

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
January 22, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
David Sullivan, Jefferson County Commissioner
Joe Nole, Jefferson County Sheriff Office
Larry Karp, Fire Chief, FD #2
Robert Pontius, Fire Comm. Assn/Alternate

Members/Alternate Members Absent:

David Timmons, City Manager/Alternate
Brad Martin, Fire Chief, FD #3

Other Attendees:

Philip Morley, County Administrator/Alternate
Gordon Pomeroy, Chief JCFD #1
Ron Garrison, Fire Comm. Assn
Conner Daily, Chief PTPD
Karl Hatton, JeffCom Director
Kathy Young, JeffCom
Brett Anglin, JCSO
Andy Pernsteiner, JCSO
Holly Hatton

Handouts

Regular Agenda
JeffCom Admin Board Minutes, December 18, 2014
Expenditure Summary – December 2014 & January 2015
New World Software Swap Proposal
State Audit Entrance Letter

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

Deborah Stinson made a motion to approve the December 18, 2014 minutes; Joe Nole seconded, and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Karl said that we expect the final report from ADCOMM in February. They have hired a third party to complete the study due to staff shortages within their company.

B Fire RMS

Fire is moving away from New World RMS to ER.com and Karl provided a handout detailing the offer New World is making for a software trade in the amount of \$56,000. There was discussion about the swap and additional charges for the link to transfer data and project management and travel costs. Karl said this is a good benefit in software and good for field and dispatch and recommends the trade. **Deborah Stinson made a motion to approve the New World software swap and asked Karl to work with legal, get it signed, then sent to New World; Robert Pontius seconded and the motion was unanimously approved.**

C Viper Phone

Karl said the phone equipment has arrived and is being stored in a county facility. JeffCom will have the same project manager as Pencom which will save money by combining setup and training. The new phone system will allow text to 911, if the State goes forward with that; and a new recorder will screen capture what is happening at the moment for training purposes. March 26th is the potential cutover date.

VI New Business

A State Audit

Our first State Audit is underway. Karl said that Deborah attended the entry meeting. After the audit is completed they will issue a preliminary report and then an exit interview will be scheduled. Karl said he will notify the Board of that meeting.

B State 911 Contract Amendment

Karl said we just finished our mid-year review of the state contract and due to lower projections in revenue our contract has been amended by \$20,000. Karl will sign the amendment and Kathy will gather signatures on the authorization form at the end of this meeting.

C 2014 Budget Report

Karl said that he and the auditor went over the numbers for the closed out 2014 budget. Revenue was higher because of a one-time wireless phone payment, and also because Verizon paid to make changes to the tower. Expenditures ran high in professional services due to the ongoing negotiations with the County over lease agreements and rent; and extra additional equipment was needed to support New World 10.2. Deborah suggested that Karl bring a hard copy of the budget and the audit report to review at the next board meeting. It was agreed that extra time will be set aside for that discussion.

VII Director's Report

Karl said he and Kathy will be out of the office February 17-19 attending the BIAS Conference in Spokane.

We are using the test side of New World version 10.2 and projecting to go live in late February.

VIII Approval of Payments – December 2014 & January 2015

Deborah Stinson made a motion to approve the December 2014 and January 2015 payments; Robert Pontius seconded and the motion was unanimously approved.

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


Election of Officers

X Good of the Order

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

XII Adjourn
The meeting adjourned at 10:12 a.m.

Next meeting: Thursday, February 26, 2015 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
February 26, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
David Sullivan, Jefferson County Commissioner
Joe Nole, JCSO/Alternate
Dave Stanko, Sheriff JCSO
Brad Martin, Fire Chief, FD #3
Robert Pontius, Fire Comm. Assn

Other Attendees:

Larry Karp, Fire Chief, FD #2/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Conner Daily, Chief PTPD
Karl Hatton, JeffCom Director
Kathy Young, JeffCom
Ryan Munday, JCSO
William Mounts, P/E Limited

Members/Alternate Members Absent:

David Timmons, City Manager/Alternate
Philip Morley, County Administrator/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, January 22, 2015
Expenditure Summary – February 2015
2014 Final Budget spreadsheet
New World Invoice

I Call to Order

Deborah Stinson called the meeting to order at 9:01 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 January 22, 2015 minutes; Joe Nole seconded, and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Karl said that we expect the final report from ADCOMM next month. They have hired a third party to complete the study due to staff shortages within their company.

B Fire RMS

The contract with New World has been signed and Karl said we are processing the payment and work order. He said the law entities need to decide how to split the costs of this invoice for billing back to them. Karl asked them to send him an email on what percentage of the bill to charge each of them.

C Viper Phone

Karl said that the tech survey and IT prepping went well and the infrastructure is now in place for the March 26th install. Karl said he had training on the database and is building it now. He said that the old and new system running consecutively as a precaution. The first payment has been made and we will receive reimbursement from the State within a month.

