

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
January 27, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
Conner Daily, Port Townsend PD/Alternate
Robert Pontius, Fire Comm. Association
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate
David Timmons, City of Port Townsend

Other Attendees:

Ed Wilkerson, Fire Chief's Association/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, Fire Chief
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Larry Southwick, Project Consultant
Anne Sears, Consultant
Bryon Gunnerson, Consultant
Judi Morris, Treasurer
David Shambley, Jefferson County Central Serv.

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, December, 2010
Voucher Summaries, December 2010
Larry Southwick Project Status Report, December 2010
Anne Sears Budget & Bond Materials
City Reservoir Interlocal Agreement
Contract for Professional Services-Gunnerson
NorCom Interlocal Agreement

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 8:35 a.m. During the Public Comment period a citizen reported on a weather station that he would like to place on the new tower being built in Port Townsend. He said it could potentially have educational value, provide early alerts, measure water, wind, and take ultraviolet measurements.

2. Agenda review and approval

The agenda was reviewed. Hearing no changes, John Austin said the agenda stands.

3. Meeting minutes review and approval

Meeting minutes from December were reviewed. Hearing no changes, **Conner Daily made a motion to approve the minutes, Robert Pontius seconded, and the motion was unanimously approved.**

4. Voucher review and approvals for payments

Vouchers were reviewed. Hearing no changes, **Robert Pontius made a motion to approve the vouchers, Robert Low seconded and the motion was unanimously approved.**

5. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Project Status-Larry Southwick brought the Board up-to-date on the status of construction. Larry said that the Day Wireless Change Order extending their work until mid-May has not been processed pending the citizens appeal of the tower project. He said that Feb. 18 is the last day that they can file an appeal which could then put the work end date sometime in May or the first of June. Larry said that Hatfield and Dawson prepared the rebuttal report.

Valmont Tower Purchase-Larry said that the tower had been put on hold because of the public meeting but thinks the materials need to be ordered now to prevent the project from going out too far. **Robert Low made a motion to move forward with the purchase of the Valmont tower structure; Tony Hernandez seconded and the motion was unanimously approved.**

Misc-Larry said that Puget Sound Energy is installing a T1 line. He said that the verbal estimate of \$31,000 has grown to \$40,000 and their work is not finished. He is unsure if there will be additional costs. Larry said that they have been difficult to coordinate installations with but that once the system is in place, it will be free to us and cheaper than microwave.

Janet Silvus said that she heard that Day Wireless is swapping 100W repeaters with 50W and that this is not acceptable because it doesn't give us enough coverage. Larry said he concurs and will talk to them immediately and report back.

Ed Wilkerson questioned why the CAD is not funded through the Bond, as he recalls discussions to that effect. Anne Sears said that the bonding company would not want to fund a software system that has a shorter life, compared to the tower which has a 20+ year life. Larry said the money will be coming back to JeffCom over time to help pay for the CAD.

Financial Reports & Bond – Anne Sears

Anne Sears said that the bond amount being requested is \$880,000 net proceeds plus purchase fees. After the improvement project is complete then the money will be transferred to the Capital Fund 119 to make sure there is a good revenue stream to pay for the 2007 and 2011 bond payments. Anne said that the Board will need to decide how much money will fund capital expenses in the future, and at a later time the bond can possibly be refinanced to bring down the costs. Anne said she plugged in \$50,000 for capital assets and will work with JeffCom to get an equipment replacement schedule complete. In answer to the question of whether JeffCom has the option to later fund CAD through local options, Judi Morris said that she has not seen lending for software, as it is generally used to fund real estate or equipment. Judi said we are beyond the point of changing the bond now but we could explore getting a loan to purchase CAD. **Robert Pontius made a motion to authorize moving forward on the Bond proposal of \$880,000, plus finance fees, to fund the tower project; Tony Hernandez seconded and the motion was unanimously approved.** Philip Morley said that a briefing will go to the BOCC. Judi said that we will need a special meeting of the Commissioners on the 15th after a work session on the 14th so that the Bond can be funded on March 1st. *Judi Morris and Anne Sears left at 9:55.*

6. Old Business

City-JeffCom Tower Interlocal Agreement

Janet Silvus said that it appears that all the appropriate changes have been made to the Agreement. Robert Pontius asked if the County pays as a lease agent. Larry Southwick said that the County would not be charged a lease. After discussion it was agreed that the City had negotiated free rent in exchange for the property, but all others should be determined by the Board “on a case by case basis.” **John Austin made a motion that Janet Silvus, Philip Morley and the City work on the language in the agreement regarding item 6, with the recommendation that the City, City Public Works, community radio, and broadband be given free rent and other users would be dealt with on a case by case basis. Ron Pontius seconded and the motion was unanimously approved.** Janet was asked to forward the changed Agreement onto the County Commissioners.

Bryon Gunnerson Contract

Janet Silvus said she would like a motion from the Board to enter into an agreement with Bryon Gunnerson for his professional service in finding renters for the towers. John Austin said that the contract will need David Alvarez’s “approval as to form” before moving forward. Regarding the questions of fees, Bryon Gunnerson said that since he is representing both JeffCom and the renter he charges a finder-fee percentage in order to avoid a conflict of interest. **Robert Pontius made a motion to approve the contract with Bryon Gunnerson pending legal approval by David Alvarez; Robert Low seconded and the motion was unanimously approved.**

Interlocal Agreement – 2010 Review

Janet Silvus said that we are moving forward with another meeting coming up in March.

7. New Business

NorCom Interlocal Agreement

Janet Silvus said that she is seeking a motion from the Board to approve the JeffCom-NorCom Interlocal Agreement which allows us to piggyback off of NorCom’s CAD RFP to purchase New World. Philip asked if she would be coming back to the Board with final details, specifications, and costs. Janet said she would, but at this time is only seeking approval of the form. **Robert Pontius made a motion for Janet to move forward with the JeffCom-NorCom Interlocal Agreement for acquisition of CAD technology; Conner Daily seconded and the motion was unanimously approved.**

PenCom Interoperability

At the direction of the Board, Janet Silvus said that she is having regular meetings with PenCom about establishing interoperability with their CAD link once New World is installed in JeffCom. She said that one of the big obstacles is interoperability with radios and will have more information about that later.

8. Director's Report – Janet Silvus

KIRO/Broadstripe-Janet reported that KIRO is paying their monthly bill but we have not received the big check. Bryon Gunnerson said he will work with KIRO on getting a new lease with them.

CAD

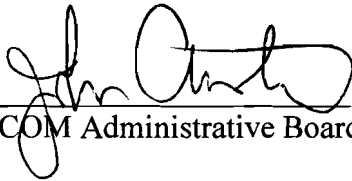
Janet said she has submitted paperwork to the State 911 Office asking that they assist in paying for a new CAD and is waiting to hear back from them.

9. Public comments regarding new business only

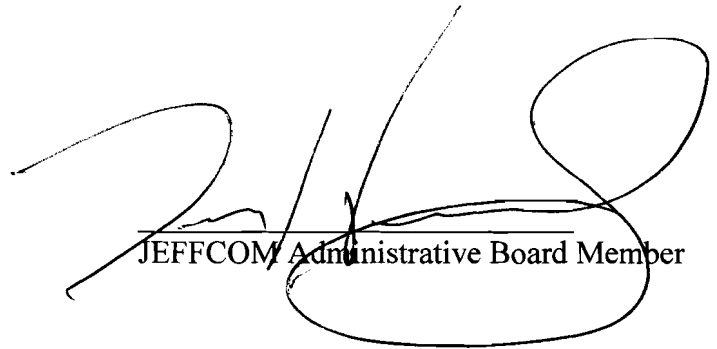
Bob Herbst said that in the past 6-8 months there has been a lack of information going out to end users about radios being changed out. Bob said that the simulcast will have a huge impact on South County and technical changes need to be disseminated so there is no lapse in service to the providers. Larry Southwick said that a lot of that information was discussed during the Technical Committee, but that committee was disbanded about a year ago. John Austin asked if Bob Herbst would work with Janet Silvus on reinstating the Technical Committee.

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

Next meeting: Thursday, February 24, 2010, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

(February meeting)

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
March 3, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Association
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, Port Townsend PD/Alternate Ed
Wilkerson, Fire Chief's Association/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, Fire Chief
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Larry Southwick, Project Consultant
Brett Nalder, New World

HANDOUTS

Agenda
JeffCom Admin. Board Minutes, January 2011
Voucher Summaries, February 2011
Larry Southwick Project Status Reports, 2/23/11 & 3/3/11 update
Budget Materials
NorCom Interlocal Agreement

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 8:30 a.m.

2. Agenda review and approval

The agenda was reviewed. Janet Silvus requested that the New World presentation be addressed first. With that change, **Robert Pontius made a motion to approve the amended agenda, Robert Low seconded and the motion was unanimously approved.**

3. New World Presentation

Brett Nalder, a New World representative, gave a power point presentation on the New World Systems-Aegis Public Safety Software. Janet Silvus said that in order to take advantage of State funding it must be installed, tested, accepted, and paid for by June 30th. After June 30th the system would be in beta testing until everyone is happy and trained, and then we would go live. Brett said it is a 6-8 month process to go live. Questions were taken about how our IT would be utilized. Brett said that key people will be needed half of the time since this is a client/server based system on a single database. In addition, our own dispatchers will be used as the build-teams. In answer to questions about RMS Brett said that it could be installed on the server at JeffCom but that converting the data would take time and have to be done somewhere down the line. Brett said that he was not sure of the cost, although the number of \$326,000 for purchase and \$230,000 for implementation was suggested with annual maintenance of \$75,000. It was agreed to table the discussion until Anne Sears was available. Agencies were urged to check out the demo before committing to an RMS. In discussion about Clallam County's financial assistance in funding the equipment, Janet said she was not real secure in her beliefs that we would see the money because Patti has been difficult to reach. Janet said that Patti Morris said she has grant money that will cover the equipment on our list but that grant money needs to be spent by June 30 or returned to the government. **David Timmons made a motion to approve the contract for the purchase of New World and move forward, Tony Hernandez seconded, and the motion was unanimously approved. (Brett Nalder leaves at 10:00)**

4. Meeting minutes review and approval

Meeting minutes from January were reviewed. John Austin asked that the last sentence regarding a directive about the Technical Committee being reinstated be changed to "a suggestion to explore". With no other changes, **Tony Hernandez made a motion to approve the minutes, Robert Low seconded, and the motion was unanimously approved.**

5. Voucher review and approvals for payments

Vouchers were reviewed. Hearing no changes, **David Timmons made a motion to approve the vouchers, Robert Low seconded and the motion was unanimously approved.**

6. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Project Status-Larry Southwick brought the Board up-to-date on the status of construction. Larry said the citizens did not file an appeal on the city reservoir site and construction will be complete by mid-May. The radio side will start mid-May and be complete in June. Larry said the ground breaking is this week. It was suggested that we do a press-release about the improvements so the public is made aware of the investment being made. Larry said he would draft something and get it to Janet before the next meeting. **Narrowband:** Janet Silvus said that we have made the decision to separate simulcast from narrowband in order to deal with each one separately in case of problems. A decision was made to set June 2012 as the target date and move to narrowband as a region. David Timmons said the wants to make sure that we have dual compatibility equipment. Janet said she has that marked down and will check on it.

