

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
January 30, 2014

Members/Alternate Members Seated:

Robert Pontius, Fire Comm. Assn/Alternate
Tony Hernandez, Jefferson County Sheriff
John Austin, Jefferson County Commissioner
Conner Daily, PTPD
Brad Martin, FD #3

Other Attendees:

Philip Morley, County Administrator/Alternate
Larry Karp, FD #2
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Angela Bennink, NOANET

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
Gordon Pomeroy, Chief JCFD #1
Deborah Stinson, JeffCom Board Chair, City of PT
David Timmons, City Manager/Alternate
Patrick Nicholson, Fire Chief's Assn
Ron Garrison, Fire Comm. Assn

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, December 2013
Voucher Summary – December 2013 & January 2014

I Call to Order

~~John Austin~~ called the meeting to order at 8:40 a.m.
Robert Pontius

II Changes to the Agenda

No changes were made.

III Comments from the Public

- A Public Comments:** None made.
B Board Response: N/A

IV Approval of Minutes

John Austin made a motion to approve the December 2013 minutes; Conner Daily seconded, and the motion was unanimously approved.

V Unfinished Business

A NOANET

Angela Bennink brought information about the anchor institutes for Tiers 1, 2, and 3 and handed out materials regarding location access points. She answered many questions about location sites and the status of some of the locations. Karl Hatton explained that JeffCom has requested bids from Wave and Jamestown and it appears that Jamestown can provide 100MB for \$500/mo on a 5-year contract, which is about half the amount that Wave proposed. He also said that there is a consortium of counties that are looking at purchasing the Viper phone system, which will eliminate the obsolete Legacy system. Their hope is for the State office to pay for the entire system, including our connectivity with the internet. Karl said that after a decision is made he will run it through legal and then make the decision.

B Lease Agreement

Karl said that meetings are still ongoing but his hope is to put this to rest next month.

C Coyle Road Tower Agreement

Karl said he will be attending the EMS board meeting on February 13th in order to give them the current problem and see if they can research their files for recourse. If anything, he hopes to get out of this a signed paper from them agreeing they will transfer the tower to us with language that if they don't own the tower then there is no fault to them. He is also in discussion with Bryon Gunnerson who said that AT&T is interested again in the tower location.

D Regionalization MOU

Not a lot to report. We are expecting phone calls from ADCOMM to set up some initial data points from JeffCom and Pencom.

E MedNet

The hospital has been billed with no response, so they will be billed again.

F Vision for JeffCom

This topic is held over for next month.

VI New Business – there was no new business

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

Staffing: two trainees have been released to full duty and another one quit when he self recognized that he wasn't meeting the training requirements. After interviews, 5 people are qualified with the 2 top candidates moving on to background checks and hiring.

Phone system: the new phones could be installed as early as 3 months from now. We will get a PBX out of it and move off the County phone system.

Union Negotiations: Karl said he had meetings with Tony Hernandez and Deborah Stinson. The staff has added a whole slew of things they want so he added up the costs and sent it back to them and now they will send in a proposal for that. More meetings are scheduled.

NIMS: Karl attended training and gained a bigger picture of how the teams work. He also learned about mapping layers and is working with Chic Stout to add a few new layers with the hope of printing maps that can be used in the field.

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.

Budget Report: we did really well with our budget for 2013 and will be looking to build up our budget for this year.

IT: we are reaching a tipping point with IT staff where either we need to add more staff or reduce the demands to our current IT. After discussion, it was agreed that we used to have 2 full time people and should again, especially given the increased demands. Karl said he is building spreadsheets which will show the costs to add staff and where it will be absorbed into the budget. Tony Hernandez gave a reminder that we were going to memorialize what JeffCom was going to provide and not provide to the users and then bill what is not provided when JeffCom does the work.

VIII Voucher Approval

Robert Pontius made a motion to approve the vouchers; Conner Daily seconded and the motion was unanimously approved.

IX Executive Session – none needed.

X Suggestions for future agenda

XI Good of the Order

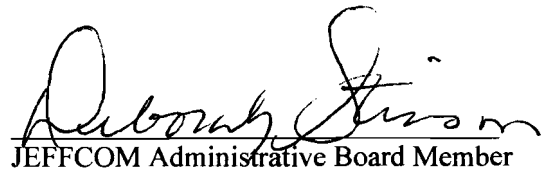
XII Public Comments regarding New Business only
No public comments were made.

XIII Adjourn
The meeting adjourned at 9:40 a.m.

Next meeting: Thursday, February 27, 2014 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 27, 2014

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Tony Hernandez, Jefferson County Sheriff
John Austin, Jefferson County Commissioner
Ron Garrison, Fire Comm. Assn

Other Attendees:

Robert Pontius, Fire Comm. Assn/Alternate
Conner Daily, PTPD
Larry Karp, FD #2
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
Philip Morley, County Administrator/Alternate
Gordon Pomeroy, Chief JCFD #1
David Timmons, City Manager/Alternate
Patrick Nicholson, Fire Chief's Assn

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, January 2014
Voucher Summary – January/February 2014

I Call to Order

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: None made.

B Board Response: N/A

IV Approval of Minutes

The following correction was made to the January minutes: Robert Pontius called the meeting to order, not John Austin. **With that change, John Austin made a motion to approve the January 2014 minutes; Ron Garrison seconded, and the motion was unanimously approved.**

V Unfinished Business

A Lease Agreement

Karl said that the final changes are being made by the attorney and county and he should have an agreement ready for the next board meeting.

B Coyle Road Tower Agreement

Karl said he went to the NW Regional EMS meeting and their intent is to sign the tower over to us and their attorney is drafting the paperwork for signatures. He said the county too will release interest in the tower so we can continue the process. Karl said that AT&T has put in an application to the county to build a tower on Coyle but due to unforeseen problems that may not happen. Byron Gunnerson is working on moving their interest to our tower with the hope that we may benefit from a new 200 ft tower and

have our equipment moved to the top of that tower. For now, Karl said that he is working on getting the final agreements together for signature.

