

JeffCom Admin. Board Minutes
January 22, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn.
Conner Daily, City of Port Townsend Alternate
Tony Hernandez, Jefferson County Sheriff/Alternate
Chuck Boggs, EJFR, Fire Chief's Assn/Alternate

Other Attendees:

Moe Moser, JC Fire Chiefs Assn/Alternate
Philip Morley, County Administrator/Alternate
Donna Hamlin, JeffCom Director/Board Secretary
David Winegar, JeffCom Systems Tech
Ray Stout, JeffCom GIS/IT Tech
Kathy Young, JeffCom Office Coordinator

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
Bob Wilson, JC Fire Chiefs Association
Mike Brasfield, Jefferson County Sheriff
George Eims, Fire Commissioners Assn/Alternate

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes – October 2008 and December 2008
Voucher Detail & Summary – December 2008
Draft of Long Term Planning costs
JeffCom Organizational Chart
JeffCom Phone Activities Statistics

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0830.

PUBLIC COMMENT

None. No members of the public were present.

APPROVAL OF AGENDA

Chairman John Austin requested review and approval of the agenda. The agenda was accepted as stated.

APPROVAL OF MINUTES

Chairman John Austin requested review and approval of the October 2008 minutes. With no changes, **Robert Pontius moved to approve the October 2008 minutes; Conner Daily seconded. The October minutes were unanimously approved.** John Austin requested review and approval of the December 2008 minutes. With no changes, **Robert Pontius moved to approve the December 2008 minutes; Chuck Boggs seconded. The December minutes were unanimously approved.**

APPROVAL OF VOUCHERS

The December 2008 vouchers were reviewed. After discussions, **Robert Pontius moved to approve the December vouchers; Chuck Boggs seconded. The December vouchers were unanimously approved.**

OLD BUSINESS

KPFF contract negotiations

Donna Hamlin said it took from October to December for KPFF to come up with a dollar amount for the civil portion of the infrastructure project. Their proposed amount of over \$963,000 only includes paperwork and

overseeing the project; no construction costs were included in their proposal. Donna said the final proposal is not acceptable and that Sparling told her that the amount should have been no more than \$200,000. Donna said the #2 vendor: PB Telecom said they will have a proposal to her by Friday.

Radio Infrastructure rebuild status

Hadlock: Donna said JeffCom has run out of room for equipment. She said the back room is seriously overheating and in danger of destroying the radios. The new MicroData server has been put in the telephone room until another location can be found. Donna said she has discussed with Loring Bemis the possibility of buying a shelter to put at the base of the tower for the equipment.

Green Mtn: the contract is pending; in need of new shelters then the radios will be installed.

Maynard: at the first of January the contract was sent back to DNR. KIRO will remain as a tenant. After JeffCom pays the lease to DNR and then recoups money from KIRO, Donna Hamlin proposes the final cost to JeffCom will be around \$2,468/yr.

Project Mgmt: Spencer Bahner is finalizing the budget fees, microwave and simulcast costs, and construction costs.

Spillman status

Donna Hamlin said that Spillman representatives will be here on April 20th for 4 days of training.

(Philip Morley arrives at 9:15). John Austin asked that Donna Hamlin bring Philip up-to-date on KPFF. Donna said she would discuss later with Philip about County assisting with site construction if needed .

MicroDATA status

Donna Hamlin said data collection is continuing and eventually Chic Stout will fill in pinpoints at each house, instead of just when the house is not visible from the roadway. The data collector will not enter a place if signed to keep out, but if a driveway is winding then he will go up to the house. Fire hydrant locations are also being collected.

NEW BUSINESS

FY 2008 budget review

Donna Hamlin said that she and Kathy Young have been working on a long range planning worksheet and that future projections are just a guess at this point. Kathy passed around spreadsheets that showed detailed revenues and expenditures for funds 121 and 122 for the 2008 budget year.

Intergovernmental Ventures with Port Townsend

Donna Hamlin said there is a County ordinance in place from 1999 that calls for the joint ventures of like-projects with Port Townsend. It was signed by the City of Port Townsend Council and the Jefferson County Board of County Commissioners. Donna wanted to bring this to the Boards attention for future coordinated project needs and the ordinance copy was given to County Administrator Philip Morley.

NG911 funding legislation update

Donna Hamlin said that the State Military Department has made a proposal to the State Legislature to raise the telephone excise tax to fund Next Generation 911. Donna said that without an increase JeffCom's tax revenues will fall short of paying all 911 expenses. State Military Department is taking the stance that all call-taker (911) expenses should be paid from 911 funds and radio dispatch services should be paid from users' fees. Right now most agencies use the user fees to offset the 911 income shortfall. The Legislature and Governor will be addressing the proposed increase in the January 2009 session.

BIA dispatch services

Donna Hamlin explained that Forks PD had a contract with the Bureau of Indian Affairs for dispatching. Donna said she was unsure if JeffCom would be asked to assume those dispatch services, but PenCom has picked up the dispatching for now and will continue to do so until a final agreement is reached by someone by BIA.

REPORTS

Subcommittee Report

Donna Hamlin said that there was no quorum at the last meeting so no decisions were made. The group discussed KPFF and the infrastructure project.

IT projects – David Winegar

David Winegar said that the equipment room heating problem has become critical and that the equipment is in danger of being destroyed. David said what is needed is a portable building specially designed for radio sites. After discussion, **Tony Hernandez made a motion for Donna Hamlin to get a cost estimate for a portable radio shelter for Hadlock to the Board; Robert Pontius seconded.**

IT projects – Chic Stout

Chic Stout said that the MicroData server has been installed in the telephone room and that a trainer will be here next week to load a database to begin training on ARC/GIS. Spillman will be here at the same time which will give them the ability to work together to resolve issues.

Director's Report

Donna Hamlin said that she has been working on the long range plan and that it is a work in progress. Her hope is to have a final version in place May of each year, before budget planning.

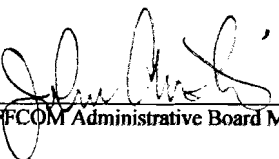
Donna said that NENA has been working with the FCC on Next Generation 911 which will enable a variety of data generated calls to come into 911 centers. The public currently has an expectation that they can do this now but the State will not support it and will be issuing public broadcasts that this service will go into effect in 2011.

Public Comments

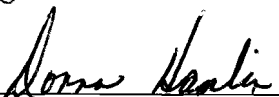
As there were no members of the public present, no further public comment was called for.

With no further business to come before the Board, **Conner Daily moved to adjourn the meeting; Tony Hernandez seconded.** The meeting adjourned at 1035.

The next regular meeting is scheduled for Thursday, February 26, 2009 at Chimacum Station at 0830.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
February 26, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn.
Conner Daily, City of Port Townsend Alternate
Mike Brasfield, Jefferson County Sheriff
Bob Wilson, JC Fire Chiefs Association

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
George Eims, Fire Commissioners Assn/Alternate

Other Attendees:

Philip Morley, County Administrator/Alternate
Chuck Boggs, EJFR, Fire Chief's Assn/Alternate
Tony Hernandez, Jefferson Co. Sheriff/Alternate
Donna Hamlin, JeffCom Director/Board Secretary
David Winegar, JeffCom Systems Tech
Ray Stout, JeffCom GIS/IT Tech
Kathy Young, JeffCom Office Coordinator

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes – January 2009
Voucher Detail & Summary – February 2009
Budget materials
Sparling Infrastructure Power-point Briefing – February 2009
JeffCom Server Room email
Modernization article
State House Bill materials
JeffCom Phone Activities Statistics

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0830.

PUBLIC COMMENT

None. No members of the public were present.

APPROVAL OF AGENDA

Chairman John Austin requested review and approval of the agenda. Donna Hamlin requested that Surplus Property Declaration be added to New Business. With that change, **Conner Daily moved to approve the agenda; Robert Pontius seconded.** The agenda, with one change, was unanimously approved.

APPROVAL OF MINUTES

Chairman John Austin requested review and approval of the January 2009 minutes. With no changes, **Mike Brasfield moved to approve the agenda; Chuck Boggs seconded.** The January minutes were unanimously approved.

APPROVAL OF VOUCHERS

The February 2009 vouchers were reviewed. Mike Brasfield asked Donna Hamlin to get a written agreement next year from OPSCAN for the set of services that they will provide. **Mike Brasfield made a motion to approve the February vouchers; Robert Pontius seconded.** The February vouchers were unanimously approved.

OLD BUSINESS

Radio infrastructure rebuild/sites status

Donna Hamlin said PB Telecom came to the Tech Committee and gave a presentation on doing the civil portion of the infrastructure project. Sparling crunched the numbers and said that going with PB Telecom will bring the project in on time and on budget. That portion of the project will begin after Board approval.

