



**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  
Andy 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 – 1 <sup>st</sup> 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**

*Andy Pernsteiner*

Jeffcom Administrative Board Member

3/26/2025 | 12:05 PDT

Date

*Thomas A. Olson*

Jeffcom Administrative Board Member

3/31/2025 | 14:03 PDT

Date



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



Jeffcom 911 Board Meeting  
February 27, 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 <sup>st</sup> 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
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- 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 25<sup>th</sup> 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,

Jeffcom 911 Board Meeting  
February 27, 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

*Andy Pernsteiner*

Jeffcom Administrative Board Member

4/3/2025 | 10:23 PDT

Date

*Thomas A. Olson*

Jeffcom Administrative Board Member

4/3/2025 | 10:23 PDT

Date



**Jeffcom 911 Board Meeting**  
Hybrid In-person and Virtual Meeting

**March 27th, 2025**

**Members Present**

Jamie Aumock, JCSO, Alternate  
Bret Black, Fire Chiefs Association  
Greg Brotherton, Jefferson County Commissioner  
Steve Craig, Fire Commissioners Assoc., 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  
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.  
Mark McCauley, Jefferson County, Alternate  
John Mauro, City of PT, Alternate

- I. Call to Order** – Chair Pernsteiner called the meeting to order at 9:01 a.m.
- II. Roll Call** – Chair Pernsteiner called the roll of attendance
- III. Public Comment** – None Received.
- IV. Agenda – Additions, Changes, and Approval**
  - A. Chief Black made a motion to approve the agenda. Commissioner Craig seconded, and the agenda was approved unanimously.
- V. Approval of minutes:**
  - A. Board Meeting Minutes for February 27, 2025

- B. Commissioner Brotherton made a motion to approve the minutes for February 27, 2025 as presented. Chief Olson seconded, and the minutes were approved.

**VI. Approval of Accounts-Payable batches**

- |                      |               |
|----------------------|---------------|
| A. February 26, 2025 | \$ 26,590.66  |
| B. March 10, 2025    | \$ 114,072.62 |

Commissioner 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 February 2025**

**A. Treasurer's Report Fund Balances and Bank Reconciliations**

- B. Fund Balance as of 02/28/2025** **\$ 1,168,555.93**

**C. Warrant Registers' Activity**

- |   |   |
|---|---|
| i. <b>Account 671 – 1<sup>st</sup> Security</b> | <b>\$ 216,328.95</b>                              |
| a) \$ 15,221.95                                 | Claims (Bills) paid                               |
| b) \$ 1,107.00                                  | Payroll Benefits Paid                             |
| c) \$ 200,000.00                                | Withdrawal/transfer to FFSL to cover Payroll/EFTS |
| ii. <b>Account 3 – First Federal Savings</b>    | <b>\$ 255,787.44</b>                              |
| d) \$ 36,557.64                                 | Claims (Bills) paid.                              |
| e) \$ 219,229.80                                | Payroll/Benefits paid.                            |
| f) <b>Account 673 – LGIP Interest Earned</b>    | <b>\$ 2,185.26</b>                                |
| g) \$ 2,185.26                                  | Transfer to Capital Cash non-interest bearing     |

**Total January Activity** **\$ 474,301.65**

- D. 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 for February 2025 – Lisa Johnson highlighted some items from the financial reports including the following:**

- A. Our total fund balance though February 2025 totals \$1,168,555.93.
- B. Lisa stated that we're at 17% YTD and highlighted the following items:
- C. Revenue Highlights –
- i. Our net YTD deficit through February 2025 is \$66,223.09. There are no areas of concern as this is primarily timing differences with Call for Services fees. Some agencies pay later in the summer.
  - ii. We are on track with revenue for the first quarter.
- D. Expenditure Highlights –

- i. Dept 020 – We paid our annual premium of \$53,632.00 to WCIA, showing 99.3% of YTD Budget.
- ii. Dept 070 – Annual payment of \$33,911 to Springbrook Software for our accounting software, as well as annual IT subscriptions, bring us to 73.8% of budget and also skews our YTD.
- iii. Lisa mentioned finding an error on the expenditures YTD on this year's two financial reports (still showing 2024 year-end expenditures). She will correct that error and repost it.

**IX. Director's Report – Matt Stewart**

- A. All telecommunicators are certified with the new state program. Now they will begin their process of recertification for the next two-year qualification for CE credits. Going forward they will have to meet certain areas of competence for three-year recertification. Awaiting an answer from the state about the future requirements for the contracted JCSO officers, as certification is overly burdensome for occasional work.
- B. Tower Leasing: Rich is working on some potential clients, and our Verizon contract lease renegotiation discussion has finalized and recommended for approval today.
- C. The statewide E911 strategic plan is nearing completion, providing guidance for our 911 center, and will assist us in completing our own strategic plan.
- D. WA State has waived the requirement to file a Continuity of Operations Plan. Most PSAP do not have one compiled document; the States ability to enforce that is limited. They just needed our call routing information. Likely to be removed from our contract requirements permanently.
- E. Dispatch staffing is now 9 COs, and 1 supervisor. 10-20 hours is the busiest time, so we have added that third shift, Monday through Saturday. Chief Black asked what the impact on the center was for a major incident. Matt stated there is an initial rush, and all COs will answer calls during an event. A supervisor will switch from admin duties as needed. and COs may switch to Law, Fire and possibly dispatching airlift. Generally, it is just the two. Often a CO must listen to a phone caller in one ear and radio communications in the other.
- F. Still working with Tyler on finalizing and disbursing our final credits and our billing. After our agency pass-through billing (LE records and corrections) the remaining credit should cover most of our CAD expenses this year including reimbursement to Pencom for joint costs.
- G. Overtime was up a bit this month. Since we're almost fully staffed, we have been able to send staff to training as well as covering for vacations.