C Regionalization MOU

Karl said that the contractor we hired had significant issues and our project has been on their back burner, so the State stepped in to put pressure on them. It appears that in April they will do site visits and in May/June they could have their report put together and presented to us so we can make a decision.

D MedNet

The hospital responded to our second invoice with a letter stating that they have no intention of paying for the work done to mednet. Karl said that he has a meeting set up next week and would like some of the Fire Chiefs to attend to explain the importance of mednet.

E Vision for JeffCom

It was determined that Karl should send out an email to the board members asking for their suggestions for a vision statement and then Karl should assemble them and bring back next month for discussion.

VI New Business

A Election of Officers

After discussion, **John Austin made a motion that we continue with Deborah Stinson as the Chair; Tony Hernandez seconded and the motion was approved.** Following that, **John Austin made a motion to nominate Tony Hernandez as Vice-Chair; Deborah Stinson seconded, and the motion was approved.**

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

Annual Report: JeffCom's 2013 Annual Report was handed out. It was well received and suggestions were made to expand pictures to all staff, divide out district numbers, and use it to promote JeffCom at festivals.

Staffing: Karl said that we are now fully staffed, and one of the new employees has previous dispatcher experience, and is doing so well that she could be released to full duty by April 1.

BIAS Conference: Karl said that he and Kathy Young attended the annual BIAS software conference in Spokane last week. Kathy won a year of free hosted solution, and Karl said he won ½ off next year's conference.

Spring Forum: Karl said he, Sunny Fortino and Sara Gearhart will be attending the Spring 911 Forum at Camp Murray during the 3rd week in March.

Phone Solution: Karl will be attending a meeting next week in Skagit County. The group is looking for a bid from Intrado/CenturyLink and then ask the State to pay for the entire amount. JeffCom is tentatively selected as a HUB and our phone system may be replaced with a Viper.

Union Negotiations: a tentative new shop steward was in attendance at the meeting yesterday. There is an agreement up to the salary portion of it and they have been asked to submit a proposal of wages. Karl said he has been sharing the budget and costs associated with salaries and is pushing for a 3 year contract.

National Telecommunicator Week – April 13-19: Karl said we are doing our own in-house celebration and would like to board to come up with a proclamation or acknowledgement. After discussion **Tony Hernandez made a motion to authorize \$50 toward telecommunicator week; John Austin seconded and the motion was unanimously approved.**

VIII Voucher Approval

Ron Garrison made a motion to approve the vouchers; John Austin seconded and the motion was unanimously approved.

IX Executive Session – none needed.

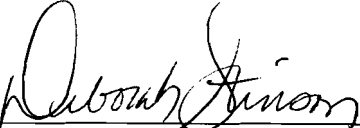
X Suggestions for future agenda

XI Good of the Order

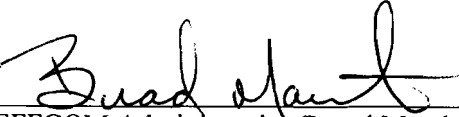
XII Public Comments regarding New Business only
No public comments were made.

XIII Adjourn
The meeting adjourned at 9:40 a.m.

Next meeting: Thursday, March 27, 2014 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 27, 2014

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
John Austin, County Commissioner
Ron Garrison, Fire Comm. Assn
Brad Martin, Fire Chief's Assoc

Other Attendees:

Conner Daily, Port Townsend Police /Alternate
Robert Pontius, Fire Comm. Assn/Alternate
Gordon Pomeroy, JCFD #1
Robert Moser, JCFD #2
Karl Hatton, JeffCom Director
Sunny Fortino, JeffCom

Members/Alternate Members Absent:

Tony Hernandez, Jefferson County Sheriff
Mike Stringer, Sheriff's Dept/Alternate

Handouts

Regular & Consent Agendas
JeffCom Admin Board Minutes, February 2014
Voucher Summaries, February 2014

- I. **Call to order**
 - a. Chairman Deborah Stinson called the meeting to order at 8:35 a.m.

- II. **Changes to the agenda**
 - a. No changes

- III. **Comments from the public**
 - a. Public comment
 - i. Robert Pontius extended a thank you to staff for a job well done.
 - b. Board response
 - i. None

- IV. **Approval of Minutes – February 2014**
 - a. **Brad Martin made a motion to approve the February 2014 minutes; John Austin seconded and the motion was unanimously approved.**

- V. **Unfinished business**
 - a. Lease agreement with the County
 - i. Philip is working on a meeting with the fire chiefs; the agreement is basically finished. Language in the contract requires “sign one sign all” to all be signed within 45 days of each other. Karl is to bring a draft to the next commissioner’s mtg.
 1. Pontius asked who would be signing the agreement-Karl advised he is the one who will be signing the agreement.
 2. Pomeroy is not in favor of signing the leases and giving away the power.
 3. Stinson stated that the language was added in an effort to be transparent.
 4. Martin said there has been no movement on negotiating a lease

agreement and County Administration has intimate knowledge of exactly what Jeffcom can afford to pay, which is what they are now saying the fees will be. The fees are well above industry standard. Austin disagrees that there is a conflict of interest because the County budget and Jeffcom budget are public record.

5. Karl stated there is a capitalization fund that an agreed upon amount of money will be placed there and kept separate for building maintenance. We can attempt to remove the tenured language.
6. Martin doesn't believe there has been negotiations, it has been forced upon jeffcom.
7. Stinson advised that we need to compare the rent to another fully hardened space to what the county is attempting to charge jeffcom.
8. Pontius commented that he had spoken with Philip and Philip stated he is willing to talk to the Jeffcom board before the money is spent so the board knows where the money is going. Philip stated he was willing to speed up the process on the tower.

