

JEFFCOM ADMIN BOARD

NO MEETING WAS SCHEDULED FOR

JANUARY 2016

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
February 04, 2016

Members/Alternate Members Seated:

Joe Nole, Undersheriff, JCSO
Mike Evans, City of PT/Alternate
Philip Morley, Jefferson County/Alternate
Ron Garrison, Fire Comm. Assn/Alternate
Larry Karp, Fire Chief, FD #2/Alternate

Other Attendees:

Gordon Pomeroy, EJR&R
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

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

Handouts

Regular Agenda
JeffCom Admin Board Minutes, December 17, 2015
Warrant/Check Registers – December 2015 & January 2016
ADCOMM Engineering Report 11/4/2015
Draft Interlocal Agreement between City of Port Angeles & JeffCom

I Call to Order

Acting Chair Joe Nole called the meeting to order at 9:02 a.m.

II Changes to the Agenda

Regionalization, under Old Business #A, was moved to after the Executive Session.

III Comments from the Public

A Public Comments: None made.

B Board Response: N/A

IV Approval of Minutes

Ron Garrison made a motion to approve the December 17, 2015 minutes; Mike Evans seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization Study (moved to after the Executive Session)

B UPS

Karl said he is researching what is required to bid for a new UPS and his hope is to have the old one replaced sometime this summer. The State 911 office may be able to recover eight million dollars from the legislature fund-sweep so there may be an outside chance that they will pay for the UPS, but it still looks unlikely. The new system will cost between \$25-30K.

VI New Business

A Election of Officers

After discussion, **Larry Karp made a motion to elect Joe Nole as Chair, and Deborah Stinson as Vice Chair; Mike Evans seconded and the motion was unanimously approved.**

B 2015 Budget Year Wrap-Up

Karl gave a brief presentation of the 2015 year end budget and stated that we ended the year with \$83,403.81 in surplus funds. Based on discussions at the previous meeting, \$43K was moved into the Capital Fund and \$40K into the Pension Reserve line. After doing some research he said that it now appears that we are only required to payout 25% of sick leave to a PERS I employee, upon retirement, so there is no need to keep that much money in the Pension Reserve line item. After discussion, **Philip Morley made a motion to remove \$30K from the General Fund and put it into the Capital Fund, leaving \$10K in Pension Reserve; Ron Garrison seconded and the motion was unanimously approved.**

VII Director's Report

Text to 9-1-1 – went live on February 1. We have put out a PSA to all of the radio stations in Jefferson and Clallam and sent press releases out to local media outlets, sent a nixle message, posted to our website and facebook page. EOC put it on their website and in their newsletter and distributed it to their neighborhood email list.

Last Mile Networks – submitted a quote for communications equipment which amounts to \$80K. Karl said this is a satellite network backbone in case terrestrial systems fail. The quote has been sent to the Sheriff's Office, Fire Chiefs and DEM. There is some hope that one of our agencies could find grant money to purchase this equipment since JeffCom does not have the money to do it on our own. Karl said he needs to know if there is actual interest, or if he should let this project go for now.

2007 LTGO Bond – Karl said he received information that the 2007 LTGO bond is eligible for refinancing and if interest rates remain low it could save us \$10-12K per year. The original bond was for \$2.5M and secured by the 1/10th of 1% sales tax. We currently pay about \$185K a year on this loan and still owe about \$1.5M. After much discussion, Karl said he will work with County Treasurer Stacie Prada to look into this further.

VIII Approval of Payments – December 2015 & January 2016

Philip Morley made a motion to approve the December & January 2016; Larry Karp seconded and the motion was unanimously approved.

IX Executive Session – per RCW 42.30.140 to review the performance of an employee; and RCW 42.30.110 for planning strategy during collective bargaining.

The Executive Session began with an estimated length from 10:23 to 10:45 a.m. At 10:45 it was extended by 15 minutes. The Executive Session ended at 11:00 a.m.