Port Ludlow: Donna Hamlin explained what the Ludlow Association wants done to restore the site. Donna said they are looking at having the work done in the 3rd week of March to meet the end of month deadline. (Philip Morley arrives 8:45)

Maynard: Donna said we now own the keys to the site.

Green Mtn: Donna said that Qwest swapped out phone cards and that appeared to have fixed the open-lines problem.

CAD financing status

Donna said we are waiting to hear from Gov Cap whether they will offer financing for CAD. Sparling is willing to begin training and installation if we pay \$60,000 up front. After much discussion, the Board concurred that until we have secure financing in place then we should not go forward with server installation and training.

IT space needs discussions

Donna Hamlin spoke about the lack of space for existing and new equipment and the heat problem. She said the county has made it clear that they will not support an additional outside shelter. Discussion took place about what rooms to use or modify and how to finance it. Donna Hamlin said she would use infrastructure money. **Mike Brasfield made a motion for Donna Hamlin and Loring Bemis to work together in the most economical method to solve the equipment space and cooling problems for JeffCom within the current building, up to \$50,000. Conner Daily seconded; the motion was unanimously approved.**

MicroDATA at private drives

Donna Hamlin said Andy from MicroData has been marking problem driveways with a "p" so they can be looked at later by Chic Stout. Donna said we have contracted with MicroData for 17,719 residents and that Andy is close to maxing that number out, mainly because of the extra buildings such as cottages and mother-in-law houses. MicroData wants to charge \$7.23 for each site thereafter, and Donna has said that Chic will pick up the work from that point. Mike Brasfield suggested that if it appears they will exceed the allowable 110% (19,491 sites), the Admin. Board may want to discuss seeking reimbursement from the City and County for the extra records not previously provided in their data bases.

NEW BUSINESS

Staffing; part-time JeffCom positions

Donna Hamlin said that JeffCom has to get control on salary and benefits. She said we have been unable to keep trainees and the cost of using uniforms is exorbitant. She would like to create 2 part time positions and bring back some interested former dispatchers. She said she needs the Boards approval for this, and needs to negotiate with the union.

Special meetings procedures

Donna Hamlin said she wanted to get clarification on "special meetings". It was decided that if a special meeting is called then it must be held whether there is a quorum or not. A special meeting must be published in the paper and must stick with the agenda.

Net clock purchase

Donna Hamlin said our net-clock is 3 minutes off, which is unacceptable for fire and radio. The clock was purchased in 2002 so the State will reimburse for 100%. The clock was an unanticipated purchase so was not budgeted for in 2009. The Board approved of the purchase.

KIRO sublease contract

Donna Hamlin said she used the CenCom lease as a prototype for KIRO. For the next five years they will be our tenant, paying all but a few hundred dollars of the site lease. Donna said that amateur radio is also interested in joining the tower. After discussion, the Board agreed that they would like to weigh each request before someone joins the tower and have an agreement in place before approving. **Mike Brasfield made a motion to approve the contract with KIRO; Robert Pontius seconded. The motion was unanimously approved.**

Surplus Property Declaration

Donna Hamlin said she would like to surplus the equipment and building at Port Ludlow but needs approval from the Board. **Mike Brasfield made a motion to surplus the equipment at Port Ludlow; Robert Pontius seconded. The motion was unanimously approved.**

REPORTS

Technical Committee – Bob Wilson; PB Telecom contract

Bob Wilson said PB Telecom was half the cost of KPFF for the infrastructure civil design work. The Tech Committee recommends entering into an agreement with them for contract negotiations. Donna Hamlin said that David Alvarez was satisfied with that. We will still need to go out to RFP for the actual construction portion. **Robert Pontius made a motion to go ahead with negotiations with PB Telecom; Mike Brasfield seconded. The motion was unanimously approved.**

IT projects – David Winegar

David Winegar said that a “fail test” is underway; and he is installing backup servers. David said if Spillman falls through he will need training on Positron.

Mapping projects – Chic Stout

Chic Stout said he received MicroData training and it went well. He has been working with the database for MSAG and mapping and continues to make corrections. Chic said he is also looking at the fire district boundaries. Chic said the JCSO to PSNet is almost complete which will auto-insert the e-ticket information into the computer saving time.

Director’s Report

FCC Telecom report

Donna Hamlin said that Canada is not Phase II ready but will need to be compliant by February 2010. Currently cellular Phase II calls transferred to Canada cannot be opened up, which creates a problem. Net 911 Act: Donna said information is being collected nationwide about how 911 taxes are collected and being spent. She said Washington State has a WAC in place that JeffCom complies with, and any letters addressing changes to the WAC will be presented to the Board.

FD’s toning into each other’s station for MTA

Donna said that Port Ludlow and Poulsbo are working on toning mutual aid into each other’s stations. On JeffCom’s end the dispatchers will not hear Poulsbo’s tones but will hear the apparatus advising us if they are en route to a Poulsbo call and we will receive a follow up phone call from CenCom to check responders’ availability.

JeffCom Board Minutes

HB2029 re: E911 funding

Donna said there is a House Bill under consideration covering future 911 fees which will help keep up with technology and generate more money for JeffCom.

TeleCom week coming up in April

Donna said TeleCom week will be the second week in April. She reminded people to send in their ballots for Dispatcher of the Year.

Public Comments

As there were no members of the public present, no further public comment was called for.

Additional comments: Philip Morley asked that a complete financial forecast model be provided to the Board. Mike Brasfield said they would like to concentrate on the current budget and explore options each month, such as transferring money, cutting back services, etc. It was suggested that materials be provided to the Board beforehand so they can closely examine it. Conner Daily suggested that future agendas not be too packed so they have ample time to discuss the things that were really important.

With no further business to come before the Board, **Chuck Boggs moved to adjourn the meeting; Mike Brasfield seconded.** The meeting adjourned at 1130.

The next regular meeting is scheduled for Tuesday, March 24, 2009 at Chimacum Station at 0830.

Board Approved
3/24/09

JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
March 24, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
Conner Daily, City of Port Townsend Alternate
Mike Brasfield, Jefferson County Sheriff
Bob Wilson, JC Fire Chiefs Association
George Eims, Fire Commissioners Assn/Alternate

Members/Alternate Members Absent:

David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Assn.
Chuck Boggs, EJFR, Fire Chief's Assn/~~Alternate~~

Other Attendees:

Philip Morley, County Administrator/Alternate
Tony Hernandez, Jefferson Co. Sheriff/Alternate
Donna Hamlin, JeffCom Director/Board Secretary
David Winegar, JeffCom Systems Tech
Ray Stout, JeffCom GIS/IT Tech
Kathy Young, JeffCom Office Coordinator
Steve Crosby, JeffCom
Donna Stamper, JeffCom
Sunny Fortino, JeffCom
Ted Krynski, EJFR
Ed Wilkerson, PLFR
Randy Coggan, PLFR
Dave Wheeler, PLFR Commissioner
Bill Benedict, Clallam County Sheriff
Patti Morris, Clallam Co Sheriff Office
Robert Spinks, Sequim Police
Steve Vogel, CCFD #3
Kathy Howard

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes – February 2009 & March 16, 2009 Special Meeting
Voucher Detail & Summary – March 2009
Budget materials
Next Generation 911 Project Timeline
JeffCom Phone Activities Statistics

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0830.

PUBLIC COMMENT

A member of the public expressed interest in attending the meeting to learn what will be done in regards to dispatcher retention and regionalization.

APPROVAL OF AGENDA

Chairman John Austin requested review and approval of the agenda. Donna Hamlin said she would like to add "staffing" to the Director's Report. With that change, **Mike Brasfield moved to approve the agenda; Bob Wilson seconded.**

APPROVAL OF MINUTES

Chairman John Austin requested review and approval of the February 2009 minutes. With no changes, **Bob Wilson moved to approve the minutes; Conner Daily seconded. The February minutes were unanimously approved.** Approval of the March 16, 2009 minutes will be postponed until a quorum of those members are present.

APPROVAL OF VOUCHERS

The March 2009 vouchers were reviewed. After clarification on several items **Bob Wilson made a motion to approve the March vouchers; Mike Brasfield seconded. The March vouchers were unanimously approved.**

NEW BUSINESS

Proposed Dispatch Regionalization Discussion-Bill Benedict, Clallam County Sheriff

Steve Vogel from Clallam County FD3 started by saying that they had purchased 11.5 acres of farmland in Carlsborg and zoned it public for government agency use. Visualizing a large scale 20 year plan, they prepared the property with underground utilities including fiber optics for a fire station, training center and possible dispatch center. Steve said they are seeking a grant within the next 90-120 days and want to be shovel-ready by July. *(8:50-Philip Morley arrives).*

Bill Benedict, Clallam County Sheriff, said that Steve Vogel had approached him 3 weeks ago with the offer to move PenCom to that location and take advantage of stimulus money available through a federal grant and for that reason is here to ask the JeffCom Admin Board if they would be willing to join in and look at combining PenCom and JeffCom operations.