b. Coyle Road tower agreement

- i. Language is nearly finalized, can't sign it until we are prepared to sign all the agreements. The form of it needs to be finalized with the contract language and all others will be modeled after this agreement.
- ii. There was a misunderstanding that it would be turned over to a private entity at some point. They had to do a rewrite to eliminate that language.
- iii. If AT&T improves the tower we will have better radio coverage for both fire and law.
- iv. Pontius doesn't think the county should get on the tower for free, they should have to pay just like they do with other towers. To use the coyle tower as *payment* to get onto the tower for free is not equitable. The sign one sign all is holding Jeffcom hostage to agree to give away the tower space.
- v. Moe stated that county roads is on that tower and inquired if they are paying a fee. Karl advised that the county has the right to charge us for the ground, and the access, if we charge them to use the tower. It is currently a net-zero arrangement for this specific tower. Trying to net-zero the whole arrangement. If changes are made the cost could increase.
- vi. Pontius believes all the radio towers belong to Jeffcom. Karl stated that it is probably true but there is no documentation and that's why these agreements are important to get completed now.
- vii. We should support HAM radio.
- viii. Pomeroy inquiring if the Hadlock tower is FEMA. It appears that FEMA helped pay for the tower and that the tower belongs to the County/EOC.

c. Regionalization MOU

- i. Adcomm engineering has provided documents to Pencom and Jeffcom

to complete to get the study started. It will begin the next phase of the study.

d. Mednet

- i. Jeffcom needs to manage Mednet, maintaining equipment on towers but it will need to be accounted for on next year's budget. Greentree will include the Mednet radios in the maintenance contract.
 1. Pontius inquired if the fire districts use Mednet for the benefit of the patient, can they bill the patient for the service.
 - a. Pomeroy stated it would be difficult to do that, it is a mandatory WAC required method of communication for the fire department. It is for medical communications, the cost has always been on the fire departments to maintain the radio.
 - b. True cost is manageable but will be added to the budget.
 - c. Moe stated that law enforcement has access to Mednet.

e. Vision for JeffCom

- i. Pomeroy and Stinson sent input for the vision of Jeffcom.
- ii. Since Hernandez is not present this topic needs to be tabled per Stinson.
- iii. Stinson asked if there is something by statute that says what the mission should be.
- iv. Pontius liked the mission statement.

VI. New business

- a. Admin meeting time change
 - i. Karl made a suggestion to start the meeting at 0900 instead of 0830. **Brad Martin moved it and Deborah Stinson seconded it and the motion was unanimously approved.** Beginning in April 2014.
- b. Morgan hill tower
 - i. We have assets on Morgan Hill now that we have Mednet on that tower. Greentree did radio tower coverage areas based on location of moving Mednet. There are both cost changes and coverage changes associated with moving Mednet to a different location. There is insurance on the site right now, it is about \$100 year.
 1. Moving it to Maynard Hill \$3500
 2. Moving it to Reservoir will be \$8500
 3. In addition to \$300-400 for licensing for either site
 - ii. Pontius thinks we should retain the tower in case we need it in the future to cut down on costs and expenses later.

VII. Director's report

- a. 911 outage in the county
 - i. Centurylink transferred 911 to Pencom, it went smoothly. It was repaired in approximately one hour. It was caused by a fiberlink in the Hadlock area, not related to Jeffcom's equipment.
 1. Request from Stinson to advise Hamlin that the Nixel message can be easily misunderstood by the general public who doesn't understand the system.
- b. Saturday April 5th, New World conference in Florida—Chic and Karl will be attending.

- i. Kathy handling office and supervisor's handling operations.
 - c. Telecommunicators week
 - i. Send something out to the fire departments
 - d. New phone system
 - i. Has attended a product presentation with Combix recently but the system is not supported throughout the state, will not be pursuing that company.
 - ii. Viper, will be looking more into this system
 - 1. Can have the system in the center or possibly lease it
 - a. Makes more sense to lease it than to own it.
 - b. It will be a little more cost to Jeffcom to lease it, but could be "a wash" by the end of the contract.
 - c. The viper is an upgrade as opposed to purchasing a brand new system.
 - e. Union negotiations
 - i. The group met on March 25th to put together a proposal to discuss on April 9th.
 - 1. Stinson and Hernandez are authorized to assist Karl with the negotiations.
 - f. New world
 - i. Fire training travel expenses are not prepaid, the training was free but the travel expenses have to be paid by Jeffcom.
 - 1. Martin has spoken with NWS that they would provide the training and remind their executives of the conversation that they would provide additional training.
 - a. Proposed to not pay the bill until that conversation can be had.
 - g. BIAS
 - i. Kathy won a drawing for a free year of *hosting solution* it is one less server and system that Chic has to manage and it is working well. If we choose to keep it is will be about \$1200-1400 per year.
 - ii. Cost analysis being done on outsourcing email, trying to negotiate the price. Can't do it this year due to budget.
 - h. TERT
 - i. Received the first request for deployment to Oso, WA; it was stood down.
 - 1. There could still be a call out within the next few days.

VIII. Approval of vouchers—March 2014

- a. **John Austin moved to approve the March 2014 vouchers; Ron Garrison seconded and the motion was unanimously approved.**

IX. Executive session

- a. none

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

- a.

XI. Good of the order

- a. none


XII. Public comments regarding new business only

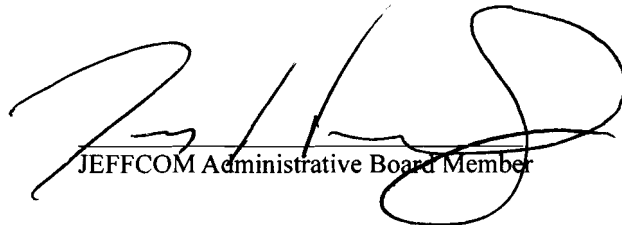
- a. Moe commented that the dispatcher's did a great job on a residential fire and during the 911 outage recently.

XIII. Adjourn

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

Next meeting: Thursday, April 24, 2014 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
April 24, 2014

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Tony Hernandez, Jefferson County Sheriff
John Austin, Jefferson County Commissioner
Ron Garrison, Fire Comm. Assn
Brad Martin, Fire Chief, FD #3

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
Philip Morley, County Administrator/Alternate
Gordon Pomeroy, Chief JCFD #1
David Timmons, City Manager/Alternate
Patrick Nicholson, Fire Chief's Assn

Other Attendees:

Robert Pontius, Fire Comm. Assn/Alternate
Philip Morley, County Administrator/Alternate
Gordon Pomeroy, Chief, EJFR
Larry Karp, Chief, FD #2
Mike Evans, PTPD
Ken Przygocki, Citizen
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, March 2014
Voucher Summary – March/April 2014

I Call to Order

Deborah Stinson called the meeting to order at 9:03 a.m.

