JEFFCOM 911 COMMUNICATIONS

Jeffcom 911 Board Meeting
Hybrid In-person and Virtual Meeting

October 23, 2025

<u>Members Present</u>
Jamie Aumock, JCSO, Alternate
Art Frank, Fire Commissioners Association
Tim McKern, Fire Chiefs Association, Alternate
Thomas Olson, Vice-Chair, City of PT Chief

<u>Members/Alternate Members Absent or excused:</u>
Bret Black, Fire Chiefs Association
Steve Craig, Fire Commissioners Assoc. Alternate
Greg Brotherton, Jefferson County Commissioner
John Mauro, City of PT, Alternate
Andy Pernsteiner, Chair, JCSO Sheriff
Josh Peters, Jefferson County, Alternate

<u>Other Attendees</u>
Rich DePas, Systems IT Manager
Pete Brummel, East Jefferson Fire Rescue
Lisa Johnson-Burkhard, Finance Manager and Clerk of the Board
Matt Stewart, Director

I. Call to Order – Chief Olson called the meeting to order at 9:00 a.m.

II. Roll Call – Chief Olson called the roll of attendance

III. Public Comment – None Received.

IV. Agenda – Approval
   A. Commissioner Frank suggested moving the topics under "Old Business" to next month's agenda, due to other board members not in attendance for important topics. Commissioner Frank made a motion to approve the agenda as so modified. Chief McKern seconded, and the agenda was approved unanimously with changes.

V. Approval of minutes:
   A. Board Meeting Minutes for September 25th, 2025 – Commissioner Frank made a motion to approve the minutes as presented. Chief McKern seconded, and the minutes were approved unanimously.

VI. Approval of Accounts-Payable batches
   A. September 24, 2025 $ 59,612.20
   B. September 30, 2025 $ 20,247.31

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C. October 08, 2025 $ 139,569.02
Chief McKern seconded 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 September 1 through September 30, 2025

A. Treasurer's Report Fund Balances and Bank Reconciliations
   i. Fund Balance as of 09/30/2025 $1,530,309.89

B. Warrant Registers' Activity
   i. Account 671 – 1st Security $ 202,324.00
      a) $ 1,200.00 Claims (Bills) paid
      b) $ 1,124.00 Payroll Benefits Paid
      c) $ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs
   ii. Account 3 – First Federal Savings $ 297,711.46
      a) $ 95,885.90 Claims (Bills) paid
      b) $ 201,825.56 Payroll/Benefits paid
   iii. Account 672 Capital Cash Account $ 2,469.55
      a) $ 2,469.55 Withdrawal/Transfer to Capital Investment LGIP interest bearing account
   iv. Account 673 – LGIP Capital Investment $ 2,347.08
      a) $ 2,347.08 Withdrawal/Transfer to Capital Cash non-interest bearing account

Total Monthly Activity $ 504,852.09
(Acct Transfers total $204,816.63)

C. Commissioner Frank made a motion to approve the Treasurers report as presented. Chief McKern seconded and the Treasurer's Reports were approved unanimously.

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

A. Lisa stated that we were contacted by the WA State Auditor's Office on October 9th to begin our audit for FY2023-2024, and we had our Pre-Audit Meeting last week on October 15th. We have been assigned a new auditor, Jennifer Gossett, and she has sent us links to set up access to the SAO Share site. She has uploaded some preliminary questions, and we have begun to answer them.

Lisa stated that she will be out of town November 13th through December 1st for her first grandson and mentioned that to the auditor. We are hopeful to work around that and to have the bulk of the audit done by year end, since rates increase January 2026. She is currently wrapping up an audit, and we have not heard any more from her this week.

B. Regarding the financials, Our total fund balance through September 2025 is $1,530,309.89.

C. Lisa stated that through September we are at 75 % YTD and remain on target.

i. Total Revenues for the year are at 76.7%, some comments:

1. It has been two years now since inception of participating in the LGIP Pool. Since October 2023 we have earned:

2023	7,301.92
2024	39,624.03
2025	21,913.74
Total	68,839.69 Earned

2. We received the final reimbursement payment from Verizon Tower rents, for a settlement per 3rd amendment to tower and land sublease agreements.

$ 552.50	Current year refund, and
$12,447.50	Prior year Expenditures
$13,000.00	Total Reimbursed

ii. Expenditures for the year are at 68.3%

1. Dispatch expenditures are at 69% YTD

a. Wages and Benefits continue to stay on track to budgeted at 74.3% combined, though we are waiting to get the final numbers from the CBA negotiations to see how that will impact our 2026 budget projections.

b. Maintenance contracts are over budget due to the 17-month extended licensing/support for Nutanix cluster from 10/7/25 to 3/31/27. The invoice from Converge Technology Solutions came in at $41,186.03 plus $5,302.20 for PRISM PRO Software Renewal per Node Licenses for a total unbudgeted $ 46,488.23. We project $125,000.00 year-end on software maintenance.