Much discussion took place with the talking points being –

Employment: Bill Benedict assured that the merger would be of two equals and all staff would be retained. Through attrition and unfilled positions an appropriate staffing balance would be reached.

Governing Board: Bill Benedict said the Board would be comprised of equal parts Jefferson County and Clallam County.

Are we moving too fast? Ed Wilkerson said we should look at all options, including CenCom who have already built for such expansion. Bill Benedict said because the peninsula is separate it makes more sense to stay on this side of the canal. His concern is that during a major event Kitsap would not care about us.

Cost of operation: the group concurred that costs should be looked at and options weighed so that Jefferson is not spreading their costs over other cities.

One tenth of one percent: Bill Benedict said that both counties receive the 1/10% tax and are spent differently; PenCom uses 75% of their revenue to offset user costs. He envisioned that JeffCom would continue to pay down the infrastructure bond but in the long term they would own the equipment.

OPSCAN: Ed Wilkerson pointed out that we use and pay for OPSCAN but don't own or have a vote. Bill Benedict said if regionalized that he would transfer it and envisions networking it to 5 counties to lower costs. Bill said that he doesn't want to run OPSCAN and would sign over all the equipment, but pointed out that in Clallam it is running good.

Where do we go from here? Mike Brasfield asked what they want from us? Bill Benedict said he would like Donna Hamlin to be authorized to look at the option of regionalizing by assisting in the feasibility study. General interest in improvement was expressed by the group with Philip Morley agreeing that it makes good sense to look at the options and have Donna Hamlin and Kathy Young participate in running the numbers.

Final Options: the options to be considered for JeffCom are: do nothing/continue current operations, join CenCom, regionalize with PenCom at Carlsborg, or build a second level on JeffCom and have PenCom join us.

Timing: Bill Benedict pointed out that timing is everything. The grant runs out in Sept. 2010 – he has 90-120 days to submit the grant. He thinks it will take \$2.5-4 million dollars (or more) to build and hopes that the federal government will pay for most or all of it. He thinks that a decision from them would come within 60 days after submitting the grant.

John Austin asked whether the Board was ready to entertain a motion to consider a nonbinding interest for JeffCom staff to cooperate with Clallam County on a study to explore the feasibility of regionalizing.

Conner Daily presented the motion as stated; Bob Wilson seconded. The motion was unanimously approved.

John Austin called for a 3 minute recess. Exiting the meeting were staff from Clallam Co, Sequim, FD3, members of the public and press.

JeffCom Guild Proposal – Steve Crosby, JeffCom

Steve Crosby, with the support of the JeffCom dispatchers, said they are looking toward forming a guild and said they had hired an attorney to file for incorporation. Steve said they had also joined the Chamber of Commerce and the Main Street Project. He said their concerns are to keep jobs within Jefferson County and support local buying. Steve said that dispatchers have concerns that regionalization discussions will drag out for years and the insecurity of not knowing if they will have employment could drive senior employees to seek jobs in a better market. Philip Morley said maintaining security is important and we should put in place job security measures but pointed out that we are facing financial tight times and have the responsibility to look at whether to continue the way things are. *(Donna Stamper and Sunny Fortino exit meeting).*

OLD BUSINESS

Budget Projection Discussion

Donna Hamlin and Kathy Young put together and presented a budget projection that shows JeffCom revenues and expenditures from 2002 projected out to 2012. Kathy said this spreadsheet will be used as a model to project trends and will be tightened up as actual figures and county trends become available. Also discussed was the spending down of unreserved cash and using the 1/10% to offset operations.

CAD Financing Discussion

Donna Hamlin said that financing for Spillman has not come through and that Spillman has offered to carry the contract and extend payments out over 5 years if we come up with \$60,000 as a down payment. Donna suggested using carryover revenue to pay for it. Doing a quick comparison, Donna explained that we would need to pay Positron and use inside tech services to keep the current system going versus buying a new system for not that much more. After much discussion, the Board concurred that we should wait on purchasing a new system to see if regionalization is an option, including looking at CenCom. **Mike Brasfield made a motion for the Director of JeffCom, in addition to cooperating with Clallam County, begin a dialog with CenCom to provide contract services with JeffCom. Conner Daily seconded. The vote was unanimously approved.** Regarding the legal ramifications of breaking the agreement with Spillman in the event GovCap comes through with the loan, Donna and Philip Morley agreed to set up a meeting with David Alvarez to look at the legal aspect.

Policy for tower site space

At the Board's urging, Donna Hamlin prepared and read a policy about the procedure to allow others on the towers. She said that groups would need to submit a proposal for Board approval. John Austin requested that we give the commercial public radio station, KPTZ 91.9 FM, an opportunity to be on the tower because of the important service they provide to the community. Bob Wilson said the Technical Committee had reviewed the policy and recommended it. Bob said that two applicants, FD2 and Amateur Radio would like to be considered. **Bob Wilson made a motion that JeffCom enter into a lease agreement with FD2 and Amateur Radio on Maynard. Conner Daily seconded. The vote was unanimous.**

REPORTS

Director's Report - Staffing

Donna Hamlin gave an update on the current staffing level in dispatch. She said that we have 6 tenured employees and will be hiring 2 more people and that the newest hires are looking very hopeful. She said that JeffCom is reducing the number of uniforms to backfill, and that Kathy Young has assisted in answering the

admin line. If JeffCom were to merge with PenCom, Donna said that JeffCom pays higher wages. Discussion took place about why employees leave dispatching jobs and it was suggested that Donna have a second exit interview performed by county staff, such as Lorna Delaney, to get a candid view that might not otherwise be heard. Donna and Philip Morley agreed to meet and set that up. Donna also said that she is working with Lorna Delaney to set up a few part time positions to retain and bring back some experienced employees.

Public Comments

John Austin said he would like to recognize and commend Sheriff Mike Brasfield, who is retiring this week, on his long and distinguished career. John asked if the Board would consider removing public comments from the end of future agendas. After discussion, it was decided to limit the second public comment period to new business only. Chic Stout said after meeting with Central Services he discovered a previous problem thought to be Central Services problem was found to be on our side and wanted that noted.

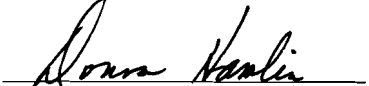
With no further business to come before the Board, **Mike Brasfield moved to adjourn the meeting; Conner Daily seconded.** The meeting adjourned at 1130.

The next regular meeting is scheduled for Thursday, April 23, 2009 at Chimacum Station at 0830.

JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
April 23, 2009

Members/Alternate Members Seated:

Philip Morley, County Administrator/Alternate
Tony Hernandez, Jefferson Co. Sheriff
Conner Daily, City of Port Townsend/Alternate
Robert Pontius, Fire Comm. Assn.
Chuck Boggs, EJFR, and Fire Chief's Assn.

Members/Alternate Members Absent:

John Austin, County Commissioner
George Eims, Fire Commissioners Assn/Alternate
David Timmons, City of Port Townsend

Other Attendees:

Donna Hamlin, JeffCom Director/Board Secretary
Ray Stout, JeffCom GIS/IT Tech
David Winegar, JeffCom Systems Tech
Kathy Young, JeffCom Office Coordinator
Randy Coggan, PLFR & JeffCom Tech Comm.
Ed Wilkerson, PLFR
Richard Kirton, CenCom 911
Sunny Fortino
Whitney Maxfield

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes – March 16, 2009 and Special Meeting March 24, 2009
Voucher Detail & Summary – April 2009
Budget materials
JeffCom Phone Activities Statistics
Spillman Contract-page 7

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Philip Morley called the meeting to order at 0830. Philip requested a moment of silence in remembrance of Fire Chief Bob Wilson and his many contributions to our community.

PUBLIC COMMENT

None.

APPROVAL OF AGENDA

Acting Chairman Philip Morley requested review and approval of the agenda. Philip Morley said he would like to add "JC Community Foundation" to New Business; and, Donna Hamlin said she would like to add "Staffing and Clerk Hires" to Old Business. With those changes, **Robert Pontius moved to approve the agenda; Conner Daily seconded.**

APPROVAL OF MINUTES

Acting Chairman Philip Morley requested review and approval of the March 16th and March 24th minutes. After calling for a correction of Chuck Boggs title in both minutes, **Robert Pontius moved to approve the March 16th and March 24th minutes, Chuck Boggs seconded.**

APPROVAL OF VOUCHERS

The April 2009 vouchers were reviewed. After clarification on several items, **Robert Pontius made a motion to approve the April vouchers; Chuck Boggs seconded. The April vouchers were unanimously approved.**

NEW BUSINESS

Proposed Dispatch Regionalization Discussion-Richard Kirton, CenCom 911

Donna Hamlin introduced Director Richard Kirton from CenCom 911 in Kitsap County who said that he had heard that we were looking at regionalization options. Richard said he was asked by Donna Hamlin to come and discuss CenCom's interest in regionalizing. Richard's information paper contained scenarios of joining PenCom and JeffCom to CenCom or a 2-way merger of just CenCom and JeffCom. He emphasized that CenCom is not interested in contracting with other agencies, if anything were to happen it would have to be a complete merger of equipment, finances, and personnel under the current umbrella of CenCom's style of governance. In a 3-way merger, Richard envisioned using their current facility as a primary PSAP and leaving one backup center on the Peninsula for emergency use only.

