

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
January 24, 2013

Members/Alternate Members Seated:

Deborah Stinson, Chair of Board, City of PT
John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn
Patrick Nicholson, Fire Chief's Assoc
Brad Martin, Fire Chief's Assoc (after 9:07)
Tony Hernandez, Jefferson County Sheriff

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, EJFR
David Timmons, City of PT/Alternate
Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate

Handouts

Regular Agenda & Consent Agenda
JeffCom Admin. Board Minutes, November 2012
Voucher Summaries, Dec 2012 & Jan 2013

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:37 a.m.

II Changes to the Agenda

Deborah Stinson requested a change to the agenda under New Business/calendar, asking for a discussion about what we want to achieve from the financial retreat.

III Comments from the Public

A Public Comments: None made.

B Board Response: None made.

IV Consent Agenda

Robert Pontius made a motion to approve the Consent Agenda, Tony Hernandez seconded and the motion was unanimously approved.

A Approval of Minutes – November 29, 2012

John Austin made a motion to approve the minutes, Patrick Nicholson seconded and the motion was unanimously approved.

B Approval of Vouchers – Dec 2012 & Jan 2013

During discussion, Deborah Stinson pointed out that the annual insurance payment to WCIA is higher than the budgeted amount. Janet Silvus said that was a typo in the budget and she will correct it. **With that correction noted, Robert Pontius made a motion to approve the vouchers, Tony Hernandez seconded and the motion was unanimously approved.**

V Unfinished Business

A Cost Allocation

Janet said that the 2012 budgeted cost allocation has been paid but she is requesting that we set aside the addition \$10,000 amount imposed on 2012 for further discussion. It was agreed that a meeting will be held and Philip Morley said that he would shoot some dates to her and Robert Pontius for the second week

of February. Gordon Pomeroy said that they are investigating the RCW about how the county pays for fire services and that assessment will impact the county and JeffCom.

VI New Business

A 2013 Board Meeting Dates/Location

Janet said that she and Kathy will be in Spokane during the last week of February and requested that the board meeting be moved to February 21. **Robert Pontius made a motion to move the February board meeting to February 21, 2013, Tony Hernandez seconded and the motion was unanimously approved.**

Discussion was held about the financial retreat. Suggested topics included: where we are today and want to be in 5 years; reviewing our mission statement; potential technology threats; get a handle on and build an outlook plan on capital costs to avoid emergency spending like with the RMS; review assests and determine what they mean to us; examine the revenue stream and look for diversity; explore combining with others on peninsula; talk about our facility; and solicit other centers to see what their 5 year plans are. Janet said she would put together an agenda and bring it to the February meeting. It was generally agreed that the retreat would take place after the March board meeting and include the alternates.

B Grievance hearing with Dan Taylor, Teamsters

This item was tabled because Dan was not in attendance at the meeting.

VII Director's Report

Janet said that we made it through our first quarter and have accomplished a lot, including attaining a business license, tax ID number, setting up a bank account, and payroll benefits for employees, and establishing a relationship with the auditor. Janet said that we will be transitioning from Bank of America to First Federal over the next few months, but still maintaining our account with the County Treasurer. In addition, we maintain \$1M insurance coverage for each tower through the Washington Cities Insurance Authority, and purchased the BIAS software program to process payroll and accounts payable. Janet said that BIAS has provided tremendous phone support to us and will be coming out in person on Feb 4 & 5 for advanced training.

Janet said that she is explore alternate locations and is in discussions with PenCom as they need to find a new location. She said that Patrick Nicholson has indicated that they have property on Uncas Rd which has a direct line of sight to Maynard and could be a possible location for us.

There has been no further information on the 911 outage with the dump truck and Janet said they are seeking answers from the state office on Centurylink about what exactly happened and why the 911 lines could not be transferred to the pre-dedicated numbers and why they had to be routed to so many locations.

Janet said that she attended a tabletop exercise with EOC and PUD and clearly the PUD is not prepared nor will be adequately staffed when they "flip the switch". She said EOC will be providing more tabletops going forward to help prepare them.

The State 911 office is no closer to discovering who raided the 911 funds for the Dept of Corrections but spending of that money was withheld until after the grant closed. The state is now prevented from requesting another grant for 18 months, which Janet said will impact us. She said the 911 policy committee is working on the \$0.20 tax money that was to be set aside for next generation upgrades. Currently, contract counties such as ours, must spend that money in order to receive reimbursement from the State. Janet said she will

bring updates as she learns them. Discussing a handout, Janet said the state financial outlook for 911 is good. She updated the group on the lawsuit against Skagit County 911 and said they lost at the Supreme Court because, in their opinion, it didn't meet public duty doctrine. This suit will continue to next level and WCIA said that we need to train the public because they have the perception that help will arrive immediately. Janet said that the 911 coordinators will be getting together to discuss what kind of conversations the dispatchers can have with the public.

A question was asked about whether the Board is covered by WCIA insurance. Janet said that she would invite them to the next meeting.

Gordon Pomeroy said that we should examine the Surplus Policy because the auditors look very carefully at perceived value, verification of where it has gone and documentation of disposal.

VIII Suggestions for next or future agenda, regular meeting and/or executive session

IX Good of the Order

Brad Martin said they are in negotiations with NoaNet and attorney to create a fiber optic center and things are beginning to get dicey. He cautioned that any interactions that others have with them should be discussed so others can avoid some of the difficult issues they have encountered.

X Public Comments regarding New Business only

No public comments were made.

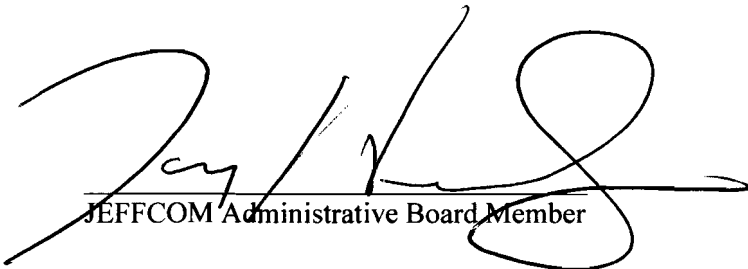
XI Executive Session

None needed.


XII Adjourn

Deborah Stinson adjourned the meeting at 10:10 a.m.

Next meeting: Thursday, February 21, 2013 at Port Ludlow FD #3 at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
February 21, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn
Brad Martin/Gordon Pomeroy Fire Chief's Assoc
Tony Hernandez, Jefferson County Sheriff

Members/Alternate Members Absent:

Patrick Nicholson, Fire Chief's Assoc
Mike Stringer, Sheriff's Dept/Alternate

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
David Timmons, City of PT/Alternate
Philip Morley, County Administrator/Alternate
Conner Daily, City of Port Townsend
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Chris Palmer, Greentree Communications
Dan Taylor, Teamsters Local 589
Sunny Fortino, Public
Donna Stamper, Public

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, January 2013
Voucher Summaries, February 2013
Greentree Contract
Bryon Gunnerson Contract
Appointment of Interim E911 Coordinator

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:35 a.m.

II Changes to the Agenda

Deborah Stinson requested a change to the agenda under New Business, adding: E. New Director Position. **John Austin made a motion to approve the amended agenda, Tony Hernandez seconded and the motion was unanimously approved.**

III Comments from the Public

A Public Comments: Sunny Fortino said she was asked to provide a letter to the Board from a dispatcher and then provided copies for the Board to read.

B Board Response: Members of the board thanked her and said they would take the letter under advisement.

IV Consent Agenda

A Approval of Minutes – January 24, 2013

B Approval of Vouchers – February 2013

John Austin made a motion to approve the Consent Agenda, Tony Hernandez seconded and the motion was unanimously approved.

V Unfinished Business

A License Agreement with County

Robert Pontius said that they had a meeting with Philip Morley and others and said there are still issues about square footage and inconsistent electrical bills. He said that the county agreed to re-measure space and sub meter electrical for 2 weeks. Janet said they did not provide all the

documents that had been asked for but did provide some on custodial and maintenance. She said that JeffCom is being charged for full custodial service on the kitchen even though it is being largely used by jail personnel. There will be another meeting on March 6th and Robert said they need answers regarding capital expenses and what purpose they are for since the building was built with FEMA grant money which is not applicable to JeffCom. Deborah Stinson asked if we are still on schedule to have this issue resolved before March 15th and Janet replied that we are if the county complies. Deborah asked for a written report at the conclusion of this issue.

B Coyle Rd Tower Agreement

Discussion took place about the best and quickest method of signing the Coyle tower over to JeffCom. Philip Morley had suggested that all the towers be negotiated at the same time and to include reciprocal rights but general consensus from the board was to have Coyle immediately deeded over to JeffCom to put this to a close. Janet said they are waiting on the county for the sublease rights to the ground and documentation on a bill of sale. **Brad Martin made a motion to take JeffCom attorney's advice to have the County present a bill of sale to JeffCom for \$1.00 to purchase the Coyle Tower from Jefferson County, Robert Pontius seconded the motion and the motion was unanimously approved.** Philip Morley said he would also like to address the Hadlock and Morgan Hill towers and Deborah Stinson asked him to bring those two issues together at the same time so we can get that done quickly.

C KIRO License Agreement

Janet said that KIRO is on Maynard Peak and violated their agreement by adding an antenna to the tower and extra equipment into the building. Brian Gunnerson alerted KIRO of the violation to their contract and had them hire a company to do an engineering study on the tower and held them responsible for any needed repairs or upgrades to the facility. He reported back to JeffCom that the tower did not need additional work, but as a result of the additions they are required to pay JeffCom an extra \$5,000.

VI New Business

A Greentree Contract

Janet said that our contract with Greentree has expired and presented a new agreement drawn up by Brian Gunnerson which cleans up some old items and provides protection for Chris Palmer. Janet asked that the board approve the contract. **Robert Pontius made a motion to approve the contract with Greentree, Tony Hernandez seconded and the motion was unanimously approved.**

B Bryon Gunnerson Contract

Janet said that the contract is not up for renewal but she wanted to clean up some of the language before she leaves. Of importance was to remove the word "County and BOCC" and add JeffCom as the signing authority. **Robert Pontius made a motion to approve Bryon Gunnerson's contract, Deborah Stinson seconded and the motion was unanimously approved.**

C Appointing new 911 Coordinator

Janet said that each county is required to have a representative at the State 911 meetings and forums. The last time the director position was vacant Sunny Fortino filled the requirement but then we were not able to charge her salary to the call taker line item in the contract. Janet said if the board approved Kathy Young as the coordinator she can charge her salary to the state contract and also

allow her to keep up with the changes to the policies which effect JeffCom. **John Austin made a motion to appoint Kathy Young as the 911 Coordinator, Robert Pontius seconded and the motion was unanimously approved.** Deborah Stinson was also approved to sign the contracts.