7. Old Business

City-JeffCom Tower Interlocal Agreement

Janet Silvus said that this is now a done deal and the agreement has been recorded and delivered to the City. Larry said the building permit can now be issued.

JeffCom Interlocal Agreement with NorCom

Janet Silvus said that we needed the cooperative agreement so we do not have to go out for an RFP and the BOCC will need to sign off on this first before awarding the New World Contract.

CAD System Finance

This is already been covered.

Verizon Contract

Janet Silvus said that Brian Gunnerson has been going back and forth with their legal team and will hopefully have something for the next Board meeting. Larry Southwick said that once the agreement is in place Verizon could be installed by June and we could begin collecting money by July.

8. New Business

JeffCom Radio Console Patch Card

Janet Silvus said that the patch will be an enhancement used to hear each other and only brought this to the Board because she was unsure of her spending limit.

Licenses and signs for radio tower sites

Janet Silvus said that the licenses and signs will be for the radio towers and will allow others to go to a specific site to see what is available for them to put their equipment on our towers.

Director's Spending Limit

After discussion regarding Director's spending limit **David Timmons made a motion to allow the Director a \$10,000 spending limit; Tony Hernandez seconded.** During discussion it was clarified that this is for items that have already been budgeted for. **The motion was unanimously approved.**

9. Director's Report – Janet Silvus

Staffing-Janet said that 2 people have resigned and those positions are in the process of being filled pending successful outcome of the background checks.

Gordon Pomeroy asked about the status of Emergency Medical Dispatch and Janet said that the staff is being trained but we still need to join into an agreement with King County. Gordon said he would like to pass along thanks for user-based dispatching, and commended the excellent job someone is doing of assigning the equipment even though we are not doing that yet.

David Timmons said they are looking at ways of notifying agencies about upcoming events in Port Townsend that could impact law, fire, dispatch, such as the one this weekend that will bring hundreds of foreign cars into town.

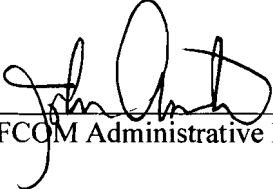
EXECUTIVE SESSION: At 10:40 the voting members, along with Janet Silvus, went into Executive Session to discuss the Director's employment contract and also a JeffCom personnel issue. The time in session was extended by 20 minute increments until 12:30 when the Board reconvened. After reconvening, **Robert Pontius made a motion to have the two draft versions of the employment contract merged into one, with the discussed corrections made, and a final version brought to the next Board meeting. David Timmons seconded the motion and the motion was unanimously approved.**

10. Public comments regarding new business only

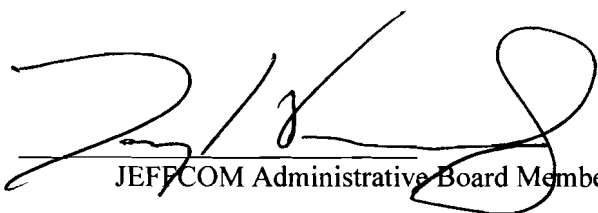
None.

John Austin adjourned the meeting at 12:33 p.m.

Next meeting: Thursday, March 24, 2011, 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
March 24, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Association
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate

Other Attendees:

Conner Daily, Port Townsend PD/Alternate Ed
Wilkerson, Fire Chief's Association/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, Fire Chief
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Larry Southwick, Project Consultant
David Shambley, Jefferson County

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, March 3, 2011
Voucher Summaries, February/March 2011
Larry Southwick Project Status Report, 3/22/2011
Budget Materials

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 8:30 a.m.

2. Agenda review and approval

The agenda was reviewed and hearing no changes John Austin said it stands as submitted.

3. Meeting minutes review and approval

Meeting minutes from March 3rd were reviewed. After clarification regarding the term unit-based dispatching **Robert Low made a motion to approve the minutes and Tony Hernandez seconded. The motion was unanimously approved.**

4. Voucher review and approvals for payments

Vouchers were reviewed. After clarification on a few items, **David Timmons made a motion to approve the vouchers, Robert Pontius seconded and the motion was unanimously approved.**

5. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Project Status-Larry Southwick brought the Board up-to-date on the status of construction. Larry said construction has begun on the city site and drilling will begin next week, weather pending. He said that Day Wireless is working on the radio system and came back twice to replace and resolve the problems but should be back next week to reinstall and stage for the new radio system. Larry said that Andy Ruschak will go through it all to make sure it's working properly and then the system will be brought online, with the City site to be added later.

Larry asked the Board for approval of Change Order 17 (\$37,070) for landscaping additions and Change Order 18 (\$15,249) to deal with a grading issue on the City site tower foundation. After discussion, **Robert Pontius made a motion to approve Change Order 17 & 18 to Buchanan General Contracting Company and David Timmons seconded. The motion was unanimously approved.**

Concern was expressed about the number of change orders being brought to the Board, the money being spent, and the apparent lack of communication regarding engineering issues.

Larry said that another Change Order: CE21, Revised Compound Elevations was submitted for Board approval and this one will correct the retaining wall elevations. The price of \$11,483 will provide labor, material, equipment, and supervision. **David Timmons made a motion to approve the change order subject to retaining any rights to file a claim for recovery, and Robert Low seconded. The motion was unanimously approved.** David Timmons asked Larry Southwick to make sure that Buchanan has a city license and is paying sales tax to the city. Robert Pontius asked Larry to find out if they are paying prevailing wages on this project.

Financial Report – Anne Sears

Anne Sears said that the reports provided take a look at capital funds and what kinds of needs we will have in the future, now that we know what the cost of CAD and equipment will be. Anne said that she broke the information down into two components, radio and microwave, since the life cycle is different for those items. She said that the idea is to come up with an amount of depreciation each year and set that money aside for replacement. Anne also explained that money has been transferred from operations and the bond fund to pay for the CAD. She said that available cash will barely get us through until the State reimburses us and asked agencies to pay their bills on time for the next few quarters as we are dependant on that money to get through June.

6. Old Business

Verizon Contract

Janet Silvus said that Brian Gunnerson has been finishing up a few details on this contract and it is almost complete.

Director's Contract

John Austin said that he met with Janet to go over the changes to create a final version of the Director's Contract. Janet said she is fine with the final version. **David Timmons made a motion to approve the Director's Contract and Robert Pontius seconded; the motion was unanimously approved.**

Apologies were made to Janet for the delay in getting the contract to her and added that they are certainly impressed with her work performance.

JeffCom Interlocal Agreement

Janet said that things are moving forward and assignments given. She expressed the need for everyone to show up for the meetings. Janet said that one of the discussion topics is looking at different options for breaking away from the county. She said that she has received documents from Thurston County about how they did it, including the costs and the pains they went through. Janet said that she will wade through all the documents and get that information out. She said that Philip Morley said he would try to match the costs, to make it more affordable to JeffCom.

7. New Business

(none)

8. Director's Report – Janet Silvus

Staffing-Janet said that she has 2 openings and is going through the process of background checks on the applicants.

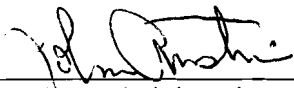
Janet said that a presentation on RMS will be made on April 7th and encourages everyone to attend. She said that she will send out an invitation.

Janet said that Patti Morris had offered up \$54,000 to supplement the cost of CAD equipment that the State Grant will not cover, however, she received some disturbing news at the State Forum that the money may not actually be available. Janet said that Skagit County has asked for a State investigation of this grant because they have not received their portion either, nor had Kitsap County. Janet said no one seems to know where the money is and she is uncomfortable taking money from them under these circumstances, unless the Board approves doing so.

9. Public comments regarding new business only
None.

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

Next meeting: Thursday, April 28, 2011, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes – Special Meeting
At Jefferson County Emergency Management Office
April 14, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Association
Robert Low, Fire Chief's Association

Other Attendees:

Conner Daily, Port Townsend PD/Alternate Ed
Wilkerson, Fire Chief's Association/Alternate
Gordon Pomeroy, Fire Chief
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
David Shambley, Jefferson County

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate
Ron Garrison, Fire Comm. Assn/Alternate

HANDOUTS

Agenda

MOU between Jefferson County and Clallam County
Budget Materials

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 9:06 a.m. John asked that in the future we ~~have public meetings in public places~~ *our meetings take place in venues more accessible.*

2. Discussion and possible motion to use funds from Public Safety Interoperability Grant toward purchase of RMS system.

Tony Hernandez said that he received a call from the State Emergency Management Department indicating that there is money available to us through the Public Safety Interoperability Communications Grant (PSIC). He said the original grant of \$7M, under the control of Clallam County, was to be spread across multiple agencies, and our portion was somewhere in the area of \$120,000. Tony said barring an extension, the grant will end in June so there is a time factor in getting an MOU executed. Janet Silvus said a 20% match is required, and the new CAD qualifies so it is just a matter of the Board determining if they want to move forward with this.

There was discussion and concerns over drawing down JeffCom's cash to the point of being too thin, the need to get to simulcast before any further spending, concerns about setting priority goals for equipment replacement, where to borrow money if needed, and what the grant money should be spent on. Janet Silvus said that the money could be spent on CAD equipment, but going out for RFPs is a lengthy process that we do not have time for, so she suggested spending it on the New World-Records Management System (RMS).

After further discussion about RMS, the general consensus was that a replacement records system is needed and this grant would provide some of that funding. Janet expressed her concern that she doesn't want to bankrupt JeffCom, but this MOU needs to be executed in order to have access to the money, which could later be refused if the Board decided not to accept it.

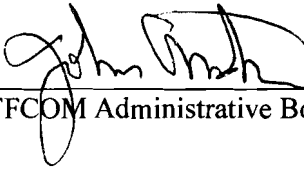
Robert Low made a motion to direct Janet Silvus to move forward with the MOU between Jefferson and Clallam County to acquire up to \$120,000 in grant money; Robert Pontius seconded and the motion was unanimously approved.

David Timmons made a motion to direct Janet Silvus to enter into negotiations with New World to get the best price on bundling CAD and RMS together to achieve our goal; Tony Hernandez seconded; and the motion was unanimously approved.

3. Adjourn

John Austin adjourned the meeting at 10:12 a.m.

Next meeting: Thursday, April 28, 2011, 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
April 28, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Association
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Ron Garrison, Fire Comm. Assn/Alternate

Other Attendees:

Philip Morley, County
Administrator/Alternate Conner Daily, Port
Townsend PD/Alternate Ed Wilkerson, Fire
Chief's Association/Alternate
Gordon Pomeroy, East Jefferson Fire Chief
Anne Sears, Consultant
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
David Shambley, Jefferson County

HANDOUTS

Agenda

Vouchers for March/April 2011

Project Status Report

Budget Materials

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 8:40 a.m. There were no public comments.

