



**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 | <b>\$ 1,234,766.02</b> |
|--------------------------------|------------------------|

**B. Warrant Registers' Activity**

- |   |                      |
|---|----------------------|
| i. Account 671 – 1 <sup>st</sup> Security | <b>\$ 696,519.01</b> |
|---|----------------------|

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 | <b>\$ 214,966.25</b> |
|---------------------------------------|----------------------|

d) \$ 18,422.75 Claims (Bills) paid.

e) \$ 196,543.50 Payroll/Benefits paid.

- |   |                    |
|---|--------------------|
| iii. Account 672 – LGIP Interest Earned | <b>\$ 6,549.47</b> |
|---|--------------------|

f) \$ 6,549.47 Withdrawal/transfer to interest-bearing account

- |  |                      |
|--|----------------------|
| iv. Account 673 – LGIP Interest Earned | <b>\$ 258,473.91</b> |
|--|----------------------|

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,

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



Jeffcom 911 Board Meeting  
Hybrid In-person and Virtual Meeting

April 24th, 2025

Members Present

Jamie Aumock, JCSO, Alternate  
Bret Black, Fire Chiefs Association  
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 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:

Greg Brotherton, Jefferson County Commissioner  
John Mauro, City of PT, Alternate

- I. Call to Order – Chair Pernsteiner called the meeting to order at 8:59 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 McKern asked to add the public safety sales tax and voting receivers to New Business
  - B. Chief Black made a motion to approve the agenda as amended. Commissioner Frank seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
  - A. Board Meeting Minutes for March 27, 2025

- B. Chief Black made a motion to approve the minutes for March 27, 2025 as presented. Commissioner Frank seconded, and the minutes were approved.

VI. Approval of Accounts-Payable batches

- |                   |               |
|-------------------|---------------|
| A. March 26, 2025 | \$ 2,961.14   |
| B. April 09, 2025 | \$ 142,501.24 |

Commissioner Frank 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 March 1 through March 31, 2024

A. Treasurer's Report Fund Balances and Bank Reconciliations

- |                                  |                |
|----------------------------------|----------------|
| i. Fund Balance as of 03/31/2025 | \$1,349,137.17 |
|----------------------------------|----------------|

B. Warrant Registers' Activity

- |   |   |
|---|---|
| i. Account 671 – 1 <sup>st</sup> Security         | \$ 405,658.71                                     |
| a) \$ 4,545.71                                    | Claims (Bills) paid                               |
| b) \$ 1,113.00                                    | Payroll Benefits Paid                             |
| c) \$ 400,000.00                                  | Withdrawal/transfer to FFSL to cover Payroll/EFTs |
| ii. Account 3 – First Federal Savings             | \$ 199,648.16                                     |
| d) \$ 14,957.97                                   | Claims (Bills) paid                               |
| e) \$ 184,690.19                                  | Payroll/Benefits paid                             |
| iii. Account 672 – Capital (non-interest bearing) | \$ 7,835.23                                       |
| f) \$ 7,835.23                                    | Transfer to Capital Investment interest bearing   |
| iv. Account 673 – LGIP Capital Investment         | \$ 2,409.97                                       |
| g) \$ 2,185.26                                    | Transfer to Capital Cash non-interest bearing     |

Total Monthly Activity     \$ 615,522.07  
(Acct transfers total \$410,020.49)

- C. Chair Pernsteiner asked Lisa to clarify that the \$400,000 transactions were only transfers between Jeffcom accounts. Lisa affirmed that they are.
- D. Chief Black made a motion to approve the Treasurers report as presented. Commissioner Frank seconded. The Treasurer's Report was approved unanimously.

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

- A. Our total fund balance though March 2025 total is \$1,234,776.02.

- B. Lisa stated that there are not a lot of remarkable items this month. We are at 25% YTD; FY25 Revenues YTD are at 27.2%; Expenditures at 24%.
  - C. As of March, we have a budget surplus for FY 25 of \$114,371.15 YTD
  - D. Revenue Highlights – 27.2% YTD
    - i. There are no areas of concern. We are on track with revenue for the first quarter.
    - ii. Dept 330 State Grant revenue is at 87.5% of budget;
      - 1. We took full payment of your FY25 grant in the 2<sup>nd</sup> half of the fiscal year. We will have the option to take payment later in the year for our FY26 grant if we choose.
      - 2. Matt commented that we have chosen to defer receiving the final payment of our biennial grant in the beginning of our new fiscal year, as a bit of financial buffer for this agency.
  - E. Expenditures Highlights – 24.0% YTD
    - i. There are no areas of concern.
    - ii. Wage/Salaries and Benefits are exactly at the budgeted 25%, thanks to improved staffing levels and a reduction in overtime. In response to report, Chief Black commented that he disagreed, respectfully, and that it is in fact remarkable to be tracking exactly as budgeted, and complimented Jeffcom staff for this astounding achievement. Lisa shared that the Springbrook Software payroll budgeting tool has been a game changer. Chair Pernsteiner acknowledged the difficulty of predicting wages and overtime, with the moving target we have experienced in the past: he appreciates the details in the financials and the minutes, and the awesome financial reporting.
- IX. Director's Report – Matt Stewart
- A. IT Projects: In operations, we have taken down the radio system the past two Thursdays for fire paging and used backup radios during the testing; this morning 35 minutes, and last week for 20 minutes. What we learned from last week was implemented this morning and it only took a couple of minutes to update. This implemented our PSAP inter-connection with Pencom and has enabled the two systems to talk to each other. Mike and Pencom IT staff will be working on replacing the last connection with OPSCAN. This new switch replaces that with a direct IP-based CAD channel connection. It will enable each agency to connect to the other's radio in case of an emergency and to monitor each other's channels more routinely and would allow channel patching if needed.
  - B. No change on the 911 resiliency. Both Jeffcom and Pencom have begun to look out to the future of possibilities: Our preference would be to get rid of our current big server rack and go to either a fully cloud-based system or a host-remote regional

system. All PSAPs in King County utilize this kind of a regionalized center. The State advisory council is trying to figure out how the equipment state grant funding can adapt to a cloud hosting scenario. The details remain to be worked out, such as what is the best way between those two routes, and how do we fund this because the state grants reimburse new equipment purchases. The state needs to see how they will adapt to a hosted environment. If we went to cloud-based we'd have more control of the reliability and redundancy of our own connection to answer 911 calls, in a way that we currently do not have. We're still a couple of years away from needing to make this determination and are also looking at the AI portions to layer on top of this, which can translate and summarize voice and text.