II Changes to the Agenda

The following changes were made to the agenda:

- New Business: Agreement between East Jefferson and JeffCom regarding property license.
- Unfinished Business: table Vision for JeffCom until next meeting.
- Consent Agenda: move items B, C, and D to Unfinished Business for further discussion.

III Comments from the Public

- A Public Comments:** None made.
- B Board Response:** N/A

IV Approval of Minutes

John Austin made a motion to approve the March 27, 2014 minutes; Ron Garrison seconded, and the motion was unanimously approved. Deborah Stinson extended a thank you to Sunny Fortino for her work on providing minutes for the March meeting.

V Unfinished Business

A Lease Agreement

A final draft was sent out and Karl pointed out the minor changes to this agreement and attachments. His hope is to get the agreement amended and out for signatures within the next 2 months and reminded the board that this is part of the “sign one, sign all” agreements. One of the changes he mentioned was extending the exit period from 6 months to 1 year since it would take JeffCom at least a year to find a new location. There was general agreement that the fees are too high but after a year of negotiations they have not changed, and JeffCom continues to pay the attorney for revisions. Also discussed at length was language regarding the capitalization and the appearance that

potential additional expenses to JeffCom could be assessed if major repairs or improvements are necessary. It was voiced that the intent was never to charge JeffCom additional money and so it was agreed that the language will be modified to make it clear that only the amount of capitalization set aside by the county will be used toward repairs and JeffCom would not be expected to pay more than that. Karl said he would have the changes made and a new agreement sent out for review.

B Coyle Road Tower Agreement

Provided were two agreements for Coyle Tower: 1) Coyle Road Real Property Licenses; and, 2) Coyle Road and Building Sublicense. Karl said that the lease agreement allows us use of the property that the tower sits on and deeds the tower to us and the right to put stuff on it. The sublease agreement allows us to add subleasees to the tower and inside the building. The fees for both agreements will offset each other and \$1.00 will be given to the County for the tower. Public Works will continue to occupy the tower at no cost. Karl said that this will finally give us something in writing regarding Coyle tower ownership and use and this will provide a baseline going forward. These two agreements are part of the “sign one, sign all” package. A general agreement of approval was reached on these two items providing that minor language changes are made and sent out for final review.

C Regionalization MOU

Karl met with Adcomm and Steve Romberg from Pencom regarding the Regionalization study. The month of May has been set aside for meetings to take place with Adcomm and user groups and JeffCom staff for an opportunity for question and answers about regionalization. Discussion took place about who to include in which groups and potential meeting times. Karl will work on making the final arrangements.

D Vision for JeffCom

“Reliable, immediate, courteous access to emergency services” was offered by John Austin as a suggested vision statement. Deborah Stinson suggested adding to that “efficient” which modified the statement to: ***“Reliable, immediate, courteous and efficient access to emergency services”*** and this was well received by the Board. Karl said that he will send out an email to all stakeholders asking if they have input before a final decision is made next month.

VI New Business

A Meeting Date Change

Karl said that the June board meeting date will conflict with his required attendance at the APCO Summer Forum and suggested that the meeting be moved to the week before, or cancelled for the month. It was agreed to wait until the May meeting to make that decision.

B Lease Agreement between EJFR and JeffCom regarding property license.

Karl said this agreement will give us the right to the lease the land that our tower at station #16 sits on and also give us sublease rights for a fee of \$1,000 per year. Karl said that he will send it out to everyone for review.

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

911 Outage: There was a statewide outage of 911 on April 10th from midnight until 6:30 a.m. The SCC is doing an investigation of CenturyLink and Intrado and this topic will also be addressed at the State Advisory Committee in May. CenturyLink did not appear to call anyone about the outage and are blaming Intrado, their 3rd party vendor. It took 7 days for CenturyLink to provide the total number of centers that failed and the 4,500 numbers that did not go through. JeffCom missed 7 calls and after verifying it appears that no emergencies that were missed.

New World Conference: Karl said that he and Chic attended the New World Conference in Florida and they picked up some good information and training. Version 10 appears to be a good upgrade and now that a server has been freed up we will go ahead with the upgrade.

National Telecommunicator Week: Karl thanked everyone for their participation, for providing goodies and stopping by JeffCom to chat with the staff.

Phone Purchase Request to State Office: a viper phone proposal has been submitted to the State Office for CenturyLink and Intrado. Karl is hopeful that the State will give us money on top of our contract to pay for new phones.

Union Negotiations: Karl said discussions are ongoing.

Northwest Administrators Audit: Karl said that Northwest Administrators did an audit of our benefits and found that our submissions jived with their records which he attributes to Kathy doing a good job.

JNet: a technician stopped by our office yesterday and said that broadband could be installed as soon as Monday.

VPN Solution: Karl said that Chic has rolled out a branch office VPN solution and it appears to be working very well. He will help the fire offices with their connection.

Public Meeting Postings: Karl said it was brought to his attention that public meeting agendas need to be posted to our webpage within 24 hours of a meeting. He said we will comply.

Verizon Changes at PT Tower: The changes that Verizon made to the tower ended up requiring them to pay for an engineering study. As a result of the changes we will be charging them more for rent. Karl said he appreciates the good work that Bryon Gunnerson and Brett Reall do for JeffCom.

VIII Voucher Approval

Ron Garrison made a motion to approve the vouchers; Brad Martin seconded and the motion was unanimously approved. During discussion it was agreed that JeffCom will provide First Federal bank statements from now on since debit card purchases are made on that account.

IX Executive Session – none needed.

X Suggestions for future agenda

XI Good of the Order

Bob Pontius thanked EJFR on their excellent and quick response on a recent call regarding a man who went over the cliff with his lawnmower.

XII Public Comments regarding New Business only

No public comments were made.

