

JeffCom Admin. Board Minutes
Special Meeting
January 14, 2010

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
Ron Garrison, Brinnon F&R

Other Attendees:

Philip Morley, County Administrator/Alternate
Larry Southwick, Project Consultant
Kathy Young, JeffCom
Randy Coggan, Assistant Chief, PLF&R
Ken Horvath, City of Port Townsend
Robert Pontius, Fire Comm. Assn/Alternate

Members/Alternate Members Absent:

David Timmons, City of Port Townsend

HANDOUTS

Larry Southwick, Consulting Contract and Change Order #2

1. Meeting Called to Order

The Special Meeting of the JeffCom Administrative Board was called to order by Commissioner John Austin at 8:00 a.m. No members of the public were present.

2. Spillman and ADCOMM updates and potential motions – Philip Morley

Philip Morley said he, David Alvarez, and Tony Hernandez were scheduled to meet with Spillman the day before but that Spillman had cancelled the meeting. Philip said that Cory, from Spillman, said he wanted to bring in additional people to negotiate. It was not clear when the meeting would be rescheduled, and Philip added that it may not be easy to get out of the contract. Ed Wilkerson asked whether the county should bring in outside legal experts in this field who may see it in a different light and provide suggestions on getting out of the contract. The group discussed getting the needs analysis started by ADCOMM. **Ed Wilkerson made a motion to have Randy Coggan and Tony Hernandez contact ADCOMM to possibly begin an early needs assessment and if so, prepare the Scope of Work and budget for this. Conner Daily seconded; the vote was unanimous.**

3. Larry Southwick contract & potential motion

Larry Southwick said that at the end of December 2009 he had reached the end of his contract limit. The original contract amount was \$10,000; change order #2 added \$15,000; and change order #3 is for an additional \$16,500; bringing the total contract to \$41,500. Philip Morley thanked Larry for the excellent work he is doing. After group discussion, **Ed Wilkerson moved to approve Larry Southwick's Consulting Contract Change Order No. 2, Ron Garrison seconded the motion; the vote was unanimous.**

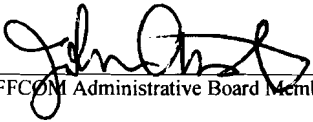
4. JeffCom E911 Coordinator & potential motion – Tony Hernandez

Tony Hernandez said that when he accepted the position of Interim Director of JeffCom that he was not aware of the commitment the State required of the E911 Coordinator. Tony said that in order to avail ourselves of State funding that the E911 Coordinator is required to attend a majority of the monthly meetings and quarterly conferences. Tony said that it makes more sense to send someone from JeffCom who is more knowledgeable in the field and asked the Board to approve appointing Sunny Fortino as the E911 Coordinator. **Conner Daily made a motion to appoint Sunny Fortino the E911 Coordinator until the JeffCom 911 Director is hired. Ed Wilkerson seconded the motion; the vote was unanimous.** Kathy Young said she would prepare a letter for signature and fax it to the State today.

5. Adjourn

John Austin adjourned the meeting at 9:00 a.m.

The next meeting of the JeffCom Admin Board is scheduled for January 28, 2010.


JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Admin. Board Minutes
January 28, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Assn/Alternate
Ed Wilkerson, PLF&R
Sunny Fortino, Alternate to Tony Hernandez

Other Attendees:

Philip Morley, County Administrator/Alternate
David Goldsmith, Project Consultant
Bob Little, Little & Little Construction
Randy Coggan, Assistant Chief, PLF&R
Ken Horvath, City of Port Townsend
Kathy Young, JeffCom

Members/Alternate Members Absent:

Conner Daily, City of Port Townsend/Alternate
Ron Garrison, Brinnon F&R
Tony Hernandez, Jefferson Co. Sheriff & Interim
JeffCom Director

HANDOUTS

2010 Strategic Plan and Organization Performance Management System
Email from Philip Morley to Corey Roberts (Spillman)
Professional Services Agreement with Anne Sears & Associates-Amendment No. 1
Draft Recruitment Timeline for JeffCom 9-1-1 Director
Jefferson County Proposal for Desktop and Mobile Interface (DataMaxx)

1. Meeting Called to Order & Public Comments

The meeting was called to order by Commissioner John Austin at 8:30 a.m. No members of the public were present.

2. Agenda review and approval

John Austin called for review of the agenda. Added to the agenda under Old Business: *E911 Coordinator update* and to New Business: *Software purchase discussion*. After discussion it was decided to approve meeting minutes at the February meeting. Kathy Young will email past minutes to the Board for review prior to the next meeting. **David Timmons made a motion to approve the agenda as changed; Ed Wilkerson seconded the motion; the vote was unanimously approved.**

3. OLD BUSINESS:

The Retreat – David Goldsmith

David Goldsmith distributed an updated 2010 Strategic Plan and Organization Performance Management System from the Retreat. David said he has made two changes to the plan that he would like the Board to review. The first change was highlighted on page 4 regarding the cost-benefit of regionalization. After discussion, the group concurred that the language should read “cost benefit of technology & interoperability” so as not to send a wrong signal to staff. David said he made a second change (highlighted on page 7) about ensuring that JeffCom is adequately staffed. David said that after looking at the operations at CenCom it became clear that there needs to be adequate staffing levels to accommodate the learning and skill levels of dispatchers and also to provide for activities not related to dispatching. Discussion took place about how to integrate the

plan with the hiring of the new director and the expectations on that person to implement its strategies. After group discussion, **Ed Wilkerson made a motion to direct David Goldsmith to make changes to page 4 on the “2010 Strategic Plan and Organization Performance Management System” removing the language “cost-benefit of regionalization” and replacing it with “cost-benefit of technology and interoperability” and to adopt the changes as highlighted on page 7. David Timmons seconded the motion; the vote was unanimously approved. A second motion was made by Ed Wilkerson to accept the Draft 2010 Strategic Plan and Organization Performance Management System as presented by David Goldsmith which will be finalized at a time to be determined after the new JeffCom Director is hired and (David Timmons added) that the plan, as endorsed by the Board, be used in the recruitment profile for the Director. David Timmons seconded the motion; the vote was unanimously approved.**

Spillman/ADCOMM CAD system update – Philip Morley

Philip Morley said he, David Alvarez, and Randy Coggan had a telephone conference call with Spillman on January 21st and reported that negotiations to get out of the contract with them were not good. Philip said that Spillman appears to be still focused on us buying their system and did not want to discuss ways to sever the contract. Philip requested that they speak with their CEO and legal planners and get back to him before Jan. 28th, but as of this morning they had not responded. David Timmons suggested that the county seek consultation from an attorney who specializes in contracts with government agencies. After group discussion, **David Timmons made a motion to authorize the County Administrator to spend up to \$10,000 to retain outside council to get out of the contract with Spillman. Robert Pontius seconded; the motion was unanimously approved.**

Anne Sears, contract extension – Philip Morley

Philip Morley said that at the last meeting there was discussion about moving forward with an amendment to Anne Sears’ agreement to provide support for financial services through December 31, 2010. Philip said that just over half the contract amount has been spent, so at this time he is not requesting additional money, only for a time extension. After discussion, **Robert Pontius made a motion to accept Amendment No. 1, Professional Services Agreement with Anne Sears & Associates which extends the contract expiration to December 31, 2010. Ed Wilkerson seconded; the motion was unanimously approved.**

Recruitment Update: Director and Office Coordinator

Philip Morley said that the job posting for the JeffCom Director will be hitting the streets next week. Per direction from the Board about researching compensation, Philip said that he would like to propose setting the starting salary at \$61,212 to \$69,811 which he thinks would bring a reasonable pool of applicants, but not upset the county pay grades for managers. After much discussion, **David Timmons made a motion directing Philip Morley to move forward with Prothman on recruitment of the JeffCom Director. Robert Pontius seconded; the motion was unanimously approved.** Philip told the Board that in order to expedite the hiring process; he may need them to hold special meetings to discuss applicant screenings and interview results.

E911 Coordinator update

Kathy Young said that at the last special meeting the Board had made a motion appointing Sunny Fortino the E911 Coordinator and directed Kathy to prepare a letter for the State. Kathy said that the letter was rejected because the State requires that it be signed by all three Commissioners so she has prepared a new letter and submitted it for the BOCC Agenda for February 1. David Goldsmith clarified the reason for that by saying that an RCW establishes authority at the commission level, not an administrative board.

4. NEW BUSINESS:

Software – Sunny Fortino

Sunny Fortino said that the software system that they use to access records, put in protection orders and warrants is outdated and no longer supported. She said that DataMaxx gave a presentation to IT staff and provided them with a cost proposal for a new system and mobile units. Sunny said that the cost would range from \$10,000-\$60,000 depending on whether mobile units were purchased. The group discussed budgeting, if it fit into the strategic plan, and how it would mesh with CAD systems. General consensus was that fire would not be interested at this time, but if law needs it, then they need it. David Timmons asked whether the State would pay for this through the grant. It was determined that Tony Hernandez should talk to the technical committee and research State funding and bring information back to a regular board meeting.

5. Reports

Radio Systems Improvements Project Status Report – Bob Little

Bob Little sat in for Larry Southwick and gave a report on the status of the radio improvement system. He said there is a concern about small change orders and the need to deal with them immediately. **Ed Wilkerson made a motion asking the Admin Board approve a 10% change order clause authorizing the contractor to spend up to \$5,000 per change order with the JeffCom Director, or Interim Director's signature. David Timmons seconded the motion; the vote was unanimously approved.**

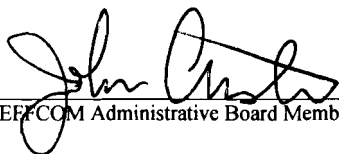
6. Public comments regarding new business only

None. No members of the public were present.

7. Adjourn

John Austin adjourned the meeting at 10:15 a.m.

Next meeting: Thursday, February 25, 2010, Chimacum Fire Hall at 8:30 a.m.


JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member



JeffCom Admin. Board Minutes February 25, 2010

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Conner Daily, City of Port Townsend/Alternate
Ron Garrison, Brinnon F&R
Philip Morley, County Administrator/Alternate

Other Attendees:

Randy Coggan, Assistant Chief, PLF&R
Larry Southwick, Project Consultant
David Winegar, JeffCom
Donna Stamper, JeffCom
Kathy Young, JeffCom
Robert Low, Quilcene F&R
Mike Henson, NoaNet
Bill Wise, Team Jefferson EDC

HANDOUTS

Recommendation for formation of two user Sub-Committees
Invoices: Emergency Reporting & OPSCAN
Radio System Improvements Project Status Report-2/22/10
MOU contract extension with S'Klallam Tribe
Director recruitment advertising materials
Budget reports

1. Meeting Called to Order & Public Comments

The meeting was called to order by Commissioner John Austin at 8:30 a.m. No public comments were made.

2. Agenda review and approval

John Austin called for review of the agenda. Kathy Young requested that Item #4, Voucher Review & Approval be removed. Kathy said that she had not had time to prepare the materials for this meeting, but will bring them to the next Board meeting. Discussion took place over voucher approval and the Board's level of involvement on whether bills should be approved before payment. Tony Hernandez said that because the Board only meets once a month most bills would incur late charges. Kathy was asked to research past minutes for clarification and Tony was asked to report information back to the Board. Robert Pontius said that an understanding had been reached by the Board that all ongoing routine bills will be paid as usual and it was the unusual items that are to be brought to the Board. The agenda was approved by consensus.

3. Meeting Minutes review and approval

John Austin called for review of the minutes. **Ed Wilkerson made a motion to approve the minutes for: October 22, 2009, December 16, 2009-Special Meeting; December 30, 2009-Special Meeting; January 14, 2010-Special Meeting; and January 28, 2010, Tony Hernandez seconded; the motion was unanimously approved.** Robert Pontius questioned whether the October 22nd minutes could be approved because a quorum from that meeting was not present. John Austin said that he had recently reviewed Roberts Rules of Order and there is a provision allowing approval by Board members who had not attended a meeting. Discussion turned to The Retreat on October 30, 2009. Because minutes were not taken at the meeting **Ed Wilkerson made a motion**

to accept the **Final Draft of the 2010 Strategic Plan and Organization Performance Management System** in place of minutes, Tony Hernandez seconded, the motion was unanimously approved.