- C. There was another outage this morning. PUD did some security updates, and they had notified us in advance. They made some changes to make sure that we are more insulated from any particular outage on the PUD side. Two of our systems went down, but not at the same time. We had Starlink as our tertiary, but it was not needed.
- D. Rich was out at Mt Octopus yesterday for radio improvement.
- E. Staff are working to remedy the machine-gun-sounding interference predominately on the Law Primary inside the county, and it's been noticed especially after City officers' transmissions. Lately another voice is heard for a split second. Still trying to find the source of interference so we can get off our channel. We lack the equipment so we may need to purchase tools to track the source. We have been in contact with an FCC rep in Oregon who has reviewed legitimate licenses on our frequency and helping to troubleshoot, but his procurement-card-limit has been reduced to \$1 so we will need to track this down ourselves.
- F. Recruiting: We have a short hiring list and will decide on our 11th-position offer next week.
- G. JCSO covered the consoles to allow dispatchers to attend a dinner in honor of the National Public Safety Telecommunicator Week. Matt thanked all the agencies for their support and visits. Katy was voted Dispatcher of the Year, with Hailey and Troy runners up.
- H. User Group meeting is scheduled for next week. Matt thanked the agencies for sending representatives. It has been a bit of help to troubleshooting and developing solutions.
- I. Marlo and Matt went to another APCO-NENA forum recently in Olympia. They met with Senator Chapman and asked him to come visit us and conveyed the unique issues this small agency has as well as the funding issues statewide.

- J. Call numbers for the agencies show that fire is pretty steady, but Discovery Bay usage is down considerably and Brinnon up a bit. Law numbers are up, which will have a budget impact on all agencies.
- X. User Agency Report: Limited to 10 min per agency/speaker
  - A. EJFR: Chief Black reported that the county chiefs all attended the annual DNR wildland summit in Forks; concern was shared regarding federal support for incident management teams. There will be a training burn at Gibbs Lake, in which Jeffcom may be able to participate.
  - B. Port Townsend Police Department: Vice-Chair Olson stated that recent large rallies in town have been good with more to come. Rhody Fest is the third weekend in May. A lateral hire is starting Monday with others in the process.
  - C. JCSO: Chair Pernsteiner reported that the accreditation walk-through last week went very well and should be finalized in May. The south-county deputy officially started.
  - D. Quilcene Fire: Chief McKern stated that EMT class is complete for eleven students. Working on wildland fire prep and had a good pancake breakfast. CARES is doing well, though there is concern regarding its funding.
- XI. Old Business:
  - A. Contracted record services for JCSO and PTPD
    - i. Andy mentioned prioritizing a meeting about this with Chief Olson and Mark McCauley before he leaves June 30th. The last ILA was in 2014 and needs to be updated and approved.
- XII. New Business:
  - A. Public Safety Sales Tax (added by Chief McKern) – Chief McKern mentioned that he was in a meeting with Commissioner Heidi Eisenhour wherein a new sales tax for public safety was mentioned and was wondering whether it passed at the state. Matt mentioned that it has not been a topic among 911 centers. Chief Black stated that it would create a new one tenth of one percent that could be collected for public safety. Commissioner Frank mentioned that ICOM 911 just passed its full two tenths of one percent tax. Commissioner Craig later updated the group that SB5775 passed out of the Senate and is in the House.
  - B. Voting Receivers (added by Chief McKern) – Chief McKern mentioned that he had been studying a guide to fire radio communications and had questions about implementing voting receivers. Matt responded that our current east-county law and fire channels are voting receivers with simulcast transmitters but that adding a third countywide channel would be technically much more feasible when the system is refreshed with IP-based technology. Matt also mentioned a middle-ground option of

adding countywide recording to one of the simplex tac channels and perhaps even Jeffcom transmitting on a tac channel, but repeating that channel requires licensing and frequency coordination with Canada plus the cost and technical barriers of building another repeated channel. Chief McKern suggested north and south command channels to cover the county separate from a dispatch-only channel. Chief Black highlighted the problem of having multiple incidents working on our single countywide fire channel and stated that fire chiefs needed to talk about moving incidents that go beyond initial attack to a tac channel. Chief Black also mentioned the known problems with use of a repeated channel for fireground communications and suggested that planning look at various alternatives and their costs. Commissioner Craig mentioned command even in urban departments commonly using a second radio to be the point of contact on the fire ground. Matt mentioned \$500k to \$1.5MM per additional channel plus more to provide better portable-radio coverage and suggested the best alternative we have as a public-safety community today is to undo the few-years-old practice of keeping working incidents on Fire Primary after command is established. Chair Pernsteiner mentioned the coming advancements in satellite cellular connectivity and asked whether we will continue to maintain our own radio towers forever. Matt and Rich agreed that we are on the cusp of big changes in technology so perhaps the proposed radio system refresh will be our last.

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 mentioned that yesterday was Administrative Professionals Day. He thanked Lisa and Jamie for their work and invited them to join the EJFR crew next Wednesday for lunch.
- B. Chair Pernsteiner went to the EJFR/DNR wildland fire event at Station 7 about fire prevention for communities and was impressed by the community awareness on the topic. Chief Black and Chief McKern talked about homeowners having insurance cancelled and high community demand for inspections and education. Smokey Bear was in attendance, and it was discovered not to be allowed to speak.
- C. Matt mentioned that if the fire districts do wildland-fire inspections on properties with long driveways or otherwise remote locations they please send Jeffcom GPS data for the driveway access, which could be added into the driveways layer in CAD mapping.

XV. Adjourn

- A. Chair Pernsteiner adjourned the meeting at 10:02 a.m.