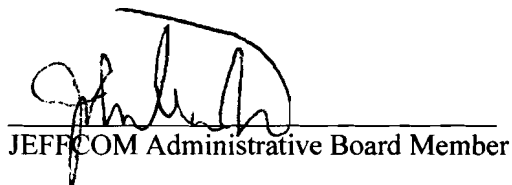
XIII Adjourn

The meeting adjourned at 11:12 a.m.

Next meeting: Thursday, May 22, 2014 at Port Ludlow FD #3 at 9:00 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
May 22, 2014

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Tony Hernandez, Jefferson County Sheriff
Robert Pontius, Fire Comm. Assn/Alternate
John Austin, Jefferson County Commissioner
Brad Martin, Fire Chief, FD #3

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, PTPD
Larry Karp, Chief, FD #2
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
Gordon Pomeroy, Chief JCFD #1
Ron Garrison, Fire Comm. Assn
David Timmons, City Manager/Alternate
Patrick Nicholson, Fire Chief's Assn

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, April 2014
Voucher Summary – April/May 2014
License Agreement for the JeffCom Space at 81 Elkins Rd
Coyle Road Real Property License Agreement
Coyle Road Tower and Building Sublicense Agreement
License Agreement between EJFR and JeffCom for the use of the Station 16

I Call to Order

Deborah Stinson called the meeting to order at 9:00 a.m.

II Changes to the Agenda

The following additions were made to the agenda under New Business:
Appointment of new Fire Chief representative
Director's compensation

III Comments from the Public

A Public Comments: None made.
B Board Response: N/A

IV Approval of Minutes

Brad Martin made a motion to approve the April 24, 2014 minutes; John Austin seconded, and the motion was unanimously approved.

V Unfinished Business

A Lease Agreement for JeffCom Space

Karl said that concerns had been raised about the wording of language regarding capital costs and after those language fixes all have agreed it's an executable document. Karl said that he had the signature line changed to his name rather than Deborah Stinson to be consistent with the other agreements. **John Austin made a motion to authorize the JeffCom Director to sign the Lease Agreement, Deborah Stinson seconded and the motion was approved by a 4-1 vote (Fire Chief's voted no).**

B Coyle Road Real Property License

The minor requested changes have been made to the document and Karl said that this agreement will sign ownership and assets over to JeffCom. The terms of the agreement state that JeffCom agrees to pay a fee for the ground and the County agrees to pay to be on the tower, with a 3% increase each year for both parties. Because the fee to the County and JeffCom are equal amounts this will cancel out the amount owed to each party. **Brad Martin made a motion to approve the Real Property License Agreement, Tony Hernandez seconded and the motion was unanimously approved.** Robert Pontius asked if JeffCom would be responsible for demolition costs if the tower were to be abandoned. Philip Morley said that if that were to happen JeffCom could approach the County to see if they want to keep that tower.

C Coyle Road Tower and Building Sublicense

This agreement gives JeffCom permission to the County to be on Coyle Rd tower and specifies the requirements, heights, and also allows JeffCom to sublicense the tower and building space. **John Austin made a motion to approve Coyle Road Tower and Building Sublicense, Deborah Stinson seconded and the motion was unanimously approved.**

D Port Townsend Real Property License

Karl said that Bryan Gunnerson and Brett Reall researched all paperwork related to the property at Station 16 and found that it would be in JeffCom's best interest to pay an annual fee to make the property license legal. Doing this would be similar to our Department of Natural Resource fees for property maintenance and clear access to the sites and buildings. This agreement will make it clear that we have a long term lease on the dirt, parking space, access to the building, and can sublicense on the tower. All previous found documents have been attached to the lease agreement. Bryan deemed \$1,000 a year as a fair market value. **John Austin made a motion to authorize the Executive Director to sign the lease agreement, Tony Hernandez seconded and the motion was unanimously approved.** During discussion Robert Pontius said he remembers the meetings that took place when the tower was being purchased and recalls that we were being granted easement rights and said that paying \$1,000 a year would be more like a good will gesture.

E Regionalization MOU

Karl said that ADCOMM has met with all stakeholders who requested a meeting but ADCOMM is still working in Clallam County. By the end of June we will have their baseline study and he is hopeful that a regionalization project manager will be funded by the State 911 office.

F Vision for JeffCom

Karl said that he received good comments about the proposed vision statement. **Deborah Stinson made a motion to approve the vision statement: "Reliable, immediate, courteous, and efficient access to emergency services" and Tony Hernandez seconded. The motion was unanimously approved.**

G June Board Meeting

After New Business was concluded it was determined that the June board meeting could be cancelled.

VI New Business

A Appointment of New Fire Representative

Brad Martin said that Chief Patrick Nicholson has stepped down from the Board and the Fire Chiefs have appointed him as the new representative, with Fire Chief Larry Karp serving as the alternate.

B Director's Compensation

Deborah Stinson said that Karl has been with JeffCom for over a year now and said it is appropriate to look at his salary. After discussion it was determined that a small subcommittee would be formed to review salary surveys and comparisons and how it relates to the budget. It was also suggested that a review process be created. Deborah Stinson and Tony Hernandez volunteered to be on the subcommittee.

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

911 Outage: There was a meeting of the State 911 Advisory Committee where representatives from the phone company were present. The outage ended up affecting 5 states in various degrees from minor to complete outages. Karl explained some of the technical reasons which caused the outage.

DNR: DNR has requested use of the law frequency and with Tony's approval Karl sent them a boilerplate MOU agreement. After signatures are gathered they will program their radios. Because this has such a small impact there will be no fee charged to them.

Union Negotiations: The Union has submitted a proposal and the subcommittee is working on this and will meet next week. Karl asked the board members what their preference was as far as involvement in the approval process and they responded that when it gets down to final they would like to have an Executive Session to review the contract and budget impact.

Aegis Version 10: will be rolled out next week.

911 Hang-ups: The intent is to change how 911 hang ups are handled. The policy draft has been submitted to law enforcement agencies and has been reviewed at the user-group level as well. Karl said we cannot hold these calls, or ignore them, because the liability is too great so they must be documented and then law can decide how to handle them.