X Regionalization

Karl gave a brief background on regionalization and the steps that have been taken to bring us to the final draft ILA and Scope of Work that is up for discussion today. He said that both political bodies have accepted the ILA that was worked on in committee and fine-tuned by attorneys on both sides. The ILA will support regionalization, or a model of regionalization, and recommends that Karl have one employer, JeffCom. In order for the City of Port Angeles to hold him accountable it was suggested that a Scope of Work be created to cover his duties while working for Pencom. After discussion and minor changes, to make the intent clearer, **Philip Morley made a motion for the JeffCom Admin Board to authorize the *Interlocal Agreement for Emergency Dispatch Administrative Services between the City of Port Angeles and JeffCom* and execute this agreement as amended today, and if the City has further changes to the ILA then it be brought back to the JeffCom Board on February 25 to review what they have offered, then for us to take final action; Mike Evans seconded and the motion was unanimously approved. Additionally, Philip Morley made a motion that the Chair and Vice Chair as authorized by the Board, work with Karl to amend his employment agreement to acknowledge this ILA, and amend his personnel contract to acknowledge that he is working for both organizations and that his pay be amended to \$110,000 per year and that an amended contract be brought back to the Board for approval; Ron Garrison seconded and the motion was unanimously approved.** The effective date for the salary change will be when the ILA and contract are signed. Regarding the proposal for a vehicle, Joe said he will work with Karl and Deborah to bring a new contract back to the Board.

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

XII Good of the Order

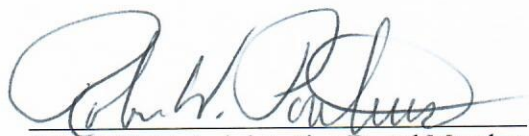
XIII Public Comments regarding New Business only

No public comments were made.

XIV Adjourn

The meeting adjourned at 12:17 p.m.

Next meeting: Thursday, February 25, 2015 at Port Ludlow FD #3 at 9:00 a.m.



JEFFCOM Administrative Board Member



JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

The February 25, 2016, tentatively scheduled
meeting, was cancelled

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
March 24, 2016

Members/Alternate Members Seated:

Deborah Stinson, Vice-Chair, City of PT
David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn
Larry Karp, Fire Chief, FD #2/Alternate

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, EJF&R
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Joe Nole, Chair, JCSO
Mike Evans, City of PT/Alternate
Philip Morley, Jefferson County/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
Brad Martin, Fire Chief, FD #3

Handouts

Regular Agenda
JeffCom Admin Board Minutes, February 4, 2016
Addendum to Karl Hatton employment agreement
Surplus Property Programs Application for Eligibility
Warrant/Check Registers – February 2016 & March 2016

I Call to Order

Vice Chair 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

Larry Karp made a motion to approve the February 2016 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization

Karl said that the Interlocal Agreement between the City of Port Angeles and Jeffcom has been approved by City Council. He said each council member voiced their support and approved the agreement, which went into effect on March 2nd.

Karl said that after talking to Deborah Stinson and Joe Nole he put together a draft employment contract addendum to cover his new wage and vehicle. He said that the compensation we will receive from the City of Port Angeles will more than cover both the vehicle costs and his salary adjustment. After discussion, **Robert Pontius made a**

motion to approve the Director's employment contract addendum as presented; David Sullivan seconded and the motion was unanimously approved.

B UPS

Karl said the UPS system is on hold for now. The current system is still working fine, but needs maintenance/replacement. He is waiting to see whether the next State 911 budget will include funding for a new UPS system.

VI New Business

A Procurement of Vehicle

Karl said he looked at 2 USFS vehicles in Quilcene and is interested in the Jeep Cherokee they are offering at \$5,000 plus processing fees. He would like to use Clallam County for maintenance and general work which would run about \$1,200 per year. The State requires us to complete an application for procurement and needs a signature from the Board. After discussion, **Robert Pontius made a motion to choose the Jeep Cherokee or similar surplus car from the United States Forest Service; David Sullivan seconded and the motion was unanimously approved.**

B Capitalization Policy

Karl attended an annual report workshop in Spokane where it was recommended that we adopt a capitalization policy, to be applied to our current capital equipment fund. Seen as good accounting practice, the industry standard identifies purchases/projects greater than \$5,000. After discussion, it was agreed that Karl will research this and bring a policy back to the Board.

C Telecommunicator Week

Karl said that Telecommunicator Week is April 11-15. This year he is asking for a letter of thanks from the Board to our dispatchers. Internally, he said we will be sending something to Pencom and they will be sending something to JeffCom. He also asked for support and recognition from the user agencies.

VII Director's Report

Text to 9-1-1 – went live on February 1. We have received one text that wouldn't qualify as someone under duress, but it was our first text. Pencom has not received anything yet.

Bond Debts – the County holds our bonds for us and their counsel suggested refinancing. Karl met with the County Treasurer and found out that they will handle the restructure of the bond debt thereby saving JeffCom \$10,000-12,000 per year, or about \$135,000 on the life of the loan.

Annual Report - Our 2015 annual report is finished and has been turned in to the State Auditor's Office.