4. Voucher review and approvals for payments - Postponed until the March meeting. Randy Coggan said he wanted to clarify that on January 22nd when the Board gave the Interim Director authority to authorize Change Orders that the Board still wants to review and approve those vouchers.

5. OLD BUSINESS:

Spillman/ADCOMM CAD system update

John Austin shared an email about Stephen DeJulio's appointment as Special Deputy Prosecuting Attorney to handle the contract break with Spillman. Discussion took place about the urgency to move forward and Tony Hernandez said that the CAD is literally being triaged every day. David Timmons said he could help move things along by contacting DeJulio and setting up a conference call for Wednesday.

Recruitment of JeffCom Director

John Austin said he spoke with Greg Prothman who said that the job description and brochure has been sent out to PSAP centers and professional organizations.

Datamaxx

Tony Hernandez asked David Winegar to speak on Datamaxx. David said that the current system to run NCIC and warrants is outdated and no longer supported. He said that the State Patrol and Washington State Department of Information Services has migrated to Datamaxx and that we should too. Donna Stamper said that dispatchers are unable to run all the information needed. David provided the quote from them for \$19,640 which includes 2 test mobile units. He said that the mobile units would replace Lenx in vehicles. David said that this price does not include connecting the software to Positron; which would be an additional \$5,000. Discussion took place about operating Datamaxx as a stand-alone until the CAD issue has been resolved and David concurred that continuing with a stand-alone system would be adequate for now. **David Timmons made a motion to acquire Datamaxx and Ed Wilkerson second; the motion was unanimously approved.** During discussion, Ed Wilkerson voiced concerns over equipment proposals coming to the Board before CAD interface and budget impact reviews have been done. Tony Hernandez said that IT has never had a budget and this should have been planned in integration.

6. NEW BUSINESS:

Releasing GIS data to Navteq – Tony Hernandez

Tony Hernandez said a request had been made by a private vendor asking for GIS data from JeffCom. Discussion took place about how to handle requests for GIS information. Ed Wilkerson said that some time ago the Director was given latitude to decide this issue. Randy Coggan said their departments depend on Navteq for GPS information and was in favor of it. The main concern expressed by the group was about the profit these companies could potentially make by selling the information to others. David Timmons said we have to produce the data and Washington State Law specifies that we have to release it.

Broadband measures discussion – David Timmons said there is an effort underway to bring fiber to the Peninsula through a stimulus grant and JeffCom has been asked to partner in this by providing a letter of support. Discussion took place about the opportunities available for public safety and whether JeffCom can legally commit

public money to this project as JeffCom would then be required to give up tower space to support this service. **Ed Wilkerson made a motion to recommend the Admin Board provide the signed template-letter stating that JeffCom supports broadband in Jefferson County; Tony Hernandez seconded; the motion was unanimously approved.**

JeffCom Admin Board Subcommittee change – Tony Hernandez

Tony Hernandez suggested making a change to the subcommittee structure by eliminating the Technical Committee and instead create 2 committees: 1 for fire issues and 1 for law issues and if there were items that pertain to both fire and law then an ad hoc committee would be formed to deal with that issue. **Ed Wilkerson made a motion to reform the subcommittee structure to two separate committees (law & fire); Robert Pontius seconded the motion, the motion was unanimously approved.** John Austin expressed concern that we should wait until a Director is hired.

Emergency Reporting & OPSCAN payments – Tony Hernandez

Tony Hernandez said that the previous Director had told Fire Departments that they would have to foot the bill for emergency reporting in 2010. After discussion it was decided that JeffCom would continue to pay the bill for now until ADCOMM determines what level of service will be provided; at which time the Board will decide who pays for emergency reporting. OPSCAN: Kathy Young has a bill from OPSCAN for \$4,521.41 and questioned if it should be paid. The group concurred that more discussion is needed after reviewing the 2005 minutes in which we agreed to enter into a 1-year agreement. Tony and Ed Wilkerson said we need to have Clallam County representatives come over and explain the history, contract, and what is being paid for.

7. Reports

Financial report: JeffCom Operations & E911 State Grant, Anne Sears

Anne Sears gave an overview of the JeffCom budget. Discussion took place about the 1/10% and what the money was intended to be used for. Robert Pontius said he remembers it being sold to the public as infrastructure, then once that was up and running it could be used for operations. There was a consensus that we set up an equipment replacement fund with a depreciation schedule. Anne suggested a possible way to fund this would be a 20-year bond.

Financial report: Infrastructure Bond Fund, Larry Southwick & Anne Sears

Larry Southwick indicated in his report on page 3 what has been spent to date from the infrastructure fund and estimates going forward. Anne Sears said there is \$2,516,000 in the fund which is \$50,000 less than is needed. Randy Coggan said that the Tech Committee had looked at the cost savings of losing one site and brought it to the Board. Larry said that they are having communication difficulties with Alcatel-Lucent and most recently have been arguing over a tree. He said that in a few weeks they will be ready to install and have increased to weekly teleconferences with Alcatel to get them moving.

Anne said that spending the bond interest would add money to the fund but was under the understanding from Judi Morris that the interest cannot be touched until 3 years after final payment. David Timmons clarified that the bond account must be kept open and interest cannot be invested.

Radio Systems Improvements Project Status Report – Larry Southwick

- a. Change order policy
- b. Change Order Request No. 1

David Timmons made a motion to recommend that items-A) Change order policy, and B) Change Order Request No. 1 be approved, giving Tony Hernandez authority to spend up to \$20,000 on change orders, for the infrastructure project, with notification to the Board. The motion was seconded by Ed Wilkerson and unanimously approved.

- c. Other anticipated change orders
- d. City Water Reservoir Site –

Larry gave an update on T-Mobile and Verizon. Discussions are still ongoing about locating microwave on their towers. T-Mobile is less restrictive than Verizon and below the \$2,000 a month rent that Verizon would charge. The third option is to begin preparations in case we need to build our own tower, forcing Verizon to locate on our tower. The city would give lease rights to the land in exchange for space on the tower. Tony Hernandez recommended we go forward with building our tower on the city site and authorize Larry Southwick to put the cost together and bring back to the Board at the next meeting. Larry said we would need conditional use permit, a 2 month process. David Timmons said he should get going on that today. **Tony Hernandez made a motion authorizing Larry Southwick to submit the permits to the city to build a tower on the water reservoir site. Ed Wilkerson seconded the motion, the vote was approved, with David Timmons abstaining.**

- e. Simulcast Radio System – needs to be put out to bid.
- f. Project timeline – Buchanan is moving along. The buildings are being delivered today and will be tied down within 2 weeks. Now need to work with Alcatel-Lucent; they are being difficult.
- g. Project costs
- h. Wireless Broadband Coalition Report

8. Interim Director's report

Renewal of MOU with Port Gamble S'Klallam Tribe

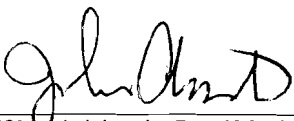
Ed Wilkerson made a motion to approve the MOU with S'Klallam Tribe to provide services to them. Tony Hernandez seconded. The motion was unanimously approved.

9. Public comments regarding new business only.

None. No members of the public were present.

John Austin adjourned the meeting at 11:20 a.m.

Next meeting: Thursday, March 25, 2010, Chimacum Fire Hall at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JeffCom Admin. Board Minutes

March 25, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Ed Wilkerson, PLF&R
Tony Hernandez, Jefferson Co. Sheriff & Interim
JeffCom Director
Ron Garrison, Brinnon F&R

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Randy Coggan, Assistant Chief, PLF&R
Larry Southwick, Project Consultant
Anne Sears, Financial Consultant
Donna Stamper, JeffCom
Kathy Young, JeffCom
Andy Ruschak, Sparling
Lou Schneider, KPTZ
Bill Putney, KPTZ
Colin Foden, KPTZ

HANDOUTS

Radio System Improvements Project Status Report-3/24/10
2010 Budget Tracking Spreadsheet

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 8:35 a.m. No public comments were made.

2. Agenda Review and Approval

John Austin called for review of the Agenda. It was agreed that the Director Recruitment Update would be held until Philip Morley arrived. **Ed Wilkerson made a motion to approve the amended agenda; Conner Daily seconded, the motion was approved.**

3. Meeting Minutes and Approval

John Austin called for review of the February 2010 minutes. Ed Wilkerson said they had not had adequate time to review them and asked that they be held over until the April meeting.

4. Voucher Review and Approval

Vouchers were reviewed. **Conner Daily made a motion to approve the vouchers; Ron Garrison seconded, the vouchers were unanimously approved.**

Larry Southwick said he had received an invoice from Buchanan late yesterday in the amount of \$240,293.65. He said that the construction manager approves the invoice but requested that the check be held back until they submit additional needed paperwork. Larry recommends this invoice be paid on the next pay cycle. After discussion, **Ed Wilkerson made a motion that the Buchanan invoice in the amount of \$240,293.65 be paid, but hold back the check until all the proper documentation has been submitted by them; David Timmons seconded. The motion was unanimously approved.**

5. OLD BUSINESS

Spillman/ADCOMM CAD system update (below)

Recruitment of JeffCom Director (below)

Director's Spending

Tony Hernandez said that a board motion in 2008 allowed the Director to spend up to \$25,000 for infrastructure related items, however, there was nothing in writing about the Director's spending limit for operations. Tony said he is seeking the Board's input on spending thresholds and the voucher approval process. After discussion, **Ron Garrison made a motion to authorize the Director to spend up to \$10,000 per item without the Board's prior approval (for operational expenses); Ed Wilkerson seconded. The motion was unanimously approved.** Ed Wilkerson said he wanted the minutes to reflect that vouchers are to be approved by the JeffCom Board before they are approved by the County Commissioners.

6. NEW BUSINESS

OPSCAN

Tony Hernandez said that before the OPSCAN bill gets paid we wanted to look at whether we are utilizing it. Kathy Young said that Chris Palmer told her that it is used to talk to Dave Thomas on the west-end. Donna Stamper confirmed that it is used daily for that purpose. Ed Wilkerson said if it is only used for one person, with no contract in place, then we should look at the long-term strategy. **Ed Wilkerson made a motion that we pay the OPSCAN bill and revisit this at a later date; Tony Hernandez seconded.** Tony said he will research and get back to the Board on where to go with this.

Location Change of Meetings

Tony Hernandez said that Ed Wilkerson has offered the Port Ludlow Fire & Rescue facility for future JeffCom Admin Board Meetings beginning with the next meeting. John Austin said a public notice needs to be published. **Tony Hernandez made a motion to change the location of JeffCom Admin meetings to Station #31, Port Ludlow; David Timmons seconded. The motion was unanimously approved.** Kathy Young will get this published in the paper.

Interlocal Agreement

Kathy Young said the Interlocal Agreement will expire at the end of 2011, but that a review is required at the end of 2010 and wondered when the Board wanted this put on the agenda. David Timmons offered to form a review committee. Volunteers should contact him. Kathy Young will bring copies of the current Interlocal Agreement to the next meeting.

7. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Larry Southwick provided a progress report for March and said that construction is going very well. He said that the South side only needs a roof and then it will be complete. The Green Mountain equipment shelter is being installed and the old shelter will be brought down by the contractor.

Larry went over the change orders already approved through the Sheriff and processed for County Commissioners, all within budget. He said he is processing two more for minor electrical work.

Discussion took place about disposal of the old radio equipment shelters; Larry said the contract specifies that the contractor is to dispose of these. Chief Herbst had requested that the ones on Green Mountain be delivered to his fire district, which, Larry said, the contractor is in favor of doing at no cost exchange. After discussion, it was agreed that the contractor owns these and can dispose of them in any manner they choose.

Maynard Peak: Larry referred to the 2 photos of the existing tower and said there is a potential problem with the trees growing into the path of the microwave. He said the options are to begin a process with DNR to have them trimmed or removed, or raise the tower another 20'. With no decision made, talk turned to the Port Townsend site offered by the City. After much discussion it was agreed that there was too much information that still needs to be gathered to make a decision now. **Ron Garrison made a motion to set a Special Meeting so Larry Southwick can gather construction and financing information on the Port Townsend water tower site for the Board's review so a proper decision can be made about this portion of the infrastructure project. John Austin seconded; David Timmons abstained; the motion was approved by majority.** The date of April 8, 2010 was set for the Special Meeting.