D State Audit

Karl said we had the first State Audit of our finances since we have become a stand-alone agency. Our audit went very well and the exit interview was on Friday, March 6th. He said there were no findings and only 4 exit items; several have already been addressed. The Board thanked Kathy Young for her dedication to JeffCom, attention to detail and good records keeping.

VI New Business

A Election of Officers

Discussion took place regarding the election of the Chair and Vice-Chair positions for 2015. **Brad Martin made a motion to retain Deborah Stinson as Chair; Joe Nole seconded and the motion was unanimously approved. Brad Martin made a motion to nominate Dave Stanko as Vice Chair who proxied to Joe Nole as Vice-Chair; Robert Pontius seconded and the motion was unanimously approved.** Brad said he is the primary Fire Chief on the Board and Larry Karp is his alternate.

B 2014 Budget Report

Karl went over the 2014 budget expenditures by line item and discussed the revenue ups and downs and transfer to the capital fund. At the end of the year our budget was down \$11,000.

VII Director's Report

Karl said he and Kathy went to the BIAS Conference in Spokane. It was great training and a good program. Kathy won a \$450 gift certificate for the 2014 Annual Report training. Karl said he will be attending the training to prep our annual report within the next couple of months.

We have signed with JIVE for the VOIP solution for business phones. During this process we uncovered phone lines through CenturyLink that have not been used in years. These lines have been disconnected and we will see long-term savings associated with the change. Our new phone system will get us off the county switchboard which currently costs \$1,000 a quarter and another \$50-\$80 a month for long distance.

The APCO Spring Forum will be held March 16-19. Karl will be attending various meetings for the subcommittee. He has also been invited to the Fire Commissioner's retreat and will be part of the panel discussing text to 911 and video.

Olympic DNR entered into an MOU with us for their fire fighters to use our frequencies. They now have the permission and rules.

New information has come to light that enable us to do polygraphs again. Karl said that in addition to that he is considering hiring a retired detective to do background checks. His intent is to do more than what we have been doing. After discussion, the Board asked Karl to check with WCIA and the attorney to see what concerns they might have.

Karl thanked the Board and user agencies for their understanding and patience over the past couple of weeks during his Aunt's passing and his family's need for his presence.

VIII Approval of Payments – February 2015

Robert Pontius made a motion to approve the February 2015 payments; Deborah Stinson seconded and the motion was unanimously approved.

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

It was agreed that the March board meeting will be cancelled. The next meeting will be held April 23, 2015. Joe Nole and Deborah Stinson will come in to review the March payments before the April meeting.

X Good of the Order

XI Public Comments regarding New Business only

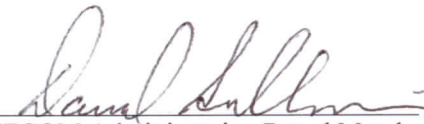
No public comments were made.

XII Adjourn

The meeting adjourned at 10:03 a.m.

Next meeting: Thursday, April 23, 2015 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

THERE WAS NO BOARD MEETING IN

_____March, 2015 _____

It was cancelled by mutual consent of the Board.

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
April 23, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
David Sullivan, Jefferson County Commissioner
Joe Nole, JCSO
Brad Martin, Fire Chief, FD #3

Other Attendees:

Larry Karp, Fire Chief, FD #2/Alternate
Philip Morley, County Administrator/Alternate
Karl Hatton, JeffCom Director
Kathy Young, JeffCom

Members/Alternate Members Absent:

Ron Garrison, Fire Comm. Assn/Alternate
Conner Daily, Chief PTPD/Alternate
Robert Pontius, Fire Comm. Assn
Dave Stanko, Sheriff JCSO

Handouts

Regular Agenda
JeffCom Admin Board Minutes, February 26, 2015
Audit Follow-up Policies
Warrant/Check Registers-March & April
Annual Report

I Call to Order

Deborah Stinson called the meeting to order at 9:02 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

Joe Nole made a motion to approve the February 23, 2015 minutes; David Sullivan seconded, and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Karl said that we are still awaiting the ADCOMM report. He said a meeting was held on March 15th with representatives from Clallam County and Jefferson County to discuss a proposal to appoint him the Regional Director in August 2016 when Steve Romberg retires. Both centers have been working together to purchase like equipment and software to back each other up and prepare for possible regionalization. After discussion it was agreed that after the study is complete a resolution or MOU will be needed to explore shared management. **Brad Martin made a motion for the Board approval and recommendation that Karl Hatton develop a resolution to explore the shared management of Pencom and JeffCom and bring the resolution back to the next board meeting; David Sullivan seconded and the motion was unanimously approved.** During discussion, Philip Morley offered assistance in reviewing the draft document.