2. Agenda Review and Approval

Hearing no changes, John Austin called for the agenda to stand as submitted.

3. Meeting minutes review and approval

The minutes of the March 24, 2011 regular meeting and the April 14, 2011 special meeting were reviewed. John Austin requested that the April 14th meeting minutes be amended regarding Item 1, second sentence, to read: "John asked that in the future we have our meetings take place in venues more accessible." **Tony Hernandez made a motion to approve the amended minutes, Robert Low seconded and the minutes were unanimously approved.**

4. Voucher Review and approvals for payments

After clarification on a few items, **Robert Low made a motion to approve the vouchers, Tony Hernandez seconded. The motion was unanimously approved.**

5. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Larry gave a review of the project and said that Day Wireless has installed the microwaves, some of which are already turned on. Tony Hernandez said that a meeting had taken place in his office yesterday to discuss simulcast with Day Wireless and potential issues when it is turned on. The decision to cut over to simulcast will wait until the City site is ready, somewhere around mid-June. Larry said that we have an overrun of \$11,000 so we have to watch our money from here on out.

Financial Report – Anne Sears

Anne Sears reviewed the JeffCom budget and financial forecast showing that available money has been spent down. Anne said that with another bond payment added there is a necessity for the Board to review the flow and placement of the sales tax money and decide on the split amount that will go into the operations budget and the capital fund. Anne said she is suggesting 40% into operations for a few years then maybe drop that down to 33% in future years. She said that the Board needs to decide on what technology will have to be replaced down the road and how much money should be set aside for that. Anne said that the final figures of CAD are \$443,000 with a State reimbursement of \$380,000.

Ed Wilkerson said a commitment has been made to purchase CAD and this discussion is about RMS, noting that it would be a colossal mistake not to purchase RMS with the CAD. Anne said that to factor in that cost and create projections we need to know what the unknown costs are, like maintenance, replacement of radios, and other equipment. There was lengthy discussion about the estimated cost of RMS, financing options, and what the impact to the CFS fees would be.

The Board took a 15 minute break at 10:20 (*Larry Southwick leaves*).

Brett Nalder of New World was contacted by speaker phone and brought into the discussion about RMS and Mobile. Brett went over the components needed for the system and said he would try to get a price breakdown for the Board's review. Janet Silvus said that the Clallam grant needs to be spent by June 30th and that no more extensions are available so all this needs to be accomplished in the next 2 months. The general consensus was that JeffCom should provide core services to include CAD, RMS, and MOBILE. **Robert Pontius made a motion for JeffCom to authorize New World to provide CAD and RMS with the mobile Infrastructure and have Janet Silvus and Tony Hernandez negotiate the best price with New World. Robert Low seconded, and the motion was unanimously approved.**

6. Old Business

MOU with Clallam County

Philip Morley said that the MOU allowing JeffCom to enter into the grant with Clallam County has been signed and returned to them.

At 11:45 a.m. the meeting was recessed and then reconvened on May 4th at 8:30 a.m. at Mountain View in Port Townsend. Kathy Young notified the papers.

CAD/RMS Update

Janet provided a Total Cost Summary report from New World (dated May 3, 2011) and said that they were able to negotiate a lower price with them. Tony Hernandez said that during discussions with New World they tried to impress upon them the future selling benefits they could gain in using the peninsula as a role model for regional connectivity through their software. Discussion took place about the cost, the financial burden this would place on agencies and how those costs would be split amongst the user groups. A general consensus was that JeffCom has been piecemealed together for 10 years and now there is an opportunity to have a fresh start with a new CAD, RMS and Mobile together. During discussions, concerns were voiced for and against purchasing RMS and Mobile with the majority leaning toward the

purchase as a benefit to public safety and those against sited the long-range financial impact of the purchase and maintenance and how those costs would impact their budgets. **David Timmons made a motion that we approve and accept the proposal dated May 3, 2011 from New World for RMS and Mobile and move forward with it for final approval and to also approve the 5-year financing plan; Robert Pontius seconded. After discussion the motion was approved 4-1.**

Further discussion took place about the financing package and cost split, especially balancing that with the CFS fees. It was determined that Janet Silvus would work on the financial package and bring the costs back to the Board. **David Timmons made a motion to direct Janet Silvus to bring forward costs scenarios and the amortization costs, Robert Low seconded, and the motion was unanimously approved.**

JeffCom Interlocal Agreement

Janet Silvus said that we have missed several meetings but will be meeting next on May 12th for discussion continuation. She said that one thing to keep in mind is since we have obligated ourselves to CAD and RMS that leaves no money to break away from the County. Tony Hernandez said that we haven't really examined the bills incurred but there are still discussions to be had to look at what we are being billed for County services (HR, payroll, etc.)

7. New Business

Criteria Based Dispatching License Agreement with King County

Janet Silvus said that JeffCom would like to enter into an agreement with King County for Criteria Based Dispatching which will allow the dispatcher to ask more questions and then better determine whether a call is an ALS or BLS. Janet said that their will be a nominal fee for the licensing agreement but training will be provided for free. **Robert Low made a motion for JeffCom to enter into a memorandum of understanding with King County for Criteria Based Dispatching with King County, Tony Hernandez seconded, and the motion was unanimously approved.**

8. Director's Report – Janet Silvus:

Staffing

Janet said she has lost one more dispatcher and will be hiring to fill that position.

State 911 Forum, June 20-24

Janet said that her attendance is mandatory at the State 911 Forum which coincides with the June Board Meeting and asked if the Board meeting was necessary or could the date be changed. It was agreed that Tony Hernandez could step in for her at the Board meeting on June 23rd.

Good of the Order

Janet Silvus said that she received a call from AT&T who may be interested in placing equipment on our towers. Janet said that this is exciting news and gave kudos to Brian Gunnerson who recommended that we register our towers with Towair and put signs on our towers advertising rental space.

Philip Morley said that he seemed to recall that Government Capital was offered during Spillman negotiations and thought that we should probe into their capacity to deliver and if not,

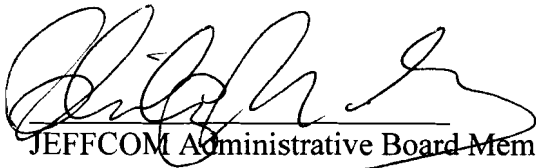
whether New World has another source for financing. There was also discussion on executing this agreement through David Alvarez before the quote expires, and checking into what amount will be due upon signing.

9. Public Comments regarding new business only & Adjournment of Meeting

Bob Herbst asked how long before JeffCom goes on line with criteria based dispatch and Janet Silvas responded that we don't have a go-live date but it will probably be in June. Also requested was that the performance of the financing piece being written into the new agreement, and that was noted that it will be checked.

At 10:30 am Robert Low made a motion to adjourn the meeting, Tony Hernandez seconded, and the motion was unanimously approved.

Next meeting: Thursday, June 2, 2011, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

(may meeting)

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
June 2, 2011

Members/Alternate Members Seated:

Philip Morley, County Administrator/Alternate
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Association
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

John Austin, County Commissioner

Other Attendees:

Conner Daily, Port Townsend PD/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Ed Wilkerson, Fire Chief's Association/Alt
Larry Southwick, Project Manager
Bryon Gunnerson, Consultant
Janet Silvus, JeffCom Director
Sunny Fortino, Communications Supervisor
David Shambley, Jefferson County
Brad Martin

HANDOUTS

Agenda

Vouchers for March/April 2011

Project Status Report

RMS Financing Options

1. Meeting Called to Order & Public Comments

Philip Morley, as acting Chair, called the meeting to order at 8:44 am. There were no public comments.

2. Agenda Review and Approval

Robert Low made a motion to approve the agenda; Robert Pontius seconded, and the motion was unanimously approved.

3. Meeting minutes review and approval

The minutes of the April 28, 2011 meeting were reviewed. Hearing no changes, **Tony Hernandez made a motion to approve the minutes; Robert Low seconded, and the motion was unanimously approved.**

4. Voucher Review and approvals for payments

Tony Hernandez made a motion to approve the vouchers, Robert Low seconded; and the motion was unanimously approved.

5. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Buchanan is complete at the radio sites; no additional changes are expected from them.

Day Wireless is still doing the final setup on the radio equipment and they are in the final stages of preparation. There are concerns for the switchover because we have applied for and are awaiting permits from the FCC to turn it on. This could affect the start date, which will require extending the contract. Right now the contract is through the end of June and shouldn't incur

any additional fees, just the dates will change. **Tony Hernandez made a motion to authorize Janet Silvus to approve the contract extension with Day Wireless if we don't get the FCC License. The motion was seconded by Robert Pontius and unanimously approved.**

Change Orders—the city required additional work at the site, they had to excavate some of the area and repave it. The original requirement was for a culvert, but that was avoided after a meeting with the city. This change incurred a \$3,409 fee and puts the project at \$41,000 over budget. **There was a motion to approve the Change Order with regards to entry to the PT facility as presented, and was seconded by Tony Hernandez. After discussion the motion was unanimously approved.**

Discussion highlights: Bob Low asked where the money will be coming from and is there an end in sight? Larry Southwick stated that he has no reason to believe that we will receive any additional costs from Buchanan. There is a dispute between Buchanan and the manufacturer and if it is not resolved it could incur further costs (\$14,000) that we would have to pay and then bill the manufacturer. No one in the design process planned to have a “cage” around the ladder to the tower so an “anti-climb” cage needs to be added. The cost is \$500 to purchase and they will install it for no charge. Day Wireless does not anticipate any changes. David Timmons is requesting a final report of what each change order was for at each of the sites. Alcatel has installed equipment and there should not be any charges from them. The consultant may be under budget when the project is completed.

Day Wireless will be prepared to test the new equipment. There will be 5 separate testing sites, and there will be technicians on site to make any necessary changes. The switchover date is scheduled for June 14, 2011. If the FCC license is not completed by then, it will have to be rescheduled. The plan is to switch LE to the fire radio and vice versa during the testing period, when each of them goes live. When that testing is completed there will be the acceptance test. The testers are planning to contact each department and let them know when they will be doing the testing. They have also requested we have an open ended conference call line set up in case there are problems or lack of radio contact during the testing. Emergency Management will be asked to participate in the switchover with Ham radios and any other resources they can offer—Janet Silvus will make the arrangements with EOC Director, Bob Hamlin.

There is a question of what will happen if the new system were to fail—not during installation, or testing, but after that. Right now, when one site goes down we can still use the other radios to get through. The system will only be one radio; there is no redundancy in the new system. There is no backup plan in place at this time. Janet Silvus has been talking with Chris Palmer and with PenCom regarding interoperability and what options we will have if the system were to go down. There is no solution to the problem right now, but they are trying to work towards coming up with a solution.

David Timmons will arrange to have the sites inspected for irrigation for 3 years. He will make arrangements to waive the bond, eliminating the \$1,200 fee. These last few expenses were not anticipated and that is why there have been additional fees.