Operations Supervisor - At the last meeting, there was discussion about Karl's role in JeffCom

during the transition to regionalization and putting an operational person in place at JeffCom during his absence. He said he would like to have Sunny Fortino promoted to provisional lead supervisor. This promotion is at the utter discretion of the director, and will be transitional only until no longer needed. He would like to give her an additional \$1.00 per hour. Still in discussion with the union is removing her from the dispatch rotation and assigning her to day shift. It was suggested by the board that we create a premium-pay code in payroll for the \$1.00 instead of changing the hourly wage. Karl said she will be the go-to person in charge of dispatch operation workflow, will answer to Karl, and will oversee the floor staff and the other supervisor.

Employee Resignation - Karl met with an employee about complaints from a user agency, the meeting quickly devolved and the employee announced her resignation. Karl said he accepted the resignation and put the employee on paid administrative leave and her keycard was collected. If anyone has questions about this, contact Karl.

VIII Approval of Payments – February & March 2016

Robert Pontius made a motion to approve the February 2016 payments; David Sullivan seconded and the motion was unanimously approved. Robert Pontius made a second motion to approve the March 2016 payments; David Sullivan 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 – Bob Pontius thanked everyone for the get-well card.

XI Public Comments regarding New Business only

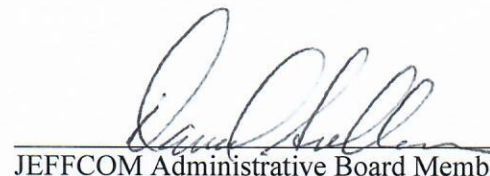
No public comments were made.

XII Adjourn

The meeting adjourned at 10:38 a.m.

Next meeting: Thursday, April 28, 2016 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 26, 2016

Members/Alternate Members Seated:

Joe Nole, Chair, JCSO
David Sullivan, Jefferson County Commissioner
Mike Evans, City of PT/Alternate
Robert Pontius, Fire Comm. Assn
Larry Karp, Fire Chief, FD #2/Alternate

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, EJF&R
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager

Members/Alternate Members Absent:

Deborah Stinson, Vice-Chair, City of PT
Philip Morley, Jefferson County/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
Brad Martin, Fire Chief, FD #3

Handouts

Regular Agenda
JeffCom Admin Board Minutes, March 24, 2016
2015 Jefferson/Clallam County Consolidation Alternatives Analysis and Recommendations Report
Warrant/Check Register – April 2016

I Call to Order

Joe Nole 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

Robert Pontius made a motion to approve the March 24, 2016 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization

Now that he is working half his time at Pencom, Karl said he has been making progress at establishing and working on relationships in Clallam County. He said his first task will be to begin the process of identifying how to separate Pencom away from the City of Port Angeles.

B Capitalization Policy

Karl said that he will meet with the County Auditor to discuss what our responsibilities will be under a capitalization policy in terms of tracking inventory and threshold dollar amounts. He said he will take a boiler plate approach to the policy.

VI New Business

A Regionalization Study Discussion

Karl outlined the 5 alternatives of the ADCOMM report regarding the feasibility of regionalizing JeffCom and Pencom. The first three include: Shared Management and Administration; Increased Interoperability; and, Full Technology Consolidation. The last two alternatives are predicated on establishing a new facility that would house the full operational environment for both counties: Colocation; and, Full Consolidation. A group discussion took place about the alternatives and what the next steps should be. Karl said that if we can support each other, then we are doing what the study set out, and then from there we can look at combining the centers and potentially moving into a purpose built center. He said he would like the Pencom and JeffCom board members to meet and get to know each other, and begin conversations about the future of the centers. It was suggested that Karl bring a resolution back directing him to continue researching and moving forward with regionalization. It was also suggested that Karl put a public information piece out to keep the public informed of our intent to explore regionalization.

VII Director's Report

State 911 Committees – Karl said he is participating in various subcommittees at the State and has the summer forum in June to attend.

Vehicle Purchase – Karl said he has purchased a 2007 Jeep Cherokee but is waiting on plates and transfer paperwork before driving it. He is having Chris Palmer install radios.

CBD Class – Thank you to EJFR for allowing us to host our CBD class at Station 1-1. Nine employees successfully completed training.

Training at Pencom – additional basic training has been provided at Pencom for ALS/BLS, and they now dispatch like we do.

Staffing – we are down 2 staff and currently are accepting and processing applications.

Telecommunicator Week – the staff would like to express thanks to the Board for the letter of support and appreciation during Telecommunicator Week and are pleased that the Board was thinking of them. During that week, Pencom and JeffCom sent gifts to each other, and enjoyed the special attention they received from the user groups.