B Fire RMS

This item can be closed. Karl said that ER.com was installed and is working. He said there will be training in the future for DSS (decision to support software).

C Viper Phone

Karl said that viper install is well on schedule. Pencom had theirs installed and we are taking notes about problems they have encountered. There will be 40 hours training at Pencom with Karl and our IT attending.

D State Audit

Karl said that Kathy has written up 2 policies to satisfy the State Auditor's suggestion. The bank balance policy will ensure that controls are in place for the transfer of money from the Treasurer's Office and establish a minimum balance. The billing policy will formalize the process of billing our agencies and vendors for tower rentals, CFS, and SSMA. **Brad Martin made a motion to accept the Bank Account Balance Policy as presented to the Board; David Sullivan seconded and the motion was unanimously approved. Brad Martin made a motion to accept the JeffCom Billing Policy as presented to the Board; David Sullivan seconded and the motion was unanimously approved.**

VI New Business

A Administrative Leave

Karl said that he is receiving training to become an instructor at CJTC. The training he receives is reimbursed by the State Grant but after that he will receive compensation from them and needs to use approved leave to show he is off work. He requested that an administrative leave bank be established with a balance of 10-15 days to use as an opportunity for him to go and train. After discussion it was agreed that Karl will bring back an agreement for the Board to consider.

VII Director's Report

WSP Audit- we are celebrating the success of a perfect score in the ACCESS Audit. Jenny Dyste did an outstanding job and is to be congratulated for the excellent work.

VOIP - JIVE phones are installed. The new public number is 360-344-9779 and this number has gone out to the State. For the time being, the old number will continue to be transferred. When the cutover happens in dispatch the bat phone will now be recorded.

Spring Forum - Karl said he attended the forum and subcommittees. They are working on a strategy to report actual expenses to the State Office to build a case for stopping the State from using telephone tax for expenses other than intended. This biennium the State plans a sweep of \$15M from the 911 fund.

Region 9 Mtg - Karl said he sat on a panel discussion at the Region 9 Fire Commissioners meeting on April 11th. They discussed NG911 and strategic planning at the state level. It was well attended with directors from 2 other 911 centers and a state office representative.

BIAS Annual Report Workshop - Karl said the annual report workshop went well and he has submitted our report to the State. He said he feels more comfortable in how we pull data together and that will be helpful in the next audit. By doing the audit ourselves, we saved \$1,200 and with Kathy winning a certificate for the class we saved an additional \$450.

New World Conference - Karl will be attending their national conference May 1-5 and will have some one-on-one time with them to address issues.

Thank You- Karl said thank you to all who supported telecommunicator week.

June Meeting – Karl asked the Board to consider cancelling the June meeting due to scheduling conflicts. He said it was helpful having Deborah Stinson and Joe Nole review the March invoices and we could do that again for the June invoices. It was agreed to talk about this next month.

JeffCom Annual Report – Karl said this report has been sent electronically and posted to the website. This year he broke out call volumes and statistics as requested last year.

VIII Approval of Payments – March & April 2015

Brad Martin made a motion to approve the March and April 2015 payments; Joe Nole seconded and the motion was unanimously approved.

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

X Good of the Order

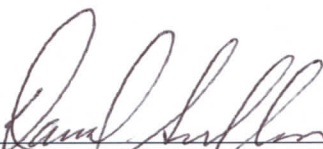
XI Public Comments regarding New Business only

No public comments were made.

XII Adjourn

The meeting adjourned at 11:02 a.m.

Next meeting: Thursday, May 28, 2015 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 28, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
David Sullivan, Jefferson County Commissioner
Joe Nole, Undersheriff, JCSO
Robert Pontius, Fire Comm. Assn
Larry Karp, Fire Chief, FD #2/Alternate

Other Attendees:

Philip Morley, County Administrator/Alternate
Karl Hatton, JeffCom Director
Kathy Young, JeffCom

Members/Alternate Members Absent:

Ron Garrison, Fire Comm. Assn/Alternate
Conner Daily, Chief PTPD/Alternate
Dave Stanko, Sheriff JCSO/Alternate
Brad Martin, Fire Chief, FD #3

Handouts

Regular Agenda
JeffCom Admin Board Minutes, April 23, 2015
ADCOMM Engineering Report
Draft Resolution 2015-001
Addendum to Employment Agreement
Warrant/Check Register – May 2015

I Call to Order

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

II Changes to the Agenda

There were no changes to the agenda. **Robert Pontius made a motion to accept the agenda as presented; David Sullivan 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

David Sullivan made a motion to approve the April, 23, 2015 minutes; Joe Nole seconded, and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Adcomm's Phase I report was provided and Karl said that the Phase II report should be ready in July. This report contains comparisons between JeffCom and Pencom regarding staffing, salaries, operation styles, and call statistics. One difference is that Pencom pays rates to the city for their administrative services, which could result in savings through consolidation. Karl presented draft Resolution 2015-001 to begin the discussions with the City of Port Angeles to explore the feasibility of consolidation or sharing of administrative functions. After discussion and editing **David Sullivan made a motion to approve Resolution 2015-001, pending legal review by our attorney; Joe Nole seconded and the motion was unanimously approved.**

B Viper Phone

Karl said that the viper phone system has been installed and tested and is now complete and he is finishing up the checklist to send to Intrado who will send us the final bill. Deborah thanked Karl for the good work and also sends thanks to Chic Stout for his hand in this.