- Bryan Gunnerson, a consultant working on the tower leases, prepared a report that he presented to the board. He said that AT&T is interested in co-locating at Coyle Rd so he met with Public

Works and there is a possibility that it may be feasible. They have stated that they are interested, but there is no commitment at the moment. Bryon said there is a very restrictive easement on the property and they are reviewing it now.

Morgan Hill site is being vacated; we need to either preserve our rights or leave the building and not incur any further expenses. We should keep the rights to the building in case we need it again later. The recommendation is to reserve the interest at least through the end of this economic year and then determine what should be done with it.

PSE is a legacy problem that was discovered. There is an issue at the Green Mountain site; PSE provides a microwave service from Green Mountain to Morgan Hill but there is no paperwork that states that we have interest there. PSE will take on the paperwork to get it resolved.

EOC Director, Bob Hamlin, wants to put more radio equipment on the new towers; there are currently no contracts for this as of now. It is recommended that they just donate the equipment to JeffCom, and then have an MOU that they will be the users of the equipment and it will be resolved. The equipment is of no significant monetary value, it would cost more to get contracts written to enable a "lease," Bryan estimates that getting a lease completed will cost approximately \$4,000. Janet Silvus advised that Bob Hamlin is not in agreement with that scenario. During discussion, the core issue was more about establishing JeffCom's prerogative as ownership of the tower and to have control over what happens with the equipment there. JeffCom needs to have professional paperwork in place that protects JeffCom's best interests.

The KIRO agreement is complete and just needs signatures to be wrapped up. David Alvarez needs to sign it but he has been on vacation. Philip Morley said David has returned and stated that he spoke with him yesterday and he believes it has been signed now. There have been significant changes in the contract, doubling the rent that is paid, the costs incurred from fees to DNR and addressing liability issues that have previously been ignored; the agreement no longer has "month to month" tenancy.

The interlocal agreement is done now; the subleasing rights carried through and there is now a "prime lease" in place.

Verizon has been sent a completed agreement 61 days ago and has not returned it yet. They have now missed the deadline to sign the contract and 45 days later it was discovered that they are not planning to sign the agreement until they get the building permit. It is now believed that they will not be getting the permits. The lease needs to be renegotiated in order to complete the process. Per Tony Hernandez, there is no motion needed; Janet Silvus has the authority to negotiate with Verizon and does not need any further permission from the board on this matter. (Larry Southwick and Bryan Gunnerson left the meeting at 10:29 am)

6. Old Business

CAD Update: everything is proceeding as planned, training dates have been set and things are moving forward as scheduled. Server software and SQL were overlooked, but are now being taken care of. RMS: has to be installed by September 17, 2011 in order to be paid for. It needs to be installed, not necessarily operational. Interlocal Agreement: all meetings have been put

~~April 28, 2011~~

on hold until after the CAD install is completed. David Timmons suggested that JeffCom should have independent legal representation if there are plans to go independent at a later date. Brian Snure is an attorney that can assist in providing this information.

7. New Business

There is a need to check into what would be involved in JeffCom becoming a standalone and sustainable center and the costs vs. savings of such a change. There will be a need to change the interlocal agreement because it does not support JeffCom being a standalone center. The board needs to look at consolidation of IT services and what would be involved in making that happen. It would need to make allowances for JeffCom to offer additional services e.g. offer IT services to other agencies. It was suggested to do a side by side comparison to show which plan would work best for JeffCom

The financing options for RMS were provided in a handout. **Tony Hernandez made a motion to go with Option 4; and was seconded by David Timmons and the motion was unanimously approved.**

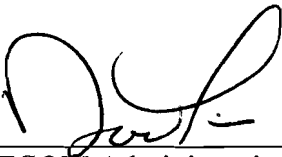
8. Director's Report

Financial Report: Janet Silvus said that we are running very low on funds and cannot be reimbursed by the state until the end of the fiscal year, after June 30, 2011. David Timmons suggested having Verizon make a payment that could get JeffCom through to the end of the fiscal year. Janet said that there is a possibility that the state can provide partial reimbursement, but that has to be requested and may not be available. She said that there is also a possibility that the county could assist with a temporary loan to get through to the end of the fiscal year.

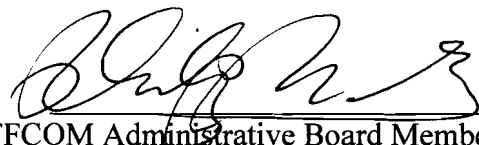
9. Public comments regarding new business only

There were no public comments. **Tony Hernandez made a motion to adjourn the meeting; and it was seconded by Robert Low; and the motion was unanimously approved.**

Next meeting: Thursday, June 23, 2011, 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
June 23, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Association
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Other Attendees:

Philip Morley, County
Administrator/Alternate
Conner Daily, Port Townsend PD/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Ed Wilkerson, Fire Chief's Association/Alt
Larry Southwick, Project Manager
Janet Silvus, JeffCom Director
Sunny Fortino, Communications Supervisor
David Shambley, Jefferson County
Judi Morris, County Treasurer
Patrick Nicholson

HANDOUTS

Agenda
Vouchers for April/May, 2011
Project Status Report

1. Meeting Called to Order & Public Comments

John Austin called the meeting to order at 8:36 am. There were no public comments.

2. Agenda Review and Approval

Robert Low made a motion to approve the agenda; Tony Hernandez seconded, and the motion was unanimously approved.

3. Meeting minutes review and approval

The minutes of June 2, 2011 were reviewed. Hearing no changes, **Robert Low made a motion to approve the minutes; David Timmons seconded, and the motion was approved, with John Austin abstaining.**

4. Voucher Review and approvals for payments

Robert Pontius made a motion to approve the vouchers, Robert Low seconded; and the motion was unanimously approved. Ed Wilkerson requested information regarding the OPSCAN payment to the Clallam County Sheriff in the amount of \$4,700. There was discussion about whether a contract is in place and what our payment to them covers. Janet Silvus said the OPSCAN file has been located and is under review.

5. Reports

Radio Systems Improvements Project Status Report – Larry Southwick

Andy Rushak was unable to attend today but would like to attend the next meeting to give a “wrap up” since the project is completed.

Larry said the radio cutover occurred last Monday and he believes everything is working correctly; they are requesting feedback if there is anything that is of concern to the users. Feedback can be directed to either Larry Southwick or Janet Silvus.

Discussion took place regarding possible issues with the Teal Lake repeater—Ed Wilkerson advised there are major problems with the Teal Lake site. Chris, from Greentree, was able to fix the problem and it is now resolved.

We are still in the testing and acceptance stage; next Tuesday will be the final date to accept the project as complete. They will test at the same 5 sites they tested last week and collect data before the project is completed. During discussion Ed Wilkerson suggested that each district drive the area and perform tests to locate any problem areas. Brinnon is reporting some static that did not exist before the project. Larry said there should be better reception because the towers have been improved. Bob Low advised that overall his area has improved.

Larry reminded all that the system is not going to solve preexisting issues or make them go away. The goal of the new system is to help everyone communicate on the same frequency. Any problems that are reported in the same areas as before the project will not be addressed by Day Wireless—the project was to make communication better between units not solve the other issues.

Larry Southwick's services are nearing an end and they are waiting on the final testing, final payments to be made, and then a final report to the board at the next meeting. Andy will be coming to give a final presentation, possibly have Chris Palmer attend the meeting and consider the project completed and Larry Southwick's services/contract will be terminated at that time. This will not happen until all the final tests are completed. Ed Wilkerson requested that a "technical person" be present to answer questions regarding any issues that may be brought up. The deadline to provide technical problems to Janet Silvus, in order for it to be presented to Day Wireless, is next Tuesday.

Larry Southwick provided a final estimate listing all the charges that have been incurred. There is possibly a \$13,000 credit due to not having spent all the money that was allotted to the project e.g. the Z-point tower that was never built. There could also be additional credits when it is all finalized. PSE has been unable to provide documentation for all the charges they billed for and there is a possibility that there will be an additional \$5,000 credit. Tony Hernandez requested the final report be presented in a bound notebook for record keeping purposes. David Timmons inquired if we are following the procedures for the release of the retainers; Larry advised that procedure is being followed.

Financing

Judi Morris, County Treasurer, presented a report to the Board regarding financing the CAD project. The county debt policy requires that Judi Morris be involved in any project that acquires debt for more than 30 days. There are forms she is required to sign and procedures that must be followed. She believes that it is important to consider optional funding for projects since JeffCom is considering becoming independent agency it may be important that the county not be involved in backing JeffCom financially. The ratings provided to the county on behalf of JeffCom are much better than they would be if JeffCom were a standalone agency.

Judi said that she would need to make a recommendation to her board regarding funding; there will need to be an interlocal agreement to take responsibility for the debt. If, in the future, JeffCom becomes independent and the code would allow it to be a quasi-governmental agency she would be able to recommend funding to her board. She said that no matter what option the board chooses to go with, her role would be the same. The board needs to decide on going with a private bond or wrapping it up with county financing at a lower interest rates. The future of this organization needs to be considered when the board makes a decision.

Ed Wilkerson stated he is frustrated about this discussion—he believes that the money for a CAD purchase should have been included in this bond. Frustration that Judi Morris was not brought into the discussion last year when they were discussing the issues at that time. There seems to be a reluctance to move forward with RMS and Mobile units, and now there is discussion about whether or not JeffCom should be a standalone—he doesn't think the 2 subjects are related.

David Timmons stated that the board has the power, not the BOCC; JeffCom should have an interlocal agreement with the county to facilitate business. The contract language needs to be reviewed; it may be a good idea to have a bond counselor review the document. The language seems clear that the JeffCom board makes decisions and the county does not have the authority to change those decisions e.g. budget, staffing. Judi Morris will ask someone to review the information and she will inquire on the interest rates that would apply if JeffCom is independent. Philip Morley stated that JeffCom is still considered an agency of the county, even though it has a separate board.

JeffCom board has voted to move forward with RMS/Mobile, a contract has been negotiated, and we need to move forward with the project. The county is reluctant to move forward on the contract without the financing in place. Janet Silvus asked about a timeline to get the funding; Judi Morris stated it could be done within 30 days. Judi Morris stated that she is on the agenda for Monday—there is a possibility that it could get verbal approval on Monday but there would be additional paperwork that would need to be completed.

Each agency has agreed to pay for 1/3 of the RMS, per Tony Hernandez. Ed Wilkerson clarified that the information has not been taken to the fire district board; JeffCom made the decision to move forward with RMS and agreed in principle with the county.

David Timmons requested that Judi Morris have the bond counselor review the interlocal, and then go from there—before seeking third party legal advice. The deadline to approve the contract with New World is June 27, 2011. There is a possibility of interim funding but it's unclear how quickly an answer will be provided. Janet Silvus advised that funds from the loan would be available within 5 days, once it is approved.