Jeffcom 911 Board Meeting  
April 24, 2025

Next meeting: May 22, 2025

9:00 am – 11:00 am

*Andy Pernsteiner*

Jeffcom Administrative Board Member

6/11/2025 | 09:47 PDT

Date

*Thomas A. Olson*

Jeffcom Administrative Board Member

6/11/2025 | 10:14 PDT

Date



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

**May 29th, 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  
Lisa Johnson-Burkhard, 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 9:00 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 – 1<sup>st</sup> 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**

Andy Pernsteiner  
Jeffcom Administrative Board Member  
7/2/2025 | 14:40 PDT  
Date

Thomas A. Olson  
Jeffcom Administrative Board Member  
7/3/2025 | 17:26 PDT  
Date



**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 – 1<sup>st</sup> 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**

*Andy Pernsteiner*

Jeffcom Administrative Board Member

8/14/2025 | 08:46 PDT

Date

*Thomas A. Olson*

Jeffcom Administrative Board Member

8/15/2025 | 09:21 PDT

Date



Jeffcom 911 Board Meeting  
Hybrid In-person and Virtual Meeting

July 24th, 2025

Members Present

Steve Craig, Fire Commissioners Assoc., Alternate  
Art Frank, Fire Commissioners Assoc.  
Tim McKern, Fire Chiefs Association, Alternate  
Thomas Olson, Vice-Chair, City of PT Chief

Other Attendees

Rich DePas, Jeffcom IT systems Mgr.  
Jennifer Dyste, Records Specialist  
Lisa Johnson-Burkhard, Jeffcom Finance Manager  
and Clerk of the Board  
Matt Stewart, Jeffcom Director

Members/Alternate Members Absent or excused:

Jamie Aumock, JCSO, Alternate  
Bret Black, Fire Chiefs Association  
Greg Brotherton, Jefferson County Commissioner  
John Mauro, City of PT, Alternate  
Josh Peters, Jefferson County, Alternate  
Andy Pernsteiner, Chair, JCSO Sheriff

- I. Call to Order – Vice Chair Olson called the meeting to order at 9:00 a.m.
- II. Roll Call – Vice Chair Olson called the roll of attendance
- III. Public Comment – None Received.
- IV. Agenda – Approval
  - A. Commissioner Craig, as the alternate for Commissioner Frank, made a motion to approve the agenda as amended. Chief McKern seconded, and the agenda was approved unanimously.
- V. Approval of minutes:
  - A. Board Meeting Minutes for June 26th, 2025 – Chief McKern made a motion to approve the minutes as presented. Commissioner Craig, as the alternate for Commissioner Frank, seconded, and the minutes were approved.
- VI. Approval of Accounts-Payable batches
  - A. June 30, 2025 \$ 7,756.37
  - B. July 10, 2025 \$ 114,885.31
  - C. July 17, 2025 \$ 11,368.14

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

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

A. Treasurer's Report Fund Balances and Bank Reconciliations

i. Fund Balance as of 06/30/2025 \$1,742,246.55

B. Warrant Registers' Activity

i. Account 671 – 1<sup>st</sup> Security \$ 409,390.90

a) \$ 8,339.90 Claims (Bills) paid

b) \$ 1,051.00 Payroll Benefits Paid

c) \$ 400,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

ii. Account 3 – First Federal Savings \$ 200,261.27

a) \$ 8,287.34 Claims (Bills) paid

b) \$ 191,973.93 Payroll/Benefits paid

iii. Account 672 Capital Cash Account \$ 4,789.18

a) \$ 4,789.18 Withdrawal/Transfer to Capital Investment LGIP  
interest bearing account

iv. Account 673 – LGIP Capital Investment \$ 2,360.40

a) \$ 2,360.40 Withdrawal/Transfer to Capital Cash non-interest  
bearing account

Total Monthly Activity \$ 616,801.75

(Acct Transfers total \$407,149.58)

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

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

A. Our total fund balance through June 2025 is \$1,742,000 and change.

B. Lisa stated that we are at 50 % YTD with no extraordinary items this month.

i. Revenues YTD are at 59%.

ii. Expenditures YTD are at 45% of budget.

1. Tyler – We are closer on final reconciliation and resolution of the outstanding credits due us. Matt and Karl are finalizing discussion, and our annual CAD maintenance will be under the budgeted \$271,000.

2. Converge Technology Solutions – We are in the process of obtaining support renewal for the Nutanix servers which we bought and paid for 5 years ago. This will cost approximately \$38,000 and will buy us 17 months until the server reaches end of life early in 2027. This was not budgeted, so we will be well over budget on Software Maintenance support, though that will be offset by CAD Maintenance, as mentioned above.

C. As of June 2025, we have a YTD budget surplus of \$507,470 and change.

IX. Director's Report – Matt Stewart

- A. Following the simulcast realignment, we encountered a full failure of the fire transmitter at Hadlock. Rich repaired it, it failed again, and he replaced it. The replacement undid the audio alignment and caused terrible audio issues around the edges of Hadlock's coverage. Rich worked with some consultants and was able to get it back online with parts procured by other agencies who were replacing them with newer hardware. It is working now.
- B. Rich made progress on the Law Primary digital interference. He has heard brief voice traffic, which sounds like another public-safety agency, and is trying to record enough to figure out who is transmitting.
- C. Rich and Mike continue to work on extending our IP network to our tower sites.
- D. We received our grant documents from WA State E911, following the state's delay due to adding \$20k per PSAP to the grant. The contract will go before the BOCC next Monday.
- E. Staffing:
  - i. New hire started a week ago Sunday – former dispatcher and law enforcement officer.
  - ii. The remaining twelfth communications person has been hired but without a start date to avoid having two trainees at once.
  - iii. Overtime will trend up this month due vacations and training, as well as issues to be discussed in executive session.
  - iv. Communications supervisor job description has been aligned with the communications officer job description and is in the board packet for review, and admin staff and IT are working to relocate offices to accommodate a second supervisor.
  - v. Jeffcom was notified by the union that they intend to start negotiations. We have not met or received a proposal yet but know that the bargaining unit has

been meeting to work on it. Expect to see a proposal and my comments on it next month.