D West End radio problems and installing new antenna on PT tower

Janet said that Chris Palmer has been working on the west end radio problems. Chris explained the reception problems and the problem with the microwave shot from Maynard to JeffCom. Chris said that narrow banding is also causing a loss of coverage in areas where coverage was already poor. Chris said that he is working with State Patrol to increase the tower to 100'. Janet said that there are issues with bleed over into Canada when simulcast was turned on. Chris explained that the peak sun cycle turns the frequency higher which means that when we have a call for service then the Canadians are unable to use their frequency. Chris said he plans to add an antenna to the north tower to correct it, which will cost about \$3,000 for our portion and Clallam County will need to deal with OPSCAN on their end, since we are their customer.

E Director's Position

Deborah Stinson thanked Janet for her service to JeffCom and the enormous amount of work she took on during her employment here bringing JeffCom up to date and solving some of the big issues. Much discussion took place about how and when to fill her position. The four areas that Deborah identified were: 1) maintain status quo; go forth with concerted effort to fill the position; 2) search through recruiters for an interim director to hold the position; 3) partner with local agencies to co-manage until someone can be brought in or long term plans made; 4) use the Sheriff to fill the role until a permanent replacement can be found.

David Timmons said that strife has been created by rumors and planned proposals that did not come from the board, even before the board had a chance to have their first discussions today. It was stressed that JeffCom has become an independent organization and needs to stay that way and when people work behind the scenes creating unsolicited documents and proposals that creates distrust within the com center and the board. It was agreed that 2 board members would speak with the JeffCom staff and a special meeting would be held for the purpose of exploring a possible interim director, and hold a possible executive session during that meeting. The date of 2/28/2013 was set for a meeting at Port Ludlow FD at 8:30 a.m. Kathy said she would notify the paper and see that it is posted to the website.

VII Director's Report

Janet said that she has been talking with Dan Taylor about what items are still open plans to have a resolution on nearly all of them. Dan said that the process for settling an agreement is still under the county administrator, a mistake they didn't catch during the update process. He said that only the outcome of the grievance is public knowledge and the substance should not be discussed in an open forum. Dan said that in June arbitration will begin because the contract expires at the end of the year. **Tony Hernandez made a motion authorizing the director to prepare a temporary fix to the language of the contract which would remove the administrator, Gordon Pomeroy seconded. The motion was approved by a 4-1 margin with the Fire Commissioner abstaining.**

VIII Suggestions for next or future agenda, regular meeting and/or executive session

Deborah Stinson said she would like to meet with the JeffCom staff to let them know what the process is for replacing the director. **John Austin made a motion for the Sheriff to arrange an all staff**

meeting to hear their concerns and bring them back to the board, Robert Pontius seconded and the motion was unanimously approved. Deborah said she would also meet with the staff.

IX Good of the Order

Robert Pontius thanked JeffCom and the Fire District for their service, based on personal experience.

X Public Comments regarding New Business only

No public comments were made.

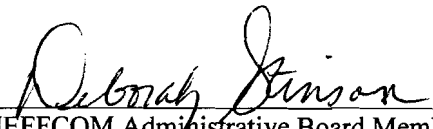
XI Executive Session

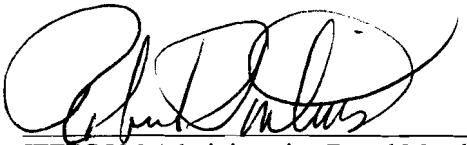
None needed.

XII Adjourn

Deborah Stinson adjourned the meeting at 10:45 a.m.

Next meeting (special meeting): Thursday, February 28, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes-Special Meeting
At Port Ludlow Fire & Rescue Station
February 28, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Robert Pontius, Fire Comm. Assn
Patrick Nicholson, Fire Chief's Assoc
Tony Hernandez, Jefferson County Sheriff

Members/Alternate Members Absent:

John Austin, County Commissioner
Mike Stringer, Sheriff's Dept/Alternate
Philip Morley, County Commissioner Alternate

Other Attendees:

David Timmons, City of PT/Alternate
Gordon Pomeroy Fire Chief JCFD #1
Brad Martin, Fire Chief's Assoc/Alternate
Conner Daily, City of Port Townsend
Janet Silvus, JeffCom Director
Kathy Young, JeffCom Office Manager
Robert Ezelle, State 911 Office
Bill Peters, State 911 Office
Sunny Fortino, Public
Donna Stamper, Public
Karl Hatton, Public
Bob Schilling, Public
Mary Allen, Public

Handouts

Special Meeting Agenda
Jefferson County 911 (JeffCom) Job Description, Director

I Call to Order

Chairman Deborah Stinson called the special meeting to order at 8:35 a.m.

II Special Business

A Q&A with the State 911 Office personnel

Robert Ezelle, Homeland Security Section Manager, State 911 Office gave an update about the direction that the State is going with the 911 system.

Robert said that he oversees and facilitates the 911 network, works with counties to make sure that each one has an equal level of service across the state. Robert said that they receive twenty-five cents from the phone tax and use it to manage the network and pass that along to counties in statewide services. He said that there are approx 20 counties who have expenses that exceed their revenues. Working with the 911 advisory and policy committees they are looking toward modernization of the technology.

Robert introduced Bill Peters who was recently promoted to manage the budget and financial assistance, contracts and reimbursement processes.

Robert spoke about the Next Generation 911 (NG911) process which will run off of a network (vs the legacy style platform) and over the last few years have worked on an ESI net digital backbone which was a crucial step toward NG911. Looking to the future, equipment will be moved to digital connectivity to phones, cad, logging recorders and everything in the PSAP will need to communicate with this system. Robert said they are trying to figure out how to do that are working with a consultant and the NG911 committee to get a better handle on it, which is still in the early planning stages right now.

Robert said that there are counties that still use the lifeline 100 which is nearing end of life and those counties will need financial assistance of approximately \$8.5M from the State. The consultant,

Alta Vista, will be providing a recommendation at the end of the month on which way to go. He said that some counties are looking at a consortium buying into a network to minimize the cost of the expensive equipment. Another approach is a HUB remote where counties would maintain their phone and provide service to other counties in a cloud/host based solution. They are also looking at the GIS side and what those costs will be.

Of the questions asked, some had concerns about forced partnerships, cyber attacks, raiding of the state funds, forcing increased excise tax on citizens. Robert said the state has money to fund cost feasibility studies, project management or a combination of both.

B Possible motion to approve or amend the job description and qualifications for the JeffCom 911 Interim Director position

Deborah Stinson said that the job description used to hire Janet has been modified to remove "county" and minor changes updating competency that was irrelevant such as serving as Emergency Manager. **Patrick Nicholson made a motion to approve the new job description, Tony Hernandez seconded and the motion was unanimously approved.**

It was agreed that 2 hours would be set aside for the executive session with each candidate going in one at a time and it was agreed that a decision may or may not be made after the executive session. The order of qualification discussion was: Bob Schilling, Karl Hatton, Mary Allen, Sunny Fortino, and Kathy Young.

C Possible Executive Session per RCW 42.30.110 to discuss personnel candidate qualifications.

An executive session was held from 10:08 to 12:08, extended 12 minutes to 12:20, extended 10 minutes to 12:30, and then ended at 12:23 p.m.


D Possible motion regarding hiring an interim JeffCom 911 Director


The special meeting was reconvened at 12:25 pm. **Deborah Stinson made a motion to hire Karl Hatton as the Interim Director, Patrick Nicholson seconded and the motion was unanimously approved. Robert Pontius made a motion to authorize the Chairman and Vice Chairman to negotiate with Karl Hatton for employment as Interim Director, Patrick Nicholson seconded and the motion was unanimously approved.**

III Adjourn

Deborah Stinson adjourned the meeting at 12:30 p.m.

Next meeting: Thursday, March 28, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
March 28, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn
Patrick Nicholson, Fire Chief's Assoc
Tony Hernandez, Jefferson County Sheriff

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Conner Daily, City of Port Townsend
Karl Hatton, JeffCom Interim Director
Kathy Young, JeffCom Office Manager
Brad Martin, FD #3

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
David Timmons, City of PT/Alternate
Philip Morley, County Administrator/Alternate

Handouts

Regular & Consent Agendas

JeffCom Admin Board Minutes, Feb 21 & 28 2013

Voucher Summaries, March 2013

Consent Agendas– add Director to bank accounts; authorize Director to approve contracts; authorize Director a debit card; authorize \$10,000 emergency spending; authorize response to union grievances; appoint Karl Hatton as E911 Coordinator; approve purchase of Stancil equipment upgrade

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:39 a.m.

II Changes to the Agenda

It was noted that a new agenda had been included in the packets which included the previously requested changes.

III Comments from the Public

A Public Comments: None were made

B Board Response: None

IV Consent Agenda

A Approval of Minutes – February 21 & 28, 2013

B Approval of Vouchers – March 2013

John Austin made a motion to approve the Consent Agenda, Patrick Nicholson seconded and the motion was unanimously approved.

V Unfinished Business

A Reporting Structure for the Director

Deb Stinson said she had met with Tony Hernandez and they had discussed the reporting structure for the Interim Director. The outcome was they felt that he should have one person to go to when decisions need to be made regarding important decisions involving the flow of JeffCom. After discussion it was determined that Karl should report to the Chairman first, and if she is not available, then the Vice Chair. **John Austin made a motion to adopt the general policy of having a single person for Karl Hatton to answer to in-between the meeting of the board with the understanding that he will start with the Chairman first, then the Vice Chairman second. Robert Pontius seconded the motion and it was unanimously approved.**

B Lease Agreement with County

Karl Hatton said he had met with Philip Morley one-on-one just to chat and get to know each other. Karl said that Philip mentioned that he has new numbers regarding the lease but did not get into specifics. Karl said that any numbers Philip presents will need to be backed up with data so we have as much information as possible to go forward. Karl said that Philip would send a memo in response within two weeks so he should have something for the next board meeting.