Change Orders: David Timmons made a motion to authorize change orders up to 120% of the estimated costs. Ed Wilkerson seconded; the motion was unanimously approved.

(6.) OLD BUSINESS

Recruitment of JeffCom Director

Philip Morley said Prothman is still actively recruiting for a JeffCom Director. Philip said that the low response has been disappointing and with the closing date of March 28th approaching, Greg Prothman is recommending a two week extension.

Spillman/ADCOMM CAD system update

Philip Morley said we have Foster-Pepper under contract to JeffCom for legal assistance. Philip said that Tony Hernandez and David Alvarez have been working on this with him, and he thanked Kathy Young for her research work. Next week they will have a letter firmed up to send out.

8. Director's Report

Tony Hernandez said everything at JeffCom is running good. Tony said that the Warrants Record Admin Clerk FTE will be returned back to the Sheriff's Office and budget. Anne Sears said she thought the City had agreed to fund 20%, as noted in earlier minutes. Tony said the statutory requirements for the warrants fall under the Sheriff so that person will be supervised by the sergeants and housed in the Sheriff's facility, doing Sheriff's work. Anne said it would be good to look into the City's portion of funding this position.

Donna Stamper reported on the CAD situation. She said that the State is gearing up for Next Generation 911 (NG911) which will allow people to text 911 so they will not pay for new CADs or telephone systems at this time. Donna reported that phones would need to be replaced to use Positron Viper and an alternative would be to use the maintenance money paid to Qwest to train David Winegar to Positron school. Donna said that decision needs to be made, because the Qwest maintenance contract is up in a month.

Philip Morley said the E911 Ordinance Draft was presented to BOCC and approved to go into final format. Philip thanked Ed Wilkerson and Tony Hernandez for the good work and said this is a significant step forward in making this a reality.

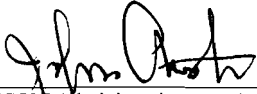
Anne Sears gave a budget overview and presented a spreadsheet that will be used for handouts in the future. She said that JeffCom is under budget at this point.

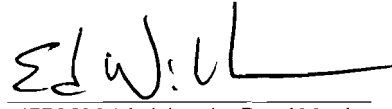
9. Public comments regarding new business only.

No public comments were made.

John Austin adjourned the meeting at 11:00 a.m.

A Special Meeting is tentatively scheduled for: Thursday, April 8, 2010 at Port Ludlow Fire & Rescue
Next Regular Meeting: Thursday, April 22, 2010, Port Ludlow Fire & Rescue at 8:30 a.m.



JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
Special Meeting, Jefferson County Courthouse
April 8, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Ron Garrison, Fire Comm. Assn
Ed Wilkerson, PLF&R
Sheriff Tony Hernandez

Other Attendees:

Philip Morley, County Administrator/Alternate
David Alvarez, Prosecuting Attorney's Office
Conner Daily, City of Port Townsend/Alternate
Joseph Kaare, City of Port Townsend Police
Randy Coggan, Assistant Chief, PLF&R
Larry Southwick, Project Consultant
Anne Sears, Anne Sears & Associates
Colin Foden, Radio KPTZ
Bill Putney, Radio KPTZ
Lou Schneider, Radio KPTZ

Members/Alternate Members Absent:

Robert Pontius, PLF&R/Alternate

EXECUTIVE SESSION

The Executive Session was for the purpose of considering Attorney-Client Privilege; Exemption as outlined in Open Public Meetings Act RCW 42.30 110(1)(i) – Potential Litigation.

The Executive Session was called to order at 8:06 am for fifteen minutes. At 8:22, the Executive Session was extended another 5 minutes. The Executive Session was concluded at 8:30 am. No action was taken in the business meeting. David Alvarez departed.

HANDOUTS

City Water Reservoir Site Options Memo from Larry Southwick, Project Consultant

1. Meeting Called to Order & Public Comments

The meeting was called to order by Commissioner John Austin at 8:30 a.m. No members of the public were present.

2. Agenda review and approval

Due to this being a Special Meeting, business was limited to the published agenda which included the Executive Session as noted above and discussion of the Port Townsend Water Tower and other capital projects.

3. City of Port Townsend Water Tower and other capital projects

Larry Southwick and Anne Sears were asked to provide an overview of the joint effort memo. Larry called attention to an email sent to the Board that stated that we don't have confirmation at this time that we can use the T Mobile tower that is included in Options 2 and 3 in the presentation. We presume that we will be able to proceed with those options but subject to T Mobile's approval and conditions. Randy commented on a phone call with Andy Ruschak who said its 99% likely.

Larry then briefly described the details addressed in the memo, particularly that all options include the reduction in the Alcatel Lucent microwave system from five hops to four, eliminating the Port Townsend to

Teal Lake shot. That eliminates the ability to form a loop or ring system with inherent redundancy. Randy commented that redundancy was critical and that his phone discussion with Andy indicated that there were other ways to achieve that redundancy than the microwave link.

Option 4 is to drop the City water reservoir site and simply make radio improvements at the existing Morgan Hill site. Randy commented that facility did not meet real public safety standards and recommended that we not consider that option.

Anne then gave an overview of Exhibits A and B. Exhibit A only addresses the City site options and that they all could be financed with existing JeffCom funds and reserves without additional bonds but would not provide any funding for the CAD upgrades. Ed questioned the impact on the operating fund and Anne explained it only used capital reserves funded by the excess sales tax. She said there would be impacts on the operating funds but they were not addressed in this memo which focused on the capital funding.

Anne then described Exhibit B which expanded the consideration of upgrades to the CAD system with four options but there could be many more. Option A would be to do it first class for both the radio and CAD systems. She is a proponent of using available capital funds to do the job right. Philip commented that we could add back the fifth microwave hop for 90K as well as upgrading the phone system for another 35K. Anne replied that the only current cost to do that would be 4.25% interest on the additional bonds. Ed commented that we could consider upgrading the CAD system to Viper under all four options. Anne added that she discussed financing options with Judi Morris that it's better to just add to the current bond issue rather than refunding the bonds. Ed commented that all four options on Exhibit B include the full 495K for the tower (Option 1).

Ed further questioned the comment on Exhibit A about not being used for Grant Match. Anne said that it really only reduces the amount that can be used for the matching funds, not eliminates them. Philip said that they had already reduced the matching numbers at the last minute to be more conservative.

Anne said that she would have to get more information on the bonds but the understanding is that JeffCom would have to use current bond funds for any software upgrade and that any new bond funds could not due to the limited life of the CAD system being less than the life of the bonds. Anne added that the 20K in debt payments could be offset by Verizon payments if they were to co-locate on our tower.

John asked about the timeline impacts of Option 1. Larry answered that we need to finalize the design and apply for permits. The conditional use process would take around two months. We wouldn't order the tower itself until the conditional use process was far enough along to be certain it was not going to be turned down or delayed. Then the tower fabrication takes 6 to 8 weeks and another month after that for construction. Add to that time for the microwave and simulcast radio systems to be installed so we are still a number of months before completion.

Ed asked, what is the level that meets JeffCom basic needs as compared to Option 1 which provides for other users' needs. David replied that the same software needs applies to all four options, that none of these options include revenue considerations so this is the worst case scenario and that one paying tenant would pay the extra debt service. David offered that the City could allow 100% of the tenant rent to go toward the debt service and that the revenue would be split between JeffCom and the City after the debt was paid. He expressed concern that we don't know what the situation will be with T Mobile options in 5 years and there

are a lot of unanswered questions when you are on someone else's tower with no guarantees. Now we can have the full deal at no additional cost. Ed countered, but at what benefit to JeffCom. David replied that the benefit would be our full capability at 180' versus the limited capability at lower elevation on the T Mobile tower. Randy said that his phone call with Andy was that there was no degradation with the T Mobile option. Larry added the 180' height might be needed for the shot to Teal Lake because there is a ridge that we have to clear for that shot.

Bill commented that if you don't need the Teal Lake shot, you could lower the Option 1 tower and reduce that cost substantially. Larry added that if we were to proceed with Option 1, we would look at reducing the height to achieve more savings. Ed replied that we should first just focus on what meets JeffCom needs. Why should we be spending money to meet others' needs? Randy added that we could add redundancy with other options.

Ron asked if we had considered the future need to clear trees in the Maynard Peak path to the City site? Larry replied that we have considered that and the 20' extension of that tower will buy us some years before that would be an issue. We did talk to DNR and, when that does become an issue, we just need to get a permit and pay for the trees that we impact.

David said that Morgan Hill (Option 4) doesn't meet our needs, doesn't have any long term considerations and should be off the table. We should be looking toward the future needs. We would do that best at the water reservoir site and look for the Teal Lake shot and to also a shot to the Indian Island site which can connect us to the networks in Seattle. Randy replied that the call with Andy said Morgan Hill would work and we don't know if we're going to be able to use T Mobile so it shouldn't be off the table yet,

Sgt. Kaare said, from a tax payer perspective, Option 1 looks like a good long term solution, make it the tallest possible tower for future options, and do it now rather than in the future. He added that we can do more things with it and make better use of our tax dollars today.

Tony said the issue is whether we (JeffCom) can afford it now. JeffCom costs have been going up and service down. We've got to pay for Spillman and CAD upgrades and all will impact user fees. We have aging infrastructure. Our costs have been volatile and were trying to stabilize them. Anne said part of that was because they were paying for capital out of operating funds, we've resolved that now. And we are collecting the tax money for capital. Tony replied that we haven't included increased M&O costs in this discussion.

David said you don't make decisions by looking at your feet where you are now. You need to be looking ahead. Short sited decisions repeatedly turn out wrong. Look 5 to 10 years out where we want to be. Ed replied we haven't done a good job of that but now we need to be looking at our needs instead of making a decision based on meeting others' needs. David replied Option 1 includes free land and rent with new revenue. The problem with Options 2 and 3 is that we don't own it. Option 4 is very limited and has a very restricted future. Plus we have the capacity now to do it. Ed replied Option 4 would buy us a few years and the opportunity to stabilize JeffCom, and that there are still a lot of financial unknowns.

Conner said we're hearing bigger is better for the future with pressure to regionalize. We'll still have dispatch at JeffCom but Option 1 gives us more control over our future. We've made some poor choices and it has cost us more in the long run (implying Option 1 is a better choice). Ron added that 20 years ago, the Fire District built a big station that cost over 1M then but look at what it would cost us now. If we had to build it

in the future, it would cost us a lot more. Anne agreed that Morgan Hill could buy you more time while other things shake out but that a future tower would cost us a lot more because we would have to redo it all.

Randy asked what is the real difference in cost? If we don't need the shot to Teal Lake, we could drop back to a shorter monopole. Ron replied that we'd be the only ones on it. Randy responded that, yes, it would only meet our needs and that any excess costs over that to meet others' needs should be borne by them. David agreed we could look at our own minimum needs but that could be a 180' tower if the Teal Lake shot is mission critical. Ron asked if we could get cost numbers for that scenario by the next meeting? Ed added that we also need to have the T Mobile agreement conditions for that meeting.

John said that we need to represent the whole county, that we need to consider the added value for Radio PT and consider their needs. David replied we could build the decision matrix on meeting our own basic needs and then step up to make the Teal Lake shot then to add the others. Randy said that would be a lower monopole, a cable or other link to provide redundancy, add a Teal Lake shot with 180' tower. He added that we do need to see the agreement terms for the T Mobile options.

Tony asked if there was any capital money that the City could provide to help cover the others' needs? Ann added that any additional bond funds could be considered by just adding 4.25% per year for the interest on the debt and reminded them that any bonds used for software needs to be out of the old bonds, not new ones. Larry added that could be a timing problem because we could have spent all the old bonds before the software is purchased.

Randy added there are lots of variables, including CAD options, and that we shouldn't go with old technology now while we have the funds. Anne agreed, it saves you money now and in the future. David replied that those costs apply to all options and keep them on the same basis.