- F. Draft CFS percentages for the 2026 budget are attached to the director's report. Not a lot of movement, except Brinnon Fire is up significantly, and Discovery Bay Fire will notice a decrease. Remaining agencies did not see a significant percentage change. Those CFS percentages will then be applied to our overall shortfall between budgeted revenues and expenses to yield projected agency costs.
- G. It has been a rough month at Jeffcom with high call volume and some overlapping personnel matters that added to the stress. The team of two that handled the hotel fire did well, as have those who have handled brush fires. The highest call volume of the year was during a relatively minor brush fire along Highway 104. We had an ALS call at the center with three on duty, so the partners did well to cover and EJFR handled it well. The third shift from 10 to 20 is working to do what it was supposed to do, assisting the higher volume of calls during the increased summer calls, and many of the larger calls have happened during that shift as hoped.
- H. Three people on staff were highlighted individually.
  - i. Summer Sturhan handled a CPR call with minimal information and intuitive upgrade to CPR, then repeated the same with a 28-minute CPR call, both resulting in saves. She also volunteered for a shift on the Belgian fire and worked a 15-hours shift. Three other staff volunteered to help with staffing that fire as well.
  - ii. Part-time call officer Whitney Maxfield has a knack for being scheduled for extra coverage when big calls are going to happen and can often quickly come in and assist if we get overwhelmed. She was on shift when we had the ALS in the center. She came in unscheduled when we had a water rescue and trash fire that overlapped. And the next day she came in to cover for a staff member that went home sick. She has a wonderful sense of responsibility and works a lot of strategically scheduled hours that prove very helpful.
  - iii. Rich DePas's sense of responsibility and foresight to procure complete spare repeaters for free from other agencies is what enabled him to fix our repeater, and he has spent countless hours working to resolve the issues. He has repeatedly come back in after a day's shift or to work a weekend day when needed. He continues to work to ensure the maintainability of the current simulcast system. This is nothing new, but the events of the past week highlighted his dedication.

Commissioner Craig and Chief Olson thanked Matt for expressing the merits of the staff for events of which the board may not always be aware.

- X. User Agency Reports: Limited to 10 min per agency/speaker
  - A. QFR: Chief McKern mentioned that the 28-minute CPR patient was just released from Harborview. He noted the recent busyness of fire districts with wildland fires.
  - B. EJFR: Commissioner Craig mentioned they had deployed the new wildland rig with a crew.
  - C. PTPD: Vice-Chair Olson mentioned they've been very busy, recently lost one employee to JCSO. For hiring he mentioned an entry-level officer who is going to the academy, one graduating, and one nearing the end of field training.
  
- XI. Old Business:
  - A. None
  
- XII. New Business:
  - A. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee
    - i. Vice Chair Olson stated intent to move into executive session per RCW 42.30.110(1)(g) to review the performance of a public employee for 15 minutes, with possible extensions.
      - 1. Beginning at 9:30 am for 15 minutes ending at 9:45 am.
      - 2. Extended at 9:45 am for 10 minutes to 9:55 am.
  
- XIII. Suggestions for next or future agenda, regular meeting and/or executive session.
  - A. Matt noted that the ongoing items removed from this month's agenda due to low attendance would be returned to the agenda next month, that he expected to request an executive session for union negotiations and follow-up to today's executive session.
  
- XIV. Good of the Order
  
- XV. Adjourn
  - A. Commissioner Frank motioned and Chief McKern seconded, and Vice Chair Olson adjourned the meeting at 9:57 a.m.

Next meeting: August 28th, 2025

9:00 am – 11:00 am

Jeffcom 911 Board Meeting  
July 24th, 2025

*Thomas A. Olson*

Jeffcom Administrative Board Member

*Tim McKern*

Jeffcom Administrative Board Member

9/9/2025 | 11:33 PDT

Date

9/8/2025 | 14:07 PDT

Date



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

**August 28th, 2025**

**Members Present**

Andy Pernsteiner, Chair, JCSO Sheriff  
Jamie Aumock, JCSO, Alternate  
Greg Brotherton, Jefferson County Commissioner  
Art Frank, Fire Commissioners Association  
Tim McKern, Fire Chiefs Association, Alternate  
Josh Peters, Jefferson County, Alternate

**Other Attendees**

Pete Brumell, EJFR  
Jennifer Dyste, Jeffcom Records Specialist  
Lisa Johnson-Burkhard, Jeffcom Finance Manager  
and Clerk of the Board  
Matt Stewart, Jeffcom Director

**Members/Alternate Members Absent or excused:**

Bret Black, Fire Chiefs Association  
Steve Craig, Fire Commissioners Assoc. Alternate  
John Mauro, City of PT, Alternate  
Thomas Olson, Vice-Chair, City of PT Chief

- 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 – Approval**
  - A. Chair Pernsteiner is removing user agency reports today in the interest of time.
  - B. Fire Commissioner Frank made a motion to approve the agenda (Chair mistakenly said “Budget” ) as amended. Commissioner Brotherton seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:**
  - A. Board Meeting Minutes for July 24th, 2025 – Fire Commissioner Frank made a motion to approve the minutes as presented. Chief McKern seconded, and the minutes were approved.
- VI. **Approval of Accounts-Payable batches**
  - A. July 31, 2025 \$ 4,973.68

Jeffcom 911 Board Meeting  
August 28th, 2025

- B. August 07, 2025 \$ 109,391.05
- C. August 14, 2025 \$ 3,082.25

Commissioner Frank made a motion to approve the payables as presented.

Commissioner Brotherton seconded, and the payments were approved unanimously.

**VII. Approval of Treasurer's Report – Bank Reconciliations and Fund Balances, Warrant registers' activity for July 1 through July 31, 2025**

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

- i. **Fund Balance as of 07/31/2025** **\$1,822,822.77**

**B. Warrant Registers' Activity**

- i. **Account 671 – 1<sup>st</sup> Security** **\$ 201,070.75**
  - a) \$ 19.75 Claims (Bills) paid
  - b) \$ 1,051.00 Payroll Benefits Paid
  - c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs
- ii. **Account 3 – First Federal Savings** **\$ 220,239.41**
  - a) \$ 17,589.14 Claims (Bills) paid
  - b) \$ 202,650.27 Payroll/Benefits paid
- iii. **Account 672 Capital Cash Account** **\$ 2,360.40**
  - a) \$ 2,360.40 Withdrawal/Transfer to Capital Investment LGIP interest bearing account
- iv. **Account 673 – LGIP Capital Investment** **\$ 2,464.63**
  - a) \$ 2,464.63 Withdrawal/Transfer to Capital Cash non-interest bearing account

**Total Monthly Activity \$ 426,135.19**

(Acct Transfers total \$204,825.03)

- C. Commissioner Brotherton made a motion to approve the Treasurers report as presented. Fire Commissioner Frank seconded. The Treasurer's Report was approved unanimously.