Philip Morley said he will put together an agreement that finalizes the 1/3 payment agreement. How the contract is handled is dependent on how the interlocal is interpreted. Judi said she will recommend that an interlocal be established and which plan will work for JeffCom.

Robert Pontius made a motion to follow the Treasurer's suggestion to be a part of the refinance which will be guaranteed through an interlocal agreement at 33% splits between the county, city and Fire Districts. It is requested that the 7 year payback plan be requested, and there would be an option to payback sooner. Bob Low seconded the motion. With no further discussion the motion was unanimously approved. The New World contract will be added to the agenda on Monday. (Larry Southwick left the meeting at 10:16, and Judi Morris left the meeting at 10:23).

6. Old Business

CAD Update: go live date is set for July 18, 2011. New World acknowledges that they made an error by not getting some of the software to us. Data entering and testing is going well and both law enforcement agencies want to continue to be dispatched in the same manner. NCIC will be installed and training will commence in the next week. Training will include PTPD staff and JCSO staff.

7. New Business

The Fire Commissioners would like to see a legal representative at the JeffCom meetings in order to have legal advice to follow and get opinions on. There were discussions about the cost of such legal

expenses and whether having an attorney available by telephone would be an option. Janet said she will explore the options and have information for the next meeting.

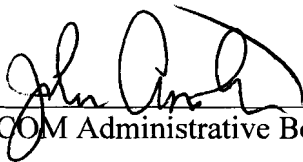
8. Director's Report

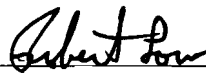
Financial Report: Janet Silvas said that finances are very tight right now and there will be no reimbursement for New World until it's complete. There was discussion of an interfund loan if needed, but is not necessary at this time. Janet said that overtime is running over budget by \$10,000. Regarding staffing, Janet said we are losing a trainee next week.

9. Public comments regarding new business only

There were no public comments. **Robert Low made a motion to adjourn the meeting; and it was seconded by Robert Pontius; and the motion was unanimously approved.**

Next meeting: Thursday, July 28, 2011, 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 28, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Assn
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Ed Wilkerson, Fire Chief's Assn/Alternate
Gordon Pomeroy, East Jefferson Fire Chief
Janet Silvus, JeffCom Director
Larry Southwick, Project Consultant
Kathy Young, JeffCom
Joe Quinn, Attorney at Law
Frank Needham, NOANET
David Alvarez, Jefferson County
Bob Herbst, Chief, Brinnon Fire Dept.
Chic Stout, JeffCom GIS/MSAG
David Shambley, Jefferson County IT
Dan Taylor, Teamsters
Barney Burke, PUD

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, June 23, 2011

Voucher Summaries, June/July 2011

Radio System Improvements Project Status Report

Budget Materials

1. Meeting Called to Order & Public Comments

Chairman John Austin called the meeting to order at 8:30 a.m. There were no public comments. John thanked Chief Wilkerson for his hospitable and thanked Janet Silvus for the addition of name plates at the table.

2. Agenda review and approval

The agenda was reviewed. **Robert Pontius made a motion to approve the agenda, Robert Low seconded, the motion was unanimously approved.**

3. Meeting minutes review and approval

Minutes of the June 23, 2011 meeting were reviewed. **Robert Low made a motion to approve the minutes, Tony Hernandez seconded and the motion was unanimously approved.**

4. Voucher review and approvals for payments

Vouchers and invoices were reviewed. Janet Silvus said that the New World RMS invoice had been pulled by Donna Eldridge who said we didn't have proper authority in our budget to pay this invoice. Philip Morley said that the budget amendment approval was before the Commissioners and they will be processing a manual warrant to send out later this week. **David Timmons made**

a motion to approve the vouchers and the New World invoice, Robert Pontius seconded and the motion was unanimously approved.

5. Reports

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

Larry Southwick said that his project status report was sent out before the field tests were done. He said that there had been a few issues at Green Mtn and Chris Palmer went up to see if they had been resolved. Larry said that the Day Wireless system is complete per the specs and asked for the board's approval of it. Larry added that there is a warranty period where changes can still be made, but ongoing maintenance would be done by Chris Palmer. **David Timmons made a motion to accept the Day Wireless system as proposed by Larry Southwick; Robert Pontius seconded and the motion was unanimously approved.** Larry said that except for a few final consultant bills there should be no further expenses and that should finish out the project, at, or under cost. David Timmons thanked Larry for his efforts, and for keeping the board informed and commended him for doing a remarkable job. Larry said that a final report will be presented at the next meeting.

6. Old Business

- **JeffCom Interlocal Agreement & discussions – Joe Quinn**

John Austin explained why David Alvarez was in attendance by saying that the Board of Commissioners wanted their attorney here today to listen and be able to explain the legal issues being discussed today.

Joe Quinn said he had been asked by Janet to look at the interlocal agreement in terms of where we are now, and what recommendations he could offer to make it better going forward. Joe explained his background in municipal law and said he currently advises fire departments, regional authorities and is involved in mergers, annexations, and alliances so has plenty of demonstrated experience in this area.

Regarding the basics, Joe said his opinion was that the interlocal agreement attempts to make a joint cooperative agency to run police/fire throughout this county. Regarding who owns assets, Joe said that the assets listed at the end of the interlocal agreement are clearly the property of JeffCom, including intent to transfer assets.

Contracts/Agreements: Joe said he looked at who we have agreements with, such as Verizon, and other revenue producers and was told that site agreements with vendors were being administered by Jefferson County. He said that the county has no title or interest to those agreements, and furthermore it's inappropriate to do that, which clearly shows what JeffCom is doing wrong. He said JeffCom is being run like a county department and the interlocal agreement in no way states that JeffCom is a county department.

Employees: Joe said that other than the Director, employees are deemed county employees. He said that that is not unusual as other agencies treat employees that way for the convenience of administering benefits and other efficiencies. Joe said that since Janet is the executive department head and has to live with collective bargaining agreement decisions then she should be involved in it and it should not be done at the Commissioner level without her being included. Dan Taylor said that he is in negotiations and hopes the board doesn't languish too

long so we can get an agreement going. Dan said he just wants to know who he is bargaining with.

Budget approval: Joe said that approving of budgets are done on the board level, but there is nothing in the RCW that states Jefferson County has to approve the budget, but they do as a practical matter. He said that since the JeffCom board meetings must be “open meetings” then the JeffCom Board should decide who has the power and authority to approve JeffCom budgets because it’s confusing to then send it on to the County Commissioners for a second approval.

Cost Allocation: Joe said we need to look at what services are being paid for and why. Line items for interfund transfers where JeffCom is charged over \$100,000/yr without written documentation or an agreement between JeffCom and the county should be stopped. He recommended that it be negotiated and detailed.

NOANET: Gordon Pomeroy said that the County was allowed by the JeffCom Board to pledge their assets and the next thing they had heard was Philip Morley saying the county had received a \$2.3 million dollar grant and that JeffCom was instrumental in making that happen. Philip Morley said that we will all receive benefit from that, not a monetary benefit. David Timmons said that we have been operating under a certain set of assumptions that may need to be corrected and should make a list and figure out how to fix them. David said that he has a letter from NOANET stating that it was a county pledge, not a JeffCom pledge and there may be a problem with them administering the grant. Janet Silvus read the minutes from February 25, 2010 where the JeffCom Board agreed to sign a template letter of support for the grant, but never saw the actual letter, or had any further discussion about pledging JeffCom assets.

Philip Morley said that the interlocal agreement is in its final 6 months, and we need to look at where we want to go and what we want it to be in the future, such as whether JeffCom is a county department, since we are hearing a different interpretation today. If this interpretation becomes the final interpretation, do we want to amend it?

David Timmons said that: 1) we need to look at budgetary items before the next cycle and set JeffCom up as a stand-alone budget for the next budget cycle; 2) look at the bargaining agreement going forward because if we make JeffCom employees something else it should be considered now; 3) we should retain our own legal counsel to assist in this; 3) look at a punch list and check all renewal agreements and fix critical issues. Joe Quinn suggested that one board meeting be set aside to clean up all the contracts starting with the Verizon contract. Janet Silvus said that we got the signed contract back from Verizon and she is changing the signature page so the JeffCom Admin Board can sign it.

David Alvarez said that in order to approve the engagement, an amendment must be made to the agenda. **Tony Hernandez made a motion to amend the agenda to include retaining Joe Quinn as legal counsel; David Timmons seconded, and the motion was unanimously approved.**

David Timmons made a motion for JeffCom to accept the engagement letter with Joe Quinn and to retain him as JeffCom's legal counsel. Robert Pontius seconded. The motion was approved, with John Austin abstaining. After discussion, David Timmons made a motion to amend (or supplement) the engagement letter to include engaging Joe Quinn as general legal counsel to represent JeffCom in all legal matters; Robert Pontius seconded. The motion was approved, with John Austin abstaining. During discussion Philip Morley said Joe Quinn is being retained to look at the interlocal agreement but he is also hearing him being used as a legal advisor for ongoing operations which would be in excess of the scope of this agreement. Tony Hernandez said that if money is the problem then maybe we should have the JeffCom Director amend the agreement to include the larger scope of the work. David Timmons made a motion to direct the JeffCom Director to review all contracts and agreements to determine what necessary actions need to be taken to amend or change them, if necessary. Robert Pontius seconded the motion and it was unanimously approved. During discussion it was recommended that Janet begin with the newest contracts and work backward.

David Timmons made motion to notify all necessary county officials and the State Auditor of the requirement to separate the JeffCom budget from the county budget and to create a process to develop a budget for 2012. Robert Pontius seconded, and the motion was approved, with John Austin abstaining.

David Timmons made a motion to direct the JeffCom Director to notify the County of her interest to sit at the negotiation table. Robert Pontius seconded, and the motion was unanimously approved.

David Timmons made a motion to have the JeffCom Director contact NOANET to determine what, if any, steps can be taken to assist in the project. Robert Pontius seconded, and the motion was unanimously approved.

Tony Hernandez made a motion to have the JeffCom Director engage in discussions with NOANET about the potential to become the lead agency and potentially submit a business plan, and also engage in discussions with PUD. David Timmons seconded, and the motion was approved, with John Austin abstaining.