Karl said that, with Board approval, he would like to give the old equipment, which has virtually no value, to another communication center to use for parts. After discussion **Robert Pontius made a motion to move that the Chair, Deborah Stinson, have the authority to sign Resolution 2015-002 transferring the assets of the old telephone equipment to another state 911 agency for their use; Larry Karp seconded and the motion was unanimously approved.** Deborah suggested that all future surplus items be listed and brought with a resolution for Board approval.

C Administrative Leave

Karl provided an employment contract amendment that would provide him with 15 days administrative leave to use exclusively for training classes at CJTC. There is no monetary value for cash-out and the leave does not carry forward from year to year. After discussion, **Robert Pontius made a motion to approve the amendment to the Director's Employee Agreement as presented, Larry Karp seconded and the motion was unanimously approved.**

VI New Business

A June Meeting

Karl requested that the June meeting either be cancelled or moved due to scheduling conflicts. After discussion, it was mutually agreed to cancel the June meeting. Joe Nole volunteered to review the June payments before the next meeting. Kathy will notify the paper and have the website updated.

VII Director's Report

Tactical Frequencies – Karl said he is meeting with the fire chiefs and our radio technician to coordinate a radio plan to include tactical frequencies in dispatch and plan the best way to achieve this. Chris Palmer will bring costs for them to consider. Karl said that it is important for dispatch to have the ability to hear a mayday call from fire personnel and also to record those channels. Once Karl receives the costs he will put the numbers together for future budget consideration.

New World Conference – The conference in Dallas last month was excellent and Karl said we have a tech team working on a technical design. He is also looking at having our maintenance agreement extended 1 additional year so it expires at the same time as Pencom's in 2017. A future direction to explore includes moving to version 11's cloud-based solution if we combine with Pencom's CAD.

Policy Manual – the first major revision of our policy manual is being sent to WCIA for their review and change suggestions. Changes include: 2 days unpaid leave for religious holidays; the whistle blowing act and legal definition of retaliation. Electronic copies will be sent out for review and brought to the next board meeting for adoption.

Kelsey Smith Act – requires cell carriers to disclose location information to Law Enforcement agencies upon proper request. It also has language that says that Law Enforcement has to follow certain rules prior to them releasing that location information to the requestor. This includes a criminal history check of local database for domestic violence involvement, and a check of the WSP data base for involvement in the witness confidentiality program. Our attorney is recommending a hold harmless agreement between Law Enforcement agencies and JeffCom.

PRR – a public records request was made for the administrative board minutes from 2009 to present. Kathy has scanned the monthly minutes into annual files and those have been posted to JeffCom's website. The requestor has been notified.

Schedule – Karl said he will be on vacation the week of June 15th and then gone the following week for the APCO summer conference in Kennewick. He will be attending various subcommittees that week.

Budget Update – moving into mid-year, Karl said that our projections for sales tax falls \$55,000 short of expectations. He requested that the Treasurer's office provide a simple report to us that shows income, debt payments, and revenue amounts because we have no way of knowing the total amount that they receive on our behalf and we have no way of projecting for the rest of the year. He said the shortfall should be a wash because the State office boosted our payment by about \$20,000. In July he will present a mid-year review and by September the 2016 budget will be ready.

Full Time IT Position – Karl said he would like to begin discussions about IT staffing. The problem is that Chic Stout is the only full time employee and is on call 24x7, getting calls at all hours on his time off. Because it is not prudent to have one employee bear such responsibility Karl feels strongly that we should hire our part-time employee on as full time to assist in IT duties and prepare for potential regionalization. Joe said he supports this because they rely on Chic more than he is available for their New World support. Deborah sends her thanks to Chic for his good work and dedication to JeffCom.

VIII Approval of Payments – May 2015

Larry Karp made a motion to approve the May 2015 payments; Joe Nole seconded and the motion was unanimously approved.

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

X Good of the Order


XI Public Comments regarding New Business only


No public comments were made.

XII Adjourn

The meeting adjourned at 11:15 a.m.

Next meeting: Thursday, July 23, 2015 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

THERE WAS NO BOARD MEETING IN

_____June, 2015 _____

It was cancelled by mutual consent of the Board.