VIII Approval of Payments – April 2016

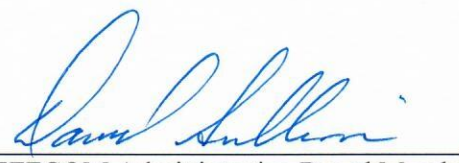
David Sullivan made a motion to approve the April 2016 payments; Robert Pontius seconded and the motion was unanimously approved.

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

Due to schedule conflicts in May, Karl will send out a poll for a new date to consider having the May board meeting.

- X Good of the Order.**
- XI Public Comments regarding New Business only**
No public comments were made.
- XII Adjourn**
The meeting adjourned at 11:12 a.m.

Next meeting: TBD or Thursday, May 26, 2016 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member
JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

The May 26, 2016 board meeting was moved to June 2, 2016 and held at Chimacum Fire Station 11, by mutual consent of the Board.

JeffCom Administrative Board Minutes
At Chimacum Fire Station 1-1
June 02, 2016

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Mike Evans, City of PT/Alternate
Dave Stanko, Sheriff, JCSO/Alternate

Other Attendees:

Ron Garrison, Fire Comm. Assn/Alternate
Gordon Pomeroy, EJJ&R
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Larry Karp, Fire Chief, FD #2/Alternate
Philip Morley, Jefferson County/Alternate
Guests from: Pencom, Sequim PD, Clallam
Fire 3, Port Angeles PD, Clallam Sheriff
Office

Handouts

Regular Agenda
JeffCom Admin Board Minutes, April 28, 2016
Proposed Resolution 2016-001
ILA between JeffCom and City of Port Angeles – Addendum #1
Warrant/Check Register – April 2016

I Call to Order

Joe Nole called the meeting to order at 9:35 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

Larry Karp made a motion to approve the April 28, 2016 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization

Resolution 2016-001 was proposed to the Board with the intent to have Karl move forward toward regionalization. Discussion took place about concerns of moving too fast with regionalization and not wanting to get locked into an outcome without proper study and decision making. Since this resolution closely mirrors the previous regionalization resolution **Brad Martin made a motion to have Karl further refine the resolution and bring it back to the next board meeting; Robert Pontius seconded and the motion was unanimously approved.**

B Capitalization Policy

Karl said that this is still in progress and he is collecting a few more examples of capitalization policies. He said we already do asset tagging and have a robust method of disposal of assets.

VI New Business

A ILA Between JeffCom and City of Port Angeles – Addendum #1

Karl said that proposed ILA Addendum #1 will correct language that may have given the erroneous impression that the Chair acts alone in decision making. Replacement language will read: “Chair, in conjunction with the Board” to show that the Chair acts on behalf of the entire board. **Robert Pontius made a motion to approve the ILA between JeffCom and City of Port Angeles – Addendum #1; Deborah Stinson second and the motion was unanimously approved.**

B FY17 – State 911 Contract

The State 911 contract for FY17 begins July 1 and this contract represents \$333,607.33 in anticipated revenue. Karl said that we are waiting on the State to issue the paperwork to us and requests preapproval so we can move it forward to BOCC as soon as it arrives. **Deborah Stinson made a motion to approve the signing of State 911 FY17 contract; Joe Nole seconded and the motion was unanimously approved.**

VII Director’s Report

Staffing - interviews are complete and 2 applicants are moving forward in background checks.

Cascadia Rising – the event is to be held the week of June 6th. Karl will be in Jefferson County all week, working in the field and office as needed. He will have limited response to emails and phone calls during this event.

The union has approved the lead supervisor position, and Sunny Fortino will be the point of contact when Karl is absent.

The week of June 20th Karl will be in Kennewick at the APCO summer forum.

Union negotiations will begin within the next few weeks.

VIII Approval of Payments – April 2016

David Sullivan made a motion to approve the May 2016 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 10:28 a.m.

Next meeting: July 28, 2016 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
July 28, 2016

Members/Alternate Members Seated:

Joe Nole, JeffCom Admin Chair, JCSO
David Timmons, City of Port Townsend
David Sullivan, Jefferson County Commissioner
Robert Pontius, Fire Comm. Assn
Brad Martin, Fire Chief, FD #3

Members/Alternate Members Absent:

Deborah Stinson, Vice-Chair, City of PT
Mike Evans, City of PT/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate

Other Attendees:

Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Larry Karp, Fire Chief, FD #2/Alternate

Handouts

Regular Agenda
JeffCom Admin Board Minutes, June 2, 2016
Proposed Resolution 2016-001
Capitalization of Assets Policy
Warrant/Check Registers – June & July 2016

I Call to Order

Joe Nole called the meeting to order at 9:05 a.m.

II Changes to the Agenda

Under Old Business, E911 Contract and Donation Fund Bank Account were added.