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

- A. Our total fund balance through July 2025 is \$1,822,822.77.
- B. Lisa stated that we are at 58.33 % YTD and remain on target.

- i. We have received a preliminary liability assessment notice from WCIA for 2026. They have reclassified 911 centers into their own risk pool, and it was expected to reduce our rates in 2026. Matt will be discussing options moving forward as well as presenting other options for insurance coverage.
  - ii. Wages and Benefits continue to stay on track to budgeted.
- C. As of July 2025, we have a YTD budget surplus of \$571,399.64
- D. Commissioner Brotherton asked about the SAO document shared with the board. Lisa mentioned that it showed the SAO's summary of historical Financial Health Indicators. It was noted that there were some cautionary outlooks that occurred when we had saved for a big project then incurred the expenses of that planned project, which gets flagged as cautionary due to our cash on hand decreasing. Our recent net change was a reduction of about \$9,500 in cash position yet was flagged despite us having planned well in advance for the project. Matt mentioned this was for last year's radio console project funded by accumulated capital funding.

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

- A. Simulcast and IT Network – IT continues to work on the network to tower sites and meeting with a potential supplier teams for the radio upgrade. The simulcast refresh feels promising for our 2027 project to replace the base station radios and repeater hardware and simulcast system hardware and to move to an IP-based system. We have scaled back the project now that we have control of the microwave system, to just replacing the radio system. We'll need to go through a procurement process and to get competitive proposals – projecting the cost will be significantly well under \$1 million, which could be covered by our capital funds on hand. Rich and Mike are extending our network, site by site, with our network, and cellular or satellite to establish our resiliency and our redundant fail-safe technology.
- B. We need to extend our Nutanix server maintenance for 17 months; it had originally been 5 years in September. This is the last support of our Nutanix server and gets us to 2027. We need to decide if we're going to continue to maintain our own servers on site as we have been, with Tyler CAD, or if we want to move away from Tyler for our CAD, etc. and to move to the cloud-based platform, in exchange for service support for that feature. Corrections, mobility, CAD, LE and Fire records all need to consider the possibility of moving together, and to possibly end our partnership with Pencom. Chair Pernsteiner asked about the cost for cloud based; Matt stated that the cloud-based CAD expense is roughly equal to what we currently pay Tyler for our current service and support. Grant County has recently switched to cloud based. They service a population of approximately 100,000, which is similar to the combined population for Jefferson and Clallam County: their costs are roughly equivalent to

what we (Jefferson and Clallam county) collectively pay. Matt also requested that each of the user agencies to delegate someone to represent their agency at various conferences, and to give them the power to address their needs and concerns, and potential procurement of an agreed solution.

- C. We also need to replace our phone system at about the same time. Traditionally we would get an equipment grant from the state for our call handling equipment. The other option is for us to go cloud-based, independently. Option 2: Currently the State E911 office is planning on putting out an RFP for a state-wide phone system that they would host at a couple of geo-diverse locations with whom we would just subscribe. Option 3: If we go on our own, the problem is that our state grant is not set up to reimburse for our self-hosted if we have our own cloud based phone system. But because of the reimbursement from the state, it is cheaper for us to stay with an in-house phone system. We really need the state to change the policy for reimbursement to include cloud-based option. There is one vendor that currently supplies the cloud-based system to MACC in Grant County.
- D. Commissioner Brotherton asked if Tyler is considering moving to cloud-based. He knows the hassle of running to platforms side by side during a transition period, and he trusts the leadership of Matt, Rich, Mike and the user agencies to decide and is concerned about the process of changing. Also, if PenCom were to go to cloud-based, and Jeffcom did not the costs may increase for us. Matt confirmed it would and mentioned that the original ILA joint venture Contract with Pencom was not thoroughly reviewed, resulting in duplicate billing issues for us and our user agencies cost sharing. We are planning to go with Pencom to Grant County to observe their systems. Matt mentioned that we will be pretty much forced to follow Pencom's lead, or we could set up an alternative way to be able to access to each other's CAD. Commissioner Brotherton had asked if Tyler offers a cloud product, and Matt mentioned that that is why we're facing this decision now. Tyler had been trying to force us to go cloud-based and they were only going to update our on-site CAD system only one more time, and then only update cloud based after that. They have done the same thing to LAW Enterprise enforcement records. They had tried to force this on larger agencies as well. It has been shared with us from other clients that Tyler's software coders have been moved to working on the Enterprise software, causing the CAD System to languish. The cloud product Tyler offered us, is effectively "Cloud washed", meaning that our current software would just be uploaded on their servers, but keep the same program that we're running today. It's not an advancement in software but only replacing our server space with their expensive leased server space in an AWS facility.

- E. Staffing – Our 11th new hire trainee is on the air and has moved from fire to law today and is progressing well. Our twelfth communications position has been hired and will start when the eleventh is largely through training. Along with EJFR, we had an off-site therapy appointment for staff wellness. We have a therapy psychologist that comes in twice a month to offer support. We will be moving staff around soon: Moving Lisa into Matt's office; Matt to a room behind the kitchen; and then moving Jenny in with Lisa. The supplies in the storage room will be moved to the supervisors' office. This will result in vacating the EOC where Lisa currently resides.

**X. Old Business:**

- A. Contracted records services for JCSO and PTPD: Amendment 1 to Memorandum of Understanding between Jefferson County on behalf of the Jefferson County Sheriff's Office and Jeffcom dated November 21, 2013, establishing the terms and conditions whereby Jeffcom will provide the County with warranty entry services (2025-0003).

Matt stated that the issue arose when the Jefferson County finance manager did not agree with our interpretation of the MOU regarding covering all of Jeffcom's costs to provide record services, which were budgeted this year and last to cover Jenny's costs and part of our facility cost. Costs have not been fully covered for many years until recently, so for most of the history of this MOU fire districts have been paying a portion of law-enforcement records services. The suggestion from the Sheriff's Office was that Jeffcom draft a revised contract, and Matt drafted an amendment instead mainly because he does not want this arrangement to continue in perpetuity and the existing MOUs just need some clarifications. The original agreements are from 2013 and 2014. Matt is presenting a draft for the board to review including clarifications about fully funding the cost as well as what is the difference between emergent communications-officer work and Jenny's records work.