New Call Types: several new call types have been added for law and we will start using that for statistical purposes. If fire is interested in adding more call types a user group meeting will be scheduled.

DOR: The Department of Revenue has updated the Agreement for State Administration of County Enhanced 911 Excise Taxes to include recent legislative changes, including changes related to tax on prepaid wireless services. This will go before the BOCC on June 2nd for signature.

State 911 Contract: The application for FY15 has been submitted to the State. The Attorney General has determined that the contract must be signed by June 30th in order for counties to be eligible for reimbursements in July. Karl said it is imperative that JeffCom put this before the County Commissioners in June.

June Schedule: Karl will be attending the Summer APCO conference in Kennewick the week of June 24th but will be available by phone. Kathy will be available except for the week of June 16th, but the supervisors will be available.

VIII Voucher Approval

Brad Martin made a motion to approve the vouchers; Robert Pontius seconded and the motion was unanimously approved.

IX Executive Session – none needed.

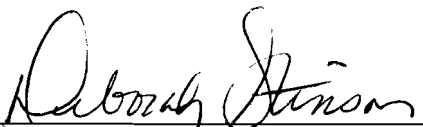
X Suggestions for future agenda

XI Good of the Order

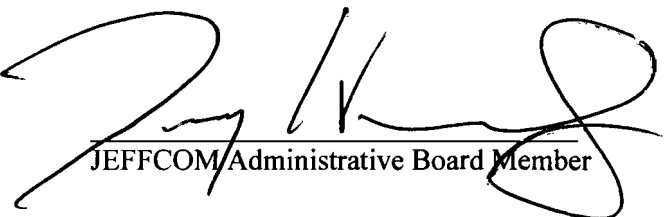
XII Public Comments regarding New Business only
No public comments were made.

XIII Adjourn
The meeting adjourned at 10:20 a.m.

Next meeting: Thursday, July 24, 2014 at Port Ludlow FD #3 at 9:00 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

THERE WAS NOT A BOARD MEETING ON

_____ June 26, 2014 _____

It was cancelled by mutual consent of the Board.

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
July 24, 2014

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Tony Hernandez, Jefferson County Sheriff
Robert Pontius, Fire Comm. Assn/Alternate
John Austin, Jefferson County Commissioner
Brad Martin, Fire Chief, FD #3

Members/Alternate Members Absent:

Mike Stringer, Sheriff's Dept/Alternate
Gordon Pomeroy, Chief JCFD #1
David Timmons, City Manager/Alternate

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, PTPD
Ron Garrison, Fire Comm. Assn
Larry Karp, Fire Chief FD#2/Alternate
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Dan Toepper, Citizen

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, May 22, 2014
Voucher Summary – May-July 2014

I Call to Order

Deborah Stinson called the meeting to order at 9:07 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

A Public Comments: None made.

B Board Response: N/A

IV Approval of Minutes

Brad Martin made a motion to approve the May 22, 2014 minutes; John Austin seconded, and the motion was unanimously approved.

V Unfinished Business

A Port Hadlock Tower Agreement

Karl said that he received proposed language from the County and has turned it over to our legal consultant for review.

B Regionalization MOU

ADCOMM has supplied a draft of the base-line study. Karl said that he and Steve Romberg went over it in detail and submitted a series of corrections to the State Office. Because ADCOMM has not lived up to the terms of the contract the State Office is considering action against them, including possibly going out to RFP again.

VI New Business – there was no new business

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

WSP: The Washington State Patrol has requested access to law TAC frequencies to use during events. Karl has drafted the standard MOU and will be sending it them for review.

DNR: The Department of Natural Resources has signed the MOU to allow them access to our primary law enforcement frequency.

Union Negotiations: The Union went to vote on their recent proposal and the vote failed 6-8. Karl said that he is not aware yet of what the sticking points are but will work out a schedule to meet with the union again.

IT: Karl said he wants to thank everyone for their patience over the past few weeks in Chic Stout's absence and said that they were able to handle most IT issues as they came up.

Wildfire: Because of the State's largest wildfire in eastern Washington Karl said they are preparing for a possible TERT deployment.

State 911 Grant: Karl said he is waiting for the State 911 Office to send us our grant contract for the period of July 2014-June 2015. Their office is working on prioritizing 911 needs but are also running out of available money for this year. We hope to have something from them in the next few weeks.

BOCC: Karl extended thanks to the County Commissioners for approving the Department of Revenue agreement between the County and the State so we can continue to collect phone tax revenue.

State 911 Contract: The application for FY15 has been submitted to the State. The Attorney General has determined that the contract must be signed by June 30th in order for counties to be eligible for reimbursements in July. Karl said it is imperative that JeffCom put this before the County Commissioners in June.

Summer APCO: Karl said that he has been elected to serve on the Executive Board for the Washington State Chapter of APCO as the Westside Member at Large. This commitment mainly involves monthly phone conferences and additional work at meetings and conferences that he already attends.

National APCO: Karl will be attending the National APCO Conference in New Orleans the week of August 4th. The supervisors will be in charge of operations and Kathy in charge of administration.

Version 10: our server has been undergoing some changes and reconfiguration to prepare for version 10 but this is still at the top of our priority list.

RFP for Phones: Legal has reviewed the RFP process and has advised Karl that he can purchase off of Lincoln County's RFP without having to go through the process ourselves. This means that we are much closer to a green light on upgrading our phone system.

Credit Cards: Karl said that we have secured 2 credit cards through First Federal and will use them instead of the debit cards.

VIII Voucher Approval

Robert Pontius made a motion to approve the vouchers; John Austin seconded and the motion was unanimously approved.

IX Executive Session

An Executive Session was held per RCW 42.30.110 to review the performance of a public employee. The session began at 9:50 a.m. and lasted for approximately 20 minutes. No decisions were made based on the executive session.

X Suggestions for future agenda

XI Good of the Order

Brad Martin said the user group meeting met as a combined group with law and fire and the session went very well and is very functional and beneficial. He reminded everyone of the Port Ludlow Festival and some of the activities planned. Also mentioned was the All County Picnic at H.J. Carroll park on August 17th regarding emergency preparedness.