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 June 2, 2016 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization

Karl said he modified a few sentences of proposed Resolution 2016-001 to make the resolution less limiting. By doing this, it keeps Karl working toward the established goal so the Board knows what direction we are moving toward. He said he will also have the same discussion with the Pencom Board. After discussion, **Brad Martin made a motion to pass Resolution 2016-001 with the changes presented; David Sullivan seconded and the motion was unanimously approved.**

B Capitalization Policy

Karl created a draft capitalization policy to deal with capitalization, tagging of inventory, audit and disposal of property. After discussion, it was suggested that Karl explore how disposal values are established by like industries and add that to the policy and bring back to the next meeting.

C State E911 Contract Status, and Employee Donation Fund

Kathy reported that the State 911 Contract went through County legal review and is now in the hands of the BOCC for their August 1st calendar.

Bank of America sent a letter to JeffCom stating they are closing the employee donation account. Kathy said that means we will need to relocate to another bank, preferably close to JeffCom, such as 1st Security. She said that 1st Security requires a motion from the Board to open a new account for this fund. **Brad Martin made a motion asking Karl Hatton and Kathy Young to open an account at 1st Security Bank in Port Hadlock for the JeffCom Donation Fund and assign them both as fund managers and signatory on that account; Joe Nole seconded and the motion was unanimously approved.** When it arrives by mail, the certified check from Bank of America will be deposited into this newly opened account.

VI New Business

A 2017 Budget Discussion

Karl said this year's budget is looking good. He is projecting revenue from sales and use to be up about 40K over last year, and new funding from Pencom for Director's fees to be about \$53K. Overall, with a stable 2nd half of the year we should end with \$100-120K to the good. Brad Martin stated that he wants to see any 2016 surplus go into the Capital Fund reserved for the future of JeffCom. Karl said he sent out the CFS numbers to the user groups so they can calculate their budgets, and consider the CFS fees for 2017. He will put together a few scenarios of call for service fees for the Board to consider. Brad said it may be time to put together a strategic planning meeting to prioritize JeffCom's projects and equipment needs.

VII Director's Report

Karl said he wants to sincerely thank the Treasurer, Stacie Prada and her staff for the work they did on refinancing JeffCom's bonds. This will save us about 10K a year and benefits us directly.

Staffing – the new hire is doing well, having worked in a similar sized center. There is one person in background and should be hired soon. Karl said we may be losing someone who is testing for a position in Seattle.

Cascadia Rising – JeffCom participated pretty heavily and used a lot of assets and learned a

few things for next time. Karl said the key to communication is via satellite. Once the military provided satellite, we had cell and internet use. He said that PUD is looking at securing a grant so that may be an option for us.

Union negotiations – discussion saved for the Executive Session.

Jefferson Transit – wants to go on the Maynard tower. Karl has sent them paperwork and requested an application fee. Any fees associated with engineering studies, space needs, electricity, will need to be paid by them. Also, KPTZ wants to move onto the PT Tower, for free. It was agreed that they provide good public service, but may need to pay costs associated with a radio frequency study, equipment room space, electricity, etc. The Board was in agreement that JeffCom should not be out of pocket for expenses associated with this request and contract language should be crafted so future commercial interest be give priority for tower space. Karl said he will work with Brett Reall.

The Sheriff approached Karl about moving Jenny from her space in the jail and Karl said this is very challenging for us to accommodate due to our current situation and lack of space. He said we may end up moving her into the supervisor office, which would then be shared by 3 people and subject to the whim of EOC for occupation. Karl said this emphasizes that what we have is not sufficient and further shows the need to move forward.

VIII Approval of Payments – June and July 2016

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

IX Executive Session per RCW 42.30.140 – Planning strategy during collective bargaining

The Chair announced that an Executive Session to plan strategy during collective bargaining will begin at 11:15 a.m. for an estimated 15 minutes. At 11:30 time was extended for another 5 minutes and at 11:35 it was extended for an additional 5 minutes. The Executive Session ended at 11:40 with no decisions made during the session.

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

Brad Martin announced that on August 13th from 8 a.m.-11 a.m. there will be a pancake breakfast at the beach club with safety trailer and extrication equipment demonstrations. He also announced that on August 20th the Masonic Hall with host a free BBQ for 1st responders.

Karl said that for the past few years he has served as representative in the Washington Chapter of APCO/NENA and will be voted in as president of the Washington Chapter at the Orlando conference next month. He will represent all dispatchers and agencies in our state.

XI Good of the Order.

XII Public Comments regarding New Business only

No public comments were made.