- **RMS Update & discussion – Bob Herbst**

Bob Herbst said that at the June meeting the decision had been made to go with the bond for RMS and now, after the fact, they are being asked to sign off on an interlocal agreement accepting that debt. Tony Hernandez said that originally we were working with Government Capital until Judi Morris stepped in to secure money from a bond that would lower our debt. Philip Morley said that the board had agreed to an allocation split on a 1/3 basis thereby changing the debt from a call for service fee to an allocation fee and that is the reason for the interlocal agreement. David Timmons added that JeffCom doesn't have the authority to issue debt, so the county was acting as an agency for sponsoring debt for JeffCom, and the bond counsel wanted the signed agreement. Bob said that he takes exception to leaving the agencies out of the pre-planning stages. (Amended) Chief Herbst and his Board receive all the information that this Board receives, they also have representation on this Board and have attended many, if not all, the meetings so he questions how they think they are left out of this process. (Ed Wilkerson)

7. New Business

- **State 911 Contract – 2011 Amendment A**

Janet Silvus said that an amendment to our FY11 State Grant is needed to include the addition of CAD reimbursement. **David Timmons made a motion to approve and execute Amendment A; Robert Pontius seconded the motion and it was unanimously approved.**

- **State 911 Contract E12-124 for contract years July 1, 2011 to September 15, 2013**

Janet Silvus said the new State 911 contract begins July 1, 2011 and will last 2 years. She asked that the board approve the contract. **Robert Pontius made a motion to approve the E12-124 FY12-13 State Contract; David Timmons seconded, and the motion was unanimously approved.**

8. Director's Report – Janet Silvus

- **Financial Report**

Janet said that Judi Morris has put the bond money in our fund and we are now finishing up paying the expenses. She said that in general we are on track and have saved approximately \$500,000 over the past year. When asked about overtime, Janet said that overtime is high, but offset due to personnel shortages.

- **CAD go-live**

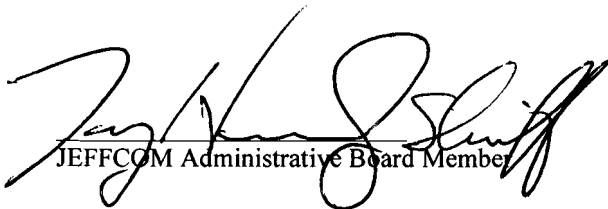
Janet said that CAD go-live went smoothly and was a success. She said what didn't go smoothly is an update by Qwest to our modem which knocked out our servers, email, and internet making it difficult to get information out to our users.

9. Public comments regarding new business only

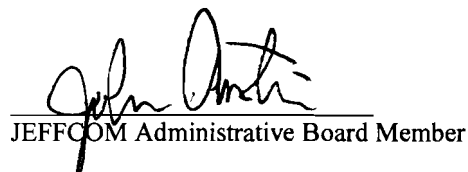
There were no public comments. Good of the Order: Gordon Pomeroy said that Janet Silvus minimized the CAD go-live, that it's a very good system and she worked hard with fire and police, including IT. Gordon said he credits all of that to the leadership of Janet and she deserves the praise.

David Timmons made a motion to adjourn the meeting at 10:50 a.m. and Robert Pontius seconded; and the motion was unanimously approved.

Next meeting: Thursday, August 25, 2011, 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 25, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Assn
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate

Other Attendees:

Conner Daily, City of Port Townsend Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Ed Wilkerson, Fire Chief's Assn/Alternate
Gordon Pomeroy, East Jefferson Fire Chief
Janet Silvas, JeffCom Director
Kathy Young, JeffCom
David Alvarez, Jefferson County
Bob Herbst, Chief, Brinnon Fire Dept.
Andy Rushak, Sparling
David Shambley, Jefferson County IT
Larry Southwick, Project Consultant
Dan Taylor, Teamsters
Dave Olsen, IT contractor for PLFR

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, July 28, 2011

Voucher Summaries, July/August 2011

Radio System Improvements Project Status Report

Proposed Interlocal Agreements: Draft #1 & Draft #2

Draft Interlocal Agreement Regarding Revenue to Service Bonded Indebtedness

1. Meeting Called to Order & Public Comments

Chairman John Austin called the meeting to order at 8:35 a.m. There were no public comments.

2. Agenda review and approval

The agenda was reviewed and 3 changes were made: 1) move Reports to later in the meeting to allow Andy Ruschak time to arrive; 2) add NOANET under New Business; 3) add Interlocal Agreement Indebtedness after JeffCom Interlocal Agreement under Old Business. **With those changes made John Austin said the agenda stands as corrected.**

3. Meeting minutes review and approval

Minutes of the July 28, 2011 meeting were reviewed. David Timmons made a motion to approve the minutes, Robert Low seconded. Under discussion was a statement made by Bob Herbst about taking exception to leaving agencies out of the pre-planning stages (page 4). It was agreed to add a follow-up statement by Ed Wilkerson who said: *"Chief Herbst and his Board receive all the information that this Board receives, they also have representation on this Board and have attended many, if not all, the meetings so he questions how they think they are left out of this process."* With that change made, **Tony Hernandez made a motion to approve the amended minutes; Robert Low seconded, and the motion was unanimously approved.**

4. Voucher review and approvals for payment

After discussion and clarification, **Tony Hernandez made a motion to approve the vouchers; David Timmons seconded, and the motion was unanimously approved.**

5. Reports

- **Radio Systems Improvements Project – Larry Southwick & Andy Ruschak**

Larry Southwick said the work has been completed, and they are now working on processing the L&I. He said that the contractors have to submit their reports before we can release their retainage so it could be October before final payments are made.

Andy Rushak gave an overview presentation of the project from conception to finalization. He said that they had been hired to review the 2007 Hatfield Dawson report and to create a system design, hire a civil architect and civil contractor to manage the radio system upgrade project. Andy said that without Larry Southwick's management in this project it probably would not have been finished on time. Andy gave a synopsis of each component of the project: history, civil upgrades, equipment upgrades, cost estimates, and photos. Andy said that we are now best in class for our site and systems and the radio system now provides one-touch communications for paging. Discussion took place about what the new system will provide for future growth in communications and Andy confirmed that we are in a good position for future opportunities.

John Austin granted a break from 10:15 to 10:25.

6. Old Business

- **Verizon Contract – Janet Silvus**

Janet said she received the signed contract from Verizon and the payments will begin in September. She said the final negotiated amount went from \$19,000/yr to \$23,000/yr with a built in 3% increase per annum and they also will pay a one-time \$5,000 document creation fee. Janet asked for the Board to approve the contract. **David Timmons made a motion to approve the Verizon contract and Robert Pontius seconded.** During discussion it was clarified that the contract is between JeffCom and Verizon as noted by the signature page which includes: JeffCom Director Janet Silvus, JeffCom Admin Board Chair John Austin, and JeffCom attorney Joe Quinn. **The motion was unanimously approved.**

- **JeffCom Interlocal Agreement**

Janet Silvus said that attorney Joe Quinn has drafted 2 versions of the interlocal agreement for review. She said that one version has 1 citizen at large, and the other has 2 citizens at large. David Timmons said that the reasoning behind this is as users we all have our perspective and thought it would be beneficial to have a citizen's perspective. Discussion took place over whether a citizen would bring anything valuable to the table, since their viewpoint may be limited in field expertise. Also discussed were budgetary input and the history of how the county helped JeffCom in the early stages of formation. It was agreed that, except for the Director, mention of the JeffCom employees should be pulled from the agreement and negotiated separately. Returning to monetary discussion and voting balance, it was suggested

that maybe a super-majority should be present to approve large financial decisions and the board generally agreed that each member should only have 1 vote. Agreement was reached that version #1 should be amended regarding member representation. **David Timmons made a motion to change Draft Interlocal Agreement, dated August 17th, Section II, 1, e, to read: A Jefferson County Board of County Commissioner represent the citizens and residents of Jefferson County; Tony Hernandez seconded and the motion was unanimously approved.** Everyone was asked to send this to local jurisdictions and have comments back in 30 days.

- **Interlocal Agreement – Bond Indebtedness** *(not covered)*

- **RMS update & discussion with Bob Herbst**

Bob Herbst said he would like to wait until the end of the meeting, or maybe the next meeting depending on what the Director presents during her report. Janet said that training is going on this week for RMS and she has asked Chic Stout to videotape today's class to give to those attending the Board meeting.

7. New Business

- **Cost Allocations**

Janet Silvus said that our portion of Information Services is \$7,000 and has notified the County that she would need the Board's approval to pay it. In doing some research on her own Janet discovered that Pacific Office Equipment will lease us a new copier for \$1,740 per year vs. a charge of \$2,496 from the County. Janet said she has a call into Qwest to see what it would cost to contract directly with them for phone lines. Janet said she recommends that we opt out of County IS. Ed Wilkerson asked about the larger charge of \$100,000 and what the strategy is for those charges. Janet said we are still trying to get a breakdown on those charges but Joe Quinn recommended it be a negotiated cost. Janet said she recommends we keep the Treasurer and eliminate most of the other charges. Janet said she is waiting for a quote from Washington Cities for insurance, and assured David Alvarez that she will make certain it also covers risk pool and the October renewal deadline. Janet said that once she gets all the documentation she will bring it back to the Board.

- **NOANET**

David Timmons recapped for the Board the history of the broadband grant and various misunderstandings regarding the ownership of the assets pledged in the grant and why JeffCom was left out of the meeting invitations. He said that when it appeared that PUD was not ready for ownership then JeffCom stepped in with an offer to assist and discovered that Team Jefferson had had been holding regular meetings and planning the anchor points. Tony Hernandez said that it's important for JeffCom to be involved, especially with the anchor points, because they have the ability to expand technology. Ed Wilkerson said that this grant would not have been possible without JeffCom's in-kind match. David Timmons concluded by saying that giving the County that commitment was interpreted by them as permission to go on the towers without establishing a chain of authority.

8. Director's Report – Janet Silvus

- **Budget** (*not covered*)

9. Public comments regarding new business only

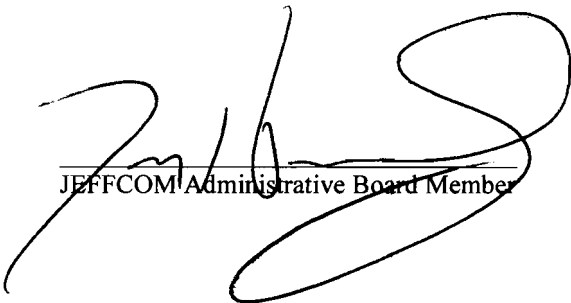
There were no public comments.

Good of the Order: Ed Wilkerson said that Janet Silvus has been on board for a year and is due an evaluation done. He said that in order to be fair the board needs to make that a priority item. Ed also suggested that Janet notify the board when she completes a task given to her through a motion. Janet said that Kathy Young has been assembling a book of motions and will have it for the next meeting.

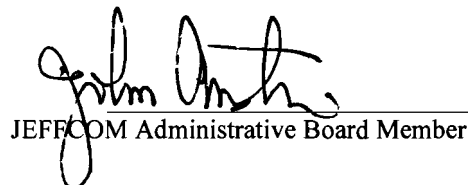
Janet said she has not been able to get good CFS numbers from the old system and requested permission to use the previous years' numbers to build her budget. Tony Hernandez agreed that it should be done because the current state of the system doesn't allow for accurate information.

The meeting adjourned at 11:45 a.m.