Chair Pernsteiner discussed history of county and city doing their own records and the need to have urgent access to emergent records. JCSO does not have space for another person, and all entries need to have second-party authorization by another staff member so additional staff would need to be trained.

Commissioner Frank asked to clarify whether there would always been some things Jeffcom communications staff need to enter, and Matt stated that they will always do WACIC/NCIC entry but not work in LERMS, which is as different from CAD as the first-records system. Jenny works in LERMS.

Matt pointed that we do not have resiliency in records with a single employee who works in law-enforcement records and stated that this work should be done in a workgroup with others who work in LERMS. If Jenny were to leave, Jeffcom would have to divert a CO into the role immediately, which is not what Jeffcom exists to do, so in his opinion this function to move to a law-enforcement agency.

Matt pointed out that despite that discussion about whether Jeffcom should continue to fulfill this contracted role, the proposed amendment does not do that. It addresses the current issues particularly of the law-enforcement agencies covering the cost of the contracted work.

Discussion moved to where the physical records would be in various scenarios. Chair Pernsteiner suggested perhaps the city would be interested in taking back their small portion of the work and asked about possibly moving to paperless, away from hard copies.

Commissioner Frank asked what the delta was between what was what was being paid by the agencies and what the contracted work was costing the agency. That table was discussed along with how the gap is covered by all user agencies.

Chair Pernsteiner proposed the discussion end to accommodate the scheduled executive session. Matt will send JCSO the revised document to take to the county for legal review and further consideration.

- B. Second revision to 2025 regular meetings calendar changing the location of the November 20 administrative board meeting to Station 7. Commissioner Frank made a motion to adopt the revised calendar. Commissioner Brotherton seconded and the revised calendar was approved unanimously.

#### **XI. New Business:**

- A. Executive Session per RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
  - i. Chair Pernsteiner stated intent to move into executive session for 30 minutes, with possible extensions.
    - 1. Beginning at 9:56 am for 30 minutes ending at 10:26 am.

2. Extended for 10 minutes, and will return at 10:36 am.
- ii. The board returned to open session at 10:36 am with no action taken.

**B. Teamsters proposal**

- i. The current CBA expires at the end of this year. The Teamsters contacted us at the end of June stating they wanted to negotiate a new agreement, and the bargaining-unit members have been working on their proposal. Matt presented a summary of their proposal, which was received Monday.

**C. Executive Session per RCW 42.30.140(4)(b) to plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings and to review the proposals made in the negotiations or proceedings while in progress.**

- i. Chair Pernsteiner stated intent to move into executive session for 30 minutes, with possible extensions.
  1. Beginning at 10:47 am for 30 minutes and ending at 11:17 am.
  2. Extended at 11:17 am for 15 minutes to 11:32 am.
- ii. The board returned to open session at 11:32 am with no decisions made.

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

- A. In the interest of time, Chair Pernsteiner requested moving Old Business Item B regarding WCIA vs Risk Pool to next month. Matt requested that the Board review the board documents and be prepared for a decision next month.
- B. Exec Session needed for follow Up on the topic of Executive Session #1 today.
- C. Commissioner Frank suggested we consider scheduling a special budget meeting. Chair Pernsteiner asked how quickly we would be able to project budget items based on the ongoing CBA negotiations, and Matt stated staff could do some projections even before the CBA is settled. Commissioner Frank suggested considering frontloading some capital savings to fund 2027 capital projects, and Matt mentioned we should have a 2025 year-end surplus of approximately \$100,000 that we might be able to move that into the capital fund, though projects that year might drain the capital fund. Commissioner Frank reiterated that it would be ideal to have everyone at the meeting for something as important as the budget. Chair Pernsteiner suggested that we keep the September meeting as planned but plan on an extended meeting due to the agenda and that Matt reach out to each board member to ask them to attend to review what should be a mostly final budget at that meeting.

**XIII. Adjourn**

Jeffcom 911 Board Meeting  
August 28th, 2025

- A. Fire Commissioner Frank motioned and Commissioner Brotherton seconded, and Chair Pernsteiner adjourned the meeting at 11:40 a.m.

**Next meeting: September 25th, 2025**

**East Jefferson Fire Rescue Station 7 in Port Ludlow**

**9:00 am – 11:00 am**

Audy Pernsteiner  
Jeffcom Administrative Board Member

Thomas A. Olson  
Jeffcom Administrative Board Member

9/25/2025 | 14:09 PDT

Date

10/1/2025 | 15:38 PDT

Date



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

**September 25, 2025**

**Members Present**

Andy Pernsteiner, Chair, JCSO Sheriff  
Jamie Aumock, JCSO, Alternate  
Bret Black, Fire Chiefs Association  
Steve Craig, Fire Commissioners Assoc. Alternate  
Art Frank, Fire Commissioners Association  
Tim McKern, Fire Chiefs Association, Alternate  
Thomas Olson, Vice-Chair, City of PT Chief  
Josh Peters, Jefferson County, Alternate

**Other Attendees**

Rich DePas, Systems IT Manager  
Lisa Johnson-Burkhard, Jeffcom Finance Manager  
and Clerk of the Board  
Matt Stewart, Jeffcom Director

**Members/Alternate Members Absent or excused:**

Greg Brotherton, Jefferson County Commissioner  
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. Chief Black made a motion to approve the agenda.. Chief Olson seconded, and the agenda was approved unanimously.
- V. **Approval of minutes:** `
  - A. Board Meeting Minutes for August 28th, 2025 – Fire Commissioner Frank made a motion to approve the minutes as presented. Chief Black seconded, and the minutes were approved.
- VI. **Approval of Accounts-Payable batches**
  - A. August 28, 2025 \$ 11,489.97
  - B. August 29, 2025 \$ 104.00

- C. September 4, 2025 \$ 133,086.44
- D. September 9, 2025 \$ 10,133.66

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 August 1 through August 31, 2025