D. As of September 2025, we have a YTD budget surplus of $295,533.87.

IX. Director's Report – Matt Stewart

A. CAD Upgrade – It has not been successful. We have been frustrated with Tyler and how they have managed the process before they started the upgrade with a lack of communication unlike previous upgrades. This upgrade was also for the underlying GIS server, and we have known about this combined two-step upgrade for a couple of years now. Instead of over communicating with us given the complexity of this upgrade, they reduced their communication with us through the initial upgrade and then when it became evident that it had failed in a couple of key areas. We cannot build a GIS package of maps, addresses and roads and be able to send it to CAD. The new interface environment is inexplicably broken on multiple client PCs, and they do not have a comprehensive solution for the client problems. And to add to the frustration, they said that more GIS training at Jeffcom and PenCom was the problem until we worked a back channel with Tyler who verified that it was not our problem. Since then, Tyler escalated the GIS issue and is taking it more seriously, but they have not logged into our system nor tried anything in about 10 days.

They communicated a little this week, but not in time for the original November 3rd date for production upgrade. Because the test environment is non-functioning, we do not have a good test site right now. We suggested to Tyler to push back the production upgrade to March 2026. By then we would go to version 2025.2 rather than version 2025.1 that is failing. In the meantime, Tyler will need to schedule and perform another test upgrade and depending on how soon they could be scheduled they may need to resolve the 2025.1 issues.

Matt mentioned the additional server licensing costs that Lisa mentioned as well as the lack of the Tyler's customer service has been pushing us to more strongly consider the move to the cloud that we had originally dismissed. March 2027 is the last day with support for the current server clusters.

Chief Brummel asked if there was any breach of contract, when the timeline made be for the potential transition to another vendor CAD system, and if other agencies using Tyler are having the same issues. Matt stated that we do not pay for upgrades, so there is no contract involved for this. Matt stated that version 2025.1 is not a known problem with other agencies, and the GIS problem seems to be unique to our installation, but that we are not alone in looking for a replacement, probably cloud-based CAD system.

B. IT continues to work on projects: they installed a new security camera at Maynard which uses our microwave system for backhaul.

C. ESINet connections – no news, however there were discussions at the APCO conference last week with other PSAP but no movement.

D. Tower Leasing – nothing has changed much since last month, but Matt reiterated that costs will be going up for DNR leases because we currently re-negotiating our expired leases for Maynar and will have to start paying for our presence on Mt. Octopus on the west end. An offset to these costs will be some income in we can lease part of the Maynard tower to NOAA for a weather radio transmitter: NOAA's wants a fixed long-term lease than DNR wants to give us, so more negotiations will continue to work out details with the federal government.

E. Strategic plan: Matt was given a draft copy after APCO-NENA conference last week. Final is expected this month. This statewide E911 strategic plan will provide a good basis for guiding our own strategic plan development.

F. State E911 Grant: We applied for equipment grant funding from the State, and we're waiting to hear from them. We applied for significant funding for replacing the CAD server cluster in 2027 as if we were still progressing towards the on-premises CAD.

G. Staffing – No changes. We have 2 trainees away at Telecommunicator I training.

H. CBA negotiations have stalled the last month due the shop steward's vacation and Teamsters unavailability. We are expecting a draft proposal by the end of the week, with meeting planned for next week.

I. Tyler CAD Maintenance credit has been settled. The amount Jeffcom owes the City of Port Angeles for shared costs has now been settled. We are responsible for a third of the costs relevant to us. We are working with Tyler to have them transfer the approximate $38,000 directly to Pencom, and then Pencom and Jeffcom will pay our remaining Tyler invoices. Then, there will be some pass through costs to our user agencies when those are settled.

J. APCO-NENA Fall Forum was very beneficial. Unfortunately, the agenda was posted really late so we anticipated it may not be very good, but it turned out to be really good. We added a fourth staffer to attend because of specific sessions that our Training Coordinator needed to attended, though those ended up being of little value. The educational content was good, and the Directors' sessions and the Policy Subcommittee meeting before the conference were productive, with some fairly blunt conversations about topics such as funding issues for smaller agencies, and what to do when the state is sitting on a surplus. The other tracks for Matt, Rich, Courtney and Hailey were beneficial. We may be moving to a state call-handling system, preferably cloud-based, and this will in effect direct additional funding to us and eliminate the overbuilding of call-handling infrastructure at each smaller PSAP. CAD-to-CAD integration will be available to send calls to and from other agencies including State Patrol, and the state's next project is statewide call-handling equipment.

Art asked about staffing and Chief Olson asked about second communications supervisor. Matt mentioned the office move, with Lisa and Jenny moving into his current office as time allows between the audit and vacation and holiday. Jamie asked about trainees' timeline to transfer into call taking. Matt stated that is not yet known. Neither trainee is on the radio yet but just call taking. Commissioner Frank stated they're doing very well.

X. Old Business: All topics were moved to next month's agenda.

XI. New Business: None

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

A. Move old business items to next month's agenda
B. Jamie thanked Chief Olson for running the meeting.

XIII. Adjourn

A. Chief McKern motioned, and Commissioner Frank seconded, and Chief Olson adjourned the meeting at 9:38 a.m.

Next meeting: November 20th, 2025

East Jefferson Fire Station 7, Port Ludlow

9:00 am – 11:00 am

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Jeffcom Administrative Board Member Jeffcom Administrative Board Member

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Date Date