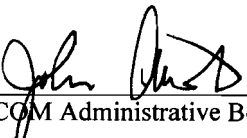
The project team was tasked with providing a decision matrix for next meeting based on the first option to just meet our needs and then stepping up to higher options including the full tower option. They are also asked to get the agreement terms for the T Mobile options to assure we're not limited or risk being bumped off the tower.


4. Adjourn

John Austin adjourned the meeting at 10:00 a.m.

After the meeting, Tony suggested that we need to add the in-kind value of the City's contribution of land and rent plus reflecting the potential that 100% of the extra cost (debt service) could be covered by a lease.

Next meeting: Thursday, April 22, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Admin. Board Minutes

April 27, 2010

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
Ron Garrison, Brinnon Fire Dept.

Members/Alternate Members Absent:

David Timmons, City of Port Townsend

Other Attendees:

Philip Morley, County Administrator/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Chris Palmer, Greentree
Randy Coggan, Assistant Chief, PLF&R
Bob Herbst, Brinnon Fire Dept.
Larry Southwick, Project Consultant
Anne Sears, Financial Consultant
Kathy Young, JeffCom
Andy Ruschak, Sparling
KPTZ: Bill Putney, Colin Foden, Larry Stein

HANDOUTS

Radio System Improvements Project Status Report & memos-3/24/10
2010 Budget Tracking Spreadsheet

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 10:03 and expressed appreciation to Port Ludlow Fire Department for their hospitality. Bob Pontius made a public comment regarding the tower project and urged the Board to make the best decision for the citizens and county as a whole.

2. Agenda Review and Approval

John Austin called for review of the Agenda. **Ed Wilkerson made a motion to approve the agenda, Conner Daily seconded, the motion was approved.**

3. Meeting Minutes and Approval

John Austin called for review of the February 25 meeting. Ed Wilkerson noted 3 changes that need to be made so it was decided to hold approval until the next meeting. **Ed Wilkerson made a motion to approve the March 25th minutes, Tony Hernandez seconded, the motion was approved. Ed Wilkerson made a motion to approve the April 8th minutes, Conner Daily seconded, the motion was approved.**

4. Voucher Review and Approval

John Austin called for review of the vouchers. **Ed Wilkerson made a motion to approve the vouchers, Conner Daily seconded, the vouchers were approved.**

5. OLD BUSINESS

Spillman/ADCOMM CAD system update

Tony Hernandez said they were still waiting on Spillman's attorney to respond. He said that unless he heard objections by the Board, they will have Foster Pepper prepare another letter asking Spillman to respond within 5 days. Philip said he will meet with David Alvarez next week to get moving on this.

Recruitment of JeffCom Director

Philip Morley said that Prothman received 13 applications for the Director's position. He said that he and Tony will meet with Prothman to determine which candidates will advance to interviews. The recommendation is to set up a three panel approach so that user agencies, and JeffCom staff can participate then report back to the Board the results of their interviews. Kathy Young will set up the interview schedules.

6. NEW BUSINESS

Qwest Maintenance Contract – annual renewal

Kathy Young said that the Qwest maintenance agreement to service phones and CAD will expire on April 30th. The cost to renew it will be \$30,473, most of that reimbursable by the State Grant and she needs to know whether to proceed with it. After discussion, it was decided that it will probably be a year before having something new in place, and with Qwest being the best provider for service maintenance, it should be renewed. **Ed Wilkerson made a motion to renew the Qwest Service Maintenance Agreement; Ron Garrison seconded, the motion was approved.**

7. REPORTS

Radio Systems Improvements Project Status Report – Larry Southwick (3 memos provided)

Larry Southwick said the general contractor is in the final stages of completion and will remove the old buildings.

Maynard Peak – Larry said he is due to obtain the final engineering study and after ordering the tower extension, it will take about 6 weeks to get mobilized and in place. A change order and authorization to purchase the tower extension will be needed.

KIRO TV – they are being asked to help pay for extending the tower. A new agreement will be needed so Larry asked for authorization to proceed. **Tony Hernandez made a motion to authorize Larry Southwick to enter into preliminary discussions with KIRO about what they are willing to contribute and about future lease rates and to bring that information back to the Board; Ed Wilkerson seconded, the motion was approved.**

General discussion took place about the microwave system and connections, with no decisions made. Larry gave a project cost update.

City Tower – Larry presented the various options for the tower in Port Townsend and cited the pros and cons of each option. The group discussed the information presented weighing the value of a taller tower and the opportunities available to utilize the extra space versus the debt service required for a larger tower. **Ed Wilkerson made a motion to move forward with Option #1, a 180' lattice tower on the city site, as shown in Exhibit A and directed Anne Sears to come back to the Board with information about how to pay for it, Conner Daily seconded.** Discussion took place about the possibility of funding from: a bond extension; or, borrowing from the operations fund and using the income from leased space on the tower to repay the operations fund. Philip Morley said he was comfortable with the motion. **The motion was approved.**

Larry Southwick Contract – Larry said his contract has come to term again and requested another \$18,750 bringing the total to \$60,250. **Tony Hernandez made a motion to authorize Change Order #3; Conner Daily seconded, the motion was approved.**

8. Director's Report

E911 Grant Application – Tony/Kathy

Kathy Young said she was finalizing the 2011 State Grant Application which is due April 30th. The State asked that grants be prepared as if requesting funding for the entire year, but that in January they will be redone because of Senate Bill 6846 which increases the per-line fee to 70 cents. Kathy said the WAC will be revised after the State identifies how the extra funds will be spent through the Grant.

Financial Information – Anne Sears

Anne reported that the sales tax last month was a lot lower than expected so the budget projections, going forward, will reflect a lower cash balance because that. Anne said that the 10-year update will be provided either quarterly or semi-annually. Discussion took place about the organization of funds and whether a need exists to separate the 1/10% money into its own fund. No decisions were made.

Anne said that she has reached the end of her contract. Discussion took place about the need to keep utilizing Anne's expertise until a director is hired and is comfortable with taking over. The Board said they would like her to continue to provide monthly reports and work on the capital project with Kathy Young. **Tony Hernandez made a motion authorizing Anne Sears to prepare a change order extending her contract and bring it back to the Board for their approval. Conner Daily seconded; the motion was approved.**

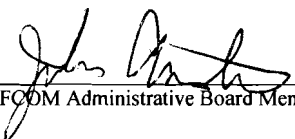
Anne said that all new equipment should be inventoried and a replacement schedule made. Andy Ruschak said that one of the Motorola base stations is no longer supported by them so Chris Palmer has been asked to search for available parts before they are gone in order to extend the life of the equipment.

9. Public comments regarding new business only.

Staff from KPTZ offered thanks for all the work done.

John Austin adjourned the meeting at 12:30pm.

Next Regular Meeting: Thursday, May 27, 2010, Port Ludlow Fire & Rescue at 8:30 a.m.


JEFFCOM Administrative Board Member
JEFFCOM Administrative Board Member

JeffCom Admin. Board Minutes May 27, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson Co. Sheriff & Interim
JeffCom Director
David Timmons, City of Port Townsend
Ron Garrison, Brinnon Fire Dept.
Steve Craig, EJFR/Alternate

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend/Alternate
Bob Herbst, Chief, Brinnon Fire Dept.
Greg Prothman, Prothman
Kathy Young, JeffCom

Members/Alternate Members Absent:

Ed Wilkerson, Fire Chief, PLF&R

HANDOUTS

Radio System Improvements Project Status Report & memos-5/19/10
2010 Budget Tracking Spreadsheet

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 8:35 a.m. John welcomed Assistant Chief Steve Craig. No public comments were made; no members of the public were present.

2. Agenda Review and Approval

John Austin called for review of the agenda. Ron Garrison **made a motion to approve the agenda, David Timmons seconded, and the motion was approved.**

3. Meeting Minutes and Approval

John Austin called for review of the February 25th and April 27th meeting minutes. Kathy Young said that the April 27th minutes have been revised to include Bob Herbst in attendance at that meeting, and the word "Rescue" was removed from Brinnon Fire Department's title. **David Timmons made a motion to approve the minutes, Tony Hernandez seconded, the motion was approved.**

4. Voucher Review and Approval

John Austin called for review of the vouchers. Ron Garrison **made a motion to approve the vouchers, David Timmons seconded, the vouchers were approved.**

5. OLD BUSINESS

Spillman/ADCOMM CAD system update

Philip Morley reported that the attorney at Foster Pepper has sent a letter to Spillman requesting the courtesy of a response. No further information was available.

6. NEW BUSINESS

No new business for this meeting.

7. REPORTS

Radio Systems Improvements Project Status Report – Larry Southwick was not in attendance but provided a written report. The following discussions took place:

Maynard – John Austin asked how this was progressing. Tony Hernandez said he spoke with Al Scalf last week who said that Community Development is working to accommodate our needs.

Water site – Philip Morley said negotiations are moving forward and that he had met with Larry Southwick, Tony Hernandez, John Watts, and David Timmons to talk about the concept of an Interlocal Agreement between JeffCom and the City of Port Townsend and how it would relate to Verizon and any future tenants. Philip said that John Watts is putting together an initial draft laying out concepts; and looking to apply the incoming revenue to capitalize the tower, and once the tower is paid off to set up a revenue split. David Timmons said they are looking at combining the tower and the CAD system into the capital fund. Philip said that once we have a good working draft of an agreement it will be brought back to the Admin Board for feedback, but that the concept is a good one and will allow us to move forward. Philip said the Admin Board will take the lead on negotiations with Verizon.

KROH Radio at Maynard – Discussion took place about the progress of locating the radio station on the tower. It was thought that there might be interference that needs to be worked out. Tony Hernandez said he would follow-up with Chris Palmer on this.

Anne Sears was not in attendance at the meeting but had provided her financial report by email. David Timmons suggested changing the word title “911 Grant” to “911 Allocation” to avoid misunderstandings, as this revenue from the State is not a grant in the traditional sense.

Philip Morley said Teamsters will be negotiating this year and stated that the county is very strapped for cash and will be looking for opportunities for cost containment. He said that all unions may potentially be opened up and JeffCom bundled with others and negotiated as a whole.

Kathy Young said she is nearly ready to begin working on the depreciation schedule with Anne Sears.

8. Director's Report

Tony Hernandez said things are going good at Jeffcom; the workforce has stabilized; overtime is coming under control; and that he is meeting monthly with staff to get input and feedback. He said that Datamax will be going live soon, and Jeffcom continues to provide good service and is doing a good job.

Steve Craig asked if there is a process in place to handle complaints and get problems solved. Tony said that the previous director was not responsive in this area but we are learning to partner better. Tony said that he has met with Ted Krysinski and Chief Pomeroy and now has his first-line supervisors meeting with the chiefs to problem-solve. Steve said he would like to see complaint forms that would document issues, details and show historical patterns. Tony said that the current method is done through email, but that if Steve has a template he prefers then he should email it to Tony.

David Timmons said that Ken Horvath is retiring at the end of June and that Ken has provided exceptional service to the City, JeffCom and EOC. David said that Bob Hamlin is looking at rearranging his FTE funding in order to hire Ken to perform part of the backup operations at the station in town.

An **Executive Session** took place pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. Included was JeffCom Admin Board members, their alternates, and Greg Prothman of the Prothman Company (time in session: 9:10 am to 10:45 am). Approximately 1 hour was allotted for the Executive Session. At 10:10 a member came out and added another 15 minutes to the posted schedule, then at 10:35 another 10 minutes were added, indicating the session would end at 10:45.

Open session reconvened at 10:45 – Philip Morley explained that they reviewed the qualifications of each candidate but that no decisions were made.

David Timmons made a motion to invite the following 5 candidates in to interview for the JeffCom Director position: Joe McCarville, Janet Silvus, Walter Stallings, Timothy Teal, Kelly Sharp, and Robert Spinks. Ron Garrison seconded the motion. The motion was unanimously approved.

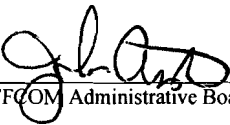
The group discussed and set the details for interviewing and selected June 17 & 18 for interviews.

9. Public comments regarding new business only.

No public comments were made since no new business was discussed.

John Austin adjourned the meeting at 11:10 am.