Next meeting: Thursday, September 22, 2011, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

NO MEETING HELD

SEPTEMBER, 2011

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
October 27, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
Tony Hernandez, Jefferson County Sheriff
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Assn
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, East Jefferson Fire Chief
Janet Silvus, JeffCom Director
Kathy Young, JeffCom
Chic Stout, JeffCom
Bob Herbst, Chief, Brinnon Fire Dept.
Robert Moser, JCFD #2
Adina Viera, JCFD #2
Meril Smith, JCFD #4 Commissioner
Patrick Nicholson, Discovery Bay FD
Brad Martin, PLFR
William Corrigan, Port Townsend PD

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, August 25, 2011
Voucher Summaries, August/September, 2011
2012 Draft Budget Scenarios
2012 Internal/External County Services Cost Projections
JeffCom 911 User Costs for 2011 and 2012
Project Summary: Mobile VPN Support for RMS Clients

1. Meeting Called to Order & Public Comments

Chairman John Austin called the meeting to order at 8:35 a.m.

Public Comments: Robert Pontius asked for clarification on money borrowed toward the CAD and subsequent reimbursement by the State. David Timmons said that money never existed. He said that the intent was to borrow the money but Janet was able to secure funding so the money was never borrowed. Later, when the State reimbursed JeffCom for a portion of the CAD purchase, that money was used toward the RMS purchase.

2. Agenda review and approval

The agenda was reviewed. **Robert Low made a motion to approve the agenda, David Timmons seconded; and the motion was unanimously approved.**

3. Meeting minutes review and approval

Minutes of the August 25, 2011 were reviewed. **David Timmons made a motion to approve the minutes, Robert Low seconded; and the motion was unanimously approved.**

4. Voucher review and approvals for payment

After discussion and clarification, **Tony Hernandez made a motion to approve the vouchers; David Timmons seconded.** Clarification was asked for on storage unit charges and risk pool insurance. Janet explained that as of October 1, 2011 JeffCom is insured under Washington Cities Insurance Authority and that the County had been notified of the change through an email from attorney Joe Quinn on September 29, 2011. **The motion was unanimously approved.**

5. Executive Session

The Admin Board went into Executive Session at 9:08 am to discuss labor management and then reconvened at 10:12 am.

6. Director's Report – Janet Silvas

- **2012 JeffCom Budget:**

Cost Allocation Comparison/Risk Pool Insurance – Janet provided a cost comparison sheet showing the breakdown of County services vs. outside vendors. When shopping for affordable options, Janet said that in some cases it was more economical to use outside services. She concluded that JeffCom should keep the County Treasurer, Payroll, Facilities, Phones and contract outside for other services as noted on the spreadsheet. After discussion, **David Timmons made a motion to approve the cost allocation spreadsheet as amended and to draft an agreement with the County to provide costs for the Treasurer, Payroll, Telephones, and Facilities; Robert Pontius seconded the motion.** David Timmons recommended that we maintain the County General Ledger until we know what the State is doing with our funding. Philip Morley said the County is responsible for covering JeffCom and its employees in the risk pool until the Interlocal Agreement is amended.

CFS Costs - Janet provided 3 draft scenarios for the 2012 budget: Best Case Scenario, Middle of the Road Scenario, and Worst Case Scenario. The difference between the three focused around the RMS loan repayment and annual maintenance fee assessment. In the best case, the RMS loan would be repaid with unencumbered funds and the maintenance assessed through an increase in CFS costs at 7%. In the middle of the road, the CFS would increase to 7% but users would be individually assessed the fee to pay off the bond and annual maintenance. In worst case, the RMS and maintenance would be bundled into the CFS cost at around a 15% increase. During discussion some minor errors were pointed out and Janet agreed to make those changes and resend to the Board. **David Timmons: make a motion to go with the Best Case Scenario, after fixing minor clerical corrections and then review it after first quarter 2012, to make sure it's working; Robert Pontius seconded; and the motion was unanimously approved.** Janet was authorized to amend the budget with the changes discussed, factoring in the county cost allocation changes and applying the savings to the CFS, if possible. David Timmons recommended the review in 1st Quarter 2012, because of pending labor changes.

State Funding Cuts - Janet said that she attended the State 911 forum last week where they announced the need to make cuts to State provided funding and everyone has been asked to look at their budgets to determine where reductions could be made. Janet said she came up with \$96,000 in savings that she factored into the 2012 budget. She explained that if acted upon, the reductions are for both 2012 and 2013 and apply mainly to training and the currently empty dispatcher and IT positions. The reason behind the shortfall stemmed from an error in not anticipating the need to budget for Next Generation 911, an error found after submitting their budget. They are planning an

appropriation that will go before the Spring Session and will be working hard to restore full funding.

- **PSIC Grant Reimbursement** - Janet said that the \$120,000 PSIC grant money has been received and the next step is to work on the Interlocal to become interoperable with PenCom and then purchase the software to make the connection. **Robert Pontius made a motion to purchase the software to connect with PenCom, David Timmons seconded; and the motion was unanimously approved.**
- **Update on motions** – At the previous meeting Janet said that she was asked to provide a list of motions made over the past year that she has acted upon. Janet said that with Kathy's help she assembled the list and outlined in red the actions taken.
- **JeffCom Interlocal Agreement** – Discussion took place about which representatives should be included on the Board. David Timmons recommended that 1 Jefferson County Commissioner be on the Board to represent the citizens, and that person would be appointed by the other 4 Board members. Tony Hernandez said that there might be a need for an extension of the agreement to explore expanding the board to include more Fire Chiefs because they feel they are not getting adequate representation. **Tony Hernandez made a motion for the Board to authorize a rolling extension of the current Interlocal Agreement and for Janet Silvus to work with Joe Quinn to address terms of an extension that would provide and address any immediate concerns and provide a draft back to the Board no later than December 15th; David Timmons seconded.** John Austin requested that if there are any major changes, all members be notified of those changes. **The motion was unanimously approved.**

7. Bob Herbst – RMS Payments

Bob Herbst said that because of the Board's information today, he has no concerns at this time. **After discussion, Robert Pontius made a motion to pay off the balance of the RMS loan out of the 119 Fund, provided the funds are available; Tony Hernandez seconded, and the motion was approved.**

8. New Business

VPN/Remote Desktop Solutions – Chic Stout

Chic provided a rollout summary and timeline for Mobile VPN Support for RMS Client. He discussed some of the problems that users have been experiencing as well as the intended level of service that JeffCom plans to provide. He said that traffic is heavy because so many people are using the RMS RDP system which is connected through a single DSL link. He also emphasized the importance to protect the JeffCom data infrastructure from external threats. Janet said that Chic has some solutions to control security. In Phase I, Chic said that connectivity speed will be increased twofold for RMS client-server connections and a manual failover to an alternate ISP will be available should the need arise. The XTM 23 VPN device will provide better performance and security via a SSL secured VPN connection through a faster internet link. Phase II will provide JeffCom RMS client server connections improved performance through a link aggregator which will automatically switch to an alternate ISP in the event of an ISP connection failure. Triple link redundancy may be possible if Verizon signal quality is adequate. The plan is to have Phase II completed by December 30.

Needed from Fire & Law: a list from each department on which computer system and type of machine is being used. Send to Chic Stout: rstout@jcpsn.us.

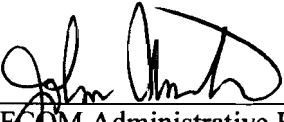
9. Public comments regarding new business only

There were no public comments.

Good of the Order: Janet asked for discussion and decision on the November/December Board Meeting dates and it was decided to change the November meeting to the 18th and the December meeting to the 15th. Kathy Young will notify the papers.

Robert Pontius made a motion to adjourn the meeting, Tony Hernandez seconded, and the motion was unanimously approved. The meeting adjourned at 12:10 pm.

Next meeting: Friday, November 18, 2011, PORT LUDLOW FIRE STATION at 8:30 a.m.



JEFFCOM Administrative Board Member
Member



JEFFCOM Administrative Board

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
November 18, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Assn
Mike Stringer, JCSO Alternate
Bob Herbst, Fire Chief's Assoc Alternate

Other Attendees:

Conner Daily, City of Port Townsend Alternate
Gordon Pomeroy, East Jefferson Fire Chief
Janet Silvus, JeffCom Director
Kathy Young, JeffCom.
Brad Martin, Interim Chief, PLFR
Judi Morris, County Treasurer

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate
Tony Hernandez, Jefferson County Sheriff
Robert Low, Fire Chief's Association
Ron Garrison, Fire Comm. Assn/Alternate

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, October 27, 2011
Voucher Summaries, October/November, 2011
2012 Draft Budget
Draft JeffCom Interlocal Agreement

1. Meeting Called to Order & Public Comments

Chairman John Austin called the meeting to order at 8:35 a.m. There were no public comments.
Raelene Rossart, Commissioner Elect for Fire District #3 was introduced.

2. Agenda review and approval

The agenda was reviewed. John Austin requested that Bond Indebtedness be addressed after Voucher Review to allow Judi Morris the opportunity to leave early because of another commitment. With that change, **Bob Herbst made a motion to approve the agenda, David Timmons seconded; and the amended agenda was unanimously approved.**

3. Meeting minutes review and approval

Hearing no changes, **David Timmons made a motion to approve the minutes, Bob Herbst seconded; and the motion was unanimously approved.**

4. Voucher review and approvals for payment

Bob Herbst made a motion to approve the vouchers, Robert Pontius seconded; and the motion was unanimously approved.

5. Director's Report – Janet Silvas

- **Bond Indebtedness** – Janet said that the Board has elected to accept the 2012 Budget Option #1: “Best Case Scenario”, with the understanding that the RMS Bond would be paid off early. At the June 23, 2011 board meeting, Judi Morris, had given the impression that there would be no problem in doing that. Janet said that since then she has learned that the bond could not be paid off early. Judi Morris said that she doesn't remember saying that early payoff applied to the RMS Bond. Judi said that short term bonds, such as the RMS at 7 years, cannot have callable language written into them, but the two longer bonds could be paid off early. Janet said that because of this news we cannot accomplish our goal of early payoff, as previously agreed to under Option 1. *Later in the meeting:* David Timmons suggested that the loan repayment be put into a defeasement account and restricted to cover only the RMS debt obligation. Janet said that she would speak with Judi about that.
- **Extension of JeffCom Interlocal Agreement** - Janet said that she has received 3 of the signed agreements back from: Brinnon, Port Townsend, and East Jefferson Fire & Rescue. Still needed is: the County, FD #2, FD #3, FD #4, and FD #5. Janet said she would like to receive them back by December 15th.
- **Current Budget** – Janet said she attended the State 911 Advisory Committee this week where the State announced that they had scrubbed their own budget and plan to take the \$2.4M shortfall from their reserve budget. She said that even with the money restored they cautioned us to spend wisely because even one catastrophic event in a 911 center could deplete their funds, causing them to come back to us for money. She said that by April we will know if the appropriation has been approved. Janet said that to be conservative we will keep one dispatcher position and the IT position vacant for now.
- **Staffing** – As mentioned above, Janet said that we will hold replacing the IT position and 1 dispatcher position until the State appropriation has passed in April 2012.
- **New Interlocal Agreement** – A question from Bob Herbst regarding the voting structure of the new Interlocal Agreement (ILA) prompted Janet to seek an opinion from Joe Quinn which she would like to put into the minutes. Bob Herbst added that his question specifically was about municipal powers as it applies to a 911 center. Joe Quinn's email response on 11/16/11 was:

“...The idea is that each of the seven municipal corporations has the power to operate their own 911 call center, but it is impractical to do so, so they decided to delegate that to JeffCom. Like any municipal agency, the powers that JeffCom has are exercised through a Board and the staff it employs. The ILA sets out the powers of the Board in detail. Those are the powers delegated to JeffCom by the parties, but that does not mean that the participating agencies have really lost any powers except as mentioned herein... There are no real powers given up by any of the seven agencies, except insofar as they might have wanted to do their own 911 call receiving and dispatching. Of course, if any party did not want to directly participate as a party, they could contract with JeffCom but then that party has much less to say about the decision making, as they have opted for a “fee for services” approach rather than paying through a formula and really being a party to the agreement.”