- H. March 18th Users' Group meeting was fully attended by all agencies; Thanks to everyone for participating. We approved and updated 15 Jeffcom SOPs. Debriefed about some specifics on Jeffcom-related portions of recent major fires (PT Mill and Sequim mutual aid) and the problematic differences between fire response plans during inter-county mutual aid and move-up coverage.
  - I. Matt attended the SECO Advisory Committee and Policy Subcommittee meetings two weeks ago in Ellensburg. In Policy, they are looking at revisions to the current state funding caps on the state grant funding that have not changed since 2013. They are not currently indexed to CPI. This will affect all PSAPs in the state, especially small centers like Jeffcom. This will potentially impact fiscal year 2026-27. A discussion ensued about the state grant and phone taxes being limited to the 911 call-handling duties that we perform. These funding sources have nothing to do with radio dispatching or assisting local agencies for fire or law like running a name or vehicle for traffic stops, yet that is part of the job. This has created tension, as we do not have a system that is fully funded for this public service. We are fully funded for 4 consoles, but by common metrics we only use 2. But since our dispatchers' time will always be split, we don't have dedicated call takers and dispatchers.
  - J. Marlo and Matt will be attending next week's directors and public-education meetings in Olympia, followed by a day of meetings at the State Capitol regarding the 911 fund and making sure it is resilient.
- X. User Agency Report: Limited to 10 min per agency/speaker**
- A. Quilcene Fire: Chief McKern brought up the recent Brinnon structure fire and questions about the use of non-recorded tac channels and Mason County mutual-aid units not having our frequencies in their radios. Chief Black weighed in on the use of tac channels, and Matt suggested the Chiefs Association discuss those practices and briefly described the abandoned effort to build a second countywide repeater and recorded channel. Chief McKern also mentioned that the EMT class is almost done and he will be working with Jefferson Healthcare on their strategic plan, and focus on service needs for the south end.
  - B. EJFR: Chief Black reported they are having a paramedic assessment to go to Medic One training later this year and sending another group to a partially remote medic program. Upcoming events include a pancake breakfast on May 3rd for the firefighters benevolent fund and the All County Preparedness Day June 28th at Finn River.
  - C. Port Townsend Police Department: Vice-Chair Olson stated that they have two new hires in field training; another going into the academy; a lateral starting April 14th; and one in background. This will bring them to 16 fully staffed. Working to upgrade



and secure the PD parking lot. They are looking at a new program for public online reporting. Chief Black mentioned using a similar system in another jurisdiction while traveling. Incidents reported online will be vetted by supervisors and entered into the record system and given an incident number if appropriate.

- D. JCSO: Chair Pernsteiner thanked Chief Black for using Station 6 meeting room for a rare all-hands meeting and to Chief Olson for covering county calls. It was the first time meeting with all his staff. Presentations were given by agencies such as REAL and CARES team, and never in his career has he seen so many impressive resources dedicated and driven to help those in need for substance use, mental health, food and lodging resources. He mentioned upgraded virtual-reality training, and Commissioner Brotherton shared about his experience participating in the training, stating gained a lot of empathy for our deputies and the decisions they have to make. They further discussed how the training is a cost-effective alternative to actual use of Tasers. For personnel, he mentioned that Chad Wheeler was promoted to sergeant and Alan Jorgenson was hired as the south end deputy, with an upcoming community meeting at the Geoduck Restaurant to introduce him.

#### **XI. Old Business:**

- A. Washington Surveying and Rating Bureau (WSRB) criteria for dispatch centers
- i. Matt displayed the report the fire districts receive rating the communications elements provided by Jeffcom.
  - ii. Chief Black stated that there are 4 sections of review: Fire Depts only exclusively control the Operations section, yet they still get a rating on the other areas that are partner-driven. Each of these sections has an expanded definition criteria that WSRB uses, therefore the outcomes are ultimately the community's cost/benefit decision.
  - iii. Chief Black and Matt highlighted the main shortcoming in the communications section, Supervision, which has nothing to do with staffing but instead whether Jeffcom can know that a page sent to fire units is definitively received. WSRB did not give much credit for the supervision elements that exist in our simulcast system, though they were recently demonstrated when the Teal Lake site experienced an antenna issue and notified us of it. Our planned refreshed simulcast system will improve this rating element. The fire districts could also elect to purchase at some expense station alerting, which would function as a more robust secondary circuit for alerting.