Next Regular Meeting: Thursday, June 24, 2010 at Port Ludlow Fire & Rescue at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
June 24, 2010

Prepared by Larry Southwick

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Ron Garrison, Fire Comm. Assn
Ed Wilkerson, PLF&R
Sheriff Tony Hernandez

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Gordon Pomeroy, EJFR/Alternate
Robert Low, Fire District 2
Andy Ruschak, Project Consultant
Larry Southwick, Project Consultant

Members/Alternate Members Absent:

None

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, May 27, 2010, Agenda Item 3
Voucher Summary, Operating Fund 122, June 2010, Agenda Item 4
Voucher Summary, Enhancement Fund 121, June 2010, Agenda Item 4
Email June 14, 2010 – Hadlock Fire Antenna, Agenda Item 6a
Emergency Reporting – Invoice No. 2010-732, June 15, 2010, Agenda Item 6b
Radio System Improvements Project Status Report, June 21, 2010, Agenda Item 7a
Port Townsend Water Tank Site Shelter Design Memo, Agenda Item 7b
Email June 23, 2010 – Simulcast Radio RFP Budget question, Agenda Item 7c
Email June 23, 2010 – Simulcast Radio RFP request for time extension, Agenda Item 7d
Simulcast Radio RFP Schedule, Agenda Item 7e
JeffCom 911 – 2010 Budget Tracking spreadsheet, Agenda Item 7f
Email June 15, 2010 – Draft 911 Tax Ordinance, Agenda Item 8a
Email June 17, 2010 – Draft Dept of Revenue Agreement, Agenda Item 8b

1. Meeting Called to Order & Public Comments

The meeting was called to order by Commissioner John Austin at 8:35 a.m. No members of the public were present.

2. Agenda review and approval

Motion by Ed Wilkerson, second by Ron Garrison to approve the agenda. Executive Session was postponed to 9:00 am. **Motion approved 5-0.**

3. Meeting minutes review and approval

Minutes of the May 27, 2010 meeting. **Motion by Ron Garrison, second by Sheriff Hernandez to approve the minutes as submitted. Motion approved 5-0.**

4. Voucher review and approvals for payments

Motion by David Timmons, second by Ron Garrison to approve the vouchers as submitted. Motion approved 4-1, Sheriff Hernandez abstained.

5. Old Business

5a. Spillman/CAD system update.

The Board discussed the current status and direction but no action was taken at this time.

5b. Recruitment of JeffCom Director

EXECUTIVE SESSION 9:00 to 9:45, extended to 9:55 am. Board held an executive session with regard to personnel matters with Greg Prothman on conference phone call. No action was taken during the Executive Session

9:55 to 10:05 am, break

10:05 am, Commissioner Austin called the meeting back to order.

Motion by Robert Pontius, second by David Timmons to accept the application of Janice Silvus for the position of JeffCom Director and authorize Philip Morley to draft a letter offer and contract. Discussion to limit moving expenses to \$3,000. **Motion approved 4-1**, Sheriff Hernandez abstained, Bob Pontius voting for the Fire Commissioners Assn, and Gordon Pomeroy voting for Fire Chief Assn.

6. New Business

6a. Replacement of fire antenna at JeffCom Dispatch Center – see handout

Motion by Ed Wilkerson, second by Ron Garrison to approve the replacement of the fire antenna per the email by Chris Palmer. Discussion that there is no equipment replacement fund and the need to plan for capital replacement. Sheriff Hernandez stated that he is working with Anne Sears and Kathy Young to establish such a plan. **Motion approved 5-0.**

6b. Emergency Reporting – renewal for 1 year – see handout

Emergency Reporting provides fire and EMS reporting systems. JeffCom previously used a different system and then contracted with Emergency Reporting which was supposed to tie into the CAD system. JeffCom pays for the first license for each entity station and the district is supposed to pay for any additional licenses per station. Ed Wilkerson stated that he had not seen an invoice for their share. Sheriff Hernandez will follow up with Kathy Young. Ed stated that the police use a different reporting system, RMS, not the Emergency Reporting system. Sheriff stated that we need to have ADCOMM review these systems as a part of an overview of the CAD system. **Motion by David Timmons, second by Ed Wilkerson to approve payment of the invoice from Emergency Reporting.** Discussion to further review this contract during the budget process. **Motion approved 5-0.**

7. Reports

7a. Radio Systems Improvements Project Status Report – see handout

Larry Southwick reviewed the report and handouts.

Motion by Ed Wilkerson, second by Ron Garrison to approve Change Order Request No. 10, 11 and 12 as submitted. Motion approved 5-0.

Motion by Sheriff Hernandez, second by Ron Garrison to approve Change Order Request No. 13 as submitted. Discussion that the cost of this change order is not reflected on the project cost summary because it is included in the budget figure for the City water reservoir site. **Motion approved 5-0.**

Bob Pontius wants the consultants to find out if the steel to be used by Valmont in the new tower at the City site is made in America.

Andy Ruschak explained the equipment shelter memo – see handout. We are providing space on the new tower for other potential entities to co-locate antennae and need to also provide space in the equipment shelter, especially if Radio KPTZ doesn't locate on our tower. The technology of the new 4G systems could attract new commercial tenants. It would be an investment in the future potential but with no certain tenants. Ron Garrison asked if we could postpone a decision. Larry Southwick replied, we need the decision in order to proceed with design and permitting of the City site. David Timmons stated that there are problems for Radio KPTZ with this site and they will need to locate elsewhere, at least initially, and no certainty that they will co-locate on our facility. David also stated that the potential revenue from commercial tenants could pay for this entire site. **Motion by Ed Wilkerson, second by Sheriff Hernandez to authorize the 10'X20' equipment shelter.** Discussion that we would provide a second door for entry and partition the interior space with a security fence between our equipment space and that provided for potential tenants. David stated that the City would prefer tenants to be inside the equipment shelter. Philip Morley asked if we had any time line for the Radio KPTZ decision? David replied that we just have to move on as they are uncertain. Ed stated that it makes good sense to invest in the additional space. Philip asked about the electrical demand and our liability to a tenant if we had a power failure. Larry replied that we'll include an item in any lease to limit that liability. The question was called, **motion approved 5-0.**

Larry reported that a draft interlocal agreement between JeffCom and the City is being reviewed and a meeting will be held on July 1 to finalize the draft. David stated a key item is the provision for any revenue from a commercial tenant, potentially a Verizon capital contribution, would be applied to JeffCom capital costs including the CAD system.

Larry reported on the handout from Alcatel Lucent with a new, lower price quote for the microwave system. **Motion by Ed Wilkerson, second by Ron Garrison to approve the price quote from Alcatel Lucent.** Discussion by Sheriff Hernandez to approve the budget figure of \$566,675. **Motion approved 5-0.**

Larry presented two emails from Day Wireless regarding the simulcast system RFP. The first email questioned whether the budget for the project was firm at \$200,000 or if there was flexibility in the budget. The second email requested a time extension of two weeks for the proposal due date. The

Board concurred with the budget and time line as is. Larry will respond to the emails with this direction.

8. Director's Report

Sheriff Hernandez stated we need to proceed with hiring ADCOMM and asked the Board to approve a sub-committee of Randy Coggan and himself to prepare a scope of work and do the rest of the process by email. Philip Morley suggested a budget of \$10-20,000 and to authorize Sheriff Hernandez to take a contract directly to the BoCC. He suggested consideration of 3 options, additional review of inter-operability with other counties and a full needs analysis. **Motion by David Timmons, second by Ed Wilkerson to authorize the preparation of a scope of work for ADCOMM and a contract up to \$20,000. Motion approved 5-0.**

Sheriff Hernandez reported that DATAMAX is not ready to go but they are working to resolve the problems. He reported that POSITRON was on site to resolve a hard drive failure.

Sheriff Hernandez referred to the handout JeffCom 911 2010 Budget Tracking spread sheet by Anne Sears. Philip Morley stated that we are at the end of the current contract with Anne Sears and that we should process an extension.

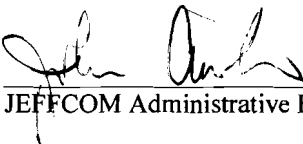
Sheriff Hernandez referred to the handouts regarding the State 911 tax draft ordinance and the agreement with the Dept of Revenue for the new 911 tax revenue. Sheriff Hernandez and Philip Morley will work with David Alvarez and Anne Sears to prepare an ordinance and agreement for approval.


9. Public comments regarding new business only – None

10. Good of the order

Andy Ruschak suggested that JeffCom should actively market the available space on the City water reservoir facility for lease.

Next meeting: Thursday, July 22, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
July 22, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Ed Wilkerson, PLF&R

Members/Alternate Members Absent:

Ron Garrison, Fire Comm. Assn
Tony Hernandez, Jefferson County Sheriff

Other Attendees:

Philip Morley, County Administrator/Alternate
Robert Low, Fire District 2
Andy Ruschak, Project Consultant
Kathy Young, JeffCom

By Conference Call:

Larry Southwick, Project Consultant

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, June 26, 2010

Voucher Summaries, July 2010

Radio System Improvements Project Status Report, July 21, 2010

Interlocal Agreement-City Reservoir Site and JeffCom Communications Tower (draft 7/20/10)

ADCOMM Engineering Company

1. Meeting Called to Order & Public Comments

Commissioner John Austin called the meeting to order at 8:40 a.m. and noted that two members of the public were present. No comments were made.

2. Agenda review and approval

Added to New Business was the Interlocal Agreement-City Reservoir Site and JeffCom Communications Tower. With that addition, **Ed Wilkerson made a motion to approve the agenda, David Timmons seconded, and the motion was approved.**

3. Meeting minutes review and approval

Minutes of the June 24, 2010 meeting were reviewed and compliments extended to Larry Southwick on the nice job he did on the minutes. **David Timmons made a motion to approve the minutes, Ed Wilkerson seconded and the motion was approved.**

4. Voucher review and approvals for payments

Vouchers and invoices were reviewed. **David Timmons made a motion to approve the vouchers and invoices, John Austin seconded and the motion was approved.**

5. Old Business

- **Spillman/CAD system update** - there was no new information available.
- **New Director Transition – Ed Wilkerson**
Ed Wilkerson said that Tony Hernandez has requested the opportunity to mentor the new director for one year, thereby giving her someone to go to on operational issues. By having day-to-day contact with her Tony feels he would be in the best position to observe her during transition and could then report back to the Board on her performance. After much discussion, it was agreed that Tony's strengths and commitment to JeffCom would be an

asset to the incoming director on a daily basis. In regard to whom she would report to, the consensus was that it should be looked at in greater detail, and possibly addressed through the Interlocal Agreement. In the absence of a full Board, it was agreed to table that discussion until a later date.

6. New Business

- **Tower Project-Change Order #14 – Larry Southwick**

By conference call, Larry Southwick explained that a change order for \$5,463.00 is needed for the 20' extension on Maynard. He said that the work had been completed but the contractor ended up shipping more materials than anticipated. Andy Ruschak said that the problem of the extra materials and expense came down to poor communication and an oversight when the upgrade was requested. **Ed Wilkerson made a motion to approve Change Order #14, David Timmons seconded and the motion was approved.**

- **ADCOMM Contract Proposal**

Ed Wilkerson distributed a letter and revised proposal from ADCOMM regarding the JeffCom CAD Project. After discussion about the major elements of the scope of work the consensus was to change item #5 to "Gather/refresh information on the following options: reset the current system; upgrade; or, partner with PENCOM or CENCOM." **With the change of item #5, David Timmons made a motion to move forward with the ADCOMM proposal, Ed Wilkerson seconded and the motion was approved.**

- **Interlocal Agreement-City Reservoir Site and JeffCom Communications Tower**

Philip Morley provided an updated Interlocal Agreement (Draft 7/20/10). Discussion was held on financing, timing of the agreement in relation to permits, and the Verizon lease. After discussion it was determined that the Interlocal Agreement should be approved.

David Timmons made a motion to recommend approval of the Interlocal Agreement-City Reservoir Site and JeffCom Communications Tower, Ed Wilkerson seconded and the motion was approved.