Further discussion followed regarding specific language under the working draft ILA: Section II- Power and Authority, A-JeffCom Administrative Board, 1e, which reads: "One Jefferson County Commissioner to represent the interests of the citizens and residents of Jefferson County, to be appointed by the other four board members." This wording had been previously written for a citizen representative and then changed back to County Commissioner, so it was agreed that the language should be amended. **Robert Pontius made a motion to amend the Draft JeffCom Interlocal Agreement-Section II, A, 1e, by striking the last phrase after "Jefferson County."** **David Timmons seconded, and the motion was unanimously passed.**

- **Interlocal Agreement for services provided by the County** – Janet said that a new Interlocal Agreement will be created to cover specific services provided by the County, which are separately negotiated with JeffCom.

6. Old Business

None.

7. New Business

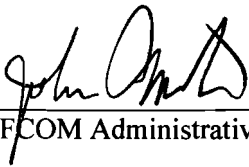
None.

8. Public comments regarding New Business only

None, as there was no New Business discussed.

Bob Herbst made a motion to adjourn the meeting, Robert Pontius seconded, and the motion was unanimously approved. The meeting adjourned at 9:18 a.m.

Next meeting: Thursday, December 15, 2011, 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
December 15, 2011

Members/Alternate Members Seated:

John Austin, County Commissioner
David Timmons, City of Port Townsend
Robert Pontius, Fire Comm. Assn
Tony Hernandez, Jefferson County Sheriff
Robert Low, Fire Chief's Association

Members/Alternate Members Absent:

(none)

Other Attendees:

Philip Morley, County Administrator/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Bob Herbst, Fire Chief's Assoc Alternate
David Timmons, City of Port Townsend
Conner Daily, City of Port Townsend Alternate
Janet Silvus, JeffCom Director
Kathy Young, JeffCom.
Brad Martin, Interim Chief, PLFR
Pat Nicholson, JCFD #5
Robert Moser, JCFD #2
Judi Morris, County Treasurer

HANDOUTS

Agenda

JeffCom Admin. Board Minutes, November 18, 2011

Voucher Summaries, December, 2011

2012 Draft Budget

Draft JeffCom Interlocal Agreement

Interlocal Agreement Regarding Revenue to Service Bonded Indebtedness for JeffCom

Interlocal Agreement Regarding Purchasing County Services for JeffCom

New World Software License Agreement

JeffCom Resolution No. ____

JeffCom space allocation drawing

1. Meeting Called to Order & Public Comments

Chairman John Austin called the meeting to order at 8:30 a.m. A citizen made a public comment regarding his concerns about the future of JeffCom as an independent agency, balance of voting power in the draft Interlocal Agreement, and JeffCom's financial future.

2. Agenda review and approval

The agenda was reviewed. Janet Silvus made a request to add "Appointment of Board Members" under New Business. **Robert Low made a motion to approve the amended agenda, Robert Pontius seconded; and the amended agenda was unanimously approved.**

3. Meeting minutes review and approval

The November 2011 minutes were reviewed and hearing no changes, **Robert Low made a motion to approve the minutes, Robert Pontius seconded; and the motion was unanimously approved.**

4. Voucher review and approvals for payment

The December 2011 vouchers were reviewed. **Robert Pontius made a motion to approve the vouchers, Robert Low seconded; and the motion was unanimously approved.**

5. Director's Report – Janet Silvus

- **JeffCom Interlocal Agreement Extension** - Janet said that, as of this morning, all signed extensions are in.
- **Final Version of New Interlocal Agreement** – Janet said that she has made all the requested changes to the ILA and it's now in the Board's hands. Philip Morley distributed a handout proposing a change to the voting rules. Philip suggested that maybe we need more tiers to look at the impact of financial decisions that are made at the Board level. In the draft handout, he said the chart shows that each financial issue could be weighted and prioritized by: consensus vote, supermajority vote, or quorum, with various exceptions factored in. The board discussed the impact of the supermajority vote and some members expressed concern about giving control over to one entity. After further discussions it was generally agreed that the ILA should be approved as it stands, with any further changes handled in addendums. **David Timmons made a motion to transmit the current ILA (dated November 21, 2011) to the member agencies for approval, with the understanding that any additional concerns shall be addressed through an addendum process. Robert Pontius seconded the motion and it was unanimously approved.**

(John Austin granted a 5 minute recess.)

- **Draft Version Interlocal Agreement for Bond Indebtedness** – Janet said that the Bond Indebtedness Interlocal Agreement covers the 2007 & 2011 bonds and this will guarantee to the County that JeffCom will be fiscally responsible for the debt. Judi Morris said that Paragraph 3 is of great importance to her and she would like to see the revenues go directly into a fund that her staff has access to in order to pay the bonds in a timely manner. There was much discussion about whether JeffCom would have access to those funds, having a portion or all of the 1/10% income directly deposited, and how to handle disputes with the Treasurer's Office. It was agreed to strike the last sentence in Section 8. **David Timmons made a motion that we send the amended Bond Indebtedness Agreement (striking the last sentence in paragraph 8) to user organizations for approval. Robert Pontius seconded the motion and it was unanimously approved.**

Philip Morley said he wanted to bring to the Board's attention that in May the Board had voted 4-1 to purchase the RMS and spread the maintenance on a 1/3, 1/3, 1/3 basis. Since then, he said that maintenance has been applied to the CFS amount which increases the county's debt by a total of \$50,000 over what was agreed to in May. It was requested that RMS Maintenance be added to next month's agenda. Philip said he would work with Anne Sears to get the financial impact in writing.

There was discussion on Resolution #1 and changes that need to be made to be consistent with the Bond Indebtedness Interlocal Agreement.

- **JeffCom Employee Handbook** – Janet said that she has been working with Tony on an employee handbook and will provide an electronic version upon request.
- **Work Schedule** – Janet asked if the Board had any problem with her adjusting her schedule and working from home on a temporary basis. The Board approved, and added appreciation for all that Janet does.

- **Service Agreement with County for Services** – Janet said that she had our attorney draft up an agreement with the County for services. She said that she marked off, on the floor map, the areas that JeffCom uses and came up with 800 square feet vs. the 1200 that we are paying \$30,000/yr for. Janet said that she is waiting for Facilities to show how they came up with those figures and will bring the information back to the Board.
- **JeffCom being down for 20 hours** – Janet said that a VM-Ware blade server went down and it took 20 hours to get it fixed. She said that we transferred the calls to PenCom but stayed at JeffCom to transmit through the intercom, which worked out well. Janet was asked to prepare a letter of thanks to send to PenCom.
- **UPS at APSAP** – Janet said that Gordon Pomeroy contacted her about the UPS alarming at the APSAP. She said that apparently it was bequeathed to JeffCom when we purchased the tower at Station #16 so she will see that it's added to the inventory list.
- **Connectivity to JeffCom for both Law and Fire** – Janet said that Chic Stout has the connectivity operational as of today and he will be sending out instructions and provide the RMS install on a disk.
- **DOC utilizing JeffCom** - Janet said that the Department of Correction's use of our frequency has increased over time, and dispatch is now checking warrants for them. She said it was time to memorialize the expectations in an MOU, and possibly ask for an annual fee. It was agreed that dispatch service should continue, for now at no cost, but that Janet and Tony should work together to define the service level through an MOU and possibly have Joe Quinn draft it. Tony said he will rely on Janet to tell the Board when the workload becomes too great. It was also agreed that JeffCom needs an MOU with the Navy base due to their pending changes and use of our frequency.

6. Old Business

- **Fire Update on progress of FRMS** – Janet said that the “go-live” has been pushed out until after January 1 because more training has been requested.
- **Law Update on progress of RMS** – Janet said that an additional license agreement for field reporting will be needed. She explained that New World removed it from the original agreement when users said they would put off purchasing their mobiles units. During training it was discovered that field reporting was needed so the users requested it be added back in. Janet said that she negotiated New World's price of \$87,000 down to \$54,000, which was the best they would offer and so she requested the Board approve the purchase with a motion. **Robert Pontius made a motion to purchase the RMS Field Reporting software for the quoted price of \$54,000 plus travel and maintenance to be paid out of the capital fund; David Timmons seconded, the motion passed, with John Austin abstaining.** After discussion regarding complaints about New World training problems and other issues, **David Timmons made a motion directing Janet Silvus to meet with New World upper management to address certain concerns and problems with the local implementation management, and addressing issues that could have been avoided. The motion was unanimously approved.**

7. New Business

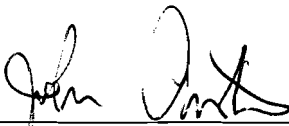
- **Test Site for 911 phone clouding** – Janet said that the State would like us to be a beta test site for phone clouding, and Clallam County will beta test as a HUB site. At the end of the 3-5 year test, they will evaluate and implement the best system on a statewide basis.
- **Addendum to New World Contract for Additional Software Purchase** – *(covered under Old Business, RMS).*
- **Purchase Remote Desk Top Licenses** – Janet said that the cost for 10 licenses will be \$600 and allow users to have remote access.
- **End of Year 2011 Budget Appropriations** – Janet said that a \$77,000 appropriation is needed to clean up the 2011 budget. After discussion, **David Timmons made a motion to appropriate an additional \$77,000 for the 2011 budget and Robert Pontius seconded, and the motion was unanimously approved.** *(Robert Low & Brad Martin leave the meeting. Chief Bob Herbst replaces Robert Low as alternate for the remainder of the meeting).*
- **Resolution of Defeasement Fund** – Janet said that this has been completed.
- **Appointment of Board Members** – For 2012 the following changes will be made to the Board: Pat Nicholson will represent Fire Chiefs with Gordon Pomeroy as alternate. Fire Commissioners- Ron Garrison will represent Fire Commissioners with Robert Pontius as alternate.

8. Public comments regarding New Business only.

A final public comment was made about the type of veiled tactics that some software company's use on buyers.

The meeting adjourned at 11:30 a.m.

Next meeting: Thursday, January 26, 2011, PORT LUDLOW FIRE STATION at 8:30 a.m.


JEFFCOM Administrative Board Member
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