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

- i. **Fund Balance as of 09/30/2025** **\$1,722,801.71**

**B. Warrant Registers' Activity**

- i. **Account 671 – 1<sup>st</sup> Security** **\$ 205,133.99**

- a) \$ 1,274.64 Claims (Bills) paid
- b) \$ 3,859.35 Payroll Benefits Paid
- c) \$ 200,000.00 Withdrawal/transfer to FFSL to cover Payroll/EFTs

- ii. **Account 3 – First Federal Savings** **\$ 226,623.60**

- a) \$ 12,862.35 Claims (Bills) paid
- b) \$ 213,761.25 Payroll/Benefits paid

- iii. **Account 672 Capital Cash Account** **\$ 2,464.63**

- a) \$ 2,464.63 Withdrawal/Transfer to Capital Investment LGIP interest bearing account

- iv. **Account 673 – LGIP Capital Investment** **\$ 2,469.55**

- a) \$ 2,469.55 Withdrawal/Transfer to Capital Cash non-interest bearing account

**Total Monthly Activity \$ 436,691.77**

(Acct Transfers total \$204,934.18)

- C. Matt stated that a correction was made to August Reconciliation and will need to be approved again. Lisa explained that while normally we have one Verizon payment of 40.01 each month, a second payment that usually posts the first of each month, posted on the last day of the month. The Bank statement was not available, so she had prepared the reconciliation based on the bank account transaction detail, and he misread the final balance for September by one line, and this mistake was not noticed on the final review. The corrected Treasurers report balance is \$1,822,822.77 (This is the same "Book" balance, which didn't change, but the "adjusted ending balance" which considers outstanding payments, or deposits, reduced by 40.01: from \$1,828,286.27 to the corrected \$1,828,246.26

- D. Fire Commissioner Frank made a motion to approve both Treasurers report (July's correction and August) as presented. Chief Black seconded and the Treasurer's Reports were approved unanimously.

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

- A. Our total fund balance through August 2025 is \$1,722,801.71.
- B. Lisa stated that through August we are at 67 % YTD and remain on target.
  - i. Comment on 360 Misc Revenue
    - 1. LGIP interest... 361-41-00-00.  
LGIP interest earned is effectively 69.7% YTD. It's now booked in Capital Fund rather than General Fund. Procedure changed after the 2025 Budget was finalized.
    - 2. 362-90 Tower Rents - Jefferson Co/Jeffcom Reciprocal leases \$21,455.66 posted; offset directly by 591 Debt Service lease payments.
    - 3. 591- Debt Service We will no longer have a Canon Lease payment in 2026 as we reached the end of our contract and bought a replacement copier/scanner for \$8,102.38 from Pacific Office Equipment.
  - ii. Wages and Benefits continue to stay on track to budgeted at 65.78%!  
We're hoping to be as close on budget for 2026, but with the current CBA "unknowns", we will see how we end up.
- C. As of August 2025, we have a YTD budget surplus of \$488,025.69. Matt has projected that we will end the year with a \$100,000 surplus, and potentially move the surplus into our Capital LGIP Account

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

- A. CAD Upgrade – The upgrade is still in process: Tyler admitted yesterday that their GIS team missed some steps in the prep for the GIS upgrade and had not involved the GIS staff. The test upgrade should have worked out this issue. We don't expect a multi-day problem in the upcoming upgrade to the production side of the upgrade. Chief Black asked if we have a way of quantifying the cost; Matt stated we don't specifically pay for the upgrade; they're part of our maintenance agreement and IT can do other work while they monitor Tyler's progress. This upgrade is different than prior upgrades, as the entire underlying GIS mapping is the biggest upgrade. There will be a planned CAD outage for November 3 approximately all day starting around 5:00 AM.
- B. Fire Primary – The imbalance on the audio levels that was causing the poor performance in areas has been corrected by retuning the replacement repeater in

Hadlock. Additionally, the technicians performed the annual preventative maintenance checks on all our sites; our microwave; VHF; and UHF radios with no issues found and no capital expenditures were required.

- C. Tower Lease – DNR. Rich and Matt met with their office yesterday. Their offices have been restaffed that leases communication sites, so our Maynard tower lease will be extended again for 13 years. Our costs will go up slightly, which will offset our costs with our revenue from ICOM and Jefferson Transit Authority. We may be adding NOAA as a sublease for their weather radio transmitter; Rich is in negotiation with them. We will have to start paying for operations out at Mt Octopus on the west end. WSP will continue to not charge us for the tower or for the space in their building; DNR has to charge since they are maintaining the land for their trustor.
- D. EMS – The last big project we have now is a joint effort between Jeffcom and Pencom to begin the process of updating procedures and guidelines for our guidebooks. We are jointly switching from a now unsupported guidebook, from King County EMS. We were no longer getting any support or CE training to support it. If there was a court issue about a call response, we need to have a legitimately supported and updated system that provides updated and supported procedures. We are transitioning to a supported EMD program from APCO. Every CO will need to go through the APCO EMD course again and will need to stay current, and we will have joint classes with Pencom. Chief Black asked if other local dispatch centers are using it; Matt stated it's fairly common in smaller centers. Also, Chief Black asked if it has the ability similar to ProQA. Matt stated that this won't replace our current local fire and law procedures, but we could meld APCO fire and law with what we have. That is a bigger commitment than EMD. Chief Black asked if the EMS councils should merge. Chief McKern mentioned that Mason, Jefferson, and Clallam are all on the same EMS "protocol" in 1991. That is not common statewide. Matt stated it is very advantageous to have these combined field protocols available to us, and to enable us to update our SOP foundations. It would definitely help if all agencies collaborated on shared protocols.
- E. Rich is gathering cost projections for a State Equipment Grant application. In 2026 it will be to replace CAD computers and monitors in 2026, to replace network infrastructure such as switches and firewalls in 2026 and to replace our server cluster in 2027 which may be \$200K for our housed CAD Server but has potential to decrease if we go to cloud hosting.
- F. Tyler issue is still in discussion, when we get the final number we will be billed from Pencom, and then we will bill the pass-through costs to the applicable user agencies.
- G. Draft records specialist MOU is with Jefferson County now for review and then will go to the City of Port Townsend for review.