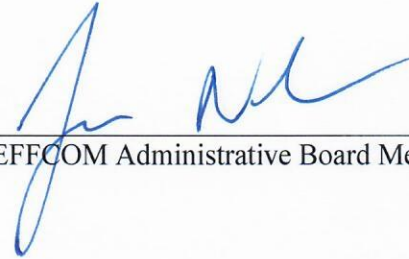
XIII Adjourn

The meeting adjourned at 11:52 a.m.

Next meeting: August 25, 2016 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 25, 2016

Members/Alternate Members Seated:

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

Members/Alternate Members Absent:

Mike Evans, City of PT/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate

Other Attendees:

Philip Morley, Jefferson County/Alternate
Gordon Pomeroy, EJFR
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Sunny Fortino, JeffCom

Handouts

Regular Agenda
JeffCom Admin Board Minutes, July 28, 2016
Capitalization of Assets Policy
Warrant/Check Registers – August 2016

I Call to Order

Joe Nole 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

Brad Martin made a motion to approve the July 28, 2016 minutes; David Sullivan seconded and the motion was unanimously approved.

V Unfinished Business

A Regionalization

Karl said that the Pencom Advisory Board approved of *JeffCom Resolution 2016-001 Continue Regionalization* and will be drafting a similar resolution for the City of Port Angeles to consider. When it goes before their council he will invite the JeffCom Board members to attend, if they choose. Karl is working toward getting Pencom separated from the City within the next year.

Karl said that both centers need new radio consoles and Pencom is considering purchasing the new radio consoles for their center and also for JeffCom. With similar equipment, we would be able to seamlessly communicate with each other and eliminate both APSAPs.

B Capitalization Policy

As requested at the last meeting, Karl said he added language under the disposal section about considering fair market value when disposing of equipment. After discussion, **Brad Martin made a motion to approve the Capitalization Policy; Deborah Stinson seconded and the motion was unanimously approved.**

C 2017 Budget Presentation

Karl presented the preliminary budget estimates for 2017. He said that revenues are to the good, especially in sales tax. For expenditures, we have seen small increases and decreases of some expenditures line items, but the bottom line is well within budget. He is calculating a 1.5% wage increase for 2017 as a place-holder, since negotiations are ongoing and salaries changes are unknown at this time. The Call for Service volumes were discussed and Karl presented two scenarios with the existing \$28.00 per call and another with \$27.00 per call. The general consensus was to keep the fee at \$28.00 per call and add 1 additional dispatcher FTE to help reduce dispatcher fatigue and overtime. Karl said he will send the budget spreadsheet out, with those changes, and have a finalized version for the next meeting.

VI New Business (no new business)

VII Director's Report

Staffing: Karl said one trainee, a lateral, is being released to full duty on September 1. One candidate dropped out just prior to polygraph. There are 2 more applications on file.

APCO International, Orlando: Karl said he attended the national conference and there is a big effort underway to reclassify telecommunicators within the OMB/SOC, which is an opportunity that only occurs every 10 years. They are currently classified as "secretaries and taxicab dispatchers" and the goal is to move them to a protected status alongside other public safety occupations. He asked everyone to have discussions with their representative groups.

APCO President: Karl said he was voted in as the APCO President for Washington State.

Towers: There has been no response from either KPTZ or Jefferson Transit on the letters sent to them last month regarding the application process in order to occupy our towers.

UPS Replacement: the county has agreed to help produce an RPF for the UPS replacement. It was serviced this past month, with no issues, but they are still recommending replacement.

Best Practices: Sunny Fortino will be forming a committee at the dispatch/supervisor level to work on regionalization issues with Pencom.

Space Shortage: Karl said he is waiting on the Sheriff to say whether the warrants clerk will need to move from the jail area. There is an audit report due which should shed light on the physical security issue at hand. If a move is necessary, she will most likely go into the supervisor's office.

VIII Approval of Payments – August 2016

Robert Pontius made a motion to approve the August 2016 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.

Deborah thanked everyone who participated in the all county picnic.

Robert suggested that Karl put out a public service announcement refresher on what questions people will be expected to answer when they call 911.

Philip said that with Bob Hamlin retiring at the end of this year, they have prepared a job announcement for the EOC Director position and asked that everyone spread the word about the vacancy. The job posting runs through Sept 26.

XI Public Comments regarding New Business only


No public comments were made.

XII Adjourn

The meeting adjourned at 11:11 a.m.