C Coyle Rd Tower Agreement

Karl said that Philip said his preference is to bundle the 4 towers together into an over-arching agreement with individual documents for each tower which seeks to have mutual perpetual rights for county and JeffCom. Philip said he would get back to Karl in the next few weeks. There was discussion about city being on the PT tower without charge, but the county has no such agreement with JeffCom. Karl said he would like to get a history of the negotiations and was given the names of people to talk to about that.

VI New Business

A Add Interim Director as signatory to bank accounts.

B Authorize Interim Director as signatory on approved contracts.

C Authorize debit card for Interim Director

In the interest of time and because the items are related, **Deborah Stinson made a motion to approve A) Interim Director as signatory to bank accounts; B) Authorize Interim Director as signatory on approved contracts; and, C) Authorize debit card for Interim Director. Tony Hernandez seconded the motion and it was unanimously approved.**

D Authorize \$10,000 emergency spending discretion for Interim Director

Karl said that Janet had told him that he needed approval to spend up to \$10,000 for emergency items outside the budget. After discussion, **John Austin made a motion allowing the Interim Director to spend up to \$10,000 with the provision that he contact the Chairman, or Vice Chairman prior to spending. Robert Pontius seconded the motion and it was unanimously approved.**

E Authorize response to union grievances

Karl said that the agenda packets included his 2 page letter regarding his response to the outstanding union grievances after he sought counsel. He said he is not certain that it will be 100% resolved at the union level but asked that the board was agreeable to the content. Deborah Stinson said that the contract said it would normally go to the county administrator, but Karl has the option of going into Executive Session at the board meetings. **Tony Hernandez approved the responsive letter to the union, John Austin seconded and the motion was unanimously approved.**

F Appoint Karl Hatton as the Jefferson County 911 coordinator

Karl said that Kathy had been appointed the 911 Coordinator because the State needed continuity. He said he checked with the State and they will honor all attendance and training requests but he would like to assume that role. Karl said that a state representative will be out next week to go over the state contract and discuss trends for the future. **Tony Hernandez made a motion to appoint Karl Hatton as the E911 Coordinator, Deborah Stinson seconded and the motion was unanimously approved.**

G Approve purchase of Stancil upgrade

Karl said he learned at the APCO conference last week that there is a grant available to receive funding from the state to replace our logging recorder which will bring it up to NG911 standards. The proposal must be approved and back to the State office by in a few days so we need to act quickly. He said that the State has given preapproval and will pay for 16 channels but we need to come up with \$6,520 in order to purchase it. After discussion Tony Hernandez made a motion to submit and purchase the Stancil equipment, Patrick Nicholson seconded and the motion was unanimously approved.

VII Director's Report

Karl Hatton thanked the board for putting their trust in him and said he will do his best to work together and honor that trust. He said that Janet Silvus did a good pass down and he is amazed in the amount of work that went into going stand alone and that she did a good job.

Karl said he is working with WCIA on updating the insurance policy and will be adding the IT trailer and removing the Hadlock Tower (but not the contents on the tower). He said he is trying to work with the Skallam tribe to update the MOU but so far has not received a return phone call.

Karl said he is having discussions with the employees about being adults and handling issues internally before going to supervisors and basically following the chain of command. Karl asked that if anyone is having a problem with their run cards to please contact him or the supervisors to give them a chance to fix the problem before it goes out to staff and becomes an issue of misinterpretation.

There was discussion about whether we need to monitor and record all frequencies, such as TAC. Tony said that he thinks that it is the law that we are suppose to monitor and record all channels.

VIII Suggestions for next or future agenda, regular meeting and/or executive session

Deborah Stinson said that we still need to have a retreat or discussion during a regular meeting about finances but agreed with others that Karl needs a little time to settle in before that happens.

IX Good of the Order

X Public Comments regarding New Business only

No public comments were made.

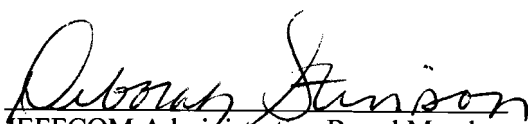
XI Executive Session

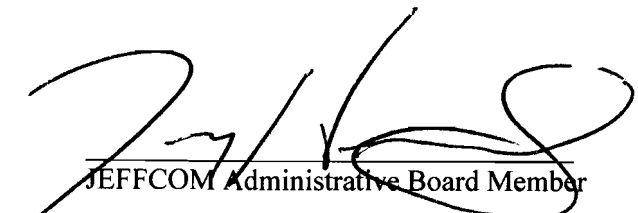
None needed.

XII Adjourn

Deborah Stinson adjourned the meeting at 9:20 a.m.

Next meeting: Thursday, April 25, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
April 25, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn
Patrick Nicholson, Fire Chief's Assoc
Tony Hernandez, Jefferson County Sheriff

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate

Other Attendees:

David Timmons, City of PT/Alternate
Philip Morley, County Administrator/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, JCFD #1
Larry Karp, JCFD #2
Karl Hatton, JeffCom Interim Director
Kathy Young, JeffCom Office Manager
Brad Martin, FD #3

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, March 28, 2013
Voucher Summaries, April 2013
Consent Agenda-authorize regionalization study through State 911 Office

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:39 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

A Public Comments: None were made

B Board Response: None

IV Consent Agenda

A Approval of Minutes – March 28, 2013

Patrick Nicholson made a motion to approve the March 28, 2013 minutes; John Austin seconded and the motion was unanimously approved.

B Approval of Vouchers – March 2013

Deborah Stinson made a motion to approve the March 2013 vouchers; John Austin seconded and the motion was unanimously approved.

V Unfinished Business

A License Agreement with the County

Karl said that he had a meeting with Philip a few weeks ago and Philip is getting a package together about the building actual and where they were derived from. Philip Morley said he had some costs to share and would do that with Karl after the meeting.

B Coyle Rd Tower Agreement

Karl said that Philip called yesterday about the tower, and Philip said he sent an email this morning which Karl would not have received yet. Philip said that by expanding the building footprint to allow for sub lessees, like AT&T, puts it adjacent to Coyle Rd which is a concern and requested that they all meet with Frank Gifford, Director of Public Works, to talk through that issue and how to accommodate the growth needs of JeffCom. Philip said that they are agreeable with Byron Gunnerson's bill of sale and the 50 year term for the use of the right-a-way and looking forward to working on the expansion issue. Karl said that the expansion needs may no longer be needed since AT&T has found other accommodations.

VI New Business

A Request a regionalization study for JeffCom/Pencom

Karl said he had talked to PenCom and JeffCom and others about doing a regionalization study and is looking at options to create one entity for both agencies which could include variants such as becoming one agency for both counties, co-locating as two agencies in one building, becoming each other's fully functional APSAP's, and cost sharing of technology and resources, CAD licensing, mapping, phone systems, etc. His request is to have an agreement with both boards, submit it to the state for approval, and then create an RFP for the study. Discussions took place about concern in keeping local money locally, keeping jobs in Jefferson County but also seeing the value in taking advantage of PSAP and APSAP of each agency. Karl said that the study will address organization size, costs to each agency and contract reimbursements. Karl said that PenCom has an order from the state to go back five years, because they could have been under contract all this time. Tony Hernandez made a motion to ask the Director to put an MOU together for the board to explore partnership the PenCom; John Austin seconded and the motion was unanimously approved.

VII Director's Report

Karl Hatton said that we need to record tactical channels and is working with Chris Palmer regarding the need for additional antennas. The grant we received from the State 911 Office will allow for recording space and take an important step toward safety to officers and fire personnel on scene by allowing the dispatchers to communicate with them. Karl said that LEARN is being addressed and he will email those costs to everyone before the next meeting.

Karl said we need to get MedNet radio up and running, which requires moving antennas. He said that for some reason JeffCom took on those charges years ago, when it's generally standard practice for the hospitals and their EMS Council to maintain and control MedNet. After discussion it was decided to move the equipment on Coyle to Green Mtn and whatever antennas and make whatever other changes are necessary to maximize coverage. It was also suggested that we work with the EMS Council to turn operations of this over to them. **Tony Hernandez made a motion to authorize the changes to MedNet and LERNS; Robert Pontius seconded and the motion was unanimously approved.**

Karl stated that he and Kathy Young are finalizing work on the E911 contract for FY14 and we expect to receive about \$300,000 in reimbursement. Karl said that he will explain in more detail about how the contract works at the financial retreat.

Karl said that he checked into the question of whether he is covered for embezzlement and found that he is through the WCIA insurance policy that we have with them.

The forest service is requesting use of our frequencies in the backcountry and would like to continue using it at no charge. Karl said that he has no problem with that, but found that Department of Corrections is also asking and he is working on what is appropriate use and when do we charge. In regards to the S'Klallam tribe, Karl said that he has left repeated messages and has received no response back. After discussion, **Tony Hernandez made a motion to ask the Director to create a policy to cover utilization of service and a cost structure for other agencies; Robert Pontius seconded and the motion was unanimously approved.**

Karl said that we recently had an issue with a call where previous history of the subject would have been helpful to responding agencies but had not been rolled over from the old RMS system. He said to accommodate the situation our IT has made a standalone computer, and wrote software to run a script to access that data. There was much discussion about retrieving old records and how the shortage of staff has made it impossible for the Sheriff's office to repopulate that data. David Timmons said that he created a policy and asked his staff to individually move their records over and scrub and clean it as they go, but it takes time for that to get done. Karl said he is looking for a timeline of when we are going to stop and tell dispatch to move to the new system. After further discussion, **Deborah Stinson made a motion asking the Director to work with his supervisors and IT staff and come back to the Board with a standardized process to follow on when to sunset the old information, and go forward with a standardized process to follow; Robert Pontius seconded, and the motion was unanimously approved.**

VIII Suggestions for next or future agenda, regular meeting and/or executive session

IX Good of the Order

X Public Comments regarding New Business only

No public comments were made.

