

C. Chief Black made a motion to approve the Treasurers report as presented.

Commissioner Craig seconded. The Treasurer's Report was approved unanimously.

VIII. Financial Report: April 2025 – Lisa Johnson-Burkhard highlighted some items from the financial reports including the following:

- A. Our total fund balance though April 2025 total is \$1,474,850.34.
- B. Lisa stated that we are at 33% YTD, and there are no extraordinary items this month.
 - i. Revenues YTD are \$1,355,260.64 at 38.5% of budget.
 - ii. Expenditures YTD are \$1,115,186.32 at 31.7% of budget.
- C. Through April, we have a budget surplus for 2025 of \$240,074.32.
- D. We recently submitted our WA State E911 grant application for \$315,022.35 then received notice that we are eligible for an additional \$20,000 for 911 PSAP Salaries, bringing our total to \$335,023. Expected to be reviewed soon, and then we will

submit it to the county for legal review and approval by the commissioners. This is an increase of around \$37,000 from the previous grant.

- E. Expenditures for BARS Dept 528 Dispatch is at 31.6%, and Wage/Salaries and Benefits are at 32%.

IX. Director's Report – Matt Stewart

- A. Matt explained the cross-staffing feature used to dispatch the proper number of units from each EJFR staffed station and mentioned recent improvements to that system using geofenced status changes and status board visible to the firefighters. He thanked EJFR staff for their help with these improvements.
- B. We believe we have defined a problem with South County radio coverage, on both law and fire channels. Jeffcom can hear unit, but repeater output cannot always be heard clearly. There seems to be a mismatch between Green Mountain and other transmission sites, which should be prevented by the simulcast controller. There is a sizeable area affected by the issue. We had already planned annual preventative maintenance (PM) of our simulcast system. We have accelerated efforts to resolve the problematic issues first, followed up by the PM. JCSO was helpful in recording the poor transmissions of the radio communications, and hopefully this will help in troubleshooting this issue. It is likely that we will exceed our Radio Maintenance budget this year, due to this unforeseen problem. Chief Black asked if it was feasible to use a relay point for incident to ensure command could hear. Matt suggested that might be more trouble than its worth for command to deal with but that command could try to site itself slightly differently if needed to hear clearly.
- C. We are reaching completion of having alternate PSAP functionality now that our radio consoles are fully connected to Pencom and we're able to transmit for each other. We and Pencom have not yet done extensive testing of the function. Some Clallam County equipment still needs to be removed from our sites, but otherwise we are completely off the OPSCAN system.
- D. We are jointly investigating cloud-based call-handling systems in hope of replacing onsite equipment with a hosted solution. We demonstrated Carbyne's system last week and will be getting a budget estimate. One other agency in Washington utilizes their system. Funding ongoing cloud services remains to be dealt with, because state equipment grants cover equipment but not. We are not alone in this concern and expect the state to resolve this before Jeffcom has to pull the plug in approximately the next 18 months. We expect Pencom to move to cloud-based call handling first so they can more easily move to a new facility.
- E. Chief Olson mentioned Pencom's AI-based non-emergency call handling. Matt described how we had demonstrated that system along with the county with the

intent of using it to simplify access to our multiple local agencies for callers but that our call volume is too low to make us a viable customer for the current offerings.

- F. Matt reiterated that the added \$20,000 to the state grant was not Jeffcom-specific but was awarded to each of the state PSAPs and that it was allocated to salaries because all PSAPs spend far more on salaries than the grant provides. He also mentioned that he and Lisa worked thoroughly on the grant application to ensure we were applying for everything we were eligible for.
- G. We currently have applicants for positions 11 and 12, one in final testing and the other in background, which would bring us to full staffing after training.
- H. We have recently fallen behind Pencom on wages due to a new contract there likely partially due to continued staffing issues and use of temporary dispatchers. Matt expects this to put upward pressure on our contract negotiations which will start soon.
- I. User Group meetings are going well thanks to participating from technical and operational staff from agencies and has made measurable progress on things like cross-staffing, radio issues and multi-agency issues with Jeffcom at their core. Matt asked that agencies continue to prioritize sending people who can help deal with issues as they come up.
- J. Matt and the training coordinator will be traveling to Vancouver WA for an APCO three-day meeting.
- K. Chair Pernsteiner asked when we may be hiring the second supervisor. Matt stated that we need to take some burden off Marlo and need to bring QA/QI call review in-house since we need to cancel our current provider. But we don't have the space for that with Marlo currently floating between desks, Lisa's space in the corner of the EOC that needs to be returned to DEM. Some of this delay has been good to allow staffing to stabilize, but now space is the impediment. Commissioner Craig asked what would be involved in moving to a new location. Matt stated that we would have to purchase new equipment, that the facility would need expensive security and that there would be significant capital expense. Commissioner Craig asked if we needed to be tied to the tower, and Matt stated that we physically need the simulcast equipment located by it for now. The physical connection would be less important when we move to radio over IP. Cloud-based systems will help in transitioning. Mason County is in the process of moving, and we are watching their experience. Chair Pernsteiner mentioned expanding in place may be more viable, and Chief Black mentioned shortfalls in documentation of engineering the current facility. The board further discussed problems and possibilities related to the current facility, some of the history of FEMA funding for the facility and why DEM maintains the majority of the hardened space and why Jeffcom and the EOC if not DEM should remain next to

each other. Matt mentioned that the county Facilities division has a consultant's report that he will share.

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

- A. Quilcene Fire: Chief McKern stated they are preparing for summer events including the Gravel Unravel, Shrimp Fest in Brinnon and end-of-year school functions. They are also working on maintenance of their older buildings. Station 22 site in Coyle is fully staffed with nine volunteers, four EMTs, a new brush truck and a captain as well as the tac repeater Jeffcom recently assisted with.
- B. EJFR: Chief Black reported burn restrictions will change June 1 with no burn piles allowed and will look at another change later in June. The National Fire Incident Reporting System will be replaced by National Emergency Response Information System late this year, but the ESO records system will manage this. He is on a working group to propose updates to the WSRB ratings schedule. Chair Pernsteiner asked about July 4 restrictions and when that will be determined. Chief Black stated that is the fire chiefs will meet with the fire marshal and will try to give the public sufficient notice of prohibitions.
- C. Port Townsend Police Department: Vice-Chair Olson stated have a couple of rallies coming up, like recent ones that have been manageable but one may be larger. They have a new officer on FTO.
- D. JCSO: Chair Pernsteiner reported they completed accreditation; it was started in 2017. He will appoint an undersheriff and backfill that sergeant spot effective July 1. Accreditation makes JCSO eligible for funding from Criminal Justice Training Commission and other state funding.

XI. Old Business:

- A. Contracted record services for JCSO and PTPD: Chair Pernsteiner mentioned he would need to meet with the city and the new county administrator after July 1 before continuing this discussion.

XII. New Business: None.

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

- A. Structural updates for Jeffcom and provide Matt Court's 2019 facilities report for review.

XIV. Good of the Order

- A. Chief Black noted that Wicus McGuffey will be retiring with an appreciation send-off at the Port Ludlow fire station

XV. Adjourn

- A. Chair Pernsteiner adjourned the meeting at 10:09 a.m.

Next meeting: June 26th, 2025

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date