Next meeting: September 22, 2016 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 22, 2016

Members/Alternate Members Seated:

Deborah Stinson, Vice-Chair, City of PT
David Sullivan, Jefferson County Commissioner
Brad Martin, Fire Chief, FD #3
Art Frank, JCSO

Members/Alternate Members Absent:

Joe Nole, JeffCom Admin Chair, JCSO
Robert Pontius, Fire Comm. Assn
Philip Morley, Jefferson County/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
Ron Garrison, Fire Comm. Assn/Alternate

Other Attendees:

Gordon Pomeroy, EJFR
Mike Evans, City of PT/Alternate
Larry Karp, Quilcene Fire
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Sunny Fortino, JeffCom

Handouts

Regular Agenda
JeffCom Admin Board Minutes, August 25, 2016
Warrant/Check Register – September 2016

I Call to Order

Vice-Chair Deborah Stinson called the meeting to order at 9:05 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

During review of the minutes David Sullivan asked that, under Budget Presentation, the word *consensus* be changed to *discussion* since he didn't believe a consensus had been made regarding CFS fees. With that change, **David Sullivan made a motion to approve the August 25, 2016 minutes; Brad Martin seconded and the motion was unanimously approved.**

V Unfinished Business

A Regionalization

Karl said that the City Manager of Port Angeles does not see the need to create another resolution to continue regionalization and recommended it be accomplished with a memo instead. Karl said that they have a small committee assembled to work on the ILA, government structure, fees, and hope to have something within the next month to present to the board.

B 2017 Budget Presentation

After the last meeting, Karl said he sent the budget out electronically and has received no comments back. Fire said they have no changes and are good with \$28 per CFS. In response to a question, Karl said that his salary is partially funded by the City of Port Angeles and is shown as revenue coming in and expense going out for his position, the admin lead, and administrative overhead. David Sullivan said the County is being asked to fund \$900,000 **of new requests related to public safety* and will have to make tough decisions on where to make cuts if they can't come up with enough revenue, saying a bulk of that money goes to **Law and Justice*. A discussion took place about calls for service and different models which can change the structure split-out to user groups. Karl said that given the time frame needed to develop a new structure it might make more sense to lower the CFS fee for the County so the budget can be passed today. After further discussion, **Brad Martin made a motion to approve the 2017 budget with a \$28.00 per CFS for all agencies except the County who will pay \$27.00 per CFS for 2017 only; and includes 1 FTE for dispatch. On January 1, 2018 all conditions of this motion revert back to normal, excluding the FTE position. In the event of an unforeseen capital expense the County will help with a special assessment. David Sullivan seconded the motion and it was unanimously approved.**

VI New Business (no new business)

VII Director's Report

Staffing: Karl said we are down 2 people, with 1 application in the process. Our newest trainee is on her own and doing well.

KPTZ and Jefferson Transit: recent emails suggest that KPTZ will not be on our tower due to frequency interference issues, and Jefferson Transit is on hold but will consider next year.

RFP for the UPS replacement. Karl said there has been no contact from the County on their offer to help with an RFP. He will follow up with them.

Vacation: Karl said he was in Hawaii last week and is planning on taking off next week for a trip to the Dakotas. He said that cell signal may be sparse but he will answer back when he is able.

VIII Approval of Payments – September 2016

Brad Martin made a motion to approve the September 2016 payments; David Sullivan 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 October meeting can be cancelled. The next meeting will be held

*Language amended per David Sullivan 12/15/16

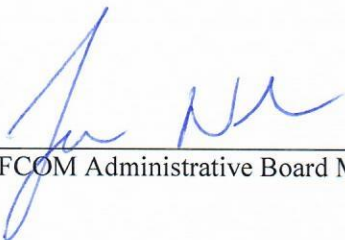
December 15th, unless a special meeting is called for. Kathy will notify the paper and post to our website.


X Good of the Order

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

XII Adjourn
The meeting adjourned at 9:54 a.m.

Next meeting: December 15, 2016 at Port Ludlow FD #3 at 9:00 a.m.



JEFFCOM Administrative Board Member

JEFFCOM Administrative Board Member

JEFFCOM ADMIN BOARD

NO MEETING HELD

OCTOBER 2016

BY MUTUAL CONSENT OF THE BOARD

JEFFCOM ADMIN BOARD

NO MEETING WAS SCHEDULED FOR

NOVEMBER 2016

JeffCom Administrative Board Minutes
At Port Ludlow Fire & Rescue Station
December 15, 2016

Members/Alternate Members Seated:

Joe Nole, JeffCom Admin Chair, JCSO Deborah
Deborah Stinson, Vice-Chair, City of PT
Larry Karp, Quilcene Fire
David Sullivan, Jefferson County Commissioner

Members/Alternate Members Absent:

Robert Pontius, Fire Comm. Assn
Philip Morley, Jefferson County/Alternate
Dave Stanko, Sheriff, JCSO/Alternate
Mike Evans, City of PT/Alternate
Brad Martin, Fire Chief, FD #3
Ron Garrison, Fire Comm. Assn/Alternate

Other Attendees:

Gordon Pomeroy, EJFR
Art Frank, JCSO
Karl Hatton, JeffCom Director
Kathy Young, JeffCom Office Manager
Sunny Fortino, JeffCom

Handouts

Regular Agenda
JeffCom Admin Board Minutes, December 15, 2016
Warrant/Check Register – September, October, November 2016

I Call to Order

Joe Nole called the meeting to order at 9:03 a.m.