7. Reports

- **Radio Systems Improvements Project Status Report – Larry Southwick**

Larry Southwick gave his status report on the tower project as noted in his monthly report. Discussion took place about the RFP receiving only one bid and the possible reasons behind that bid coming in so high. After discussion, **David Timmons made a motion to recommend reissuing the RFP with focus on a rewrite of the staging requirements; the alternate use of WISCA/skilled installation; forgoing equipment upgrade at the proposal base station in favor of new equipment, and line of credit. Ed Wilkerson seconded and the motion was approved.**

- **Financial Report – Anne Sears**

Philip Morley reported that there would be no financial report from Anne Sears this month. He said he had reviewed the information and there were no exceptional changes. Philip reported to the Board that he has brought Anne Sears on as a temporary hire and, in her capacity, she will continue to perform the services for JeffCom that she did under her contract, except at a lower hourly rate. For the hours that she has already put in beyond her

contract, Philip said he would bring a forth amendment back to the Board, then after that the county will bill her time to JeffCom.

8. Director's Report

With Tony Hernandez absent, there was no Director's Report.

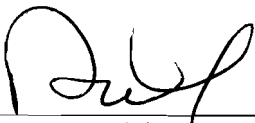
9. Public comments regarding new business only

Robert Low commented on the cost overruns of the tower project and asked if there would be a stopping point to the amount of unanticipated spending that will be allowed. David Timmons answered by saying that part of the overrun involves the Port Townsend tower which eventually will become a "neutral-cost" because of the potential revenue to be made off of leases. David also said that some things were unforeseen such as adding fiber for broadband which was not originally included. With all things considered, David said the ending costs should come in below contract.


Good of the order

David Timmons said that Bob Spinks, former candidate for the JeffCom Director position, has made allegations that David gave out information about him during the Executive Session that he claims influenced the Board against him. David said that attorneys are now getting involved regarding this and he wanted it noted for the record that someone appears to have breached the confidentiality of the Executive Session. Philip Morley reminded everyone that this illustrates the importance of why information must be kept confidential.

Next meeting: Thursday, August 26, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
August 26, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Ed Wilkerson, Fire Chief's Association
Ron Garrison, Fire Comm. Assn

Members/Alternate Members Absent:

Gordon Pomeroy, Fire Chief's Assoc/Alternate

Other Attendees:

Philip Morley, County Administrator/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Janet Silvas, JeffCom Director
Larry Southwick, Project Consultant
Robert Low, Fire District 2
Ed Green, Port Townsend PD
Anne Sears, Financial Consultant
Kathy Young, JeffCom

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, July 22, 2010

Voucher Summaries, August 2010

E911 Tax Ordinance model and draft DOR Agreement

Interlocal Agreement regarding emergency dispatching, communications, and other services

Radio System Improvements Project Status Report, August 23, 2010

Budget Materials

1. Meeting Called to Order & Public Comments

Commissioner John Austin called the meeting to order at 8:30 a.m. There was no public in attendance.

John Austin said that a ceremony will be held on Saturday at 2:00 pm at the Quilcene Fire Station to dedicate the facility to the memory of former fire chief Bob Wilson and encouraged all to attend.

Philip Morley said Jefferson County has received \$2.3 million dollars in federal stimulus funds to bring broadband network to the county which will open opportunities for public, business, and retail usage. He said JeffCom was instrumental in making this possible by contributing an in-kind match through the money invested in the emergency tower construction project.

Philip also announced that David Shambley was hired as the new IT Manager and comes to us with a good background and brings the capability to the county that it needs for future progress.

2. Agenda review and approval

Ed Wilkerson made a motion to approve the agenda, Ron Garrison seconded, the motion was unanimously approved.

3. Meeting minutes review and approval

Minutes of the July 22, 2010 meeting were reviewed. Kathy Young noted that a typo had been corrected under the ADCOMM item. **Ed Wilkerson made a motion to approve the corrected minutes, David Timmons seconded and the motion was approved.**

4. Voucher review and approvals for payments

Vouchers and invoices were reviewed. **David Timmons made a motion to approve the vouchers and invoices, Ed Wilkerson seconded and the motion was approved.**

5. Old Business

- **New Director Transition – Tony Hernandez**

Tony Hernandez said that Janet Silvus has been a joy to work with. He said that she is auditing JeffCom and making changes and would like to make those changes quickly and not wait until the Board convenes each month. Tony said it would be helpful to her to have him available daily to help her and take the pressure for the next 6 months. Janet said she is comfortable with that and it expedites the process if she can go across the street to get that done. Janet said if a disagreement arises then it would come to the Board. Philip Morley said that in terms of the transition, there is no question that that relationship needs to be there, but looking to David Goldsmith's Strategic Plan we want to avoid the past mistake of having the JeffCom Board be the only authority. After further discussion, it was agreed that Tony would continue to provide the day to day mentoring and any permanent changes to supervision would be addressed in the Interlocal Agreement.

- **CAD/ADCOMM**

Tony Hernandez said changes were made to the ADCOMM contract and will now go the BOCC next month. If approved, work will begin September 7th.

- **E911 Tax Ordinance/DOR Agreement – status**

Kathy Young said the final version of the DOR Agreement will be ready from the State soon and will be forwarded to the BOCC for approval, along with an Ordinance asking for the 911 telephone excise tax to be raised from 50 cents to 70 cents. Ed Wilkerson encouraged the fire districts to forward their letters of support to the Commissioners as soon as possible. He said that any county that does not support the increase will lose State 911 funding. Janet Silvus was asked to provide talking-points to help the Commissioners explain the reason for the increase. **David Timmons made a motion for adoption of support the Next Generation 911 excise tax increase from 50 cents to 70 cents, Ron Garrison seconded. The motion was unanimously approved.**

- **Interlocal Agreement**

The Interlocal Agreement expires in December 2011, but is up for review this year. Kathy Young said a copy of the agreement is in the packets today and that in a previous meeting David Timmons had volunteered to form a committee. Tony Hernandez, Ron Pontius, and Philip Morley volunteered to serve on the committee to review the Interlocal Agreement.

6. New Business

- **Appoint Janet Silvus as E911 Coordinator**

Kathy Young said that Sunny Fortino has been serving as the interim E911 Coordinator, although not all of her salary is billable to the grant. Kathy said that our new Director, Janet Silvus would like the opportunity to represent Jefferson County as E911 Coordinator at the State level. **Ed Wilkerson made a motion to appoint Janet Silvus as the E911 Coordinator, Tony Hernandez seconded and the motion was unanimously approved.**

- **2011 JeffCom Preliminary Budget – Anne Sears**

Anne Sears presented the 5 year JeffCom Operations Budget Forecast noting the preliminary estimates for the 2011 budget. Anne said that the CFS calls have gone down so the cost per call has gone up to meet the expenditures. The other change to the 2011 budget

will be setting up a separate capital fund for the 1/10% sales tax to go into. Anne said that she has used conservative numbers so as to not overstate the amount of forecast. Budgets need to be turned in by September 7th and then department meetings will take place so there will be time to tweak the budget along the way. Anne said that Kathy Young and Janet Silvus have provided the expenditure amounts and they seem reasonable. **David Timmons made a motion to approve of the preliminary 2011 budget as prepared by Anne Sears, and also set up a separate capital fund for the 1/10%, with minor changes as given verbally to Anne Sears. Ed Wilkerson seconded and the motion was unanimously approved.** Discussion took place about money in the capital fund and whether the Board could make a decision to “raid” the fund to lower user fees. Philip Morley said yes, that could happen, but it may not be a smart idea. Discussion took place about the sales tax projections and concern over sustainability due to the slow housing market. Philip Morley said that as the budget goes through the process, we will need to adjust the sales tax estimates, and should have a clearer picture toward December. In discussions about union contract negotiations, Philip said that instead of entering into a new multi-year contract, they may extend the current contract for another year, making changes to the current contract. He said that direct negotiations are done by his office and his professional negotiator.

7. Reports

- **Radio Systems Improvements Project Status Report – Larry Southwick**

Larry Southwick gave his status report on the tower project as noted in his monthly report. Larry said that the permit for conditional use is ready to submit for the City tower and will take a few months to process. Preordering for it needs to be done now otherwise he would not be able to order until November and that would be too late.

Discussion took place about Change Order No. 15 which will make modifications to the Hadlock tower and adjoining building to accommodate the 1 ½” wide microwave cables. **Ed Wilkerson made a motion to approve Change Order No. 15 for \$8,200, Ron Garrison seconded, and the motion was unanimously approved.**

Maynard Peak: Larry said that when the extension was put on the tower, the workers noted that the bolts do not have locking washers. He is checking into it, and said a future change order may be needed to correct it.

Next Meeting: Larry said that a large change order will be brought to the Board for project cost estimate because the city site construction change order will be approximately \$300,000. Discussion took place about financing and potential revenue from renters, financing simulcast, and the possibility of combining items together into the bond. It was agreed that until final numbers are available that this should be tabled until the next meeting. **Ed Wilkerson made a motion to table the discussion on this issue and bring back to the next meeting, Ron Garrison seconded and the motion was unanimously approved.**

Financing Options: Larry said that it will be up to Treasurer Judi Morris to pursue financing. He said that the two options are interest/principal, or interest-only for 8 years, then principal and interest. Larry said he is seeking direction on long-term financing and which way the Board is leaning. **After discussion, Ed Wilkerson made a motion authorizing pursuit of an 8 year interest-only financing option, with further direction, that we set up a “sinking or defeasement” fund to store additional funds for early payoff, with the dollar amount to be set at the next meeting. Ron Garrison seconded the motion and the motion was unanimously approved.**

Verizon: Larry said that Verizon is almost done with their engineering plans. It was agreed that all new requests should go to Janet Silvus for processing.

Larry said that the microwave system will be delivered Friday which means all the Alcatel-Lucent equipment will be here.

Simulcast: September 7th is the date that proposals will be opened for simulcast. It's not known how many vendors will submit bids.

KIRO: Larry said that there has been no answer from KIRO. **After discussion, Tony Hernandez made a motion authorizing Janet Silvus to draft a letter to KIRO asking what their intentions are, or requesting they relocate their equipment. Ron Garrison seconded, and the motion was unanimously approved.**

8. Director's Report

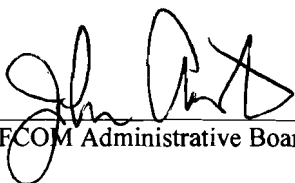
Janet Silvus said that Bob Hamlin had approached her requesting an official MOU between JeffCom and EOC to allow HAM radio equipment to be placed on the JeffCom towers at no cost to them. Janet concurred with this by saying that HAM radios are important communication tools and therefore play a vital role in emergencies. Larry Southwick said that they will need to fill a form out stating their technical issues, and then Chris Palmer will look at the interference issues. Janet said she would put together an MOU for the next meeting.

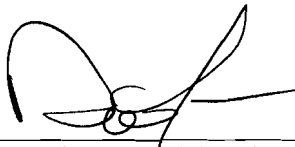
9. Public comments regarding new business only

Tony Hernandez said he and Janet Silvus had an informal meeting with Clallam County Sheriff Bill Benedict. Bill told them that he is awaiting official notification that they will be getting a \$3.5 million dollar grant to build a communications center in Carlsborg for the purpose of interoperability. Tony said he had participated in the meeting with Norm Dicks, Maria Cantwell, Border Patrol, and other mobile law enforcement agencies. Tony said that if they receive the grant, they could be talking to us in the future about an interoperability partnership.

John Austin adjourned the meeting at 11:10 a.m.

Next meeting: Thursday, September 23, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
September 23, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Ed Wilkerson, Fire Chief's Association
Ron Garrison, Fire Comm. Assn

Members/Alternate Members Absent:

Robert Pontius, Fire Comm. Assn/Alternate

Other Attendees:

Philip Morley, County Administrator/Alternate
Gordon Pomeroy, Fire Chief's Assoc/Alternate
Conner Daily, Port Townsend PD/Alternate
Janet Silvus, JeffCom Director
Dave Magnenat, ADCOMM
Andy Ruschak, Sparling
Larry Southwick, Project Consultant
Robert Low, Fire District 2
Kathy Young, JeffCom Office Manager

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, August 26, 2010

Voucher Summaries, September 2010

Larry Southwick Project Status Report, September 2010

Budget Overview

1. Meeting Called to Order & Public Comments

Commissioner John Austin called the meeting to order at 8:30 a.m. There was no public in attendance, no public comments were received.