Topics discussed:

Governance: Richard said CenCom is governed by a board of thirteen elected officials who each have a vote in policy setting. In a merger, Richard said the exact structure would need to be worked out, but it would not be reasonable to expect that the governing board would be divided evenly between the three counties.

Staffing: Richard said that staffing would need to be looked at and could take time to work through because CenCom is a guild vs. JeffCom's Teamsters. He thought that seniority would be the driver in merging employees. CenCom currently uses a maximum 4 employees and 1 supervisor per shift, staffing only 2 at slow times. Richard said they have no need for additional administrative and IT staff and that is where cost savings would be realized. CenCom pays higher wages than either JeffCom or PenCom.

Costs: Richard said that CenCom owns all their own equipment and have a building with a 20-year growth potential. Additionally, by merging there would be access to expanded pools of grant money and funds they can't get now such as rural area grants. Richard said that the State is providing money to study regionalizing com-centers but that money needs to be appropriated by May 2009.

Law: Richard said it would be more problematic transferring law because they are on VHF and JeffCom is on UHF. Also, Richard said he is not familiar with PS Net.

Fire: Richard said there are more opportunities for fire, especially with a 3-county blend which would make use of less staffing.

Equipment: Ed Wilkerson asked how OPSCAN would tie into a merger. Richard said that he doesn't know the options for that, but doesn't think it is currently managed well. Richard said this would entail a long process but with JeffCom adding microwave to their infrastructure it helps with signals. He said that future savings would include sharing one CAD, buying fewer consoles and interfaces. Richard said that all equipment would be given over to the regionalized agency but didn't know how the problem of zeroing out the infrastructure debt would work.

Philip thanked Richard for CenCom's willingness to discuss regionalization and adjust their governance structure and said that if we were to consider regionalizing that we would certainly look at efficiencies. Philip also said that we are concerned about losing staff and would be interested in looking at a seamless transition with financial efficiencies gained through natural attrition.

Jefferson County Community Foundation – Philip Morley

Philip Morley said he had received a phone call from Herb Cook in Gardiner who wants to find an appropriate way to contribute to Chief Wilson's memory and was inquiring if this is something he should pursue. After discussion, Ed Wilkerson said he would take the lead on this and contact Herb about Veda Wilson's desire regarding donations.

OLD BUSINESS

2010 Budget – 1st Cut

Donna Hamlin and Kathy Young presented the first cut of the 2010 budget. Donna Hamlin pointed out that Bob Wilson had wanted it understood that JeffCom is a “not for profit” organization so that may mean burning down unallocated funds. Donna said that Sharon Kylo is performing 80% of her work for JCSO and 20% for PTPD but we are not getting reimbursed for her, as promised. Therefore, Donna said that Sharon will be returned back to the Sheriff’s Office May 1 and she is requesting that they pay for the last 4 months of her time. Donna said that Chic Stout as been performing work for the Sheriff’s Office but we have not been reimbursed for his time either, so he will move to 100% mapping which is reimbursable by the State 911 Grant. By making those changes Donna said we will eliminate 1.5 FTE from our budget. Donna said she is volunteering to take a 6.25% salary cut on May 1 to further help the 2009 budget. After discussion, it was decided that Philip Morley, Tony Hernandez and Donna Hamlin will talk about Sharon & Chic further. Donna said we are not supporting the Law RMS so the Fire Departments should have to pick up all Emergency Reporting costs in 2010.

JeffCom Cost Savings Proposal

Donna Hamlin said that JeffCom can no longer afford the police uniforms to work as dispatchers. Donna said she has been working with Lorna Delaney to work out the details of hiring temp people at \$16.26 per hour. Donna said that Port Townsend police officers are welcome to work at dispatch on the dispatcher pay scale but that JCSO officers will not be allowed because of union issues.

Spillman financing proposal & discussion

Donna Hamlin said that when the contract with Spillman was signed the financing package was not firmed up and has taken a long time but now Spillman has a proposal in place. Donna said she has not moved forward with accepting the financing because the Board is now considering regionalization. She copied the default language from the contract and pointed out the penalties for defaulting. Donna said Positron is not responding to our problems and cannot guarantee that it will continue working at all. After much discussion, **Tony Hernandez made a motion for Donna Hamlin to talk with David Alvarez about what it will take to get out of the contract with Spillman; Chuck Boggs seconded.** After further discussion, **Philip Morley amended the motion to have Donna Hamlin talk with David Alvarez to begin discussions with Spillman about buying some time, instead of breaking the contract or committing to financing.** Donna said she wants Philip Morley to sit in on those discussions with David. **A retake of the vote was unanimous, except for Robert Pontius abstaining.**

Port Townsend tower purchase status

Donna Hamlin said Sparling is looking for a location in Port Townsend to place tower equipment and found that the water tower would work for a base to install that equipment. By using that location, Donna said it would save the civil process since there are no neighbors nearby. When Andy Ruschak contacted David Timmons about using the tower he said not unless we pay for the Port Townsend tower first. The group discussed the confusion of that statement. Philip Morley agreed to meet with him and David Alvarez to enter into discussions.

Regionalization discussion

Donna Hamlin said she wanted to answer service criticism she heard about JeffCom by providing statistics that show we are well within minimum time standards in call handling. Philip Morley commended JeffCom saying the staff is able to handle call surges and appears to have dedicated staff. Conner Daily and Ed Wilkerson expressed concern about call costs and deficit trends. Philip Morley asked how to meaningfully engage in conversations with Clallam County and Kitsap County and do we have the expertise for the analysis. The group discussed farming out this kind of study and discussed the deadlines looming for State grant money. Conner Daily offered Ken Horvath’s expertise to look at the city numbers and see what other numbers are needed so we can decide which way to go. *(Tony Hernandez and Chuck Boggs depart meeting.)*

Staffing & Clerk Hires

See JeffCom Cost Savings Proposal (above)

REPORTS

Technical Committee Report

Donna Hamlin said that Randy Coggan has been elected Chairman of the Technical Committee. With that, Randy said that he had one proposal to bring before the Board. Randy said the Tech Committee is ready to move forward with microwave installation at the 4 sites that are ready for it, which will improve operations and replace lease lines. After discussion, **Conner Daily made a motion for JeffCom to move forward with microwave purchase and installation; Robert Pontius seconded. The motion was unanimously approved.**

Director's Report

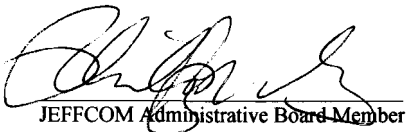
None.

Public Comments

Sunny Fortino said that she believes that a lot of the problems with Positron stem from not having sufficient training. Also, she thought that the system is capable of more.

With no further business to come before the Board, **Chuck Boggs moved to adjourn the meeting; Conner Daily seconded.** The meeting adjourned at 1130.

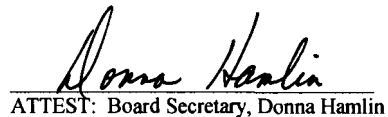
The next regular meeting is scheduled for Thursday, May 28, 2009 at Chimacum Station at 0830.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes - Corrected
May 28, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Tony Hernandez, Jefferson Co. Sheriff
Chuck Tandy, EJFR
Robert Pontius, Fire Comm. Assn.

Members/Alternate Members Absent:

George Eims, Fire Commissioners Assn/Alternate

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend/Alternate
Ed Green, PTPD
Donna Hamlin, JeffCom Director/Board Secretary
Kathy Young, JeffCom Office Coordinator
Sunny Fortino, JeffCom
Steve Crosby, JeffCom
Chris Palmer, Greentree

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes from April 23, 2009
Voucher Detail & Summary – May 2009
Budget materials & 2009 Financial Perspective Update
JeffCom Phone Activities Statistics
Regionalization Materials

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0840.

PUBLIC COMMENT

None.

APPROVAL OF AGENDA

John Austin requested review and approval of the agenda. Changes requested were:

New Business – add:

Radio Infrastructure Rebuild Direction (Donna Hamlin)
Issues related to JeffCom (Philip Morley)
Letter to Jefferson County Board by Fire Commissioners (Chuck Tandy)

Reports – remove:

Dave Winegar & Ray Stout (their report was substituted with a written report).

Director's Report – add:

King County Criteria Based Dispatching

Public Comments – add:

Comments limited to New Business only

With those changes, Robert Pontius moved to approve the agenda; David Timmons seconded. The agenda, with changes, was unanimously approved.