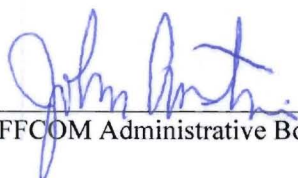
XII Public Comments regarding New Business only

No public comments were made.

XIII Adjourn

The meeting adjourned at 10:30 a.m.

Next meeting: Thursday, August 28, 2014 at Port Ludlow FD #3 at 9:00 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
August 28, 2014

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Joe Nole, Jefferson County Sheriff Office
John Austin, Jefferson County Commissioner
Brad Martin, Fire Chief, FD #3
Ron Garrison, Fire Comm. Assn

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, PTPD
Robert Pontius, Fire Comm. Assn/Alternate
Gordon Pomeroy, Chief JCFD #1
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Dan Toepper, Citizen
Wendy Davis, Citizen

Members/Alternate Members Absent:

David Timmons, City Manager/Alternate

Handouts

Regular & Consent Agenda
JeffCom Admin Board Minutes, July 24, 2014
Voucher Summary – August 2014
2015 Budget Spreadsheet & CFS History

I Call to Order

Deborah Stinson called the meeting to order at 9:00 a.m.

II Changes to the Agenda

Karl requested that State 911 Contract-FY15 be added to New Business. **John Austin made a motion to approve the amended agenda; Brad Martin seconded and the motion was unanimously approved.**

III Comments from the Public

A Public Comments: None made.
B Board Response: N/A

IV Approval of Minutes

John Austin made a motion to approve the July 24, 2014 minutes; Ron Garrison seconded, and the motion was unanimously approved.

V Unfinished Business

A Port Hadlock Tower Agreement

Karl said that there are still significant concerns about the Hadlock agreement with one of the issues being over the equipment room. He said there needs to be language about where equipment goes and whether we can keep space in room A117 if we leave our lease. The other point that needs clarifying is language stating that JeffCom cannot deed space and/or power to the County at Station 16 because that will need to be done by EJFR.

B Regionalization MOU

ADCOMM has supplied us with a draft of the base-line study but this was delivered way behind schedule and is a poor product that has been cut and pasted together. Karl is waiting for a response from the State on what action they will take but they have not been responsive due to their need to staff the EOC because of the wildfires.

VI New Business

A Interlocal Agreement Lincoln County phone contract

Karl said that this Interlocal Agreement with Lincoln County is non-binding but will allow us to purchase the VIPER phone system on their RFP. The agreement has been approved by legal. **Brad Martin made a motion to approve the Interlocal Agreement with Lincoln County; John Austin seconded and the motion was unanimously approved.**

B State 911 Contract – FY15

Karl said that our application for the State contract has been finalized. With this contract we will receive a significant increase for reimbursement including \$180,000 for the phone system purchase and an additional \$10,000 overall increase. The State has revised the need to cap individual line items to allow us greater flexibility of spending as long as it is on WAC eligible items. The requirements for attendance by the Director at conferences and advisory committee meetings still apply. **John Austin made a motion to approve the State 911 FY15 Contract; Ron Garrison seconded and the motion was unanimously approved.** Karl said he will get the contract on the BOCC calendar ASAP.

C Budget Discussion

Karl gave a presentation of the preliminary 2015 JeffCom budget. Overall, he said things are looking very good for 2014, with revenue being up and expenditures lower than expected. Gain in revenue was seen in back pay on pre-paid wireless which amounted to nearly \$40,000, and also higher than projected sales tax revenue. Karl said he would like to publicly thank Kathy Young and Chic Stout for keeping purchases down and buying intelligently and thank dispatchers for keeping the overtime down.

For 2015 potential capital improvement purchases Karl listed the following items for consideration:

- 1) Teal Lake redesign of antenna components for \$8,500 which will lower our tower rent thereby paying for itself in 4 years.
- 2) Radio upgrades of \$5,000 for LERN to address coverage issues at Cape George and other beach locations.
- 3) TAC channels in dispatch to monitor and record: \$11,000. Ability to transmit would cost much more.
- 4) Radio console upgrades would be roughly \$40,000.
- 5) New World Systems PO module \$18,000
- 6) Exchange online \$30,000
- 7) Console furniture, unknown costs but the State will reimburse \$10,000 per console.
- 8) Regionalization costs – unknown.

For 2015 Karl is proposing keeping the user fees the same, but overall CFS revenue will increase about \$8,000 due to higher call volumes. Brad Martin suggested Karl send out

a chart showing projections of fee increases in increments of twenty-five cents, up to a total of \$29.00 so they can come back with a possible self-adjust increase. Brad said that we have significant costs coming and we should look at increasing the capital budget.

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

Phone System Purchase: Now that the ILA has been approved, Karl asked whether he would be able to outright purchase the phone system or will that require further Board approval. **Brad Martin made a motion for Karl to complete the contract by sending it to legal review and only bring it back to the Board if legal recommends changes; Ron Garrison seconded and the motion was unanimously approved.**

Mapping: Karl is working with Pencom on a mapping enterprise solution to help them build a backbone for regionalization. If they are able to contract with the State to pay for a mapping project then it would enable JeffCom to do the work and move our part-time GIS person to full-time. If successful, we may be able to contract with other counties such as Grays Harbor or Mason County.

Union Negotiations: The Union now has a clean version of the contract, which was previously voted down because they couldn't understand it. Karl has offered to meet with the staff to clarify the meaning behind some of the language wording.

National APCO: Karl said that national conference was excellent and no significant issues came up during his absence.

Version 10: New servers and licensing are being installed and should be operational in October. These will support the MVTs at the Sheriff's Office.

Fire RMS: Karl has been working with New World on the possible removal of fire RMS. There are a few options available and he has been waiting on pricing from New World. It will be up to the Chiefs to decide what they want to use for RMS and the Board to decide who will pay for it.

Schedule: Karl will be gone for 2 weeks from September 8-19 but will have his laptop and phone with him. In his absence the supervisors will be in charge of operations and Kathy will handle administrative issues.