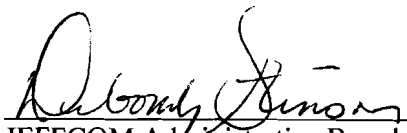
XI Executive Session

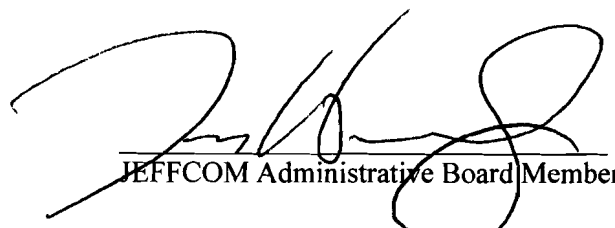
Per RCW 42.30.140 – Planning the strategy to be taken during the course of collective bargaining. The meeting began at 10:55 and ended at 11:10

XII Adjourn

Deborah Stinson adjourned the meeting at 11:12 a.m.

Next meeting: Thursday, May 23, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
May 31, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Philip Morley, County Administrator/Alternate
Robert Pontius, Fire Comm. Assn
Brad Martin, FD #3
Tony Hernandez, Jefferson County Sheriff

Other Attendees:

Conner Daily, PTPD Chief of Police
Philip Morley, County Administrator/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Larry Karp, JCFD #2
Karl Hatton, JeffCom Interim Director
Sunny Fortino, JeffCom Supervisor

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
John Austin, County Commissioner

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, April 25, 2013
Voucher Summaries, April/May 2013

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:36 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

- A Public Comments:** None were made
- B Board Response:** None

IV Consent Agenda

- A Approval of Minutes – April 25, 2013**
Robert Pontius made a motion to approve the March 28, 2013 minutes; Brad Martin seconded and the motion was unanimously approved.
- B Approval of Vouchers – April/May 2013**
Deborah Stinson made a motion to approve the March 2013 vouchers; Robert Pontius seconded and the motion was unanimously approved.

V Unfinished Business

- A License Agreement with the County**
Karl discussed the agreement; possibly still a difference of opinion of rent and costs, still in discussions. Deborah is currently reviewing information from both sides and she will set up another meeting when her review is complete. No further comments.
- B Coyle Rd Tower Agreement**
Karl said that Philip called yesterday about the tower, and Philip said he sent an email this morning regarding the issue. Robert asked about the new tower in the city, Philip wanted to use the monies from that for the broadband; the money is pledged to NOAA Net. Robert stated that the tower in the south has taken so long we lost a customer; it has cost the organization \$5,000. The city negotiated the right to be on the tower in exchange for the land it is on. The county wants to be on it for free and they shouldn't be. Morley stated that tower is not one of the ones in this agreement. Karl discussed JeffCom having equipment on those towers and

the need to retain the location.

Robert stated that at the beginning of this organization everyone had to put things on the towers, and JeffCom has been exercising ownership of the towers since the beginning. JeffCom has repaired the towers as needed, and has paid to maintain those towers. Tony said the discussion on the Elkins tower came up because the tower was built with FEMA money and he doesn't know if the county can give it away. Karl stated that we want to guarantee that we have all our equipment on the tower that we need. Tony said that Chris Palmer, with Greentree, confirmed that the tower is maintained by the county. Karl advised that it is maintained by EOC. We need an agreement that states that JeffCom will have the right to keep equipment there that we need to operate and that other agencies can maintain their equipment on the tower as well.

Robert stated again that the county should pay to have the use of the towers; everyone else has paid to be on the tower. Public works wanting to be on the towers is holding JeffCom hostage by not allowing subleasing rights on a piece of property that the tower is sitting on. Philip stated that they want to get the agreement completed and make sure that JeffCom and EOC are taken care of in the future. Karl reiterated that we need to get a document in place ensuring that we have an agreement. There is still a process of submitting an agreement to Bryan Gunderson.

Robert stated that the city has a right to the tower because they put up the land. He further stated that he county verbally agreed to put up money for maintenance at a past Admin Board meeting. Deborah wants to get these issues resolved and stated that the board needs to keep the cost of the negotiations in mind and have Gunderson review the questions and see if he has a recommendation to move forward.

Karl asked Robert to meet with him so that Karl can include any concerns from the fire districts in the questions to Gunderson.

The board agreed that they have a plan in place and will move forward.

C Legacy Systems

Karl discussed the legacy systems still in use at JeffCom; he stated that there has been significant discussion with JCSO about this proposal.

There is cost associated to continue operating those systems, Karl was asked to come up with a policy to remove those systems from JeffCom. Karl sent out a draft, got some feedback and has sent it out to user groups. It is still in a draft format, and it might need to be discussed further. He recognizes that there is a strong reaction to removing the legacy systems.

One way to look at the officer safety issue is that the systems will be removed, not the plan. PSnet causes significant issues for dispatch, officer safety issues are brought up because it is

not set up like CAD, it makes the dispatcher search for the info instead of just showing it clearly. CAD has much better functions to advise the dispatcher if there is an officer safety concern at the location, or with the person.

Karl advised that his first interest is to serve all users; his opinion is that there is a better way to do it than using PSnet. Chic spends between 2-5 hours a month, to update and maintain the programs, at an estimated cost of \$2400 per year. We do not have contact with the vendors of the systems. We are upgrading to windows 7 and that will not support PSnet, Chic has to write scripts and patches, to make them work. If the board wants JeffCom to maintain it we will, but we may need to have more discussions. There is a draft of the policy, the board can vote on today if they want to.

Tony asked if Karl had talked to Bob Hamlin about Emergin and Karl said they had a discussion about it; Hamlin wants the program to be eliminated. Chic is working towards pulling the data from Emergin to use the data in cad.

Tony was not aware LENX was on the list of legacy systems. Tony said NWS (New World Systems) mobile is not working to talk to dispatch; he had talked to David Winegar and he said that there is a problem with the messaging system and it isn't working. Tony discussed how important it is to have LENX available. Deborah said it sounds like a bug that needs to be worked out and we have until the end of the year. Brad discussed that NWS also made the fire dept purchase messaging. Conner checked with operations at PTPD and they said the mobile messaging is working for the city officers.

Tony talked about the Tech Committee and possibly needing to reform that committee to discuss these issues. **Tony made a motion to resurrect the tech committee to deal with the legacy system issue—Robert seconded the motion. The board unanimously approved the motion.**

Philip inquired about PSnet being only an issue to JCSO; Tony brought up a fire call that PSnet should have been used to see it is an officer safety location. It was discussed that PSnet is so outdated it is very difficult to locate information. Karl stated that if everyone were to use the CAD RMS this problem would be alleviated. Philip suggested requesting a for a quote for data conversion.

amended his

Tony ~~made~~ a motion to reform the Tech Committee to investigate each of these systems and make a recommendation on what to do with the systems; naming people who will serve on the committee, someone from each entity technical and operations level. Robert seconded the motion and the board unanimously approved the motion.

Brad suggested that each organization email Karl by June 14th with the person who will represent each agency. Karl has been charged with putting the Tech Committee together. Philip advised that County IT would be available, but not necessarily a member of the committee. He suggested that they discuss issues as a committee and then go to IT with any

questions that come up. Robert asked if a task could be to come up with a suggestion to get us out of the legacy systems and noted that this could potentially impact Clallam County because of regionalization.

D User Fees

Karl has written a draft policy. He reached out to Cencom and Pencom to get language and input.

Karl stated that certain agencies who want access to our frequencies need formal permission to use the radio; we need to get it in place as soon as possible. JeffCom must have a formal agreement that gives all users the lawful ability to talk on the radio. It would also limit JeffCom's liability. JeffCom doesn't track those units but does run data for them and is available in case of emergencies.

Currently Port Gamble is supposed to pay \$500 per year but has not paid for two years. Karl has reached out to them with no result. Karl spoke with a Port Gamble officer and requested that the officer have his administrative department call dispatch.

The charge could be negotiable per agency. Tony suggested looking at the lowest paying user and going from there to determine prices. Tony suggested having discussion with JeffCom's insurance company to get legal advice on the topic. Karl suggested we could charge an entry fee to join. Philip said there was discussion in the ILA that there could be some wording about adding this type of arrangement.

Karl stated if the concept is approved, he would write a formal policy and get legal approval to move forward with the policy and then send it out.

Tony suggested that the policy should use the word "associate" for any new users instead of "entity" so as not to lose the continuity of the current board. Philip further stated that a form of associate membership would be appropriate and then would be a discussion if anyone would join as an actual member later.

Karl anticipates each agency that currently uses JeffCom in this capacity will fall under the exigent circumstances category.

VI New Business

A Contract for TERT Deployment

Discussion about the definition and scope of what TERT does. JeffCom needs to sign a contract that would allow JeffCom to deploy our dispatchers if a situation occurs out of state and JeffCom is able to send assistance. It is not a requirement to send dispatchers, just that we are legally able to do so if we have anyone available for it. It is an MOU for dispatch centers to assist other dispatch centers.

JeffCom needs to have the agreement in place in order to move forward with the State 911

office. If something occurs that JeffCom is impacted and cannot provide the level of service that users are accustomed to, we could initiate a TERT deployment and have dispatchers from other states come to assist. Deployments are up to 14 days, and then a new team would be deployed. Tony inquired if we could use it for large scale operations, like the Olympics—Karl stated that we could do it, but there would be no FEMA monies to pay for it. JeffCom has two TERT trained dispatchers that could be deployed once a contract is in place. Tony inquired on the money commitment to training TERT dispatchers, wondering if FEMA pays for training, Karl stated that FEMA does not pay for training; however, the state pays for it.

Philip was in favor of moving forward with the contract—his question was, in a truly emergent situation would it be something that will be an impediment—Karl advised that the board will not need to convene to approve deployment. Philip had additional questions about what the reimbursement is from FEMA, not just the wage but all benefit reimbursement; Karl advised they pay top step wages and benefits. Philip reviewed the wording and believes it should be worded “what the employer pays...” instead of “what the employee would have received...”

Brad inquired who the bill is submitted to; Karl advised of the process. Brad advised when he is reimbursed for sending someone to another agency he is reimbursed for the wages/benefits, back fill and equipment. Karl will verify what the reimbursement is.