APPROVAL OF MINUTES

John Austin asked Philip Morley to act as Chair during the minutes approval because John was absent at the last meeting. Philip requested approval of the April 2009 minutes. **Hearing no changes, Tony Hernandez moved to approve the April 23, 2009 minutes; Robert Pontius seconded. The minutes were unanimously approved.**

APPROVAL OF VOUCHERS

The May 2009 pending bills were reviewed. **David Timmons made a motion to approve the pending bills; Tony Hernandez seconded. The pending bills were unanimously approved.** The May 2009 vouchers were reviewed. **David Timmons made a motion to approve the May 2009 vouchers; Tony Hernandez seconded. The vouchers were unanimously approved.**

OLD BUSINESS

2010 Budget

Donna Hamlin referred to the Financial Forecast spreadsheet and said that, with the help of Anne Sears, she and Kathy Young had been refining the numbers. Donna said that by the next meeting she will have the cost per agency figures. Philip Morley said the county budget cycle will be later this year, with packets going out in August and due back in September. The group discussed the call volumes and whether it would be possible to charge visitors for the impact they place on resources. The reserve funds were discussed and Philip Morley said that overtime and hiring "uniforms" had been driving some of the overrun. Philip thanked Donna for getting better control over these costs. Donna said she has hired 3 part-time people and that Kathy Young has been helping out in dispatch by answering phones. Donna thanked Sunny Fortino for her extraordinary job at scheduling the staff, eliminating all unnecessary overtime.

Proposed dispatch regionalization

Donna Hamlin said she is on the State 911 Policy Sub-Committee representing "rural counties west". She said the State has tentatively defined two different ways that centers can regionalize. Two or more agencies/counties can join by contract, in which case the smaller agency/county joins entirely with the "host" agency who gains all the assets of both and assumes the responsibility for the grant reporting, etc. for all entities. She said in that scenario the host county gains financially because all the money follows the call-takers. In the other scenario two or more agencies/counties join by an Interlocal Agreement. Each agency/county is responsible for their own allowed portion of the state 911 grant reporting. The "host" county still keeps the majority of the money since the money still follows the call-takers. Either way, Donna said the guidelines will be clear about what staff is needed to retain a comm. center's identity. Donna said that when the policy is finished she will share it with board members.

David Timmons said that before we jump into regionalization we should take a step back and look at JeffCom's needs. He talked about the piecing together of equipment and layers of issues that have been piled onto JeffCom. He said that the Port Townsend Council is not interested in outsourcing jobs and that we should look at public service and safety and the need for backup. David suggested we define the needs, goals, and directions first, and felt strongly that we not support a partial pull-out. Robert Pontius agreed and added that the public supports us and therefore the Director and her staff should be supported because they are doing a good job.

John Austin summed up the discussion by saying that it appears we have a consensus not to jump into regionalization and should look at what is the best possible 911 service we can afford. John said he was concerned about the "surge" of calls and whether 2 people could effectively handle them, or do we need a 3rd party to help. Donna Hamlin said the dispatchers handle the surges well, because they do it now and are good at it. Donna said that PenCom is still planning their build even if we don't assist them. She and Steve Romberg could look at the details of switching over to them for "night service" if ever needed in the future. Donna added that doing that with CenCom would not be acceptable because she did not feel we would be a priority with them. Steve Crosby gave a recent example of juggling two high priority calls where an outside comm. center would not have had the critical local knowledge to process them to a safe outcome. Tony Hernandez said he was concerned about JeffCom's turnover and that new people could be overwhelmed but said otherwise, JeffCom has handled surges just fine.

Spillman contract

Pending - Donna Hamlin said she had hoped to have a report, but has not had contact with them yet.

IT server room expansion space

Donna Hamlin said this project had stalled because of regionalization talks, but now feels we can go forward with expanding the server room. Donna explained how the problem of overheating could destroy the servers. By moving dispatch position #4 to the comm. center floor Donna explained that Facilities will wall off that space and add shelves and air conditioning to solve the overheating problem. Donna said the cost for this will be \$11,500 and will need to be pulled from several budget line items. The Board gave a general consensus to move forward with this project. Philip Morley said it was okay to pull money from other line items and if needed, ask for a budget appropriation since this is an important issue.

Port Townsend Tower purchase

Robert Pontius said the details have been worked out to purchase the Port Townsend tower. He said we will lease the building but own the ground in perpetuity. Robert said we are waiting for the Fire District to sign off on the amended contract.

911 addressing ordinance

Donna Hamlin said she has been in contact with Jim Pearson of Public Works who is sorting out the last details for the 911 addressing ordinance. Donna said if the ordinance goes through then ordinance language will state that the County owns all the data even though JeffCom plans to maintain the GIS database. Donna Hamlin said she wants control over the original data but would be willing to share it in read-only format. John Austin said that the public benefits from the mapping service and that we should work together. Donna agreed and said she is ready to put this issue to rest.

MicroData fees

Donna Hamlin said that MicroData will complete their portion of data collecting on Thursday with final delivery mid-August. After that, Donna said it will be up to JeffCom staff to finish up addressing. She said there were more addresses than originally thought.

Letter to Jefferson County Board by Fire ^{Chiefs Association} Commissioners

Chuck Tandy presented a letter from the Fire Chiefs addressing concerns they have about the challenges we are facing as an organization. After reading the letter, David Timmons and Philip Morley talked about how we should take a step back and address the issues one-by-one to see if we can solve their concerns before discussing regionalization. David Timmons concurred and said that people may even have different definitions of what regionalization means. Chuck Tandy asked if the board would accept the letter, and they did. **Tony Hernandez made a motion to have Donna Hamlin succinctly respond to the letter; Robert Pontius seconded.**

Issues related to JeffCom

Philip Morley suggested that future discussions, including the Fire Chiefs' concerns, be addressed in a special meeting or retreat. Philip said Donna Hamlin's job is hard to manage when the direction of the Board keeps changing. Philip also suggested bringing in temporary facilitators to help JeffCom work through the financial requirements and reporting requested by the user agencies, as well as someone to assist Donna with managing the various projects being undertaken now. They will also be examining employee hiring & retention in a thoughtful and thorough way. Robert Pontius said he wanted to go on record as saying he is opposed to regionalization or anything that outsources our jobs. **Chuck Tandy made a motion to have Donna Hamlin set the date for a special meeting/retreat to handle the issues regarding JeffCom; David Timmons seconded. The vote was unanimously approved.**

Radio Infrastructure Rebuild Direction

Donna Hamlin said that since the last meeting a request came in for her to build the radio infrastructure to suit CenCom and purchase equipment suggested by them that interfaces with their system. Donna said that she had received direction at the last board meeting to buy Alcatel and now she wants to know whether the scope of work should be changed. Philip Morley addressed the importance of not delaying because the bond money must be substantially spent by May 2010 or we face the penalty of arbitrage. Chris Palmer said that he could interface Alcatel with CenCom's Harris system in the event of regionalization. Philip said we should move forward with the original plan. **Tony Hernandez made a motion directing Donna Hamlin to carry forward with the equipment purchase as originally proposed by the Technical Committee; Robert Pontius seconded. The motion was approved, with 1 member abstaining and 1 member absent.**

John Austin asked Donna Hamlin to set up a special meeting/retreat within the next month for board members to discuss issues.

NEW BUSINESS

None.

REPORTS

IT & GIS projects status – ~~Dave Winegar & Ray Stout~~

The in-person report was replaced with a written handout.

Technical Committee – no report

Director's Report – Donna Hamlin

Director's absence for June meeting

Donna Hamlin said that her presence is required at the June APCO conference in Wenatchee so she will not be present for the June board meeting. Instead, Donna said she will send a supervisor in her place.

King County Criteria Based Dispatch

Donna Hamlin said the decision has been made to migrate away from Positron's Emergency Medical Dispatching and instead go with King County's Criteria Based Dispatching. Donna said that the State is supporting this by offering free classes at the Criminal Justice Training Center. Donna said it will just be a matter of getting the dispatchers scheduled for classes.

Public Comments (limited to New Business items only)


None.

With no further business to come before the Board, **Robert Pontius moved to adjourn the meeting; Tony Hernandez seconded.** The meeting adjourned at 1100.

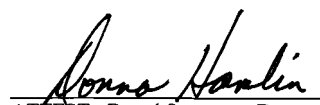
The next regular meeting is scheduled for Thursday, June 25, 2009 at Chimacum Station at 0830.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
June 25, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
Conner Daily, City of Port Townsend/Alternate
Tony Hernandez, Jefferson Co. Sheriff
Chuck Tandy, EJFR
Robert Pontius, Fire Comm. Assn.