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
July 23, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Brad Martin, Fire Chief, FD #3
David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn

Other Attendees:

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

Members/Alternate Members Absent:

Joe Nole, Undersheriff, JCSO
Philip Morley, County Administrator/Alternate
Dave Stanko, Sheriff JCSO/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, May 28, 2015
Debt Liability Report July 2015
State E911 FY16 Grant Application Summary
Warrant/Check Register – June & July 2015

I Call to Order

In the temporary absence of Deborah Stinson, Robert Pontius called the meeting to order at 9:04 a.m.

II Changes to the Agenda

Karl Hatton requested to have Surplus Equipment Resolutions added under Old Business. Robert Pontius requested to have Dispatch Protocol added under New Business. With those changes, **Brad Martin made a motion to approve the agenda as amended; David Sullivan 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

David Sullivan made a motion to approve the May 28, 2015 minutes; Robert Pontius seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Karl said the Adcomm final report is due to him in a few weeks. A meeting was held in Port Angeles regarding the merger and Karl said that a motion will go to their council on August 4 to explore the idea of merging the two administrations. Karl said he was well received at the Pencom board meeting, which meets every two months. Looking ahead, Karl said he would like to form a small committee to develop an ILA for both counties to consider and asked for input on who should attend meetings and assist in this project.

B Surplus Equipment Resolutions

Resolution 2015-001, authorizing disposal of surplus equipment, has been reviewed by our attorney and, as preauthorized by the board, it is now complete. Karl said that he has a copy available if anyone would like to see it.

VI New Business

A Budget Review

Karl gave a presentation of the 2016 preliminary budget. In reviewing 2015 he said the trend for revenue is lower than anticipated. The Treasurer is holding back more money from the 1/10% in order to even out the distribution for bond payments. Karl said that in 2015 we have been conservative in spending and found some savings in salary due to vacant positions.

Referring to the handout on debt liability, he explained the bond amounts owed and payback timeline. One of the bond payments is currently “interest only” but switches to principle and interest in a few years leaving us with enormous future payments, possibly far more than the 1/10% sales tax will cover. Deborah suggested checking into refinancing the bonds before the interest rates go up. Also discussed was the eventual PERS I payout and liabilities associated with that.

During union negotiations it was agreed that the full time IT Technician would be reclassified to Network Administrator with a new pay scale. Karl presented a proposed pay range for the board’s consideration and asked for input at the next meeting.

The 07/2014 to 06/2015 call for service numbers show a 9.7% increase in call volume over the past year and will be used to calculate CFS charges in 2016. Karl said he is available for discussions with any of the users who would like to go over their data.

The equipment and maintenance needs have been prioritized by Karl and many items that have been pushed off in previous years now have to be dealt with because they are at end-of-life. The UPS needs to be replaced or repaired soon. Karl said he has a meeting scheduled with the county to discuss the impact to them and possible scenarios to consider if we relocate.

The budget will be updated as new information becomes available and budget discussions will continue at the August meeting.

Karl said the State 911 grant application has been submitted and we are waiting for the contract which will need to go before the BOCC for approval. Karl said that there will be a time crunch to return the signed contract back to the State. He asked the board to formally approve the contract under the condition that the final version remains as submitted or is substantially the same. **Brad Martin made a motion to approve the State E911 Grant, barring any substantial changes, then forward it to the BOCC for approval**

and signature. David Sullivan seconded, and the motion was unanimously approved.

B Dispatch Protocol

Robert Pontius said the fire service has requested clarification on dispatch protocols. In the case of a noise complaint, would law be advised? Karl said yes, but it's up to their discretion whether to respond. In the case of a person calling in a brush fire but refusing to give their name, does it get dispatched? Karl said that even if the reporting party wishes to remain anonymous it will be dispatched because it is our policy to always dispatch a situation like this. Karl said he would listen to the call in question and report back to fire services.

VII Director's Report

Tactical Frequencies – Karl said he has been working with the fire chiefs to coordinate a radio plan to include tach frequencies. If our radio goes down in dispatch then we can pick up their radio by going to the simplex system thereby giving us a way to get out to fire in an emergency situation. It is also being tested with law and is a big step in giving us some backup capabilities.

Text to 9-1-1 – will replace TTY and is a national mandate to implement. Pencom and JeffCom have begun the process of accepting text to 9-1-1. Karl said we are mirroring a system used by Kitsap County and found a free web based program to use with our CAD. It can take up to 6 months for carriers to be ready which will give us time to test and create policy and protocols. The goal is to roll out the entire peninsula at the same time. The statewide public service announcement is “call when you can, text when you can’t”.