Tony suggested that if a deployment is requested, Karl should talk to Deborah and she can let the board know. Deborah inquired if this is new to the state or if it is just new to JeffCom; Karl advised we could be the first agency in WA to be deployable.

Tony made a motion to approve the agreement with the caveat that we have discussion for clarification of the funding, seconded by Pontius. The board unanimously approved the motion.

B Regionalization Study

Karl met with Pencom and developed an MOU, between Jefferson County, Clallam County and the state of WA; Karl advised the MOU is modeled closely to the MOU from 2002. The state can only negotiate with the county, not JeffCom/Pencom. It puts forth developing a regional committee to oversee the project, draft and RFP, determine all deliverables for RFP, and put it out for costs. State will review the RFP. If it is authorized, the next step would be that the board take the RFP to the county commissioners to review and sign. All information has to be sent to state DEM.

The JeffCom board will appoint two members to the committee. The recommendation would ultimately come from the committee and the commissioners. There is no obligation, it is just a study.

Tony motioned to move forward to have the memo brought to the commissioners for

further discussion, Pontius seconded. Unanimous yes vote. Board took the action today recommending doing this and they will discuss it further at a later date.

Pontius made a motion that Karl attend the commissioners meeting and represent JeffCom. Seconded by tony, unanimous yes vote.

VII Director's Report

License agreement with County – Our consultant had a telephonic meeting with Anne from the County to discuss the numbers. Brett has a written response that involves that conversation as well as a comparison of proposals. Karl met with Philip yesterday to discuss the License agreement. There is a difference of opinion on a policy level in regards to the definition of rent, and the concept of having us pay for capitalization. Deborah is currently reviewing all of the documentation to date and we intend on having further meetings to discuss.

Coyle Tower – Karl met with Philip yesterday to discuss. We have agreement on several general concepts. Awaiting Philip to write out his draft proposal combining all elements into one document.

Legacy – Lots of opinions and discussion surrounding this. Will need to continue to work with the SO in regards to handling the PSNet piece. Currently Chic spends between 2-5 hours a month responding to calls for support from dispatch, diagnosis of application problems, activities related to reconfiguration on machines with each new-hire, activities related to problem solving when migrating to new OS. We do not have direct numbers and/or contracts with vendors for contacting support directly. There are security compromises and potential compatibility issues with further upgrades that are planned next year. This clearly needs further discussion and inputs.

User fee – Port Gamble, USDA LE and Community Corrections would be involved. Will need to have discussions with them on level of service, and then have them sign an MOU for access.

New Business

TERT – this IGA allows us to be reimbursed by the State if we deploy assets out of state on a FEMA declared event. It is also a requirement that agencies in the state have IGA's to allow our TERT program to be recognized on a Federal Level. Karl is a regional coordinator and will be helping other agencies process this paperwork and develop TERT members. Karl will also be presenting at the Summer APCO conference.

Regionalization study – this MOU gives us the authority to proceed with the study. It discusses the formation of a special committee. Their function will be to provide inputs on deliverables for the RFP that the State will write. They will also decide whether or not those deliverables are met at completion of the study. This committee will provide advice and assistance in regards to a statement of desired outcomes, defining unique circumstances of the counties, listing all agencies and service providers affected and recommending a schedule of

public meetings for presentation of the study and public comment. This committee will remain in effect until the feasibility study has been completed and accepted.

Chris Palmer has installed LERN radio on Green Mountain.

We have recently made some changes to our web-page in response to a request from Tom Thiersch who represents the Washington Coalition for Open Government. Added our PIO name and info, updated Karl's contact information, making sure that meetings and special meetings are posted on the calendar, etc.

Deborah replied to the inquiry of pub records request, Deborah has a concern that the subject wants to see agendas on the website. Karl checked into it and the website can't handle the agendas—we are only required to put that information on the website if we have a website, but we are not required to have a website. There will be cost associated with maintaining the website; it is not a part of the IT job.

Morley advised to be very careful and comply with pub records requests. Morley stated that if there is any assistance that County IT can assist with regarding the website they can do that. Morley and Deborah agree that it is a good public service to have a website. Karl said it is possible to put something on the website that if you want a copy of the minutes it will be sent to you. Pontius stated he doesn't have email but he does have a P.O. box if anyone makes a pub records request asking for his email.

Rip and Run solution found for getting fire departments their call times at end of call. This was partially the result of some security upgrades that would have required additional password protection for all fire users. Now the need for firefighters to have access to CAD is reduced since they normally access it for times. It was discovered that a county phone line extension that ran our fax modem had been oos for over three weeks, this has been repaired.

Kathy went out for surgery the 2nd week of May and will not be back until July 1. She plans on being available by phone and remote log-in to assist in managing accounts and payroll.

Karl is currently working with our attorney and our consultant on language for the ILA to work out the details of the Mednet radio system. We have been relicensed for usage of Med 7.

Karl is currently working with our consultant on an application from NoaNet for tower access. Tony will reach out to Barney Burke with PUD regarding the issues with contacting them after hours. Deborah will talk to Peter at Team Jefferson regarding an update. Deborah has not received a map from NOAH net, she will request it again.

Karl is currently working with our consultant on an application from HDR for tower access. This is about a year out from actual implementation.

Deborah asked if it was on the involved towers; Bryan Gunderson is handling it.

Stancil install is complete, training will be finished by next week and we have received the bill. As soon as we pay the bill we can submit to the state for reimbursement.

Lie detector tests for pre-employment are not allowed for stand-alone agencies that are not under the auspices of LE employment. We are discontinuing the practice.

Tony requested that Karl determine what the cost of a background investigation service would be.

Karl's mom is in town, and he will be taking a couple of days PTO off over the three weeks that she is here. He'll coordinate those days off so that they do not interfere with operations and/or meetings.

Tony requested that Karl have a chain of command in place during his PTO days over the next couple of weeks.

Karl requested Deborah's signature on our end of year adjustment/de-obligations for our State Contract.

VIII Suggestions for next or future agenda, regular meeting and/or executive session

A financial retreat needs to be scheduled. Financial snapshot to educate the board on the financial situation and to be able to approve the budget for next year. Morley stated that Ann Sears is available if needed. Tony requested a power point presentation. The presentation will need to wait until Kathy's return.

Robert inquired about NOAH net information and if Philip can get the information from them since he is the spokesperson, and the county provided a significant amount of money towards the project.

IX Good of the Order

X Public Comments regarding New Business only

No public comments were made.

XI Executive Session

Per RCW 42.30.140 – To discuss personnel issues. The meeting began at 10:35 and ended at 11:05

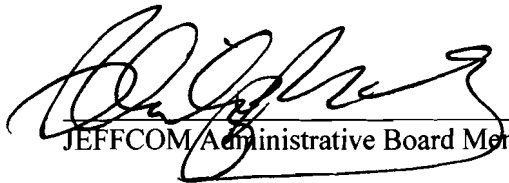
Tony motioned to authorize the chairperson to move forward with a contract to remove the interim from the title and offer the permanent position. Seconded by Philip, unanimous yes vote.

XII Adjourn

Deborah Stinson adjourned the meeting at 11:09 a.m.

Next meeting: Thursday, June 27, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
June 27, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Philip Morley, County Administrator/Alternate
Robert Pontius, Fire Comm. Assn
Patrick Nicholson, FD #4
Tony Hernandez, Jefferson County Sheriff

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
John Austin, County Commissioner

Other Attendees:

David Timmons, City Manager/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Moe Moser, JCFD #2
Karl Hatton, JeffCom Interim Director
Sunny Fortino, JeffCom Supervisor
Brad Martin, Chief PLFR
Gordon Pomeroy, EJFR

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, May 31, 2013
Voucher Summaries, June 2013
Maintenance Agreement/MEDNET

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:36 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

- A Public Comments:** None were made
- B Board Response:** None

IV Consent Agenda

A Approval of Minutes – April 25, 2013

Deborah Stinson made a motion to amend the minutes regarding a motion that was made by Tony Hernandez and then amended—not two separate motions to reestablish the Tech Committee.

Tony Hernandez motioned to approve the amendment to the minutes; Robert Pontius seconded, and the motion was unanimously approved.

B Approval of Vouchers – April/May 2013

Deborah questioned the charges from Cencom and Karl explained that the rent is increasing on the new contract but it will be offset by a 35% discount; it should be a five year contract.

Deborah Stinson made a motion to approve the May 2013 vouchers; Tony Hernandez seconded and the motion was unanimously approved.

V Unfinished Business

A License Agreement with the County

Meetings continue to come to an agreement regarding building maintenance and power; however, they are still not in agreement regarding the capital for larger maintenance. Karl stated that it appears that since FEMA has paid to build the facility, no rent can be collected for the space. It is currently with the county attorney for review

.

B Coyle Rd Tower Agreement

Greentree is compiling a final list of all antennas on the tower, and getting a cost allocation for all antennas on the tower. It was suggested that a formula for each tower should be calculated to determine reciprocity and what current market value is for the space. One suggestion was to check with the agreement between the city and EJFR Station 16 because there was a verbal agreement in place.

C MOU Regionalization

The county has requested that language be added to the MOU that would cover options such as co-location, regionalization, etc. With those updates added it will go before the Jefferson County Commissioners within the next week followed by the Clallam County Commissioners, and from there it goes to State 911 where an RFP will be developed. JeffCom will put together a committee to go through the RFP.

D TERT Deployment

Reimbursable costs include employee's true payroll, benefits, travel, and equipment. TERT will not reimburse for backfill. It was decided that if there is a need to deploy it will be discussed with the Board.

Deborah requests that the potential costs of deployment be addressed in the financial retreat and addressed in the budget.

VI New Business

A Maintenances Agreement for MEDNET

There was an amendment to the agreement stating which equipment will be maintained; it outlines that there has been equipment moved from one location to another and Greentree is responsible for maintain that equipment.

The MOU states that JeffCom cannot sublet the tower. The agreement places limits on costs for repairs and who is responsible to maintain the system, in addition to a maintenance fee each year. Unscheduled work over \$1,000 requires that the hospital be consulted because they will be responsible to pay those fees. The hospital must have a hold harmless agreement and insurance. The hospital legal team will review the agreement before it is approved. The first draft of the agreement will be sent to the hospital if approved by the board today. Estimate for current repairs are \$2,000 and the hospital is responsible to pay the full amount.