VIII Voucher Approval

Deborah Stinson made a motion to approve the vouchers; Ron Garrison seconded and the motion was unanimously approved.

IX Executive Session

An Executive Session was held per RCW 42.30.110 to review the performance of a public employee with a possible decision to be made after the session. The session began at 10:45 and reconvened at 11:10.

After reconvening, **Brad Martin made a motion to increase the JeffCom Director's salary to \$80,000 per year effective September 1, 2014 to bring him up to median comparables and as recognition of performance; and \$100 per month given to the deferred compensation program of his choosing; and 5 additional days of PTO added to his bank. In addition, this motion will modify the original contract and will add an annual opener to review future salary and benefits. Ron Garrison seconded the motion and it was unanimously approved.**

X Suggestions for future agenda

A suggestion was made to add Records Management to the next agenda.

XI Good of the Order

Brad Martin said that PLFR is experiencing a few glitches with their new VOIP system and to email him if you encounter problems calling them.

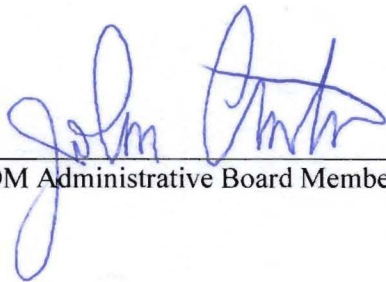
XII Public Comments regarding New Business only

No public comments were made.

XIII Adjourn

The meeting adjourned at 11:30 a.m.

Next meeting: Thursday, September 25, 2014 at Port Ludlow FD #3 at 9:00 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
September 25, 2014

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Joe Nole, Jefferson County Sheriff Office
John Austin, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn/Alternate
Gordon Pomeroy, Chief JCFD #1

Other Attendees:

Philip Morley, County Administrator/Alternate
Conner Daily, PTPD
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

David Timmons, City Manager/Alternate
Ron Garrison, Fire Comm. Assn
Brad Martin, Fire Chief, FD #3

Handouts

Regular Agenda
JeffCom Admin Board Minutes, August 28, 2014
Voucher Summary – September 2014

I Call to Order

Deborah Stinson called the meeting to order at 9:00 a.m.

II Changes to the Agenda

There were no changes to the agenda.

III Comments from the Public

A Public Comments: None made.

B Board Response: N/A

IV Approval of Minutes

John Austin made a motion to approve the August 28, 2014 minutes; Gordon Pomeroy seconded, and the motion was unanimously approved.

V Unfinished Business

A Port Hadlock Tower Agreement

Karl said there are no big updates to report and work is still in progress.

B Regionalization MOU

Karl said that the State has still not responded to his request for updates so he is escalating up the chain of command in an effort to at least attempt to get a timeline out of them. After group discussion the Board requested Deborah Stinson prepare a letter to the State Office. Karl said that we have the power and authority to make decisions regardless of the study, but the study is nice to have as backup. It was agreed that some preliminary decisions could start to be made now.

C 2015 Budget Presentation

After last month's budget presentation Karl sent out spreadsheets and projections so everyone could look at their CFS costs and rates. A discussion took place about the need to fund future capital expenses and whether the rate should be adjusted now in order to set money aside for these upcoming expenses. No decision was made and it was agreed to discuss this further next year.

Karl said that the State IGN connection is going away and will cost us significantly more for the service and connection. Group discussion took place about this; no decision was reached. Karl said he will continue to work on it.

The fire group has indicated their desire to drop New World RMS. Karl said that he may be able to reach a deal with them to trade out software for software but it will be strictly offered as module to module. Discussion took place about ER.com and the potential costs associated with their license, mobile licenses, and GIS training and implementation. It was determined that meetings should be held at the Tech Committee level to reach some answers. **John Austin made a motion for Karl Hatton to task the Technical Committee to work on a solution regarding the fire RMS issue and bring that back to the Board; Gordon Pomeroy seconded and the motion was unanimously approved.**

Gordon Pomeroy made a motion to approve the 2015 Budget as presented by Karl, with side notes and no increase in CFS; John Austin seconded and the motion was unanimously approved. Karl said he will work on getting actual capital costs.

VI New Business

A Records Management (covered during budget discussion)

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

Vacation: Karl said he had an epic vacation and no problems came up during his absence.

Lincoln County ILA: this has been signed by all counties and sent back to Lincoln County.

Intrado: terms of the agreement will be identical with Pencom and will be submitted to the State for approval. The money has already been added to our state contract and Karl said he will bring the final to the Board for review.

VOIP: JIVE gave a demo of their system which will cost at-or-less than what we pay the County. Karl said he has heard good things about it. Philip Morley suggested he check with Frank Gifford to see if we can piggyback off of their bid.

Union Negotiations: Karl said that he and the union representative have reached a tentative agreement, however the group voted the contract down. Karl said that he has sent a letter to the union voicing his frustration regarding poor communication. The next vote will go out in 10-15 days.

Version 10.2: work is being done on getting up to Version 10.2. Sirius will be to upgrading our equipment and provide training. Once that equipment has been installed we will be able to upgrade.

VIII Voucher Approval

Joe Nole made a motion to approve the vouchers; Robert Pontius seconded and the motion was unanimously approved.

IX Suggestions for future agenda

X Good of the Order

John Austin said that flu shots are available. Deborah Stinson said that we need to agree that it is not appropriate to conduct Board business or group discussions through email.

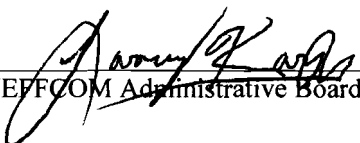
XI Public Comments regarding New Business only

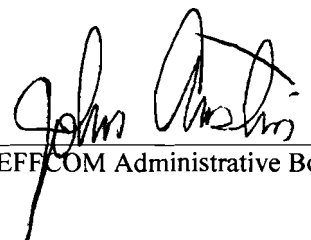
No public comments were made.

XII Adjourn

The meeting adjourned at 10:45 a.m.

Next meeting: Thursday, October 30, 2014 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member