Employee Handbook – an attorney at WCIA is reviewing the employee handbook and has some minor changes to the draft. After revising, Karl said he will forward it to staff and the board for a last review. This will be added to the agenda for final board approval.

National APCO Conference – Karl will be attending the NENA APCO Conference in Washington DC in August for 1 ½ weeks.

CPR Training – will be held in dispatch on August 25. This will be in-service high density training.

DSS Module – the decision support software will be installed in September, completing this task.

VIII Approval of Payments – June & July 2015

David Sullivan made a motion to approve the June and July 2015 payments; Brad Martin seconded and the motion was unanimously approved.

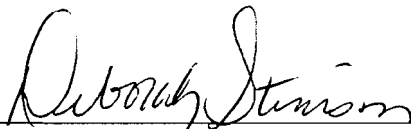
IX Suggestions for next or future agenda, regular meeting and/or executive session


X Good of the Order

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

XII Adjourn
The meeting adjourned at 11:58 a.m.

Next meeting: Thursday, August 27, 2015 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 27, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
Brad Martin, Fire Chief, FD #3
David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn
Joe Nole, Undersheriff, JCSO

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Larry Karp, Fire Chief, FD #2/Alternate
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Michael Evans, PTPD

Members/Alternate Members Absent:

Philip Morley, County Administrator/Alternate
Dave Stanko, Sheriff JCSO/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, July 23, 2015
Employee Handbook Update
Budget Assessment
Warrant/Check Register – August 2015

I Call to Order

Deborah Stinson called the meeting to order at 9:06 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

Joe Nole made a motion to approve the July 23, 2015 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Karl reported that the City of Port Angeles Council unanimously approved the ILA to explore the feasibility of merging the two centers. He thanked Deborah Stinson for her support in attending the council meeting. Going forward, Karl and Steve Romberg will form a small committee to establish agreements between JeffCom and Pencom regarding administrative scope, various functions, and paying of those services.

B Employee Handbook

Karl said that Washington Cities Insurance Association (WCIA) gave us legal review and assistance in updating the Employee Handbook, which is now ready for final approval. **Deborah Stinson made a motion to authorize and approve for distribution the updated Employee Handbook to all JeffCom employees; David Sullivan seconded and the motion was unanimously approved.**

VI New Business

A Budget Review

Karl gave an update to the preliminary 2016 budget with the goal of having the final budget ready for the September board meeting. He said that we are significantly under budget on the expense side and he intends to keep a close eye on that number and with good management should end the year in a positive position. Unless an unusual expense comes up Karl said that he would like to take the 2015 savings and create an unfunded liability line to be held for PERS 1 retirement payout.

Karl presented two scenarios regarding the call for service fees, one at \$28.00 and another at \$27.50. Discussion took place regarding the pros and cons of each. In September he will bring back 2 separate budgets based on each CFS for review.

Due to one of our part-time IT employees accepting a full time job elsewhere, Karl proposed hiring the remaining part-time position to full time effective immediately. Discussion took place about the long-term impact of this for regionalization. In addition, Karl said that he has finalized the salary scale for the new Network Administrator position and, with permission, would like to make this effective immediately. **Robert Pontius made a motion to elevate the remaining part-time IT employee into a full-time position and reclassify Chic Stout to Network Administrator at the pay grade that Karl had recommended; Joe Nole seconded and the motion was unanimously approved.**

VII Director's Report

Text to 9-1-1 – testing will begin with one of our carriers with free software provided and at that point texting will become live. The supervisor is writing a policy on how to handle those pieces. Providers will come on board separately and the intent is to provide a press release at a future date. We will be one of the first 10 counties to actively offer text to 9-1-1.

APCO International Conference – Karl said the conference in DC was amazing. There have been discussions at the Federal level about states stealing 911 money and hopefully something will come of that to stop the practice. While there, Karl said he was involved in the first deployment of TERT to send dispatchers to the badly needed fire areas. He said the response was positive and well received.

UPS – Discussions with the County regarding the UPS went well and Karl said he appreciates their response. He said they were helpful in working out the realities of what to do about the UPS system at our eventual move. Karl had a consultant evaluate our system and the County offered to help pay for that bill. The proposal now is that we will replace it if State reimbursement is available and when we move either sell it to the County or unplug and take it with us.

IGN – currently we are partnered with the County for an IGN connection to State Patrol however there have been 6 points of failure between us and Castle Hill because of copper failure which lasted 12 hours. After further discussion with the State we are finally looking at a VPN direct tunnel solution at nowhere near the \$1,100 they originally quoted.

County Lease – Philip Morley proposed extending the current lease, which is provisioned in the lease agreement, with a CPI increase. Karl recommended renewing it as proposed and will bring the lease agreement to the next meeting.

VIII Approval of Payments – August 2015

Robert Pontius made a motion to approve the August 2015 payments; Deborah Stinson seconded and the motion was unanimously approved.