Tony Hernandez made a motion to allow Karl Hatton to negotiate the MEDNET agreement with the hospital; seconded by Robert Pontius. The board unanimously approved the motion.

Patrick Nicholson stated that he has done some testing and the equipment does not seem to be working; Karl believes the system should be functional.

Deborah inquired about the purpose of the insurance, whether it is liability insurance or property insurance. She further inquired who was ultimately responsible if the system goes down and affects public safety. Karl stated that it will be the hospital's responsibility.

B Cell Phone Usage

Robert Pontius brought up that a citizen approached him with a concern about "dead areas" in Jefferson County that did not allow cell phones to call directly into JeffCom. It was decided that Karl would have a public notice placed in the local newspaper to advise citizens it is possible to reach an incorrect PSAP when calling 911.

C MDC Radio

Patrick requested a follow up with Greentree regarding MDC1200 signaling and getting that information programmed correctly. He said he has not been contacted to participate in the process.

VII Director's Report

Karl gave a report on TERT and the potential costs to JeffCom. JeffCom is the second agency in Washington State to be eligible for deployment.

Kathy Young, the Office Manager, will return to the office on Monday, July 1, 2013.

Karl has been turning his focus to the budget and working on projections.

The Union contract will be open for negotiations soon.

There is a claim from a leak at Morgan Hill in 2011; it has been submitted to the insurance and no longer concerns JeffCom.

The State 911 Office has not approved a budget and that could negatively impact JeffCom's budget if it is not finalized.

VIII Executive Session

Per RCW 42.30.140 – To discuss personnel issues. The meeting began at 09:17 and ended at 09:32

Tony Hernandez motioned to authorize the chairperson to move forward with a contract to remove the interim from the title, offer the permanent position of Director to Karl Hatton and sign the contract; seconded by Philip Morley, and the motion was unanimously approved.

Tony suggested a press release be issued.

IX Suggestions for future agenda

Deborah suggested talking about the financial retreat, specifically: the lease, the towers, and the union contract negotiations. There was a suggestion for a special meeting early in August to discuss the budget. The August meeting will be rescheduled to August 15, 2013.

X Good of the Order

Gordon Pomeroy advised that there is going to be extreme weather and the burn ban will be in effect as of Monday, July 1, 2013. Since the City will not be providing a 4th of July show this year there is likely to be a lot more illegal firework calls.

XI Public Comments regarding New Business only

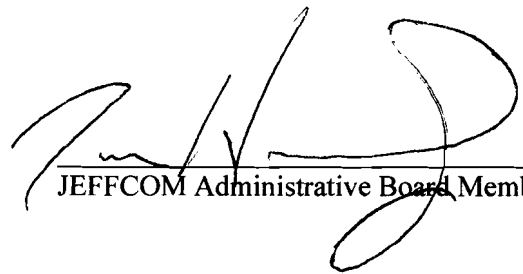
No public comments were made.

XII Adjourn

Deborah Stinson adjourned the meeting at 9:44 a.m.

Next meeting: Thursday, July 25, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
July 25, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn
Brad Martin, Chief PLFR
Tony Hernandez, Jefferson County Sheriff

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Larry Karp, FD #2
Karl Hatton, JeffCom Interim Director
Kathy Young, JeffCom Office Manager
Patrick Nicholson, FD #4

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate
Mike Stringer, Sheriff's Dept/Alternate
David Timmons, City Manager/Alternate

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, June 27, 2013
Voucher Summaries, July 2013

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:39 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

- A Public Comments:** None were made
- B Board Response:** None

IV Consent Agenda

- A Approval of Minutes – June 27, 2013**
- B Approval of Vouchers – July 2013**
John Austin made a motion to approve the Consent Agenda; Brad Martin seconded and the motion was unanimously approved.

V Unfinished Business

A License Agreement with the County

Karl Hatton said that he and Deborah Stinson met with Philip Morley and reached a tentative agreement and reported that they will meet again before the next board meeting to finalize the license agreement. For the budget discussion Karl said he will project the current amount and further discussions about costs can be held later.

.

B Coyle Rd Tower Agreement

Karl said he is waiting for language to be finalized and that should come within the next few weeks and then he will have something that is discussable. The towers in question are: Maynard, Coyle, Hadlock, Morgan Hill, and Station 16. The agreement is about who can have what on which tower. Karl said we are looking to take over the Coyle tower and make that space bigger. By the next meeting he said he should have all that data together for the Board.

C Tech Committee Report

Karl said that at the request of the Board Tech Committee meetings are again being held, and the first one went well. He said that topics included: building information into CAD so Emergin can go away; discussions with the City about RMS and eventually removing Power RMS; Lenx talks will continue with the goal of building enough information into CAD so there would be no need for dispatchers to have Lenx. He said PSNET will be ongoing discussions and probably the biggest topic at the next meeting. New World has informed him that we have approximately 100 training hours still available and some of that will be used for fire RMS and the rest for the Sheriff Office once they assign a deputy to manage it. In addition, New World said there is \$4,000 that he would like to spend on connectivity with PenCom to make a more robust link.

D Update on Regionalization Study

Karl said that the regionalization study has been signed by both the Jefferson County and Clallam County Board of Commissioners and has been forwarded onto the State for their approval. The next step will be to assemble a committee and hold public meetings. Deborah suggested it would be a good idea to have minutes taken at those meetings and Karl agreed and said he would share them with the Admin Board. He said that he is hopeful that everything will be accomplished and delivered to the State by the first of the year so they can prepare the RFP.

VI New Business

A Warrant Entry Clerk

Karl said that the Sheriff approached him several months ago about having JeffCom take over the warrant clerk position, which the county would continue to fund. Tony Hernandez said it makes the best sense to move that position because JeffCom houses the information and backs up the warrant clerk. Karl said that he has talked to his staff and counterparts in Clallam County and sees an opportunity to enter additional information into CAD which currently is not done but could be made available to field units. Karl said he will work on the specific pieces and bring it back to the Board.

B Budget Discussion

Karl gave an overview of the proposed 2014 JeffCom budget. Focusing on payroll and benefits which comprise the bulk of the expenditures, he said that costs are growing about 13% per year and could top out at over \$1M by 2020. Tony Hernandez said that there should be a way to add a staff member every year to the scenario to balance out future call volumes. Karl said that the regionalization study may come back that the only way to keep payroll costs under control is to combine agencies. Estimates on revenue show that sales tax may be higher but the state figures for the grant could be lower because of the continuing drop of wireline taxes. Expenditures have been trimmed as much as possible but he still needs to consider IT expenses and will come back with better numbers at the next meeting. For the next meeting Karl said there will be discussions regarding the CFS costs and several scenarios to choose from. JeffCom currently has no cushion and there needs to be money put away every year for equipment replacement and emergencies. Two major expenses on the horizon are phone replacement and facility change costs.

Karl said he will continue to fine tune the budget and build a useful 5-year goal, and bring more discussion points for the next meeting with a goal of having the budget approved at the September meeting.

VII Director's Report

MEDNET: Karl said that he has a meeting coming up with Gordon Pomeroy, the consultant, and the hospital regarding the agreement. He said the hospital is having difficulty understanding the costs associated with MEDNET but is hopeful, with the help of our radio person, that they will come to an understanding and appreciation of the benefits.

Staffing: Karl said that JeffCom is getting close to crisis mode, with 5 dispatchers indicating that they will be leaving soon. He said that we are in the process of hiring and have several people lined up for training. He said he is weighing the cost and extent of background investigations and would like to find local resources to use.

VIII Executive Session – none needed.

IX Suggestions for future agenda – none.

X Good of the Order

Brad Martin said that the Port Ludlow festival kicks off this weekend and includes many displays and activities. Deborah Stinson said that on August 18th there will be a county wide picnic with an emergency preparedness focus at HJ Carroll Park which will include neighborhood presence and younger demographics.

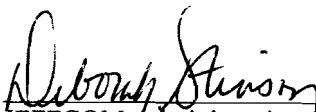
XI Public Comments regarding New Business only


No public comments were made.

XII Adjourn

Deborah Stinson adjourned the meeting at 11:05 a.m.

Next meeting: Thursday, August 15, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
August 15, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Robert Pontius, Fire Comm. Assn
Philip Morley, County Administrator/Alternate
Tony Hernandez, Jefferson County Sheriff
Patrick Nicholson, Fire Chief's Assn

Members/Alternate Members Absent:

John Austin, County Commissioner
Mike Stringer, Sheriff's Dept/Alternate
David Timmons, City Manager/Alternate

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Conner Daily, PTPD
Larry Karp, FD #2
Karl Hatton, JeffCom Interim Director
Kathy Young, JeffCom Office Manager
Patrick Nicholson, FD #4
Brad Martin, Chief PLFR
Gordon Pomeroy, Chief JCFD #1

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, July 25, 2013
Voucher Summaries, August 2013

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:35 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

- A Public Comments:** None were made
- B Board Response:** None

IV Consent Agenda

- A Approval of Minutes – July 25, 2013**
- B Approval of Vouchers – August 2013**

Patrick Nicholson made a motion to approve the Consent Agenda; Robert Pontius seconded and the motion was unanimously approved. During discussion, Deborah Stinson asked for information about the Rain Networks purchase and Karl Hatton explained that it was for a server that will combine and eliminate the need for multiple smaller servers.

V Unfinished Business

A License Agreement with the County

Karl Hatton said that another meeting was held with more number crunching and negotiations and they arrived at about \$40,000 per year for maintenance, capital improvements, and utilities. He said that part of the funds will go into a dedicated capital improvement account which the County will hold for improvements to the JeffCom space. After JeffCom vacates the space the money will be held in an account for 10 years for unforeseen capital improvements; and then whatever is left will be refunded back to JeffCom. Regarding the fees due from 2012, Karl said that he has asked that it be moved into next year's budget and Philip Morley commented that the County is interested in making that work for JeffCom. Karl said the next step is to get the contract language finalized and out to the Board in draft form before the next meeting.

B Coyle Rd Tower Agreement

Karl said there is no update. Philip said he hopes to have something in draft for the next meeting.