**X. Old Business:**

- A. Discussion and possible decision regarding continued participation in Washington Cities Insurance Authority risk pool versus VFIS insurance through Nicholson and Associates Insurance in advance of notification deadline to exit WCIA October 11, 2025
- i. Director Stewart shared a PowerPoint slide, with a comparison of WCIA and VFIS private insurance. The risk pool pools the risk of its members, and requires attendance at board meeting, and other requirements for training and physical attendance annually. It also uses significant re-insurance policies to cover higher tier above \$5K and \$10K.
  - ii. It provides pre-defense to Jeffcom, split 50%, as we have used recently.
  - iii. WCIA reconfiguration in 2026. It is not only cities, but includes 911 and other non-city entities. This affected group 5's rates, because they historically have much higher claims history. This has effectively caused the 911 centers to bear that additional cost. This had been addressed by WCIA and will change in 2026, giving Jeff the opportunity to leave the pool with shorter notice by October 11.
  - iv. The historical costs have been:
    1. 2021 \$22,722
    2. 2022 \$26,472 +17%
    3. 2023 \$36,452 +38%
    4. 2024 \$51,153 +40%
    5. 2025 \$53,632 + 5%
    6. 2026 \$52,306 -2% estimated
    7. WCIA had projected the savings of 28%, but it has actually come in far less, at a 11.4% savings, so much lower savings than predicted.
  - v. Proposed alternative VFIS through Nicholson Insurance brokerage that attunes to a fire service. They also provide training similar to WCIA, as opposed to only buying our own private insurance.
  - vi. Cost savings from WCIA's \$52,306 vs \$37,821 VFIS
  - vii. If the high WCIA Limit is used up by another large agency claims, it can reduce what is available to us. Chief McKern mentioned that when they were faced with a significant increase in rates, Nicholson negotiated insurance, and they came back with a better alternative. Chief Black commented that they're very reliable.
  - viii. Matt mentioned that they do not provide pre-defense counsel. If we needed a legal investigator, we would have to pay that, but it's been minimal in our recent history. VFIS would not provide this "pre-claim" expense.

- ix. We cannot rejoin the WCIA if we leave their risk pool, for 5 years; we could shop other risk pools. VFIS would just be a transactional relationship and would reduce the management requirements by Jeffcom management to actively participate in their board meetings.
- x. Chief Pernsteiner asked for discussion. Chief McKern and Chief Black both highly recommend VFIS for the value they have received for public safety agencies. Josh Peters mentioned they also are in a risk pool which will be increasing 26%. Chief Olson issued that the pre-defense is a benefit for the City but given Jeffcom's claims history it makes sense to look at VFIS. Chief Black suggested that we have a lot of other agency feedback to help provide future guidance. Matt mentioned that in our recent HR issue, rather than WCIA, we used our private attorney based on a recommendation by EJFR and have been pleased with the assistance. We do not have to decide today on the private insurance we choose, but we do need to give WCIA an answer by October 11.
- xi. The board concurred and gave direction to Matt Stewart to notify WCIA that we will cancel.

B. Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee

Chair Pernsteiner stated intent to move into executive session for 5 minutes, with possible extensions.

- 1. Beginning at 10:05 Ending at 10:10 am.

The board returned to open session at 10:10 am with no action taken.

C. Executive Session per RCW 42.30.140(4)(b) to plan or adopt the strategy or position to be taken by the governing body during the course of collective bargaining and to review the proposals made in the negotiations while in progress.

Chair Pernsteiner stated intent to move into executive session for 10 minutes, with possible extensions.

- 1. Beginning at 10:11 Ending at 10:21 am.

- ii. The board returned to open session at 10:21 am with no action taken.

**XI. New Business:**

A. Review and possible approval of draft 2026 budget.

Chief Black asked about Account 340 - Dispatch Fees, specifically the comment section that states "XX.X % of budget gap" for each individual agency. Director

Jeffcom 911 Board Meeting  
September 25th, 2025

Stewart explained that we prepared our budget with zero in each of those line items, except the \$2,000 DOC Correction. After the revenue and expenses are established, per the ILA that established Jeffcom, the agencies pay a portion of the deficit gap, based on their own proportional share of call volume. Then, that percentage is then applied to the total “gap” and each agency’s call for service fees are established. Once those amounts are entered, we end up with a balanced Budget.

Discussion continued on: WA State BSO grant increase, and the equipment grant to which we are applying; the Jefferson Co Bond Debt Payments; Wages/Salaries and Benefits assumptions; and Public Education.

Chief Black made a motion to approve Resolution 2025-0004 adopting the 2026 budget as presented. Chief Olson seconded and the 2026 Budget was approved unanimously.

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

- A. Insurance quotes to replace WCIA.
- B. Chair Pernsteiner stated we will no longer have user agency reports as a regular agenda item to keep the focus on Jeffcom business
- C. Chief Black mentioned the October 11<sup>th</sup> Fire Festival, Lawrence Street

**XIII. Adjourn**

- A. Fire Commissioner Frank motioned, and Chief Black seconded, and Chair Pernsteiner adjourned the meeting at 10:39 a.m.

**Next meeting: October 23rd, 2025**

**East Jefferson Fire Rescue Station 6**

**9:00 am – 11:00 am**

*Thomas A. Olson*

Jeffcom Administrative Board Member

10/29/2025 | 16:57 PDT

Date

*Tim McKern*

Jeffcom Administrative Board Member

10/29/2025 | 17:02 PDT

Date



Jeffcom 911 Board Meeting  
Hybrid In-person and Virtual Meeting

October 23, 2025

Members Present

Jamie Aumock, JCSO, Alternate  
Art Frank, Fire Commissioners Association  
Tim McKern, Fire Chiefs Association, Alternate  
Thomas Olson, Vice-Chair, City of PT Chief

Other Attendees

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

Members/Alternate Members Absent or excused:

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

- 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

Amended by motion at  
November meeting

Jeffcom 911 Board Meeting  
October 23rd, 2025

- 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 – 1<sup>st</sup> 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 3<sup>rd</sup> 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

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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

Andy Pernsteiner  
Jeffcom Administrative Board Member

11/21/2025 | 09:55 PST

Date

  
Jeffcom Administrative Board Member

11/21/2025 | 09:45 PST

Date