Other Attendees:

Philip Morley, County Administrator/Alternate
Donna Hamlin, JeffCom Director/Board Secretary
Kathy Young, JeffCom Office Coordinator

Members/Alternate Members Absent:

George Eims, Fire Commissioners Assn/Alternate
David Timmons, City of Port Townsend

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes from May 28, 2009 and the Special Board Meeting from June 18, 2009
Voucher Detail & Summary – June 2009
Budget materials
JeffCom Phone Activities Statistics
2009 Projects Synopsis

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0842.

PUBLIC COMMENT

None, there were no members of the public present.

APPROVAL OF AGENDA

John Austin requested review and approval of the agenda. Donna Hamlin said she would be giving the Technical Committee report in Randy Coggan's absence. For the second Public Comments agenda item it was requested that we add: limited to New Business only. With those changes, **Robert Pontius moved to approve the agenda; Conner Daily seconded. The agenda, with changes, was unanimously approved.**

APPROVAL OF MINUTES

John Austin requested approval of the May minutes. **The change previously requested by Ed Wilkerson was noted and hearing no other changes, Robert Pontius moved to approve the May 28, 2009 minutes; Conner Daily seconded. The minutes were unanimously approved. (Tony Hernandez arrived at 0850)**

John Austin requested approval of the June Special Meeting minutes. The following changes were made: Philip Morley requested that on page 4 the sentence stating that Anne Sears' financial services **had** been retained be changed to reflect that we are seeking the services of someone with financial expertise, possibly those of Anne Sears. Robert Pontius wanted to clarify that when he spoke of employee burn out he was pointing out the similarity of truck driver and dispatcher burnout rates. **Chuck Tandy made a motion to approve the June 18th, 2009 Special Meeting Minutes as amended; Tony Hernandez seconded. The minutes were unanimously approved.**

APPROVAL OF VOUCHERS

The June vouchers and July 2009 pending bills were reviewed. After discussion; **Robert Pontius made a motion to approve the vouchers/pending bills; Conner Daily seconded. The vouchers/pending bills were unanimously approved.**

OLD BUSINESS

2010 Budget

Donna Hamlin said the 2010 budget has been tabled until Anne Sears' services have been retained. Donna said she had received an email from Anne who indicated that she is willing to assist us and will be meeting with Donna within the next few weeks to work out a scope of work contract. The group discussed the CFS handouts and determined that the ones provided are informational and helpful. It was determined that all future handouts should be labeled to correspond to the agenda numbering.

911 addressing ordinance/MicroData sharing

Donna Hamlin said she plans to post the 911 addressing information where others can download it for their use but not be able to alter the information. Donna said she spoke with Doug Noltemeier and he was okay with that. In exchange, other departments will be asked to keep us updated on new technology and address changes that they become aware of. Donna said she was seeking from the Board a motion on changing language in the ordinance allowing JeffCom to be the keeper of the master addressing system. Discussion took place about the Boards concerns of taking on the burden of keeping the database, employees time and ongoing expenses if the State 911 grant were to go away. Donna said there is no sunset on the 911 grant and she doesn't foresee it going away because the State is invested in bring NG911 onboard in a few years. The group discussed withholding a decision until they can see the language in the amended ordinance, but gave a general consensus to proceed. **Conner Daily made a motion to recognize Jefferson County 911 as the holder of the master addressing and allow Donna Hamlin to tell the County they can reflect that language change in the Master Address Ordinance; John Austin seconded. The vote was unanimously approved.**

NEW BUSINESS

Admin Board Retreat

Philip Morley said a facilitator is still being sought for a future board retreat and he is open to recommendations. Philip said that David Timmons had suggested someone from Edmonds. The group concurred that using David's recommendation would be fine. **Chuck Tandy made a motion to retain the person Philip Morley recommended and get a draft scope of work and contract secured; Tony Hernandez seconded. John Austin modified the motion to add that an alternate be used if the recommended person was not available. The motion was unanimously approved.** The group discussed agenda items for the retreat; such as JeffCom's financing and sustainability, bringing in an audit company to look at fiscal sustainability, and goal setting. Donna Hamlin said to let her know when the retreat is scheduled.

Reports

Technical Committee - Randy Coggan, TC chair

Donna Hamlin said that Randy Coggan was unable to attend the meeting. Donna said the Technical Committee reviewed a FIAL product and JeffCom was offered the product for 5 years as a beta test. After the 5 years we would be given the product free in exchange for recommending it to others. Donna said that this would be a big time saver because radio repeater problems could be solved online instead of in the field. Donna said that in the past she had provided a Projects Synopsis to cover all the JeffCom projects and thought it would be helpful and save board meeting time by using it again. Tony Hernandez suggested that it be put on regular size paper and others suggested moving the headers and send the information out in advance of the board meetings.

Director's report:

See 2009 Projects Synopsis

(Previous discussed under Technical Committee)

Spillman Contract Status

Donna Hamlin said she, Philip Morley, and David Alvarez had a phone conversation with Spillman about where we stand on the status of the contract. Philip Morley said Spillman agreed to grant a 4-6 month extension so we could examine our CAD priorities. As far as getting out of the contract, they said that only their company president would be able to grant that. Philip said this phone call was helpful to buy us time to examine our priorities and emphasized that now we need to decide what to do. It was agreed that we would pay for their out of pocket expenses for training but Donna said that there was no discussion about the 1 ½% that accrues per month on the contract payments.

Public Comments (limited to New Business items only)

None, no members of the public were present.

With no further business to come before the Board, the meeting adjourned at 1010.

The next regular meeting is scheduled for Thursday, July 23, 2009 at Chimacum Station at 0830.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes July 23, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
Conner Daily, City of Port Townsend/Alternate
Tony Hernandez, Jefferson Co. Sheriff
Chuck Tandy, EJFR
Robert Pontius, Fire Comm. Assn.

Members/Alternate Members Absent:

David Timmons, City of Port Townsend

Other Attendees:

Philip Morley, County Administrator/Alternate
George Eims, Fire Commissioners Assn/Alternate
Ed Wilkerson, PLFR
Donna Hamlin, JeffCom Director/Board Secretary
Kathy Young, JeffCom Office Coordinator
Steve Crosby, North Olympic 911 Guild
Sunny Fortino, North Olympic 911 Guild
Marlo Erwick, North Olympic 911 Guild

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes from June 25, 2009
Voucher Detail & Summary – July 2009
Policy governing use of JeffCom's MSAG data
Letter to Fire Chiefs' regarding Emergency Reporting costs
2009 Projects Synopsis
JeffCom Phone Activities Statistics

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0842.

PUBLIC COMMENT

Steve Crosby, representing the North Olympic 911 Guild said talks of regionalization and the impression that JeffCom could possibly dissolve someday has the staff looking elsewhere for employment. Steve cited examples saying that Susan Gerard had left JeffCom, Jamie Aumock has received a conditional offer at CenCom, Steve said that he will be testing with the Port of Seattle, and that Kathy Young has found a job in Public Works. Steve said that part of the problem is the Board admits that they do not function well as a Board. He said if something is not done soon then there will be no experienced call takers left by the end of the year. Steve implored the Board to look beyond their own entities and personal agendas to address the real problem and call an Executive Session so the 911 Guild does not have to deal with the problem in a public meeting. Steve submitted a Progress Report prepared by the Guild.

APPROVAL OF AGENDA

John Austin requested review and approval of the agenda. Donna Hamlin added to New Business: Telephone Updates and Southwick Enterprises. With those changes **Conner Daily moved to approve the agenda; Robert Pontius seconded. The agenda, with changes, was unanimously approved.**

APPROVAL OF MINUTES

John Austin requested approval of the June minutes. Hearing no changes **Chuck Tandy moved to approve the June 25, 2009 minutes; Conner Daily seconded. The minutes as submitted were unanimously approved.**

APPROVAL OF VOUCHERS

The July vouchers and August 2009 pending bills were reviewed. After discussion; **Tony Hernandez made a motion to approve the vouchers/pending bills; Robert Pontius seconded. The vouchers/pending bills were unanimously approved.**

OLD BUSINESS

MicroData use policy

Donna Hamlin said that at the last meeting she was asked to write a MicroData use policy. She said it had been emailed to the Board for review and if there were no changes she would incorporate it into the book. The group discussed who would have access to data and whether MOUs would be required to hold agencies accountable in maintaining the accuracy of data. John Austin said we should make sure that the agencies at the table have access to data without going through hoops and others have access with the Director's discretion. Donna said she will make the recommended changes and bring back a new version.

Anne Sears's proposal for assisting with budget

Donna Hamlin said Anne Sears has given her a proposal of \$8,000 for her to provide financial assistance with JeffCom's budget. She anticipates her scope of work to cover 5-year projections, assist with the 2010 budget proposal, set up a capital assets and equipment change out schedule, and build new reports for the Board. Philip Morley asked if that would include supporting analysis for looking at joint operations with other comm. centers. Donna said the contract could be amended to include that.