C Warrant Entry Clerk

Karl said that the Sheriff has the finished contract which has been forwarded to the County for review. Going forward, Karl said he would like to make some changes to the entry process into CAD to increase officer safety.

VI New Business

A E911 State Military Contract

Karl said the State 911 office has finally sent the FY14 contract for signature. It was noted that the signature line listed the BOCC as a signer. After discussion it was agreed that Karl would check back with the State about who they want as a signer. In order to expedite the process **Philip Morley made a motion to authorize the Chair of the JeffCom Admin Board to finalize the State Military Contract; Robert Pontius seconded and the motion was unanimously approved.**

B JNET Proposal

Karl said that he attended a broadband anchor institute meeting where a small number of potential providers gave presentations and of notable interest to him was the JNET proposal by the Jamestown group. They differed from the rest in that they propose a 3-tier system which offers 10MB for as little as \$50 per month. Karl said that he thought JNET looked like the best option and asked that the other anchor institutes send emails of interest to JNET so they can work on their pricing structure to bring in the best final cost.

Deborah Stinson called for a short break from 9:37 to 9:46 a.m.

C Budget Discussion

Karl presented the proposed 2014 budget alongside the 2013 year-to-date actual and said he is getting close to finalizing the numbers for the 2014 budget. He said that salaries drive the largest portion of the budget comprising about \$1.2M which includes step increases, the warrant clerk position, and adjustments to benefits. On the revenue side, Karl said he is not comfortable with the CFS Positron figures from the last few years and had asked user groups to email him more accurate data, if they had it. At this point Karl said that he only has 2 years of accurate data from New World and even now is fine-tuning call types and removing test calls to create accurate CFS data. With the need to build a capital replacement fund Karl proposed 2 options: one for \$25,000 and the other for \$50,000 and asked the board to look over the proposal and select the growth factor they are most comfortable with.

VII Director's Report

Staffing – Karl said that we have 3 part time employees trained and working shifts which will reduce overtime. The employment testing process is being revised which should help move people forward and find better fits. Karl said he is having discussions with Port Townsend PD about doing our background checks.

MEDNET – The meeting was cancelled by them. Gordon Pomeroy said he will help facilitate the next meeting and is hopeful that in due course they will come around to some kind of agreement.

Karl said the first regionalization meeting took place but only he and Steve Romberg showed up. They worked quickly through the items and sent out emails to members with the language they are proposing, deliverables, and timeline for those deliverables. He is hopeful that he will have something for the Board at the next meeting.

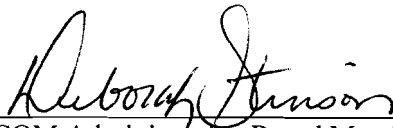
Tech Committee – the Emergen issue is resolved and should go away, along with Port Townsend PD's RMS. They are still working on PSNet and trying to identify someone from the County to work on RMS. Karl said that an update to New World will go out next week which should resolve some important issues.

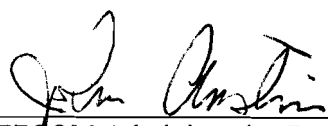
Karl said that he will be gone at APCO International from Saturday-Thursday. Sunny Fortino and Donna Stamper are in charge of operations and Kathy Young is in charge of administration. He said the week he returns he will take a day off to attend a campout for JeffCom and PenCom employees at the Dungeness Recreation Area.

EAP – Karl said that after a particularly stressful call to dispatch he researched options to assist employees and said he would like to purchase an EAP program. The cost is approx \$1,000 per year, but he said that is good insurance for their mental well-being.

- VIII Executive Session** – none needed.
- IX Suggestions for future agenda** – none.
- X Good of the Order**
No comments were made.
- XI Public Comments regarding New Business only**
No public comments were made.
- XII Adjourn**
Deborah Stinson adjourned the meeting at 11:22 a.m.

Next meeting: Thursday, September 26, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
September 26, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
John Austin, County Commissioner
Robert Pontius, Fire Comm. Assn
Tony Hernandez, Jefferson County Sheriff
Brad Martin, Chief PLFR

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Conner Daily, PTPD
Larry Karp, FD #2
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Gordon Pomeroy, Chief JCFC #1

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate
Patrick Nicholson, Fire Chief's Assn
Mike Stringer, Sheriff's Dept/Alternate
David Timmons, City Manager/Alternate

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, August 15, 2013
Voucher Summaries, August/September 2013

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:40 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

- A Public Comments:** None were made
B Board Response: None

IV Consent Agenda

- A Approval of Minutes – July 25, 2013**
B Approval of Vouchers – August 2013

John Austin made a motion to approve the Consent Agenda; Brad Martin seconded and the motion was unanimously approved.

V Unfinished Business

A License Agreement with the County

Karl Hatton said that we are waiting on the County to finish their final review of the license agreement. After much discussion over the terms and conditions of this license agreement **Robert Pontius made a motion to have JeffCom pay the rent at the 2012 rate and include a letter that we would like to negotiate the remaining amount; Brad Martin seconded and the motion was unanimously approved.** It was agreed that this would not obligate JeffCom to the terms of the current offer. Karl said that we have budgeted money to pay something in 2013 and he would like to pay now and not carry the debit into 2014. It was decided that Deborah Stinson would act as negotiator for the lease and she will work with Karl to have something for the next board meeting. Karl asked the board to send him a list of their concerns and he will get them to Deborah.

B Coyle Rd Tower Agreement

Karl said the agreement is still in the county's hands and we are waiting for them to respond back. He said the discussion points are: value, location, structural components and equipment room storage.

C Warrant Entry Clerk

Karl said that the agreement that he and the Sheriff worked out is in Philip Morley's office for legal review. Philip had stated that he would like to work on clarifying some of the language in the agreement and Karl said he is hoping to have something for the next board meeting.

D JNET (NOANET) Proposal

Deborah Stinson said that they are still working on individual MOUs with agencies and not holding people to signing up. After discussion, Karl agreed at looking into creating an RFP to all providers so we know what services are provided and at what cost.

VI New Business - NONE

VII Director's Report

MedNet – Karl said that we are still waiting to have a meeting with them. Gordon Pomeroy said he would approach the hospital about that.

Staffing – we have 3 trainees and are in the process of hiring new people to start in mid-October. With the increased overtime, Karl said that he has brought in 2 deputies to work part-time and he himself worked 3 shifts last month to save money in overtime.

Karl said he went to the national conference last month and took some project management classes. Next month he will attend the State 911 Fall Forum and A/C meeting.

PenCom and JeffCom had their picnic and campout and Karl said it went well and he has plans for another one.

Regionalization Study - at last week's regionalization meeting the final wording has been developed for an RFP and sent to the State with the hope for them to have an RFP out by the first of the year. Karl said he has asked for 4 options, but they may provide more. He said that each proposed action will have costs and a breakeven analysis with the hope to have costs nailed down before the next budget cycle.

Union negotiations - still ongoing.

Mobile issues are getting close to being resolved. October 1 is the date that emergin, lenx and power rms will be turned off.

Port Townsend Tower landscaping has been damaged and vandalized but our insurance company has taken care of the claim to a neighbor who had water damage from the broken water lines.

House Bill 1971 deals with issues about the county's ability to collect taxes for pre-paid wireless and the need for them to put language in their ordinance in order to collect the money.

The State 911 Policy Committee has pushed the Next Generation 911 policy to the Attorney General's office for approval which will enable us to collect money for upgrading to NG911. Karl said we will need to purchase a new phone system which runs about \$200-250K of which the state only pays a portion.

Budget Discussion – Karl explained the Call for Service fee chart and said he was able to trim about \$40,000 from the budget but we are still looking at a 14% increase for 2014. This scenario includes a zero cost and no capital. Karl highlighted some of the increases and areas where he was able to realize savings. He said his expectation is to move money into capital if the funds exceed expectations. The question was raised about rounding up the call for service fee to an even \$28.00 and generally agreed upon. After further discussion, **Tony Hernandez made a motion to approve the budget as submitted by the JeffCom Director; John Austin seconded and the motion was unanimously approved.**

VIII Executive Session – none needed.

IX Suggestions for future agenda – none.

X Good of the Order

Brad Martin said that Patrick Nicholson is at New World looking at the RMS system and will come back with a report so the fire chiefs can make a final determination about what they will use for RMS. Due to a conflict for the fire members the October meeting will be changed to the 31st and Kathy Young will notify the paper.

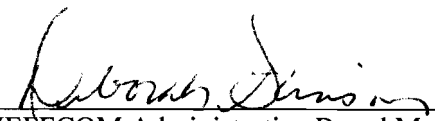
XI Public Comments regarding New Business only

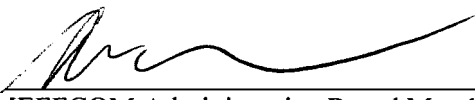
No public comments were made.

XII Adjourn

Deborah Stinson adjourned the meeting at 11:30 a.m.

Next meeting: Thursday, October 31, 2013 at Port Ludlow FD #3 at 8:30 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
October 31, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Robert Pontius, Fire Comm. Assn
Tony Hernandez, Jefferson County Sheriff
Philip Morley, County Administrator/Alternate
Patrick Nicholson, Fire Chief's Assn

Other Attendees:

Conner Daily, PTPD
Larry Karp, FD #2
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Gordon Pomeroy, Chief JCFD #1
Brad Martin, Chief PLFR

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
David Timmons, City Manager/Alternate
John Austin, County Commissioner
Ron Garrison, Fire Comm. Assn/Alternate

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, September 26, 2013
Voucher Summary - October 2013

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:40 a.m.

II Changes to the Agenda

Requests were made to add the topics of Vouchers and also New World Visit to New Business.

III Comments from the Public

- A Public Comments:** None were made
- B Board Response:** None

IV Consent Agenda

- A Approval of Minutes – September 26, 2013**
- B Approval of Vouchers – October 2013**

Philip Morley made a motion to approve the minutes; Patrick Nicholson seconded and the motion was unanimously approved. Discussion regarding the vouchers was moved to New Business.

V Unfinished Business

A Lease Agreement

Karl Hatton said that at the Board's direction, the lease owed for October 1, 2012 to October 1, 2013 has been paid. Discussion regarding the remaining amount is still under negotiation and he will be meeting with Philip Morley to work out the final figures.