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

X Good of the Order

XI Public Comments regarding New Business only

No public comments were made.

XII Adjourn

The meeting adjourned at 10:33 a.m.

Next meeting: Thursday, September 24, 2015 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 24, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn
Joe Nole, Undersheriff, JCSO
Larry Karp, Fire Chief, FD #2/Alternate

Other Attendees:

Michael Evans, PTPD
Philip Morley, County Administrator/Alternate
Brian Tracer, EJFR
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Brad Martin, Fire Chief, FD #3

Handouts

Regular Agenda
JeffCom Admin Board Minutes, August 27, 2015
Hadlock License and Use Agreement for JeffCom
Resolution 2015-003, Bank Account Maintenance
JeffCom Donation Fund Policy
Warrant/Check Register – September 2015

I Call to Order

Deborah Stinson called the meeting to order at 9:02 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

Joe Nole made a motion to approve the August 27, 2015 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Karl reported that the small committee will consist of volunteers to fill 4 positions: 1 law and 1 fire for each county. Clallam County has tentatively filled their spots, so he asked for volunteers from Jefferson County. Michael Evans volunteered to represent law and Karl will follow up with fire for the name of their representative. Meetings will be held every few weeks over the course of a few months until a draft contract for administrative services is ready to present to each board.

Adcomm told Karl that the report is done, pending fact checking and data review, and he should have it early next week.

B VPN Solution

Karl said that the State Consolidated Technology Services department has come through with a VPN solution for about \$150 per month that will solve our IGN connection problems.

C 2016 Budget Proposal

Since the last meeting, a few changes have been made to the proposed 2016 budget. Karl said that the new Sheriff would like to revise the Warrant Clerk MOU to reduce the amount they are paying by the amount that Port Townsend Police Dept is paying. With that change, Karl said that the previous offer of \$27.50 per CFS is off the table leaving the 2016 CFS at the current rate of \$28.00. Discussion took place about end of year surplus funds being rolled into capital reserve and creating a new BARS line item for pension reserve. **Deborah Stinson made a motion to approve the revised 2016 Budget; Joe Nole seconded and the motion was unanimously approved.**

VI New Business

A Annual County Lease Renewal

Karl said that the proposed lease agreement has been updated to remove obsolete items, clean up language, and add 3 additional renewal terms. He said that, with the exception of a CPI adjustment factor, the rates will remain the same. The agreement has been reviewed by our legal. **Larry Karp made a motion to approve the Hadlock License and Use Agreement for JeffCom; Deborah Stinson seconded and the motion was unanimously approved.**

B Resolution 2015-003, Maintenance of a Bank Account

The proposed resolution will allow the following changes to the donation fund bank account: remove Janet Silvus; add Karl Hatton as a signer; and update the account with JeffCom's tax ID number. **David Sullivan made a motion to approve Resolution 2015-003, Maintenance of a Bank Account; Robert Pontius seconded and the motion was unanimously approved.**

C New Policy: JeffCom Donation Fund

Karl said the proposed policy articulates the process for internal controls over the donation fund. Philip Morley suggested adding language to clarify that the Director will make final decisions over newly requested items and not necessarily ongoing purchases, such as the restocking of JERC related food items. With that revision, **Deborah Stinson made a motion to approve the JeffCom Donation Fund Policy; Larry Karp seconded and the motion was unanimously approved.**

D Meeting Dates: Oct, Nov, Dec.

Due to schedule conflicts, discussion took place about the meeting dates for the next 3 months. It was mutually agreed that the October and November meetings will be cancelled and the next meeting of the JeffCom Board will be on December 17th. Until then, the vouchers will be looked at by Joe Nole and then brought to the next meeting for approval.

VII Director's Report

DSS – decision support software is in place and data is being input. This will be an excellent tool in tracking and trending crime activity. Once tables are set up it only takes one button to retrieve data. The goal is to eventually have Jefferson and Clallam CAD data available for each other's law agency to access.

Text to 9-1-1 – software has been loaded and 3 of 4 carriers have already approached us. Within the next two weeks there will be a soft turn-on for a few hours at a time. When the system is off, the public will get a message that text to 9-1-1 is not available. A press release will go out after the testing phase.

WCIA – will be on site today for their annual audit, with this year's focus on personnel. No surprises are expected.

T-Comm – Thurston County 911 is taking the lead to request that the legislature consider increasing the cap on the sales use tax up to a maximum of 3%. This first step is to ask the legislature to change the RCW so each county can consider it. Karl urged everyone to speak to their representatives about supporting this request.

VIII Approval of Payments – September 2015

David Sullivan made a motion to approve the September 2015 payments; Joe Nole seconded and the motion was unanimously approved.