Letter to Fire Chiefs' regarding Emergency Reporting costs

Chuck Tandy said the Fire Chiefs have not had a chance to review the letter and would like this subject tabled until the next meeting.

Possible capital projects assistance

(Moved to New Business)

NEW BUSINESS

Telephone updates

Donna Hamlin said that a new phone system was being installed this week which will provide 5 DID lines. Donna said this will prevent the problem that happened several years ago during a strong wind storm when the phones went out. Tony Hernandez said that when county phones go out we will still have service.

Southwick Enterprises

Donna Hamlin said that she received a call from Larry Southwick, a licensed engineer, who is interested in working as a liaison with the infrastructure project. Donna said she has no time or expertise to manage the project and said that Larry would be willing to do so at \$75.00/hr. Donna said it is within her spending limit to hire him and would initially limit his contract to \$10,000. She said he will need to get up to speed and also determine if the project is within his scope to manage. Philip Morley asked if bond money would be used to pay for his services and Donna said that is the Board's decision. Donna said she would like to use unallocated funds. Philip Morley said hiring someone is consistent with prior Board discussions and encouraged her to use bond infrastructure money if available. Donna said she will talk with Anne about this.

Reports

Technical Committee - Randy Coggan, TC chair

No report this month.

Director's report:

See 2009 Projects Synopsis


Donna Hamlin gave a staffing report and announced that Kathy Young is leaving on August 7th and Steve Crosby is testing elsewhere, otherwise her report is up to date. Kathy cited job security as the reason she is leaving. Regionalization was discussed with Chuck Tandy expressing that they want what is best for our system and it was not the Chief's intention that they pull out of JeffCom. Robert Pontius said we own JeffCom as a partnership and it should be worked on. Donna Hamlin said there are inaccuracies being voiced by her staff and she has a very serious disconnect with them. She said that once she gets help with the project then she will get someone in to address staff concerns. Philip Morley cautioned that the Board retreat had addressed 5 issues that need to be worked on and we should proceed with caution. John Austin said that spending more time communicating with the staff would be good.


Public Comments (limited to New Business items only)

No further public comments were made.

With no further business to come before the Board, the meeting adjourned at 0950.

The next regular meeting is scheduled for Thursday, August 27, 2009 at Chimacum Station at 0830.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member


ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes August 27, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Tony Hernandez, Jefferson Co. Sheriff
Chuck Tandy, Fire Chiefs Assn.
Robert Pontius, Fire Comm. Assn.

Members/Alternate Members Absent:

Other Attendees:

Philip Morley, County Administrator/Alternate
George Eims, Fire Commissioners Assn/Alternate
Ed Wilkerson, PLFR
Donna Hamlin, JeffCom Director/Board Secretary
Conner Daily, City of Port Townsend/Alternate
Sunny Fortino, North Olympic 911 Guild
David Goldsmith, Management Consultant
David Alvarez, Co. Pros. Ofc. (Exec. Session only)
Larry Southwick, Southwick Enterprises
Anne Sears, Anne Sears & Assoc.

HANDOUTS

JeffCom Administrative Board Agenda
JeffCom Admin Board Minutes from July 23, 2009
Voucher Detail & Summary – August 2009
Policy governing use of JeffCom's MSAG data
Letter to Fire Chiefs' regarding Emergency Reporting
2009 Projects Synopsis
JeffCom Phone and CFS Activities Statistics

The meeting was held at Chimacum Fire Station 1-1, 9193 Rhody Drive, Chimacum, WA. Chairman John Austin called the meeting to order at 0835.

As several guests and members of the public were present, introductions were held around the room.

APPROVAL OF AGENDA

John Austin requested review and approval of the agenda. Donna Hamlin requested to delete bullet number 3 under item 6, Old Business, as it was the same topic as bullet number 1. Philip Morley requested it be noted that there may be motions after the Executive Session ends. John Austin suggested moving Public Comments to occur before the Executive Session while waiting for David Alvarez to arrive. Review of the July meeting minutes and August voucher review could also occur before the Executive Session. With those changes **Chuck Tandy moved to approve the agenda; Tony Hernandez seconded. The agenda, with changes, was unanimously approved.**

PUBLIC COMMENT

Sunny Fortino, representing the North Olympic 911 Guild, submitted a Progress Report prepared by the Guild.

APPROVAL OF MINUTES

John Austin requested approval of the July minutes. Hearing no changes **Robert Pontius moved to approve the July 23, 2009 minutes; Tony Hernandez seconded. The minutes as submitted were unanimously approved.**

APPROVAL OF VOUCHERS

The August vouchers were reviewed. There were no pending bills for consideration. After discussion; **Chuck Tandy made a motion to approve the vouchers; David Timmons seconded. The vouchers were unanimously approved.**

EXECUTIVE SESSION

The Administrative Board went into Executive Session at 08:45 am for one hour, to reconvene at 09:45 am. The session was extended 3 times, and reconvened at 10:45 am. No actions were taken during the Executive Session. Immediately following the Executive Session, the Admin. Board reconvened. **David Timmons moved to authorize the County Administrator to take any and all action he deems necessary to address the pending personnel matters affecting JeffCom and report back on any steps taken at a special meeting called for this purpose by September 4, 2009. Robert Pontius seconded the motion and it was unanimously approved.** Philip Morley will schedule the special meeting. [David Timmons had to leave; Conner Daily assumed the voting chair.]

OLD BUSINESS

MicroData use policy

Donna Hamlin said that at the last meeting she was asked to reword some sections of the MicroData use policy. Chuck Tandy suggested changing "gold standard" in the second line to "master database". Discussion was held about who the third-parties would be. 4B was reworded to say that prior consent would come from the Admin. Board rather than the Director. 6 would include the word "reciprocal". A line will be added to the effect that in an emergency the exchange of information will be made in the public's best interest. **With these changes, Chuck Tandy moved to approve the policy as amended and Conner Daily seconded. The policy was approved as amended.**

Emergency Reporting contract

Chuck Tandy referred the discussion to Ed Wilkerson. The Fire Chiefs believe they have a contract in place with JeffCom, financial issues are an Administrative Board function, and they prefer to keep the current contract in place. Chuck Tandy requested a detailed budget with costs breakdown be provided during the September meeting for further discussion.

Budget discussions

Anne Sears presented a budget forecast sheet that reaches through 2014. Discussion was held about needing to better determine the use of 1/10th of 1% sales tax money, and if it should be used for capital reserve to replace equipment in the future or used as revenue to pay expenses. The term "infrastructure" needs to be better defined to reflect the Board's interpretation. Anne noted that lowering the sales tax money, or not using it as revenue would raise users' fees. The current budget for 2010 is figured on a 6% raise of users fees with an even 6% for sustainability yearly into 2014. Discussion was held about submitting the proposed budget as presented for the call for preliminary budgets due September 8th, 2009, and refining it between now and December when the BoCC adopts the final budgets. **Robert Pontius moved to accept the proposed preliminary budget as presented and Tony Hernandez seconded. The motion was approved.**

NEW BUSINESS

No new business was proposed.

REPORTS

Technical Committee

There was no business brought forth.

IT/GIS

Due to the length of the meeting, Director Hamlin will e-mail the report to the Board.

Director's report:

See 2009 Projects Synopsis

Public Comments (limited to New Business items only)

No further public comments were made.

With no further business to come before the Board, **Conner Daily moved to adjourn the meeting; Chuck Tandy seconded. The meeting adjourned at 11:50 am..**

The next regular meeting is scheduled for Thursday, September 24, 2009 at Chimacum Station at 0830.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member



ATTEST: Board Secretary, Donna Hamlin

JeffCom Admin. Board Minutes
Special Meeting
December 16, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson Co. Sheriff
Conner Daily, City of Port Townsend/Alternate
Robert Pontius, Fire Comm. Assn.
Ed Wilkerson, PLF&R

Other Attendees:

Philip Morley, County Alternate
Kathy Young, JeffCom
Larry Southwick, Project Consultant
Bob Herbst, Brinnon F&R
Ron Garrison, Brinnon F&R
Randy Coggan, PLF&R

Members/Alternate Members Absent:

David Timmons, City of Port Townsend

HANDOUTS

JeffCom 911 Radio System Improvements Bid Tabulation & Engineer's Cost Estimate
2010 Strategic Plan and Organizational Performance Management System
Draft ADCOMM Contract
Philip Morley email & attachments dated 12/2/09 regarding IT Staffing
JeffCom Director Recruitment Flyer & Job Description

1. Meeting Called to Order

The JeffCom Administrative Special Board Meeting was called to order by Commissioner John Austin at 11:00 a.m. Around the room self-introductions were made.