II Changes to the Agenda

The Executive Session was canceled due to lack of information from the Union.

III Comments from the Public

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

IV Approval of Minutes

David Sullivan requested 2 changes to language of the September minutes. Under unfinished business, item B, change: *\$900,000 in public safety* to: *\$900,000 of new requests, many related to public safety*; and, change: *money goes to JeffCom* to: *money goes to Law and Justice*. With those two changes, **David Sullivan made a motion to approve the amended September 22, 2016 minutes, Deborah Stinson seconded and the motion was unanimously approved.**

V Unfinished Business

A Regionalization

The ILA with Pencom for Emergency Dispatch Administrative Services between the City of Port Angeles and JeffCom expires on December 31, 2016. An extension of that ILA to extend it for another year is circulating in Port Angeles and Karl expects it to be signed shortly. In the interest of time, he is seeking preapproval from the JeffCom Board to have the Chair approve and sign the agreement after PenCom signs. **Deborah Stinson made a**

motion to authorize the JeffCom Chair to approve and sign the agreement with the date extension being the only change, David Sullivan seconded and the motion was unanimously approved. Karl said the real challenge is creating an ILA due to the 17 agencies involved. He said he will meet with Richard Kirton and explore options as Pencom begins their split from the City.

VI New Business

A JeffCom/Port Angeles ILA for Director Services, extension

Covered under Regionalization discussion.

B Welcome Packet for new Board Members

Karl said he plans to develop a packet for new board members which will include essential information about JeffCom and outline responsibilities and duties of new board members. He said he will have binders for each board member by next month's meeting.

C 2017 Election, Chair & Vice Chair

Election for Chair and Vice-Chair will be held in January. Joe Nole said he will be replaced by Art Frank. Robert Pontius and Ron Garrison will remain in the Fire Commissioner role. Brad Martin and Larry Karp will remain in the Fire Chiefs role.

D 2017 Calendar of meeting dates

The 2017 calendar of meeting dates was reviewed, no changes were proposed.

VII Director's Report

Staffing: Karl said we are down 2 people, with 1 in background.

RFP – Karl has asked the County to assist with an RFP for the UPS replacement but has had no response from them. He will send another email after the first of the year.

CBD – Karl said he took a refresher course on criteria based dispatching and is building his curriculum for teaching this course in the future. There will be costs associated with reprinting our guidelines.

State Audit – the auditor has been in for the past 3 days. This is not a financial audit, but an accountability one. There will be a formal exit interview soon and the Board is invited to attend. Karl will contact everyone when he has a date.

Emails - there have been disruptions to our email system. If you didn't receive something you were expecting, please contact Karl.

Budget Process – Karl said he wanted the board to know as a group that a board member had some angst about the budget process last meeting. A decision had been made to meet the September ILA deadline to pass the new budget, after which he became aware that a gentlemen's agreement existed that no budget decisions are to be made without the presence

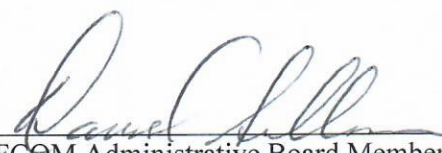
of the full board. Karl said he hopes to address the unhappiness by speaking to everyone concerned and then move forward with business.

Union – the union did not come back with a proposal/offer. Hopefully in January we will have a proposal to discuss.

- VIII Approval of Payments – September, October, November 2016**
David Sullivan made a motion to approve the September, October and November 2016 payments; Deborah Stinson seconded and the motion was unanimously approved.
- IX Executive Session – RCW 42.30.110 for planning strategy during collective bargaining**
Cancelled
- X Suggestions for next or future agenda, regular meeting and/or executive session**
- XI Good of the Order**
- XII Public Comments regarding New Business only**
No public comments were made.
- XIII Adjourn**
The meeting adjourned at 9:57 a.m.

Next meeting: January 26, 2017 at Port Ludlow FD #3 at 9:00 a.m.


JEFFCOM Administrative Board Member


JEFFCOM Administrative Board Member