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

X Good of the Order

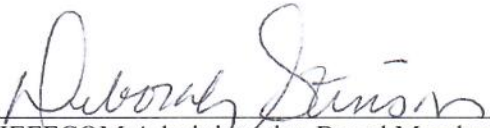
XI Public Comments regarding New Business only

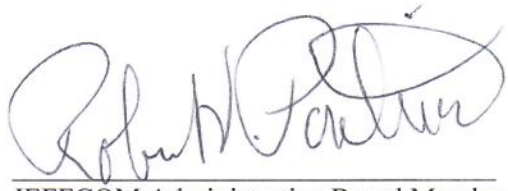
No public comments were made.

XII Adjourn

The meeting adjourned at 10:40 a.m.

Next meeting: Thursday, December 17, 2015 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

THERE WAS NO BOARD MEETING IN

_____October, 2015 _____

It was cancelled by mutual consent of the Board.

JEFFCOM ADMIN BOARD

THERE WAS NO BOARD MEETING IN

_____November, 2015 _____

It was cancelled by mutual consent of the Board.

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
December 17, 2015

Members/Alternate Members Seated:

Deborah Stinson, JeffCom Board Chair, City of PT
David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn
Brad Martin, Fire Chief, FD #3
Joe Nole, Undersheriff, JCSO

Other Attendees:

Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Larry Karp, Fire Chief, FD #2/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, September 24, 2015
Warrant/Check Registers – October & November 2015
2016 Calendar of Proposed Meeting Dates

I Call to Order

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

II Changes to the Agenda

Brad Martin requested that Radio Frequency Coordination be added to New Business. With that change, **Robert Pontius made a motion to approve the amended agenda; David Sullivan 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

Robert Pontius made a motion to approve the September 24, 2015 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study

Karl reported that the committee has forwarded their ideas to the City of Port Angeles Attorney who will draft an ILA for their review. The committee recommendation will be presented to both boards for approval. The merge could happen as early as March 2016. Deborah asked Karl to think about options for personnel positions and bring it back for an executive session.

B VPN Solution

Karl thanked the County for the use of their DSL connection. We now have our own VPN solution directly with the State and will no longer be relying on the County for that connection. Karl sent an email on 12/16/15 to the Sheriff and County IT to request that our service be disconnected effective immediately.

VI New Business

A 2016 Proposed Board Meeting Dates

After review and discussion it was mutually agreed that the meeting dates for 2016 will be: Feb 4, Feb 25, Mar 24, Apr 28, May 26, Jun 16, July 28, Aug 25, Sep 22, Oct 27, Nov(no meeting), Dec 15. Kathy will notify the paper and have the website updated.

B Election of Officers – January 2016

Election will take place at the January meeting. Members are asked to talk to their respective groups and bring back names of those interested in serving on the board.

C Radio Frequency Coordination

Brad said that fire has been working on coordinating frequencies on their radios. There is much committee work and decisions, on many levels, that need to be made so that everyone is consistent across the board. Their initial thought is to have JeffCom be the keeper of the frequencies. Karl said to let him know the meeting details and he will provide people to attend.

VII Director's Report

Text to 9-1-1 – Pencom and JeffCom have successfully tested text to 9-1-1 and are live. An announcement and press release will likely come in January.

Facebook Page – JeffCom has a facebook page which will be used to post weather related things, nixel messages and general items that go out to others. A public education piece “Know your Location” has been posted and viewed by many.

WCIA – The insurer came in to do an audit on HR and had no findings. The Whistle-blower policy has been physically posted, per their request.

State 911 Funds – Karl and Keith Flewelling (Thurston County 911) met with State representatives and a staffer for Senator Hargrove to discuss the sweeping of 911 funds in the hope that we can receive our full appropriation in this biennium. Also discussed was the concept of requesting a lid lift to the 1/10 of 1% sales & use tax.

UPS – Chris Hanson came in to evaluate our system and he recommended replacement. After discussion it was agreed that replacement will be looked into. Karl will gather costs and review the budget surplus to see if this can be accomplished. The county has agreed to share the cost of Chris Hanson's bill.

Collective Bargaining Agreement – With the contract expiring December 2016 negotiations will begin mid-year. Like last year, Karl will negotiate and bring final decisions back to the board.

VIII Approval of Payments – October & November 2015

Joe Nole made a motion to approve the October & November 2015 payments; Robert Pontius seconded and the motion was unanimously approved.

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

X Good of the Order

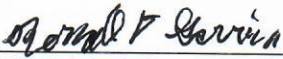
XI Public Comments regarding New Business only

No public comments were made.

XII Adjourn

The meeting adjourned at 10:33 a.m.

Next meeting: Thursday, February 4, 2015 at Port Ludlow FD #3 at 9:00 a.m.



JEFFCOM Administrative Board Member
Member



JEFFCOM Administrative Board