- iv. Chief Black noted that Jeffcom picked up a lot of points in this section in EJFR's most recent rating, which also applies to subsequent ratings of the other districts, by better explaining Jeffcom systems to WSRB.
- v. Matt also noted the loss of points in the communications section for the construction of the building housing Jeffcom, because our front wall is neither far enough from the parking lot nor documented to be blast-resistant to meet WSRB criteria. Chief Black noted that WSRB requirements are not always tied to recognized standards and can be very arbitrary.
- vi. Matt stated that our future development goals can keep these standards in mind and prioritize accordingly. Chief Black stated that this report is primarily a benchmark validator for insurance. He also said we could possibly pick up other points by ticking off other smaller issues to get more credits that will contribute to the overall rating. Commercial agencies buy the report from WSRB. Discussion ended with noting that WSRB is not a government entity but is overseen by the WA State Insurance Commissioner.

## **XII. New Business:**

- A. 2025-0001: Approval of third amendment to Verizon tower lease
  - i. Chief Black made a motion to approve the resolution. Commissioner Craig seconded, and the resolution was approved unanimously.
    - 1. Matt stated that our consultants and staff have been working on this over a long, drawn-out process. The issue was that our second contract amendment had Verizon underpaying us. We will be recovering this shortfall in the annual rent; the specific date of the 3% increase for annual rent; and when the next 3% annual increase takes effect. This should resolve areas of concern in the past.
    - 2. Verizon is a great customer for us, and the amendment allows them to upgrade tower equipment to continue to provide cell coverage to their customers. They will pay a flat fee resolving the disputed amount and cover Jeffcom's cost to negotiate the agreement and begin paying slightly increased rent of about \$45K annually.
- B. Insurance provider options for 2026 coverage
  - i. Matt discussed our large cost increase in risk-pool costs for WCIA in the past couple of years and the 30% lower quote received from a private insurance broker that works with fire districts and other public-safety agencies. The risk pool is going to separate 911 centers into its own category and estimated a 28% reduction in liability costs effective in 2026. Matt suggested that if this is

true, he would suggest we remain in WCIA as there are some benefits of risk-pool participation but that we consider private insurance only if the savings are substantial. Chair Pernsteiner mentioned that the insurance world is volatile in the private sector and staying where we are may be best to make sure we have good coverage.

C. Contracted record services for JCSO and PTPD

- i. Andy stated that the board has approved the budget for Jeffcom each year including the costs for services contracted to JCSO and PTPD for records. The ILAs are from 2013 and 2014 and are non-expiring with costs that have not kept pace with Jeffcom's cost. Jefferson County sees the discrepancy to the original contract and stated that they cannot pay an increased cost without a revised ILA. The other issue is the limited Jeffcom office space and the desire to move the records position into JCSO space.

Matt distributed a summary of the issue and copies of the existing ILAs and stated that resolving this issue was on the board's agenda at the time the previous permanent director was terminated. Jeffcom has been losing money on this contract for most years since 2013 and has adjusted the cost four times to recoup its expenses because any shortage gets added to user fees.

Chair Pernsteiner noted that because one employee provides this contracted service, the overnight and weekend service is always going to be required by Jeffcom. Matt agreed and stated that the emergent entries are always part of the dispatchers' duties so are not at issue. Commissioner Craig mentioned that if the position was physically relocated it may be more time to access the warrant documents at those times.

Chief Black asked if there was an analysis of the amount of overtime that dispatch may be incurring while they're also in the midst of handling calls. The CBA allows for some pay differentials. Matt stated that our payroll records cannot report on this, and the work is often done between telecommunicator duties. Matt stated that the bulk of the issue would be resolved if the main costs that can be tracked are fully covered by the contracting agencies, and that the larger concern for staff is the mental toll of switching between meticulous records work and emergent regular duties. Chair Pernsteiner noted the potential consequences of making a mistake in this area and how the current records specialist is the expert at doing it properly.

Chair Pernsteiner suggested that questions need to be resolved about whether the contract should continue or whether the agencies should do this themselves and where to physically host the employee. Commissioner Craig mentioned that no matter which agency employs the records specialist there will always to be the issue of needing 24/7 coverage, which will probably involve the dispatchers. Matt agreed but stated that it is part of a CO's job and that the backfill issue applies only to covering the employee's leave time and the required double-checking of each entry.

Matt pointed out that the whole system is audited by State Patrol, audits that Jenny ensures Jeffcom passes on behalf of the agencies. Chair Pernsteiner mentioned that he would meet with her offline since she is an expert on this service.

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

- A. Contracted record services for JCSO and PTPD

**XIV. Good of the Order**

- A. Chief Black thanked the JCSO for recent assistance from deputies at the Cape George station.
- B. Chair Pernsteiner mentioned a deputy possibly looking for a rental home for two adults.

**XV. Adjourn**

- A. Chair Pernsteiner adjourned the meeting at 11:04 a.m.

**Next meeting: April 24, 2025**

**9:00 am – 11:00 am**



Jeffcom Administrative Board Member

5/24/2025 | 08:44 PDT

Date

Thomas A. Olson

Jeffcom Administrative Board Member

5/27/2025 | 17:02 PDT

Date