



Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

June 26th, 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

Rich DePas, Jeffcom IT
Jennifer Dyste, Records Specialist
Lisa Johnson-Burkhard, Jeffcom Finance Manager
and Clerk of the Board
Josh Peters, Jefferson County
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 9:00 a.m.
- II. Roll Call** – Chair Pernsteiner called the roll of attendance
- III. Public Comment** – None Received.
- IV. Agenda – Approval**
 - A. Commissioner Brotherton made a motion to approve the agenda as amended. Chief Black seconded, and the agenda was approved unanimously.
- V. Approval of minutes:**
 - A. Board Meeting Minutes for May 29th, 2025 -- Chief Black made a motion to approve the minutes as presented. Commissioner Craig seconded, and the minutes were approved.
- VI. Approval of Accounts-Payable batches**

A. May 28, 2025	\$ 4,127.56
B. June 05, 2025	\$ 110,168.33
C. June 12, 2025	\$ 1,355.64

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 May 1 through May 31, 2025

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. **Fund Balance as of 05/31/2025** **\$1,366,672.52**

B. Warrant Registers' Activity

i. **Account 671 – 1st Security** **\$ 1,051.00**

a) \$ 0.00 Claims (Bills) paid

b) \$ 1,051.00 Payroll Benefits Paid

c) \$ 0.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. **Account 3 – First Federal Savings** **\$ 201,364.01**

d) \$ 9,645.17 Claims (Bills) paid

e) \$ 191,718.84 Payroll/Benefits paid

iii. **Account 673 – LGIP Capital Investment** **\$ 2,431.60**

i. \$2,431.60 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity \$ 204,846.61

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: May 2025 – Lisa Johnson-Burkhard highlighted some items from the financial reports including the following:

A. Our total fund balance though May 2025 is \$1,366,672.52

B. Lisa stated that we are at 41.67% YTD with no extraordinary items this month.

i. Revenues YTD are \$1,463,262.11 YTD at 41.9%

ii. Expenditures YTD are \$1,343,187.69 YTD at 38.4%

C. As of May 2025, we have a YTD budget surplus for FY 25 of \$131,896.50

D. Revenue Highlights – 41.9% YTD

i. There are no areas of concern. We are on track with revenue for the first quarter.

E. Expenditures Highlights – 38.4% YTD

i. There are no areas of concern

IX. Director's Report – Matt Stewart

A. Simulcast radio channels

- i. The Simulcast system was worked on for three days this week. They were able to get the audio levels realigned for each of the receiving sites, so they all sound the same. Next they worked on the receiving timing alignment, so all the transmissions are at the same time.
- ii. The South County issues were due to an overlap of Green Mountain transmitter site and other transmitters. The delay from Green Mountain's transmission over microwave signals that we do not own was too long, so the transmission timing was not locked. On Tuesday they worked on it again and got it to lock. This caused a problem on Marrowstone Island which was resolved by an additional timing change.
- iii. Rich was able to gain knowledge and skills on how to manage the radio system and learned how to work on the black boxes, which is vital for our IT staff. There is no internet web interfaces available, but he is setting up remote access to the sites which is more difficult. This will provide useful information for troubleshooting in the future.
- iv. Steve Craig asked what causes the degradation. Matt stated that he thinks that it was the microwave transmission by PSE. They switched over from an older system like we're currently using to a newer system, and this variance in base systems has to translate the signal.
- v. Chief Black asked Matt to expand on the extent of the involvement by user agencies' staff that were involved. Matt state that they required each of the channels for Law and fire had to be down 3 to 4 hours. No transmission was available. Jeffcom and the radio technician along with the Fire Districts and Law Enforcement agencies came up with alternate means to dispatch calls and contingency plans. Technicians were prepared to override for essential emergency calls, and agencies also able to communicate electronically through CAD, through direct face-to-face contact and other methods.
- vi. The DEM also utilized the opportunity in the EOC command center room to engage some of their DEM volunteers and career county staff to exercise communication between the DEM PIO and Jefferson County Courthouse Public information and how it would function in a disaster. East Jefferson attendees were able to make some manual changes to the dispatching as needed. Port Townsend PD utilized their push-to-talk app and were able to communicate smoothly. Chief Black mentioned that the crew at EJFR were in watch the interagency collaboration exercise, gaining valuable insight while practicing various scenarios and troubleshoot potential issues.

- B. **Training:** We sent one communications officer staff member to Sequim for training for active attack integrative response. More tactical dispatch training opportunities Clallam and Jefferson Counties should happen.

- X. User Agency Reports: Limited to 10 min per agency/speaker
 - A. Port Townsend Police Department: Vice-Chair mentioned upgrades to secure their back parking lot and a grant from WASPC for a navigator.
 - B. Quilcene Fire: Chief McKern mentioned a meeting of elected officials including county commissioners and legislators and thanked Jeffcom for assistance with their tactical repeater.
 - C. EJFR: Chief Black mentioned preparations for the All County Preparedness Day, wrapping up their grant period for 200 home wildfire assessments and plans to continue that program using volunteers, and deployment of a new brush truck.
 - D. Jefferson County: Commissioner Brotherton thanked Commissioner Mark McCauley for all his work as County Administrator and on the Jeffcom Administrative Board. He introduced Josh Peters as his replacement. Mark stated his last day is June 30th and congratulated and thanked Jeffcom for the great work and improvements to Jeffcom since Matt came aboard. Josh Peters introduced himself.
 - E. JCSO: Chair Pernsteiner reported that next week he will be promoting an undersheriff and sergeant, deploying 100 signs out in the community for the fireworks ban notifications and will be participating in the All-County Preparedness Picnic. He thanked Jeffcom for having a booth at the Brinnon ShrimpFest and commented on some people not knowing that this county has its own 911 agency. 4,000 people attended.

- XI. **Old Business:**
 - A. Contracted record services for JCSO and PTPD
 - Andy stated that we will have the discussion with Josh Peters and Chief Tom Olson in the near future.
 - B. Review of 2019 Jefferson County Facilities discussion regarding expansion of Jeffcom space
 - i. Chair Pernsteiner referred to the Sept 2019 consulting report from Casey + DeChant Architects LLC. The document was a preliminary discussion for an addition to the building. Matt mentioned that we have been unable to find further documentation of the results of the county's analysis, such as proposals, drawings and potential costs.
 - ii. Jefferson County facilities had hoped to get a new pitched roof to prevent the problems they currently face with the flat roof and leaking issues. Commissioner Brotherton suggested that Jeffcom speak with Shawn Frederick and regarding the county's capital committee that Josh Peters is starting up.

Chair Pernsteiner said he would reach out to Shawn and see if he can attend a committee meeting to discuss.

XII. New Business:

A. **Resolution 2025-0002** – Adopting the *Jefferson County – City of Port Townsend All Hazard Mitigation Plan 2024*

- i. Chief Black made a motion to approve resolution as presented.
Commissioner Craig seconded, and the resolution were approved.

B. **Performance review of director including an executive session**

- i. Chair Pernsteiner stated intent to move into executive session per RCW 42.30.110(1)(g) to review the performance of a public employee for 30 minutes, with possible extensions.

1. Beginning time: 9:49 am Ending Time: 10:19 am

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

- A. More discussion of facilities improvement
- B. Promotion for Communications Supervisor

XIV. Good of the Order

- A. Thanks to Mark McCauley for all his years of service.

XV. Adjourn

- A. Chair Pernsteiner adjourned the meeting at 10:30 a.m.

Next meeting: July 24th, 2025

9:00 am – 11:00 am

Jeffcom Administrative Board Member

Jeffcom Administrative Board Member

Date

Date