2. Agenda review and approval

Ed Wilkerson requested that "Director's Contract" be added as the first item under Old Business, **and then he made a motion to approve the modified agenda. Tony Hernandez seconded, the motion was unanimously approved.**

3. Meeting minutes review and approval

Minutes of the August 26, 2010 meeting were reviewed. **Ed Wilkerson made a motion to approve the minutes, Tony Hernandez seconded and the motion was unanimously approved.**

4. Voucher review and approvals for payments

Vouchers were reviewed. After clarification on a few items **Ed Wilkerson made a motion to approve the vouchers, Ron Garrison seconded and the motion was unanimously approved.**

5. Old Business

Director's Contract – Ed Wilkerson

Ed Wilkerson said that it had come to his attention that Janet Silvus did not have a signed contract and so he phoned Philip Morley for verification. Philip Morley apologized and said he has been inexcusably slow in finalizing the details of her contract, but said the draft is now in legal review and once returned he will go over it with Janet. Discussion took place over the Board's authority in contract approval and management of the director and what role the county plays in her employment. Philip said that JeffCom is still a county agency and it is appropriate for the Commissioners to have final approval. David Timmons asked that a legal clarification be made

about the role the board has and how it applies to the hiring contract. It was agreed that Philip would bring the contract to the October 28th board meeting as an agenda item.

CAD/ADCOMM

Dave Magnenat said that he is interviewing user groups and JeffCom staff to evaluate the current CAD system. Dave said our current system is clearly broken and having a negative impact on getting calls out to responders and also getting in the way of dispatchers processing calls. Dave said it is still too early to say which direction we should go, so all options are still on the table.

E911 Tax Ordinance/DOR Agreement – status

Janet Silvus said that she and Kathy Young have put the ordinance together and that the Notice of Public Hearing goes before the Commissioners on Monday, September 27th. Kathy said that once the Notice is signed, she will place the ad in the paper so it will appear on September 29, and the Public Hearing will be held on October 11th. If all goes well, Kathy said we will still make our October 15th deadline to Department of Revenue.

KIRO Lease

Janet Silvus said that an invoice has gone out to KIRO requesting their rent for 2009 and 2010. Janet said she would like to get resolution and recommended that we give them a time limit. **Ed Wilkerson made a motion that if no payment or action has occurred within a month's time then Janet Silvus is authorized to send a letter to them saying we will initiate steps to terminate their occupancy if they do not immediately pay or sign a lease. Tony Hernandez seconded, and the motion was unanimously approved.**

Interlocal Agreement

Discussion took place about reviewing the Interlocal Agreement and forming a subcommittee of volunteers. David Timmons, Robert Pontius, Tony Hernandez, Philip Morley, Janet Silvus, and Gordon Pomeroy have asked to be on the committee. David said that it would be good to get an agenda ready and have one person assemble a list of issues; Janet Silvus said she would do that.

6. New Business

Audit of JeffCom – Janet Silvus

Users Group-Janet Silvus said that she has spent the last month meeting with fire district and police/sheriff personnel in order to evaluate their concerns and issues. She said the one thing she got out of the meetings is the need to establish a user group of ground-floor personnel and IT to brainstorm everyday issues which they can then take back to their supervisors. She said that everyone seems to be in favor of doing this so she will put this together soon.

Space Needs-Janet said that JeffCom does not have adequate spacing and there is no room for expansion in the current location. Janet said she has inquired around to see what is available and to begin researching prices and locations. She said the old Courtesy Ford site would be ideal, but that it's zoned commercial and probably better suited for retail. She said that the city has several classrooms available in Mountain View Commons that would provide more than adequate space.

Finances-Janet said she is conducting an internal audit of financial spending and has identified areas where JeffCom could save money. She said that she will be sitting down with Anne Sears to get a true feel for the budget and that her goal is to reduce wasteful spending by 5%. Janet said it concerns her that we are paying \$109,000 to the county for cost allocation without

knowing what that entails. Ed Wilkerson asked Janet to bring back a breakdown of those costs to the next board meeting. Janet said that JeffCom is also out the cost of a new computer and \$150/mo for broadband to run an ESP system for a bank. She said that she has a call into that bank and will ask them to reimburse JeffCom, and also provide mobile monitoring devices.

Staffing/Training-Janet said that interviews will take place soon for the dispatcher vacancy, and also for the one in January. She said that staff turnover is a national problem and also impacts training budgets. Janet said that a few new employees, including her, need EMD training. *(Tony Hernandez leaves at 9:40.)*

7. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Larry Southwick gave his status report on the tower project as noted in his monthly report. Larry said that the permit for conditional use is ready to submit for the City tower and will take a few months to process and preordering for it needs to be done now, otherwise he would not be able to order until November.

Change Orders: Larry said that Change Order #13 for Buchanan has turned out to be less than estimated so the savings will be carried over into their next change order.

Maynard Peak: Larry said that 85 bolts on the old existing structure are missing. Day Wireless has been subcontracted by Alcatel-Lucent and issued a purchase order for \$829.29 to install the locking nuts.

City Interlocal Agreement: Larry said that he needs to get the updated cost estimates for construction and the tower before he can provide the complete full capital cost.

Debt Financing: Larry said that he had met with Philip Morley, Anne Sears and Judi Morris to discuss the financial status of adding simulcast and the Day Wireless proposal. He said that additional bond financing cannot be calculated until they tie down the costs for the city site and simulcast.

KIRO: Larry said that Day Wireless installed four microwave dishes per our plans but two of them at elevations that interfered with existing KIRO TV antenna and impacted their operations. Originally KIRO was to be placed at the top of the tower but had changed their minds after the plans were issued. Discussion took place about the cost of taking down and reinstalling two of the dishes which ended up adding \$7,994.50 to the cost of the project. KIRO also modified the ice bridge and drilled holes into the building, and severed a cable which will need to be pulled to see if it can be reinstalled. (Robert Lowe left at 10:10 a.m). Discussion took place about KIROs lack of payment and whether they should be held responsible for the damages. **David Timmons made a motion to authorize the expense to reinstall the two microwave dishes, under protest, and to seek damages and recovery from KIRO and to move forward as original planned and have KIRO relocate their equipment as originally planned to the top of the tower, with new terms. Ed seconded. The motion was unanimously approved. A second motion was made: David Timmons make motion to authorize the JeffCom director, in addition to meeting with David Alvarez, to develop notification to KIRO that they have committed criminal trespass, did damage at the Maynard Tower site, and that they are not allowed to enter site without giving prior notification, Ron Garrison seconded, and the motion was unanimously approved.**

Simulcast RFP: Larry said that Day Wireless is still several hundred thousand over the proposal and that Greentree was the only other responder but did not turn in the requested bond. Andy Ruschak said that both proposals were technically qualified and appear to be technically qualified to do the work, but the proposal required the bidder to secure a bond, which Greentree did not do.

Ed Wilkerson made a motion to accept the Day Wireless bid under the second RFP, Ron Garrison seconded, and the motion was unanimously approved.

Financial Reports – Anne Sears

Saved until next meeting

8. Director's Report

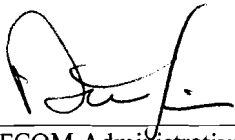
See #6 above.

9. Public comments regarding new business only

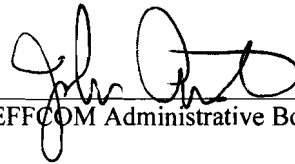
No members of the public were present.

John Austin adjourned the meeting at 11:10 a.m.

Next meeting: Thursday, October 28, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

NO MEETING HELD

OCTOBER, 2010

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
November 4, 2010

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Ed Wilkerson, Fire Chief's Association
Ron Garrison, Fire Comm. Assn

Members/Alternate Members Absent:

Other Attendees:

Philip Morley, County Administrator/Alternate
Gordon Pomeroy, Fire Chief's Assoc/Alternate
Conner Daily, Port Townsend PD/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Janet Silvas, JeffCom Director
Kathy Young, JeffCom Office Manager
Dave Magnenat, ADCOMM
Larry Southwick, Project Consultant
Robert Low, Fire District 2 Quilcene
Mike Whitaker, Fire District 2 Quilcene
Bill Hansen, Port Ludlow F&R
Ron Helmonds, Port Ludlow F&R
David Shambley, Jefferson County Central Serv.

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, September 23, 2010

Voucher Summaries, October 2010

Larry Southwick Project Status Report, October 2010

1. Meeting Called to Order & Public Comments

Commissioner John Austin called the meeting to order at 8:30 a.m. Robert Pontius made a public comment that the director's employment agreement seems to be a departure from how the original agreement was set up and speaking for the fire commissioners feels it should be reviewed.

2. Agenda review and approval

The agenda was reviewed. **Ed Wilkerson made a motion to approve the agenda, Ron Garrison seconded, and the motion was unanimously approved.**

3. Meeting minutes review and approval

Meeting minutes from September were reviewed. **Ed Wilkerson made a motion to approve the minutes, Ron Garrison seconded, and the motion was unanimously approved.**

4. Voucher review and approvals for payments

Vouchers were reviewed. **David Timmons made a motion to approve the vouchers, Ron Garrison seconded and the motion was unanimously approved.**

5. Old Business

CAD/ADCOMM

Dave Magnenat said that interviews with the user groups are nearly complete and talks continue with PenCom and CenCom regarding partnering with their CAD. Dave said he attended an Intrado seminar and said that Positron is ahead of the other vendors for NG911, but with the company reorganization they will

no longer support our current version of Positron CAD. David said that having the data stay within the county could cause a problem, as the vendors consider this a new system. Philip Morley cautioned that purchasing a new system could jeopardize our situation with Spillman. David said that Positron has indicated that if we choose Viper, that would be an upgrade to our system. Janet Silvus said that we are well within our legal rights to upgrade within the same company. Philip suggested that Janet meet with David Alvarez to discuss the legal ramifications.

Port Townsend Tower Purchase

Philip Morley said that an agreement has been reached with the city to purchase the tower. Robert Pontius said that this has been long in the works, with the final detail being the question of ownership of the land. East Jefferson has agreed to JeffCom owning the tower and using the land in perpetuity in exchange for first right of refusal if JeffCom sells the tower in case East Jefferson wants the tower back. Anne Sears said the money for the tower will come from the operations budget in the capital portion which will decrease the available reserve. **Ed Wilkerson made a motion that the board approve the purchase of the fire hall communications tower as presented in the final agreement, Ron Garrison seconded. The motion passed with a majority, with David Timmons recusing.**

JeffCom Director Contract Review

Philip Morley provided a revised contract for review, which made some of the changes that Janet Silvus had brought to his attention regarding the incongruity of the contract language in relation to the Interlocal Agreement. Janet said she had been fielding questions and concerns and wanted to have an open discussion about who she reports to, so that everyone has a chance to provide input. Philip Morley said that JeffCom is an unusual organization but is a branch of county government using a board which provides strong responsibilities to the director. He said that while the board has the decision of hiring, in the end they are all county employees. Ed Wilkerson asked who Janet reports to and Philip replied that she answers to the board. Other discussions took place about her pay scale, which Philip said is tied to the county matrix, and Janet's concern over the inadequate severance pay now that she is here and knows what the job entails. It was determined that Janet should be given an opportunity to seek counsel on her behalf before signing the agreement. The agreement will be brought back to the board in the December meeting.

Interlocal Agreement – 2010 Review

Janet Silvus said that a meeting is pending.

6. New Business

(none)

7. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Larry Southwick gave his status report on the tower project as noted in his monthly report. He said that Day Wireless is installing microwave and radio systems at all locations, except the city site. Plans have been submitted to the city and a public hearing for conditional use will be required. The cost estimate for the city site will be \$426,000 which is \$130,000 more than estimated in earlier projections. Larry also said he recommends a 10% contingency to address change orders. **Ed Wilkerson made a motion to authorize a change order to Buchanan General Contracting Company for \$426,204.95 and an additional 10% of \$42,620.50 for contingency. David Timmons seconded, the motion was unanimously approved. David Timmons made a motion to approve the bond to include the City Interlocal Agreement for City Site and the additional bond issue estimated at \$840,000. Tony Hernandez seconded, the motion was unanimously approved.** David said that these expenses reflect rebuilding a system that was in very bad shape, especially in south county.