B Coyle Rd Tower Agreement

Karl said that he and Philip have a meeting scheduled for next week to finalize the agreement.

C Warrant Entry Clerk

Karl said that the agreement is about 99% complete and they should have it done by next week.

D NOANET

RFP

Karl said that work is underway on the RFP and he is having discussions with PenCom and Chic Stout to determine what internet services will be needed.

E Regionalization MOU

Karl said that 6 contractors have bid on the Regionalization Study and the successful contractor will be picked and expected to begin work immediately. He said that by January they expect to have a baseline study finished with the next part of the contract to begin. Karl said that everyone will be contacted for information and he will help coordinate that.

F Mednet

No progress to report.

VI New Business

A Vouchers

Discussion took place about developing a process to review the vouchers, such as bringing them to the meetings, or explore conducting informal audits by a chairperson. After further discussion **Deborah Stinson made a motion to have Karl Hatton develop a policy for voucher review and approval and bring it to the next board meeting. Tony Hernandez seconded the motion and it was unanimously approved.** It was decided that vouchers for October and November, and a signoff form, will be brought to the December board meeting.

B New World Visit – Patrick Nicholson

Patrick Nicholson reported on his visit to New World and the progress that was made toward records management software issues. He said that after sitting down with them and going over comparisons it came down to security lockout issues and Karl has assisted him with a portal to get some changes made. Patrick said he is happy to report that the software will now do the job and he is making a recommendation to the fire association to drop Emergency Reporting. He said that in early December a New World trainer will go around to each station to train their personnel.

VII Director's Report

Public Meetings – Karl said that he received legal review regarding public meetings and said that there is no reason to hold a special meeting for budget approval because we do not directly collect public taxes. He said that the County collects our 1/10% which eliminates our legal requirement to hold public budget meetings.

PowerPoint Presentation - During the Fall Forum Karl said he attended training by Dr. De Hicks who taught on how to work with your board, what the function of a board is, and how a board should work together and develop a vision. Based on that, Karl gave a power point presentation and said that for the 30 hours or so a year that we spend at these meetings the Board is deciding what JeffCom will become. He said that 911 centers are becoming the core of emergency services, becoming regional hubs and these centers have to keep up with the rapidly changing technology. He said that communication is the key to making good decisions, and creating a vision for JeffCom is essential. Karl said it is important to recognize which hat you are wearing when you are talking at the table. He suggested that the group draft rules of engagement so conflicts can be resolved appropriately. Karl said that in conclusion your involvement in the board drives the hub that impacts this county and every player in public service, and you are in charge of that. During discussion Robert Pontius said that since 2002 the board has had the public in mind and have worked well together and look out for Jefferson County. Deborah Stinson said she likes hearing the trend analysis and would like to see how that fits into JeffCom and asked that "Vision" be added to the December agenda.

November meeting – it was agreed that the November meeting would be cancelled.

BOCC public meeting – Karl said that the State has been moving on collecting tax on prepaid phones and an ordinance will be before the BOCC on Nov. 12th.

Staffing and union negotiations – Karl said that training is progressing well and one trainee will be on console in December and another in January. He said that due to shortages he was called into work when no one else was available. Karl said that negotiations are ongoing and he has 2 meetings scheduled next month.

New World – the upgrade was pushed out with success.

Testing Active 911 – Karl said that he will keep playing with that.

Phone replacement – The State has finally released funds for purchasing phones. Karl said that we had a phone crash at all four consoles for about 10 minutes but the calls were successfully transferred to PenCom. He said that we may be able to piggyback on an RFP through Island County for the Viper system. Karl said he is currently costing it out and having discussions with PenCom regarding shared services.

MOU with DOC – Karl said that we have an MOU with the Department of Corrections in order for them to have access to law enforcement radio in emergency situations. They have agreed to pay us \$2,000 per year.

EMD Course – Karl said that in December he will be training a class of 10-12 people for about 4 days at a location to be determined.

VIII Executive Session – none needed.


IX Suggestions for future agenda

X Good of the Order

XI Public Comments regarding New Business only
No public comments were made.

XII Adjourn
Deborah Stinson adjourned the meeting at 10:40 a.m.

Next meeting: Thursday, December 19, 2013 at Port Ludlow FD #3 at 8:30 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

NO MEETING HELD

NOVEMBER, 2013

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
December 19, 2013

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Robert Pontius, Fire Comm. Assn
Tony Hernandez, Jefferson County Sheriff
John Austin, County Commissioner
Gordon Pomeroy, Chief JCFD #1

Other Attendees:

Conner Daily, PTPD
Philip Morley, County Administrator/Alternate
Larry Karp, FD #2
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Angela Bennink, NOANET
Bill Graham, Jefferson PUD

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
David Timmons, City Manager/Alternate
Patrick Nicholson, Fire Chief's Assn
Ron Garrison, Fire Comm. Assn/Alternate

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, October 31, 2013
Voucher Summary – October & November 2013

I Call to Order

Chairman Deborah Stinson called the meeting to order at 8:40 a.m.

II Changes to the Agenda

No changes were made.

III Comments from the Public

A Public Comments: Angela Bennink was thanked for providing donuts.

B Board Response: None

IV Consent Agenda

A Approval of Minutes – A typo was pointed out on page 2 and changed from RPF to RFP. With that change, **Gordon Pomeroy made a motion to approve the minutes; John Austin seconded and the motion was unanimously approved.**

B Approval of Vouchers – October & November 2013

Approval of the vouchers was moved to the end of the meeting to give the Board an opportunity to review the invoices.

V Unfinished Business

A Voucher Approval

Karl Hatton provided an internal policy for review outlining the voucher workflow and audit process which, going forward, will serve as our internal policy for handling payments. It was met with general approval and then agreed that voucher approvals will now be moved to the end of the meetings to give the Board an opportunity to review the documents during the meeting.

B Lease Agreement

Karl said that conversations are still ongoing. Philip Morley said that he has a meeting set for January 10 with Robert Pontius and Anne Sears.

C Coyle Rd Tower Agreement

Karl said that he is waiting for the EMS Council to respond to the question of ownership, since paperwork indicates that the tower was built out of a grant to EMS making them the original owners. He said that correspondence shows that it had been generally agreed that JeffCom would eventually have ownership and it appears that we are close to an agreement. Karl said that, for the record, he will document the ownership history and issues encountered.

D Warrant Entry Clerk

Karl said we have a signed agreement with the County for the warrant entry clerk and is pleased to announce that Jennifer Dyste is our new employee. Karl said that he is working with the city to negotiate the handling of their warrants.

E NOANET

Karl said that Chic Stout did up a basic RFP outlining our needs for internet services from a provider and it has been sent to Jamestown and Wave seeking cost proposals.

F Regionalization MOU

Karl said that the State has gone with ADCOMM and the MOU has been finalized. He said that after the first of the year they will contact us for information. The regionalization group will meet again after ADCOMM provides back some information.

G MedNet

Karl said that while no reply has been received from the hospital administrator regarding a meeting they had agreed to the work being done by Chris Palmer for radio and antenna work. Karl said that we have sent them a bill for \$1,700, which is half the amount of Greentree's invoice.

VI New Business

A Vision for JeffCom

Discussion took place about the vision statement for JeffCom and whether it would be better to have a vision statement in place before the regionalization study is done, or afterwards. It was generally agreed that a statement should be kept short and from there a mini-needs assessment meeting held. Tony Hernandez asked Karl to send out a reminder a few weeks before that meeting so everyone could put on their "thinking-hats."

VII Director's Report – Karl reported on the following:

He thanked Philip Morley and the Commissioners for giving him time to present information at a BOCC meeting regarding the ordinance to collect taxes on pre-paid phones.

Staffing: one trainee has been released to full duty and another one is set for January. One of the new hires has been let go because it was not the right fit for that employee. More interviews will take place after the first of the year.

PT Tower: The City of Port Townsend has volunteered to maintain the landscaping at the Port Townsend Tower which will save JeffCom a few thousand each year.

Interoperability: Seven local counties are working together toward purchasing and sharing radio and phone infrastructure. A master proposal has gone out to Intrado and CentryLink to price out the Viper system hub & remotes. Because of the proactive approach by this committee, the state office may buy this outright saving JeffCom the problem of funding issues. The hope is to have a new phone system in place by next year.

MOU with DOC: An MOU has been signed between JeffCom and the Department of Corrections to enable their personnel to have access to our system.

Union Negotiations are taking place and now Karl needs people to be on a subcommittee since the Board will have the final say in this matter. Tony Hernandez and Deborah Stinson volunteered to be on the subcommittee.

Karl said that he attended Crisis Intervention Training in Port Townsend and said it was well attended and good to talk about joint responses and getting our system updated.

It was agreed that the board meeting for January 2014 will be changed to January 30th.

Karl said that now that we have taken on the warrant entry clerk that we should look at purchasing the New World warrant module in order to enter protection orders into the system. The cost for this is \$16,000, or less by deducting training, and \$2,200 for SSMA. Discussion took place about whether this would be considered part of the base service provided, or should law purchase it. An agreement was reached and then **Gordon Pomeroy made a motion for JeffCom to purchase the New World warrant module as funding becomes available; Robert Pontius seconded and the motion was unanimously approved.**

Karl said that he will be attending NIMS training in January which is part of the process for the level 3 team response management. He said there will be two weeks of training.

Voucher Approval

John Austin made a motion to approve the vouchers; Robert Pontius seconded and the motion was unanimously approved. It was decided that voucher approvals will be moved to the end of each meeting to give the Board time to review them.

VIII Executive Session – none needed.

IX Suggestions for future agenda

X Good of the Order

Gordon Pomeroy said that Patrick Nicholson had asked him to pass along the information that Fire will go live on January 1, 2014. New World had been out for two weeks of training and he said the system does what they want it to do provided they ask the right questions and get the proper permissions from JeffCom.

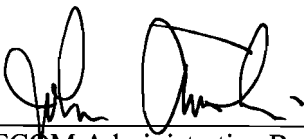
XI Public Comments regarding New Business only


No public comments were made.

XII Adjourn

Deborah Stinson adjourned the meeting at 10:30 a.m.

Next meeting: Thursday, January 30, 2014 at Port Ludlow FD #3 at 8:30 a.m.



JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member