2. Open Bids for JEFFCOM 9-1-1 Radio System Improvements

Larry Southwick said five bids were received for the JEFFCOM 9-1-1 Radio System Improvements. At 11:05 Larry began opening the bids and after checking that all necessary criteria was met, he announced the prices: (prices reflected are **before** taxes) HPS Construction of Corvallis OR-\$422,138.50; Buchanan General Contracting, Bellevue WA-\$336,465.00; Day Wireless Systems, SeaTac WA-\$405,393.28; Award Construction, Inc., Ferndale WA-\$347,015.00; MKB Constructors, Kirkland WA-\$364,296.00. Larry said that the engineer's estimate of \$490,259.00 is before taxes and that the next step is for the 4 consultants to work on evaluating the bids and make a recommendation on award. Concerns of the group included making certain that bids are compared on a comparable scope and that the subs check out. Larry said bids must be awarded within 30 days of today, so to accommodate the timeframe **Robert Pontius made a motion to accept Larry Southwick's recommendation on who will be awarded the bid, but if irregularities are raised, then he will bring them to the Board; Conner Daily seconded; the favorable vote was unanimous.**

3. NEW agenda item added (for discussion only)

Philip Morley asked that an agenda item be added for discussion only. **Ed Wilkerson made a motion to allow David Goldsmith to present the Draft 2010 Strategic Plan and Organizational Performance Management System; Tony Hernandez seconded; the vote was unanimous.** David Goldsmith said that this plan was developed from the information tabulated at the JeffCom Board Retreat. David stressed that this is only a governance paper and doesn't address operational issues at this time. The key items include: Organizational Development and Governance; Technological Infrastructure; Partner Organization Services; Employee Recruitment, Hiring, Training, and Retention; Community and Partner Relationships. Group discussion took place, and it was agreed that these topics deserve thoughtful dialogue and should be tabled until a later meeting.

4. Review and potential motion regarding ADCOMM Contract

Philip Morley presented a draft contract for professional services for ADCOMM Engineering Company's work in performing a Jefferson County Communications CAD Needs Assessment for JeffCom which would result in a report summarizing the needs of the user agencies, etc. The key discussion points concerned assessing CAD needs for the next 3-5 years. The current options are to reset CAD (\$181,000), go with the Viper upgrade (\$314,000), or go with Spillman. The group concurred that no decisions should be made until we know what the implications of Spillman are, but felt the study is good and should include cost analysis of the technology features. When asked where we are with Spillman, Philip Morley answered by saying that he would be talking to David Alvarez next week. **Ed Wilkerson made a motion to move forward with the ADCOMM contract after adding specific language about doing a cost benefit analysis on resetting CAD vs. going with Viper; Tony Hernandez seconded, the vote was unanimously in favor.**

5. Discussion and potential motion regarding 2010 budget and IT staffing

Philip Morley referred to the email he sent the Board on December 2nd which outlined the reasons he felt made good sense to move the 2 JeffCom IT staff to the County IS department. Philip cited the benefits of cross-training all staff, providing backup, and cost savings by sharing employees. The group discussed how this might impact the salary requirements of the E911 Grant, the wisdom of this change before a new director is hired, how to track and assure accountability for work performed by IS, who would bear the cost burden of cross-training, and the Board being uncomfortable with not having a plan clearly defined when CAD is still in need of so much work. The general consensus was to wait on this and look at it in 2010 when the full implications can be explored. Philip asked that a decision be made by the end of 1st quarter 2010.


6. Review and discussion of Director Recruitment flyer

Philip Morley distributed a draft flyer for the recruitment of a JeffCom Director and asked for comment. Discussion was held about how the organization chart showed the Director reporting to the County Administrator and the Board displayed as a side authority. David Goldsmith said that based on discussions at the retreat that changes were coming. Ed Wilkerson said that the Board has authority to have the Director report to the Board, through the Administrator, and requested that the flyer be changed. Philip Morley agreed to make the change.

Next meeting: it was agreed that another special meeting will be needed to approve a 4th quarter budget appropriation. The meeting will be held December 30th at 10:00 a.m. in the Courthouse, 1st floor conference room.

Robert Pontius made a motion to adjourn the meeting; Conner Daily seconded. The meeting adjourned at 12:55 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Admin. Board Minutes
Special Meeting
December 30, 2009

Members/Alternate Members Seated:

John Austin, County Commissioner
Conner Daily, City of Port Townsend/Alternate
Tony Hernandez, Jefferson Co. Sheriff & Interim
JeffCom Director
Ed Wilkerson, PLF&R
Robert Pontius, Fire Comm. Assn.

Other Attendees:

Philip Morley, County Administrator/Alternate
Larry Southwick, Project Consultant
Kathy Young, JeffCom
Randy Coggan, Assistant Chief, PLF&R
Ron Garrison, Brinnon F&R

Members/Alternate Members Absent:

David Timmons, City of Port Townsend

HANDOUTS

4th Quarter Budget Appropriation
MicroData xTrakker Overview and Quotation

1. Meeting Called to Order

The Special Meeting of the JeffCom Administrative Board was called to order by Commissioner John Austin at 10:00 a.m. No members of the public were present. John reminded board members of the need to stick with the agenda as posted and to wait until the end of this meeting to discuss setting another special meeting. **Ed Wilkerson made a motion to approve the agenda; Robert Pontius seconded. The agenda was unanimously approved.** Discussion took place about the length of this agenda and how that shows the amount of business that needs to be taken care of and the importance of not canceling regularly scheduled meetings.

2. Review and potential motion regarding JeffCom 4th Quarter Budget Appropriation

Tony Hernandez said that Anne Sears has been assisting with the JeffCom budget and had prepared a 4th quarter budget appropriation to cover incidental expenses for 2009. Tony said this is being done because some of the 2008 bills had been carried over to 2009 and this would prevent that from happening in 2010. **Robert Pontius made a motion to approve the JeffCom 4th Quarter Budget Appropriation; Ed Wilkerson seconded. The motion was unanimously approved.** During discussion, Ed asked if this would be enough to cover the incidentals and Tony replied that it would.

3. Review and potential motion to purchase xTrakker mapping software

Tony Hernandez apologized for rushing this item to the agenda but said it is critical that we begin focusing on CAD issues. Tony said that last Monday the CAD map crashed again, leaving dispatchers without electronic maps. Tony said that dispatchers are relying upon their intimate knowledge of Jefferson County to get information out to responders. After learning that a maintenance contract with Qwest prevents us from directly contacting Positron, Tony said that he instructed IT to do what it takes to get a hold of Positron. Tony said that Positron is going to install a remedial reset of the system from an archived 2002 data package which will be tested on a beta server. He warned that each time the system crashes it becomes more unstable emphasizing the need to move forward now with a decision to upgrade, go with Viper, or purchase Spillman. Tony added that MicroData GIS is not happening because we don't have an agreement with Positron to get system coding from them so IT can merge the two products. The group expressed displeasure over this

because it was their understanding that MicroData GIS would easily merge with any of the CAD systems and given the poor relationship with Positron this was not good news. Randy Coggan said it is important to get the relationship back with Positron, and to not spend money on Adcomm until we know about Spillman. Randy added that we need to find out if MicroData will work with viper or the reset. The general consensus was to wait on purchasing any more products until we find out where we are with Spillman.

4. Update and potential amendment on JeffCom Director Job Description

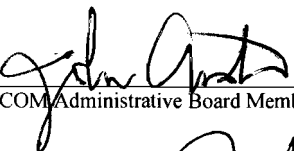
Philip Morley asked if anyone had input about the Director's job description that he provided at the last meeting. He said that one of his concerns is about the poorly worded level of education requirement. After discussion, it was decided to remove the "5th year education" requirement and change it to read "or the equivalent combination of education and experience....." He said he also wants to add that it would be a "plus" if a candidate has background in performing emergency management. Philip explained that in looking toward the future, the job duties for directing EOC and JeffCom may be combined together under JeffCom. Ed Wilkerson asked Philip if that kind of decision would need to be approved by the JeffCom Admin Board and Philip answered that it would. Philip said the job description will now go back to Prothman for refinement.

5. Recruitment update on JeffCom Director

Philip Morley said he made changes to the Prothman flyer from suggestions given at the last meeting. During the last meeting the Board specifically brought up that the JeffCom Director reports to the Admin Board and that the Admin Board delegates the day to day oversight of the Director to the County Administrator. Philip said that he included language stating that the Board can "fire" the Director, and he said he also sent them a salary matrix so they can compare wages against 7 other comparable counties. Ed Wilkerson said that Prothman should keep in mind that running a 911 center is a specialized field and we may need to have a competitive wage to attract a good candidate.

6. Adjourn

It was agreed that another special meeting will be needed to address Larry Southwick's contract which has expired. Also on the agenda will be a Spillman update by Philip Morley. The meeting date was set for January 14, 2010 at 8:00 a.m. at Port Ludlow Fire Hall. John Austin reminded everyone of the requirements of special meeting agendas. **Robert Pontius made a motion to adjourn the meeting; Conner Daily seconded.** The meeting adjourned at 11:00 a.m.


JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member