Financial Reports – Anne Sears

Anne Sears said that the 2011 budget does not reflect Janet Silvus' salary that was agreed to by the board. Philip Morley said that negotiations are ongoing with regard to salary wage freeze and may affect labor costs. He said the overall savings to JeffCom would be \$5,900 by not giving step increases to those employees, and would accomplish the desire to lower users costs. Janet asked if the focus was to combine IT staff, and Philip said that that is not under discussion today.

8. Director's Report – Janet Silvus

KIRO-Janet reported that KIRO has been paying Broadstripe for the 2009/10 tower rent, and Broadstripe can only refund the money back to KIRO. She said the attorneys have talked and agreed that \$8,044.05 will be paid to JeffCom. Janet said that KIRO sent money for 3 months rent and according to DNR they are paying the top of the scale so their rent cannot be increased.

Cost Allocation Breakdown-Janet said that she tried to break down the costs as best she could and sought help from Anne Sears and Karen Bednarski but was told that the blue-book contained everything. Janet said it is not clear what all the costs include and many seem too high based on our small footprint. Janet said she would like to look at alternate locations for JeffCom to reduce costs and Philip Morley said that he would entertain that if JeffCom could find someone cheaper to go with. Anne Sears offered to help look at the detail, and Tony Hernandez said we can look at this during Interlocal discussions.

Information Services-Janet said she has been approached about combining JeffCom IT staff with County IT staff and since the issue keeps coming up she would like to open up discussions, give everyone a chance to discuss it, and resolve this once and for all. David Timmons said that past experience has shown this to be an added expense and reduction in service. Ed Wilkerson said that financially it gets murky since some of the IT dollars are paid through the State grant, and when you start combining JeffCom and County we end up with a convoluted document that doesn't provide proper explanation. Janet said that currently she is paying for county GIS services that she doesn't need and in addition, the county seems to be relying on JeffCom's GIS employee to help them out. Anne Sears said that we need to talk to Renee Talley about that. Philip Morley said it is good to get this out in discussion and said the County is making substantial changes to the system with the addition of David Shambley to the staff. Philip said there may be future opportunities and it would be premature to close the door now. Ed Wilkerson said that if the county has something to offer JeffCom then they need to make a presentation so everyone can hear what would be provided and the cost savings. Tony Hernandez said he would like to enter into discussions about how the county can provide emergency IT support to his office.

New Revenue-Janet said that she has been approached by Day Wireless that they have tenants for our tower and said that Day Wireless offers the service, will advertise and collect a finder's fee.

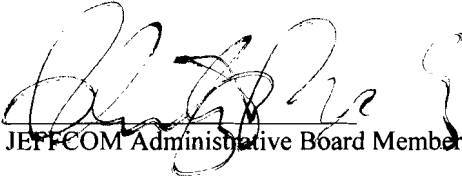
Good of the Order-On Thursday, October 21 JeffCom suffered a power failure and opened the APSAP for a few hours. The County was performing routine testing of the generator and when the system was turned back on it blew out our UPS. Due to an antiquated CAD system and old equipment our servers went down and JeffCom suffered a complete blackout. Janet Silvus said that it was later discovered that during annual routine maintenance of the UPS a technician had damaged a heat sensor. Janet said she met with JeffCom staff to talk over what went right/wrong and what precautions to take in the future. Janet said that she is fact-gathering, will send out a survey form to each agency, and then call a meeting with user groups.

9. Public comments regarding new business only

None, as there was no new business.

John Austin adjourned the meeting at 11:00 a.m.

Next meeting: Thursday, December 2, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member
12/2/10

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
December 2, 2010

Members/Alternate Members Seated:

Philip Morley, County Administrator/Alternate
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Ed Wilkerson, Fire Chief's Association
Ron Garrison, Fire Comm. Assn

Members/Alternate Members Absent:

John Austin, County Commissioner

Other Attendees:

Gordon Pomeroy, Fire Chief's Assoc/Alternate
Conner Daily, Port Townsend PD/Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Dave Magnenat, ADCOMM
Larry Southwick, Project Consultant
Robert Low, Fire District 2 Quilcene
Anne Sears, Consultant
David Shambley, Jefferson County Central Serv.

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, November, 2010
Voucher Summaries, November 2010
Larry Southwick Project Status Report, November 2010
Anne Sears Budget Materials
JeffCom CAD User Needs Final Report-ADCOMM

1. Meeting Called to Order & Public Comments

Vice Chair, Robert Pontius, called the meeting to order at 8:31 a.m. During the Public Comment period Robert Pontius said that the Fire Commissioners have looked over a specific document and feel the county has stepped over their boundary on certain items in the Interlocal Agreement for the Reservoir Site.

2. Agenda review and approval

The agenda was reviewed. Ron Garrison made a motion to approve the agenda, Tony Hernandez seconded, and the motion was unanimously approved.

3. Meeting minutes review and approval

Meeting minutes from November were reviewed. Ed Wilkerson made a motion to approve the minutes, Ron Garrison seconded, and the motion was unanimously approved.

4. Voucher review and approvals for payments

Vouchers were reviewed. Ed Wilkerson made a motion to approve the vouchers, David Timmons seconded and the motion was unanimously approved.

5. Reports

CAD/ADCOMM

Dave Magnenat presented the JeffCom CAD Study Final Report & Recommendation to the Board. Through a power point presentation and a Final Report handout, both of which he made available in PDF format, he presented the options considered and a final recommendation.

- 1) "Refresh/factory reset" the current system
Dave said that the refresh option is no longer available as Positron has restructured their company and our software is no longer supported by them.
- 2) Upgrade to a new version
The option to upgrade runs into the same problem, as Positron is now called Tiburon and furthermore Viper has been rebranded DispatchNow. This would be considered a "forklift" upgrade.
- 3) Partner for CAD services with Clallam or Kitsap
Both these options require hefty connections not yet built and the risk of losing the connection during an emergency would result in losing all access to CAD data.
- 4) Standalone CAD with CAD Link
Would allow JeffCom to maintain local control and access their own data, but allow CAD events to be transmitted data back and forth between connected centers. It would lower the connectivity requirement and allow interoperability without reliance. The disadvantages would be connecting to different vendor's CAD may be expensive and complicated and even "like" CAD systems may be irrelevant.

Recommendation: JeffCom should enter negotiations with New World Systems to purchase a standalone CAD system, which should include a CAD-to-CAD link for interoperability with Clallam County. Future interoperability efforts should include improved connectivity with Kitsap County and CAD links with CENCOM; and, pursue additional funding support from Washington E911 Program Office. After discussion **David Timmons made a motion to accept ADCOMM's recommendation of New World CAD and to move ahead with negotiations for the CAD to CAD capability with Clallam County; Ed Wilkerson seconded. The motion was unanimously approved. David Timmons made a second motion to establish a relationship with Clallam County and begin discussions on connectivity and how to maximize benefits with their system and other New World regional partners, asking Janet Silvus to take the lead on discussions between law, fire and IT. Bob Low seconded the motion and it was unanimously approved.** (A 5 minute break was taken)

Radio Systems Improvements Project Status Report – Larry Southwick

Larry Southwick gave his status report on the tower project as noted in his monthly report. Larry said that the requirements of the contract state that the project needs to be completed in four months, therefore the Day Wireless contract needs to be extended as they will not be done with their work until the last week in April 2011 or into middle May. He added that there is no financial implication to this. **Ed Wilkerson made a motion to extend the Day Wireless contract until the middle of May 2011 for testing, Ron Garrison seconded, and the motion was unanimously approved.** (Dave Magnenat leaves at 10:30)

Action Item/Motions:

Ron Garrison made a motion that Janet Silvus be allowed to approve change orders up to \$37,800 or 10% of the Buchanan contract, Tony Hernandez seconded. The motion was unanimously approved.

Ron Garrison made a motion giving Janet Silvas the authority to approve change orders for Day Wireless up to \$18,467, Ed Wilkerson seconded, and the motion was unanimously approved.

Ed Wilkerson made a motion to approve Change Order #1 to extend Little & Little's work to the end of April, 160 hours, at \$17,600, Ron Garrison seconded, and the motion was unanimously approved.

Tony Hernandez made a motion to extend Larry Southwick's contract by approving Change Order #4 for \$11,250 to cover 150 working hours, bringing the total to \$71,500 for all work done, Ron Garrison seconded, and the motion was unanimously approved.

City Interlocal Agreement: Due to the many concerns over the language in this agreement it was decided to table discussions until further changes can be made. Of concern was JeffCom not being named as a primary party to this agreement when the JeffCom Interlocal agreement gives JeffCom the authority to own property and enter into contracts. Others addressed concerns that JeffCom will be responsible for virtually everything liability-wise when other tower tenants should be responsible for a portion of loss, damage, wages, and should bear a portion of the maintenance costs. It was agreed that the Commissioners should be left in as a final approving authority of the document. A Special Meeting was set for December 16 to discuss the change details (*the meeting was later cancelled*).

JeffCom Director Contract Review

Philip Morley said that he is meeting with Janet Silvas and Lorna Delaney next week to go over the Director's Contract. Discussion took place over the need to spell out the role of the Board and the role of the County regarding her employment. Philip asked that he be allowed to meet with Janet as planned to go over her draft. **Ron Garrison made a motion to table the discussion until the next meeting, Ed Wilkerson seconded, and the motion was unanimously approved.** (Larry Southwick and David Timmons left the meeting at 11:15).

Financial Reports – Anne Sears

Anne Sears said that the spending plan has changed since the last meeting due to the tower payment coming out of the 2010 budget, ADCOMMs final payment coming due, adding \$20,000 for professional services for someone to look for future tower renters, and the reduced revenue collection. Anne said she is proposing that 40% of the sales tax go into the Operations Fund 122 and 60% go into the new Capital Fund 119. Also, Janet's salary was estimated at step 1, which needs to be changed. **Ed Wilkerson made a motion to approve the changes to the 2011 budget and Ron Garrison seconded, and the motion was unanimously approved.** Anne said that overall the budget has stabilized since Janet's arrival. Anne said the Enhancement Fund 121 was never approved. **Ed Wilkerson made a motion to approve the Fund 121 budget and Tony Hernandez seconded, the motion was unanimously approved.**

6. Old Business

Port Townsend Tower Purchase

Philip Morley said that at the last meeting the Board recommended approval of the agreement and they were waiting on EJFR, but now have the documents they need to go forward to the county commissioners on Monday. Ed Wilkerson said he wanted to clarify that East Jefferson is going to

be purchasing the fire station but JeffCom will continue to own the tower and the only way JeffCom loses control is if they abandon or sell the tower.

Interlocal Agreement – 2010 Review

Janet Silvus said that a meeting is pending for December 9th. The committee members will be: Janet Silvus, Philip Morley, David Timmons, Tony Hernandez, Robert Pontius, and Gordon Pomeroy.

7. New Business

(none)

8. Director's Report – Janet Silvus

KIRO/Broadstripe-Janet reported that we are still waiting for the big check to come in, but the monthly payments are arriving. Janet said she would like to enter into meetings with Bryon Gunnerson about new revenue and that he comes highly recommended by the City of Sequim.

2011 Meeting Dates/Locations

After discussion it was agreed to keep the meetings at Port Ludlow, same schedule. Kathy Young will notify the newspapers.

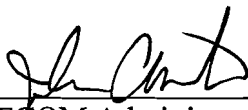
Good of the Order-Ed Wilkerson announced that Chief Robert Low will replace him on the board effective January 1, 2011. Robert Pontius asked to be appointed Vice Chair. **Ron Garrison made a motion to appoint Robert Pontius as JeffCom Admin Board Vice Chair, Tony Hernandez seconded, and the motion was unanimously approved.**

9. Public comments regarding new business only

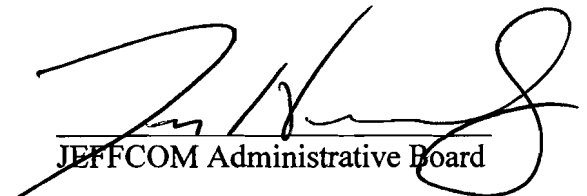
None, there was no new business.

Philip Morley adjourned the meeting at 12:15 p.m.

Next meeting (Special Meeting): Thursday, December 16, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member
Member



JEFFCOM Administrative Board